



**BOARD OF DIRECTORS MEETING MINUTES  
GOLDEN RAIN FOUNDATION  
August 22, 2017**

**CALL TO ORDER**

President Linda Stone called the regular monthly meeting of the Board of Directors (BOD) of the Golden Rain Foundation (GRF) to order at 10:00 a.m., on Tuesday, August 22, 2017, in Clubhouse Four.

**PLEDGE OF ALLEGIANCE**

Susan Dodson, President of the Table Tennis Club, led the Pledge of Allegiance.

**ROLL CALL**

Following the roll call, Corporate Secretary reported that Directors L. Perrotti, R. Stone (left at 10:59 a.m. and returned at 11:01 a.m.; left at 12:24 p.m. and returned at 12:25 p.), Snowden, Pratt, L. Stone, Reed, Gould, Hopewell, Rapp, McGuigan, Doderio, Winkler, Heinrichs, Damoci, Fekjar, and Moore were present. Director Lukoff was absent.

Sixteen Directors were present, with a quorum of nine.

**PRESIDENTS COMMENTS**

Our next meeting will be later this month on August 31<sup>st</sup> for the Special Board of Directors Meeting for the election of the Mutual 15 GRF Representative.

Also at the August 31<sup>st</sup>, Special Board of Directors meeting I will be asking the Board to approve the concept of celebrating November as "National Gratitude Month". Please keep an eye on the LW Weekly for announcements.

Gratitude is more than simply saying "thank you." Gratitude's amazing powers have the ability to shift us from focusing on the negative to appreciating what is positive in our lives. Everything in our lives can improve when we are grateful.

December's Board Meeting will be changed from the 26<sup>th</sup> to the 19<sup>th</sup> and will be held in the evening at 6 pm, Clubhouse Four.

I would like to take this time to welcome our newest member to GRF... Nancy Ray, Stock Transfer Supervisor. Nancy joined GRF right in middle of the remodeling of the Stock Transfer Office. The remodeling is scheduled to be completed the weekend of September 7<sup>th</sup>. Be sure to check it out on September 9<sup>th</sup>.

I hope that everyone has visited the new Copy and Supply Center located downstairs in Bldg. 5 and taken a look at the state of art copy machine. Color copies are now available at a modest cost.

Also coming is the relocation of the Recreation Department to downstairs next to the Security Annex. I believe this project has already begun.

I know that everyone is enjoying the Amphitheater Season. We only have 4 more shows. Boy how time flies. This Thursday will feature a Rod Stewart Tribute which promises to be another exciting show. Friday night marks the end of the summer Movie shows with Deep Water Horizon. Special thanks to Terry, Tommy and Kathy and the Recreation Committee for the wide array of activities this year.

I want to remind the audience that when we have shareholder comments we, the Board are not allowed to answer or engage in dialogue. But rest assured that all comments are taken into consideration and that we do hear you.

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

### **ANNOUNCEMENTS/ SERVICE AWARD PRESENTATIONS**

The GRF Board of Directors met for an Executive Session meeting on August 4, 2017.

### **SERVICE ANNIVERSARIES**

Four employees were recognized with service awards.

Diane Schultze	Finance Department	5 years
Jenny Lingenfelter	Security Department	5 years
Robert Nie	Fleet Department	20 years
Felix Rac	Service Maintenance Department	25 years

### **SEAL BEACH MAYOR'S REPORT**

The Mayor of Seal Beach provided an update of the City of Seal Beach Council meeting.

### **SHAREHOLDER/MEMBER COMMENTS**

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

- 4 minute limit per speaker, when there are no more than 15 speakers

## **Golden Rain Foundation Board Meeting Minutes, August 22, 2017**

- 3 minute limit per speaker, 16 - 25 speakers
- 2 minute limit per speaker, over 26 speakers

Twelve shareholder/members offered comments.

### **CONSENT CALENDAR – APPROVAL OF BOARD COMMITTEE MEETING MINUTES**

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

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

### **APPROVAL OF BOARD MEETING MINUTES**

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

### **NEW BUSINESS**

#### **General**

#### **Establishment and Appointment of Members of New Ad hoc Committee – Management Services Review**

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

#### **Ad hoc Committees:**

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

General function and requirement of the proposed Ad hoc Committee:



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

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

The Management Services Review Ad hoc Committee will review potential areas related to the following GRF Standing Committees: Physical Property (including Service Maintenance), Mutual Administration, Executive, Communications, Recreation, Finance Committee, Security, Bus & Traffic.

