



Board of Directors

Agenda Clubhouse Four Tuesday, August, 23, 2016 10:00 a.m.

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

Note: Foundation Shareholder/Members are permitted to make comments before the meeting business of the Board begins. Requests to speak must be registered in advance of the meeting and comments are limited to four (4) minutes.

8. Consent Calendar – Approval of Board Committee Meeting Minutes (pp. 1-2)
9. Approval of Minutes
 - a. July 26, 2016 (pp. 3-14)
10. New Business
 - a. General
 - i. Appointment of Community Access Ad Hoc Committee (Mrs. Damoci, pp. 15-18)
 - b. Executive Committee
 - i. Rescind 4121-20, Position Descriptions (Ms. Stone, pp. 19-22)
 - ii. Rescind 4156-30, Hiring Practice (Ms. Tran, pp. 23-26)
 - iii. Rescind Policy 4190-20, Anti-Fraud Policy (Ms. Snowden, pp. 27-34)
 - iv. Employee Benefits – Modification of 401K Contribution (Mr. Stone, pp. 35-36)
 - c. Finance Committee
 - i. Accept July 2016 Financial Statements for Audit (Mr. Hood, pp. 37-46)

- ii. Rescind Policy 2291-31, Service Repair Order (SRO) Labor Rates (Ms. Snowden, pp. 47-50)
 - iii. Approve Permit Fees – Physical Property Department (Mr. Stone, pp. 51-54)
 - iv. Approve Non-Renewal of Volunteer Participant Accident Insurance (Ms. Hopewell, pp. 55-60)
 - v. Amend Policy 5536.1-31, Guest Passes (Ms. Stone, pp. 61-66)
 - vi. Adopt Policy 3325-31, Purchase Requisitions of Non Standard Items (Ms. Tran, pp. 67-70)
- d. Mutual Administration Committee
 - i. Rescind Policy 2132-33, Homestead Declarations (Ms. Rapp, pp. 71-74)
- e. Physical Property Committee
 - i. Approve Flooring Replacement in Clubhouse Four (Mr. Lukoff, pp. 75-80)
- f. Recreation Committee
 - i. Adopt Policy regarding Amphitheater Dancing (Ms. Rapp, pp. 81-84)
- g. Security, Bus & Traffic Committee
 - i. Conceptual Approval of Gate Access Control System (pp. 85-92)
- 11. Staff Reports
 - a. Director of Finance's Report – Ms. Miller
 - b. Executive Director's Report – Mr. Ankeny
- 12. Board Member Comments
- 13. Next Meeting/Adjournment
 - a. September 27, 2016

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 nine July 2016 Committee meetings:

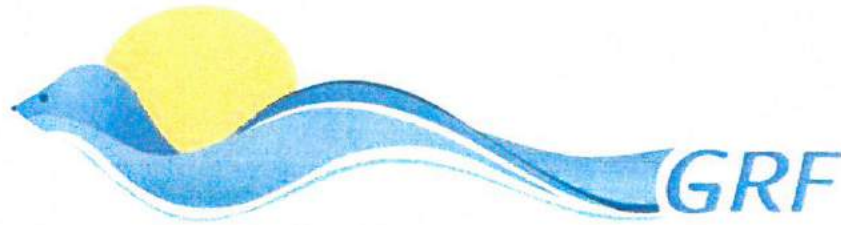
- Minutes of the Strategic Planning Ad Hoc Committee Board Meeting of July 5, 2016
- Minutes of the Executive Committee Board Meeting of July 8, 2016
- Minutes of the Physical Property Committee Board Meeting of July 11, 2016
- Minutes of the Architectural Design and Review Committee of July 12, 2016
- Minutes of the Mutual Administration Committee Board Meeting of July 12, 2016
- Minutes of the Publications Committee Board Meeting of July 13, 2016
- Minutes of the Recreation Committee Board Meeting of July 13, 2016
- Minutes of the Security, Bus & Transportation Committee Board Meeting of July 18, 2016
- Minutes of the Finance Committee Board Meeting of July 19, 2016

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
GOLDEN RAIN FOUNDATION
July 26, 2016**

CALL TO ORDER

President Damoci called the regular monthly meeting of the Board of Directors (BOD) of the Golden Rain Foundation (GRF) to order at 10:00 a.m. on Tuesday, July 26, 2016, in Clubhouse Four.

PLEDGE OF ALLEGIANCE

President K.C. Park, Secretary Susan Dodson, Treasurer Wendy Woo of the Table Tennis Club, led the Pledge of Allegiance.

ROLL CALL

Following the roll call, Corporate Secretary Reed reported that Directors Perrotti, R. Stone, Pratt, Snowden, L. Stone, Reed, Hood, Hopewell, Rapp, McGuigan, Doderio, Scheuermann, Greer, Damoci, Tran and Moore were present. Director Lukoff was absent. Sixteen Directors were present, with a quorum of nine.

PRESIDENTS COMMENTS

On July 11, we lost our longest serving Director with the passing of Tim Bolton from Mutual 16. The first vote I cast as a Director was for Tim for President of the GRF Board. I never regretted it. He led the Board through a very trying time. We were in the process of moving away from the old kind of Board we had to the one we have now and his steady hand made it easier. He was at the helm during our 50th anniversary celebration and the renewing of the Trust. He served his year as President in a dual role, not only as President but as the interim Executive Director after the leaving of Dan Schaeffer. Tim led the search for the new Executive Director that ended with the hiring of Mr. Ankeny in June 2013. Tim served as our Treasurer the year before that and had served on every Committee.

Tim was a good man who always tried to do the right thing. He had a firm moral compass and treated everyone fairly. He was pro-shareholder, pro-staff and believed that giving back to the community was the right thing to do. He will be very much missed by all who knew him. Let's

have a moment of silence, please.

ANNOUNCEMENTS/ SERVICE AWARD PRESENTATIONS

The President announced that agenda item 10.d.i., Amendment of Policy 5536.1-33, Guest Passes, was removed from the agenda to be returned to the Mutual Administration Committee for clarification of which version of the amended policy will be recommended to the Board.

The GRF Board met on June 23, 2016 for a retreat to discuss planning for the coming term.

GRF and Mutual Board training took place on June 29 and 30, 2016.

The GRF Board of Directors met in Executive Session on July 1, 2016 to discuss legal matters and personnel matters.

The GRF Board of Directors also met in Executive Session on Tuesday, July 19, 2016 to discuss a legal matter.

Several Committee meeting dates have moved around the calendar schedule and some locations have changed to Conference Room B. Please keep an eye on the *Golden Rain News* for the meeting schedule. As a reminder, committee meetings are open to all shareholders.

Four employees were recognized with service awards.

Jai Jhu	Security Department	5 years
Bruno Alvarez	Service Maintenance Department	5 years
Sandra Mooney	Physical Property Department	10 years
George Hurtado	Physical Property Department	20 years

SEAL BEACH MAYOR'S REPORT

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

SHAREHOLDER/MEMBER COMMENTS

In accordance with Policy 5610, Participation by Foundation Members, members may enter into a comment period prior to the beginning of business. **NOTE:** Foundation members are permitted to make comments before the business of the Board begins. Requests must be registered in advance of the meeting and comments are limited to four minutes.

Five shareholder/member 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 six May and June 2016 Committee meetings:

- Minutes of the Physical Property Committee Board Meeting of May 4, 2016
- Minutes of the Recreation Committee Board Meeting of May 9, 2016
- Minutes of the Mutual Administration Committee Board Meeting of May 10, 2016
- Minutes of the Security, Bus & Transportation Committee Board Meeting of May 11, 2016
- Minutes of the Executive Committee Board Meeting of May 13, 2016
- Minutes of the Special Architectural Design and Review Committee of June 10, 2016

APPROVAL OF BOARD MEETING MINUTES

The minutes of the June 21, 2016 Golden Rain Foundation Board meetings were approved, by general consent of the Board, as presented.

BUSINESS

General

Appointment of the Committee for Information Technology Services

In accordance with Article 7, Section 1, Article 8 of the Bylaws and Foundation Policy 5100-30, Committee Functions of the Golden Rain Foundation of Seal Beach, the President shall appoint all committees and their members subject to the approval of the GRF Board.

Mrs. Damoci MOVED, seconded by Ms. Stone; the motion was carried unanimously by the Board members present -

TO approve and thereby establish the Information Technology Services Committee and grants to the ITS 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.

Information Technology Services Committee Appointments

Mrs. Damoci MOVED, seconded by Ms. Hopewell; the motion was carried unanimously by the Board members present -

TO approve appointment of Paula Snowden – Chair, Mary Ruth

Greer, Phil Hood, Barry Lukoff, Paul Pratt, Linda Stone and Richard Stone.

Code of Ethics

In order to represent the commitment to exceed the expectations of shareholder/members, the Golden Rain Foundation (GRF) Board endeavors to draft a mutually accepted model code of conduct and ethics as GRF Board members.

Mrs. Damoci MOVED, seconded by Mrs. Reed –

TO approve assigning to the Executive Committee the task of drafting a model Code of Ethics for the GRF Board, with input from any Board member not on the Executive Committee who wishes to participate in the drafting.

Ten Board members spoke on the motion.

Mr. Hood called the question, seconded by Mrs. Greer and carried unanimously by the Board members present –

TO end debate.

The motion was carried with two no votes: (McGuigan, Scheuermann).

Executive Committee

Publication of GRF Board Minutes

The Executive Committee reviewed Civil Code §4950, Meeting Minutes and the general expenses incurred in the publishing of GRF Minutes in the News. The Committee unanimously approved to recommend to the Board to include in the November annual policy statement, prepared pursuant to Section 5310 of the Civil Code, due notice informing the Shareholder/members of their right to obtain board meeting minutes and of how and where to do so.

Ms. Stone MOVED, seconded by Ms. Rapp -

TO approve that effective January 1, 2017, upon due notification to Shareholder/members in accordance with Civil Codes 4950 and

5310, GRF Board draft and approved minutes will be available upon the GRF website and available upon request at the GRF Administration reception desk, Library and News office reception desk.

Three Board members spoke on the motion.

The motion was carried unanimously by the Board members present.

Rescind Policy 4161.1-20, Disclosure Regulation-Information Regulation

At the July 8, 2016 meeting, the Executive Committee recommended that Policy 4161.1-20, Disclosure Regulation-Information Regulation be rescinded as it is contained within the Employee Handbook.

Mrs. Reed MOVED, seconded by Ms. Hopewell -

TO rescind Policy 4161.1-20, Disclosure Regulation-Information Regulation.

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

The motion was carried unanimously by the Board members present.

Rescind Policy 5023-30, GRF Department Organization Chart

At the July 8, 2016 meeting, the Executive Committee recommended that Policy 5023-30, GRF Department Organization Chart, be rescinded as it is an internal document, subject by its nature to constant amendment.

Mrs. Reed MOVED, seconded by Mr. Hood -

TO rescind Policy 5023-30, GRF Department Organization Chart.

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

Ms. Snowden MOVED, seconded by Mrs. Dodero -

TO amend the motion to include posting of updates to the GRF Department Organization Chart on the website on a regular basis.

Seven Board members spoke on the motion.

The amended motion was carried unanimously by the Board members present.

Finance Committee

Accept May and June 2016 Financials for Audit

Mr. Hood MOVED, seconded by Ms. Rapp –

TO accept the May and June 2016 Financial Statements for audit.

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

The motion was carried unanimously by the Board members present.

Approve Replacement of Nine (9) Ping Pong Tables, Reserve Funding

At the regular scheduled meeting of the Recreation Committee on July 13, 2016, correspondence was presented along with verbal concerns from shareholder/members regarding the need to replace the Ping Pong tables in Clubhouse Six, Asset ID 0809. Upon inspection, it was noted that all the tables were in poor condition after ten years of usage.

At the regular scheduled meeting of the Finance Committee on July 19, 2016, the Executive Director presented a funding request to replace nine of the ten ping pong tables. The Finance Committee unanimously approved to recommend to the GRF BOD non-scheduled reserve funding, in an amount not to exceed \$10,500, for the replacement of the assets.

Ms. Stone MOVED, seconded by Ms. Snowden and carried unanimously by the Board members present -

TO approve replacement of nine (9) ping pong tables, Asset ID 0809, reserve funding, in an amount not to exceed \$10,500, and authorize the Executive Director to initiate the replacement of the nine (9) ping pong tables.

