



Board of Directors

Agenda Clubhouse Four Tuesday, August 22, 2017 10:00 a.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 (pp. 1-2)
8. Approval of Minutes
 - a. July 25, 2017 (pp. 3-20)
9. New Business
 - a. General
 - i. Establishment and Appointment of Members of New Ad hoc Committee – Management Services Review (Ms. Stone, pp. 21-22)
 - ii. Dissolution of Ad hoc Committee – Community Access (Ms. Stone, pp. 23-24)
 - b. Executive Committee
 - i. Amend Policy 5155-30, Plan Investment Administrative Committee (Mr. Lukoff, pp. 25-26)
 - ii. Rescind Policy 5518-30, Contract Procedures (Mrs. Damoci, pp. 27-28)

- iii. Operating Funds, Non-budgeted – Additional Inspector (Ms. Rapp, pp. 29-30)
- c. Finance Committee
 - i. Accept July 2017 Financial Statements (Mr. Lukoff, pp. 31-38)
 - ii. Amend Policies:
 - 1. 2230-31, Authorized Signatories (Ms. Hopewell, pp. 39-40)
 - 2. 5516-31, Committee No-budgeted Expenses (Mr. McGuigan, pp. 41-44)
 - 3. 5523-31, Accounts Receivable Collections (Ms. Rapp, pp. 45-46)
 - iii. Rescind Policies:
 - 1. 3321.01-31, Basic Purchasing Responsibility (Ms. Snowden, pp. 47-50)
 - 2. 5330-31, Capital Project Initiation (Ms. Winkler, pp. 51-52)
 - iv. Purchase CDAR (Ms. Hopewell, pp. 53-54)
- d. Mutual Administration Committee
 - i. Reserve Funding, Unscheduled - Replacement of Trifold Machine (Mrs. Reed, pp. 55-56)
- e. Physical Property Committee
 - i. Reserve Funding – Clubhouse Six Revitalization (Ms. Rapp, pp. 57-66)
 - ii. Reserve Funding – Clubhouse Three/Room Nine Roof Repair/Replacement (Ms. Fekjar, pp. 67-72)
 - iii. Reserve Funding – Clubhouse Three Ceiling Abatement (Mr. Pratt, pp. 73-76)
 - iv. Reserve Funding – Main Gate Landscaping (Mr. Stone, pp. 77-84)
 - v. Reserve Funding – Replacement of Golf Course Bridge Hand Railing (Mr. Dodero, pp. 85-86)
 - vi. Reserve Funding – Painting of Gate Buildings (Mrs. Damoci, pp. pp. 87-88)
 - vii. Capital Funding – Design Services Pool Area Replacement (Ms. Rapp, pp. 89-90)
 - viii. Capital Funding – Building Five, First Floor Improvements (Ms. Snowden, pp. 91-94)

- ix. Capital Funding – Painting of the On-Site Post Office (Ms. Fekjar, pp. 95-96)
 - x. Rescind Policy 3310.1-70, Special Project Procedure (Mrs. Heinrichs, pp. 97-100)
- f. Recreation Committee
 - i. Reserve Funding – Replacement of Rubber Walkway between Green Number One and Tee Numbers (Mrs. Perrotti, pp. 101-104)
 - ii. Amend Policies:
 - 1. 1422-50, Marquee (Mrs. Reed, pp. 105-108)
 - 2. 1423-50, Bulletin Boards (Mr. Gould, pp. 109-110)
 - 3. 1428-50, Clubhouse Artwork (Mr. Moore, pp. 111-112)
 - 4. 1480-50, Arts and Crafts Festival (Mrs. Perrotti, pp. 113-116)
 - 5. 1482-50, Festival Seller's Statement (Mrs. Damoci, pp. 117-120)
 - 6. 1710-50, Adult Education (Mr. Pratt, pp. 121-122)
 - 7. 2609-50, Foundation Equipment (Mr. Moore, pp. 123-124)
- g. Security, Bus & Traffic Committee
 - i. Capital Funding – Surveillance Camera System, RV Lot (Mr. McGuigan, pp. 125-129)

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. **September 26, 2017, 10:00 a.m., Clubhouse Four**

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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 May, June and July 2017 Committee meetings:

- Minutes of the Strategic Planning Ad hoc Committee Board Meeting of May 2, 2017
- Minutes of the Special Strategic Planning Ad hoc Committee Board Meeting of May 11, 2017
- Minutes of the Strategic Planning Ad hoc Committee Board Meeting of May 31, 2017
- Minutes of the Physical Properties Committee Board Meeting of June 30, 2017
- Minutes of the Recreation Committee Board Meeting of July 5, 2017
- Minutes of the Security, Bus & Traffic Committee Board Meeting of July 12, 2017
- Minutes of the Finance Committee Board Meeting of July 17, 2017

Using a consent calendar format, the GRF Board of Directors is requested to approve these Committee Board meeting minutes in one motion.

These Committee Board meeting minutes will be available on the Foundation's website for view after approval. If you would like a hard copy of the minutes, please see a staff member in the Administration Office.

Thank you.

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**BOARD OF DIRECTORS MEETING MINUTES
GOLDEN RAIN FOUNDATION
July 25, 2017**

CALL TO ORDER

President Linda Stone 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, July 25, 2017, in Clubhouse Four.

PLEDGE OF ALLEGIANCE

Anna Derby, President of the Golden Age Foundation, led the Pledge of Allegiance.

ROLL CALL

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

Sixteen Directors were present, with a quorum of nine.

PRESIDENTS COMMENTS

Welcome everyone and thank you for coming today.

First, I want to mention that we have started the Street Paving - Phase 1. We began yesterday with Fairfield. This will be followed by Prestwick and then Shawnee. Phase 1 should be complete by Friday, August 4th.

Phase 2, Cedar Crest and Homewood, will be between August 4th to August 16th.

Phase 3 will be from August 17th to August 24th and includes Knollwood and Weeburn.

Phase 4, Sunningdale and McKinney will begin on August 24th and finish September 5th. For those that attended the Town Hall meeting on July 13th, this will be old news. Thank you to the members that did attend. Mark Weaver and David Rudge did a fine presentation that outlined the full project with a PowerPoint presentation.

Now I want to talk about the ID Project. 7,717 member cards were replaced with members returning their old cards. There are approximately 1,300 remaining. This was a huge project that hadn't been done in over 20 years and was made possible by a lot of people, approximately 120

volunteers. But a special thank you goes to Vice President Carole Damoci for her hard work, dedication and organizational skills. She was the driving force behind this monumental task. Thanks to Courtney Knapp for the endless hours spent preparing the details while heading the busy Stock Transfer office, and then thanks to Barry Holland who ate, slept and lived with the problems of newly merged databases, some very old with countless flaws.

We had some rough bumps in the beginning of the 7-day program but we ended yesterday's session with the sense of a job well done. Wow, so much was accomplished in a short period of time. Again, thanks to all.

Thursday of this week the Board will hold a Volunteer Lunch for the 100+ volunteers as a small token of thanks for the many, many hours that they dedicated to the cause. We are very appreciative of the dedication shown by the GRF Directors, Mutual President's and Mutual Directors, Golden Age Foundation Hospitality volunteers, the Sunshine Club, the Korean Club, Staff and the many, many others.

Now I want to take 4 minutes of your time to name the volunteers individually:

Alicia De Anda, Andrea Thresh, Ann Frambach, Anna Derby, Barbara Berget, Barry Holland, Barry Lukoff, Belinda Meacham, Beth Meyers, Betty Hacke, Betty Ku, Bill Coleman, BJ Hawke, Bob Slater, Breanna Beare, Bunny Harpham, Camille Thompson, Carl Kennedy, Carol Ginthner, Carole Damoci, Courtney Knapp, Daniel Fabian, Darlene Boyce, Debbie Tran, Debra Schnaufer, Diana Mushagian, Dick Stone, Donna Melody, Edna De Matia, Eileen Dohl, Elizabeth Kennedy, Eve Carmona, Gary Schnaufer, Ginni Houch, Ginny Geigle, Henry Kim, Irene Perkins, Irma Heinrichs, Ivy Kung, Jackie Dunagan, Jan Kuhl, Jana Hall, Jana Rodgers, Janice Chapman, Jean Worden, JoAnne Fellows, John Webster, Joy Reed, Joyce Reed, Joyce Rettela, Julie Faucett, Julietta Broughton, Kathy Alameida, Kathy Rapp, Kelly Roberts, Ken Harpham, Ken Knebel, Kenneth Lee, Keung Yun, Lea Perrotti, Lee Esslinger, Lee Melody, Linda Johnson, Linda Stone, Lita Lewis, Lynn Baidack, Maggie Casanave, Margaret Gillion, Mary Downing, Mary Granger, Maureen Carrol, Mauriel Luther, Michael Oh, Michael Turis, Mike Giles, Nelson Duarte, Nick Massetti, Norma Poe, Pam Baker, Pam Turner, Paul Bristow, Paul Pratt, Paula Snowden, Peggy Keller, Perry Moore, Rich Carson, Rita Johnson, Ronde Winkler, Rose Sprague, Ruby Johnson, Sandra Masa-Lavitt, Sandy Esslinger, Sandy Weisenstein, Sandra L Stark, Sheila Singer, Shirley Naret, Signe Merrifield, Sue Rotter Sung Sook Kim, Sunny Lee, Supara Ratanasadudi, Susan Ferraro, Susan Hopewell, Susanne Worthington, Susie Fekjar, Sylvia Rios, Terri Boeskin, Tommy Fileto and Tony Anderson.

Thank you, thank you, thank you, one and all.

I hope that I didn't forget anyone. If I did, please forgive me, just put it down to my advanced age!

On a final note, I am saddened to announce the resignation on July 14th of Patrick Anderson, the GRF Representative from Mutual 15. There will be a special election to replace Mr. Anderson:

Friday, July 28th: deadline for candidates to submit applications.

Tuesday, August 1st: mailing of ballots to Mutual 15 shareholders.

Thursday, August 31st: deadline for Accurate Voting Services to receive ballots.

Friday, September 1st: ballot counting at Special GRF Board meeting.

That's all folks, let's get down to the business at hand.

ANNOUNCEMENTS/ SERVICE AWARD PRESENTATIONS

The GRF Board of Directors met for a Special GRF Board meeting and an Executive Session meeting on July 7, 2017.

SERVICE ANNIVERSARIES

No employees were recognized with a service award.

SEAL BEACH MAYOR'S REPORT

The Mayor of Seal Beach provided an update of the most recent City of Seal Beach 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

Six shareholder/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 Security, Bus & Transportation Committee Board Meeting of May 3, 2017
- Minutes of the Physical Properties Committee Board Meeting of May 8, 2017
- Minutes of the Mutual Administration Committee Board Meeting of May 9, 2017
- Minutes of the Recreation Committee Board Meeting of May 10, 2017
- Minutes of the Executive Committee Board Meeting of May 11, 2017
- Minutes of the Finance Committee Board Meeting of May 16, 2017

APPROVAL OF BOARD MEETING MINUTES

The minutes of the June 13, 2017 Special meeting and the June 27, 2017 minutes were approved, by general consent of the Board, as distributed.

NEW BUSINESS

General

Reserve Funding Request – HVAC Replacement, Building Five

During the month of June, intermittent failures were occurring to one (1) of the six (6) HVAC units for Administration Building (the unit in question specifically supplies the AC to the Administration Conference Room). Due to the general age, condition, and repeated attempts to repair the unit, actions were taken to secure estimates for the replacement of the HVAC unit. On July 7, 2017, the unit incurred a substantial failure; with the excessive temperatures, high humidity and the high use of the room, emergency actions to facilitate the replacement of the unit were taken.

Proposals were sought from qualified contractors, with two contractors providing proposals:

- Greenwood Heating and Air – Estimate 1577, dated July 12, 2017 - \$6,850
- Alpine Heating and Air Conditioning, dated July 11, 2017 - \$6,200

The Executive Director, in accordance with section 8.3 of policy 5520-31:

- 8.3. If the MRR constitutes an emergency, the Executive Director and no less than two (2) corporate officers may take appropriate actions to protect the Trust component/assets to a limit of \$50,000 with immediate notification to the BOD clearly noting the need and emergency. Such emergency action shall be ratified at the next regularly scheduled meeting of the BOD.

Has sought and secured the approval of two corporate officers (President and Vice President), and supplied due notice to the Board, on July 13, 2017 (copy attached in the agenda packet), and has authorized Alpine Heating and Air Conditioning to replace the Unit, in an amount not to exceed \$6,200, per proposal dated July 11, 2017.

Ms. Rapp MOVED, seconded by Mr. Lukoff -

TO ratify the emergency actions taken by the Executive Director,
in accordance with Policy 5520-30, for the replacement of the
HVAC unit, suppling Administration Building, Conference Room,
funding from Reserves.

Two Board members, the Executive Director and the Director of Facilities spoke on the motion.

The motion was carried unanimously by the Board members present.

Clubhouse Revitalization Project

At the May 2017 meetings of the Strategic Planning Ad Hoc Committee, general information was

presented to the Ad Hoc Committee, noting Reserve Fund investments are only returning .045%, (less fee and taxes), while cost of materials and services are growing at 4%.

In addition, the GRF Membership Fee contributions to Reserves in 2016 were \$938,510, and as of Stock Transfer's June 28, 2017 report, contributions to Reserves in 2017 are \$502,740 (total fees collected \$1,005,481.25, 50% of the fees collected are directed into the Reserve Fund). Based upon this year's Membership Fee trend, over \$1,000,000 will be contributed to the Reserve Fund through Membership Fees.

It was the clear consensus of the Strategic Planning Ad Hoc Committee that there exists a clear and present need to replace key components of the Clubhouses, for the mutual benefit of all members. This, and with the marginal return of the Reserve investments, prudent action would be to commence a \$1,000,000 Clubhouse Revitalization Project (attached in the agenda packet).

The general scope of work for Clubhouses 1, 2, 3, and 6 would include, but not be limited to, the replacement of:

- Flooring
- Lighting (with energy efficient LED lighting)
- Painting
- Signage
- Window Covering

To the extent of the proposed funding.

The proposed work would take place in the following order:

- CH6 Summer/Fall 2017
- CH3 Fall/Winter 2017
- CH2 Winter/Spring 2018
- CH1 Spring/Summer (CH1 work would be only to the extent of remaining funding)

At the July 18, 2017 meeting of the Finance Committee, the Committee reviewed the proposed Clubhouse Revitalization Project for funding. The Committee duly moved and approved that sufficient levels of Reserve Funds exist and/or have been collected through Memberships fee to fund the replacement of Trust assets and components, as noted within the Clubhouse Revitalization Project.

Mr. Lukoff MOVED, seconded by Mr. Stone-

TO approve the allocation of Reserve Funds, in the amount of \$1,000,000, for the sole purpose of revitalization of Trust Property amenities as outlined in the Clubhouse Revitalization Project (attached in agenda packet). All listed projects will require due committee review and recommendation, with each final action submitted to the Board for final review and approval.

Five Board members and the Executive Director spoke on the motion.
The motion was carried with one no vote (Snowden).

Appeal to Recreation Committee Decision – St. Theodore of Canterbury Episcopal Church

The Board received two (2) documents from St Theodore of Canterbury Episcopal Church to appeal the Recreation Committee ruling of May (documents attached in agenda packet) and July, 2017, where the Committee reaffirmed its ruling to optimize the available room space within Trust Property (Clubhouse Three).

Ms. Winkler MOVED, seconded by Mr. McGuigan-

TO accept the Recreation Committee's recommendation to optimize
the available room space within Trust Property (Clubhouse Three).

Ten Board members and the Executive Director spoke on the motion.

With the permission of the Board, Ms. Winkler withdrew her original motion.

Mrs. Damoci MOVED, seconded by Mr. McGuigan and carried unanimously by the Board members present-

TO amend the original motion: **TO** deny the appeal and forward to
the Recreation Committee to establish a location to relocate St.
Theodore's Episcopal Church along with a timeline.

Communications Committee

Operations Funding Request – Service Upgrade and Enhancements

At the July, 13, 2017 meeting of the Communication Committee, the Committee reviewed required upgrades and enhancements to our IT infrastructure. Fully Functional Technology (FFT) – our IT consulting company – has proposed necessary upgrades as follows.

Phase One, VMware / vSphere updates

Currently GRF is running vSphere 5.1 which is EOL (end-of-life) and is no longer supported by VMware. The software is outdated and does not receive the patches, updates, and features VMware releases. In October 2016, VMware released vSphere 6.5 which offers software enhancements, security updates, and simplified support. The cost to purchase a vSphere 6.5 license is \$1,300. After purchasing the license, FFT will install the software on the servers, partition the hard drive space, and prepare the operating systems for phase 3 of the IT infrastructure project. The labor costs are approximately \$2,250 (15 hours at \$150/hour).

Phase Two, server storage expansion

Over the past five years we have reached capacity of our 12TB of storage and have maxed out our hard drives. These hard drives contain the GRF's documents and files, e-mails, and databases (residents and vendor information, contracts, financials, physical inventory, service request orders).

In order to continue operations, it is necessary we expand our storage capacity. The Committee has recommended storage be upgraded to 88TB. The cost for the hard drives is approximately \$4,200. This includes twelve (12) 8TB hard drives (\$350/each) and setting them up in a RAID 5 configuration. Using the RAID 5 configuration combines the storage of all hard drives and ensures reliability and redundancy of the storage at a business-grade level. Installing and configuring the hard drives is a lengthy and complex process. The labor costs are approximately \$3,000 (20 hours at \$150/hour).

Phase 3, server operating systems upgrade

We are currently running Windows Server 2003 which is EOL (end-of-life) and is no longer supported by Microsoft. The latest server OS Microsoft released is Windows Server 2016. We are running seven instances of Windows Server (appassure, lwdc, lwexchange, lwjenark, lwmain, lwsqli, lwterminal) and will need to purchase seven licenses for \$6,300 (\$900/each) and one license for the Exchange/e-mail server software (\$700). In addition, Microsoft requires an individual CAL (client access license) license for each user mailbox and RDS (remote desktop service) license for every user who remotely accesses the server. We will need to purchase 150 CAL licenses for \$4,500 (\$30/each) and RDS licenses for \$1,200 (\$400 each 3 users).

FFT will install and configure the operating systems which is the bulk of the IT infrastructure upgrade costs. FFT estimates 12 hours of labor per server. The new operating systems will run concurrently with the old operating systems to ensure minimal downtime. The labor costs are approximately \$12,600 (84 hours at \$150/hour).

At its July 17, 2017 meeting of the Finance Committee, the Committee reviewed the availability of non-budgeted funds for the project, and has duly moved to recommend to the Board, sufficient operational funds are available for this non-budgeted project.

Mr. Gould MOVED, seconded by Ms. Fekjar-

TO move to approve updates to VMware, expand server storage, and update to Windows Server 2016, in an amount not to exceed \$36,050, non-budgeted operational funding, authorize the Executive Director to initiate the purchases and the President to sign all applicable.

Six Board members, the Executive Director and the IT Systems Analyst spoke on the motion. The motion was carried unanimously by the Board members present.

Executive Committee

Martin Luther King, Jr. Holiday as a Paid Staff Holiday

At the July 14, 2017 meeting of the Executive Committee, the Committee reviewed correspondence dated July 5, 2017, from concerned GRF members, to add Martin Luther King, Jr. Day (MLK), as a paid staff holiday (attached in the agenda packet). This correspondence was supported by a petition (portion attached in agenda packet), with over 270 signatures (copy on file).

In the Committee's deliberation, it was noted GRF currently provides nine (9) paid holidays:

- New Year's Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Christmas Day
- Floating Holiday (1)*

**Full time employees who have completed the Orientation Period are eligible for a Floating Holiday. Scheduling is at the discretion of your Supervisor with the approval of your Department Manager. The Floating Holiday does not accrue and may not be carried over to subsequent years and must be used by the last pay period of the year.*

Estimated cost, per paid holiday, is \$15,000 to \$16,000.

After extensive review, the Committee moved and approved to recommend to the Board the addition of MLK as a paid staff holiday.

Ms. Hopewell MOVED, seconded by Ms. Rapp-

TO approve the addition of Martin Luther King, Jr. Day, on the third Monday in January, as a paid employee holiday, subject to the terms and conditions of employment with GRF as provided within the employee handbook.

Eleven Board members and the Executive Director spoke on the motion.

Ms. Hopewell MOVED, seconded by Mrs. Damoci -

TO call the question.

The motion carried with one no vote (Snowden).

The amended main motion was carried with four no votes (Pratt, Reed, L. Stone, R. Stone)

The President called for a five minute recess at 11:50 a.m.

Finance Committee

Accept May and June 2017 Finance Statements

At the regular meeting of the Finance Committee on July 17, 2017, the Committee duly moved to recommend to the Golden Rain Foundation Board of Directors acceptance of the May and June 2017 Financial Statements for audit.

Ms. Snowden MOVED, seconded by Ms. Hopewell –

TO accept the May and June 2017 Financial Statements for audit.

One Board member and the Finance Manager spoke on the motion.

The motion was carried unanimously by the Board members present.

Conceptual Approval of NuVision Lease Extension

The original five-year lease agreement with NuVision Credit Union was signed on November 7, 2002, containing provisions for 5-year extension, which were duly moved and approved by the GRF Boards, extending the contract through November 7, 2017, (attached in the agenda packet). As the expiration of the lease agreement will be expiring in less than five (5) months, actions are now necessitated.

At the July 17, 2017 meeting of the Finance Committee, the Committee, during deliberation noted that NuVision provides a valued service to the community; as such, duly moved to recommend to the Board extension of the lease with NuVision, at \$1,500 per month, for a 5-year term. Due to the age of the existing agreement, terms and conditions of the current agreement are to be reviewed for possible amendment.

