



Board of Directors

Agenda
Clubhouse Four
Tuesday, June 27, 2017
2:00 p.m.

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. President's Comments
4. Announcements/Service Awards
5. Seal Beach Mayor's Update
6. Shareholder/Member Comments

Note: Foundation Shareholder/Members are permitted to make comments before the meeting business of the Board begins. The Open Meeting Act allows boards of directors to establish reasonable time limits for the open forum and for speakers to address the board. ([Civ. Code §4925\(b\)](#).) Time limits, per speaker, are limited to:

- 4 - minute limit per speaker, when there are no more than 15 speakers
 - 3 - minute limit per speaker, 16- 25 speakers
 - 2 - minute limit per speaker, over 26 speakers
7. Consent Calendar – Approval of Board Committee Meeting Minutes (n/a)
 8. Approval of Minutes
 - a. May 23, 2017
 - b. May 30, 2017, Special
 - c. June 6, 2017, Special
 - d. June 13, 2017, Special
 9. New Business
 - a. General
 - i. Capital Funding Request - Elements of Operation for the Vehicles Used for Recreation Storage Lot

ii. Paving Project

- (a) Rescind December 27, 2016 Motion Pertaining to Street Paving
- (b) Approve Contract for Street Paving

b. Security, Bus & Traffic Committee

- i. **FINAL VOTE:** Amend Policy 1927-37, Traffic Rules and Regulations

10. Staff Reports

- a. Director of Finance's Report – Ms. Miller
- b. Executive Director's Report – Mr. Ankeny

11. Board Member Comments

12. Next Meeting/Adjournment

- a. **July 25, 2017, 10:00 a.m., Clubhouse Four**



**BOARD OF DIRECTORS MEETING MINUTES
GOLDEN RAIN FOUNDATION
May 23, 2017**

CALL TO ORDER

President Carole Damoci called the regular monthly meeting of the Board of Directors (BOD) of the Golden Rain Foundation (GRF) to order at 10:00 a.m., on Tuesday, May 23, 2017, in Clubhouse Four.

PLEDGE OF ALLEGIANCE

Helen Tran, GRF Representative of Mutual Fifteen, led the Pledge of Allegiance.

ROLL CALL

Following the roll call, Corporate Secretary reported that Directors Fekjar, Hopewell, Tran, Damoci, Reed, Hood, McGuigan, Perrotti, Winkler, Greer, Pratt, Snowden, Lukoff, Moore, Rapp, R. Stone, Doderio, and L. Stone were present.

Eighteen Directors were present, with a quorum of ten.

PRESIDENT'S COMMENTS

The President stated that GRF Board of Directors will meet in Executive Sessions on May 23 and May 30 to discuss legal, and contractual and matters.

ANNOUNCEMENTS/ SERVICE AWARD PRESENTATIONS

One employee was recognized with a service award.

| | | |
|------------------|--------------------------------|----------|
| Javier Gutierrez | Service Maintenance Department | 15 years |
|------------------|--------------------------------|----------|

SEAL BEACH MAYOR'S REPORT

The Mayor of Seal Beach provided a recap of the City of Seal Beach City Council meeting.

SHAREHOLDER/MEMBER COMMENTS

In accordance with Policy 5610, Participation by Foundation Members, members may enter into a comment period prior to the beginning of business. **NOTE:** Foundation members are permitted to make comments before the business of the Board begins. Requests must be registered in advance of the meeting. The Open Meeting Act allows boards of directors to establish reasonable

time limits for the open forum and for speakers to address the board. ([Civ. Code §4925\(b\)](#).) Time limits, per speaker, are limited to:

- 4 minute limit per speaker, when there are no more than 15 speakers
- 3 minute limit per speaker, 16- 25 speakers
- 2 minute limit per speaker, over 26 speakers

Two shareholders/members offered comments.

CONSENT CALENDAR – APPROVAL OF BOARD COMMITTEE MEETING MINUTES

In accordance with Civil Code 4090, the Foundation will make available a summary of the meetings where a quorum of the Board was present. A quorum of the Board was present at the following Committee meetings:

- Minutes of the Strategic Planning Ad Hoc Committee Board Meeting of April 4, 2017
- Minutes of the Security, Bus & Transportation Committee Board Meeting of April 5, 2017
- Minutes of the Physical Properties Committee Board Meeting of April 10, 2017
- Minutes of the Mutual Administration Committee Board Meeting of April 11, 2017
- Minutes of the Publications Committee Board Meeting of April 12, 2017
- Minutes of the Recreation Committee Board Meeting of April 13, 2017
- Minutes of the Executive Committee Board Meeting of April 14, 2017
- Minutes of the Special Physical Property Committee Board Meeting of April 20, 2017

Director Winkler stated that Finance Committee minutes with a quorum of eleven were not included in the consent calendar. The President advised the Recording Secretary to add the Finance Committee minutes from April 2017 meeting to the next regular Board of Directors agenda.

APPROVAL OF BOARD MEETING MINUTES

The minutes of the April 25, 2017 were approved, by general consent of the Board, as distributed.

NEW BUSINESS

Architectural Design and Review Committee

Policy 5160-ADRC, Architectural Design and Review Committee

At its meeting on April 11, 2017, the Architectural Design and Review Committee reviewed Policy 5160-ADRC and moved to recommend that the Golden Rain Foundation (GRF) Board of Directors (BOD) accept the proposed amendments to Policy 5160-ADRC.

Ms. Hopewell MOVED, seconded by Mrs. Reed -

TO amend Policy 5160-ADRC, Architectural Design and Review Committee, to update the scope of the Committee's responsibilities.

The motion was carried unanimously by the Board members.

Conceptual Approval, Main Entrance Landscape

At its regularly scheduled meeting on May 9, 2017 the Architectural Design and Review Committee reviewed and discussed the design and revised plant list for the Main Gate entrance area. The Committee unanimously agreed to approve the concept design provided by Mission Landscape, along with the revised plant list and forward to the GRF Board for the conceptual approval design (attached in the agenda packet).

Ms. Hopewell MOVED, seconded by Ms. Stone -

TO approve the conceptual design of the Globe and the Main Gate entrance area, as provided by Mission Landscape.

Four Directors spoke on the motion.

The motion was carried with fifteen yes votes (Perrotti, R. Stone, Snowden, L. Stone, Hood, Hopewell, Rapp, McGuigan, Doderio, Winkler, Greer, Lukoff, Tran, Fekjar, Moore), one no vote (Reed), and one abstention (Pratt).

Executive Committee

Rescind Policy 5611-30, Calling a Special Meeting

At its meeting on May 12, 2017, the Executive Committee reviewed policies within their purview and moved to recommend that the Golden Rain Foundation (GRF) Board of Directors (BOD) rescind Policy 5611-30, Calling a Special Meeting.

Ms. Stone MOVED, seconded by Ms. Rapp -

TO rescind Policy 5611-30, Calling a Special Meeting, which is addressed in the Davis-Stirling Act and is, therefore, redundant.

One Director spoke on the motion.

The motion was carried with fifteen yes votes (Perrotti, R. Stone, Pratt, Snowden, L. Stone, Reed, Hood, Hopewell, Rapp, McGuigan, Doderio, Lukoff, Tran, Fekjar, Moore), and two no votes (Winkler, Greer).

Amend Policies under the Purview of the Executive Committee

At its regularly scheduled meeting on May 12, 2017, the Executive Committee reviewed policies and moved to recommend that the Golden Rain Foundation (GRF) Board of Directors accept the amendments to the policies listed.

Ms. Stone MOVED, seconded by Mr. Hood -

TO amend Policy 5110-30, Executive Committee, to update the scope of the Committee's responsibilities; Policies 5231-30, Donations, and 5508-30, Renewal of Service and Maintenance Contracts, to update work flow processes and title changes.

The motion was carried unanimously by the Board members.

Finance Committee

Accept April 2017 Financials for Audit

At the regular meeting of the Finance Committee on May 16, 2017, the Committee duly moved to recommend to the Golden Rain Foundation Board of Directors acceptance of the April 2017 Financial Statements for audit.

Ms. Hopewell MOVED, seconded by Ms. Fekjar -

TO accept the April 2017 Financial Statements for audit.

The Director of Finance provided the Board with the recap of April 2017 Financial Statements for audit.

The motion was carried unanimously by the Board members.

Amend Policy 5061-31, Fees **FINAL VOTE**

Policy 5061-31, Fees, relates to the type of fees charged to members of the Golden Rain Foundation and how that fee is calculated and where the money is applied. At the regular Finance Committee meeting on March 21, 2017, the Finance Committee unanimously suggested Policy 5061-31, Fees, be amended. The proposed amendment is attached (Exhibit A in the agenda packet).

At its meeting of March 28, 2017, the Board of Directors voted to tentatively amend this policy, pending a 30-day notice period to Foundation members. The policy draft was published in the April 5th edition on the *Golden Rain News*. Members were welcomed to submit their comments or questions to the Board Office on this matter. Printed copies were also available to shareholder/members in the News Office, the Library and the Reception desk, second floor of the

Administration building. This process is recommended in accordance of the Davis-Stirling Act, Civil Code §4360. One written item of correspondence, regarding amendment of Policy 5061-31, Fees, has been received during the 30-day notification to the membership period.

The new membership fee is implemented on January 1 of each year.

Mr. Lukoff MOVED, seconded by Ms. Hopewell -

TO amend Policy 5061-31, Finance – Fees, to change Item 1.3 to read as follows: The membership fee is calculated as twenty (20) times the monthly GRF assessment and rounded up the nearest dollar. The new membership fee is implemented on January 1 of each year.

One Director and the President spoke on the motion.

The motion was carried unanimously by the Board members.

Proposed Cost Center for 5.5 Acres

At the regularly scheduled meeting of the Finance Committee, on May 16, 2017, the members discussed establishing a new cost center and an annual budget for managing and maintaining the property commonly referred to as “5.5 Acre Storage Area”. The Committee passed a motion to recommend to the Golden Rain Foundation (GRF) Board of Directors (BOD) to establish Cost Center 47 to manage an annual operating expense budget of approximately \$30,000 for this area (exhibit A). A second motion was passed to recommend to the GRF BOD to add insurance coverage to the Trust Property’s master insurance policy, effective immediately for the coverage of this area.