Acceptance of the NSBN Management Letter Dated February 23, 2016

NSBN performed an assessment of the Golden Rain Foundation's internal controls during the 2015 annual financial statement audit. The letter affirms that there are no deficiencies in internal controls identified as material weaknesses. The letter does, however, document some

deficiencies that merit attention by those charged with governance; the items have already been addressed and changes were made to procedures accordingly.

Mr. Scheuermann recused himself from the vote, as he wasn't a member of the Board at the time of the audit.

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

TO accept the management letter written by NSBN as a result of the assessment of internal controls during the 2015 annual financial statement audit.

Sewer Lift Station Replacement

On June 24, 2016, the sewer lift station located in front of Clubhouse Two, asset ID 0504, incurred a substantial failure, requiring emergency actions to facilitate actions required for the safe transfer of effluent out of the community. At the July 11, 2016 meeting of the Physical Properties Committee and at the July 19, 2016 meeting of the Finance Committee, both committees reviewed the emergency action taken by staff and recommended that the Board ratify the actions and related expenditure of non-budget operational funds.

Due to the scope of the lift station failure, a complete and thorough inspection was performed by Pump Man, Inc., resulting in the recommendation of replacement of major components of the lift station, per proposal 132817, dated July 18, 2016, in the amount of \$105,562.

Mrs. Greer MOVED, seconded by Mrs. Reed and carried unanimously by the Board members present-

TO approve Reserve Funding of the replacement of the components of Asset ID 0504, per Pump Man Inc., proposal 132817, dated July 18, 2016, in the amount of \$105,562 and authorize the President to sign the contract. Further, **TO**, approve contingency funding, in an amount not to exceed \$20,000 for this project and such funding is contingent on the review and approval of the Physical Properties Chairperson.

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

The motion was carried unanimously by the Board Members present.

Mrs. Greer MOVED, seconded by Mrs. Reed -

TO ratify the emergency actions and related non-budget
expenditures to Cost Center 79, taken by the Executive Director.

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

The Motion was carried unanimously by the Board members present.

Ratify Air Conditioner Replacement Emergency Action Reserve Funding

An emergency action notice (included in agenda packet) was supplied to the GRF BOD on June 20, 2016, in reference to the failure of one of the six Administration Building air-conditioning units, Reserve Study ID 0405. In accordance with Policy 5520-31, Section 9, Emergencies, action was taken by the Executive Director for replacement of the unit, as the unit provides a critical cooling function for the Accounting Department and its computers. The total cost to replace the asset was \$6,200, by Alpine Heating and Air.

Mr. Pratt MOVED, seconded by Ms. Rapp and carried unanimously by the Board members present-

TO approve actions taken by the Executive Director, in accordance
with Policy 5520-31, in the replacement of one air
conditioning/heating unit at the Administration Building, Asset ID
0405.

Conceptual Approval of Movement Study/ Adoption of California Manual on Uniform Traffic Control Devices for Trust Streets

At its regular scheduled meeting of the Physical Properties Committee on July 11, 2016, the Committee reviewed a summary of recommendations as presented by Urban Crossroads in the possible adoption of the California Manual on Uniform Traffic Control Devices (CAMUTCD). CAMUTCD is published by the California Department of Transportation (CALTRANS), representing the uniform guide within the state for traffic control devices, including but not limited to street marking traffic control signage, traffic signals, etc.

The Committee noted, during its deliberations, that the adoption and implementation of CAMUTCD may support enforcement by the Seal Beach Police Department of traffic violations, represent standards used for traffic control used throughout the state and represent standards to which a California Driver's License is issued.

The Committee seeks conceptual approval of the GRF Board before any additional expense and staff time is spent on the project.

Ms. Stone MOVED, seconded by Mr. Moore -

TO conceptually approve actions to bring traffic control devices upon Trust Property into compliance with California Manual on Uniform Traffic Control Devices (CAMUTCD) standards and direct the Physical Properties Committee to seek qualified proposals to modify traffic control devices on Trust Property for compliance to CAMUTCD.

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

The motion was carried unanimously by the Board members present.

Ms. Stone MOVED, seconded by Ms. Rapp

TO approve the Executive Director permission to contact applicable officials of the City of Seal Beach to seek feedback from the City on the City's ability to enforce posted traffic control devices upon Trust Property upon GRF adopting and bringing all traffic control devices into CAMUTCD compliance.

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

The motion was carried unanimously by the Board members present.

Conceptual Approval of St. Andrews Gate Traffic Improvements

Mr. Stone MOVED, seconded by Ms. Rapp -

TO conceptually approve street improvements to the St. Andrews gate and vicinity, per plans by Urban Crossroads, dated June 16, 2015 and direct the Physical Properties Committee to draft all applicable documents to secure qualified proposals for committee review and recommendation to the Board.

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

The motion was carried unanimously by the Board members present.

Adopt Policy 5167-SPAH, Strategic Planning Ad Hoc Committee

The Strategic Planning Ad Hoc Committee proposed adoption of the proposed Committee Charter, reviewed at its July 5, 2016 meeting.

Ms. Stone MOVED, seconded by Ms. Rapp –

TO accept the Strategic Planning Ad Hoc Committee Charter for the 2016/2017 GRF Committee 5167-SPAH, Strategic Planning Ad Hoc Committee.

Two Board members spoke on the motion.

The motion was carried unanimously by the Board members present.

CONTROLLER'S REPORT

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

EXECUTIVE DIRECTOR'S REPORT

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

BOARD MEMBER COMMENTS

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

The President reminded the Board members of the 2 p.m. Executive Session meeting today.

ADJOURNMENT

The meeting was adjourned was at 12:10 p.m.

Joy Reed, Corporate Secretary

GRF Board of Directors

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Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: CAROLE DAMOCI, PRESIDENT
SUBJECT: AD HOC COMMITTEE APPOINTMENT
DATE: AUGUST 9, 2016
CC: FILE

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 Community Access 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.

RESOLUTION/MOTION ACTION RECORD

082316.10.a.i.

Resolution Type: **Establish Ad Hoc Committee**Pertaining to: **Community Access**Duly adopted at a meeting of the Board of Directors held: **08.23.16**Motion by: _____ Seconded by: _____
Cost Center _____ Capital _____ Operational _____ Reserves _____

VOTE:	YES	NO	ABSTAIN	ABSENT
President Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Leah Perrotti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Richard Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paul Pratt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Susan Hopewell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Marjorie Doderio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Bruce Scheuermann	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Greer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Helen Tran	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Vacant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: _____ (Secretary) _____ (Date)

2nd Motion

In accordance with Article VIII of the Bylaws, Community Access 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:

Chair Kathy Rapp

Member Barry Lukoff

Member Steve McGuigan

Member Leah Perrotti

Member Paul Pratt

Member Joy Reed

Member Linda Stone

Advisory Member Mutual One President Sandra Luther-Stark

Advisory Member Mutual Fourteen President Lee Melody

Staff Member Security Chief Jaime Guerrero (as needed)

Staff Member Mutual Administration Manager Marisa McAuley

Ex- officio Member GRF President Carole Damoci

RESOLUTION/MOTION ACTION RECORD

082316.10.a.i.

Resolution Type: **Appoint Ad Hoc Committee members**Pertaining to: **Community Access**Duly adopted at a meeting of the Board of Directors held: **08.23.16**Motion by: _____ Seconded by: _____
Cost Center _____ Capital _____ Operational _____ Reserves _____

VOTE:	YES	NO	ABSTAIN	ABSENT
President Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Leah Perrotti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Richard Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paul Pratt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Susan Hopewell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Marjorie Dodero	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Bruce Scheuermann	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Greer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Helen Tran	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Vacant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: _____ (Secretary) _____ (Date)



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: EXECUTIVE COMMITTEE
SUBJECT: RESCIND POLICY 4121-20, POSITION DESCRIPTIONS
DATE: AUGUST 9, 2016
CC: FILE

It is the recommendation of the Executive Committee that Policy 4121-20, Position Descriptions, be rescinded as it part of Policy 5110-30, Executive Committee.

I move that the Board rescind Policy 4121-20, Position Descriptions.

RESOLUTION/MOTION ACTION RECORD

082316.10.b.i.

Resolution Type: **Rescind Policy**Pertaining to: **4121-20, Position Descriptions**Duly adopted at a meeting of the Board of Directors held: **08.23.16**

Motion by: _____

Seconded by: _____

Cost Center _____ Capital _____ Operational _____ Reserves _____

VOTE:

	YES	NO	ABSTAIN	ABSENT
President Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Leah Perrotti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Richard Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paul Pratt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Susan Hopewell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Marjorie Doderio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Bruce Scheuermann	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Greer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Helen Tran	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: _____ (Secretary) _____ (Date)

HUMAN RESOURCES

GENERAL POLICY

RESCIND

Position Descriptions

Position descriptions shall be reviewed and approved by the Executive Committee before implementation by Administration.

Policy:

Adopted: 14 Jul 81

Rescinded:

(Jul 81)

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Seal Beach, California**

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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: EXECUTIVE COMMITTEE
SUBJECT: RESCIND POLICY 4156-30, HIRING PRACTICE
DATE: AUGUST 9, 2016
CC: FILE

It is the recommendation of the Executive Committee that Policy 4156-30, Hiring Practice, be rescinded as it part of Policy 5110-30, Executive Committee.

I move that the Board rescind Policy 4156-30, Hiring Practice.

RESOLUTION/MOTION ACTION RECORD

082316.10.b.ii.

Resolution Type: **Rescind Policy**Pertaining to: **4156-30, Hiring Practice**Duly adopted at a meeting of the Board of Directors held: **08.23.16**Motion by: _____ Seconded by: _____
Cost Center _____ Capital _____ Operational _____ Reserves _____

VOTE:	YES	NO	ABSTAIN	ABSENT
President Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Leah Perrotti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Richard Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paul Pratt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Susan Hopewell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Marjorie Doderio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Bruce Scheuermann	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Greer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Helen Tran	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: _____ (Secretary) _____ (Date)

PERSONNEL**GENERAL POLICY****RESCIND****Hiring Practice**

The Executive Director shall, with the advice and consent of the Executive Committee and the approval of the Board of Directors, hire and/or terminate managers and supervisors in the following positions:

Controller
Mutual Administration Director
Manager
Media Manager
Security Chief
Information Technology Services Manager
Human Resources Director
Recreation Supervisor
Library Operations Supervisor
Service Maintenance Supervisor

Policy:

Adopted: 10 Feb 98 (effective April 1, 1998)
Amended: 15 Sept 98
Amended: 15 Feb 00
Amended: 05 Dec 02
Amended: 26 Aug 14
Rescinded:

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Aug 14)

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BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: EXECUTIVE COMMITTEE
SUBJECT: RESCIND POLICY 4190-20, ANTI-FRAUD POLICY
DATE: AUGUST 12, 2016
CC: FILE

At regularly scheduled meeting of the Executive Committee on August 12, 2016, the Committee duly moved to recommend to the Board to rescind Policy 4190-20, Anti-Fraud Policy, which is contained in the Employee Handbook.

MOTION:

I move to rescind Policy 4190-20, Anti-Fraud Policy.

RESOLUTION/MOTION ACTION RECORD

082316.10.b.iii.

Resolution Type: **Rescind Policy**Pertaining to: **4190-20, Anti-Fraud Policy**Duly adopted at a meeting of the Board of Directors held: **08.23.16**

Motion by: _____ Seconded by: _____

Cost Center _____ Capital _____ Operational _____ Reserves _____

VOTE:	YES	NO	ABSTAIN	ABSENT
President Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Leah Perrotti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Richard Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paul Pratt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Susan Hopewell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Marjorie Doderio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Bruce Scheuermann	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Greer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Helen Tran	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: _____ (Secretary) _____ (Date)

HUMAN RESOURCES**GENERAL POLICY****RESCIND****Anti-Fraud Policy****PURPOSE:**

This policy is established to provide increased protection to the assets and financial interests of the Golden Rain Foundation ("the Foundation"), to provide a coordinated approach to the identification, investigation and resolution of fraudulent activities, and to increase the overall awareness of the responsibility to report fraud and reasonably suspected fraudulent activity to the appropriate parties. It is the intent of the Foundation to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.

SCOPE:

This policy applies to any irregularity, or suspected irregularity, involving employees as well as shareholders, consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with the Foundation. Any investigative activity conducted will be done without regard to the suspected wrongdoer's title/position, past performance, or length of service to the Foundation.