Ms. Stone MOVED, seconded by Ms. Hopewell -

Pursuant to state statute (Corp. Code §7210; Corp. Code §7212(c)) and Article VII of the Bylaws of the Golden Rain Foundation, I MOVE to approve and thereby establish the Management Services Review Ad hoc Committee and grant 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.

The motion was carried with one no vote (R. Stone).

Ms. Stone MOVED, seconded by Mr. McGuigan-

In accordance with Article VIII of the Bylaws, the Ad hoc Committee chair and members shall be appointed by the GRF President and approved by action of the BOD, in accordance with policy 5100-30. I MOVE to approve the appointment of: Kathy Rapp – Chair, Carole Damoci, Wayne Gould, Susan Hopewell, Barry Lukoff, Steve McGuigan and Ronde Winkler.

The motion was carried unanimously by the Board members present.

Dissolution of Ad hoc Committee – Community Access

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

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

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

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

In 2017-18, the Committee was chaired by Carole Damoci and members included Tony Dodero, Wayne Gould, Paul Pratt, Kathy Rapp, Dick Stone and Ronde Winkler.

Ms. Rapp read the Community Access Ad hoc Committee's final report.

Ms. Stone MOVED, seconded by Mrs. Damoci -

**TO** accept the Community Access Ad hoc Committee's report and  
formally recognize the dissolution of the Committee.

One Board member spoke on the motion.

The motion was carried unanimously by the Board members present.

**Executive Committee**

Amend Policy 5155-30, Plan Investment Administrative Committee

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

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

**TO** recommend the GRF BOD amend policy 5155-30, Employees'

Retirement Plan Investment Administrative Sub-committee, as presented.

Rescind Policy 5518-30, Contract Procedures

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

Mrs. Damoci MOVED, seconded by Ms. Winkler and carried unanimously by the Board members present-

**TO** recommend the GRF BOD rescind Policy 5518-30, Contract Procedures.

Operating Funds, Non-budgeted – Additional Inspector

At the Presidents' Council meeting on Friday, August 3, a request was made for the Golden Rain Foundation (GRF) to provide services from the Building Inspector staff to keep up with the increased Mutual property inspector service. The Mutual Presidents agreed that the current staffing levels are not adequate to support the plans the Mutuals have for upcoming projects.

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

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

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

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

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

**TO** approve to add one FTE, Building Inspector Position, to Cost Center 70, beginning in September of 2017, non-budgeted operational expenses, and incorporate this additional FTE within the

2018 budget.

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

The motion was carried with three no votes (McGuigan, Pratt, Snowden).

## **Finance Committee**

### Accept July 2017 Finance Statements

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

Mrs. Damoci MOVED, seconded by Ms. Fekjar and carried unanimously by the Board members present –

**TO** accept the July 2017 Financial Statements for audit.

### Amend Policy 2230-31, Authorized Signatories

At its meeting on August 14, 2017, the Finance Committee reviewed Policy 2230-31, Authorized Signatories. The Committee recommended the Golden Rain Foundation Board of Directors rescind the policy; it is a procedure, expressing specific methods employed by staff to implement GRF policy.

Ms. Hopewell MOVED, seconded by Mr. Gould and carried unanimously by the Board members present –

**TO** recommend the GRF BOD amend Policy 2230-31, Authorized Signatories, as presented.

### Amend Policy 5516-31, Committee Non-budgeted Expenses

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

Mr. McGuigan MOVED, seconded by Ms. Rapp and carried unanimously by the Board members present –

**TO** recommend the GRF BOD amend Policy 5516-31, Committee Non-budgeted Expenses, as presented.

**TENTATIVE VOTE: Amend Policy 5523-31, Accounts Receivable Collections**

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

Ms. Rapp MOVED, seconded by Ms. Fekjar and carried unanimously by the Board members present –

**TO** recommend the GRF BOD amend Policy 5523-31, Accounts Receivable Collections, as presented.

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

**TO** post tentatively for 30 days for comment by the membership. The Board of Directors will make a final vote on this proposed operating rule change on October 24, 2017, after consideration of comments made by members. This process is recommended in accordance of the Davis-Stirling Act, Civil Code **§4360**.

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

**Rescind Policy 3321.01-31, Basic Purchasing Responsibility**

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

Ms. Snowden MOVED, seconded by Mrs. Damoci and carried unanimously by the Board members present –

**TO** recommend the GRF BOD rescind Policy 3321.01-31, Basic Purchasing Responsibility, as presented.

**Rescind Policy 5330-31, Capital Project Initiation**

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



GRF policy.