Mr. Lukoff MOVED, seconded by Mr. Moore -

TO establish Cost Center 47 to manage an estimated annual operating expense budget of approximately \$30,000 (Exhibit A) for the area commonly referred to as “5.5 Acre Storage Area”.

The motion was carried with sixteen yes votes (Perrotti, R. Stone, Pratt, Snowden, L. Stone, Reed, Hood, Hopewell, Rapp, McGuigan, Winkler, Greer, Lukoff, Tran, Fekjar, Moore), and one abstention (Dodero).

Mr. Lukoff MOVED, seconded by Ms. Snowden –

TO add insurance coverage to the Trust Property's master insurance policy, effective immediately, for the coverage of the 5.5 Acre Storage Area.

The Executive Director spoke on the motion.

The motion was carried with sixteen yes votes (Perrotti, R. Stone, Pratt, Snowden, L. Stone, Reed, Hood, Hopewell, Rapp, McGuigan, Winkler, Greer, Lukoff, Tran, Fekjar, Moore), and one abstention (Dodero).

ITS Committee

Amend Policy 5051-34, Website Management

At its regularly scheduled meeting on May 1, 2017, the Information Technology Services (ITS) Committee reviewed Policy 5051-34, Website Management and moved to recommend that the Golden Rain Foundation (GRF) Board of Directors accept the amendments to the policy.

Ms. Snowden MOVED, seconded by Ms. Hopewell -

TO amend Policy 5051-34, Website Management, to update the scope of responsibilities pertaining to website management.

The motion was carried unanimously by the Board members.

Mutual Administration Committee

Amend Policy 1023-MAC, Pet Ownership Rules-Golden Rain Foundation

At its regularly scheduled meeting on May 9, 2017, the Mutual Administration Committee reviewed Policy 1023-MAC and moved to recommend that the Golden Rain Foundation (GRF) Board of Directors (BOD) accept the proposed amendments.

Ms. Rapp MOVED, seconded by Ms. Snowden -

TO amend Policy 1023-MAC, Pet Ownership Rules - Golden Rain Foundation, to update the applicable Civil Code, and to remove reference to the Mutual corporations.

Two Directors spoke on the motion.

The motion was carried unanimously by the Board members.

Director Dodero left the meeting at 10:35 a.m. and returned at 10:44 a.m.

Amend Policy 7501-Mutual Pet Ownership Policy

At its regularly scheduled meeting on May 9, 2017, the Mutual Administration Committee (MAC) reviewed GRF- and Mutual-related pet policies. The Committee moved to recommend the Golden Rain Foundation (GRF) Board of Directors (BOD) amend Policy 1023-MAC, Pet Ownership Rules – Golden Rain Foundation. With the Committee's action concerning this Policy, the Committee also reviewed Policy 7501, Mutual Pet Ownership Policy (attached in agenda packet).

The Committee moved to recommend the GRF BOD amend Policy 7501, Mutual Pet Ownership, removing all references to and participation by the GRF in the policy. By this action, pet rules will be clearly defined and separated between the GRF and the Mutual Corporations. With this action by the GRF BOD, Policy 7501, Mutual Pet Ownership Policy will be requested for review and amendment by the Mutual Boards of Directors.

Ms. Rapp MOVED -

TO amend Pet Policy 7501, Mutual Pet Ownership Policy, by removing all participation in the policy by the Golden Rain Foundation.

Two Directors spoke on the motion.

The motion failed due to no second.

Following a discussion, Ms. Rapp MOVED, seconded by Ms. Hopewell –

TO amend the motion, and add to the bottom of the first page of the Policy stating that Golden Rain Foundation is no longer participant in Policy 7501, Mutual Pet Ownership Policy.

Three Directors spoke on the motion.

The motion was carried with sixteen yes votes (Perrotti, R. Stone, Pratt, Snowden, L. Stone, Reed, Hood, Hopewell, Rapp, McGuigan, Winkler, Greer, Lukoff, Tran, Fekjar, Moore), and one abstention (Dodero).

The Executive Director stated that he will present the amended Policy 7501, Mutual Pet Ownership Policy, to the President's Council in July, and ask Mutual Presidents to approve GRF's removal from Policy 7501, as the Foundation does not approve of the pet policy as it stands, and the Mutuels have to review it on their own.

Physical Property Committee

Capital Funding Request, Amendment of Relocation of Distribution, Stock Transfer Project and Building Five Conference Room C Sound Proofing

At its regularly scheduled meeting on May 8, 2017, the Physical Property Committee (PPC) approved the following: 1) Moving of Distribution to Building 5; Modifying Stock Transfer area and installation of sound-suppression for Conference Rooms B and C, located in Building 5. The total cost for all of these areas, including a 10% contingency, is \$20,862, with in-house labor estimated at approximately 220 hours and forward to the Finance Committee for review and approval (Exhibit A in the agenda packet).

At its regularly scheduled meeting on May 16, 2017, the Finance Committee (FC) reviewed the request for Capital funding for the relocation project, as depicted in the previous paragraph. The FC reviewed available funding for this project and unanimously resolved to approve the funding.

At the regularly scheduled meeting on April 18, 2017, the Finance Committee reviewed available funding for this project and unanimously resolved to approve this non-budget expense, from Reserve Funds, in an amount not to exceed \$36,000.

Mrs. Greer MOVED, seconded by Ms. Rapp -

TO approve Capital Funding for the relocation of the Distribution Department to Building 5; modifying the Stock Transfer area and installation of sound-suppression for Conference Rooms B and C, also located in Building 5 (Exhibit A). The total cost for this project is not to exceed \$21,000 which includes a 10% contingency, with in-house labor estimated at approximately 220 hours and authorize the GRF President to sign all applicable contracts.

Two Directors and the Executive Director spoke on the motion.

The motion was carried with sixteen yes votes (Perrotti, R. Stone, Pratt, Snowden, L. Stone, Reed, Hood, Hopewell, Rapp, McGuigan, Winkler, Greer, Lukoff, Tran, Fekjar, Moore), and one abstention (Doderio).

The President also stated that the parking issue by The Distribution Department will be addressed at the next scheduled Physical Property Committee meeting.

Non-budgeted Operations and Capital Funding Request, Library-Tree Removals,
Sewer Line Repairs and Landscape Replacement

At its regular scheduled meeting on May 8, 2017, the Physical Property Committee (PPC) reviewed a request to repair the sewer line damaged by two mature trees. The PPC approved the non-budgeted request, in the amount of \$13,409, for the repair of the damaged sewer line, the removal of the Coral and Eucalyptus trees at the library and the re-landscaping of the area affected.

At its regularly scheduled meeting on May 16, 2017, the Finance Committee (FC) reviewed the request for Operations and Reserve funding for the project, as depicted in the previous paragraph. The FC reviewed available funding for this project and unanimously resolved to approve the funding.

Mrs. Tran MOVED, seconded by Mr. Hood -

TO approve Operations funds for the repair of the damaged sewer line at the Library, in an amount not to exceed of \$4,609. Further, I move to approve Reserve Funding for the removal of the two mature Coral and Eucalyptus trees at the Library, and the re-landscaping of the area affected, in an amount not to exceed \$8,800, and authorize the GRF President sign the contract and the Physical Property Chair to approve any contingencies.

Three Directors and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board members.

Rescind Policies under the Purview of the Physical Property Committee

At its regularly scheduled meeting on May 8, 2017, the Physical Properties Committee reviewed policies within their purview and moved to recommend that the Golden Rain Foundation (GRF) Board of Directors (BOD) rescind the policies referenced.

Mr. Stone MOVED, seconded by Ms. Snowden -

TO rescind Policies 1350-70, Community Grounds and Maintenance Service; 5042-70, Foundation Equipment; 5506.1-70, Bidding

Exceptions; 5506.2-70, Bidding Exceptions; 5506.3-70, Bidding Exceptions; and 5506.5-70, Bidding Exceptions.

Mrs. Damoci MOVED, seconded by Ms. Dodero -

TO rescind Policies 1350-70, Community Grounds and Maintenance Service; 5042-70, Foundation Equipment; 5506.1-70, Bidding Exceptions; 5506.2-70, Bidding Exceptions; 5506.3-70, Bidding Exceptions; and 5506.5-70, Bidding Exceptions.

Two Directors spoke on the motion.

The motion was carried unanimously by the Board members.

Amend Policies under the Purview of the Physical Property Committee

At its regularly scheduled meeting on May 8, 2017, the Physical Properties Committee reviewed policies within their purview and moved to recommend that the Golden Rain Foundation (GRF) Board of Directors (BOD) amend the policies referenced.

Ms. Rapp MOVED, seconded by Ms. Hopewell -

TO amend Policies 5130-70, Physical Property Charter; 5350-70, Project Construction; 5504-70, Insurance for Contractors, and 5504.01-70, Insurance for Vendors.

Three Directors and the Executive Director spoke on the motion.

Following further discussion, the Board agreed on the first paragraph of Policy 5350-70, Project Construction, to read as follows: 1. After approval of the Golden Rain Foundation (GRF) Board of Directors (BOD), the Physical Property Committee (PPC) and the Facilities Manager are responsible to call for bids on the projects. The Board also agreed on abbreviating General Liability as (GL) under 1.1, and as GL under 1.2 in Policy 5504-70, Insurance for Contractors.

The motion was carried unanimously by the Board members.

Recreation Committee

Amend Policies under the Purview of the Recreation Committee

At its regularly scheduled meeting on May 10, 2017, the Recreation Committee reviewed policies within their purview and moved to recommend that the Golden Rain Foundation (GRF) Board of

Directors (BOD) amend the policies referenced.

Mr. McGuigan MOVED, seconded by Ms. Rapp -

TO amend Policies 5135-50, Recreation Committee Charter and
5562-50, Amphitheater Programs.