The Executive Director has been in contact with representatives of NuVision, who have stated strong interest in renewing an agreement with GRF (email of July 11, 2017 attached in the agenda packet).

Mrs. Reed MOVED, seconded by Mr. McGuigan-

TO conceptually approve a 5-year lease with NuVision for \$1,500,

under the following conditions:

1. Terms and conditions of the lease agreement shall be reviewed for possible amendment by the Finance Committee, as well as GRF Corporate Counsel.
2. Amended lease agreement shall be presented to the Board at its August meeting for final review and consideration.

Four Board members and the Executive Direct spoke on the motion.

The motion was carried unanimously by the Board members present.

Non-budgeted Operating Funds Request – Lease of New Color Konica Copier/Printer

At the regular scheduled meeting of the Finance Committee on July 17, 2017, the members selected a new Konica color copier / printer to meet the increasing demand to provide color copy services by the Distribution Center - the AccurioPress (BizHub) C2060, with a square back attachment. Establishing a new lease agreement containing only the BizHub C2060 would be more economical than to add the new machine to the existing lease, which expires in February 2019. The monthly amount for the new lease would be \$1,261 or \$15,132, on an annual basis.

A portion of the cost of the new machine would offset some of the outsourcing costs that can be performed in-house on the new machine. Additionally, many of the bulk jobs currently being performed on the smaller existing copiers, such as in Physical Properties and Administration, can be directed to the new color copier, that would result in a net reduction in usage costs.

Mr. McGuigan MOVED, seconded by Mr. Lukoff-

TO approve the lease of a new AccurioPress (BizHub) C2060, with square back attachment, from Konica, monthly payments of \$1,261 or an annual expense of \$15,132 and to authorize the President to sign the lease agreement.

Five Board members and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board members present.

CDAR Purchase

At the regular scheduled meeting of the Finance Committee on July 17, 2017, the Committee 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 July, as well.

Based on the amount of liquid reserve funds versus total reserve commitments, the Committee moved to recommend to the Board to invest \$500,000 from the First Foundation Bank Money Market Reserve account and from proceeds of a maturing CDAR (Reserve funds) in a 52-week CDAR, at an annual rate of .70%, which will be fully insured by the FDIC. Remaining liquid reserve funds will be sufficient to fulfill current and future commitments.

Mrs. Damoci MOVED, seconded by Mrs. Reed -

TO continue the investment ladder by investing \$500,000 from the First Foundation Bank Money Market Reserve account and from proceeds of a maturing CDAR (Reserve funds) in a 52-week CDAR @ .70%, which will be fully insured by the FDIC.

One Board member spoke on the motion.

The motion was carried unanimously by the Board members present.

Mutual Administration Committee

TENTATIVE VOTE: Amend Policy 1201-33, Photo ID Cards

At its meeting on April 11, 2017, the Mutual Administration Committee reviewed 1201-33, Photo ID Cards. The Committee recommended the Golden Rain Foundation Board of Directors amend the policy, as indicated in the attached draft policy.

Per Civil Code **§4360**, the amendment to Policy 1201-33, ID Cards, resulting from the Board Action of April 25, 2017, was not posted for 30 days in accordance with the code. Follow-up action is requested.

The policy, as amended by the Board on April 25, will be posted in compliance with the code per GRF's annual disclosure statement. Following the required comment period, the Board of Directors will make a final vote on this proposed operating policy change on September 26, 2017.

The agenda item was informational only.

Physical Property Committee

Budgeted Operating Funds Request – Sewer Cleaning Services Contract

The Trust property sewer cleaning is scheduled for December 2017. The cost for sewer cleaning in 2016 was \$26,450.16 with Empire Pipe Cleaning and Equipment. The Physical Property Department sent out a Request for Proposal (RFP) to six (6) contractors for a three-year contract for this task, and received three bids that were opened at the Physical Property Committee (PPC) meeting in April and are as follows:

	year 1	year 2	year 3	total
Empire Pipe Cleaning and Equipment Inc.	\$ 30,140.88	\$ 30,140.88	\$ 30,140.88	\$ 90,422.64
United Storm Water Inc.	\$ 62,196.88	\$ 64,062.79	\$ 65,928.69	\$ 192,188.36
SOS Plumbing	\$101,494.80	\$129,032.80	\$101,494.80	\$ 332,022.40

At its June 30, 2017 meeting, the Physical Property Committee reviewed the bids and bidders for this project and unanimously moved to recommend to the GRF Board to award a three-year contract to Empire Pipe Cleaning and Equipment, for a cost not to exceed \$90,422.16 (proposal attached in the agenda packet), for a three-year period, funding included in the 2017 Operating Budget and, if approved, funded in the 2018 and 2019 Operations Budget.

Mr. Stone MOVED, seconded by Ms. Rapp-

TO award a contract to Empire Pipe Cleaning and Equipment, for a cost not to exceed \$90,422.16, for the three-year period, budgeted Operational funding, and authorize the President to sign the contract.

Two Board members, the Executive Director and the Facilities Director spoke on the motion.

The motion was carried unanimously by the Board members present.

Capital Funds Request – Utility Trailer

The current hydraulic trailer (Asset 559) is used by the Recreation and Service Maintenance Departments, and works adequately for transporting building materials, maintenance equipment, and large size furniture including pianos and office equipment. It was also considered sufficient in load capacity to be used to transport Kubota Backhoe from task to task. Due to the weight of the backhoe, the existing trailers hydraulic lift is insufficient to lift the backhoe.

The staff obtained two quotes to purchase a trailer solely for the use with Kubota as follows:

- Big Tex Trailers \$2,693.74
- Eberhard Equipment \$3,017.00

At its June, 30, 2017, meeting, the Physical Property Committee reviewed this request, and unanimously moved to recommend to the GRF Board approval of the purchase of a trailer, from Capital Funds, at a cost not to exceed \$2,693.74, from Big Tex Trailers. At its July 17, 2017 meeting the Finance Committee reviewed the request, and unanimously approved the allocation of Capital funds.

Ms. Fekjar MOVED, seconded by Ms. Snowden -

TO authorize the Executive Director to initiate the purchase of a trailer, per the quotation provided by Big Tex Trailers, at a cost not to exceed \$2,693.74, from Capital funds.

One Board member and the Executive Director spoke on the motion.

The motion was carried by the Board members present.

Recreation Committee

New Club Moratorium

At the July 5, 2017 meeting of the Recreation Committee, the Committee reviewed concerns over the availability of Clubhouse space, and the proposed Clubhouse Revitalization Project, which would place greater constraints on limited space. Currently our Clubhouses support over 270 Clubs, various Religious Organizations, Mutual Board Meetings and Events and GRF Meetings and Events.

The Committee deliberated on the growing demands for space, and unanimously approved to recommend to the Board a moratorium on new Clubs from August 1, 2017 to June 30, 2018. This moratorium, if approved, would ease reservation burdens during the Clubhouse Revitalization Project, where each Clubhouse (CH6, CH3, CH2 and CH1) may be closed for six (6) to eight (8) weeks for the replacement of interior component of the clubhouses.

Mr. Gould MOVED, seconded by Ms. Winkler -

TO approve a Moratorium on all new Clubs/Organizations for the period of August 1, 2017 to June 30, 2018.

Two Board members spoke on the motion.

Mrs. Damoci moved, seconded by Mr. Lukoff -

TO add "Organizations", to be included in the moratorium.

The amended main motion was carried unanimously.

Reserve Funds Request – Band Saw Replacement

At the July 5, 2017, meeting of the Recreation Committee, the Committee reviewed correspondence from the Woodshop Supervisor (attached in the agenda packet) in reference to

the age and condition of the band saws at Wood Shop 1 & 2. The Committee duly moved and approved to pull the existing band saws from operation and commence the required steps to secure non-budgeted funding, in accordance with Policy 5516-31, for the replacement of the two (2) band saws.

The Recreation Committee respectfully submitted to the Finance Committee, for consideration, non-budgeted funding, in an amount totaling \$4,000, (\$2,000 to CC51 and \$2,000 to CC52), for the required replacement of the band saws.

At the July 18, 2017 meeting of the Finance Committee, the Committee, reviewed the request from the Recreation Committee and determined GRF is in a sound fiscal position and duly moved to recommend to the Board approval of Reserves funds, in the amount of \$4,000, for the replacement of the band saws at Clubhouses One and Two.

Mrs. Reed MOVED, seconded by Ms. Hopewell -

TO approve the replacement of the Wood Shop band saws with a Jet JWSB-15, as recommended by the Wood Shop Supervisors email of June 26, 2017, in an amount not to exceed \$4,000, Reserve funds, and authorize the Executive Director to initiate the required steps to: remove and dispose the existing band saws, then purchase and install the new band saws.

Three Board members and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board members present.

RV Lot – Grandfathering in Co-occupants

The Recreation Committee reviewed a request by a Shareholder who has requested a variance to policy, allowing a co-occupant the use of the RV Lot. The requesting party has previously been allocated space within the RV Lot.

At its July 2, 2017 meeting, the Recreation Committee moved and approved to recommend to the Board a variance to policy, allowing the co-occupant to use the RV Lot under a “grandfather” rule in leasing a space in the RV Lot.

Mrs. Damoci MOVED, seconded by Ms. Snowden -

TO approve a policy variance for use of the RV Lot by current Co – Occupants who has been previously leasing space in the RV Lot.

Three Board members spoke on the motion.

Mr. Lukoff MOVED, seconded by Ms. Hopewell-

TO amend the motion, adding "current" Co-occupants and deleting "onetime".

The motion to amend was carried with one abstention (Dodero).

One Board member and the Executive Director spoke on the amended motion.

The amended main motion was carried with one abstention (Dodero).

TENTATIVE VOTE: Amend Policy 1463-50, Table Tennis Rules

At its meeting on July 5, 2017, the Recreation Committee reviewed Policy 1463-50, Table Tennis Rules. The Committee recommended the Golden Rain Foundation Board of Directors amend the policy to revise the minimum age of guests from 18 years of age to 12 years of age. The Board of Directors will make a final vote on this proposed operating rule change on September 26, 2017, after consideration of comments made by members. This process is recommended in accordance of the Davis-Stirling Act, Civil Code §4360.

Mr. Pratt MOVED, seconded by Ms. Rapp –

TO tentatively amend Policy 1463-50, Table Tennis Rules to revise the minimum age of guests from 18 years of age to 12 years of age and post the proposed amendment for membership comment, in accordance with Civil Code §4360.

Four Board members and the Executive Director spoke on the motion.

The motion was defeated as a result of a tied vote.

Security, Bus and Traffic Committee

Reserve Funds Request – Replacement of Security Department Coin Counter

At the July 12, 2017 meeting of the Security Bus and Traffic Committee, the Committee reviewed staff's recommendation to replace the coin counter. Annually, staff collects an estimated four (4) tons of coins from the Mutual laundry rooms and processes the coins for deposit on behalf of the Mutuals. The current coin counter, a De La Rue model 6800, has exceeded its useful life.

Replacement cost with a comparable unit is \$6,891.92, including taxes and freight. This new

model (Mach 6) also includes a printer which captures coinage processed. The Committee unanimously moved and approved to recommend to the Board the replacement of the coin counter, pending Finance Committee review of available funds.

At the July 17, 2017 meeting of the Finance Committee, the Committee reviewed the funding request and determined the coin counter is a GRF asset, qualifying under Policy 5520-31 for replacement under Reserve funding. The Committee unanimously moved and approved to recommend to the Board that sufficient Reserve Funds are present to replace this asset.

Mrs. Heinrichs MOVED, seconded by Ms. Fekjar -

TO approve the replacement of the Trust Asset identified as the coin counter, in an amount not to exceed \$6,891.92, and authorize the Executive Director to initiate the purchase.

Two Board members and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board members present.

FINAL 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 include proposed fee (fines) changes.

At its meeting of May 23, 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 June 22nd 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**. No items of correspondence were received.

Mr. Dodero MOVED, seconded by Mr. McGuigan-

TO ratify Policy 1927.01-37, Parking Rules for Trust Property, to provide updated information and compliance.

Two Board members spoke on the motion.

The motion was carried with one no vote (Reed).

CONTROLLER'S REPORT

The Controller's provided a financial report earlier in the meeting.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director spoke on various topics, including the higher rate of bicycle thefts and the new Distribution Center to open on August 1, 2017.

BOARD MEMBER COMMENTS

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

ADJOURNMENT

The meeting was adjourned was at 1:17 p.m.

Joy Reed, Corporate Secretary
GRF Board of Directors
07.25.17

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: LINDA STONE, PRESIDENT
SUBJECT: AD HOC COMMITTEE APPOINTMENT
DATE: AUGUST 22, 2017
CC: FILE

Due to the expressed increase of services requested by the Mutual Corporations, there is a clear and present need to establish an Ad hoc Committee to identify, review and evaluate management services, per terms and conditions of the Management Agreement, provided to the Mutuals. The Committee will report to the Golden Rain Foundation (GRF) Board of Directors (BOD).

Ad hoc Committees

- a. Ad hoc committees are temporary committees established by the BOD to address a specific issue.*
- b. Ad hoc committees created for a specific purpose continue to exist until the duty assigned to them is accomplished. For example, a committee preparing recommendations for redecorating the lobbies would continue its work despite the election of a new board.*
- c. Once an assigned project has been completed, the committee automatically dissolves unless the board assigns additional projects to the committee.*
- d. Ad hoc committees have no power to make decisions.*

General function and requirement of the Committee:

- The Committee will report to the Board of Directors at each monthly Board meeting, as requested .
- The Committee's function is solely advisory on its assigned topic.

At the end of the Committee's review, a final report will be given to the Board and the Committee will automatically dissolve. When the Board is given the final report, the Board will then determine what further steps to be taken, if any.

The Management Services Review Ad hoc Committee will review potential areas related to the following GRF Standing Committees:

1. Physical Property Committee (including Service Maintenance)
2. Mutual Administration Committee
3. Executive Committee
4. Communications Committee
5. Recreation Committee
6. Finance Committee
7. Security, Bus & Traffic Committee

1st Motion

Pursuant to state statute (Corp. Code §7210; Corp. Code §7212(c)) and Article VII of the Bylaws of the Golden Rain Foundation, I MOVE to approve and thereby establish the Management Services Review Ad hoc Committee and grants to the Ad hoc Committee limited authority specifically stated within the GRF governing documents, and policies or other authority as granted by the BOD or as stated within this policy.

2nd Motion

In accordance with Article VIII of the Bylaws, Ad hoc Committee chair and members shall be appointed by the GRF President and approved by action of the BOD in accordance with policy 5100-30. I MOVE to approve the appointment of:

Kathy Rapp – Chair, Carole Damoci, Wayne Gould, Susan Hopewell, Barry Lukoff, Steve McGuigan and Ronde Winkler.



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: LINDA STONE, PRESIDENT
SUBJECT: ACCEPT FINAL REPORT FROM COMMUNITY ACCESS AD HOC COMMITTEE
DATE: AUGUST 22, 2017
CC: FILE

In August 2016, the Community Access Ad hoc Committee was established by the Golden Rain Foundation (GRF) Board of Directors (BOD).

The Ad hoc Committee spent nearly one year examining various entrance strategies including electronic systems, regulation of passes, vehicle decals, and identification cards, culminating in the replacement of the over 7,000 resident's ID Cards, accomplished within one week, a rigorous achievement aided by a volunteer staff of approximately 120.

On behalf of the Golden Rain Foundation Board of Directors, I join the Board in thanking the Community Access Ad hoc Committee for undertaking a task not attempted in the last 20 years.

In 2016-17, the Committee was chaired by Kathy Rapp and members included Barry Lukoff, Steve McGuigan, Leah Perrotti, Paul Pratt, Joy Reed and Linda Stone and advisory members Lee Melody and Sandra Luther-Stark.

In 2016-17, the Committee was chaired by Carole Damoci and members included Tony Dodero, Wayne Gould, Paul Pratt, Kathy Rapp, Dick Stone and Ronde Winkler.

I move to accept the Community Access Ad hoc Committee's report and formally recognize the dissolution of the Committee.

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BOARD ACTION REQUEST

TO: GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS
FROM: EXECUTIVE COMMITTEE
SUBJECT: AMEND POLICY 5155-30, EMPLOYEES' RETIREMENT PLAN INVESTMENT
ADMINISTRATIVE SUB-COMMITTEE
DATE: AUGUST 11, 2017

At its meeting on August 11, 2017, the Executive Committee reviewed 5155-31, Plan Investment Administrative Sub-committee. The Committee recommended the Golden Rain Foundation Board of Directors amend the policy, changing the committee responsible for screening matters pertaining to the Employees' Retirement Plan, other than investment options, to the Executive Committee; amending the cost center associated with the policy to -30; and updating staff titles mentioned in the policy.

I move to recommend the GRF BOD amend policy 5155-30, Employees' Retirement Plan Investment Administrative Sub-committee, as presented.

GOLDEN RAIN OPERATIONS**COMMITTEE FUNCTIONS****AMEND****Employees' Retirement Plan Investment Administrative Sub-committee**

The Golden Rain Foundation (GRF) has prior hereto adopted "The Golden Rain Foundation Employees' Retirement Plan."

Under and pursuant to Article V, Section 10.01 of the Plan, there is to be a "Plan Administrative Sub-committee," the membership of which is determined by the Board of Directors (BOD) of the GRF Foundation.

The entire Board of Directors BOD of the Golden Rain Foundation GRF is appointed the Plan Administrative Sub-committee of the "Golden Rain Foundation Employees' Retirement Plan" pursuant to Section 10.01.

The Finance Executive Committee of this Board the BOD shall act as a screening committee for matters to be determined by resolution of the Board BOD as the Plan Administrative Sub-committee with its recommendations concerning any such action, except that investment options may be authorized by a subcommittee.

The Sub-committee will consist of the President, Vice-President and the Treasurer of the Board of Directors BOD of the GRF Golden Rain Foundation, Executive Director Administrator, Director of Finance Controller, and Human Resources Director Supervisor. The investment options are to be authorized by two (2) signatures, one of which will be the President or the Treasurer and the second signature will be the Executive Director Administrator's or the Director of Finance Controller's. Four members must be present to constitute a quorum.

Policy

Adopted: 21 Jan 76
Amended: 20 Jan 87
Amended: 20 May 97
Amended: 15 May 07

GOLDEN RAIN FOUNDATION
Seal Beach, California



Foundation Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS
FROM: EXECUTIVE COMMITTEE
SUBJECT: RESCIND POLICY 5518-30, CONTRACT PROCEDURES
DATE: AUGUST 11, 2017

At its meeting on August 11, 2017, the Executive Committee reviewed 5518-30, Contract Procedures and determined that it is a procedure, rather than a policy. The Committee recommended the Golden Rain Foundation Board of Directors rescind the policy.

I move to recommend the GRF BOD rescind Policy 5518-30, Contract Procedures.

BOARD INTERNAL OPERATIONS

RESCIND

Contract Procedures

1. All contracts shall be assigned a reference number, including the cost center number.
2. The originals of the Golden Rain Foundation current contracts are to be kept in the Finance Department vault.
3. No original current contracts are to be removed from the Finance Department.
4. Numbered copies of the current contracts are to be found in the Board office of the Golden Rain President and the office of the Executive Director.
5. Copies of the current contracts may be checked out as needed.
6. Completed contracts will be scanned and archived.
7. Approved contracts shall be:
 - a. Stamped as approved;
 - b. Signed by all parties to the contract;
 - c. Dated as of the date the contract is approved; and
 - d. Assign a reference number including the cost center number.

Policy

Adopted: 21 Oct 69

Amended: 20 Aug 85

Amended: 26 May 15

GOLDEN RAIN FOUNDATION
Seal Beach, California



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS
FROM: EXECUTIVE COMMITTEE
SUBJECT: STAFFING FOR PHYSICAL PROPERTIES DEPARTMENT
DATE: AUGUST 11, 2017
CC: FILE

At the Presidents' Council meeting on Friday, August 3, a formal request was moved and approved by the Council to request the Golden Rain Foundation (GRF) to provide services from the Physical Properties, Building Inspector staff to keep up with increased Mutual property inspection services, as requested by the Mutuals Board of Directors. The Mutual Presidents agreed that the current staffing levels are not adequate to support the current requirements of the Mutuals as well as accommodate upcoming Mutual projects.

The Executive Committee and the Physical Properties Committee during 2018 budget review have included within the 2018 budget proposal to the Finance Committee the addition of one FTE within CC70.

The unbudgeted expense from September through the end of 2017 for this addition is approximately \$27,200 per year including benefits and taxes.

<u>Base Wage -</u>		<u>Taxes &</u>	<u>Total Cost -</u>		
<u>Annual</u>	<u>Benefits</u>	<u>Workers Comp</u>	<u>Annual</u>	<u>Cost Per Month</u>	<u>4 Month Cost</u>
\$ 61,776.00	\$ 4,942.08	\$ 14,826.24	\$ 81,544.32	\$ 6,795.36	\$ 27,181.44

At the Executive Committee meeting on Friday, August 11, the Committee members present unanimously moved to recommend the Finance Committee review the request and forward to the GRF Board of Directors for approval.

At the Finance Committee meeting on Monday, August 14, the Committee determined that sufficient funds exist within the Operating budget for this request.

If approved by the Board, the Board would be committing to the 2018 Budget the inclusion of one FTE within CC70 for an additional Building Spector.

I move to approve to add one FTE, Building Inspector Position, to Cost Center 70, beginning in September of 2017, non-budgeted operational expense, and incorporate this additional FTE within the 2018 Budget.



BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE
SUBJECT: APPROVE JULY FINANCIAL STATEMENTS
DATE: AUGUST 22, 2017
CC: FILE

At the regular meeting of the Finance Committee on August 14, 2017, the Committee duly moved to recommend to the Golden Rain Foundation Board of Directors acceptance of the July 2017 Financial Statements for audit.

Our Director of Finance, Carolyn Miller will give a recap of the July 2017 Financial Statements. At the end of the report, a motion will be made to accept the July 2017 Financial Statements for audit.

I move that the GRF Board of Directors accept the July 2017 Financial Statements for audit.

Financial Recap – July 2017

As of the seven-month period ended July 2017, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$465,375.

Major variances are:

Salaries & Wages	183,603	Vacancies of key positions in Transportation, Phys Prop. & Service Maintenance.
Employment Taxes & Benefits	162,328	P/R Taxes \$41K; Workers' Comp \$56K; Group Ins \$65K;
Temporary Agency Fees	(53,918)	Temps used to fill key vacant positions
Legal/Litigation Fees	(57,929)	Excess litigation
Property & Liability Insurance	32,053	Budget less than actual premiums
Certificate Preparation Income	37,050	Escrow and transfers exceeds planned
Rental Income - Resales	103,606	Unit sales exceeds planned
SRO Labor Recovery	(62,461)	Less billable labor hours than planned

	Fund Balance	Allocated For 2017 Projects	Allocated For Future Projects	For details, see page
Reserve Funds				
Repairs & Replacements	\$9,436,346	\$2,787,554	\$6,648,792	9

	Fund Balance	Allocated Funds	Unallocated Funds	For details, see page
Capital Funds				
Capital Improvements	\$1,389,768	\$204,917	\$1,184,851	11

Total approved unbudgeted operating expenses \$184,373

P.O. Box 2069
Seal Beach CA 90740

Description			
	Current Assets:		
1122000	Cash & cash equivalents	497,692	
	Non-Restricted Funds	61,937	
	Receivables	602,120	
	Prepaid expenses	168,017	
	Inventory of maintenance supplies	<u>460,125</u>	
	Total Current Assets		1,789,892
	Designated deposits		
1211000	Contingency Operating Fund	500,000	
	Reserve Fund	9,436,346	
1212500	Capital Improvement Fund-GRF	1,389,768	
1213000	Liability Deductible & Hazard Fund	<u>204,003</u>	
	Total designated deposits		11,530,117
	Notes Receivable		
1411000	Notes Receivable	<u>26,331</u>	
	Total Notes Receivable		26,331
	Fixed Assets		
	Land, Building, Furniture & Equipment	33,825,767	
	Less: Accumulated Dep'n	<u>(22,626,379)</u>	
	Net Fixed Assets		11,199,388
	Other Assets		<u> </u>
	Total Assets		<u>24,545,727</u>

P.O. Box 2069
Seal Beach CA 90740

Description		
Liabilities & Equity		
Current Liabilities:		
	Accounts payable	393,584
	Project Commitments	983,960
	Prepaid Deposits	7,050
	Accrued payroll & payroll taxes	605,820
	Accrued expenses	230,620
	Accrued property taxes	125,354
	Total Current Liabilities	2,346,389
	Total Liabilities	2,346,389
Equity		
Mutuals' Beneficial Interest		
3211000	Contingency Operating Reserve Equity	500,000
3212000	Reserve Equity	8,485,803
3394000	Capital Fund Equity	1,356,351
3310000	Beneficial Interest in Trust	7,912,284
	Total Mutuals' Beneficial Interest	18,254,438
Membership interest		
	Membership certificates of 844 shares @ \$200 par value, and 5,764 shares @ \$250 par value, authorized, issued and outstanding	1,609,800
	Additional paid-in-capital	4,867,355
	Total Paid-in-Capital	6,477,155
	Excess Income	
	Current Year	(224,811)
	Total Excess Income	(224,811)
3920000	Dep'n & Amortization	(2,307,443)
	Net Stockholders' Equity	22,199,339
	Total Liabilities & Stockholders' Equity	24,545,727

**Golden Rain Foundation
Cash Flow Activity - All Reserves
For the Month of July 2017**

	Contingency Operating Fund	Reserve Fund	Capital Improvement Fund	Liability Insurance Fund	Nonrestricted Funds	Total
Balance 6/30/2017	500,000	9,296,440	1,349,758	204,003	175,347	11,525,548
Funded: Assessments		95,833				95,833
Funded: Membership Fees collected (57)		74,243	74,243			148,485
Funded: M17 Lease Fees collected (0)						-
Funded: Interest on Funds		3,751				3,751
Progress Payments on CIP						-
Expenditures		(33,921)	(34,232)			(68,153)
Commitments						-
Replenish funds for Donated Assets						-
Net Monthly Claims						-
Disbursement to Mutuals						-
Transfers between funds						-
Interest Income Allocation						-
Net Monthly Activity					(113,410)	(113,410)
Balance 7/31/2017	500,000	9,436,346	1,389,768	204,003	61,937	11,592,054
 Net Activity	 -	 139,906	 40,010	 -	 (113,410)	 66,506

Golden Rain Foundation
Quick Balance Sheet Analysis
For the Period Ended July 31, 2017

SELECTED BALANCE SHEET ITEMS

	Current Balance	Prior Month	Increase (Decrease)
Cash In Bank	559,629	387,456	172,173
Current Assets	13,320,009	13,081,160	238,849
Current Liabilities	2,346,389	2,375,016	(28,627)
Current Ratio	5.68	5.51	
Designated Deposits:	11,530,117	11,350,201	179,916
Reserve Fund			
Liability & Disaster Insurance Fund			
Capital Improvement Fund			
Contingency Operating Fund			

RESULT OF OPERATIONS

Current Month	Actual	Budget	Variance	%
Income	1,301,983	1,310,291	(8,308)	(0.63)
Expense	1,303,944	1,338,613	34,669	2.59
Net Materials Recovery(Pass Thru)	0	0	0	
Excess Income or (Expense)	(1,961)	(28,322)	26,361	
Year To Date	Actual	Budget	Variance	%
Income	9,163,599	9,089,689	73,910	0.81
Expense	8,818,576	9,210,042	391,466	4.25
Net Materials Recovery(Pass Thru)	0	0	0	
Excess Income or (Expense)	345,023	(120,353)	465,376	

Full Time Equivalents		
For the Month	Average YTD	Planned - 2017
156.93	153.04	161.92

2017 Reserve Expenditures

Cost Center	Description	2017	Prior	Current	Other	Total	Prior	YTD EXPENDITURES			TTD	2017
		Reserve Study	Approved	Approved	Adjustments	Projects	Expenditures	Jan-Jun	Jul	Total	Expenditures	Allocated Funds
30	Replacement of AC Unit - Admin. Building (774-16) (Completed as 3/13/17)	-	6,200			6,200	5,580	620		620	6,200	-
30	Administration Building First Floor Improvement- Finance & Stock transfer (809-17)	-	-	92,151		92,151	-	58,522	1,241	59,763	59,763	32,388
30	Replacement of HVAC Unit - Admin. Building Conference Room A (818-17)	-	-	6,200		6,200	-	-	5,580	5,580	5,580	620
34	St. Andrews & North Gate Server Replacements (Incl. 10% contingency)	-	3,300		(3,300)	-	-	-	-	-	-	-
35	Replace Interior Light Fixtures (2016 RS not started)	-	3,584			3,584	-	-	-	-	-	3,584
35	Tree Removal and Re-landscaping of Area (813-17)	-	-	8,800		8,800	-	3,800		3,800	3,800	5,000
37	Replace Lighting Signage (2016 RS not started)	-	20,478		(20,478)	-	-	-	-	-	-	-
37	Replacement of Coin Counter Machine	-	-	6,892		6,892	-	-	-	-	-	6,892
48	Paint Exterior Flatwork (2016 RS not started)	-	4,505			4,505	-	-	-	-	-	4,505
48	Replace Water Storage Tanks (2016 RS not started)	-	12,287		(12,287)	-	-	-	-	-	-	-
48	Replace Solar Panels (2016 RS not started)	-	28,055		(28,055)	-	-	-	-	-	-	-
48	Replace Swimming Pool Deck Furniture	-	-	8,000		8,000	-	-	-	-	-	8,000
51	Replacement of wood shop band saw	-	-	2,000		2,000	-	-	-	-	-	2,000
52	Replacement of wood shop band saw	-	-	2,000		2,000	-	-	-	-	-	2,000
52	Sewer Pump Replacement (776-16) (Completed as 7/28/17)	-	125,562		(20,000)	105,562	31,669	73,893		73,893	105,562	-
52	Clubhouse Upgrades	400,000	-			-	-	-	-	-	-	-
53	Paint Wood Siding & Trim (2016 RS not started)	-	14,130		(14,130)	-	-	-	-	-	-	-
53	Paint Interior Flatwork (2016 RS not started)	-	25,393		(25,393)	-	-	-	-	-	-	-
54	Replace New Water Heater (2016 RS not started)	-	4,352		(4,352)	-	-	-	-	-	-	-
54	Clubhouse Upgrades (773-16)	-	198,703			198,703	46,548	134,719		134,719	181,267	17,436
56	Paint Exterior Ironwork (2016 RS not started)	-	3,840			3,840	-	-	-	-	-	3,840
56	Paint Exterior Flatwork (2016 RS not started)	-	10,239			10,239	-	-	-	-	-	10,239
56	Replace heat pump #1 (779-16) (Completed as 3/13/17)	-	6,375			6,375	6,088	288		288	6,375	-
56	Concrete replacement- West end alongside ambulance driver office (806-17) (Completed as 7/28/17)	-	-	8,000	(1,901)	6,099	-	6,099		6,099	6,099	-
74	Paint Exterior Flatwork (2016 RS not started)	-	11,724		(11,724)	-	-	-	-	-	-	-
74	Replacement of Wood Shop equipment & Electrical panel (799-16) (Completed as 7/28/17)	-	42,000		2,108	44,108	12,639	31,469		31,469	44,108	-
74	Storage Improvements- work benches, storage racks, cabinets	-	-	15,000		15,000	-	10,916		10,916	10,916	4,084
79	Clubhouse 1, 2, 3, 6 Revitalization Project	-	-	1,000,000		1,000,000	-	-	-	-	-	1,000,000
79	Repair Concrete and Wood Shoreline at Pond (2016 RS not started)	-	2,560			2,560	-	-	-	-	-	2,560
79	Refurbish Golf Course Greens (2016 RS not started)	-	10,239			10,239	-	-	-	-	-	10,239
79	Community Landscape Remodel (2016 RS not started)	-	10,239			10,239	-	-	-	-	-	10,239
79	Community Concrete Flatwork (2016 RS not started)	-	25,598			25,598	-	-	-	-	-	25,598
79	Community Asphalt Seal Coat- Parking Lots (2016 RS not started)	-	38,038			38,038	-	-	-	-	-	38,038
79	Community Asphalt Seal Coat-Street Phase 4 (2016 RS not started)	-	51,195			51,195	-	-	-	-	-	51,195
79	Main Gate Beautification - Globe (730-15B)	-	163,270			163,270	163,270	-	-	-	163,270	-
79	Globe - Replacement of Continents (730-15B) (Transfer funds to Globe lighting design)	-	201,000		(2,000)	199,000	155,387	6,605		6,605	161,993	37,007
79	Globe Lighting Design (730-15B) (Transfer funding from Globe project 730-15B)	-	-	2,000		2,000	-	1,000		1,000	1,000	1,000
79	Perimeter wall sections B (591-01B-B) (Completed as 1/12/17)	-	350,000		(194,247)	155,753	155,753	-	-	-	155,753	-
79	Perimeter wall sections A (591-01B-A) (Completed as 1/12/17)	-	494,000		(15,770)	478,230	478,230	-	-	-	478,230	-
79	Perimeter wall sections J & K (591-01B-JK)	-	542,289		107,711	650,000	78,323	-		-	78,323	571,677
79	St. Andrews Gate Improvements (723-14)	-	50,000			50,000	9,978	3,735	135	3,870	13,848	36,153
79	Perimeter wall sections L & M (591-01B-LM)	-	900,000			900,000	628,042	215,534	1,125	216,659	844,701	55,299
79	Landscape Replacement- Admin./HCC Palm Island, J Island, Pump Island (794-16) (Completed as 3/13/17)	-	10,249		395	10,644	-	10,644		10,644	10,644	-
79	Street Paving Project- Phase one (Cedar Crest, Knollwood, Fairfield/Prestwick, Shawnee...) (784-16)	-	600,000			600,000	-	-	25,840	25,840	25,840	574,160
79	Street Paving Project- Phase two (St. Andrews Drive)	600,000	-			-	-	-	-	-	-	-
79	Main Gate Entrance	229,000	-			-	-	-	-	-	-	-
79	Replace and Purchase Four Traffic Signal Poles	-	-	36,000		36,000	-	-	-	-	-	36,000
79	Compliance with California Manual on Uniformed Traffic Control Devices (CAMUTCD) (738-15)	-	-	237,800		237,800	-	-	-	-	-	237,800
Total Planned Reserve Expenditures		1,229,000	3,969,404	1,424,843	(243,423)	5,150,824	1,771,507	557,843	33,921	591,763	2,363,270	2,787,554

2017 Capital Plan

Center	Description	Prior Approved	2017 Budget	Additional Approved	Other Adjustments	Total Projects	Prior Expenditures	YTD EXPENDITURES			TTD Expenditures	Allocated Funds
								Jan-June	Jul	Total		
32	Barcode label printer	1,000				1,000	-	-	-	-	-	1,000
32	Purchasing Office Improvements (805-17) (Completed as 7/28/17)	-		20,600	(9,990)	10,610	-	10,736	(126)	10,610	10,610	-
33	Purchase 1 GEM Vehicle	-		1,500		1,500	-	1,500		1,500	1,500	-
34	CH4 Technology Enhancements (773-16T) (Completed as 7/28/17)	44,000			(32,743)	11,257	-	11,257		11,257	11,257	-
34	Axxeron/Jenark System (5000-14J-A)	250,017		50,000		300,017	240,661	7,125	4,838	11,963	252,624	47,393
34	Surveillance Cameras	13,000				13,000	63	3,650	17	3,668	3,730	9,270
34	Visual Display Solutions	22,000			(22,000)	-	-	-	-	-	-	-
37	Sound Proofing Panels @ Main Gate Lobby	2,000				2,000	-	-	-	-	-	2,000
47	RV Lot General Operational Requirements- portable office, electrical, awning, lot gravel & level pad (815-17)	-		28,000		28,000		12,478		12,478	12,478	15,522
51	Dust Extraction Units	-		1,000	(321)	679	-	679		679	679	-
52	Dust Extraction Units	-		1,000	(321)	679	-	679		679	679	-
52	Develop redesign CH2 Outdoor Multi-Use Area (785-16)	13,750				13,750	-	9,250		9,250	9,250	4,500
52	Clubhouse Interior Improvements (Multipurpose Court)	-	250,000		(250,000)	-	-	-	-	-	-	-
52	Clubhouse Griddle Electrical Upgrade (812-17) (Completed as 7/28/17)	-		7,000	(2,356)	4,644	-	4,644		4,644	4,644	-
54	Clubhouse Upgrades (773-16)	22,150				22,150	4,189	14,971		14,971	19,160	2,990
55	Building 5 first floor remodel (765-16)	1,600				1,600	650	-		-	650	950
55	Conference Room B Remodel (772-16) (Completed as 4/20/17)	39,058				39,058	39,058	-		-	39,058	-
55	Relocate Recreation Offices	-	30,000		(30,000)	-	-	-		-	-	-
55	Add Purchasing Sales Center	-	25,000		(25,000)	-	-	-		-	-	-
55	Relocation Project- Distribution relocated to Building 5, Modify Stock Transfer, Install sound suppression Conf. RM B&C (816-17)	-		20,862		20,862	-	212	1,344	1,556	1,556	19,306
56	Install Air Walls	-	25,000		(5,000)	20,000	-	9,051		9,051	9,051	10,949
70	Purchase 1 GEM Vehicle	-		3,450		3,450	-	3,450		3,450	3,450	-
74	Purchase Trailer for Kubota Backhoe	-		2,694		2,694	-	-		-	-	2,694
79	Landscape CH3 Library Patio	6,000			(6,000)	-	-	-		-	-	-
79	Resales Office Remodel (725-14) (Completed as 3/13/17)	70,000			(9,897)	60,103	54,652	1,171	4,280	5,451	60,103	-
79	Pedestrian Gate at Northwood Road (820-17)	28,143				28,143	-	-	4,800	4,800	4,800	23,343
79	Main Gate Landscape Architect (790-16)	8,000				8,000	-	6,250		6,250	6,250	1,750
79	Sidewalk addition at Medical Center Building to Conference RM B (784-16) (Completed as 3/13/17)	30,000			(550)	29,450	24,525	4,925		4,925	29,450	-
79	Red Curb Review Study (796-16)	9,720				9,720	-	9,720		9,720	9,720	-
79	Nassau Drive Landscaping (797-16) (Completed as 3/13/17)	6,450				6,450	-	6,450		6,450	6,450	-
79	Landscape Replacement- South Side Hill at Amphitheater/ HCC (795-16) (Completed as 3/13/17)	3,206			74	3,280	-	3,280		3,280	3,280	-
79	Concrete Replacement and Landscaping at South end of Building 5 (793-16)	16,500				16,500	14,500	1,197		1,197	15,697	803
79	Upgrade 1.8 acres for Rolling Thunder Golf Cart Club (806-17)	-		19,200		19,200	-	9,987	1,584	11,571	11,571	7,629
79	Conduct Traffic Control Evaluation at Oakmont/St. Andrews & Interlachen/St. Andrews (807-17)	-		2,200		2,200	-	1,013		1,013	1,013	1,188
79	Install Physio-Control LIFEPAK CR & Automated External Defibrillators	-		28,000	(3,487)	24,513	-	24,513		24,513	24,513	-
79	Add railings and stairs to Post Office (811-17)	-		10,100		10,100	-	9,100		9,100	9,100	1,000
79	Replace back up generator for Server, phone, radio- Amphitheater/Administration Buildings (817-17)	-		35,000		35,000	-	-	17,495	17,495	17,495	17,505
79	Compliance with California Manual on Uniformed Traffic Control Devices (CAMUTCD) (738-15)	-		35,000		35,000	-	-		-	-	35,000
79	CH3 and CH4 Entrance Triangle Landscaping	-		1,635		1,635	-	1,635		1,635	1,635	-
		-				-	-	-		-	-	-
	Total Planned Capital Acquisitions	586,594	330,000	267,241	(397,591)	786,244	378,298	168,923	34,232	203,155	581,453	204,791



Foundation Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE
SUBJECT: AMEND POLICY 2230-31, AUTHORIZED SIGNATORIES
DATE: AUGUST 14, 2017

At its meeting on August 14, 2017, the Finance Committee reviewed Policy 2230-31, Authorized Signatories. The Committee recommended the Golden Rain Foundation Board of Directors amend the policy, updating staff titles, clarifying payments requiring two signatures and list the current GRF checking accounts applicable to the policy.

I move to recommend the GRF BOD amend Policy 2230-31, Authorized Signatories, as presented.

ACCOUNTING**FISCAL AND ACCOUNTING SERVICES****Authorized Signatories**

The Golden Rain Foundation (GRF) maintains Demand Deposit (Checking) accounts with banks from which funds are drawn.

Pursuant to the GRF By-Laws, Article IX, Finance, Section 3, Moneys and Funds, the Board of Directors hereby designates specific individuals as authorized signatories on all disbursements and checks for payment of money in the name of the Golden Rain Foundation: Corporate Officers, which include (unless otherwise stated) the President, Vice President, Corporate Secretary, and Treasurer. The **Director of Finance** ~~Controller~~ is an authorized signatory on accounts as specified.

For payments up to \$10,000, one signature is required. For payments **over \$10,000** ~~of \$10,001 and more~~, two signatures are required.

- General Operating Accounts/Non-Restricted Reserve Accounts
- ~~Escrow Impound Accounts~~
- Debit Cash Accounts

Restricted Reserve Accounts require two signatures regardless of the amount.

The ~~Controller~~ **Director of Finance** is authorized to sign payroll checks in the amount not to exceed \$5,000. The ~~Controller~~ **Director of Finance** and another authorized signatory must sign payroll checks **over \$5,000** ~~\$5,001 and above~~. If the ~~Controller~~ **Director of Finance** is unavailable, two Corporate Officers shall sign payroll checks.

Current GRF checking accounts include:

- | | |
|--------------------|-----------------|
| 1) General Account | Operating funds |
| 2) Debit Card | Operating funds |
| 3) Reserve | Reserve funds |
| 4) Payroll | Payroll funds |

Policy:

Adopted: 20 Mar 12

Amended: 23 Jul 13

Amended:

GOLDEN RAIN FOUNDATION
Seal Beach, California



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Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE
SUBJECT: AMEND POLICY 5516-31, COMMITTEE NON-BUDGETED EXPENSES
DATE: AUGUST 14, 2017

At its meeting on August 14, 2017, the Finance Committee reviewed Policy Committee Non-budgeted Expenses. The Committee recommended the Golden Rain Foundation Board of Directors amend the policy, clarifying terminology and reiterating that Ad hoc and Sub-committees have no budgetary approval authority.

I move to recommend the GRF BOD amend Policy 5516-31, Committee Non-budgeted Expenses, as presented.