POLICY:

Management is responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the intentional, false representation, or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Each member of the management team should be familiar with the types of improprieties that might occur within his or her area of responsibility and be alert for any indication of irregularity. Any irregularity that is detected or suspected must be reported immediately to the Executive Director, who coordinates all investigations, both internal and external.

FRAUD DEFINITION AND EXAMPLES:

For purposes of this policy, fraud includes any willful or deliberate act committed with the intention of obtaining an unauthorized benefit, such as money or property, by misrepresentation, deception, or other unethical means.

(Jan 2014)

Page 1 of 5

HUMAN RESOURCES**GENERAL POLICY****RESCIND****Anti-Fraud Policy**

Fraud and financial impropriety may include, but are not limited to the following actions:

- Embezzlement or other financial irregularities;
- Forgery, alteration, or falsification of documents (including checks, time sheets, travel expense reports, contractor agreements, purchase orders, other financial documents, financial records, electronic files);
- Misappropriation, misuse, theft, removal, or destruction of the Foundation's resources (including funds, securities, supplies, inventory, furniture, fixtures, equipment, intellectual property or any other asset);
- Improprieties in the handling or reporting of money or financial transactions;
- Misuse of the Foundation's facilities (including telephones, computers and e-mail system);
- False claims by employees, vendors, or others associated with the Foundation;
- Receiving or offering bribes, rebates, or kickbacks;
- Personal use of the Foundation's property in commercial business activities;
- Accepting or seeking anything of material value from contractors, vendors or persons providing or seeking to provide services/materials to the Foundation (except as permitted by policy 4162);
- Conflict of interest;
- Misrepresentation of facts;
- Any dishonest or fraudulent act;
- Any similar or related irregularity

RESPONSIBILITIES:

All levels of management are accountable for setting the appropriate tone of intolerance for fraudulent acts by displaying the proper attitude toward complying with laws, rules, regulations, and policies. Managers are responsible for identifying and assessing the level of the risks and exposures to fraudulent activity inherent in his or her area of responsibility. Additionally, Managers shall establish and maintain proper internal controls

(Jan 2014)

HUMAN RESOURCES**GENERAL POLICY****RESCIND****Anti-Fraud Policy**

which will provide for the security and accountability of the resources within his or her department. All employees are responsible for safeguarding the Foundations resources and ensuring that they are used only for authorized purposes, in accordance with the Foundation's rules, policies, and applicable law.

FRAUD INDICATORS

The following, though non-exclusive, may indicate fraudulent financial activities:

- Excessive number of missing or voided documents
- Alterations of documents
- Questionable handwriting or approval
- Documents not numerically controlled
- Duplicate payments
- Unusual billing addresses or arrangements
- Vendor's billing address is the same as employee's
- Duplicate or photocopied invoices
- Costs for services or goods purchased seem inflated
- Incomplete, disorganized or grossly inaccurate records

REPORTING FRAUD:

Employees and other individuals associated with the Foundation who become aware of, or have a reasonable basis for believing that fraud, misappropriation or other fiscal irregularities has occurred shall promptly report the suspected activity to the Executive Director. The employee or other complainant may remain anonymous. If the suspected fraudulent activity involves the Executive Director, the activity should be reported to the Board of Directors' President.

Great care must be taken in dealing with suspected fraudulent activities so as to avoid any incorrect accusations, alerting suspected individuals that an investigation is under way, violating a person's right to due process, or making statements that could lead to claims of false accusations or other civil rights violations. Any employee who suspects fraudulent activity shall report it to the Executive Director and shall not attempt to (Jan 2014)

HUMAN RESOURCES**GENERAL POLICY****RESCIND****Anti-Fraud Policy**

personally conduct an investigation or interview individuals suspected of being involved in the suspected fraudulent activity.

If you wish to report fraud anonymously, you may do so by calling the GRF Fraud Hotline. Any calls made to the Hotline will be kept anonymous and confidential, and will be promptly and discreetly investigated.

CONFIDENTIALITY:

Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the Foundation from potential civil liability.

INVESTIGATION:

The Executive Director has the primary responsible for conducting investigations of fraud and suspected fraudulent activity reported to its office. Additionally, the Executive Director may identify and investigate any suspected dishonest or fraudulent activity, which in his or her opinion, may represent risk of significant loss of assets or reputation to the Foundation.

In the event that the Executive Director determines that an investigation of suspected fraudulent activity is warranted, the Executive Director will conduct the following procedural steps:

- Notify the Board of Directors' President and Legal Counsel.
- Establish an Investigation Unit using internal and external resources as circumstances warrant.
- Advise management to meet with Human Resources Manager to determine if any immediate disciplinary personnel actions should be taken.
- Coordinate the notification of insurers and filing of claims if necessary.
- If illegal activity is indicated, notify the Police to coordinate an investigation.
- If illegal activity appears to have occurred, the findings will be reported to the

(Jan 2014)

HUMAN RESOURCES**GENERAL POLICY****RESCIND****Anti-Fraud Policy**

appropriate agency for review.

AUTHORIZATION FOR INVESTIGATING SUSPECTED FRAUD:

The Executive Director and the members of the Investigation Unit will have free and unrestricted access to all Golden Rain Foundation records and premises and the authority to examine, copy and/or remove all or any portion of the contents of files, desks, computer systems, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of their investigation.

INVESTIGATION REPORTING:

The Executive Director will review and communicate the results of any investigation with management. Recommendations for improvement to the systems of internal control will be documented and reviewed, as needed. The results of investigation will also be communicated to the Board of Directors.

ACTIONS:

The Foundation will take appropriate disciplinary and legal action against any individual or entity who commits fraud against the Foundation. Any employee who engages in fraudulent activity relative to the Foundation will be subject to discipline, which may include, but is not limited to, discharge from employment and or criminal prosecution under appropriate State and Federal laws.

WHISTLEBLOWER PROTECTION:

Any Golden Rain Foundation employee who reasonably believes that fraudulent activity has been conducted by another employee and reasonably reports the activity will not be subjected to an adverse employment action as a result of reporting the activity.

Policy

Adopted: 28 Jan 14

Rescinded:

(Jan 2014)

GOLDEN RAIN FOUNDATION
Seal Beach, California

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MEMO

TO: GRF BOARD
FROM: EXECUTIVE COMMITTEE
SUBJECT: POSSIBLE CHANGE TO 401(K) EMPLOYER MATCH
DATE: AUGUST 23, 2016
CC: RANDY ANKENY, EXECUTIVE DIRECTOR

In staff review of the employee benefit package, it was noted that GRF could obtain savings by decreasing the Maximum Employer Match for the 401(k) plan from the current level of 4% to a 3% Maximum Employer Match. The total estimated annual savings are shown below:

<i>Current</i>	GRF Employer Match @ 4% Maximum	\$ 126,041.00
<i>Proposed</i>	GRF Employer Match @ 3% Maximum	<u>\$ 109,901.00</u>
	TOTAL ESTIMATED SAVINGS*	<u>\$ 16,140.00</u>

At the Executive Committee meeting on August 13, 2016, the Executive Committee approved forwarding a resolution to the GRF Board to change the Maximum Employer Match for the Golden Rain Foundation 401(k) Plan from 4% to 3% effective January 1, 2017.

I move to change the Maximum Employer Match from 4% to 3% on the Golden Rain Foundation 401(k) Plan to be effective on January 1, 2017.

*Based upon employee contributions

RESOLUTION/MOTION ACTION RECORD

072616.10.b.iv.

Resolution Type: **Change Maximum Employer Match**Pertaining to: **401(k) Contribution**Duly adopted at a meeting of the Board of Directors held: **08/23/16**

Motion by: _____ Seconded by: _____

VOTE:	YES	NO	ABSTAIN	ABSENT
President Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Leah Perrotti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Richard Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paul Pratt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Susan Hopewell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Marjorie Doderio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Bruce Scheuermann	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Greer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Helen Tran	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VACANT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: _____ (Secretary) _____ (Date)



BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE
SUBJECT: APPROVE JULY FINANCIAL STATEMENTS
DATE: AUGUST 16, 2016
CC: FILE

At the regular meeting of the Finance Committee on August 16, 2016, the Committee duly moved to recommend to the Golden Rain Foundation Board of Directors acceptance of the July 2016 Financial Statements, for audit.

Our Director of Finance, Carolyn Miller will give a recap of the July 2016 Financial Statements. At the end of the report, a motion will be made to accept the July 2016 Financial Statements for audit.

Board Action:

I move that the GRF Board of Directors accept the July 2016 Financial Statements for audit.

RESOLUTION/MOTION ACTION RECORD**082316.10.c.i.**Resolution Type: **Accept Financial Statements**Pertaining to: **July 2016**Duly adopted at a meeting of the Board of Directors held: **08.23.16**

Motion by: _____ Seconded by: _____

Cost Center _____ Capital _____ Operational _____ Reserves _____

VOTE:	YES	NO	ABSTAIN	ABSENT
President Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Leah Perrotti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Richard Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paul Pratt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Susan Hopewell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Marjorie Dodero	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Bruce Scheuermann	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Greer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Helen Tran	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: _____ (Secretary) _____ (Date)

Financial Recap – July 2016

As of the seven-month period ended July 2016, the financial reports indicate that GRF is in a favorable financial position with a surplus of \$575,527.

Major variances are:

Salaries & Wages	91,556	Vacancies of key positions in ITS, News & Service Maintenance during the year.
Employment Taxes & Benefits	192,212	Workers' Comp \$139K (incl 2015 refund of \$37K ; Group Ins \$49K
Temporary Agency Fees	(24,096)	Temps used to fill key vacant positions
Facilities Rentals & Maintenance	41,478	\$43K – Janitorial; \$20K – Landscaping; -\$37K – Bldg & Equip Repairs
Federal & State Income Tax	143,877	Amendments reduced tax liability totaling \$135,049 in refunds.
Rental Income	54,042	Unit sales exceeded planned
SRO Labor Cost Recovery	63,549	Actual labor exceeded budget

Reserve Funds	Fund Balance	Allocated For 2016 Projects	Allocated For Future Projects	For details, see page
Repairs & Replacements	\$8,389,045	\$1,496,589	\$6,892,456	9

Capital Funds	Fund Balance	Allocated Funds	Unallocated Funds	For details, see page
Capital Improvements	\$703,860	\$226,931	\$476,929	11

P.O. Box 2069
Seal Beach CA 90740

Description			
	Current Assets:		
1122000	Cash & cash equivalents	408,416	
	Non-Restricted Funds	179,973	
	Receivables	864,325	
	Prepaid expenses	201,986	
	Inventory of maintenance supplies	<u>424,326</u>	
	Total Current Assets		2,079,027
	Designated deposits		
1211000	Contingency Operating Fund	500,000	
	Reserve Fund	8,389,045	
1212500	Capital Improvement Fund-GRF	703,860	
1213000	Liability Deductible & Hazard Fund	<u>202,571</u>	
	Total designated deposits		9,795,476
	Notes Receivable		
1411000	Notes Receivable	<u>26,269</u>	
	Total Notes Receivable		26,269
	Fixed Assets		
	Land, Building, Furniture & Equipment	30,610,027	
	Less: Accumulated Dep'n	<u>(21,231,251)</u>	
	Net Fixed Assets		9,378,776
	Other Assets		
	Premium on Municipal Bonds	<u>10,717</u>	
	Total Assets		<u><u>21,290,265</u></u>

P.O. Box 2069
Seal Beach CA 90740

Description		
Liabilities & Equity		
Current Liabilities:		
Accounts payable	583,114	
Project Commitments	1,413,981	
Accrued payroll & payroll taxes	595,110	
Accrued expenses	270,364	
Accrued property taxes	130,304	
Total Current Liabilities	2,992,874	
Total Liabilities		2,992,874
Equity		
Mutuals' Beneficial Interest		
3211000 Contingency Operating Reserve Equity	500,000	
3212000 Reserve Equity	6,979,189	
3394000 Capital Fund Equity	699,735	
3310000 Beneficial Interest in Trust	4,602,614	
Total Mutuals' Beneficial Interest		12,781,538
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	4,865,923	
Total Paid-in-Capital		6,475,723
Excess Income		
Current Year	(94,914)	
Total Excess Income		(94,914)
3920000 Dep'n & Amortization		(864,956)
Net Stockholders' Equity		18,297,391
Total Liabilities & Stockholders' Equity		21,290,265