One Director and the President spoke on the motion.

The motion was carried unanimously by the Board members.

Security, Bus and Traffic Committee

Amend Policy 5145-37, Security Committee

At its regularly scheduled meeting on May 3, 2017, the Security, Bus and Traffic Committee reviewed Policy 5145-37, Security, Bus and Traffic Committee Charter and moved to recommend that the Golden Rain Foundation (GRF) Board of Directors (BOD) amend the policy.

Mrs. Perrotti MOVED, seconded by Ms. Hopewell -

TO recommend Policy 5145-37, Security, Bus and Traffic
Committee Charter, to update the scope of the Committee's
responsibilities.

The motion was carried unanimously by the Board members.

TENTATIVE VOTE: Amend Policy 1927.01-37 Fees (Fines) for Parking Rules Violations on Trust Property

At its meeting on May 3, 2017, the Security, Bus & Traffic (SBT) Committee reviewed Policy 1927.01-37, Fees (Fines) for Parking Rules Violations on Trust Property. The Committee recommended the Golden Rain Foundation Board of Directors amend the policy to provide updated information in order to foster clarity and compliance. The Board of Directors will make a final vote on this proposed operating rule change on June 27, 2017, after consideration of comments made by members. This process is recommended in accordance of the Davis-Stirling Act, Civil Code **§4360**.

Mrs. Tran MOVED, seconded by Ms. Fekjar -

TO amend Policy 1927.01-37, Fees (Fines) for Parking Rules
Violations on Trust Property, to provide updated information for
clarity and compliance.

Two Directors and the President spoke on the motion.

Following further discussion, the Board agreed to amend the first line in Policy 1927.01-37, under the Violation, as follows: 1. Assigned Parking Space or restricted parking Space (Prohibited); to add \$50.00 fine, as first warning, under 15. RV or VUFR – Generator Running 8 pm-8 am; to change the last sentence at the bottom of the page to read as follows: Security Services Director has the right to waive the first offense fine, if needed paperwork is presented.

| Violation | 1st | 2nd and Subsequent |
|---|---------------------------------|--------------------------------|
| 1. Assigned Parking Space or restricted parking Space. | Warning 25.00 | 20.00 25.00 |
| 2. Blocking Crosswalk | 25.00 | 25.00 |
| 3. Expired or Invalid State Vehicle Registration* | Fix-It 50.00 | 50.00 |
| 4. Flat Tires | Fix-It | 25.00 |
| 5. "For Sale" sign on Vehicle | Warning 20.00 | 20.00 |
| 6. Handicap Parking without Placard or Handicap ID Displayed | 100.00* | 200.00 |
| 7. Hazardous Materials Leaking | 50.00 | 50.00 |
| 8. Limited Time Parking | Warning 20.00 | 20.00 |
| 9. Maintenance or Repair | Warning 25.00 | 25.00 |
| 10. No Valid GRF Vehicle Decal or Parking Permit Displayed | Warning 20.00 | 20.00 |
| 11. Parked on Sidewalk or Grass | 25.00 | 25.00 |
| 12. RED ZONE: Bus Stop | 25.00 | 25.00 |
| 13. RED ZONE: Fire Hydrant | Towed 100.00 | Towed 200.00 |
| 14. RED ZONE: Mail Box | 25.00 | 25.00 |
| 15. RV or VUFR - Generator Running 8pm – 8am | Warning | 50.00 |
| 16. RV or VUFR - Jack Support: None or Inadequate | 50.00 | 50.00 |
| 17. RV or VUFR Parked Over 72 (Seventy-Two) 48 Hours on TRUST STREET | Warning 40.00 | 40.00 |
| 18. Washing any vehicle on Trust Property (except Car Wash areas) | Warning 20.00 | 20.00 |
| 19. Washing a Non-resident Vehicle at Car Wash | Warning 20.00 | 20.00 |

* Fine will be waived on first offense if placard and/or paperwork is ~~presented~~ that was current at time of Citation **is presented. Security Chief has the right to waive the first offence fine if needed paperwork is presented to them.**

The motion was carried with sixteen yes votes (Perrotti, R. Stone, Pratt, Snowden, L. Stone, Hood, Hopewell, Rapp, McGuigan, Doderio, Greer, Lukoff, Tran, Fekjar, Moore) and one no vote (Reed).

Amend Policy 1927.02-37, Parking Rules for Trust Property

At its regularly scheduled meeting on May 3, 2017, the Security, Bus and Traffic Committee reviewed Policy 1927.02-37, Parking Rules Violation Panel and moved to recommend that the Golden Rain Foundation (GRF) Board of Directors (BOD) amend the policy.

Mr. Stone MOVED, seconded by Mr. Hood and carried unanimously by the Board members present-

TO amend Policy 1927.02-37, Parking Rules Violation Panel.

Three Directors, the President, and the Executive Director spoke on the motion.

Following further discussion, the Board agreed on removing the PRV Panel chart from Policy 1927.02-37, Parking Rules Violation Panel.

The motion was carried unanimously by the Board members.

CONTROLLER'S REPORT

The Controller's report is included at the end of the minutes as an attachment.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director spoke on various topics throughout the meeting and informed the Board of welcoming a new Security Services Director and a new Human Resources and Benefits Coordinator. The Executive Director also stated that due to the streets paving project delay by Nelson Paving, he will be going back to the contractors #2 and #3, on behalf of the Facilities Director, to present a new action request at the next Physical Property Committee meeting, and ask the Board to rescind the previous motion, and proceed with an alternate contract.

BOARD MEMBER COMMENTS

Seventeen Board members spoke on the proceedings of today's meeting.

ADJOURNMENT

The meeting was adjourned at 11:36 a.m.

Joy Reed, Corporate Secretary
GRF Board of Directors
05.23.17

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**BOARD OF DIRECTORS SPECIAL MEETING MINUTES
GOLDEN RAIN FOUNDATION
MAY 30, 2017**

CALL TO ORDER

President Damoci called the special meeting of the Golden Rain Foundation Board of Directors to order at 1:00 p.m. on Tuesday, May 30, 2017, in Clubhouse Four.

ROLL CALL

Following the roll call, Corporate Secretary Reed reported that Directors Perrotti, R. Stone, Snowden, Pratt, L. Stone, Reed, Hood, Hopewell, Rapp McGuigan, Winkler, Greer, Damoci, Lukoff, Tran, Fekjar, and Moore were present. Director Dodero, representing Mutual Nine, resigned effective May 26, 2017.

Seventeen Directors were present, with a quorum of nine.

PLEDGE OF ALLEGIANCE

Corporate Secretary Joy Reed led the Pledge of Allegiance.

ANNOUNCEMENTS

The Executive Director announced the hire of the new GRF Services Director Paul Bristow, and provided background information on Mr. Bristow. He thanked Tommy Fileto for his service as interim Security Chief. The Board recognized Dede Martin, of the Leisure World Weekly, who recently announced her retirement, for her 39 years of service to the community.

PRESIDENT'S COMMENTS

The President advised that Mrs. Dodero resigned in order to take a seat on the Mutual Nine Board.

SHAREHOLDER/MEMBER COMMENTS

In accordance with Policy 5610, Participation by Foundation Members, members may enter into a comment period prior to the beginning of business. **NOTE:** Foundation members are permitted to make comments before the business of the Board begins. Requests must be registered in advance of the meeting. The Open Meeting Act allows boards of directors to

establish reasonable time limits for the open forum and for speakers to address the board. ([Civ. Code §4925\(b\)](#).) Time limits, per speaker, are limited to:

- 4 minute limit per speaker, when there are no more than 15 speakers
- 3 minute limit per speaker, 16- 25 speakers
- 2 minute limit per speaker, over 26 speakers

Three shareholder/members offered comments.

BUSINESS

FINAL VOTE: Trust Property Use Lease

Golden Rain Foundation (GRF) is the owner (In Trust) of the premises which consists generally of a 5.5.1-acre parcel of real property located at 13599 El Dorado Drive, Seal Beach, California, 90740; Tract No. 4401, MM/154/9-17, as recorded with the County of Orange, State of California (5.5 acres).

The primary use of the property identified has been for the storage of vehicles used for recreation, under Article VII, Section A, of the Trust, which states:

"...TRUSTEE shall have, in addition to all powers, rights and privileged provided by law for trustees, and all powers necessary to carry out the duties herein imposed on TRUSTEE, the further powers to grant, bargain, sell for cash or credit, convey exchange, lease for terms, either within or beyond the end of the trust, for any purpose...the Trust Estate or any part thereof in such a manner and such terms and conditions as the TRUSTEE deems advisable. In all such cases TRUSTEE shall have the sole discretion respecting such transactions..."

Per Article VII, Section A of the Trust, the GRF Board of Directors has the sole authority, over the use of Trust Property. Further, the GRF BOD must act in a manner which represents the mutual benefit of all members of GRF. As such, the BOD, in its authority, has deemed the best mutual use of the area identified as the 5.5 acres shall be for the general use of all GRF members, based upon available space, per the terms and conditions in the use of Trust Property, per the terms and conditions of the Lease Agreement attached (Exhibit A in the agenda packet).

As the proposed lease agreement is considered an operational under [Civ. Code §4340](#) and as provided for in [Civil Code §4355\(a\)](#), action by the BOD has been requested to adopt the proposed lease agreement and provide due notice per [Civ. Code §4360\(a\)](#).

At its meeting of April 25, 2017, the Board of Directors voted to tentatively amend this lease, pending a 30-day notice period to Foundation members. The lease draft was published in the

April 27th edition on the *Golden Rain News*. Members were welcomed to submit their comments or questions to the Board Office on this matter. Printed copies were also available to shareholder/members in the News Office, the Library and the Reception desk, second floor of the Administration building. This process is recommended in accordance of the Davis-Stirling Act, Civil Code §4360.

Seven written items of correspondence regarding amendment of Trust Property Use Lease have been received during the 30-day notification to the membership period.

Mr. McGuigan MOVED, seconded by Mr. Hood –

TO approve the proposed lease agreement between the GRF and individual members of the GRF for the use of the property commonly identified as the 5.5 acres.