Ms. Winkler MOVED, seconded by Ms. Rapp—

**TO** recommend the GRF BOD rescind Policy 5330-31, Capital  
Project Initiation, as presented.

Two Board members spoke on the motion.

The motion was carried unanimously by the Board members present.

### CDAR Purchase

At the regular scheduled meeting of the Finance Committee on August 14, 2017, the members discussed the liquid funds held in various financial institutions and noted the balances in some of the financial institutions exceed the FDIC insurance limits and therefore are not in compliance with Policy 5520-31, Reserves. When reviewing liquid funds, the Committee took into consideration the additional liquidity gained from investment maturities in August, as well.

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

Ms. Hopewell MOVED, seconded by Mr. Gould —

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

One Director and the Director of Finance spoke on the motion.

The motion was carried unanimously by the Board members present.

### **Mutual Administration Committee**

#### Reserve Funding, Unscheduled – Replacement of Trifold Machine

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

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

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

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

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

### **Physical Property Committee**

#### Reserve Funding – Clubhouse Six Revitalization

As requested by the Strategic Planning Ad Hoc Committee, the GRF Board, at the July 25, 2017 meeting, approved the allocation of Reserve Funds, in the amount of \$1,000,000, for the sole purpose of revitalization of Trust Property. Clubhouse Six will be the first of the Clubhouses to receive attention.

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

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

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

Ms. Rapp MOVED, seconded by Ms. Hopewell-

**TO** award contracts to CertaPro Painters, to paint the interior and exterior of Clubhouse Six, at a cost of \$31,000 and \$2,000 for contingencies, at a total cost not to exceed \$33,000, and to Kary's Carpet to refinish the existing wood floor on the first floor of Clubhouse Six, at a cost not to exceed \$22,680, Reserves funding, and authorize the GRF President sign the contract.

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

**TO** exclude the Mural area in Clubhouse Six from painting until the Art League presents a proposal to update the Mural.

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

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

#### Reserve Funds Request – Clubhouse Three/Room Nine Roof

At its August 7, 2017 meeting, the Physical Property Committee reviewed quotes obtained by the the Physical Properties Department for replacement of the section of a low-slope roof, beyond repair and in need of replacement, over Room Nine in Clubhouse Three. The quotes are as follows: Jordan Roofing - \$8,200 and Roofing Standards - 8,600.

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

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

Ms. Fekjar MOVED, seconded by Ms. Hopewell-

**TO** award a contract to Jordan Roofing, for \$8,200 to remove and replace the roof over Room Nine in Clubhouse Three, and \$6,800 in contingencies for possible dry rot repair, for a total cost not to

exceed \$15,000, Reserve funds, and authorize the President to sign the contract.

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

The motion was carried unanimously by the Board members present.

At the request of Board Director Snowden, the Executive Director's memo regarding contingency funding is included in the minutes.

**TO:** GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS  
**FROM:** RANDY ANKENY, EXECUTIVE DIRECTOR  
**SUBJECT:** CONTINGENCY FUNDING  
**DATE:** AUGUST 16, 2017  
**CC:** FILE

A few questions have been poised on contingency funding, including, but not limited to:

- Why do we have contingencies?
- Why do amounts vary?

Although every effort is made to have detailed Request for Proposals, one aspect that can't be covered, without extensive destructive testing is anything that is covered, hidden or unexpected. This could be: condition of the wood under the roofing system, dry rot hidden under years of paint, soil conditions under the asphalt, and what is buried and hidden under the ground.

Contingency funding is requested as preapproved funds set aside under due review and diligence to cover unexpected costs during the project process. This money is on reserve and not allocated to one area of the work and simply "insurance" against other costs

Contingency amounts are determined by the possibilities given the scope of work, examples:

Roof Replacements – a high contingency is established due to the age of our roofs and the high possibility that roof sheeting and substructure may have been compromised through wet or dry rot to termite damage, then we must also take into consideration building code changes. If the sub system is intact, the new roofing system can be placed directly over the sub roof. The new roofing system must meet current codes. Now if the sub roof requires replacement, depending on the extent of the replacement, new code requirements may have to be complied with necessitating additional expense.

Street Replacements – a high contingency is established due to the age of the streets and possible compromise to the underlying supportive soil system. Here we could have done some core sample to have a better understanding of sub soil condition, however, a 4" core in one section of street surface may not reflect the overall condition of the sub surface. Based upon experience with our streets, we have set a high contingency to cover possibilities of poor sub surface and compaction.



Painting – a medium contingency is set for painting over wood services as due to the age of our buildings, some form of wood deterioration may exist. A low contingency is set for stucco surfaces.