**Golden Rain Foundation
Cash Flow Activity - All Reserves
For the Month of July 2016**

	Contingency Operating Fund	Reserve Fund	Capital Improvement Fund	Liability Insurance Fund	Nonrestricted Funds	Total
Balance 6/30/2016	500,000	8,302,789	624,778	202,571	361,007	9,991,145
Funded: Assessments		75,000				75,000
Funded: Membership Fees collected (69)		89,528	89,528			179,055
Funded: M17 Lease Fees collected (0)		-	-			-
Funded: Interest on Funds		2,633				2,633
Progress Payments on CIP						-
Expenditures		(80,905)	(10,445)			(91,350)
Commitments						-
Replenish funds for Donated Assets						-
Net Monthly Claims						-
Disbursement to Mutuals						-
Transfers between funds						-
Interest Income Allocation						-
Net Monthly Activity					(181,034)	(181,034)
Balance 7/31/2016	500,000	8,389,045	703,860	202,571	179,973	9,975,449
 Net Activity	 -	 86,256	 79,082	 -	 (181,034)	 (15,696)

Golden Rain Foundation
Quick Balance Sheet Analysis
For the Period Ended July 31, 2016

SELECTED BALANCE SHEET ITEMS

	Current Balance	Prior Month	Increase (Decrease)
Cash In Bank	408,416	284,413	124,003
Current Assets	11,874,503	11,585,776	288,727
Current Liabilities	2,992,874	2,885,099	107,775
Current Ratio	3.97	4.02	
Designated Deposits:	9,975,449	9,991,145	(15,696)
Reservet Fund			
Liability & Disaster Insurance Fund			
Capital Improvement Fund			
Contingency Operating Fund			
General Operating Fund			
Other Restricted Fund			

RESULT OF OPERATIONS

Current Month	Actual	Budget	Variance	%
Income	1,269,079	1,293,379	(24,300)	(1.88)
Expense	1,320,375	1,345,930	25,555	1.90
Net Materials Recovery(Pass Thru)	0	0	0	
Excess Income or (Expense)	(51,296)	(52,551)	1,255	
Year To Date	Actual	Budget	Variance	%
Income	9,066,334	8,973,591	92,743	1.03
Expense	8,606,026	9,088,810	482,784	5.31
Net Materials Recovery(Pass Thru)	0	0	0	
Excess Income or (Expense)	460,308	(115,219)	575,527	

Full Time Equivalents		
For the Month	Average YTD	Planned - 2016
156.38	154.57	158.47

2016 Reserve Expenditures

Cost Center	Description	2016	Prior	Current	Other	Total	Prior	YTD EXPENDITURES			TTD	2016
		Reserve Study	Approved	Approved	Adjustments	Projects	Expenditures	Jan-June	Jul	Total	Expenditures	Allocated Funds
30	Replacement of two automatic doors- Admin. Building (751-15) (Completed)	-	15,000	-	(1,623)	13,377	-	13,377	-	13,377	13,377	-
30	Replacement of AC Unit - Admin. Building (774-16)	-	-	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	-	-	-	-	-	3,300
34	Server Rack Cabinet UPS Backup Power Unit (Incl. 10% contingency)	-	3,300	-	(3,300)	-	-	-	-	-	-	-
34	Replace Wireless Access Points at Clubhouses (Incl. 10% contingency)	-	8,800	-	(8,800)	-	-	-	-	-	-	-
34	SANS Audit Equipment, Network and Systems- Replacement	-	17,501	-	(6,096)	11,405	-	11,405	-	11,405	11,405	-
35	Replace Interior Light Fixtures	3,584	-	-	-	3,584	-	-	-	-	-	3,584
36	Replacement of Carpeting (first Floor & Stairs) (745-15-0701) (Completed)	-	13,115	-	(1,870)	11,245	10,421	825	-	825	11,245	-
37	Replace Lighting Signage	20,478	-	-	-	-	-	-	-	-	-	-
37	Security Restroom Remodel (736-15)	-	-	45,000	-	45,000	-	40,500	-	40,500	40,500	4,500
37	Replace Emergency Generator at Main Gate	-	-	6,000	-	6,000	-	3,777	1,670	5,447	5,447	553
48	Paint Exterior Flatwork	4,505	-	-	-	-	-	-	-	-	-	-
48	Replace Water Storage Tanks	12,287	-	-	-	-	-	-	-	-	-	-
48	Replace Solar Panels	28,055	-	-	-	-	-	-	-	-	-	-
48	Install New Pool Heater (755-15)	-	19,800	-	-	19,800	-	17,820	-	17,820	17,820	1,980
52	Replace Air Conditioning Units #1 and #9 (756-15) (Completed)	-	-	10,800	-	10,800	-	9,720	1,080	10,800	10,800	-
52	Replace stove top and oven in kitchen	-	-	8,000	-	8,000	-	-	-	-	-	8,000
52	Replace Sewer Lift Station	-	-	125,562	-	125,562	-	-	-	-	-	125,562
53	Paint Wood Siding & Trim	14,130	-	-	-	-	-	-	-	-	-	-
53	Paint Interior Flatwork	25,393	-	-	-	-	-	-	-	-	-	-
54	Paint Door Surfaces	2,765	-	-	2,765	2,765	-	-	-	-	-	2,765
54	Replace Automatic Pedestrian Door	3,276	-	-	3,276	3,276	-	-	-	-	-	3,276
54	Replace New Water Heater	4,352	-	-	4,352	4,352	-	-	-	-	-	4,352
54	Replace Lobby and Hallway Furniture	5,120	-	-	5,120	5,120	-	-	-	-	-	5,120
54	Replace Wall Divider Covering	10,444	6,000	-	-	6,000	-	-	-	-	-	6,000
54	Paint Interior Flatwork	-	-	-	24,196	24,196	-	-	-	-	-	24,196
54	Paint T-Bar Ceiling Panels	12,901	-	-	12,901	12,901	-	-	-	-	-	12,901
54	Replace Conference Room Furniture	97,373	-	-	97,373	97,373	-	-	-	-	-	97,373
54	Floor Remodel (750-15)	148,773	-	800	-	800	-	800	-	800	800	-
55	Replace PP Conference & Break Room Flooring (763-16) (Completed)	-	-	8,100	(774)	7,326	-	7,326	-	7,326	7,326	-
56	Paint Exterior Ironwork	3,840	-	-	-	-	-	-	-	-	-	-
56	Paint Exterior Flatwork	10,239	-	-	-	-	-	-	-	-	-	-
56	Replace 2 heat pumps (757-15) (Completed)	-	-	10,650	-	10,650	-	10,650	-	10,650	10,650	-
56	Upstairs Floor remodel (768-16)	-	-	36,900	-	36,900	-	8,850	26,550	35,400	35,400	1,500
56	Replace 9 ping pong tables	-	-	10,500	-	10,500	-	-	-	-	-	10,500
74	Paint Exterior Flatwork	11,724	-	-	-	-	-	-	-	-	-	-
79	Repair Concrete and Wood Shoreline at Pond	2,560	-	-	-	-	-	-	-	-	-	-
79	Refurbish Golf Course Greens	10,239	-	-	10,239	10,239	-	-	-	-	-	10,239
79	Community Landscape Remodel	10,239	-	-	-	-	-	-	-	-	-	-
79	Community Concrete Flatwork	25,598	-	-	-	-	-	-	-	-	-	-
79	Community Asphalt Seal Coat- Parking Lots	38,038	-	-	-	-	-	-	-	-	-	-
79	Community Asphalt Seal Coat-Street Phase 4	51,195	-	-	-	-	-	-	-	-	-	-
79	Replacement of Light Pole and Fixture (766-16) (Completed)	-	-	6,568	-	6,568	-	6,568	-	6,568	6,568	-
79	Street resurfacing St. Andrews Drive	-	760,000	-	(760,000)	-	-	-	-	-	-	-
79	56 Trees Replaces in street medians	-	125,000	-	(125,000)	-	-	-	-	-	-	-
79	Main Gate Beautification - Globe (730-15B)	-	163,270	-	-	163,270	104,940	50,020	-	50,020	154,960	8,310
79	Globe - Replacement of Continents (730-15B)	-	180,000	-	-	180,000	-	61,095	-	61,095	61,095	118,905
79	Perimeter wall sections B (591-01B-B)	-	350,000	-	-	350,000	31,732	108,406	5,440	113,646	145,578	204,422
79	CH3/Library- concrete replacement (747-15-0718) (Completed)	-	50,000	-	667	50,667	41,114	9,753	-	9,753	50,867	-
79	Perimeter wall sections A (591-01B-A)	-	494,000	-	-	494,000	440,914	52,316	(15,000)	37,316	478,230	15,770
79	Perimeter wall sections J & K (591-01B-JK)	-	702,900	-	(683,276)	19,624	72,176	(52,552)	-	(52,552)	19,624	(0)
79	St. Andrews Gate Improvements (723-14)	-	50,000	-	-	50,000	9,190	788	-	788	9,978	40,023
79	Perimeter wall sections L & M (591-01B-LM)	1,650,000	23,475	-	876,525	900,000	9,025	52,552	55,585	108,137	117,162	782,838
Total Planned Reserve Expenditures		2,207,108	2,985,461	275,080	(549,541)	2,711,000	719,511	413,995	80,905	494,900	1,214,411	1,496,589

2016 Capital Plan

Center	Description	Prior Approved	2016 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	Pallet Racking System (2016 Approved Capital- Purchased in 2015)		3,000		(169)	2,831	2,831	-	-	-	2,831	-
34	CH4 Technology Enhancements	44,000				44,000	-	-	-	-	-	44,000
34	Jenark System	225,017		25,000		250,017	220,149	15,600		15,600	235,749	14,268
34	Main Server Room Modifications (734-15 - Server Room Mods)	6,600				6,600	5,938	523		523	6,460	140
34	Second Server/Rm Mods (744-15 - Second Server Rm System)	60,000				60,000	50,508	-		-	50,508	9,492
34	Surveillance Cameras (2016 Approved Capital)		13,000			13,000	-	-		-	-	13,000
34	Visual Display Solutions	22,000				22,000	-	-		-	-	22,000
34	SANS Audit- Equipment	15,943			500	16,443	15,943	500		500	16,443	-
36	6 Work Stations and 1 Reception (745-15-0701) (Completed)	20,000			(3,139)	16,861	16,455	406		406	16,861	-
37	Paychex Time Clocks (2) (2016 Approved Capital)		5,200		(495)	4,705	-	4,705		4,705	4,705	-
37	Repeater, hardware, license & programming (2016 Approved Capital)		5,000			5,000	-	4,698		4,698	4,698	302
37	Sound Proofing Panels @ Main Gate Lobby (2016 Approved Capital)		2,000			2,000	-	-		-	-	2,000
38	Minibuses- Air Conditioning and Window Tint (771-16)			30,000		30,000	-	8,972	4,486	13,458	13,458	16,542
40	Special Events Trailer & Equipment (2016 Approved Capital)		6,900			6,900	-	-		-	-	6,900
45	18 4X8 Portable Stage Risers with Carts (2016 Approved Capital)		13,635			13,635	-	-		-	-	13,635
45	Movie Projector & DVD Player (2016 Approved Capital)		26,000			26,000	-	10,174		10,174	10,174	15,826
48	Engineering and architectural (2016 Approved Capital)		25,000			25,000	-	-		-	-	25,000
55	Building 5 first floor remodel (765-16)			1,600		1,600		650		650	650	950
55	Conference Room B Remodel (772-16)			37,000		37,000	-	31,420	3,812	35,232	35,232	1,768
70	Inspector Vehicles (1) electric (2016 Approved Capital)		10,000			10,000	-	7,637	311	7,948	7,948	2,052
70	PP 4 Workstations (758-15) (Completed) (2016 Approved Capital- Purchased in 2015)		13,000		(3,865)	9,135	9,135	-		-	9,135	-
74	Maintenance Vehicles (2) electric (2016 Approved Capital)			20,000		20,000	-	15,275	621	15,896	15,896	4,104
78	ADA Improvement Main Parking Lot (710-14)	109,000				109,000	94,201	9,884		9,884	104,085	4,916
79	Landscape CH3 Library Patio	6,000				6,000	-	-		-	-	6,000
79	CAMUTCD (California Manual on Uniform Traffic Control Devices) (738-15)			7,040		7,040	-	7,040		7,040	7,040	-
79	Resales Office Remodel (725-14)	70,000				70,000	40,107	8,141	1,215	9,356	49,463	20,537
79	Patio Furniture at Sales Office			2,500		2,500	-	-		-	-	2,500
79	Outdoor Furniture	35,000			(4,712)	30,288	35,248	(4,960)		(4,960)	30,288	-
Total Planned Capital Acquisitions		614,560	142,735	103,140	(11,881)	848,554	490,513	120,665	10,445	131,110	621,623	226,931

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BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE
SUBJECT: RESCIND POLICY 2291-31 SRO LABOR RATE
DATE: AUGUST 11, 2016
CC: FILE

At regularly scheduled meeting of the Finance committee on July 19, 2016, the Committee duly moved to recommend to the Board to rescind Policy 2291-31, Service Repair Order (SRO) Labor Rates.