GOLDEN RAIN OPERATIONS**AMEND****BOARD INTERNAL OPERATIONS****Committee Non-Budgeted Expenses**

Operations of the **Golden Rain Foundation (GRF)** are based upon the approved budget. However, various needs of the ~~Foundation~~ **GRF** may necessitate unexpected and unplanned expenditures: i.e. non-budgeted expense.

Approval of ~~unanticipated~~ **non-budgeted** expenditures ~~not previously included in the approved budget~~ shall be limited to the following:

Committees

Standing committees of the ~~Foundation~~ **GRF** may authorize non-budgeted expenses to an amount not to exceed \$1,000 ~~per fiscal year~~ by majority vote of the Committee and duly noted within the Committee meeting minutes.

~~In the Committee's review and deliberation of any non-budgeted expense, the following line of questions shall be incorporated into the decision making process:~~

- ~~1. Based upon the approved budget for the cost center, can the Foundation afford to authorize this non-budgeted expense?~~
- ~~2. Can the Foundation afford not to? (Risk Mitigation or Safety)~~
- ~~3. If the Foundation proceeds, will it necessitate an adjustment from another cost center under Committee purview?~~
- ~~4. Does the nature of the request represent the best use of Foundation funds?~~
- ~~5. Is the funding request in the best interests of a majority of the shareholders?~~

~~Upon approval of a non-budgeted expense, the committee chairperson or designated representative is to provide notice to the Controller, Executive Director, and the Board with the amount approved with a description of the non-budgeted expense.~~

Non-budgeted expenses greater than \$1,000 but less than \$2,500 require Finance Committee review and fund availability approval ~~if funds are available~~.

Non-budgeted expenses greater than \$2,500 require Finance Committee review if funds are available, and approval by the **GRF BOD** ~~Golden Rain Foundation Board of Directors~~.

Subcommittees and/or Ad Hoc Committees

(Apr 14)

GOLDEN RAIN OPERATIONS**AMEND****BOARD INTERNAL OPERATIONS****Committee Non-Budgeted Expenses**

Ad Hoc and Subcommittees Committees have no authority; all requests for a non-budgeted expenses are required to be approved by the GRF BOD and the standing Committee that recommended the Committees formation.

Policy

Adopted: 22 Apr 14

Amended:

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Apr 14)

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BOARD ACTION REQUEST

TO: GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE
SUBJECT: AMEND POLICY 5523-31, ACCOUNTS RECEIVABLE COLLECTIONS
DATE: AUGUST 14, 2017

At its meeting on August 14, 2017, the Finance Committee reviewed Policy 5523-31, Accounts Receivable Collections. The Committee recommended the Golden Rain Foundation Board of Directors amend the policy, incorporating procedural changes, updating staff and amending the return check fee from \$5 to \$25.

I move to recommend the GRF BOD amend Policy 5523-31, Accounts Receivable Collections, as presented.

GOLDEN RAIN OPERATIONS**BOARD INTERNAL OPERATIONS****Accounts Receivable Collections**

1. All accounts receivable over thirty days past due will be ~~reviewed~~ **reported quarterly** ~~monthly~~ and reported by the ~~Controller~~ **Director of Finance** to the Finance Committee, ~~President of the Foundation and the Administrator.~~
2. Copies of the **LW Weekly advertising** ~~Newspaper~~ accounts receivable will be furnished to the ~~Publications~~ **Communications and Finance** Committees **quarterly**.
3. Past due accounts receivable of less than \$25 may be disposed of by the ~~Controller~~ **Director of Finance** and a report made to the Finance **and Communications** Committees **quarterly**.
4. Collection recommendations that need Board **of Directors** or Committee action will be ~~made~~ **presented** by the ~~Controller~~ **Director of Finance** ~~through the Finance Committee.~~
5. A charge of **\$25** will be levied on checks that are returned unpaid by the bank.

Policy

Adopted: 20 Jul 71
 Amended: 18 Feb 75
 Amended: 18 Jun 85
 Amended:

GOLDEN RAIN FOUNDATION
Seal Beach, California



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BOARD ACTION REQUEST

TO: GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE
SUBJECT: RESCIND POLICY 3321.01-BASIC PURCHASING RESPONSIBILITY
DATE: AUGUST 14, 2017

At its meeting on August 14, 2017, the Finance Committee reviewed Policy 3321.01-Basic Purchasing Responsibility. The Committee recommended the Golden Rain Foundation Board of Directors rescind the policy; it is a procedure, expressing specific methods employed by staff to implement GRF policy.

I move to recommend the GRF BOD rescind Policy 3321.01-Basic Purchasing Responsibility, as presented.

STAFF OPERATIONS**ACCOUNTING****Basic Purchasing Procedures and Responsibility**

1. It is the function of the Purchasing Division to observe the source of and the authority for a purchase requisition and to clear any questions or uncertainties before arranging for the purchase. Materials in tight supply may require a conference with the department head in order to consider ordering larger than usual quantities, while weakening price structures may warrant a less than normal supply. The cash position of the Foundation, storage facilities, and other factors may need to be weighed by the Purchasing Supervisor in analyzing purchase requisitions. After reaching a decision to make the purchase and having determined the source of supply offering the desired quality, availability, and quantity of the lowest cost, the normal procedure is to prepare a formal purchase order. Whenever capital equipment is being purchased, the property number should be assigned (from property control cards) and placed after each item. The purchase order must be accounted for in numerical sequence; therefore, voided copies should be retained, and a purchase order log should be maintained in numerical sequence accounting for all purchase orders.

The purchase order, signed by the Purchasing Supervisor, is a written authorization to a vendor to supply specified quantities of described goods at agreed terms and at a designated time and place. As a matter of record and for accounting control, a purchase order should be issued for every purchase of material, service or equipment whether the purchase has been made by mail, telephone, salesman or by any other means. An exception to this is a consumption item with a value less than \$75 which may be purchased by the department head. When the department head purchases an item under \$75 without the use of a purchase requisition and purchase order, it will be the responsibility of the department head to sign the invoice for payment only after confirming receipt of item purchased. It will also be the department head's responsibility to make sure the invoice is paid only once. This will require some small record keeping process in the department area. Where a purchase commitment is made by telephone or in an interview with a sales representative, the purchase order serves as a confirmation to the vendor and places the required documents in the hands of those concerned in our company. Words to this effect should be placed on the purchase order:—

A purchase order is not necessary for the following items:

Exclusions

Credit Cards
Dance Bands
Insurance Invoices
Postage
Reimbursements
Travel and Expense Reports
Utilities

Options*

Continuing Education Dues
Memberships, Books and Subscriptions
Service Contracts

STAFF OPERATIONS

ACCOUNTING

Basic Purchasing Procedures and Responsibility

1. Unauthorized purchases will become the responsibility of the department head from which the order originated.
2. During extreme emergencies an order may be placed by a department head and all purchase commitments must be confirmed by a written purchase requisition within 24 hours.
3. All contact with vendor shall be done through Purchasing which shall, in turn, refer them to the using department if necessary. This will free the departments to perform their own functions and also limit unauthorized personnel throughout the project.
4. Evaluation reports will be requested from the using departments for the purpose of standardization.
5. Purchasing with the cooperation of the Storekeeper/Buyer shall be responsible for the return of merchandise for credit.
6. Purchasing shall be responsible for negotiating all contracts for equipment, capital equipment, printing, etc. Usage rates shall be provided to Purchasing upon request.
7. Competitive bids shall be obtained on services which exceed \$200, in addition to informal telephone bids under this amount.
8. Prices are to remain confidential; they should not be disseminated nor should they be used as a lever for bargaining.
9. The practice of "free merchandising" by the sales representative is to be discouraged; price reduction or notation of "bonus merchandise" on the face of the invoice is to be encouraged instead.

Policy:

Approved: 16 Nov 82

Revised: 01 Mar 85

Revised: 15 Sep 86

Rescind:

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BOARD ACTION REQUEST

TO: GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE
SUBJECT: RESCIND POLICY 5330-31, CAPITAL PROJECT INITIATION
DATE: AUGUST 14, 2017

At its meeting on August 14, 2017, the Finance Committee reviewed Policy 5330-31, Capital Project Initiation. The Committee recommended the Golden Rain Foundation Board of Directors rescind the policy; it is a procedure, expressing specific methods employed by staff to implement GRF policy.

I move to recommend the GRF BOD rescind Policy 5330-31, Capital Project Initiation, as presented.

GOLDEN RAIN OPERATIONS**CAPITAL IMPROVEMENTS****Capital Project Initiation**

1. All construction projects and capital equipment recommendations exceeding \$10,000 will be processed by the appropriate committee and submitted to the Board for approval.
 - a. Prior to submission to the Board for approval to establish a construction project, the initiating committee may request the Physical Property Department provide an estimate of the cost to complete the project.
 - b. The committee recommending the project will present the information to the Board with a request to establish a project and authorize the Physical Property Department to go out for bid.
 - c. The requesting committee may ask for a meeting with the Physical Property Committee to review suggestions and recommendations for final plans.
2. When a project is approved by the Board, the Physical Property Committee will take appropriate action to retain an architect or engineer for the project, if needed, and refer the recommendation to the Board for approval.

Policy

Adopted: 17 Jul 73
 Amended: 16 Oct 73
 Amended: 21 Oct 75
 Amended: 15 Nov 76
 Amended: 15 Sep 81
 Amended: 16 Jul 85
 Amended: 20 Sep 88
 Amended: 18 Nov 97
 Amended: 18 Dec 07

Rescind:

GOLDEN RAIN FOUNDATION
Seal Beach, California



BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE
SUBJECT: CDAR PURCHASE
DATE: AUGUST 14, 2017
CC: FILE

At the regular scheduled meeting of the Finance Committee on August 14, 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 August, 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 \$500,000 from the First Foundation Bank Money Market Reserve account and from proceeds of a maturing CDAR (Reserve funds) in a 52-week CDAR at an annual rate of .70% which will be fully insured by the FDIC. Remaining liquid reserve funds will be sufficient to fulfill current and future commitments.

I move to continue the investment ladder by investing \$500,000 from the First Foundation Bank Money Market Reserve account and from proceeds of a maturing CDAR (Reserve funds) in a 52-week CDAR @ .70% which will be fully insured by the FDIC.

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BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION COMMITTEE
SUBJECT: EQUIPMENT REPLACEMENT, TRIFOLD MACHINE, NON-SCHEDULED RESERVE FUNDING
DATE: JULY 24, 2017
CC: FILE

At the August 8, 2017 meeting of the Mutual Administration Committee, the committee reviewed staffs request to replace the Copy Centers, Trifold machine due to age (over 15 years old), condition and non-availability of replacement parts.

Existing Trifold Machine



A suitable replacement has been identified, the Duplo DF-755, which offers a balance between durability and expense \$2,700 (including tax, shipping is free):



Duplo
Duplo DF-755 Manual Paper Folder, Folds up to 120 sheets per minute, 500-sheet feed capacity, 4-digit LCD counter keeps accurate count of folded documents, Two knobs to make fine-tune adjustments for fold set up

★★★★★ 1 customer review

Price: \$2,500.00 & FREE shipping

Item is eligible. No interest if paid in full within 12 months with the Amazon.com Store Card. Apply now.

Not eligible for Amazon Prime.

Only 7 left in stock - order soon.

Get it as soon as July 28 - Aug. 2 when you choose Standard Shipping at checkout. Ships from and sold by Sale Source.

- Folds up to 120 sheets per minute
- 500-sheet feed capacity
- 4-digit LCD counter keeps accurate count of folded documents
- Two knobs to make fine-tune adjustments for fold set up
- Adjustable receiving roller to ensure smoother delivery

Compare with similar items

New (E) from \$2,450.00 + \$39.00 shipping

☐ Report incorrect product information

At the August 14, 2017 Finance Committee meeting, the Committee moved and approved Non-Scheduled Reserving Funding, in accordance with Policy 5520-31, in the amount of \$2,700.

I move to approve the replacement of the Trust asset identified as the Copy Centers, Trifold Machine in accordance with Policy 5520-31, Reserve funding totaling \$2,700, and authorize the Executive Director to initiate the purchase.



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BOARD ACTION REQUEST

TO: GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTY COMMITTEE
SUBJECT: CLUBHOUSE SIX REVITALIZATION PROJECT (RESERVES)
DATE: AUGUST 9, 2017
CC: FILE

At July 25, 2017, GRF Board meeting, the Board moved to approve the allocation of Reserve Funds, in the amount of \$1,000,000 for the sole purpose of revitalization of Trust Property as proposed within CH6, CH3, CH2 and CH1. Per the proposed schedule, CH6 will be the first of the Clubhouses for component replacement.

The Physical Properties Department requested bids for interior and exterior paint, and refinishing of existing wood floors, per approved ADRC selections, on the first floor of CH6. At its regular scheduled meeting on August 7, 2017, the Physical Property Committee reviewed the bids and scope of work. The bids to provide these services are as follows:

FLOOR REFINISHING	
Cornerstone Floors	\$45,400
Kary's Carpet	\$22,680
PAINT EXTERIOR	
Hutton Painting	\$21,000
CertaPro Painters	\$20,500
PAINT INTERIOR	
Hutton Painting	\$19,000
CertaPro Painters	10,500

The Physical Property committee unanimously recommended the Board award contracts to CertaPro Painters to paint the interior (Clubhouse Revitalization Reserves Funds) and exterior of CH6 (Scheduled Reserve Funds) at a cost of \$31,000 and \$2,000 for contingencies, at a total cost not to exceed \$33,000 and to Kary's Carpet to refinish the existing wood floor on the first floor of CH6 at a cost not to exceed \$22,680 (Clubhouse Revitalization Reserves Funds).

I move to award contracts to CertaPro Painters to paint the interior and exterior of Clubhouse Six at a cost of \$31,000 and \$2,000 for contingencies, at a total cost not to exceed \$33,000 and to Kary's Carpet to refinish the existing wood floor on the first floor of Clubhouse Six at a cost not to exceed \$22,680 funded through Reserves (Clubhouse Revitalization and Scheduled Reserve Funds), and authorize the GRF President sign the contract.

KARY'S CARPETS
2443 HEATHER AVE
LONG BEACH CA 90815
(562) 208 9460
License# 1010083



Invoice

SOLD TO: GRF DATE: 7-31-17

E CLUB 6

DELIVERY DATE: _____

SOLD BY: _____

DELIVER TO: _____ ESTIMATED BY: _____

FINISHED BY

TERMS

PAID ON ACCOUNT

YARDAGE	DESCRIPTION	UNIT PRICE	AMOUNT
5x16280	Hardwood floor Refinish	3.50	22680.00
100x64=6400	with 4 7000 max		
<u>6480</u>	Ultimate Durability Commercial		
SPF7	Grade Semi Gloss		
	two cuts		
	Stain color nutmeg		
	102 / 202		

Contractors are required by law to be licensed and regulated by the Contractor's State License Board. Any questions concerning the responsibilities of a contractor may be referred to the registrar of the board whose address is:

CONTRACTOR'S STATE LICENSE BOARD
9835 Goethe Rd.
Sacramento, CA 95826

AMOUNT

TAX

TOTAL AMOUNT

DEPOSIT

BALANCE

SIGNATURE _____

LICENCE-BONDED CONTRACTOR

 EXTERIOR PROPOSAL	Independent Franchise Owner: CertaPro of Huntington Beach 16787 Beach Blvd. Ste. 200 Huntington Beach, CA 92647 714-894-4694 Fax: 562-286-5121 pwade@certapro.com 1-800-462-3782 License #: CA Lic # 942824	Job #: CB702C00098 Date: 06/30/2017
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This contractor carries workers' compensation insurance for all employees. This contractor carries commercial general liability insurance written by Regency Business Insurance Solutions . You may call Regency Business Insurance Solutions at 949-393-4311 to check the contractor's insurance coverage.

Golden Rain Foundation George Hurtado 13353 Seal Beach Blvd Clubhouse 6 (exterior) Seal Beach*, CA 90740 Phone: 714-335-7137 Office: 562-431-6586 Cell: 562-431-6586 Email: georgeh@lwsb.com	Special Notes: CertaPro will be matching the existing colors.
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General Description:

Painting to: Smooth Stucco, Windows, Facia

QUESTIONABLE AREAS

Include

Fascia, Metal Front Decorative Awning

Exclude

Door Mullions, Window Mullions, Every thing else not specifically included

PREPARATION

Washing: Caulking: Scraping: Stucco: Sanding:	Power wash using water to remove all loose dirt, oily residue, loose paint, mold, mildew and efflorescence to allow the new finish to adhere properly and eliminate the risk of premature failure. Caulk all previously caulked gaps and cracks in order to seal out moisture and drafts. Full scrape to all loose and peeling paint and Stucco remaining after the power wash to ensure a firm base for the new primer & paint. Repair to all cracks, gaps and holes with flexible caulking and stucco patch as required. We will also trench approx. 2" where allowable. To degloss where necessary to promote adhesion of the top coat.
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PRIMING	Surface Type/Area	Primer	Purpose
Metal:	Spot prime areas with bare metal exposed	ProTec from Vista	To prevent further damage and make new paint adhere properly
Stucco:	Spot prime where repair has been done	4200 Term II from Vista	To seal surface against flashing and peeling.



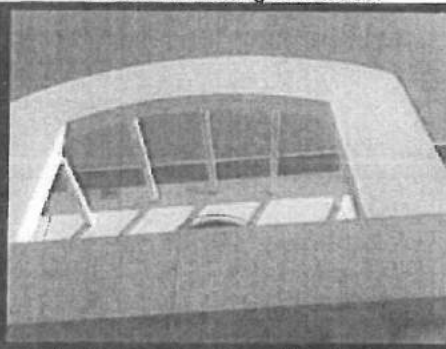
Front of the clubhouse.



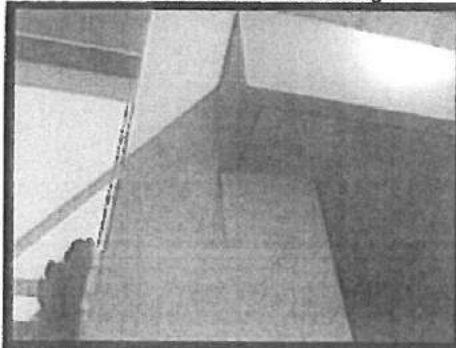
Decorative awning is included.



View of the side of the building.



Rust areas to be prepped and primed.



Additional example of rusted areas to be addressed.



Front railings are included.

Approx. Start Date:

Approx. Completion Date:

Substantial commencement will be when crew and materials first arrive on site.

Surface Area	Manufacture/Paint Type	# Coats	Color
Smooth Stucco	Vista, Flat, 100% Acrylic	One	TBD - Duraglide
Windows	Vista, Flat, 100% Acrylic	Two	TBD - Duraglide

Facia	Vista, Flat, 100% Acrylic	One	TBD - Duraglide
Awning	Vista, Semi-Gloss, 100% Acrylic	One	TBD - ProTec

Clean Up: To be completed daily and in full upon job completion. Daily - All ladders down and stacked- Tools & equipment stored properly each evening in acceptable, safe location determined by the customer and the Site Manager. A full clean up will be done upon completion to make sure your property is "presentable" when the work is complete (including sweeping and vacuuming paint chips).

Notes/Misc:

CUSTOMER SERVICE COMMITMENT: The goal for this job is to provide the best customer experience possible. This is accomplished by being friendly and courteous, by making the client feel part of the process with daily updates and excellent communication, by doing things right the first time, and by respecting your property. We recognize that we are guests, and respect the privilege. **WARRANTY ON ALL WORK:** We warranty all of our work for 2 years against blistering and peeling. This is not just a "handshake" warranty. This is a legal document, please see back of proposal for details.

Note about Multi Coat Failures - In the event of a multi coat failure this will not be covered under any type of warranty. While we take every precaution to try and recognize any potential issues in most cases it is impossible to foresee the previous coatings releasing as a result of the most recent coating pulling them loose. This is a result of the most recent coating having a stronger adhesion than previous coatings and/or the previous coatings and substrate failing.

Unless Specifically requested or noted in the proposal feather sanding is not included. This means sanding the edges smooth from previous paint jobs where the paint was only scraped and not sanded leaving a cavity effect.

All Labor, Paint, Materials:		\$20,500.00
TOTAL		\$20,500.00

You are entitled to a completely filled in copy of this agreement, signed by you and the contractor, before any work may be started.

List of Documents to be Incorporated into Contract:

Mechanic's Lien Warning, Notice of Right to Cancel, Contractors State License Board (CSLB), Schedule of Progress Payments, CGL Insurance Information

The law requires that the contractor give you a notice explaining your right to cancel. Initial if the contractor has given you a "Notice of the Three-Day Right to Cancel."

Note about Extra Work and Change Orders.

Extra Work and Change Orders become part of the contract once the order is prepared in writing and signed by the parties prior to the commencement of any work covered by the new change order. The order must describe the scope of the extra work or change, the cost to be added or subtracted from the contract, and the effect the order will have on the schedule of progress payments.

Signature of Authorized Franchise Representative: _____ **Date:** _____

Payment is due: In Full upon Job Completion

If Interim payments are made, you are entitled to a Mechanic's Lien release for that portion of the work before the next payment is made. (Calif. Code sec. 3114)

-----NOTES-----

All payments for painting and other services should be made payable to CertaPro Painters or Pat Wade. All workers are employees and it is a violation of their employment agreement to solicit or be paid personally for any work done (tips excluded). Please report any violations of this policy to Pat Wade at (714) 861-9170.

Payment Options: Cash, Check or credit card. The price listed represents a cash discount (cash or check). The normal price is 4.0% higher.