The motion was carried with one recusal (R. Stone).

Trust Property Lease, Limited Use of Trust Property within the Vehicles Used for Recreation Lot

GRF is the owner (In Trust) of the premises which consists generally of a 5.5.1-acre parcel of real property located at 13599 El Dorado Drive, Seal Beach, California, 90740; Tract No. 4401, MM/154/9-17 as recorded with the County of Orange, State of California (5.5 acres).

The primary use of the property identified has been for the storage of vehicles used for recreation, under Article VII, Section A, of the Trust, which states:

“...TRUSTEE shall have in addition to all powers, rights and privileges provided by law for trustees, and all powers necessary to carry out the duties herein imposed on TRUSTEE, the further powers to grant, bargain, sell for cash or credit, convey exchange, lease for terms, either within or beyond the end of the trust, for any purpose...the Trust Estate or any part thereof in such a manner and such terms and conditions as the TRUSTEE deems advisable. In all such cases TRUSTEE shall have the sole discretion respecting such transactions...”

Per Article VII, Section A of the Trust, the GRF Board has the sole authority, over the use Trust Property. Further the GRF Board must act in a manner which represents the mutual benefit of all members of GRF. As such the Board in its authority has deemed the best mutual use of the area identified as the 5.5 acres.

In as much as the 5.5 acres is used for the storage of vehicles used for recreation, the GRF Board duly moved and approved the following motion at its April 25, 2017 meeting:

Golden Rain Foundation Board Meeting Minutes, April 25, 2017

Mr. McGuigan MOVED, seconded by Ms. Snowden –

TO conceptually approve a lease agreement between the Golden Rain Foundation and the RV Trailer Club, for the limited use of Trust Property to be identified within a section of the 5.5 acres of Trust Property, per terms and conditions to be determined in the amount of \$1.00 per year.

Nine Directors spoke on the motion.

The motion was carried with one abstention (Winkler) and one recusal (R. Stone).

The proposed lease agreement between GRF and the Leisure World Trailer Club (LWTC) grants a nominal amount of space with the 5.5 acres, approximately (to be determined) square feet which includes, storage building, general use area, and 2 assigned stalls.

Mr. Lukoff MOVED, seconded by Ms. Fekjar and carried unanimously by the Board Members present -

TO approve a lease agreement between the Golden Rain Foundation and the Leisure World Trailer Club, a California Corporation, for the limited use of Trust Property, under terms and conditions of the lease agreement (attached in the agenda packet) and authorize the President to sign the agreement.

CDAR Purchase

At the regular scheduled meeting of the Finance Committee on May 16, 2017, the members discussed the liquid funds held in various financial institutions and noted the balances in some of the financial institutions exceed the FDIC insurance limits and therefore are not in compliance with Policy 5520-31 – Reserves. When reviewing liquid funds, the committee took into consideration the additional liquidity gained from investment maturities in June as well.

Based on the amount of liquid reserve funds versus total reserve commitments, the committee passed a motion to recommend to the board to invest for May, \$1,000,000 and for June \$500,000, from the First Foundation Bank Money Market Reserve account and from proceeds of

Golden Rain Foundation Board Meeting Minutes, May 30, 2017

maturing CDARs (Reserve funds), in 52-week CDARs which will be fully insured by the FDIC. Remaining liquid reserve funds will be sufficient to fulfill current and future commitments.

Mr. Hood MOVED, seconded by Ms. Hopewell-

TO continue the investment ladder by investing for May, \$1,000,000 and, for June, \$500,000 from the First Foundation Bank Money Market Reserve account and from proceeds of maturing CDARs (Reserve funds) in 52-week CDARs @ .45%, which will be fully insured by the FDIC.

Five Directors spoke on the motion.

The motion was carried unanimously.

BOARD MEMBER COMMENTS

Seventeen Board Members spoke on the proceedings of the meeting.

ADJOURNMENT

The meeting was adjourned at 1:47 p.m.

Joy Reed, Corporate Secretary
GRF Board of Directors
05.30.17/dfb

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SPECIAL BOARD OF DIRECTORS MEMBERS MEETING - GOLDEN RAIN FOUNDATION

June 6, 2017

In accordance with Article V, Section 3, of the corporation by-laws and pursuant to due notice being delivered to the Directors and shareholders, a special meeting of the Golden Rain Foundation (GRF) Board of Directors was called to order by President Damoci at 10:00 a.m. on Tuesday, June 6, 2017, in Clubhouse Four.

ROLL CALL

Following the roll call, Corporate Secretary Reed reported that Directors Perrotti, R. Stone, Snowden, Pratt, Hopewell, Rapp, L. Stone, Damoci, Reed, McGuigan, Winkler, Greer, Fekjar and Moore were present. Directors Hood, Lukoff and Tran were absent. Fourteen Board members were present, with a quorum of seven.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mrs. Reed.

ANNOUNCEMENTS

The Annual Meeting is scheduled for Tuesday, June 13, 2017 at 2:00 p.m. in Clubhouse Four. The Organization meeting will be held approximately 15 minutes after the Annual Meeting's conclusion, also in Clubhouse Four.

The winners of today's election will be installed at the conclusion of the Annual Meeting. If the non-incumbent winners of today's election are present when the results are announced, please see the Executive Coordinator, Deanna Bennett, before leaving in order to obtain information regarding next week's schedule and answer any questions.

All Foundation members were welcomed to observe the counting process. Once the counting process was underway, the Board was recessed for informal conversation and light refreshments.

MEMBER COMMENTS

In accordance with Policy 5610, Participation by Foundation Members, members may enter into a comment period prior to the beginning of business. **NOTE:** Foundation members are permitted to make comments before the business of the Board begins. Requests must be registered in advance of the meeting. The Open Meeting Act allows boards of directors to establish reasonable time limits for the open forum and for speakers to address the board. ([Civ. Code §4925\(b\)](#).) Time limits, per speaker, are limited to:

- 4 minute limit per speaker, when there are no more than 15 speakers
- 3 minute limit per speaker, 16- 25 speakers
- 2 minute limit per speaker, over 26 speakers

No shareholder/members offered comments.

ELECTION FOR GRF DIRECTORS REPRESENTING ODD-NUMBERED MUTUALS

The President stated that the purpose of the meeting was to observe the counting process for the election of the GRF Directors representing the even-numbered Mutuals.

The President introduced the principals of Accurate Voting Services (AVS), Inc. Ms. Cheryl Wilson thanked the Board for engaging AVS to conduct today's election, advised how the election process has progressed and the work that will be conducted today. As a quorum of the Board was present, the counting process began at 10:06 a.m.

The Board meeting was recessed at 10:06 a.m.

At 11:20 a.m., after the ballot counting was conducted, the meeting resumed and Ms. Wilson reported the election results as follows:

| | |
|-------------------|---|
| Mutual One: | Leah Perrotti, 295; Richard Stone, 276. Quorum only: 6. Abstain: 3. |
| Mutual Three: | Linda Stone, 182. Quorum only: 1. Abstain: 7. |
| Mutual Five: | Wayne Gould, 231. Quorum only: 3. Abstain: 6. |
| Mutual Seven: | Kathleen Rapp, 186, Quorum only: 1. Abstain: 6. |
| Mutual Nine: | Antonio Dodero, 163. Quorum only: 2. Abstain: 7. |
| Mutual Eleven: | No candidate. |
| Mutual Fifteen: | Allen Anderson, 257. Quorum only: 2. Abstain: 3. |
| Mutual Seventeen: | Perry Moore, 63. Quorum only: 0. Abstain: 1. |

The President thanked the members of Accurate Voting Service for their work. The newly-elected Directors will be installed at the conclusion of the GRF Annual Meeting on June 13, 2017, at 2:00 p.m. in Clubhouse Four.

The meeting was adjourned at 11:24 a.m.

Joy Reed, Corporate Secretary
GRF Board of Directors
dfb: 06.06.17



ORGANIZATIONAL MEETING OF BOARD OF DIRECTORS GOLDEN RAIN FOUNDATION

June 13, 2017

In accordance with Article V, Section 3, of the corporation bylaws and pursuant to due notice being delivered to the Directors and shareholders, a special meeting of the Board of Directors of Golden Rain Foundation was called to order by Executive Director Ankeny, at 3:50 p.m., on Tuesday, June 13, 2017, in Clubhouse Four.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by the Executive Director.

ROLL CALL

Following the roll call, Recording Secretary Bennett reported that Directors members Perrotti, R. Stone, Pratt, Snowden, L. Stone, Reed, Gould, Hopewell, Rapp, McGuigan, Doderio, Greer, Damoci, Lukoff, Anderson and Moore were present. Director Winkler was absent.

BEGIN PROCESS OF ORGANIZATION

The Executive Director called for nominations for the office of President. Mrs. Damoci nominated Ms. Stone. There being no further nominations, Ms. Stone was declared, by acclamation, President of the Board, for the 2017/2018 term.

President Stone thanked the Board members for their support and opened nominations for the office of Vice President. Ms. Rapp nominated Mrs. Damoci. There being no further nominations, Mrs. Damoci was declared, by acclamation, Vice President of the Board, for the 2017/2018 term.

Nominations were opened for the office of Corporate Secretary. Ms. Rapp nominated Mrs. Reed. There being no further nominations, Mrs. Reed was declared, by acclamation, Corporate Secretary of the Board, for the 2017/2018 term.

Nominations were opened for the office of Treasurer. Mrs. Reed nominated Mr. Lukoff. There being no further nominations, Mr. Lukoff was declared, by acclamation, Treasurer of the Board for the 2017/2018 term.

ANNOUNCEMENTS

The President announced that there will be a Special GRF Board meeting on Friday, June 16, at

GRF Board of Directors Special Meeting Minutes, 6.13.17

2 p.m., in Clubhouse Four, to ratify the Committees, Ad hoc Committees and LAMC Advisory Board Committee members. The next regular GRF Board meeting is scheduled for Tuesday, June 27, 2017, at 2:00 p.m., in Clubhouse Four. The first GRF Committee meeting, the Recreation Committee, will take place on July 5, at 1:00 p.m., in the Administration Conference Room. All Committees, with the exception of the Finance Committee will take place in the afternoon during the new term.