During the deliberations on this matter, it was noted the policy, as drafted, does not accurately reflect the multitude of components necessitated to draft a reasonable fee. It was of the general consensus of opinion that the SRO labor rate should be reviewed no less than annually by the Finance Committee. The Committee shall consider all aspects required in setting a reasonable SRO fee.

MOTION:

I MOVE to rescind Policy 2291-31, Service Repair Order (SRO) Labor Rates and direct the Finance Committee to review, for reasonableness, the SRO labor rate, no less than annually.

RESOLUTION/MOTION ACTION RECORD

082316.10.c.ii.

Resolution Type: **Rescind Policy**Pertaining to: **2291-31 SRO Labor Rate**Duly adopted at a meeting of the Board of Directors held: **08.23.16**

Motion by: _____ Seconded by: _____

Cost Center _____ Capital _____ Operational _____ Reserves _____

VOTE:

YES

NO

ABSTAIN ABSENT

President Damoci

☐☐☐☐

Director Leah Perrotti

☐☐☐☐

Director Richard Stone

☐☐☐☐

Director Paul Pratt

☐☐☐☐

Director Paula Snowden

☐☐☐☐

Vice President Linda Stone

☐☐☐☐

Secretary Joy Reed

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Treasurer Phil Hood

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Director Susan Hopewell

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Director Kathleen Rapp

☐☐☐☐

Director Steven McGuigan

☐☐☐☐

Director Marjorie Dodero

☐☐☐☐

Director Bruce Scheuermann

☐☐☐☐

Director Mary Greer

☐☐☐☐

Director Barry Lukoff

☐☐☐☐

Director Helen Tran

☐☐☐☐

Vacant

☐☐☐☐

Director Perry Moore

☐☐☐☐

ATTEST: _____ (Secretary) _____ (Date)

GOLDEN RAIN OPERATIONS**Physical Property****RESCIND****Service Repair Order Labor Rates**

Annually during the budget proposal process, the Service Repair Order (SRO) base and overtime hourly rates will be calculated by the Finance Department using steps listed below.

SRO Base Hourly Rate Calculation:

- 1) Add together the expenses for the following areas:
 - a) Service Maintenance Department (Dept #74)
 - b) Service Maintenance Supv/Admin Department (Dept #75)
 - c) Community Facilities Manager salary and benefits prorated based on total managed Full Time Equivalents (FTEs)

- 2) Add together the annual hours for the following areas:
 - a) Service Maintenance Department (Dept #74)
 - b) Service Maintenance Supv/Admin Department (Dept #75)
 - c) Community Facilities Manager prorated based on total managed FTEs

- 3) Divide the expenses (step 1 total) by the annual hours (step 2 total). The sum of this calculation rounded up to the nearest dollar will equal the new SRO base hourly rate.

It is important to note that the SRO base hourly rate is strictly for the costs to run the Service Maintenance Department and does not include other overhead such as vehicle maintenance or accounting costs.

The SRO overtime hourly rate will be 1.5 times the SRO base hourly rate.

All rates will be charged in 15 minute increments. Any fraction of 15 minutes will be charged as 15 minutes.

The new SRO base and overtime hourly rates will become effective each year on January 1.

Policy

Adopted: September 2014

Rescinded:

GOLDEN RAIN FOUNDATION

Seal Beach, California

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BOARD OF DIRECTORS

TO: BOARD OF DIRECTORS
FROM: FINANCE/PHYSICAL PROPERTY COMMITTEES (MW)
SUBJECT: PERMIT FEES PHYSICAL PROPERTY DEPARTMENT
DATE: AUGUST 17, 2016
CC: FILE

At the August 16, 2016 meeting of the Finance Committee, the committee reviewed the current fee charge with the processing of a permit by the Physical Properties Department.

\$25.00 or 1% fee charged only on permits requiring a City of Seal Beach Permit.

Based upon the time and expense required in the processing of permits, staff has recommended a \$25.00 or 1% of the project cost as noted upon the City's permit (where applicable), whichever is greater. Permit fee to be charged on all permit applications from the Physical Properties Department as required by the Mutuals.

The proposed fee structure would directly help to offset wages in the processing of permits and related duties. The number of permits issued continue to grow and the additional requirement for Shareholders to have permits on items including but not limited to floor covering have placed additional staffing demands over and above the current level of staff to perform its duties. If approved, the proposed fee has the potential to generate an estimated \$30,000 in revenue, based on 1,225 permits for a 12 month period during 2015/2016.

Both the Physical Property Committee and Finance Committee have reviewed this request at their last regularly scheduled meetings in August and unanimously approved to forward this request to the Board of Directors for approval.

In accordance with section 4360 of the Civil Code, the text of the proposed fee will be posted for thirty (30) days, for Shareholder/Members review and comment. Upon Boards review of comments, final action will be taken at the September 27, 2016 meeting of the Board and if the action is ratified by the Board, the fee will go into effect on January 1, 2017.

I move to tentatively approve Physical Properties permit fee of a minimum of \$25 or 1% of the project cost, whichever is greater, on all permits required by the Mutuals to be effected January

1, 2017, pending the a minimum thirty (30 Day posting and comment period. Final actions on the proposed permit fee will be brought to the September 27, 2016 meeting of the Board for final review and action.

RESOLUTION/MOTION ACTION RECORD

082316.10.c.iii.

Resolution Type: **Approve fees**Pertaining to: **Fees for processing permits**Duly adopted at a meeting of the Board of Directors held: **08/23/16**

Motion by: _____ Seconded by: _____

VOTE:	YES	NO	ABSTAIN	ABSENT
President Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Leah Perrotti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Richard Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paul Pratt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Susan Hopewell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Marjorie Doderio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Bruce Scheuermann	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Greer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Helen Tran	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VACANT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: _____ (Secretary) _____ (Date)

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BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE
SUBJECT: VOLUNTEER PARTICIPANT ACCIDENT INSURANCE
DATE: AUGUST 16, 2016
CC: FILE

At the August 16, 2016, meeting of the Finance Committee, the committee reviewed AIG Insurance proposal dated August 12, 2016 for Blanket Special Risk Insurance (Exhibit A), otherwise identified as Volunteer Participant Accident Insurance.

The Volunteer Participant Accident Insurance Program is intended to provide coverage to the GRF Board while participating in Policy holder sponsored, scheduled and supervised volunteer activities (i.e. GRF Board business).

The policy provides coverage for Accidental Death, Accidental Dismemberment, Accidental Medical Expenses and Dental.

Exhibit A, Executive Summary highlights the policies' specific information for a more detailed understanding. The total annual insurance premium cost to cover eighteen (18) members of the GRF Board of Directors is \$4,151.00.

In the committee's deliberations, it was noted during the Board 2015/16 term, a Board member was accidentally injured, with the policy providing little to no coverage based upon the incident and injuries. As such, the committee duly moved and unanimously approved to recommend to the Board non-renewal of the policy.

I move to approve the non-renewal of the Blanket Special Risk Insurance, otherwise identified as Volunteer Participant Accident Insurance.

RESOLUTION/MOTION ACTION RECORD

082616.10.c.iv.

Resolution Type: **Approve Non-renewal** Pertaining to **Volunteer Participant Accident Insurance**
Duly adopted at a meeting of the Board of Directors held: **08/23/16**

Motion by: _____ Seconded by: _____

VOTE:	YES	NO	ABSTAIN	ABSENT
President Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Leah Perrotti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Richard Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paul Pratt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Susan Hopewell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Marjorie Doderio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Bruce Scheuermann	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Greer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Helen Tran	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VACANT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: _____ (Secretary) _____ (Date)



2929 N. Central Avenue
Suite 1900
Phoenix, AZ 85012

Benefit Solutions

New Business Quote Letter - Blanket Special Risk Insurance

Insuring Company:

National Union Fire Insurance Company of Pittsburgh, PA 175
Water Street, 15th Floor, New York, NY 10038

August 12, 2016

Maria Fernanda Sanducci
The DLD Company
17712 Mitchel North
Irvine, CA 92614

Dear Maria:

Based on the information provided, National Union Fire Insurance Company of Pittsburgh, PA is pleased to offer a Blanket Special Risk Quote for **Golden Rain Foundation**.

Risk Address: 13531 St. Andrews Drive
Seal Beach, CA 90740

Insureds:

Description of Class

All registered board member participants of the Policyholder for whom the appropriate premium has been paid.

Description of Activity: While participating in Policyholder sponsored, scheduled and approved activities.

Benefits:	Limits:
Accidental Death:	\$25,000
Incurral Period:	365 Days
Accidental Dismemberment:	\$25,000
Incurral Period:	365 Days
Accidental Death & Dismemberment Aggregate Limit:	\$250,000 Per Accident
Accident Medical Expense (Excess):	\$50,000
Deductible:	\$0
Benefit Period:	52 Weeks
Incurral Period:	90 Days
Dental Maximum:	\$250 per tooth per accident

Proposed Term: To Be Determined – Annual Term

(EXHIBT A)

Policy Forms	
Blanket Accident Insurance Policy	C11695DBG-CA
Master Application	C11696DBG (Rev 06/15)-CA
Accident Medical Expense Benefit Rider	S30549DBG-CA(Rev 11/10)
Excess Benefits Rider	C11704DBG (Rev 10/08)
Economic Sanctions Endorsement	89644 6-13
Subrogation and Right of Recovery Endorsement	C11716DBG
Injury Definition and Exclusions Amendatory Rider	S30399DBG-CA
Civil Unions/State Registered Domestic Partnership Endorsement	U40016

Reduction Schedule. The Maximum Amount used to determine the amount payable for a loss will be reduced if an Insured is age 70 or older on the date of the accident causing the loss with respect to any of the following Benefits provided by this Policy: Accidental Death Benefit, Accidental Dismemberment Benefit. The Maximum Amount is reduced to a percentage of the Maximum Amount that would be used if the Insured were under age 70 on the date of the accident, according to the following schedule:

AGE ON DATE OF ACCIDENT PERCENTAGE OF UNDER-AGE-70 MAXIMUM AMOUNT

70-74	65%
75-79	45%
80-84	30%
85 and older	15%

Premium for an Insured age 70 or older is based on 100% of the coverage that would be in effect if the Insured were under age 70.

"Age" as used above refers to the age of the Insured on the Insured's most recent birthday, regardless of the actual time of birth.

Amended Policy Exclusions:

1. suicide or any attempt at suicide or intentionally self-inflicted Injury or any attempt at intentionally self-inflicted Injury or autoeroticism.
2. sickness, disease, mental incapacity or bodily infirmity whether the loss results directly or indirectly from any of these.
3. the Insured's commission of or attempt to commit a crime.
4. infections of any kind regardless of how contracted, except bacterial infections that are directly caused by botulism, ptomaine poisoning or an accidental cut or wound independent and in the absence of any underlying sickness, disease or condition including but not limited to diabetes.
5. declared or undeclared war, or any act of declared or undeclared war, except if specifically provided by this Policy.
6. participation in any team sport or any other athletic activity, except participation in a Covered Activity.
7. full-time active duty in the armed forces, National Guard or organized reserve corps of any country or international authority. (Unearned premium for any period for which the Insured is not covered due to his or her active duty status will be refunded) (Loss caused while on short-term National Guard or reserve duty for regularly scheduled training purposes is not excluded).
8. travel or flight in or on (including getting in or out of, or on or off of) any vehicle used for aerial navigation, if the Insured is:
 - a. riding as a passenger in any aircraft not intended or licensed for the transportation of passengers; or
 - b. performing, learning to perform or instructing others to perform as a pilot or crew member of any aircraft; or
 - c. riding as a passenger in an aircraft owned, leased or operated by the Policyholder or the Insured's employer.
9. the Insured being under the influence of intoxicants.