(I/WE HAVE READ THE TERMS STATED HEREIN, THEY HAVE EXPLAINED TO (ME/US) AND (I/WE) FIND THEM TO BE SATISFACTORY, AND HEREBY ACCEPT THEM.

(I/WE) HAVE EXAMINED THE JOB STATED HEREIN, THEY HAVE SHOWN TO (ME/US) AND (I/WE) FIND THE JOB TO BE SATISFACTORY, AND HEREBY ACCEPT THE JOB AS COMPLETE.

SIGNATURE

DATE

SIGNATURE

DATE

CertaPro Painters  INTERIOR PROPOSAL	Notice of Cancellation may be mailed to: Independent Franchise Owner: CertaPro of Huntington Beach 16787 Beach Blvd. Ste. 200 Huntington Beach, CA 92647 714-894-4694 Fax: 562-286-5121 pwade@certapro.com 1-800-462-3782 License #: CA Lic # 942824	Job #: CBCA6F00097 Date: 06/30/2017
You may send the Notice of Cancellation to the contractor at the above address.		

This contractor carries workers' compensation Insurance for all employees. This contractor carries commercial general liability insurance written by Regency Business Insurance Solutions . You may call Regency Business Insurance Solutions at 949-393-4311 to check the contractor's insurance coverage.

Golden Rain Foundation George Hurtado 13353 Seal Beach Blvd Clubhouse 6 (Interior) Seal Beach*, CA 90740 Phone: 714-335-7137 Office: 562-431-6586 Cell: 562-431-6586 Email: georgeh@lweb.com	Special Notes: Excludes ceilings and restrooms.
---	--

General Description:

Painting to: Table Tennis Area, Stairwell, upstairs Gym, Open Area Upstairs

QUESTIONABLE AREAS

Include

Walls

Exclude

Doors and Door Frames, Ceilings, Every thing else not specifically Included

SET-UP TO BE DONE

Client to:

Remove small and fragile objects, Remove all wall hangings, Move furniture to center of room, Disc. all electronics
Certa Pro will cover and protect:

furniture & floors, countertops

Certa Pro will:

Move furniture as required, Remove and reinstall existing non caulked switchplates and outlet covers

PREPARATION TO BE DONE

fill cracks and holes in walls

Approx. Start Date:

Approx. Completion Date:

Substantial commencement will be when crew and materials first arrive on site.

Room	Coats	Paint Brand, Color, Finish, Resin
Table Tennis Area Stairwell upstairs Gym Open Area Upstairs	Two	Walls: Vista, Match Existing - Carefree, EggShell, 100% Acrylic

Clean Up: To be completed in full daily in each room so as to allow customer access. The drop cloths, tools and ladders to be placed in determined location by the customer for safety. The only time cleanup not completed in full is if the customer has agreed to allow painter to leave the room in a certain state so as to allow for more efficient production.

Note about Multi Coat Failures - In the event of a multi coat failure this will not be covered under any type of warranty. While we take every precaution to try and recognize any potential issues in most cases it is impossible to foresee the previous coatings releasing as a result of the our coating being applied. This is a result of the most recent coating having a stronger adhesion than previous coatings and or the base substrate and/or coating failing.

Unless Specifically requested or noted in the proposal feather sanding is not included. This means sanding the edges smooth from previous paint jobs where the paint was only scraped and not sanded leaving a cavity effect.

Notes/Misc: CUSTOMER SERVICE COMMITMENT: The goal for this job is to provide the best customer experience possible. This is accomplished by being friendly and courteous, by making the client feel part of the process with daily updates and excellent communication, by doing things right the first time, and by respecting your property and your home. We recognize that we are guests, and respect the privilege.
WARRANTY ON ALL WORK: We warranty all of our work for 2 years against blistering and peeling. This is not just a "handshake" warranty. This is a legal document, please see back of proposal for details.

All Labor, Paint, Materials:	\$10,600.00
Contract Price	\$10,600.00

You are entitled to a completely filled in copy of this agreement, signed by you and the contractor, before any work may be started.

List of Documents to be Incorporated into Contract:

Mechanic's Lien Warning, Notice of Right to Cancel, Contractors State License Board (CSLB), Schedule of Progress Payments, CGL Insurance Information

The law requires that the contractor give you a notice explaining your right to cancel.
_____ Initial if the contractor has given you a "Notice of the Three-Day Right to Cancel."

Note about Extra Work and Change Orders.

Extra Work and Change Orders become part of the contract once the order is prepared in writing and signed by the parties prior to the commencement of any work covered by the new change order. The order must describe the scope of the extra work or change, the cost to be added or subtracted from the contract, and the effect the order will have on the schedule of progress payments.

All payments for painting and other services should be made payable to CertaPro Painters or Pat Wade. All workers are employees and it is a violation of their employment agreement to solicit or be paid personally for any work done (tips excluded). Please report any violations of this policy to Pat Wade at (714) 861-9170.

Payment Options: Cash, Check or credit card. The price listed represents a cash discount (cash or check). The normal price is 4.0% higher.

Signature of Authorized Franchise Representative: _____

Date: _____

Payment is due: In Full upon Job Completion

If Interim payments are made, you are entitled to a Mechanic's Lien release for that portion of the work before the next payment is made. (Calif. Code sec. 3114)

(I/WE HAVE READ THE TERMS STATED HEREIN, THEY HAVE EXPLAINED TO (ME/US) AND (I/WE) FIND THEM TO BE SATISFACTORY, AND HEREBY ACCEPT THEM.

(I/WE) HAVE EXAMINED THE JOB STATED HEREIN, THEY HAVE SHOWN TO (ME/US) AND (I/WE) FIND THE JOB TO BE SATISFACTORY, AND HEREBY ACCEPT THE JOB AS COMPLETE.

SIGNATURE

DATE

SIGNATURE

DATE

Owner/Tenant has the right to require a performance and payment bond.



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTY COMMITTEE (MW)
SUBJECT: CLUBHOUSE THREE, ROOM NINE ROOF REPLACEMENT
DATE: AUGUST 7, 2017
CC: FILE

At its August 7, 2017 meeting, the Physical Property Committee reviewed quotes obtained by the the Physical Properties Department for replacement of the section of a low-slope roof, beyond repair and in need of replacement, over Room Nine in Clubhouse Three. The quotes are as follows:

Jordan Roofing	\$8,200
Roofing Standards	\$8,600

The Physical Property Committee unanimously agreed to recommend the Board award a contract to Jordan Roofing, for \$8,200, to remove and replace the roof over Room Nine in Clubhouse Three, and \$6,800 in contingencies for possible dry rot repair, for a total cost not to exceed \$15,000, following the Reserve Funding review by the Finance Committee.

At its August 14, 2017 meeting, the Finance Committee reviewed existing Reserve funds and determined sufficient funds are available for this project.

I move to award a contract to Jordan Roofing, for \$8,200 to remove and replace the roof over Room Nine in Clubhouse Three, and \$6,800 in contingencies for possible dry rot repair, for a total cost not to exceed \$15,000, Reserve funds, and authorize the President to sign the contract.



ST LIC 406782

Commercial Division
Est. 1981

11542 Anabel Ave, Garden Grove, Ca. 92843
Ofc. (714) 744-6577 Fax. (714) 744-6517

Contract

Client: Leisure World Seal Beach
Physical Properties

Job Address: Front low-slope along Northwood
1421 Northwood St
Seal Beach, Ca.

Roof System Specification: CertainTeed 20-Year APP-N-3-T System

6/23/2017

Construction: Jordan Roof Company, Inc. (JRC) will furnish the necessary labor, materials, and equipment and agrees to perform in a conscientious manner to complete the job for the owners the following work as detailed below under "Scope of Work".

Scope of Work: Re-roof the low-slope (flat) roof area only (900 sq. ft approximate)

1. Provide, as necessary, safety walk-thru and barriers for owner/tenant ingress & egress to units.
2. Remove and haul away the existing Foam and BUR roof system down to the solid deck and haul away to an appropriate dump site. Replace any found damaged wood. (See Extra-work and Change-orders). Remove existing gutters and dispose.
3. Mechanically fasten two *(2) layer(s) of CertainTeed glass base sheet over the existing deck. *Required for Class A fire-rated system.
4. Manually-apply (1) layer of CertainTeed SA (Self-adhered) Ultra-glass mid-ply membrane over base.
5. Install new lead flashing. All flashings to be staggered-nailed, then, apply asphalt primer to the exposed flange.
6. Torch-apply (1) layer of CertainTeed GTA FR (Fire-rated), modified mineral surface membrane over the Ultra-glass.
7. Seal all corners, pipe and vent penetrations with modified (Asbestos-Free) mastic.
8. At transition to steep-slope install, as necessary, new 30-year dimensional composition shingles and insure a watertight condition.
9. Clean-up and haul away all debris caused by roofers and leave area clean.

1. Roofing Contract

Owner promises to pay or cause to be paid Jordan Roof Company in consideration therefore the Contract Price of:

Eight Thousand Two Hundred Dollars \$ 8,200.00

Terms: Upon completion.

Acceptance: The above prices, specifications and conditions are satisfactory and are hereby accepted. Jordan Roof Company is authorized to do work as specified. Payment will be set out under terms.

Jordan Roof Company, Inc.

Buyer or Representative

Bill Jordan

Signature

Date

- 1.1 The Contract Price includes usual building permits and sales taxes. The Contract Price does not include any other government fees or assessments, if any. Because of the extreme price volatility for roofing materials, the above Contract Price is valid only for work commenced within thirty (30) days following the date of this Contract. Increases in the price of roofing materials after that date will be passed through to the Owner who agrees to execute a Change-Order for the increased costs.

1.2 **Asbestos Notice:** The Contract Price assumes that the existing roof does not contain asbestos or asbestos containing materials (ACM). Jordan Roof Company, Inc. (JRC) is not a licensed asbestos abatement contractor. If during discovery JRC finds the existing membrane(s) to contain ACM, JRC will notify the Owner who will be solely responsible for the additional costs. Owner shall defend, indemnify and hold harmless JRC and its employees and agents from all claims, liabilities, costs and expenses (including, without limitation, attorney fees, expert witness fees, and costs) arising out of or related to in any manner to asbestos or ACM, and excepting only such claims as arising solely and exclusively from JRC's gross negligence or intentional and unlawful conduct.

1.3 **Schedule of Progress Payments:** After Owner has paid Contractor a Progress Payment and prior to Owner making any further Progress Payments, Contractor will provide Owner a full and unconditional release from any claim or mechanics' lien pursuant to Section 3114 of the California Civil Code for that portion of the work for which the Progress Payment was made. Payment is due within twenty one (21) days after billing. Late payments will bear interest at the rate of one and one-half percent (1.5%) per month, or the maximum rate permitted by law, whichever is less, and JRC may stop the work.

1.3.1 Progress payments will be negotiated.

1.3.2 **Change-Orders:** If Owner has requested Change-Orders that alter and add to the cost of the work, Owner will pay the cost of the Change-Orders upon completion of the additional work.

Option #1 – Raise a 150 sq ft area where water stands, using either a tapered ISO panel system, or, additions layered torch materials. Raising will not eliminate standing water, but, will lesson to an acceptable 48 hour vape-off.

Total for option #1

\$ 850.00

Initial Acceptance _____

Change-Orders & Notes: Replacement of damaged wood other than what is stated already in scope of work will be considered a Change order. Board sheathing is replaced @ \$ 3.50 per lf, plywood @ \$ 2.25 per sq. ft., rafter tails @ \$ 18.00 per lf. Any and all other structural repairs deemed necessary by City Inspectors, General Contractor or Representatives of Jordan Company for the successful completion of project will be billed @ Time & Materials plus 25%. Jordan Roof Company will not be held responsible for any unforeseen conditions or hazardous waste disposal (asbestos) if found.

1.4 **Approximate Start Date:** _____ The work will be deemed substantially begun when JRC technicians access property and start roof preparation.

1.5 **Approximate Completion Date:** _____ The work will be deemed substantially completed when the work can be used for its intended purpose, although "Punch-list" items may still need to be completed.

2. Warranties

2.1 **Warranty:** JRC is providing a limited labor warranty on the areas of repair and/or replacement for a period of ten (10) years (re-roof, from the date of completion. Material Manufacturer warranties will be provided to the Owner upon completion as asked for. JRC assumes only repair work necessary should any leak(s) arise from workmanship, but, does not assume any responsibility for consequential damages caused by leakage whatsoever.

2.2 **Disclaimer of Warranties and Limitation of Damages:** The JRC warranty is in lieu of any other warranty, expressed or implied, including any implied warranty of merchantability or fitness for any particular purpose. The sole and exclusive remedy of the Owner for warranty matters is the repair of the defect. JRC is not liable for special, consequential, or incidental damages.

2.3 **All Warranties are Conditioned Upon Payment in Full:** If Owner fails to pay JRC all monies when due, then JRC warranties are void. Payment in full is a condition precedent to the effectiveness of the warranties. Owner shall not withhold final payment for matters covered under warranty or other minor "Punch-list" items.

2.4 **Ponding:** JRC did not design the roof and is not responsible for pre-existing ponding conditions. Owner will be notified of severe ponding conditions that are evident during the re-roofing process and whatever additional cost to correct the condition to an acceptable outcome.

2.5 **Mold:** JRC is not responsible for mold, mildew, dry-rot, or fungus. Owner shall defend, indemnify, and hold harmless JRC and its employees and agents from all claims, liabilities, costs and expenses (including, without limitation, attorney fees,

expert witness fees, and costs) arising out of or related in any manner to mold, mildew, dry-rot or fungus, and excepting only such claims arising solely and exclusively from JRC's gross negligence or intentional and unlawful conduct.

- 2.6 **Mechanical Equipment:** JRC is not responsible for defective or pre-existing conditions related to roof-top mechanical equipment.

3. General Description of the work

- 3.1 **Work:** JRC shall perform the work detailed under "Scope of Work", in a good and workmanlike manner, equal to or exceeding industry standard. JRC may sub-contract with licensed sub-contractors all or part of the work. JRC will pay all valid charges for labor and materials incurred by JRC and used in the work, but, Owner excuses JRC from this obligation for bills received in any period during which Owner is in arrears in making progress payments to JRC. The specifications in this Contract are merely descriptive of the general work. JRC will submit the actual plans and specifications, as necessary, to the local government agency to obtain the required, again, as necessary, required permits. If there is a conflict between the specifications, and the plans and specifications submitted to the local government agency, the latter shall control.
- 3.2 **Change Orders:** JRC will complete the work as described in this Contract. Changes in the work may be caused by unknown conditions, changes requested by Owner, changes required by the local jurisdiction, or other reasons beyond the control of the parties. Owner shall execute a written Change-Order setting forth the agreed changes, the reasons for such changes, the increase or decrease in the Contract Price as a result of such changes, and the extension of the Contract Completion Date, if any, caused by the Change-Order.
- 3.3 **Substitution of Materials:** JRC reserves the right to substitute materials of equal quality and price if the materials specified in this Contract are not reasonably available for a timely completion of work.
- 3.4 **Completion Date:** The Completion Date shall be extended for causes beyond reasonable control of JRC, including Acts-of-God, civil disturbances, strikes, unavailability of construction material or labor, government action, delays in required permits, delays caused by others in delivering goods or performing services, changes in Contract terms requested by Owner, Owner's failure to make payments according to the Schedule of Progress Payments, or any other cause beyond JRC's reasonable control. Because Owner's work is scheduled along with the work to be performed for other Owners, any delay will result in Owner's work having to be rescheduled, and, may result in a delay of up to Five (5) business days. Therefore, for each delay not caused by JRC, the Contract Completion Date shall be extended Five (5) business days.
- 3.5 **Property Damage:** JRC will take reasonable precautions to avoid unnecessary damage to Owner's property; however, some damage may be inevitable. JRC shall not be responsible for any such damage. Owner waives all claims against JRC for any such damage.
- 3.6 **WARNING:** Hot asphalt fumes may cause odors that some people find objectionable. JRC recommends that all potentially affected persons be notified of the possibility of odors, and, provided a copy of the Material Safety Data Sheet for hot asphalt. JRC assumes no responsibility or liability for persons who may incur adverse reactions as the result of hot asphalt fumes.
- 3.7 **Advertising:** Owner grants JRC the right to display signs at the jobsite, through the date of substantial completion. JRC may publish the project street address for references.

4. Owners Duties

- 4.1 **Timely Payment:** Owner shall pay Jordan Roof Company, Inc. all amounts due within twenty one (21) days following billing. If Owner fails to make timely payment, then, JRC may stop the work and pursue its legal remedies, including filing a "Mechanics Lien" against the property. Late payments shall bear interest at the rate of one and one-half percent (1.5%) per month or the maximum rate permitted by law, whichever is less, and, JRC may stop the work.
- 4.2 **Owner delays:** If Owner delays the completion of the project for any reason, the Contract Price shall be increased by an amount equal to the increased cost of materials, labor, and interest to JRC resulting from the delay.
- 4.3 **Protection of Materials and Equipment, Insurance:** Owner shall protect all materials and equipment delivered to the property. Owner shall insure the materials and equipment against theft or other loss. Owner shall maintain Insurance,

including liability and property damage, and, covering course of construction, physical loss, vandalism and malicious mischief. If the work is damaged or destroyed by accident, disaster, theft or vandalism, Owner, at Owner's cost, shall restore the work and execute a Change-Order for the extra work.

4.4 Permits, Variances and Approvals: JRC, at JRC's cost will obtain the Building Permit.

4.5 Adequate Access: Owner, at Owner's cost, shall provide adequate access to JRC for materials and equipment. Owner shall obtain written permission from any adjacent landowners if access is to be provided through the property of others.

4.6 Notice of Completion: If requested, Owner shall record a Notice of Completion within Five (5) days following substantial completion. If Owner fails to record the Notice of Completion, Owner authorizes JRC to sign and record the Notice as Owner's agent.

Initial _____

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTY COMMITTEE (MW)
SUBJECT: ASBESTOS ABATEMENT OF THE ACOUSTIC CEILING IN CLUBHOUSE THREE
DATE: AUGUST 9, 2017
CC: FILE

At its August 7, 2017 meeting, the Physical Property Committee reviewed quotes obtained by the the Physical Properties Department for asbestos abatement of the acoustic ceiling in Clubhouse Three (note: Rooms Two and Three have been previously abated). The quotes are as follows:

American Technologies	\$56,975
Pacific Environmental and Abatement Solutions	\$37,723

The Committee unanimously agreed to recommend the Board award a contract to Pacific Environmental and Abatement Solutions, at a cost of \$37,723 and \$ 2,500 for contingencies, for a total cost not to exceed \$40,223, using Reserve funds from the Clubhouse Revitalization Project.

I move to award a contract to Pacific Environmental and Abatement Solutions, at a cost of \$37,723 and \$2,500 for contingencies, for a total cost not to exceed \$40,223, using funds from the Clubhouse Revitalization Project (Reserves), and authorize the President to sign the contract.

June 16, 2017

Golden Rain Foundation
P.O. Box 2069
Seal Beach, CA 90740
Attn: George Hurtado

RE: Golden Rain Foundation Clubhouse 3
1421 Northwood Rd.
Seal Beach, CA 90740

ASBESTOS ABATEMENT PROPOSAL

Pacific Environmental & Abatement Solutions Inc. is pleased to provide you with the following lump sum asbestos abatement proposal for the above mentioned property based on the following scope of work. Any changes to the following scope of work will need to be sent to Pacific Environmental & Abatement Solutions Inc. In writing; no verbal changes will be accepted. If there are any changes additional costs will apply.

****Homeowner and/or contractor must have all the necessary permits required by both the city of Seal Beach and Leisure World PCM prior to the start of abatement. All projects that require a permit from the city must have the "Notice of Demo Preparation" posted before we can start any demolition. This noticed is furnished by the city once a permit application and all other required documents have been reviewed. Any issues that may arise as a result of insufficient permits will be an additional \$500.00.***

****PEAS must be supplied a copy of the asbestos survey prior to start of abatement unless client can provide written documentation from the City of Seal Beach or Leisure World PCM stating otherwise.***

SCOPE OF WORK

Acoustic Scrape:

- Remove and dispose of asbestos containing acoustical ceiling material from all areas throughout the clubhouse based on walk through 06/15/2017 approximately 11,807 sq ft
 - Lights will be removed as we go through each area.
 - Price is figured with all work being done in 1 phase during regular business hours – M-F (9:00AM – 5:00 PM) – no holidays or weekends.
 - Cost does not include retexturing.
 - All contents need to be removed prior to starting abatement.
- Area(s) will be placed under full containment and negative pressure prior to asbestos removal.
- Once removal is complete containment area(s) will be wet wiped and HEPA vacuumed free of debris prior to post remediation encapsulation.
- All workers will wear personal protective equipment (PPE) during asbestos removal.
- All waste will be properly bagged and disposed.
- There is a 14 day waiting period and fee to the SCAQMD based on the square footage of the material
 - A revision fee of \$75.00 will be added onto the final total project cost if there are any changes (i.e date, square footage, material(s) removed) that need to be included in the notification after it has already been submitted.
- 24 hour DOSH notification will be filed with Cal/OSHA prior to the start of the project.

***Third Party PCM Air Clearance is required by Leisure World PCM. The cost for the clearance will be billed to you directly by the third party consultant.**

***General debris is the homeowner's/ general contractor's responsibility and homeowner/ general contractor will dispose of the general debris themselves or provide a dumpster for the general debris.**

Pacific Environmental & Abatement Solutions Inc.

12821 Western Ave. #D, Garden Grove, CA 92841 O: 714.379.5029 F: 714.379.3774 CSLB#892310 DOSH#921

Asbestos Abatement Total Project Cost*

\$ 37,723.33

*Does not include third party consultant costs or fees

Payment is due upon completion of project. Check can be made payable to "PEA Solutions". All Leisure World documents will be on hold and will not be released until payment for the services rendered from the above mentioned property has been received.