The meeting was adjourned at 3:57 p.m.

Joy Reed, Corporate Secretary
Board of Directors
/dfb
06.13.17



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS
FROM: RANDY ANKENY, EXECUTIVE DIRECTOR
SUBJECT: RV LOT, GENERAL OPERATIONAL REQUIREMENTS
DATE: JUNE 20, 2017
CC: FILE

On May 30, 2017, the Board duly moved and approved to begin active management of the area commonly referred to as the 5.5 acres (Lot) for the storage of vehicles used for recreation by GRF members.

Staff has reviewed the Lot and has identified the need for the following:

| Item | Amount |
|--|----------|
| 8'x20' Portable Office (preowned, Exhibit A) | \$12,500 |
| Electrical (permits and required work) | \$3,500 |
| Awning for Office | \$2,000 |
| Lot Gravel & Level pad for Office | \$5,000 |
| Contingency | \$5,000 |
| Total | \$28,000 |

Proposed 8' x 20' Portable Office, from Mod Space, Fontana, CA



I move to approve the following expenditures:

- One 8' x 20" portable office from Modspace,
- Electrical connection of portable office with required permits,
- Installation of an awning at the portable office,
- Addition of gravel to patch areas within the lot, and level the ground for the portable office,
- Provide contingency funding for miscellaneous required Lot needs, in an amount not to exceed \$28,000, Capital funding, and authorize the Executive Director to initiate required purchases, and the authorize the President to sign any applicable contract.



This Offer Created For:
Golden Rain Foundation
 1426604

Date: 06/16/2017
 Offer #: 278474
 Offer Expires: 8/15/2017

800-523-7918

Customer Billing Address

Golden Rain Foundation
 PO Box 2069
 Seal Beach, CA 90740
 Contact : Mark Weaver
 Phone : (562)431-6586
 Email : markw@lwsb.com
 PO No :
 Project No :
 Project Name:

ModSpace Service Center

CA-Fontana
 11115 Hemlock Avenue
 Fontana, CA 92337
 Contact : Dora Perez
 Phone : (909)574-1465
 Fax : (909)574-1470
 Email : Dora.Perez@modspace.com

Delivery Address

13599 El Dorado
 Seal Beach, CA 90740
 Tax Exempt: Yes__ or No__

Offer Type: Fleet Sale

Only Modspace Offers You The Ultimate Confidence Pledge

| Sale Price | | | |
|---|----------------------------|--------------------------------|----------------------------|
| Asset #: 8x20 Smartspace unit# 603334 from Poway yard- 603334 | | | |
| | | Sale Price: | \$ 9,500.00 |
| | | Total Asset Sale price: | \$ 9,500.00 |
| Delivery, Installation & Removal (One-Time Items) | | | |
| <u>Quantity</u> | <u>Description</u> | <u>Each</u> | <u>Total Amount</u> |
| | <u>Delivery</u> | | |
| 1 | Transportation of Building | \$1,596.00 | \$1,596.00 |
| | <u>Other</u> | | |
| 1 | Seller Processing Fee | \$22.50 | \$22.50 |
| 1 | State Transfer Fee | \$500.00 | \$500.00 |
| Total Delivery and Installation: | | | \$2,118.50 |
| Total One-Time: | | | \$2,118.50 |
| Total Tax: | | | \$859.94 |
| Total: | | | \$12,478.44 |

Modular Space Corporation (dba "ModSpace"), 1200 Swedesford Road, Berwyn, PA 19312, CA Contractor License # 763309.

1. Plumbing/manifold & electrical connections are not included. All final site utilities are done by others.
2. Data boxes, cabling, additional outlets or individual light switches in each office are extra charge.
3. Set up is based on a level set +/- 6" over the building envelope. Low set (removing tires/axles/hitch) will be extra charge.
4. There should be open access/area for the 20' or 26' truck to place each 40' or 60' module section into place. IF the building needs to be rolled into place due to tight site conditions, there will be an extra charge. (Rolling/Trans lift charge).
5. Wet-stamped engineered foundation drawings are extra charge and are typically not site specific.
6. In-fleet Lease Inventory sold "AS IS". Modifications and cleaning or repairs are extra charge.
7. Security bars, exit signs, mini- blinds ,sinks/wet bars, skirting around to cover wheels/axles, fire sprinklers and ADA ramps quoted upon request.
8. Buildings must be delivered within 2 months of signing sale agreement to avoid storage fees.
9. Freight: If pilot cars or police are required, additional cost will apply.
10. Financing is available.
11. If fees are required at millitary base for registration or safety class there will be additional costs.
12. ModSpace is not responsible for any occupancy, site or utility permits or any fees associated with these permits.
13. Delivery charges are based on standard hours Monday – Friday, excluding holidays or off hours.
14. Skirting pricing is for the building only. Skirting around the ramps is additional cost. (Skirting is a wood covering about the perimeter of the building to cover wheels and axles.)



This Offer Created For:
Golden Rain Foundation
1426604

Date: 06/16/2017
Offer #: 278474
Offer Expires: 8/15/2017

800-523-7918

Customer Billing Address

Golden Rain Foundation
PO Box 2069
Seal Beach, CA 90740
Contact : Mark Weaver
Phone : (562)431-6586
Email : markw@lwsb.com
PO No :
Project No :
Project Name:

ModSpace Service Center

CA-Fontana
11115 Hemlock Avenue
Fontana, CA 92337
Contact : Dora Perez
Phone : (909)574-1465
Fax : (909)574-1470
Email : Dora.Perez@modspace.com

Delivery Address

13599 El Dorado
Seal Beach, CA 90740

Tax rates vary and are determined by the state, local, federal and/ or provincial tax jurisdictions, they are subject to change at any time without notice. Taxes are estimated and will be finalized based upon either the actual delivery address or in accordance with the laws of the various jurisdictions.

If sales tax exempt, proof of exempt status is required and must be validated by ModSpace prior to contract finalization.

Prevailing/ Davis-Bacon Wage Applicable:

Badging or Access Requirements Applicable:

Union Labor:



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS
FROM: MARK WEAVER FACILITIES DIRECTOR
SUBJECT: PAVING PROJECT
DATE: JUNE 14, 2017
CC: FILE

At it's regularly scheduled December meeting, the GRF Board approved to award a contract to Nelson Paving to repave streets listed in 2016 Paving Project:

Mr. Lukoff MOVED, seconded by Mr. Hood-

TO award a contract to Nelson Paving (NPG), for a cost of \$548,303.52, and include a \$51,696.48 contingency funding for this project, for a total not to exceed \$600,000, to repave and replace work called out on the RFP, dated February 2, 2016, for the following streets: Cedar Crest, Knollwood, Fairfield/Prestwick, Shawnee, Sunningdale, McKinney, Homewood and Weeburn, funding from the Reserve account and authorize the President to sign the contract and the Physical Property Chair sign any change orders.

The Physical Property Department was unable to secure start and finish dates for the contract with Nelson Paving. The department was provided with tentative dates twice by Nelson Paving; these dates have been postponed, leaving concerns on the availability of Nelson Paving to adhere to any additional stipulated date.

Currently Nelson Paving has offered a tentative (emphasis added) start date of mid-July. The Executive Director suggested that the Physical Property Department reach out to other bidders, presented to the Physical Properties Committee, to commit to commence the project within a reasonable time frame. M.J. Jurado was the second lowest bidder and is available to start within a week of executing a contract.

Recap of proposals submitted at the December 12, 2016 Physical Properties Committee meeting:

| CONTRACTOR | COST | BOND | TOTAL |
|----------------------|--------------------------------|--------------|---------------|
| All American Asphalt | \$ 398,242.54 | \$ 5,146.00 | \$ 403,388.54 |
| MJ Jurado | \$ 458,469.51 | none | \$ 458,469.51 |
| *Nelson Paving (NPG) | \$ 537,010.52 | \$ 11,293.00 | \$ 548,303.52 |
| EBS | Did not respond to verify cost | | |

MOTION:

I move to rescind the motion made on December 27, 2016, to award a contract to Nelson Paving.

MOTION:

I move to award a contract to MJ Jurado, for a cost of \$458,469.51, including \$141,530 contingency for this project, for a total amount not to exceed \$600,000, to repave and replace work called out on the RFP dated February 2, 2016, for the following streets: Cedar Crest, Knollwood, Fairfield/Prestwick, Shawnee, Sunningdale, McKinney, Homewood and Weeburn, funding from the Reserves, and authorize the President to sign the contract, and the Physical Property Chair sign any change orders.



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION ITEM

TO: GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS
FROM: SECURITY, BUS & TRAFFIC COMMITTEE
SUBJECT: AMEND POLICY 1927-37, PARKING RULES FOR TRUST PROPERTY (FINAL VOTE)
DATE: JUNE 27, 2017

At its meeting on April 5, 2017, the Security, Bus & Traffic (SBT) Committee reviewed Policy 1927-37, Parking Rules for Trust Property. The Committee recommended the Golden Rain Foundation Board of Directors amend the policy to provide updated information in order to foster clarity and compliance.

At its meeting of April 25, 2017, the Board of Directors voted to tentatively amend this policy, pending a 30-day notice period to Foundation members. The policy draft was published in the May 11th edition of the *LW Weekly*. Members were welcomed to submit their comments or questions to the Board Office on this matter. Printed copies were also available to shareholder/members in the News Office, the Library and the Reception desk, second floor of the Administration building. This process is recommended in accordance of the Davis-Stirling Act, Civil Code §4360.

One item of correspondence was received (attached).

I move to amend Policy 1927-37, Parking Rules for Trust Property, to provide updated information for clarity and compliance.