(EXHIBIT A)

10. the Insured being under the influence of any narcotics unless administered on the advice of and as specified by a Physician.
11. the medical or surgical treatment of sickness, disease, mental incapacity or bodily infirmity whether the loss results directly or indirectly from the treatment.
12. stroke or cerebrovascular accident or event; cardiovascular accident or event; myocardial infarction or heart attack; coronary thrombosis; aneurysm.
13. any condition for which the Insured is entitled to benefits under any Workers' compensation Act or similar law.
14. the Insured riding in or driving any type of motor vehicle as part of a speed contest or scheduled race, including testing such vehicle on a track, speedway or proving ground.
15. any loss incurred while outside the United States, its Territories or Canada.

Accident Medical Expense Benefit Exclusions:

1. repair or replacement of existing artificial limbs, artificial eyes or other prosthetic appliances or rental of existing Durable Medical Equipment unless for the purpose of modifying the item because Injury has caused further impairment in the underlying bodily condition;
2. new, or repair or replacement of, dentures, bridges, dental implants, dental bands or braces or other dental appliances, crowns, caps, inlays or onlays, fillings or any other treatment of the teeth or gums, except for repair or replacement of sound natural teeth damaged or lost as a result of Injury up to the Dental Maximum shown in the Benefit Schedule
3. new eye glasses or contact lenses or eye examinations related to the correction of vision or related to the fitting of glasses or contact lenses, unless Injury has caused impairment of sight; or repair or replacement of existing eyeglasses or contact lenses unless for the purpose of modifying the item because Injury has caused further impairment of sight;
4. new hearing aids or hearing examinations unless Injury has caused impairment of hearing; or repair or replacement of existing hearing aids unless for the purpose of modifying the item because Injury has caused further impairment of hearing;
5. rental of Durable Medical Equipment where the total rental expense exceeds the usual purchase expense for similar equipment in the locality where the expense is incurred (but if, in the Company's sole judgment, Accident Medical Expense benefits for rental of Durable Medical Equipment are expected to exceed the usual purchase expense for similar equipment in the locality where the expense is incurred, the Company may, but is not required to, choose to consider such purchase expense as a Usual and Customary Covered Accident Medical Expense in lieu of such rental expense);
6. any charge for medical care for which the Insured is not legally obligated to pay;
7. care, treatment or services provided by an Insured or by an Immediate Family Member;
8. routine physical exam and related medical services;
9. personal comfort or convenience items, such as but not limited to, Hospital telephone charges, television rental, or guest meals while confined in a Hospital;
10. Pre-existing Conditions;
11. elective treatment or surgery;
12. Experimental or Investigative treatment or procedures;
13. treatment for temporomandibular dysfunction;
14. care, treatment or services provided by persons retained or employed by the Policyholder; or for supplies, prescriptions or medicines paid for or reimbursable by the Policyholder, or for which a charge is not made;
15. Mental Illness, psychological or psychiatric counseling of any kind, mental and nervous disease or disorders and rest cures;
16. educational or vocational testing or training;
17. treatment of Osgood-Schlatter's disease;
18. detached retina unless due to an Injury;
19. diagnostic tests or treatment, except due to infection which occurs directly from an accidental cut or wound or ingestion of contaminated food;
20. plastic or cosmetic surgery;
21. charges that are payable under motor vehicle medical benefits;
22. hernia;
23. any condition for which the Insured is entitled to benefits under any Workers' Compensation Act or similar law.

Commission: 15%

Premium: \$4,151.00 annual.

Producer of Record: Dana Dowers
Producer Company Name: The DLD Company
Street Address: 17712 Mitchell North, Irvine, CA 92614

{Only appropriately licensed Producers can sell, solicit and negotiate insurance products with prospective customers.}

Thank you for allowing the National Union Fire Insurance Company to quote this risk. If you would like to discuss the quote or have any questions, please feel free to call me at (602) 512-2125.

Sincerely,



Polly Agee AIG
Underwriter
Consumer Insurance | AIG Group Benefits
2929 N. Central Avenue Suite 1900
Phoenix, AZ 85012
Tel (602) 512-2125 | Cell (214) 536-6678 polly.agee@aig.com
| www.aig.com

This letter provides a summary of the policy features only. The policy will contain the actual terms, conditions, limitations and exclusions of the coverage to be provided. If there is any conflict between this letter and the policy, the policy will govern in all cases. Acceptance of this quote is contingent upon and subject to the actual terms of the policy as issued.

Please note that this quote is valid for 90 days.

If you wish to bind coverage, please sign and email to polly.agee@aig.com.

Producer Signature

Effective Date of Coverage



BOARD ACTION REQUEST

TO: GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION COMMITTEE (MM)
SUBJECT: APPROVE TENTATIVE AMENDMENT OF POLICY 5536.1-33, GUEST PASSES
DATE: AUGUST 17, 2016

At its meeting on August 9, 2016, the Mutual Administration Committee unanimously recommended the amendment of Policy 5536.1-33, Guest Passes, to the Golden Rain Foundation Board of Directors, increasing the cost of guest passes from \$5 to \$10 per pass.

If approved by the Board of Directors, the cost of individual guest passes would increase from \$5 to \$10 each. Four (4) passes are made available per unit annually; up to four (4) additional passes are available for sale in the Stock Transfer Office.

In accordance with Section §4360 of the Davis-Stirling Common Interest Development Act, the text of the proposed fee change will be posted for consideration by Foundation members, after which the Board will make a final decision on September 27, 2016. If Policy 5536.1-33 is amended, the implementation of the fee increase will go into effect on the first of the month following the Board's action to ensure sufficient time to notify the community and update internal forms.

I move to recommend the Board tentatively approve the amendment of Policy 5536.1-33, Guest Passes, pending a minimum 30-day notification to the membership and a final decision on September 27, 2016, to increase the cost of guest passes from \$5 to \$10 each.

RESOLUTION/MOTION ACTION RECORD

072616.10.c.v.

Resolution Type: **Amend Policy**Pertaining to: **5536.1-31, Guest Passes**Duly adopted at a meeting of the Board of Directors held: **08/23/16**

Motion by: _____ Seconded by: _____

VOTE:	YES	NO	ABSTAIN	ABSENT
President Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Leah Perrotti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Richard Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paul Pratt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Susan Hopewell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Marjorie Doderio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Bruce Scheuermann	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Greer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Helen Tran	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VACANT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: _____ (Secretary) _____ (Date)

GOLDEN RAIN OPERATIONS**BOARD INTERNAL OPERATIONS****AMEND****Gate Passes**

The Executive Director or Mutual Administration Director is authorized to make annual guest passes, quarterly service passes and semiannual caregiver passes available.

Annual Guest Passes

The Executive Director or Mutual Administration Director is authorized to make four (4) annual guest passes available per unit. The annual guest passes are valid for one year and will be mailed with the yearly payment coupon package in December to addresses within Leisure World. Stockholders/condominium owners with outside addresses may obtain their four annual guest passes throughout the year from the Stock Transfer.

The Executive Director or Mutual Administration Director is authorized to issue up to four (4) additional annual guest passes per unit, which may be obtained from the Stock Transfer Office if the following conditions are met:

1. The stockholder/condominium owner must appear *in person* and show valid identification.
2. A \$5 **\$10.00** fee will be charged for each additional pass, or when a replacement guest pass is requested.
3. The Mutual and apartment number shall be written on the front of the additional annual guest passes and a record of these annual guest passes will be maintained in the Stock Transfer Office.

The Executive Director and Mutual Administration Director are further authorized to issue additional annual guest passes, as needed, for immediate family members of stockholders/condominium owners. The request must be in writing and shall be reviewed on a case-by-case basis.

Quarterly Service Passes

(Feb 10)

GOLDEN RAIN OPERATIONS**BOARD INTERNAL OPERATIONS****AMEND****Gate Passes**

The Executive Director or Mutual Administration Director is authorized to make quarterly service passes available. The quarterly service passes shall be produced, each in a different color, and shall expire in March, June, September and December of the year in which they are issued.

The Physical Property and Recreation departments shall issue quarterly service passes to contractors and vendors only after they have provided the required licensing, insurance and valid driver's license, as well as a request in writing containing the names of the persons receiving the passes.

The Stock Transfer department shall issue quarterly service passes to legal representatives of shareholders, staff of the Leisure World Health Care Center on Golden Rain Road and Orange County Supportive Services departments, only after they have provided the legal documentation of their authority to act on behalf of a shareholder and a photo ID.

The Stock Transfer department shall issue quarterly service passes to realtors and escrow companies only after they have provided a proper photo ID, as well as a request in writing containing the name of the person receiving the pass.

A record of these passes will be maintained in the offices from which they were issued.

Caregiver Passes

The Executive Director or Mutual Administration Director is authorized to make semiannual caregiver passes available to those caregivers who have applied for the caregiver pass in compliance with Mutual Policy 7557, Caregivers.

The semiannual caregiver passes shall be produced in two different colors, with a designation as to the caregiver being a part-time or full-time care provider. Caregiver passes will expire in June and December in the year in which they were issued. Some caregiver passes are issued on a yearly basis, in compliance with a specific mutual's (Feb 10)

GOLDEN RAIN OPERATIONS**BOARD INTERNAL OPERATIONS****AMEND****Gate Passes**

policy.

The caregiver's name and the mutual and apartment number shall be written on the front of the pass. The Stock Transfer Department shall issue all caregiver passes and prepare a monthly report of passes issued.

Caregivers shall wear issued badges and passes at all times while in the community.

Use of Passes

The Executive Committee shall review fees for caregiver and guest passes on an annual basis during the fourth quarter of the year.

Stockholders/condominium owners can notify the Main Gate to admit a guest without an annual guest pass.

Administration is authorized to print annual guest passes and quarterly service passes in the same wallet size as the plastic key cards, with a different colors for each succeeding year so that current passes can be easily identified. Caregiver passes shall be printed and formatted to fit the accompanying badge holder.

After January 31 of each year, staff members are authorized to collect prior year guest passes when presented by guests at the gate.

Photocopying or duplicating annual guest passes, quarterly service passes or caregiver passes by members or guests is prohibited. Staff members are authorized to collect any counterfeit passes and direct the guest to the Main Gate office to be phoned in by the stockholder/condominium owner. Residents found in violation may lose their privilege to obtain additional passes at the discretion of the Executive Director or Mutual Administration Director.

Policy
(Feb 10)

GOLDEN RAIN FOUNDATION

GOLDEN RAIN OPERATIONS**BOARD INTERNAL OPERATIONS****AMEND****Gate Passes****Seal Beach, California**

Adopted: 18 Oct 77

Effective: 01 Jan 78

Amended: 15 Nov 77

Amended: 21 Jul 81

Amended: 20 Nov 84

Amended: 15 Dec 87

Amended: 20 Apr 93

Amended: 16 May 00

Amended: 20 Feb 01

Amended: 16 Feb 10

Amended: 28 Oct 14

Amended: To GRF BOARD in August 2016 **Amended:**

(Feb 10)



BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE
SUBJECT: ADOPT POLICY 3325-31, PURCHASE REQUISITIONS OF NON-STANDARD ITEMS
DATE: AUGUST 16, 2016
CC: FILE

At the regular scheduled meeting of the Finance Committee (FC) on August 16, 2016, the FC recommended amendment to Policy 3352-31, Purchase Requisitions of Non-Standard Items. The Purchasing Department does not research or purchase non-standard items for individual shareholder/members nor for organizations.

I MOVE to adopt Policy 3325-31, Purchase Requisitions of Non-Standard Items.

RESOLUTION/MOTION ACTION RECORD

082316.10.c.vi.

Resolution Type: **Adopt Policy** Pertaining to: **Policy 3325-31, Purchase Requisitions of Non-standard Items**Duly adopted at a meeting of the Board of Directors held: **08.23.16**

Motion by: _____ Seconded by: _____

Cost Center _____ Capital _____ Operational _____ Reserves _____

VOTE:	YES	NO	ABSTAIN	ABSENT
President Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Leah Perrotti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Richard Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paul Pratt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Susan Hopewell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Marjorie Dodero	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Bruce Scheuermann	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Greer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Helen Tran	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: _____ (Secretary) _____ (Date)

STAFF
OPERATIONS

COMMUNITY FACILITIES DEPARTMENT

ADOPT

Purchase Requisitions of Non-Standard Items

The Purchasing Department does not research or purchase non-standard items for individual shareholder/members and/or organizations.