TIME FRAME

It is estimated that this project will take 15 working days total to complete.

ABATEMENT BREAK DOWN

Provide containment, critical barriers, negative pressure and decontamination unit for above areas.

Double bag and properly dispose of all waste.

Hold and record all documentation for the required 30 years.

All work done in accordance with applicable Local, State and Federal Regulations.

EXCLUSIONS & CLARIFICATIONS

1. Owner needs to provide electric and water required for asbestos abatement unless otherwise agreed upon and included in scope of work.
2. Unless stated otherwise, any insulation behind the walls and ceilings demoed or being worked on will also be removed in the process.
3. During a shower/ tub demo, if transite material is discovered behind the demoed shower/tub, it will be removed in the process.
4. Determining flooring removal and finish is dependent on the subfloor in which it sits on. Flooring on a concrete subfloor can be either chemically removed or razor scraped and encapsulated. Flooring on wood subfloor can only be encapsulated. Upon arrival, if subfloor is found to be different than expected and another method is needed or chosen by the owner, additional fees may apply.
5. PEA Solutions Inc. is not responsible for repair or replacement of impacted structural, architectural, mechanical or electrical items.
6. PEA Solutions Inc. cannot be held responsible for damage resulting from abatement/demo procedures such as, but not limited to: tape damage to paint, panelling or wallpaper, moisture damage to walls or flooring, windows, framing, baseboards, toe kicks, etc. Repairs & costs should be established with the general contractor. Costs for repairs are not covered by PEA Solutions Inc.
7. In order to access materials contracted to be removed for abatement, certain household items such as, but not limited to: appliances, cabinetry, toilets, vanities, toe kicks, baseboards, shelving, mirrors, etc. may need to be removed and saved for re-installation by another general contractor. Every effort will be made not to damage anything removed that is desired to be saved. These items are not meant to be uninstalled and reinstalled multiple times; therefore, PEA Solutions Inc. cannot be held responsible for any damage that may occur during the removal process. Contents and appliances should be moved prior to project start unless otherwise stated in scope of work to avoid damages. If content manipulation is required upon arrival, additional costs may apply.
8. If needed, PEA Solutions Inc. will detach the linen closet(s) or any cabinet(s) that may be preventing a clean and proper scrape of the acoustic material. By this contract, client authorizes the removal of closets and/or cabinets and is releasing PEA Solutions Inc. of any damages that may occur.
9. PEA Solutions Inc. cannot be held responsible for any "L" stop leakage when removing anything that has a water connection. these "L" stops have been in the on position for years and may have mineral build up which makes it impossible to shut the "L" stop valve completely off. If this is the case, a bucket will be placed under the "L" stop to catch any dripping that may occur and the owner as well as the applicable contractor will be notified.
10. During ceiling removals/ scrapings, radiant heat coils may get damaged. PEA Solutions Inc. will put in the greatest effort not to damage any of the radiant heat coils that may be present in the ceiling. However, by this contract, PEA Solutions Inc. is released from all liability and will not be held responsible for any damages that may or may not occur.

Pacific Environmental & Abatement Solutions Inc.

12821 Western Ave. #D, Garden Grove, CA 92841 O: 714.379.5029 F: 714.379.3774 CSLB#892310 DOSH#921

11. When cutting HVAC/ access/ light holes, PEA Solutions Inc. cannot be held at fault for any reason(s). The plaster/ drywall/ acoustic material is unstable and could crack off easily in the process. PEA Solutions Inc. will make every attempt to avoid these unexpected damages but at times these are unavoidable and PEA Solutions Inc. will not be held responsible for such damage(s).
12. Owner is responsible for equipment left on site.
13. PEA Solutions Inc. Is not responsible for air clearances.
14. Clearance testing is not included in the total project cost unless otherwise stated on scope of work.
15. During the course of remediation, unforeseen and unpredictable conditions may arise. Variation to scope of work is expected as the project unfolds and additional costs may apply.
16. Due to pre-existing conditions in work area, PEA Solutions Inc. is not responsible for any cross contamination issues in surrounding areas of the home not being abated on our scope of work.

MOLD EXCLUSIONS (IF APPLICABLE)

1. PEA Solutions Inc. will not be responsible for the reoccurrences of mold due to new or reoccurring water damage.
2. PEA Solutions Inc. is not guaranteeing to eliminate all mold spores, but to bring the levels to a safe and "normal" level. These levels will be determined by the hygienist and not by PEA Solutions Inc.
3. Due to the nature of microbial remediation, clearances may not be obtained during original remediation process. In order to obtain clearance levels, additional clearance may be necessary. This will be done at an additional cost.
4. If there are any changes to this microbial project or scope of work, they need to be sent in writing to PEA Solutions Inc.

All Pacific Environmental & Abatement Solutions Inc's work is 100% guaranteed.

This agreement has been negotiated and executed in the State of California, and shall be construed and enforced in accordance with the laws of the State of California and County of Orange. All parties to this agreement agree that any legal action(s) as a result of this agreement will be heard within the court venue and jurisdiction of Orange County Superior Court, Central Justice Center, located at 700 Civic Center Dr. W., Santa Ana, CA 92701.

This proposal is valid for thirty (30) days. Please do not hesitate to call me at 714.379.5029, should you have any questions or require additional information.

Sincerely,

Dino Galati
Project Manager

For immediate acceptance of this proposal please sign and date below.

PRINT - Owner's Name or Owner's Representative

SIGNATURE - Owner's Name or Owner's Representative

Date



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

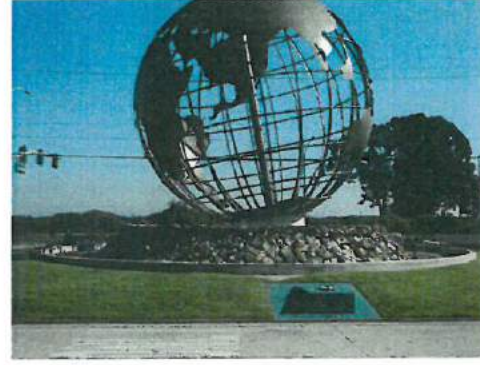
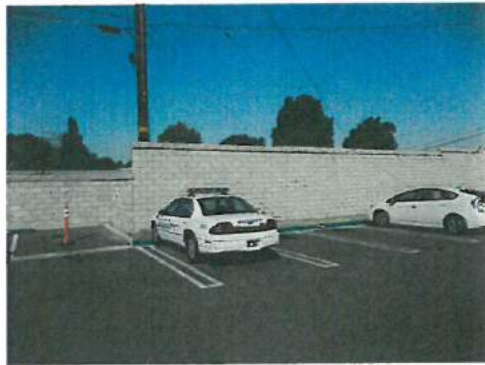
TO: GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTY COMMITTEE
SUBJECT: MAIN GATE LANDSCAPE IMPROVEMENTS
DATE: AUGUST 8, 2017
CC: FILE

At the August 7, 2017 meeting of the Physical Property Committee, the Committee unanimously approved to forward a request to the GRF Board for the replacement of the landscape and hardscape at the Main Gate, per plans approved by the ADRC (attached) and conceptually approved by the Board at its May 23, 2017 meeting, and award contracts to John's Landscaping, in the amount of \$89,007 (landscape and irrigation) and to MJ Jurado (demolition and hardscape), in the amount of \$18,000, with a recommended contingency fund of \$17,993. The total budget is attached.

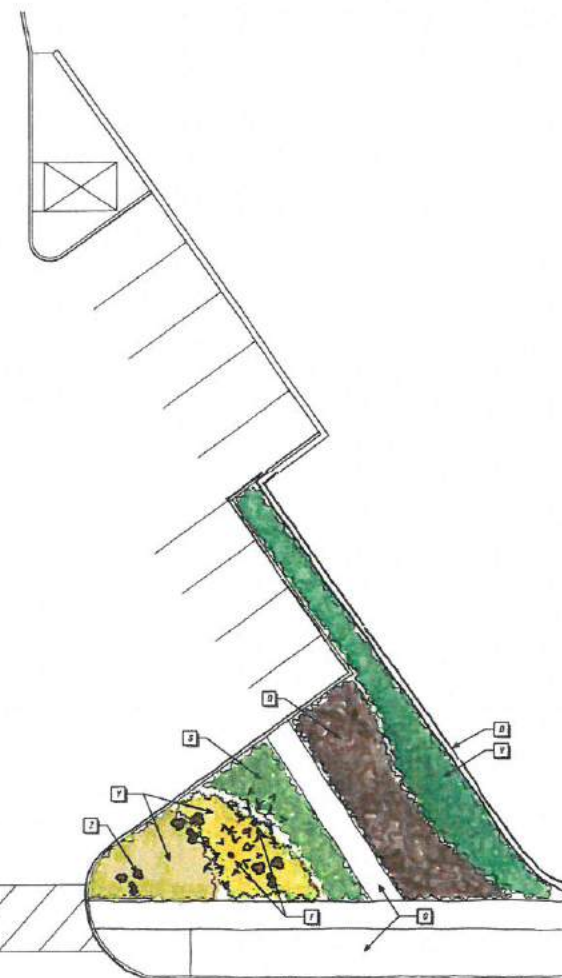
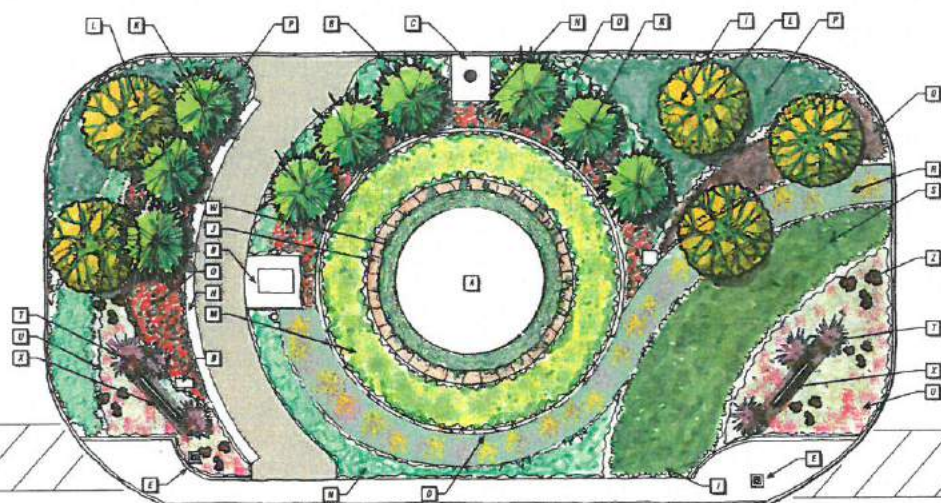
I move to approve contracts with John's Landscaping, in the amount of \$89,007 and to MJ Jurado, in the amount of \$18,000, for the replacement of the landscape and hardscape at the Main Gate, Reserve funding and authorize the President to sign the applicable documents. I further move to approve a contingency fund, in the amount of \$17,993, and authorize the Chairperson of the Physical Properties Committee to review and approve any expenses from the approved contingency fund.

Main Gate Enhancement Project

Item	Expense	Funding	Notes
Design		\$8,000	Capital
Design Fees	\$6,250		Mission Landscape (Complete)
Total Design	\$6,250	\$1,750	Remaining Project Funds
Scheduled Reserve Funding		\$229,000	Reserves (Landscape , Hardscape and Signs)
Johns Landscape	\$89,007		Landscape and Irrigation (Aug. PPC)
MJ Jurado	\$18,000		Demolition, & hardscape (Aug. PPC)
Landscape lighting			Estimated at \$10-15K
Committee approved contingency	\$17,993		Unforeseen expenses (Aug PPC)
Sub Total	\$125,000		
Monument Signs			Estimated at \$25-30K,
Sign lighting			Estimated at \$5,000-7,500
Removal of existing sign			
Sub Total Signage			
Total Landscape, Hardscape and Signage	\$125,000	\$104,000	Remaining Project Funds
Lighting		\$39,007	Remaining Globe Reserve Funds
Globe lighting plans	\$2,000		Plans in process
Light Installation			Estimated at \$10-15K
Total Lighting	\$2,000	\$37,007	Remaining Project Funds



FRONT BUILDING



LEGEND

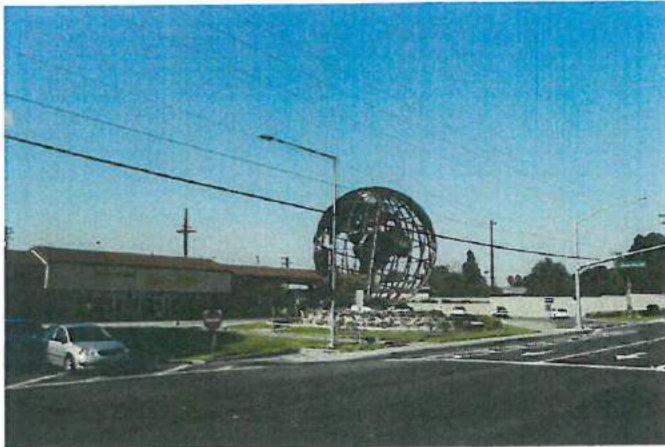
NO.	DESCRIPTION
A	EXISTING GLOBE TO REMAIN
B	EXISTING UTILITY TO REMAIN
C	EXISTING FLAG POLE AND CONCRETE PAD TO REMAIN
D	EXISTING CURB WALL TO REMAIN
E	EXISTING SIGNAL LIGHT TO REMAIN
F	EXISTING GREEN PALLS TO REMAIN
G	EXISTING SIDEWALK AND PLANTING AREA TO REMAIN

H	EXISTING SEAT WALL TO REMAIN
I	EXISTING WALKWAY AND SEATING WALL TO BE REMOVED. SIDEWALK TO BE RECONSTRUCTED
J	EXISTING BATTERED WALL TO BE MODIFIED - TO REMOVE STONE VENEER, INSTALL BRICK (BRICKS AND STONE CAP)
K	MEDICAN FOR PALM - HYBRID
L	PAID VEHICLE (MULTI-TRUNK)
M	ELYPHORIA RESIDA
N	CONVOLVULUS

O	SPEROS DRUS HEROLINE
P	PERSTEMEN K MEDICALI SUNBURST POOPY
Q	BRONZE NEW ZEALAND PLAIN
R	LANTANA CAMARA TONYETTE
S	PUNNETTUM ALPICOLOIDES WAKILY
T	BRONZE NEW ZEALAND PLAIN
U	OREMILLA LANGSERA MT. TABORITHA

V	CALLIANDRA KAMATOCOPHILA ALBA SWISSER
W	PHORADENDRON AMANTIS RST
X	NEW MONUMENT SIGNS SET IN SONORA SHINE ROCK
Y	SPARSE PLANTING CONVULVULUS, SALVIA SPERSE, SALVIA LEUCANTHUS
Z	GROUPING OF BOLLERS





EXISTING CONDITIONS



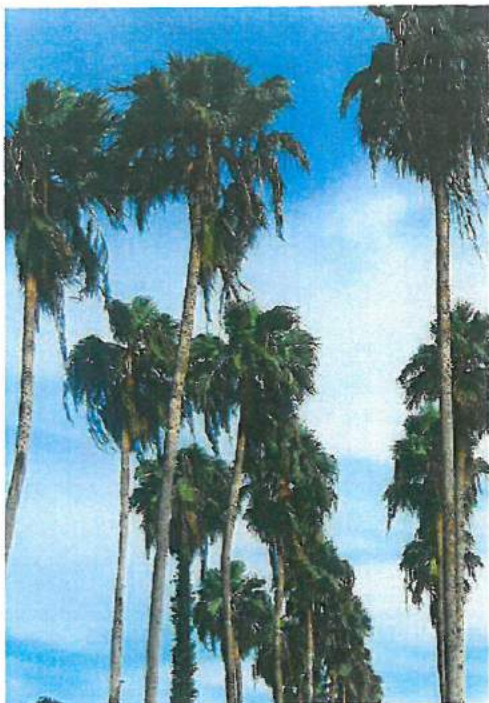
MISSION LANDSCAPE ARCHITECTURE

DATE	2013 Nov 18-0477
PROJECT NO.	0007-0010 - UNDER REVIEW
PROJECT NAME	LEISURE WORLD - MAIN ENTRY RENOVATION
PROJECT LOCATION	SEAL BEACH, CALIFORNIA 90740
PROJECT TYPE	LANDSCAPE ARCHITECTURE
PROJECT STATUS	CONCEPTUAL RENDERING
PROJECT PHASE	CONCEPTUAL DESIGN
PROJECT BUDGET	\$1,000,000
PROJECT TEAM	MISSION LANDSCAPE ARCHITECTURE
PROJECT CONTACT	JOHN M. MASON
PROJECT PHONE	(949) 441-1111
PROJECT FAX	(949) 441-1112
PROJECT EMAIL	info@missionlandscape.com
PROJECT WEBSITE	www.missionlandscape.com

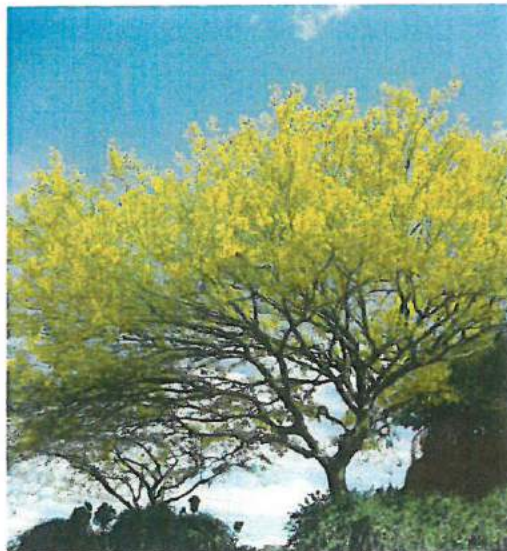
CONCEPTUAL RENDERING
LEISURE WORLD - MAIN ENTRY RENOVATION
SEAL BEACH, CALIFORNIA 90740

GOLDEN RAIN
foundation
SEAL BEACH

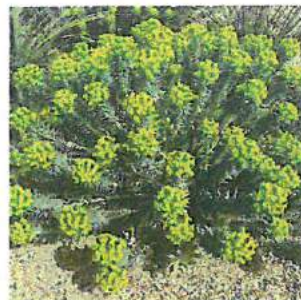
LR1.0



WASHINGTONIA ROBUSTA 'HYBRID'
MEXICAN FAN PALM



PARKINSONIA ACULEATA
MEXICAN PALO VERDE



EUPHORBIA RIGIDA
GOPHER PLANT



PENSTEMON X MEXICALI
RED ROCKS HYBRID BEARDTONGUE



SPORDELUS HETEROLEPIS
PRAIRIE DROPSEED



PHORMIUM 'BRONZE BABY'
NEW ZEALAND FLAX



LANTANA CAMARA 'CONFETTI'
LANTANA CAMARA



CALLIANDRA HAEMATOCOPHALA 'ALBA'
WHITE POWDER PUFF



CONVOLVULUS
BUSH MORNING GLORY



NEW ZEALAND FLAX
AMAZING RED



GREVILLEA LANIGERA
MT. TAMBORITHA



PERNISETUM ALOPECUROIDES 'NAMELI'
HAAMELN DWARF FOUNTAIN GRASS



SALVIA LEUCANTHA
MEXICAN BUSH SAGE



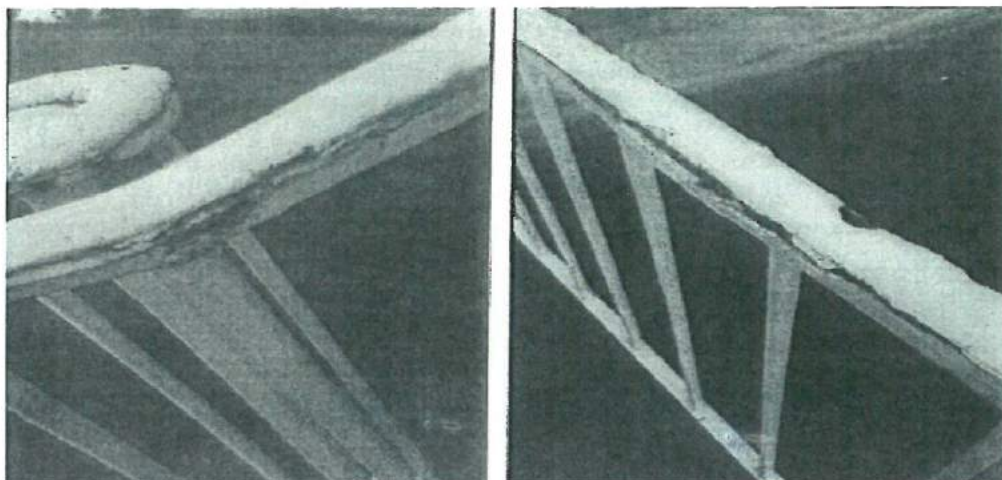
SALVIA GREGGII
MAGENTA RED TEXAS SAGE

ENTRY LANDSCAPE PROPOSALS

		Johns Landscape	Brightview	Total Landscape
LIGHTING	FX LUMIERE	\$ - NOT INCLUDED	\$ - DID NOT BID	\$ - INCLUDED
DEMOLITION		\$ - NOT INCLUDED	\$ - DID NOT BID	\$ - INCLUDED
GRADING		\$ - NOT INCLUDED	\$ - DID NOT BID	\$ - INCLUDED
HARDSCAPE		\$ - NOT INCLUDED	\$ - DID NOT BID	\$ - INCLUDED
IRRIGATION	RAIN BIRD	\$ - INCLUDED	\$ - DID NOT BID	\$ - INCLUDED
LANDSCAPE		\$ - INCLUDED	\$ - DID NOT BID	\$ - INCLUDED
<hr/>				
SUB TOTAL		\$ 89,007.00	\$ -	\$ 126,575.00
MJ JURADO		\$ 18,000.00		
<hr/>				
TOTAL		\$ 107,007.00		\$ 126,575.00

BOARD ACTION REQUEST

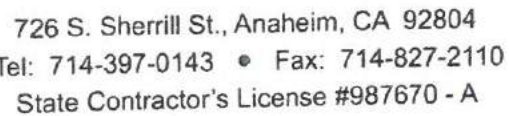
TO: GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTY COMMITTEE (MW)
SUBJECT: GOLF COURSE BRIDGE RAILING
DATE: AUGUST 8, 2017
CC: FILE



At its regular scheduled meeting on August 7, 2017, the Physical Property Committee reviewed the condition of the railing and the bids to replace it. The Committee unanimously agreed to forward a request to the Board, after funding review by the Finance Committee, to award a contract to M.J. Jurado to remove and replace existing hand rails at the Golf Course bridge, at a cost not to exceed \$7,865, Reserve funding.