LUCILLE C. MARTIN
13040 Del Monte Drive, Apt. 45-A
Seal Beach, CA 90740-4337

TO: GRF BOARD OF DIRECTORS
DATE: May 26, 2017
SUBJECT: Policy 1927-37

In reading over the Notice of Proposed Amendment to Policy 1927-37, I could not find any reference to the words **"GRF Guest Pass."**

3.2.1 States that "the following parking permits are issued by Security Department"

3.2.2 States "All Parking permits must be displayed on dashboard..."

3.2.2.2 States "Guest of shareholder..."

3.2.2.3 States "Overnight Parking Permit at request of Shareholder/member for guest."

In checking with Security I was told that a GRF Guest Pass is sufficient for overnight parking as long as it is displayed on the dashboard. It also needs to be displayed on the dashboard during daytime parking.

During daytime hours if I call Security to admit a guest, a One-time pass will be issued for that day to be displayed on the dashboard.

This is not clarified in your new policy.

Sincerely,



Lucille Martin
MU 15, 45A
562-430-1047

COMMUNITY OPERATIONS**AMEND****VEHICLE PARKING POLICY****PARKING RULES FOR TRUST PROPERTY**

The following Parking Rules are strictly enforced and are applicable to all persons controlling or operating vehicles on any TRUST PROPERTY regulated by the Golden Rain Foundation (GRF) of Seal Beach. This refers to the streets, sidewalks, parking areas, clubhouses, grounds, and other amenities overseen by GRF.

Per the Occupancy Agreements for Mutuals 1-12, 14-16 and Mutual 17 CCRs: all Shareholder/Members are solely responsible for the actions of their guests and employees, therefore they are solely responsible for the fines and penalties incurred by their guests or employees.

GRF vehicles are exempted from these policies when appropriate, such as maintenance or security vehicles assisting first responders or providing emergency services to a Shareholder/member unit or GRF TRUST PROPERTY.

1. PREFACE

In order to promote safety, all drivers and pedestrians shall follow the same parking rules as are required on public streets, unless otherwise specified herein.

2. DEFINITIONS

Words appearing in ALL CAPITAL LETTERS are defined in this section.

2.1. ALTERNATIVE DISPUTE RESOLUTIONS (ADR)

A method of resolving disputes other than by litigation involving a neutral third party pursuant to Civil Code Sections 5925-5965.

2.2. ASSIGNED PARKING

A defined parking location that has been designated for the use of a specific individual or group by the GRF.

2.3. BICYCLE/TRICYCLE

A device with 2 or 3 wheels, respectively, upon which any person can ride propelled exclusively by human power through a belt, chain or gears.

2.4. CAREGIVER

A non-shareholder/member hired or identified by a Shareholder/ Member as providing part-time or full-time care. This person must be registered with Stock Transfer.

2.5. COMMERCIAL VEHICLES

COMMUNITY OPERATIONS**AMEND****VEHICLE PARKING POLICY****PARKING RULES FOR TRUST PROPERTY**

A motor vehicle of a type required to be registered and used or maintained for the transportation of persons for hire, compensation, or profit or designed, used, or maintained primarily for the transportation of property. A COMMERCIAL VEHICLE shall also mean any type of vehicle, which includes without limitation, a truck, van or trailer that has one or more of the following traits:

- 2.5.1. Larger than one (1) ton carry weight;
- 2.5.2. Bares a prominent business name or advertisement. If the graphic medium is removable, such as a magnetically attached sign, this element does not apply when all such signage is removed and stored out of view;
- 2.5.3. Normally employed or designed for commercial business use, whether or not a business name or advertisement is displayed.
- 2.5.4. Racks, materials, ladders, tool boxes and/or tools are visible on the exterior of the vehicle;
- 2.5.5. Used to haul any hazardous materials;
- 2.5.6. Designed to carry more than 15 (fifteen) passengers.

2.6. DUE PROCESS

An established course for judicial proceedings or other governmental activities designed to safeguard the legal rights of the individual.

2.7. ELECTRIC BICYCLE

Two-wheeled vehicle supplemented with an electric motor. It may not be driven on sidewalks.

2.8. GOLF CART

A motor vehicle having not less than three wheels in contact with the ground, having an unladed weight of less than 1,300 pounds, which is designated to be and is operated at no more than 20 mph, and has a maximum width of 48".

2.9. INTERNAL DISPUTE RESOLUTION (IDR)

An internal due process procedure offering an opportunity for both sides to meet and confer in good faith in an effort to resolve a dispute and reach a resolution of alleged violations of community rules.

2.10. LOW-SPEED VEHICLE (LSV)

A motor vehicle which is designed to travel in excess of 20 MPH with a maximum speed of 25 MPH. LSV's less than 48" in width shall be driven in

COMMUNITY OPERATIONS**AMEND****VEHICLE PARKING POLICY****PARKING RULES FOR TRUST PROPERTY**

accordance with the rules and regulations established for Golf Carts. LSV's that are more than 48" in width are prohibited from all walkways and sidewalks.

2.11. MOBILITY SCOOTER

A vehicle that is propelled by an electric motor with a battery pack on the vehicle. This vehicle is self-propelled.

2.12. MOTORCYCLE

A motorcycle has more than a 150cc engine size, and no more than three wheels and has to be registered with the Department of Motor Vehicles (DMV).

2.13. MOTOR-DRIVEN CYCLE

A motor-driven cycle has 149cc or less engine size (CVC §405) and has to be registered.

2.14. NON-RESIDENT

A person without the right under the governing documents and applicable law to occupy a dwelling within a Mutual.

2.15. PARKING PERMIT BINDER

A register maintained by the Security Department to document vehicles granted a limited exception to certain parking rules.

Examples: Extended RESIDENT'S absence, overnight RV parking, late night calls for overnight guests without a parking permit.

2.16. PARKING RULES VIOLATION PANEL (PRV)

The GRF Board of Directors (BOD) has established a committee consisting of a facilitator (the GRF Vice President), three (3) GRF directors and an alternate as may be designated from time to time by the BOD and assigned to meet on a rotating schedule to hear Shareholder/Member disputes regarding Parking RULES VIOLATIONS NOTICES issued by Security Department.

2.17. PEDESTRIAN

Any person who is afoot or who is using a means of conveyance propelled by human power other than a bicycle. This also includes any person operating a self-propelled wheelchair, motorized scooter, tricycle or quadricycle.

2.18. PROHIBITED VEHICLES

2.18.1. Aircraft;

2.18.2. Boats, personal watercraft, and their trailers, except as allowed in Section 3.8 – Recreational Vehicles Restricted;

COMMUNITY OPERATIONS**AMEND****VEHICLE PARKING POLICY****PARKING RULES FOR TRUST PROPERTY**

2.18.3. INOPERABLE VEHICLE: a vehicle that lacks a functioning engine or transmission, or non-functioning wheels, tires, doors, windshield, or any other major part or equipment necessary to operate safely on the highways;

2.18.4. Off-road vehicle (not street licensed) other than GOLF CART or GOLF CAR;

2.18.5. UNAUTHORIZED VEHICLE: Use of a motor vehicle in the community without consent of GRF or at least one of the Mutuals;

2.18.6. UNREGISTERED VEHICLE: no current valid State registration; or

2.18.7. Vehicle designed to carry 12 (twelve) or more passengers.

EXCEPTION:

Buses or limousines to load or offload passengers with approval from the Security Department or Recreation Departments.

2.19. RECREATIONAL VEHICLE (RV)

A motor vehicle or trailer for recreational dwelling purposes; a motor home or other vehicle with a motor home body style which has its own motor power or is towed by another vehicle.

EXCEPTION:

Van camper conversions.

2.20. RESERVED PARKING

A parking location that is marked as such by a sign, or curb or pavement marking is set-aside for use only by the designated user(s).

2.21. RULES VIOLATION NOTICE (CITATION)

A written notification of a violation of GRF parking policies placed on the violating vehicle. This information is forwarded to the related mutual president.

2.22. TRUST PROPERTY

All land operated by the GRF on behalf of the Mutuals.

2.23. TRUST STREETS

Streets with names.

2.24. UNASSIGNED PARKING

Not an ASSIGNED PARKING space.

COMMUNITY OPERATIONS**AMEND****VEHICLE PARKING POLICY****PARKING RULES FOR TRUST PROPERTY****2.25. UNAUTHORIZED VEHICLE**

A vehicle not permitted to be on TRUST PROPERTY.

2.26. VEHICLE USED FOR RECREATION (VUFR)

Boats, boat trailers, all-terrain vehicles (ATVs), trailers used to transport ATVs.

3. RULES FOR PARKING**3.1. PROHIBITED VEHICLES**

3.1.1. No PROHIBITED VEHICLE shall be parked on TRUST PROPERTY.

3.1.2. At no time, shall any vehicle be parked on TRUST PROPERTY if it is leaking any fluids.

EXCEPTION:

Clear Water

3.1.3. Any of these types of vehicles are subject to immediate towing at the owner's expense. See Section 6 – Towing Policy.

3.2. TEMPORARY PARKING PERMITS

3.2.1. The following Parking Permits are issued by Security Department

3.2.2. All Parking Permits must be displayed on dashboard of vehicle or on the king pin of a fifth wheel or the tongue of a trailer:

3.2.2.1. Shareholder/member for use on rental or new vehicle;

3.2.2.2. Guest of Shareholder/Member;

3.2.2.3. Overnight Parking Permit at request of Shareholder/Member for Guest.

3.3. GENERAL PARKING RULES

3.3.1. Park Safely – At no time may a vehicle be parked in a manner creating a traffic hazard.

3.3.2. No animal or child is allowed to be left alone in any parked vehicle on TRUST PROPERTY. Animal Control or Seal Beach Police will be called immediately in either circumstance.

3.3.3. Fire Hydrant – At no time may a vehicle be parked within 15 feet of a fire hydrant. Vehicles in violation are subject to immediate

COMMUNITY OPERATIONS**AMEND****VEHICLE PARKING POLICY****PARKING RULES FOR TRUST PROPERTY**

tow-away at owner's expense. See Section 6 – Towing Policy.