Policy:
Adopted:

GOLDEN RAIN FOUNDATION
Seal Beach, California

(August 2016)

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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION COMMITTEE
SUBJECT: RESCIND POLICY 2132-33, HOMESTEAD DECLARATIONS
DATE: AUGUST 9, 2016
CC: FILE

It is the recommendation of the Mutual Administration Committee that Policy 2132-33, Homestead Declarations be rescinded as it not relevant to the Golden Rain Foundation.

I move that the Board rescind Policy 2132-33, Homestead Declarations.

RESOLUTION/MOTION ACTION RECORD

082316.10.d.i.

Resolution Type: **Rescind Policy**Pertaining to: **2132-33, Homestead Declarations**Duly adopted at a meeting of the Board of Directors held: **08.23.16**

Motion by: _____ Seconded by: _____

Cost Center _____ Capital _____ Operational _____ Reserves _____

VOTE:	YES	NO	ABSTAIN	ABSENT
President Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Leah Perrotti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Richard Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paul Pratt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Susan Hopewell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Marjorie Dodero	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Bruce Scheuermann	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Greer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Helen Tran	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: _____ (Secretary) _____ (Date)

ADMINISTRATION**COMMUNITY ADMINISTRATION****RESCIND****Homestead Declarations**

Forms for Declaration of Homestead will be maintained in the Stock Transfer Office for the following types of declarations:

1. By a single person not the head of a family.
2. By husband.
3. By wife.
4. Joint declaration of husband and wife.

The Stock Transfer Agent for the Foundation is authorized to furnish the property description necessary to complete a Declaration of Homestead for any resident.

The Stock Transfer Agent is authorized to furnish to any resident the record of sales for the previous year in order to get an estimate of the market value.

Regulation

Approved: 20 Jul 71
Title Change: 24 Aug 77
Title Change: 06 Apr 83
Title Change: 15 Apr 12
Rescind:

**Executive Director
Golden Rain Foundation**

(Apr 12)

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BOARD OF DIRECTORS

TO: BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTY COMMITTEE (MW)
SUBJECT: FLOOR REPLACEMENT CLUBHOUSE FOUR
DATE: AUGUST 9, 2016
CC: FILE

The flooring at Clubhouse 4 in the Lobby and Main Meeting area has outlived its useful life. At its meeting on August 8, 2016, the Physical Property Committee (PPC) opened bids for the replacement of flooring in the Lobby and Main Rooms Sections A,B, and C of Clubhouse Four (See Exhibit A), design approved by the ADRC; the bids are as follows:

Bixby Plaza Carpets	\$79,422	15 days to complete
Golden State Surfaces	\$129,000	90 days to complete
Old Town Flooring	no bid	
Karys Carpets	no bid	
G.L. Gunderson	no bid	
Bob Flaherty Flooring	no bid	

After review and discussion of the bids, the PPC unanimously recommended the GRF Board award a contract to Bixby Plaza Carpets for the replacement of flooring in Clubhouse Four, excluding the 3 workshops, bathrooms, storage area and kitchen, at a cost of \$79,422, per their bid dated August 4, 2016 (see Exhibit B). It is also staff's recommendation to add a 10% contingency to this project, for any potential modifications, of \$7,942 or a total \$87,364. Funding for this project will be from Reserves, Asset ID # 0702 (See Exhibit C).

I MOVE to award a contract to Bixby Plaza Carpets to replace the flooring in Clubhouse Four, per bid specifications dated June 27, 2016, not to exceed \$87,364, including a 10% Contingency, with funding from Reserves and authorize the President to sign the contract.

RESOLUTION/MOTION ACTION RECORD

082316.10.e.i.

Resolution Type: **Reserve Funding**Pertaining to: **Clubhouse Four Flooring**Duly adopted at a meeting of the Board of Directors held: **08.23.16**

Motion by: _____ Seconded by: _____

Cost Center _____ Capital _____ Operational _____ Reserves _____

VOTE:	YES	NO	ABSTAIN	ABSENT
President Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Leah Perrotti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Richard Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paul Pratt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Susan Hopewell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Marjorie Doderio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Bruce Scheuermann	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Greer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Helen Tran	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: _____ (Secretary) _____ (Date)

EXHIBIT A

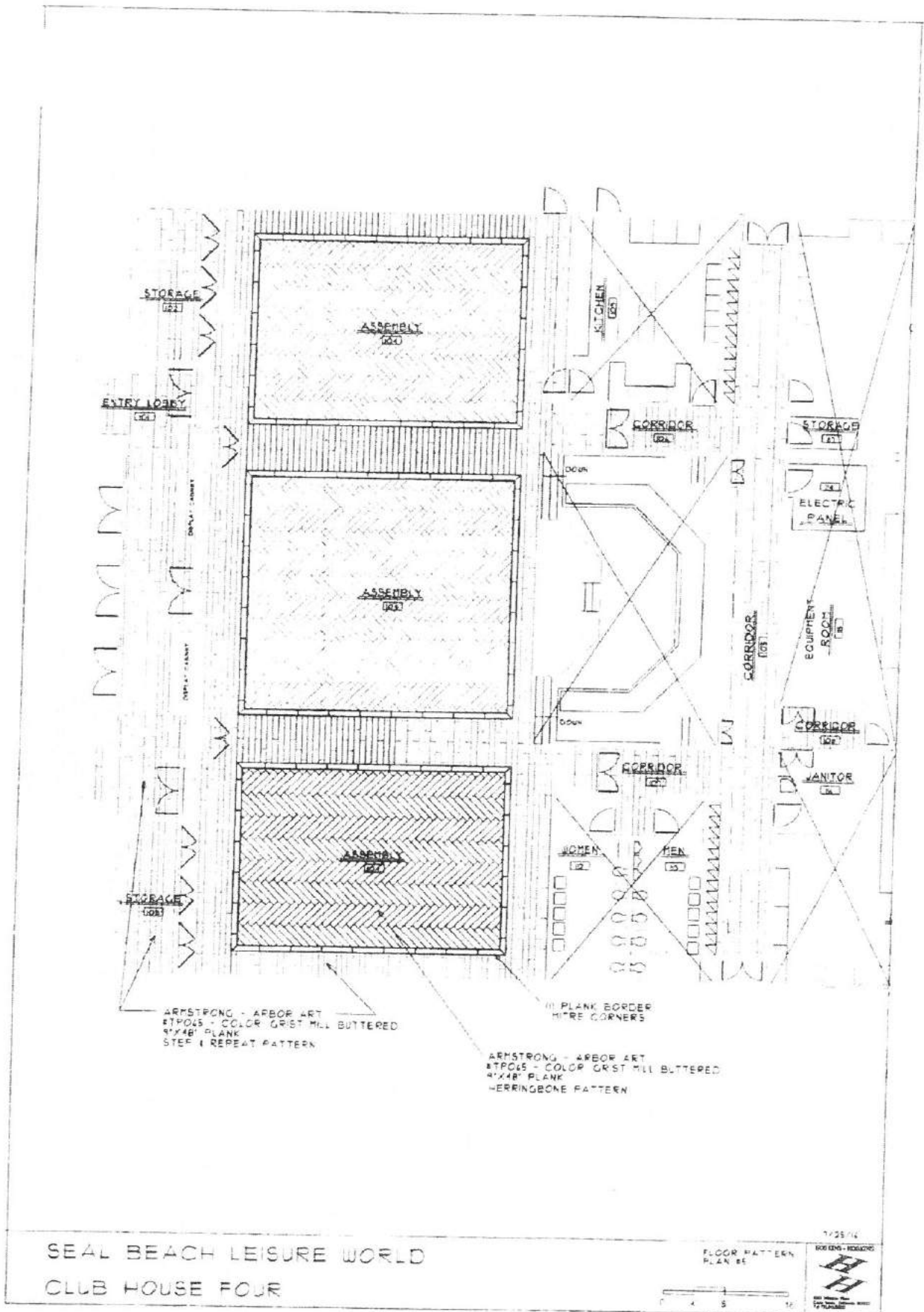


EXHIBIT B

Forms 4-1

CONTRACTOR LICENSE NO. 347062 TYPE OF LICENSE C-15 / 10-54

FORM OF PROPOSAL CLUBHOUSE FOUR FLOORING PROJECT #773-16 AT LEISURE WORLD - SEAL BEACH

P. O. Box 2069
Seal Beach, CA 90740

Gentlemen:

The undersigned proposes to furnish all labor, material, and equipment as required to perform Clubhouse Four Flooring Project #773-16 at Leisure World - Seal Beach, as described in the Request for Proposal dated June 27, 2016.

TOTAL LUMP SUM BID: Seventy Nine Thousand Four Hundred Twenty Two dollars
Written in words

\$ 79,422.

Written in figures

TIME OF COMPLETION:

Contractor proposes and promises to complete all work within 3 weeks (15 days) days of issuance of an effective Notice to Proceed.

DATE: 8-4-15

Proposed By:

FIRM NAME: Binky Plaza Carpets/Flooring

BY: Carle Biloki

TITLE: Project Manager

PHONE: (562) 431-8973 EXT 18

(562) 320-7511 Cell

Attachments:

- a) Acknowledgment
- b) Certification Form

June 27, 2016

Clubhouse Four Flooring

Project #773-16

EXHIBIT C

COMPONENT INVENTORY GOLDEN RAIN FOUNDATION

threshold = 2,500

AS OF: 1/1/2015

CATEGORY / COMPONENT	ID#	APPROXIMATE QUANTITY	LIFE IN YRS		CURRENT COST	ANNUAL DEPRE	RESERVES			MONTHLY CONTRIBUTION	
			USEFUL	REMAIN			ACTUAL	REQUIRED	SURPLUS/ (DEFICIT)	CURRENT	RECOMMEND
FLOORING											
vinyl-squares	0701	10,500 sq ft	30	1	145,300 ²	4,843	87,929	140,457	(52,528)	2,062.28	2,082.90
RECREATION FACILITIES											
furnishings-lobbies/hallways	0801	1+ halls	15	1	5,000 ²	333	2,922	4,667	(1,745)	68.52	69.21
furnishings-conference room	0802	1 room	15	1	95,100 ¹	6,340	55,566	88,760	(33,194)	1,303.23	1,316.26
conference room stage	0803	1 stage lift	20	10	30,000 ²	1,500	9,390	15,000	(5,610)	220.24	222.44
conference room audio/visual	0804	1 system	20	10	8,000 ²	400	2,504	4,000	(1,496)	58.73	59.32
furnishings-ceramics room	0805	1 room	15	8	3,300 ¹	220	964	1,540	(576)	22.61	22.84
ceramics equipment	0806	allowance	20	10	25,000 ²	1,250	7,825	12,500	(4,675)	183.53	185.37
furnishings-lapidary room	0807	operating budget	n/a	n/a	0	0	0	0	0	0.00	0.00
lapidary equipment	0808	40 items	20	5	35,000 ²	1,750	16,433	26,250	(9,817)	385.42	389.27
restrooms	0809	2 restrooms	20	10	100,000 ²	5,000	31,301	50,000	(18,699)	734.13	741.47
kitchen	0810	1 kitchen	20	10	41,800 ⁴	2,090	13,084	20,900	(7,816)	306.87	309.94
furnishings-art room	0811	1 room	15	8	3,400 ¹	227	993	1,587	(594)	23.30	23.53
art room equipment	0812	allowance	10	4	8,000 ²	800	3,005	4,800	(1,795)	70.48	71.18
bike racks	0813	4 racks	30+	30+	0	0	0	0	0	0.00	0.00
MISCELLANEOUS											
fire extinguishers	0901	operating budget	n/a	n/a	0	0	0	0	0	0.00	0.00
pianos	0902	2 pianos	30	15	25,000	833	7,825	12,500	(4,675)	183.53	185.37
directory boards	0903	4 directory boards	20	16	5,000 ⁴	250	626	1,000	(374)	14.68	14.83
wall divider covering	0904	1 covering	10	1	6,000 ²	600	5,747	9,180	(3,433)	134.79	136.13

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BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE
SUBJECT: AMPHITHEATER DANCING POLICY
DATE: AUGUST 17, 2016
CC: FILE

At its August 10, 2016 Recreation Committee meeting, the Committee reviewed new policy 1409-50, Amphitheater Dancing. The motion was unanimously carried by the Committee to send the new Policy 1409-50 to the Golden Rain Board of Directors for adoption.