At its August 14, 2017 meeting, the Finance Committee reviewed existing Reserve funds and determined sufficient funds are available for this project.

I move to award a contract to M.J. Jurado to remove and replace existing hand rails at the Golf Course bridge, at a cost not to exceed \$7,865, Reserve funding, and authorize the President sign the contract.



Job # _____

Date 10-AUGUST-2017

Bid to GOLDEN RAIN FOUNDATION

Location Gulf course 132.000

Owner/Dev _____

Item No	Quantity	Type or description	Unit Price	Total
		TO REMOVE AND REPLACE APP. 60 FT OF GRADED RAIL ON HALF GORGE BRIDGE.		
		REMOVE EXISTING HAND RAIL AND REPLACE WITH NEW GRADED RAIL 42" HIGH AND PIPE RAILING 36"		
		RAIL WILL BE MOVED TO THE CORNER OF BRIDGE APP. 2' EACH SIDE TO MAKE ROOM FOR PIPE HANDRAIL		
		POST 2" x 2" x 118		
		TOP & BOTTOM FRAME 1 1/2" x 2" 149		
		3/4 PICKETS		
		1 1/4 PIPE ON HANDRAIL		
		ALL MATERIALS TO BE SUPPLIED BY CONTRACTOR		

PRICES BASED ON	SACK TYPE	CONCRETE	VALID TO
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TOTAL	7,865.	00
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DEPOSIT 2000.00

ACCEPTED:

Buyer

Date _____

By LEONARD A. KATZ



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTY COMMITTEE (MW)
SUBJECT: PAINTING OF ST. ANDREWS AND NORTH GATE BUILDINGS
DATE: AUGUST 10, 2017
CC: FILE

It was requested at the June 30, 2017 Physical Property Committee meeting to seek quotes for painting St. Andrews and North Gate's Buildings. The Physical Properties Department obtained the following quotes:

Advance Custom Painting	\$1,875
Hutton Painting	\$5,200

At its August 7, 2017 meeting, the Physical Property Committee unanimously agreed to award a contract to Advance Custom Painting, at a cost of \$1,875 and to include \$1,000 in contingencies, for a total cost not to exceed \$2,875, and forward a request to the GRF Board, after review by the Finance Committee, for possible Reserves funding.

At its August 14, 2017 meeting, the Finance Committee reviewed existing Reserve funds and determined sufficient funds are available for this project.

I move to award a contract to Advance Custom Painting to paint St. Andrews and North Gate's Buildings, at a cost of \$1,875 and include \$1000 in contingencies, for a total cost not to exceed \$2,875, Reserve funding, and authorize the President to sign the contract.

Advance Custom Paint, Inc.

Juan Herrera
11710 Ryerson Ave
Downey, CA 90241
Phone: (562) 706-8305
Lic. # 888003

PROPOSAL

Bill To:

Golden Rain Foundation
Seal Beach Ca, 90740
Physical Property Department
Attn: George Hurtado

Job Address:

Date

7/27/17

Job Description	Total
Scrape sand spot prime and paint with two coats North Gate and St Andrews Security Guards	\$1,875.00

Grand Total: \$1,875.00

Price includes labor and materials.

Thank you for considering us to paint your Project



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTIES COMMITTEE
SUBJECT: POOL AREA PLANNING – CAPITAL FUNDS REQUEST
DATE: AUGUST 15, 2017
CC: FILE

At the August 7, 2017 meeting of the Physical Properties Committee, the Committee duly moved and approved to recommend to the Board commencement of steps required to seek and secure proposals for the drafting of a conceptual plan to replace/enhance or modify the collective components of the Trust Asset identified as the pool area, for possible replacement in 2022, in accordance with general Trust Property assets replacement guidelines, as recommended by the Strategic Planning Ad Hoc Committee.

Trust Asset identified as the Pool Area, Built in the early 1960's



At its August 14, 2017 meeting, the Finance Committee reviewed existing Capital funds and determined sufficient funds are available for this project.

I move to authorize the Recreation Committee, Physical Properties Committee and ADRC to work collectively, within assigned areas of responsibility, to seek and secure proposals for the drafting of a conceptual plan to replace/enhance or modify the collective components that replace the Trust Asset identified as the pool area. Proposals for the professional services are to be presented to the Board for final approval.



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: BOARD OF DIRECTOR'S
FROM: PHYSICAL PROPERTIES COMMITTEE
SUBJECT: BUILDING 5, FIRST FLOOR IMPROVEMENTS
DATE: AUGUST 9, 2017
CC: FILE

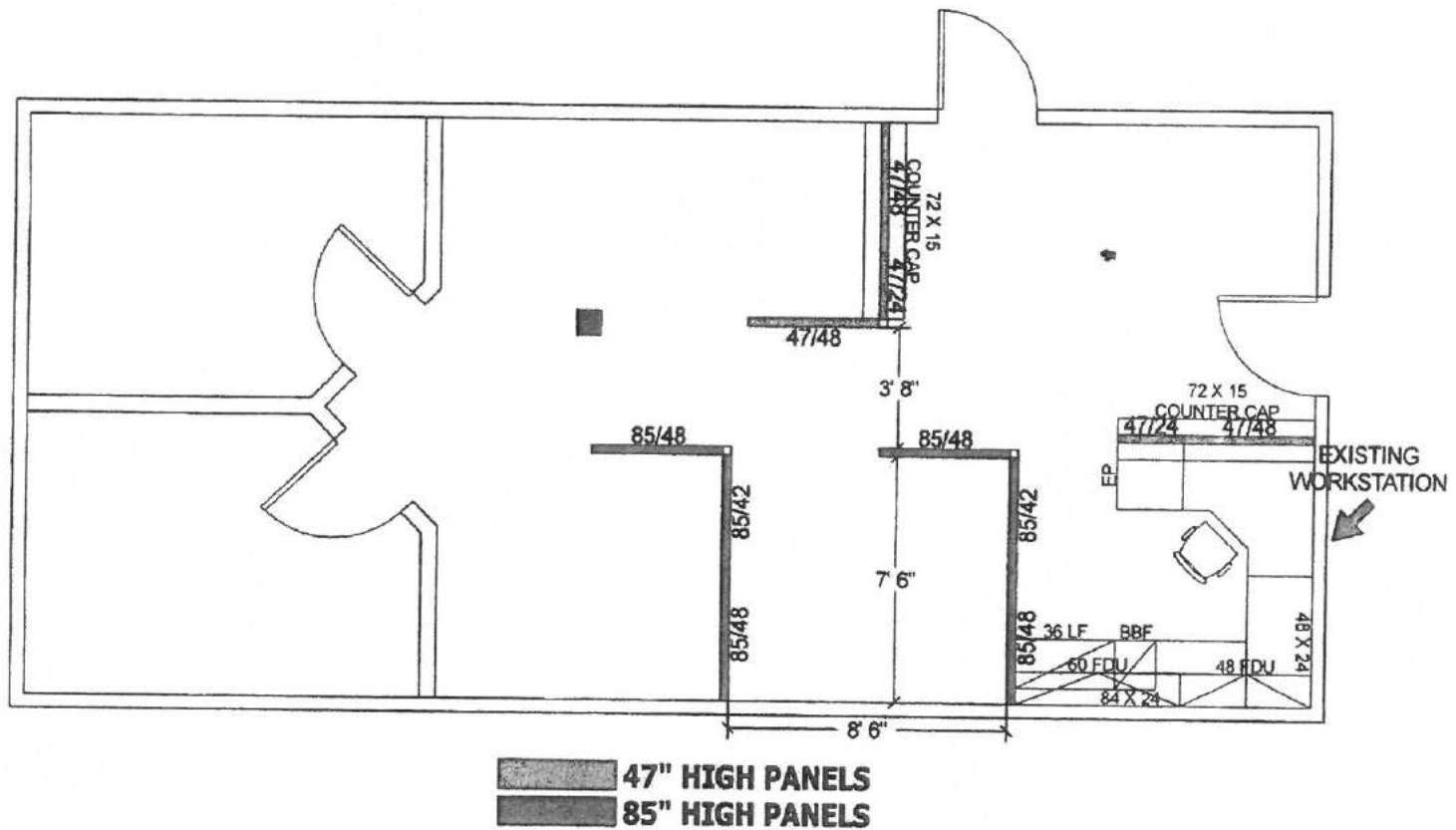
At the August 7, 2017 meeting of the Physical Properties Committee, the Committee reviewed a request based upon recent incidents and needs to accommodate functions of the Physical Properties and Recreation Departments:

1. Add partitions around existing work stations, 1st floor - \$2,299.82
2. Construct walls for offices 1st floor, for relocation of the Recreation Department - \$7,500 (Labor (GRF) and materials)

If approved by the Board, the Recreation Department would relocate to the 1st floor of Building 5 (existing office furniture will be used). This would provide the required work space needs to accommodate the Physical Properties Department, as well as provide support staffing at the 1st floor (need based upon recent incidents).

At the August 15, 2017 meeting of the Finance Committee, the Committee reviewed existing Capital funds and determined sufficient funds are available to accommodate the request.

I move to authorize the Executive Director to initiate the purchases of the panels from Talimar and construct the office spaces within Building 5, as proposed, in an amount not to exceed \$10,000, Capital funding.



Furniture Plan For:

GOLDEN RAIN - CLUBHOUSE 1ST FLR

DATE: JULY 31, 2017

DRAWN BY: BRANDON WEDELL

SCALE: 3/16" = 1'

JOB NO. : GOLDENRAIN_CLUBHOUSE1STFLR_07317.SKF

APPROVED BY:

DATE:



Talimar Systems

3105 W Alpine St.
Santa Ana, CA 92704

800.776.7650

714.557.4884

714.557.6107 Fax

Brandon@talimarsystems.com

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3105 WEST ALPINE
SANTA ANA, CA 92704
(714) 557-4884

GOLDEN RAIN FOUNDATION
1280 GOLDEN RAIN RD.
SEAL BEACH, CA 90740

CONTACT: MARK WEAVER
PHONE: (562) 431-6586
FAX: (562) 431-3045
E-MAIL: MARKW@LWSB.COM

GOLDEN RAIN - CLUBHOUSE 1ST FLOOR ADDITIONAL PARTITION AREAS - 07/31/2017

QUANTITY	PRODUCT DESCRIPTION	UNIT NET	EXTENDED NET
1	SYSTEMS FURNITURE WORKSTATION PER PLAN (2) SETS OF 85" HIGH L-SHAPED PARTITION AREAS AND (1) ADDITIONAL 47 X 24 PARTITION INCLUDING ALL REQUIRED CONNECTORS, HARDWARE & SUPPORTS ASSEMBLY & INSTALLATION INCLUDED IN PRICE FABRICS & FINISHES: TO MATCH EXISTING	\$ 1,834.40	\$ 1,834.40

Total extended net price:	\$ 1,834.40
Freight & Delivery:	\$ 300.00
Tax: 7.75%	\$ 165.42
TOTAL:	\$ 2,299.82

50% deposit required on all orders. All orders final.

Authorized by:

signature

Date:

7-31-17

MARK WEAVER

print name

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BOARD ACTION REQUEST

TO: GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTY COMMITTEE (MW)
SUBJECT: PAINTING OF THE ON-SITE POST OFFICE
DATE: AUGUST 10, 2017
CC: FILE

It was requested at the June 30, 2017 Physical Property Committee meeting to seek quotes for painting of the On-Site Post Office. The Postal Service has no available funds for this project. The Physical Properties Department obtained the quotes from two contractors, as follows:

Advance Custom Painting	\$1,200
Hutton Painting	\$1,900

At its August 7, 2017 meeting, the Physical Property Committee unanimously agreed to award a contract to Advance Custom Painting, at a cost of \$1,200 and \$300 in contingencies, for a total cost not to exceed \$1,500, and forward a request to the GRF Board after review by the Finance Committee for possible Capital funding.

At its August 14, 2017 meeting, the Finance Committee reviewed existing Capital funds and determined sufficient funds are available for this project.

I move to award a contract to Advance Custom Painting, for \$1,200, to paint the On-Site Post Office, and include \$300 in contingencies, for a total cost not to exceed \$1,500, Capital funds, and authorize the President to sign the contract.

Advance Custom Paint, Inc.

Juan Herrera
11710 Ryerson Ave
Downey, CA 90241
Phone: (562) 706-8305
Lic. # 888003

PROPOSAL

Golden Rain Foundation
Seal Beach Ca, 90740
Physical Property Department
Attn: George Hurtado

Date

7/27/17

Job Description	Total
Scrape sand spot prime and paint with two coats post office	\$1,200.00

Grand Total: \$1,200.00

Price includes labor and materials.

Thank you for considering us to paint your Project



Foundation Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTY COMMITTEE
SUBJECT: RESCIND POLICY 3310.1-70, SPECIAL PROJECT PROCEDURE
DATE: AUGUST 2, 2017

At its meeting on August 2, 2017, the Physical Property Committee requested the Policy Re-write Sub-committee review 3310.1-70, Special Project Procedure; it was determined that it is a procedure, rather than a policy. The Committee recommends the Golden Rain Foundation Board of Directors rescind the policy.

I move to recommend the GRF BOD rescind Policy 3310.1-70, Special Project Procedure.

STAFF OPERATIONS**PHYSICAL PROPERTY DEPARTMENT****RESCIND****Special Project Procedure**

The purpose of this regulation is to assure:

1. That certain types of Physical Property work beyond certain threshold values come before the Physical Property Committee and the Golden Rain Foundation (GRF) for consideration and approval prior to the start of work.
2. That such special project proposals are presented in a businesslike manner.
3. That all costs against an approved special project are gathered and recorded for subsequent GRF Board review.

With respect to the types of work subject to the provisions of this regulation, a special project is work in the nature of new construction, alteration to facilities, improvement of facilities, or some combination of the above.

Generally excluded from the requirements of this regulation are work items predominantly of a maintenance and repair nature (involving no purposeful change in the scope/capacity of the service originally intended/provided by the facility).

With respect to the threshold value of work qualifying for special project administrative treatment, projects anticipated or developing to have a total value (labor, material, equipment, etc.) greater than \$5,000 shall be subject to the provisions of this regulation.

Special project proposals shall include typically the following elements:

1. A brief narrative, including comments on feasible alternatives and the reason for the selection being proposed.
2. Itemized cost estimate data attributable to contract performance and/or in-house performance (labor, material, equipment, etc.).
3. A cost-effectiveness analysis, as appropriate, particularly in the case where the proposal will rely upon projected cost benefits for its justification.

Once a special project has been approved at a specific scope, any deviation in scope (other than an incidental deviation) which develops to be required or recommended shall be referred for approval through the chain of authority prior to being affected.

(Mar 81)

STAFF OPERATIONS**PHYSICAL PROPERTY DEPARTMENT****RESCIND****Special Project Procedure**

Once a special project has been completed to the approved scope, all costs shall be collected and recorded. No additional, new, alteration or improvement work whatsoever shall be performed upon that special project for a period of three months without first referring the matter to the chain of authority for approval. A task shall not be subdivided or incremented purposely to avoid being subject to the provisions of this regulation.

Special Project Payment Procedure

1. A purchase order is to be created for any approved special project and shall include a project number.
2. A copy of the first page of the contract(s) stating the dollar amount shall be forwarded to Accounting with the project number noted on the contract.
3. Invoices on projects require approval by the inspector assigned to the project and the Physical property Supervisor and Administrator.
4. Invoices will be paid according to the terms of the vendor's invoice unless otherwise noted on the invoice, regardless of the contract terms.
5. Normal processing of the invoices will be completed as close to the 10th, 20th and 30th of each month as possible.
6. Accounts Payable must receive invoices two working days prior to the normal run dates in order to be processed for payment. If this is not satisfactory, the invoice must note the date payment is needed. The payment check will be hand-processed to expedite payment, if necessary. Payments will be mailed unless otherwise noted on the invoice.
7. Any special notations stated on the invoice must be clearly visible.

Regulation

Approved: 01 Sep 81
Revised: 29 Mar 88
Revised: 01 Dec 93
Revised: 27 Oct 98
Revised: 08 Mar 10

**Executive Director
Golden Rain Foundation**

(Mar 81)

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE
SUBJECT: REPLACEMENT OF RUBBER WALKWAY AT GOLF COURSE
DATE: AUGUST 16, 2017
CC: FILE

The Recreation Committee reviewed a request to repair or replace the existing rubber walkways on the golf course. The walkways have a few maintenance issues that are in need of correction.

At its July 5, 2017 meeting, the Recreation Committee approved the repair and resurfacing of the rubber walkways by Game Time, in the amount of \$8,926.40 and to forward the request to the Finance Committee to secure funding for this project.

At its August 14, 2017 meeting, the Finance Committee reviewed existing Reserve funds and determined sufficient funds are available for this project.

I move that the Board approve the contract with Game Time, in an amount not to exceed

\$8,927.40, Reserve funding, and to authorize the President to sign the contract.



A PLAYCORE Company

Great Western Recreation
P.O. Box 97 Wellsville, UT 84339
435-245-5055
www.gwpark.com

QUOTE
#89103

06/29/2017

Golden Rain Foundation PIP

Golden Rain Foundation
Attn: Mark Weaver
661 Golden Rain Road
Seal Beach, CA 90740

Project #: P66708
Ship To Zip: 90740

Quantity	Part #	Description	Unit Price	Amount
760	PIP	GT-Impax - Poured in Place Surfacing. Delivered and Installed - 760 Total SF, 1/2" wearcourse only, installed over existing pip Path 1 = 456 sf Path 2 = 104 sf Path 3 = 200 sf Includes 100% Standard EPDM - Green Aliphatic Binder, Regular Wages, No design Based on good job access and no design No Sub base / No Site prep BY OTHERS	\$10.89	\$8,276.40
1	SS	GT-Impax - Site Surfacing	\$650.00	\$650.00

Project at:

661 Golden Rain Road
Seal Beach, CA 90740

CSLB# 855664 DIR # 1000015526

SubTotal: \$8,926.40
Total Amount: \$8,926.40

***Note: If you are issuing a P.O. or CONTRACT please make it payable to GameTime C/O Great Western. Checks should also be made payable to Gametime C/O Great Western**



Brandon Seitz
Brandon@gwpark.com

Genelle Peterson
Genelle@gwpark.com

Golden Rain Foundation PIP

QUOTE
#89103

06/29/2017

*****Note: If you are issuing a P.O. or CONTRACT please make it payable to GameTime C/O Great Western. Checks should also be made payable to Gametime C/O Great Western*****

Payment Options

Credit Orders - Complete a Gametime Credit Application in order to receive approved credit. Allow 7-10 business days for processing time. An order deposit may be required.

Credit Card Orders - Visa, Mastercard, or American Express. Your credit card will be charged by Gametime.

Cash on Delivery (COD) - Cashiers Check ONLY made out to Gametime C/O of Great Western.

This quotation is subject to policies in the current GameTime Park and Playground Catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to GameTime, c/o Great Western. Kindly issue one order for the equipment and a separate order for surfacing and/or equipment installation services.

Pricing: F.o.b. factory, firm for 10 days from date of quotation.

Payment terms: payment in full, net 30 days subject to approval by GameTime Credit Manager. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Shipment: order shall ship within 30-45 days after GameTime's receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of deposit, if required. **Damaged goods and/or shortages must be reported within 30 days of receipt of shipment in order to receive full credit. Please inspect and inventory all items received and list all damaged and missing goods on the bill of lading provided by the freight driver. Credit will not be given on items reported outside the 30 day time period.**

Freight charges: Prepaid and added at time of invoicing.

Taxes: State and local taxes, if applicable, will be added at time of invoicing unless a tax exempt certificate is provided at the time of order entry.

Receipt of goods: Customer shall receive, unload and inspect goods upon arrival, noting any discrepancies on the Delivery Receipt prior to written acceptance of the shipment.

Exclusions: unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions. Unless specifically included, this quotation also excludes drawings and permits. This quotation also excludes impact testing and independent audits unless specifically included.

Submittals: our design proposal reflects the spirit and intent of the project plans and specifications. While some variations may exist between our quotation and the project design, the differences do not materially affect the intended use. GameTime designs and specifications are unique and not intended to be identical in all respects to other manufacturers. When requested we shall submit for review and approval by the owner's representative detailed drawings depicting the equipment to be furnished accompanied by specifications describing materials. Once approved, these drawings and specifications shall constitute the final documents for the project and shall take precedence over all other requirements.