- 3.3.4. Sidewalk – No vehicle may be parked with any portion of it on a sidewalk.
- 3.3.5. Off Pavement – At no time may a vehicle be parked with any portion of it off pavement.
- 3.3.6. Curb or Parking Stall – Vehicles may park in a designated parking stall or along a curb or sidewalk, unless otherwise provided herein.

Vehicles on a two-way travel roadway must be parked with the passenger side wheels within 18 (eighteen) inches of the curb or sidewalk.

- 3.3.6.1. Vehicle must be parked completely within the marked boundaries of a parking space
- 3.3.6.2. A vehicle may be parked in a location that is not a marked stall; however, at no time may it be parked in a manner that creates a traffic hazard, interferes with other vehicle access, PEDESTRIAN traffic, or access to facilities or equipment.
- 3.3.6.3. Any vehicle without proof of current valid State registration may not be parked on TRUST PROPERTY at any time.
- 3.3.6.4. Any vehicles without a ~~Seal Beach Leisure World~~ GRF decal on windshield or pass displayed on the dash may not be parked on TRUST PROPERTY.
- 3.3.6.5. Trailers not connected to a vehicle are not permitted to be parked on TRUST STREETS.

Such trailers may be parked in the Permit section at Clubhouse 4 (four) only with a permit issued by the Security Department.
- 3.3.6.6. Pods, moving trailers or similar portable storage units are not permitted on TRUST PROPERTY without Security Department authorization.
- 3.3.6.7. Vehicles in violation are subject to immediate tow away at owner's expense. See Section 6 – Towing Policy.

COMMUNITY OPERATIONS**AMEND****VEHICLE PARKING POLICY****PARKING RULES FOR TRUST PROPERTY****3.4. PARKING ZONES**

3.4.1. Red Zones – Vehicles in violation are subject to immediate tow away at owner's expense. See Section 6 – Towing Policy.

3.4.1.1. Fire Hydrant or Fire Lane: No person shall park or leave standing any vehicle within 15 (fifteen) feet of a fire hydrant even if the curb is unpainted.

3.4.1.2. Non-Fire Lanes: A vehicle may not be left unattended.

3.4.1.3. Bus Stops: No person shall park or leave standing any vehicle within 30 (thirty) feet on bus stop side of the street to provide for loading and unloading of buses.

3.4.1.4. Drive-up Mail Boxes: No person shall park or leave unattended any vehicle within 15 (fifteen) feet of the mail box.

3.4.2. Blue Zone (Handicapped): Vehicles must display a valid, government-issued disabled (handicapped) license plate or placard.

3.4.3. Green Zone: Parking may not exceed time limit posted by sign or curb marking.

EXCEPTION:

Unlimited time parking in a Green Zone is permitted only when the vehicle is displaying a valid government-issued disabled (handicapped) license or placard.

3.4.4. White Zone: Passenger loading and unloading only. Time limit: 30 (thirty) minutes.

3.4.5. Yellow Zone: Commercial vehicle loading and unloading only: 30 (thirty) minutes.

3.4.6. Unpainted: Parking is permitted up to ~~96~~ 72 (seventy-two) hours, unless otherwise restricted.

3.5. RESIDENT'S PARKING

A RESIDENT'S vehicle (not RV or VUFR) may be parked for no more than ~~96~~ 72 (seventy-two) hours in one location without first notifying the Security Department.

3.6. NON-RESIDENT PARKING

NON-RESIDENT vehicles are not eligible for extended parking privileges

COMMUNITY OPERATIONS**AMEND****VEHICLE PARKING POLICY****PARKING RULES FOR TRUST PROPERTY**

without permit issued by the Security Department.

- 3.6.1.** Any violation of this section may result in vehicle being towed at the owner's expense. (see Section 6 - Towing Policy)

3.7. CAREGIVER PARKING

A CAREGIVER may park on TRUST PROPERTY only when a ~~copy of the~~ CAREGIVER **parking** pass is displayed on the dashboard of the vehicle.

For Caregiver parking rights, the person must be registered with the GRF Stock Transfer office.

3.8. CONTRACTOR AND SERVICE VEHICLE PARKING

- 3.8.1.** Contractors' vehicles must comply with all rules set forth herein and must not obstruct or park on the sidewalk.

- 3.8.2.** Contractor and service vehicles, including personal vehicles driven by workers shall not be parked on TRUST PROPERTY (TRUST STREETS included) overnight without a permit.

3.9. OVERNIGHT PARKING PERMITS

- 3.9.1.** RESIDENT overnight parking is prohibited without a Security Department issued vehicle decal or Overnight Parking Permit.

- 3.9.2.** COMMERCIAL VEHICLES, equipment, and materials utilized in authorized activities conducted for the Mutual, or its RESIDENTS overnight parking is not permitted without an Overnight Parking Permit issued by the Security Department.

EXCEPTION:

COMMERCIAL VEHICLES parked in assigned rental spaces in Allen's Alley by Clubhouse 2 (**Two**).

- 3.9.3.** The Overnight Parking Permit must be displayed face-up on the driver side dashboard of the MOTOR VEHICLE, or prominently affixed to the front of trailers or equipment.

- 3.9.4.** The following vehicles and equipment are prohibited from parking on TRUST STREETS at any time between the hours of 12:00 a.m. and 7:00 a.m. unless otherwise addressed in this policy:

- 3.9.4.1.** Vehicle not displaying a valid GRF decal or Overnight

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Parking Permit.

3.9.4.2. Recreational Vehicle – except as provided below in Section 3.10 – “Recreational Vehicles Restrictions.”

3.9.4.3. COMMERCIAL VEHICLE, construction/ maintenance equipment, storage and disposal units, building materials.

3.10. RECREATIONAL VEHICLES (RV) or VEHICLE USED FOR RECREATION (VUFR) RESTRICTIONS

An RV or VUFR may be parked on TRUST STREETS only when meeting all of the following conditions:

3.10.1. RV parked at any TRUST PROPERTY facility **MUST** have Security Department issued decal or a Parking Permit.

3.10.2. RV or VUFR is parked up to 48 (forty-eight) hours for the purpose of loading or unloading.

3.10.3. Other activities, such as sleeping or resting in the RV or VUFR, and vehicle maintenance are not allowed.

3.10.4. RV or VUFR must be parked with engine and accessory equipment (e.g. exterior lights, air conditioner, audio and video equipment) shut off.

The generator may ONLY be used between the hours of 8:00 a.m. and 8:00 p.m. while loading or unloading the vehicle.

3.10.5. Extensions such as slide-outs, tilt-outs, and awnings must be closed. Steps must not block the sidewalk.

3.10.6. RV or VUFR may not be attached to any external power supply.

3.10.7. Leveling jacks, if used, must include a base plate sufficient to prevent damage to pavement.

3.10.8. No animals or children are to be left unattended on or within any RV or VUFR at any time.

3.11. “FOR SALE” SIGNS

"For Sale" signage shall not be displayed on any vehicle on TRUST PROPERTY.

3.12. REPAIRS

Vehicles may not be rebuilt or rehabilitated, major service may not be

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performed, and fluids may not be changed on any TRUST PROPERTY.

3.13. WASHING

All washing of vehicles must be done at the car and RV washing areas behind Clubhouse 2 (**Two**). Vehicles must have a GRF decal.

EXCEPTION: NON-RESIDENTS shall not be permitted to wash their vehicle anywhere on TRUST PROPERTY.

4. TRUST PROPERTY PARKING AREAS**4.1. CLUBHOUSE ONE**

4.1.1. Parking next to the Wood Shop is prohibited between 11:00 p.m. and 7:00 a.m.

4.1.2. Parking is prohibited between 11:00 p.m. and 7:00 a.m. in the spaces on the west side of the clubhouse (Burning Tree).

4.1.3. Parking is permitted up to 72 (**seventy-two**) hours in the lot across from the clubhouse next to the golf course.

4.2. CLUBHOUSE TWO

4.2.1. Parking next to the Wood Shop and car wash is prohibited between 11:00 p.m. and 7:00 a.m.

4.2.2. Parking is prohibited between 11:00 p.m. and 7:00 a.m. in the spaces on the east side of the clubhouse (El Dorado).

4.2.3. Parking is permitted up to 72 (**seventy-two**) hours in the lot between the clubhouse and the RV lot.

4.3. CLUBHOUSE THREE & FOUR**4.3.1. Permit Parking**

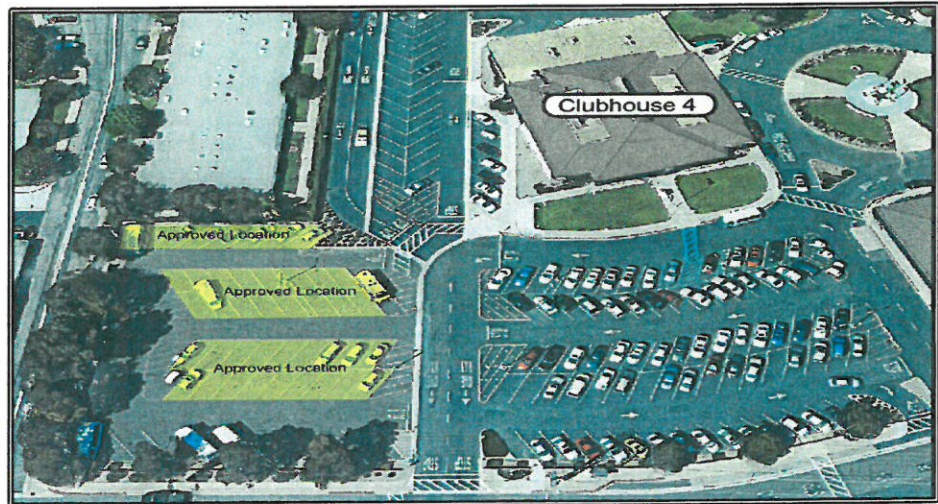
The three (3) approved locations within the Clubhouse 4 (**four**) parking lot are for temporary RV and VUFR use, subject to the terms and conditions noted in this policy.

Available permit parking is limited. Spaces are allotted on a "first come first served" basis.