I move that the Board adopt Policy 1409-50, Amphitheater Dancing.

RESOLUTION/MOTION ACTION RECORD

072616.10.f.i.

Resolution Type: **Adopt Policy**Pertaining to: **Amphitheater Dancing**Duly adopted at a meeting of the Board of Directors held: **08/23/16**

Motion by: _____ Seconded by: _____

VOTE:	YES	NO	ABSTAIN	ABSENT
President Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Leah Perrotti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Richard Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paul Pratt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Susan Hopewell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Marjorie Dodero	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Bruce Scheuermann	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Greer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Helen Tran	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VACANT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: _____ (Secretary) _____ (Date)

GOLDEN RAIN OPERATIONS

AMPHITHEATER

ADOPT

Dancing

Dancing at Amphitheater performances is limited to the upper platforms east and west of the stage.

Policy
Adopted:
(Month Year)

GOLDEN RAIN FOUNDATION
Seal Beach, California

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PAGE
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INTENTIONALLY



BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: SECURITY BUS AND TRAFFIC COMMITTEE
SUBJECT: CONCEPTUAL APPROVAL, VISITORS' ADMISSION SYSTEM
DATE: AUGUST 15, 2016
CC: FILE

At its regular scheduled meeting of the Security Bus and Traffic Committee on August 3, 2016, the Committee reviewed concerns in reference to the Visitors Admission System (VAS). The current system currently uses information within the Adapt software suite which is in the process of being phased out (Axxerion conversion project). The attached memo, dated August 9, 2016 (Exhibit A), outlines the current system, use and function.

As with most software of the age of the current VAS, there has been substantial improvements in functionality. The Committee wishes to review current VAS companies and seek proposals in the upgrading and enhancement of VAS, which would include, but not be limited to:

- Faster computer processing programs....fundamental building block.
- Comprehensive and precise data base search features.
- Ability for staff to input notes and warnings (do not enter requests).
- Vehicle information fields for use in the printed vehicle passes.
- Passes with enhanced information upon them.
- Improved date ranges of guest access.
- Ability to use at satellite gates.
- Ability to print vehicle passes in a timely manner to prevent traffic congestion.
- Weather proof to withstand wet, cold, hot, dirt, and a rugged environment.
- Ability to expand to other technologies such as RFID, incorporate LPR, and scan bar labels.

It is the request of the Committee to obtain Board Conceptual Approval prior to investing time into this project which could cost up to \$100,000. Should the Board grant conceptual approval, instruct the Security Bus and Traffic Committee to seek a replacement for the current VAS.

I move to conceptually approve the replacement of the Visitors' Admission System, at a cost not to exceed \$100,000, and direct the Security Bus and Traffic Committee to draft all applicable documents to secure qualified proposals for committee review and recommendation to the Board.

RESOLUTION/MOTION ACTION RECORD

072616.10.g.i.

Resolution Type: **Conceptual Approval** Pertaining to: **Visitor Admission System (VAS)**Duly adopted at a meeting of the Board of Directors held: **08/23/16**

Motion by: _____ Seconded by: _____

VOTE:	YES	NO	ABSTAIN	ABSENT
President Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Leah Perrotti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Richard Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paul Pratt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Susan Hopewell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Marjorie Dodero	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Bruce Scheuermann	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Greer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Helen Tran	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VACANT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: _____ (Secretary) _____ (Date)



Golden Rain Foundation

Leisure World, Seal Beach

MEMO

TO: RANDY ANKENY, EXECUTIVE DIRECTOR
FROM: JAIME GUERRERO, SECURITY CHIEF
SUBJECT: CURRENT VISITOR ADMISSIONS SYSTEM
DATE: AUGUST 9, 2016
CC:

The Security Department currently uses a custom made admissions system that uses data maintained in the Adapt software suite. It is our understanding that the Foundation will no longer be using the Adapt software suite and that an alternate solution needs to be found. Prior to using this system, the department used a program that was called Tiny Term. This program provided a solid platform for many years with exceptional performance.

The current visitor admissions system was benchmarked from the system used by the Laguna Woods Community through the use of an IT company (Mazatec). The program allows staff to search via a Mutual, Unit number, first name, last name, or the phone number to locate a Shareholder.

The program still has some issues in searching the database as seen in this example. Although Mutual One is entered as the search Mutual for the name of Garcia, it returned information for Mutual Three instead. The search number of "1" spills over into the unit field. We encounter this from time to time.

The screenshot shows the 'Golden Rain Foundation' software interface. On the left, the 'Enter Search Information' section has 'MU' set to '1' and 'APT' set to '32'. The 'First Name' field is empty, and the 'Last Name' field contains 'garcia'. The 'Phone Number' field is empty. Below this, the 'Special Department' dropdown is set to 'Accounting', and the 'Name' field is empty. The main area displays 'Resident Information' as a table with columns: Resident No., First Name, Last Name, Status, Birth, Phone, and Address. The table lists three residents: Marie Garcia (Owner, DOB 06/19/1936, Phone 714-1376381, Address 13763 EL DORADO DRIVE), Marie Garcia (Owner, DOB 06/19/1936, Phone 562-240-5069, Address 13763 EL DORADO DRIVE), and Christopher Garcia (11-Power of Attorney, DOB 06/19/1936, Phone 562-240-5069, Address 13763 EL DORADO DRIVE). Below the table is the 'Visitors Information' section with four fields for 'Visitor Name #1' through '#4'. A red arrow points to the 'Visitor Name #1' field. At the bottom, there is a dropdown menu for 'Watchcommanderdispatchprinter' and 'Print Label' and 'Clear' buttons. On the right, the 'Other Info' section includes 'Arrival Date' (08/09/2016), 'Days' (0), 'Directions' (checkbox), 'Call First' (checkbox), 'In & Out' (checkbox), and 'After 11 PM' (checkbox).

Resident No.	First Name	Last Name	Status	Birth	Phone	Address
03-016K-32	MARIE	GARCIA	01-Owner	06/19/1936	(714)	13763 EL DORADO DRIVE
03-016K-32	MARIE	GARCIA	01-Owner	06/19/1936	(562)	13763 EL DORADO DRIVE
03-016K-32	CHRISTOPHER	GARCIA	11-Power of Attorney	06/19/1936	240-5069	13763 EL DORADO DRIVE
03-016K-32	CYNTHIA	GARCIA	11-Power of Attorney	06/19/1936	240-5069	13763 EL DORADO DRIVE

Once we have a listing of shareholders returned, we are provided with a list of names, status, birthdate, phone, and the physical address of the unit. Staff highlights the appropriate name after verifying the birthdate and enters the visitor's name in the guest fields. Up to four guests can be entered per entry.

The Shareholder also has options when they call a guest in. They include:

- Providing an arrival date that is up to 30 days in the future.
- Inputting up to 30 consecutive days of authorization.
- Provide the guests with directions to the Shareholder's unit.
- For staff to call the Shareholder when the guest arrives.
- Provide the guest unlimited entry for the day (in & out) instead of a single entry.
- Provide entry after 11:00 p.m. after the guest passes expire.

These options provide the Shareholder some flexibility in addressing their needs.

Golden Rain Foundation

Emergency Contact Reports Pass Processing Visitor Processing Admin Visitor Processing Visitor Lookups Decal Processing Administration

Visitor Processing / Visitor Pass Processing

Enter Search Information

MU APT

First Name

Last Name

Phone Number:

Special Department:

Accounting

Name:

Resident Information:

Visitors Information:

Visitor Name #1:

Visitor Name #2:

Visitor Name #3:

Visitor Name #4:

\\watchcommander\dispatch\printer

Print Label Clear

Other Info

Arrival Date:

08/09/2016

Days:

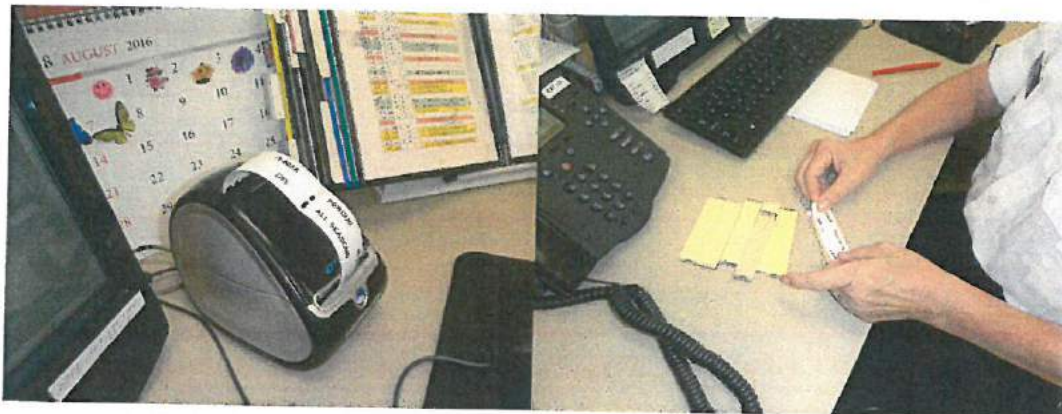
Directions:

Call First:

In & Out:

After 11 PM:

After staff inputs the desired options, the officer presses the print label button and a label is printed at the dispatcher's desk on a self-adhesive label. This label is then manually placed onto a magnetic strip to be placed on the visitor board. The cost is \$26.00 for 700 labels per box.



The label is then placed onto a magnetic board by the "visitor" lane of the Main Gate. They are arranged in alphabetical order by last name. The guest is required to have the Shareholder's last name and their name must match the guest name on the label.

In addition to the last name, the label has the Mutual, unit number, and a condensed street name. This information assists the officer locate and verify the guest if there are labels with common last names. This is what is currently used in our pilot project pass.

ANATRA	11-271F
sec van	IN-OUT
	NORT
Print Pass	

Currently, our department makes use of two separate magnetic boards due to the pilot project for placing the labels onto vehicle passes. The officer must manually check for the Shareholder's last name and match that with the guest's information. On the graveyard shift the boards are mounted to the center median of the Main Gate, as the vehicle traffic at the gate is reversed at night.



Staff at the satellite gates currently do not have the capability to process, print, or the magnetic boards to process guests that are called in. The lack of stable internet connections and broadband speed, small work spaces, and the time it requires to process a guest have been challenges in the past.

If a guest's name is not observed on one of our boards, they are always asked to park and come in to our Security Office to allow our office staff in assisting them. Once inside, our staff will check the electronic board that provides a listing of authorizations for the day. The listing is in alphabetical order and allows staff to print a pass.

US Security Office Dashboard - <input type="button" value="Refresh Labels"/>					
ACKERMAN	CH # 4	AGERBEEK	07-167B	ALLEE	07-165C
PARTY		LYFT	SOUT	STEPHENE	NORT
<small>Print Pass</small>		<small>Print Pass</small>		<small>Print Pass</small>	
AMBERRY	14-051H	ANATRA	11-271F	ANATRA	11-271F
clint	SUNN	sec van	IN-OUT	SEC VAN	NORT
<small>Print Pass</small>		<small>Print Pass</small>		<small>Print Pass</small>	
ANATRA	11-271F	ANDERSON	02-034G	ANDERSON	02-044I
SEC VAN	NORT	ALL IN ONE	MERI	KATIE	GOLD
<small>Print Pass</small>		<small>Print Pass</small>		<small>Print Pass</small>	
ANDERSON	02-034G	ANDERSON	02-044I	ANDERSON	02-034G
KELLY	MERI	KATIE	GOLD	ALL IN ONE	MERI
<small>Print Pass</small>		<small>Print Pass</small>		<small>Print Pass</small>	
ANDERSON	02-034G	ANDERSON	02-034G	ANDERSON	02-034G
lea	MERI	mike	MERI	bryan	MERI
<small>Print Pass</small>		<small>Print Pass</small>		<small>Print Pass</small>	

If the guest's name is not on the electronic listing, then staff will attempt to reach the Shareholder by phone. If there is no answer, they may reach out to emergency contacts and/or conduct a resident safety check if requested by the guest. A resident

safety check is when an officer personally goes to the Shareholder's unit to verify that they are ok and if their guest is authorized to come in.

At midnight, our graveyard team generates a batch print of all of the new labels for the day and staff works to get them on the magnetic tabs. This usually generates between 300 to 350 labels, which staff works to place out onto the board immediately.