To order: Please complete the acceptance portion of this quotation and provide color selections, purchase order copy and other key information requested. Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.

Site Dimensions: Confirmation of final site dimensions and use zones are the responsibility of the owner.

Use Zones: Use zones shown are minimum safety zones required and should be clear of any overhead obstructions and any other encroachments. Please refer to ASTM 1487-07 a e1 for additional information regarding using zones and placement of playground equipment.



Brandon Seitz
Brandon@gwark.com

Danielle Peterson
Danielle@gwark.com

Golden Rain Foundation PIP

QUOTE
#89103

06/29/2017

***Orders cannot be processed without color options. Please list your color choice below.

Color Palette Name _____

Enter Desired Custom Colors:

Uprights (Metal): _____

Decks: _____

Accents/Arches (Metal): _____

Plastics: _____

Roofs: _____

Rock Plastics: _____

Handgrips: _____

Tubes (Plastic): _____

HDPE: _____

2 Color HDPE: _____

THIS QUOTATION IS SUBJECT TO POLICES IN THE CURRENT GAMETIME PARK AND PLAYGROUND CATALOG AND THE FOLLOWING TERMS AND CONDITIONS. OUR QUOTATION IS BASED ON SHIPMENT OF ALL ITEMS AT ONE TIME TO A SINGLE DESTINATION. UNLESS NOTED, AND CHANGES ARE SUBJECT TO PRICE ADJUSTMENT. PURCHASES IN EXCESS OF \$1,000.00 TO BE SUPPORTED BY YOUR WRITTEN PURCHASE ORDER MADE OUT TO GAMETIME, C/O GREAT WESTERN.

Order Information:

Bill To: _____

Ship To: _____

Company: _____

Contact: _____

Billing Contact: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Tel: _____

Tel: _____

Email: _____

Email: _____

Customer's Signature: _____





Foundation Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE
SUBJECT: AMEND POLICY 1422-50, MARQUEE
DATE: AUGUST 2, 2017

At its meeting on August 2, 2017, the Recreation Committee reviewed Policy 1422-50, Marquee. The Committee recommended the Golden Rain Foundation Board of Directors amend the policy, refining the policy language.

I move to recommend the GRF BOD amend Policy 1422-50, Marquee, as presented.

COMMUNITY OPERATIONS**USE OF COMMUNITY FACILITIES****AMEND****Marquee**

The Recreation Department is responsible for the operation of the marquee.

The marquee at the corner of Golden Rain Road and St. Andrews Drive is available for notices of meetings that are of general community interest ~~and are open to all residents of Seal Beach Leisure World.~~

Priority will be given to public meetings of the Golden Rain Foundation (GRF) Board, official notices, amphitheater performances and large meetings which require the use of a large facility and that attract a wide cross-section of Foundation Members. Other groups holding open meetings will be afforded space, ~~when as available, if the timing is appropriate.~~

~~In order to comply in the broadest sense with the intent of this policy,~~ The marquee ~~would~~ will not be available to publicize the following types of meetings, events, or functions:

- a. Meetings that serve a ~~fund~~ money-raising function. ~~Any exceptions will be determined by the Community Facilities Manager.~~
- b. Meetings, events or functions where a charge is made to attend or where a donation is taken up at the meeting. Membership dues or payment for food or drink in a recognized club in ~~the community Seal Beach Leisure World~~ is not considered a donation or charge.
- c. Private events.

Any and all exceptions will be determined by the Recreation Department head in consultation with the Recreation Committee.

Policy

Adopted: 18 May 71, Effect. 01 Jul 71

Amended: 19 Mar 91

Amended: 18 Feb 97

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Apr 10)

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

AMEND

Marquee

Amended: 21 Jul 98

Amended: 17 Nov 98

Amended: 21 Sept 99

Amended: 20 Apr 10

(Apr 10)

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Foundation Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE
SUBJECT: AMEND POLICY 1423-50, BULLETIN BOARDS
DATE: AUGUST 2, 2017

At its meeting on August 2, 2017, the Recreation Committee reviewed Policy 1423-50, Bulletin Boards. The Committee recommended the Golden Rain Foundation Board of Directors amend the policy. The amendments were made based on the amount of bulletin boards available and changes in job titles.

I move to recommend the GRF BOD amend Policy 1423-50, Bulletin Boards, as presented.

COMMUNITY OPERATIONS**USE OF COMMUNITY FACILITIES****AMEND****Bulletin Boards**

Many of the community facilities have bulletin boards to display items of general interest to the community. Notices must be dated and approved by the Recreation Department before being displayed.

1. The bulletin boards in the following locations are available for displaying approved items of general interest: **Building five (5)**, Clubhouse One **(1)**, Clubhouse Two **(2)**, Clubhouse Three **(3)**, Clubhouse Four **(4)**, Clubhouse Six **(6)**, Swimming Pool, ~~and~~ Exercise Room **and Golf starter shack**.
 - a. ~~The lifeguards have~~ **pool attendant has** the authority to remove unauthorized notices from the bulletin board at the **Swimming Pool**.
 - b. The attendants have the authority to remove unauthorized notices from the bulletin board in the Exercise Room.
 - c. The bulletin boards located at the interior and exterior of the Golf Starter Room are available for displaying items relating to the Ladies' and Men's Golf Clubs, ~~and~~ for special tournament information **and approved items of general interest**. The Golf Starters have the authority to remove any unauthorized notices from the bulletin boards.
 - d. **The Table Tennis area in clubhouse six (6) has 2 bulletin boards for club use.**
2. Clubhouse One **(1)** has a card display rack which uses 3" x 5" cards for specific items. Notices must be dated and approved by the Recreation Department. Notices may be displayed for a period not to exceed two (2) weeks.

Policy

Adopted: 18 May 71
 Amended: 19 Jun 73
 Amended: 18 Dec 73
 Amended: 16 Nov 82
 Amended: 11 Nov 01
 Amended: 17 Feb 04
Amended:

GOLDEN RAIN FOUNDATION
Seal Beach, California



Foundation Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE
SUBJECT: AMEND POLICY 1428-50, CLUBHOUSE ARTWORK DISPLAYS
DATE: AUGUST 2, 2017

At its meeting on August 2, 2017, the Recreation Committee reviewed Policy 1428-50, Clubhouse Artwork Displays. The Committee recommended the Golden Rain Foundation Board of Directors amend the policy, refining the policy language due to changes in job titles.

I move to recommend the GRF BOD amend Policy 1428-50, Clubhouse Artwork Displays, as presented.

COMMUNITY OPERATIONS**USE OF COMMUNITY FACILITIES****AMEND****Clubhouse Artwork Displays**

All clubhouses and Trust property are available for the temporary display of artwork created by Golden Rain Foundation (GRF) Members ~~shareholders~~ as space permits. The Recreation Department head ~~Supervisor~~, in consultation with the Architectural Design and Review (ADR) Committee, is responsible for the display of such artwork in the clubhouses.

Display of artwork is at the discretion of the Recreation Department head ~~Supervisor~~, in consultation with representatives of arts and crafts clubs and/or the ADR, to make the selections for display.

Permanent display of artwork or pictures will not be permitted without specific permission of the Recreation Department head ~~Supervisor~~ in consultation with the ADR.

Honorariums earned by members or clubs may be temporarily or permanently displayed at the discretion of the Recreation Department head ~~Supervisor~~ in consultation with ADR.

All artwork is the responsibility of the owner thereof. In case of loss or damage, the owner will hold harmless the ~~Golden Rain Foundation~~ (GRF) for any loss or damage to same.

~~Foundation~~ GRF President's officers and employees' offices are exempt from this policy.

Policy

Adopted: 21 Sep 71
 Amended: 16 Oct 73
 Amended: 18 Dec 73
 Amended: 21 Jan 75
 Amended: 15 Jul 80
 Amended: 19 Mar 91
 Amended: 29 May 14
 Amended: 19 Dec 14
 Amended:

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Aug 17)



Foundation Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE
SUBJECT: AMEND POLICY 1480-50, ARTS AND CRAFTS FESTIVAL
DATE: AUGUST 2, 2017

At its meeting on August 2, 2017, the Recreation Committee reviewed Policy 1480-50, Arts and Crafts Festival. The Committee recommended the Golden Rain Foundation Board of Directors amend the policy by refining the language, procedures, and the inclusion of co-occupants and renters in arts and crafts festivals.

I move to recommend the GRF BOD amend Policy 1480-50, Arts and Crafts Festival, as presented.

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

AMEND

Arts and Crafts Festival

An annual Arts and Crafts Festival is authorized to be held in one of the clubhouses on a Friday and Saturday in November. The Festival shall be open from 9:00 am to 3:00 pm on Friday, and from 9:00 am to 2:00 pm on Saturday, with the understanding that booths are to remain open until closing time unless sold out or by permission of the Recreation ~~Supervisor~~ Department.

1. Operations of the Festival will be under the direction and administration of the Recreation ~~Supervisor~~ Department.
2. The Recreation ~~Supervisor~~ Department is authorized to publish detailed rules and regulations for the operation of the Festival. These rules and regulations shall include a formal "Seller's Statement" form. (See Policy 1482-50)
3. All income from the Festival shall be treated as miscellaneous income of the Recreation Department and deposited in the account of the Golden Rain Foundation (GRF) upon receipt.
4. The Recreation Department head will submit a report of the Festival activities to the Recreation Committee at the close of the Festival.

Arts and Crafts Festival Regulations

1. Each seller ~~is required to be a member of GRF, co-occupant, and co-occupant or a renter in Mutual Seventeen. must be a shareholder/Member of the GRF.~~
2. All items for sale at the Festival must have been made by the seller. Manufactured articles ~~may not be sold~~ are prohibited.
3. Sign-ups and table selection shall be made on a first-come, first-serve basis at a scheduled meeting in Clubhouse Two (2) prior to opening day. The time and place of the sign-ups and table selection shall be published in the LW Weekly ~~Golden Rain News~~. Table requests made after the sign-up day will be processed in the Recreation Office. All ~~payment must be made~~ fees are payable at the time of reservation.
4. Exchanging assigned tables between sellers will not be permitted without approval of the Recreation ~~Supervisor~~ Department.
5. The charge to sellers for tables will be determined by the Recreation ~~Supervisor~~ Department head and approved by the Recreation Committee.
6. All sellers shall turn in an accounting of the total amount of their sales, whether their

COMMUNITY OPERATIONS**USE OF COMMUNITY FACILITIES****AMEND**

product is taxable or non-taxable.

7. Sellers of taxable items shall be required to turn in their sales tax in the envelope provided for that purpose. **State law requires that this tax be paid.**
8. In order to avoid misunderstanding ~~on the part of sellers~~, each individual or group who sells items at the Festival shall be ~~requested~~ **required** to sign a statement whereby he or they agree to comply with the rules that apply to sellers. (See Policy 1482-50.)
9. The Recreation ~~Supervisor~~ **Department head** shall be authorized to hire workers to perform necessary labor for the Festival.

Policy

Adopted: 16 May 72
 Amended: 08 Feb 83
 Amended: 19 Feb 85
 Amended: 19 May 87
 Amended: 17 Feb 06
 Amended: 28 Apr 15
 Amended: 02 Aug 17

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Aug 17)

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Foundation Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE
SUBJECT: AMEND POLICY 1482-50, FESTIVAL SELLER'S STATEMENT
DATE: AUGUST 2, 2017

At its meeting on August 2, 2017, the Recreation Committee reviewed Policy 1482-50, Festival Seller's Statement. The Committee recommended the Golden Rain Foundation Board of Directors amend the policy, eliminating the requirement to live in Seal Beach Leisure World, title change, and requirement that all sellers sign the Seller's Statement.

I move to recommend the GRF BOD amend Policy 1482-50, Festival Seller's Statement, as presented.

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

AMEND

Festival Seller's Statement

The 20____ LW Arts and Crafts Festival will be held in the El Dorado Clubhouse on Friday, November ____ from 9:00 a.m. to 3:00 p.m. and on Saturday, November ____ from 9 a.m. to 2:00 p.m.

The rules that govern the event are as follows:

1. Each seller must be a member of the Golden Rain Foundation ~~and live in Seal Beach Leisure World.~~
2. All items for sale must have been made by the seller. Manufactured articles may not be sold.
3. All tables will be assigned on the day of sign-ups. **Tables will not be assigned on the opening day.**
4. Tables may not be shared or exchanged by sellers without the permission of the Recreation Supervisor ~~Department head.~~
5. Tables and booths shall remain open until closing time each day, unless sold out.
6. All sellers shall turn in a report of their sales for each day, **whether their product is taxable or non-taxable**, in envelopes provided for that purpose.
7. Sellers of taxable items shall enclose their sales tax payments in the envelope provided. **State law requires that this tax be paid.**
8. In order to avoid misunderstandings, all sellers are ~~requested~~ **required** to sign the following statement (the chairperson or an officer of an organization may sign for a group).

Please see Seller's Statement on Page 2

COMMUNITY OPERATIONS**USE OF COMMUNITY FACILITIES****AMEND****Festival Seller's Statement****Seller's Statement:**

I have read the above rules and regulations governing the Leisure World Arts and Crafts Festival and I/we hereby indicate my/our willingness to comply with them.

Date: _____ Printed _____

Name: _____

Signed: _____

Email: _____

Address _____ Phone _____

Club/Organization (if applicable) _____

Item(s) Being Sold _____

Amended: 10-11-77

06-28-82

02-27-84

02-19-85

02-19-85

05-19-87

04-13-04

Amended: 08-02-17

(Aug 17)

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

AMEND

Festival Seller's Statement



Foundation Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE
SUBJECT: AMEND POLICY 1710-50, ADULT EDUCATION
DATE: AUGUST 2, 2017

At its meeting on August 2, 2017, the Recreation Committee reviewed Policy 1710-50, Adult Education. The Committee recommended the Golden Rain Foundation Board of Directors amend the policy, refining the policy language due to changes in job titles, expanding the scope of educational entities that may offer in-site adult classes and change "request" to "require" in item 5.

I move to recommend the GRF BOD amend Policy 1710-50, Adult Education, as presented.

GOLDEN RAIN OPERATIONS**COMMUNITY OPERATIONS****AMEND****EDUCATIONAL PROGRAMS USE OF COMMUNITY FACILITIES****Adult Education**

1. It is the policy of the Golden Rain Foundation (GRF) Board of Directors (~~BOD~~) to provide ongoing educational opportunities for ~~shareholder~~/Members.
2. The Recreation ~~Supervisor~~ **Department Head**, with the approval of the Recreation Committee, is authorized to enter into agreements with local colleges, universities, and secondary schools **or other educational originations or institutions** to provide on-site adult classes requested by ~~shareholder~~/Members.
3. Community facilities will be made available for such classes under the same status as a recognized club (see Policy ~~Statement~~ 1411-50 - Clubhouse Reservations).
4. The Recreation ~~Supervisor~~ **Department Head** will monitor the attendance at these classes of persons who are not ~~shareholder~~/Members and permit such attendance only when it is necessary in order to provide the class for ~~shareholder~~/Members.
5. Whenever any class held in a GRF community facility has a majority of outside students, the Executive Director and Recreation ~~Supervisor~~ **Department Head** may, with the approval of the Recreation Committee, ~~request~~ **require** that the school or college relocate the class outside the community.

Policy

Adopted: 21 Jul 81

Amended: 14 Aug 87

Amended: 19 Feb 91

Amended: 31 Jan 95

Amended: 22 Apr 14

Amended: 26 May 15

Amended: 02 Aug 17

GOLDEN RAIN FOUNDATION

Seal Beach, California



Foundation Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE
SUBJECT: AMEND POLICY 2609-50, FOUNDATION EQUIPMENT
DATE: AUGUST 2, 2017

At its meeting on August 2, 2017, the Recreation Committee reviewed Policy 2609-50, Foundation Equipment. The Committee recommended the Golden Rain Foundation Board of Directors amend the policy, changing the cost center associated with the policy from 30 to 50, allowing the Recreation Department head authorize the use of recreation equipment on Trust property and refining the policy language due to changes in job title.

I move to recommend the GRF BOD amend Policy 2609-50, Foundation Equipment, as presented.

ADMINISTRATION RECREATION**RECREATION SERVICES****AMEND****Foundation Equipment**1. Clubhouse and Recreation Equipment

Tables, chairs, coffee urns, punch bowls, etc. are to be used on Trust property only unless authorized by the Recreation Department head.

2. Movie Projector, Tape Recorder and Phonograph All Electronic Equipment

All electronic equipment The movie projector, tape recorder and phonograph may be used by recreation groups if a qualified operator is obtained. "Qualified operator" will be determined by the Community Facilities Recreation Department head Manager.

The custodian will remind violators of Golden Rain Foundation policies pertaining to clubhouses and equipment. If violation continues, the name of the resident member will be turned in to their supervisor and the Community Facilities Recreation Department head Manager will be notified.

Policy

Adopted: 20 Oct 92

(Retyped 2/2/00 to replace Community Relations Manager with Community Facilities Manager and to correct a clerical error)

Amended:

GOLDEN RAIN FOUNDATION

Seal Beach, California

(Oct 92)



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: SECURITY BUS AND TRAFFIC COMMITTEE
SUBJECT: SURVEILLANCE CAMERA SYSTEM, RV LOT
DATE: AUGUST 2, 2017
CC: FILE

Staff provided presentations at the Security Bus and Traffic Committee, as well as the Recreation Committee during the month of August 2017, about the addition of a surveillance system at the RV Lot.

The RV lot contains many high value vehicles, with the movement of these vehicles daily, cameras are required for any possible investigations resulting from theft, accidents or vandalism.

The purchase of a surveillance system is requested, at a cost of \$ 6,055.00 including installation.

The system will provide 6 HDIP cameras with vandal proof housing, 1 DVR for local recording, and one monitor. All cameras have night vision up to 150 feet.

At the August 14, 2017 meeting of the Finance Committee, the Committee reviewed existing Capital funds and determine sufficient funds are available for this project

I move to approve the purchase of surveillance camera system, per Absolute Systems proposal Date June, 11, 2017 in the amount of \$6,055.00, Capital Funding and authorize the President to sign the contract.

ABSOLUTE SYSTEMS

Specializing in Security, Telecommunication,
Audio and Home Theater Systems

22479 Tula Drive

Santa Clarita Ca 91350

License # C10, C7-827081

ACO#7391

Cell (310) 895-4069

Cell (661) 755-7708

E-Mail absolutesystems@msn.com

Date: 11th June 2017

Sold to: Golden Rain Foundation

Street:

City: Seal Beach

State Ca

Zip

Re: CCTV

Parts description	Ordered	Shipped	Unit Price	Extension
VT-SRP916/2T16 Channel H.264 DVR w/6TB HDD and Real Time HD1 Recording	1			\$ 1420.00
VTD-AR2812/VBM Alpha Series 1.3MP - 1000tvl Outdoor H.D. 2.8-12mm A/I Vari Vandal Dome w/WDR & 35 IR LEDs	6		\$240.00	\$ 1440.00
9 Port Fused Power Supply	1			\$ 150.00
Connectors and fixings				\$ 105.00
22" High Definition color monitor	1			\$ 220.00
H D active baluns (pair)	3		\$ 40.00	\$ 120.00
Materials.....				\$ 3335.00
Labor to Install all above....	32 Hrs		\$ 85.00	\$ 2720.00
Total.....				\$ 6055.00
For rewire please add	\$1.00 per lineal foot			



QUOTE

Date: 06/27/17

QUOTE # 1612

Email: sales@bricmarketing.com
661-373-5315

To Golden Rain Foundation
Seal Beach, CA
Customer ID: G3446

Salesperson	Job	Payment Terms	Due Date
DB	Parts & Labor	Due on receipt	

[illegible]

Thank you for your business!

Paul Bristow

From: Daniel Fabian
Sent: Monday, July 31, 2017 12:59 PM
To: Paul Bristow
Cc: Aaron Hensley; Ruben G. Gonzalez; Barry Holland
Subject: RE: RV lot bid
Attachments: RV LOT Quote.docx

The revised quote is attached. Total costs is \$5,213 + labor (more information in the document).

Daniel Fabian
ITS Systems Analyst
Golden Rain Foundation
PO Box 2069, Seal Beach, CA 90740



☎ (562) 472-1341 | ✉ danielf@lwsb.com | 🌐 www.lwsb.com

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From: Daniel Fabian
Sent: Monday, July 31, 2017 12:10 PM
To: Paul Bristow <paulb@lwsb.com>
Cc: Aaron Hensley <aaronh@lwsb.com>; Ruben G. Gonzalez <rubeng@lwsb.com>; Barry Holland <barryh@lwsb.com>
Subject: RE: RV lot bid

Hi Paul,

The updated spreadsheet is attached. Total costs to purchase and install the cameras in-house is approximately \$8,909.

Regards,

RV Lot Cameras

Lot dimensions: 275' x 750'

Hardware:

Equipment	Description	Price	Quantity	Total
Axis Camera	P3225-LVE-MKII	\$399	6	\$2,394
POE 8 Port Switch	Netgear GS510TPP	\$300	1	\$300
Extender	Outreach Max XT	\$254	4	\$1,016
Cat 5 Exterior	Cable 1000' Roll	\$103	3	\$309
Camera license	Video Insight	\$199	6	\$1,194
Materials	SM Material	\$350	1	\$350
			Total	\$5,213

Service Maintenance quotes approximately 88 hours for labor at \$42/hour (two SM staff working on the project). Labor cost is \$3,696. *Technically GRF is not charged for labor so this may or may not need to be included in the final quote.*

ITS has a spare computer for the video server (DVR).