EXCEPTION:

The Radio Club Yellow Emergency Van

~~Contract cleaning service vehicle~~ Innovative Cleaning Service Vehicles

COMMUNITY OPERATIONS**AMEND****VEHICLE PARKING POLICY****PARKING RULES FOR TRUST PROPERTY****4.3.2. Identification**

All RVs and VUFRs must be registered with the Security Department and display the Parking Permit in order to park in the noted locations. If the RV or VUFR does not have a windshield, the identification must be placed on the king pin of a fifth wheel or the tongue of a trailer.

4.3.3. RVs and VUFRs

4.3.3.1. Shareholders/Members and Guests may park a RV or VUFR temporarily in the noted locations for the purpose of loading and unloading, and preparing the vehicle for travel or storage subject to these Rules and Regulations of the GRF.

4.3.3.2. Notification – Shareholders/Members and Guests must notify Security Department immediately when entering the community with their RV or VUFR. This notification is required in order to park temporarily for a term as follows:

4.3.3.3. Maximum Consecutive Nights

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Shareholders/Members may park one (1) RV (and boat or trailer) or VUFR at a time temporarily in the approved location within the Clubhouse 4 (four) parking lot for a maximum of 21 (twenty-one) days at no charge. A second term will be allowed within twelve calendar months provided that the RV or VUFR has been out of the community for no less than one hundred eighty (180) days.

Guests may park one (1) RV (and boat or trailer) or VUFR at a time temporarily in the approved location within the Clubhouse 4 (four) parking lot for a maximum of 14 (fourteen) days at no charge. An additional 7 (seven) days are available with a fee. See section below. A second term will be allowed within twelve calendar months provided that the RV or VUFR has been out of the community for no less than one hundred eighty (180) days.

- 4.3.3.4. In the event of an unexpected medical and or mechanical emergency the Security Chief, Deputy Security Chief or the Executive Director may grant a limited extension not to exceed 72 (seventy-two) hours.

EXCEPTION:

Watch Commander or Deputy Chief may grant extension until return of the Security Chief or Executive Director.

- 4.3.3.5. The Security Chief must make a monthly report of all permitted vehicles to the Security Bus and Traffic Committee (SBT).

- 4.3.3.6. Failure to comply may result in towing of the vehicle at the owner's expense.

4.3.4. Use of an RV or VUFR

- 4.3.4.1. Shareholder/Members and Guests may live in a RV or VUFR parked in the community for a maximum of seven (7) days. This includes sleeping, cooking or any other activities not associated with preparation of the vehicle for travel or storage.

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4.3.4.2. No animal or child shall be left alone in a vehicle at any time.

4.3.5. Safety Requirements – All sections of the California Vehicle Code that are applicable to RVs and VUFRs shall be adhered to while parked in community.

4.3.6. Parking Fees for RV or VUFR

4.3.6.1. Shareholder/Member: First Twenty-one (21) days – No Charge.

4.3.6.2. Guest of Shareholder/Member:

There is no charge for the first fourteen (14) days.

The following seven (7) days will be charged at rate of \$20.00 per day.

4.3.6.3. Payment will be collected by the Security Department at the time the Parking Permit is issued. Checks only. All other types of payments will be made at the Finance Department.

4.3.6.4. A second term will be allowed within twelve calendar months provided that the RV or VUFR has been out of the community for no less than one hundred eighty (180) days.

4.4. BUILDING FIVE, CLUBHOUSE SIX, HEALTHCARE CENTER, ADMINISTRATION AND ALLEY

No overnight parking is permitted.

EXCEPTIONS:

Security Vehicles;

CARE ambulances;

Pharmacy delivery vehicles; and

Two (2) Healthcare Vehicles;

24 Hour Nurse;

HCC Golf Cart;

GRF Vehicles; and

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~~Innovative~~ Innovative cleaning service vehicles.

4.5. AMPHITHEATER

~~4.5.1. Parking is permitted in all other areas around these two clubhouses up to 72 hours.~~

4.5.2. No Shareholder/member may park in any space marked for "Staff" or HCC ~~at any time~~ between the hours of 7am to 6pm, Monday to Friday.

EXCEPTION:

~~"Staff" or HCC parking may be used 1 hour before, during and 1 hour after evening and weekend Amphitheater programs.~~

4.5.3. The parking space designated for the HCC 24-Hour Nurse may never be used by anyone else except that employee and the HCC Golf Cart.

5. BICYCLES/TRICYCLES

BICYCLES or TRICYCLES may not be parked in any manner interfering with foot or vehicle traffic. Bicycles must be parked utilizing parking racks where provided. GRF is not liable for damaged, lost or stolen property.

Attended BICYCLES or TRICYCLES may be parked off pavement, but only in such a manner as not to damage landscaping.

Parking on a sidewalk is prohibited.

6. TOWING

The Security Department will take steps to identify the owner and make contact. Failure to contact the vehicle owner shall not affect GRF's ability to tow any vehicle in violation of these rules or posted signage.

6.1. Immediate Towing Situation

A vehicle parked in either Red Zone "Fire Lane" or "Fire Hydrant."

6.2. Red Ticket Towing Notice

The vehicle has been issued a notice of parking violation, and 96 hours have elapsed since the issuance of that notice.

COMMUNITY OPERATIONS**AMEND****VEHICLE PARKING POLICY****PARKING RULES FOR TRUST PROPERTY****7. DUE PROCESS**

Due Process is a set of procedures of increasing stages of formality and associated additional costs to both parties.

7.1. Internal Dispute Resolution (IDR) Process

- 7.1.1. Person charged with the violation (Violator) can pay the fine. The citation has the fines for parking violations on the reverse side of the form.
- 7.1.2. The Violator has the right to contest the "rules violation" in writing to the Parking Rules and Violations Panel (PRV) within ten (10) business days of the date of the violation,
- 7.1.3. A hearing will be scheduled at the next monthly meeting of the PRV. Hearings will be scheduled once a month on the fourth Monday of the month at 9:00 am.
- 7.1.4. Violator may submit a response in writing within ten (10) business days of the violation to the PRV, if they are unable to attend the hearing.
- 7.1.5. The PRV must be notified ten (10) business days prior to the hearing if interpreter's services are needed and the language required.
- 7.1.6. Shareholder/Members will be notified in writing of the results of the hearing within 15 business days.

7.2. Notice of Hearing

The written RULES VIOLATION NOTICE (Citation) serves as written notice of the violation and hearing (Civ. Code §5855). The following items will be set forth in the written Violation of Rules:

- 7.2.1. Description of violation, including time of violation and location and possible penalties (including possible monetary penalties); and
- 7.2.2. Hearing date, time, and location of Hearing.

7.3. Notice Handout

This document supplements the Citation and must contain the following:

- 7.3.1. The date, time, and place of the hearing;
- 7.3.2. The nature of the alleged violation (including the date/time and location) for which a member may be disciplined;

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- 7.3.3. A statement that the member has a right to attend the hearing and present evidence. (Civ. Code §5855(b).);
- 7.3.4. Notification that a "Failure to Respond" will acknowledge acceptance of the violation and the corresponding fine may be imposed; and
- 7.3.5. A section to indicate the need for an interpreter and the language requested. The PRV must be notified at least ten (10) business days prior to the hearing if the Shareholder/member will bring an interpreter.

7.4. Extensions

The Shareholder/Member may request one extension of the panel hearing under these following circumstances:

- 7.4.1. An extension of Hearing date at least 48 (forty-eight) hours prior to the scheduled PRV hearing with no explanation;
- 7.4.2. An extension for medical, health or family issues;
- 7.4.3. The written notification to the PRV panel that the Violator is bringing a lawyer. This will require a minimum 30-day extension to insure PRV attorney will be present, or
- 7.4.4. A second extension may be granted by the PRV.

7.5. PRV Hearing

- 7.5.1. Defense - The Shareholder/Member has the right to examine and refute evidence. The photos may be viewed in the Security Office by appointment. The Security Department will have a representative present to explain all relevant information and evidence. This may include questions during the hearing. Members also have the right to submit their defense in writing rather than make an appearance before the PRV. (Corp. Code §7341(c)(3).)
- 7.5.2. Lawyers - The Shareholder/Member has a "right" to bring a lawyer to represent them in an IDR hearing. The Shareholder/Member must provide a 30-day written notification to the Panel. The Shareholder/Member may bring an Observer or interpreter.
- 7.5.3. The Panel Session is a closed meeting. Hearings will be held in executive session. The Shareholder/Member may request an open hearing.
- 7.5.4. If the Shareholder/Member does not appear at the scheduled

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meeting without prior notification to the Panel, this will be accepted as agreement by the Shareholder/Member of the validity of the violation and the appropriate fine may be assessed.

7.6. Post-Hearing Due Process

- 7.6.1. Findings - The PRV panel shall make "findings" to support the panel's decision regarding the alleged violation. Findings may allow for vacating the citation.
- 7.6.2. The fine is reasonable and rationally related to the operations of the association. The session will include violation number and results of hearing.
- 7.6.3. Notice of Decision. Notice of the panel's decision must be given by first-class mail within 15 business days following the PRV's decision (Civ. Code §5855(c); Corp. Code §7341(c)(2).) The letter of decision shall include the panel's findings.

7.7. The PRV Panel

- 7.7.1. GRF must have a published enforcement policy in place as required by law.
- 7.7.2. Panel will meet on the 4th Monday of each month at 9:00 a.m. in Administration Conference Room A.
- 7.7.3. A second meeting will be scheduled if the volume of hearing requests is too large; it will meet on the 4th Wednesday at 1:00 p.m. in ~~Administration Conference Room A~~ **B**.

EXCEPTION:

- 7.7.3.1. Contractors will be adjudicated by ~~Physical Properties Community~~ **Facilities** Director.
- 7.7.3.2. Health Care Center (HCC) employees will be adjudicated by HCC management.
- 7.7.3.3. GRF employees will be adjudicated by GRF Human Resources Department.

Policy**Adopted:** 27 DEC 2016**Amended:****Golden Rain Foundation
Seal Beach, California**(DEC 2016 **APR 2017**)

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