A seven minute break was called by the President at 11:30 a.m.; the meeting resumed at 11:37 a.m.

Reserve Funding – Clubhouse Three Ceiling Abatement

At its August 7, 2017 meeting, the Physical Property Committee reviewed quotes obtained by the the Physical Properties Department for asbestos abatement of the acoustic ceiling in Clubhouse Three (note: Rooms Two and Three have been previously abated). The quotes are as follows: American Technologies - \$56,975 and Pacific Environmental and Abatement Solutions - \$37,723

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

Mr. Pratt MOVED, seconded by Ms. Rapp-

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

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

The motion was carried unanimously by the Board members present.

Reserve Funding – Main Gate Landscaping

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

Mr. Stone MOVED, seconded by Mrs. Damoci-

**TO** approve contracts with John's Landscaping, in the amount of

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

Four Directors and the Executive Director spoke on the motion.

The motion was carried with two no votes (Reed, Snowden).

#### Reserve Funding – Replacement of Golf Course Bridge Hand Railing

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

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

Mr. Dodero MOVED, seconded by Ms. Snowden –

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

Four Directors and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board members present.

#### Reserve Funding – Painting of Gate Buildings

It was requested at the June 30, 2017 Physical Property Committee meeting to seek quotes for painting St. Andrews and North Gate's Buildings. The Physical Properties Department obtained the following quotes: Advance Custom Painting - \$1,875 and Hutton Painting - \$5,200.

At its August 7, 2017 meeting, the Physical Property Committee unanimously agreed to award a

contract to Advance Custom Painting, at a cost of \$1,875 and to include \$1,000 in contingencies, for a total cost not to exceed \$2,875, and forward a request to the GRF Board, after review by the Finance Committee, for possible Reserve funding.

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

Mrs. Damoci MOVED, seconded by Ms. Winkler-

**TO** award a contract to Advance Custom Painting to paint St. Andrews and North Gate's Buildings, at a cost of \$1,875 and include \$1,000 in contingencies, for a total cost not to exceed \$2,875, Reserve funding, and authorize the President to sign the contract.

Two Directors and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board members present.

#### Capital Funding – Design Services Pool Area Replacement

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

At its August 14, 2017 meeting, the Finance Committee reviewed existing Capital funds and determined sufficient funds are available for this project, not to exceed \$25,000.

Ms. Rapp MOVED, seconded by Mr. Moore-

**TO** authorize the Recreation Committee, Physical Properties Committee and ADRC to work collectively, within assigned areas of responsibility, to seek and secure proposals for the drafting of a conceptual design plan to replace/enhance or modify the collective components that replace the Trust Asset identified as the pool area. Proposals for the professional services are not to exceed \$25,000,

per the Physical Properties and Finance Committee and are to be presented to the Board for final approval.

Three Board Directors spoke on the motion.

Mrs. Damoci MOVED, seconded by Ms. Rapp and carried unanimously by the Board Directors present-

**TO** amend the motion to include “not to exceed \$25,000”.

Four Board Directors spoke on the amended main motion.

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

#### Capital Funding - Building Five, First Floor Improvements

At the August 7, 2017 meeting of the Physical Properties Committee, the Committee reviewed a request based upon recent incidents and needs to accommodate functions of the Physical Properties and Recreation Departments: add partitions around existing work stations, 1<sup>st</sup> floor - \$2,299.82; and construct walls for offices 1<sup>st</sup> floor, for relocation of the Recreation Department - \$7,500 Labor (GRF) and materials.

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

At the August 14, 2017 meeting of the Finance Committee, the Committee reviewed existing Capital funds and determined sufficient funds are available to accommodate the request.

Ms. Snowden MOVED, seconded by Ms. Rapp-

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

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

The motion was carried unanimously by the Board members present.



Capital Funding – Painting of On-site Post Office

It was requested at the June 30, 2017 Physical Property Committee meeting to seek quotes for painting of the On-Site Post Office. The Postal Service has no available funds for this project. The Physical Properties Department obtained the quotes from two contractors, as follows: Advance Custom Painting - \$1,200 and Hutton Painting - \$1,900.

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

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

Ms. Fekjar MOVED, seconded by Mr. Gould -

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

Three Directors and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board members present.

Rescind Policy 3310.1-70, Special Project Procedure

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

Mrs. Heinrichs MOVED, seconded by Ms. Fekjar and carried unanimously by the Board members present –

**TO** recommend the GRF BOD rescind Policy 3310.1-70, Special Project Procedure.

## **Recreation Committee**

### Reserve Funding – Replacement of Rubber Walkway between Green Number One and Tee Numbers

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

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

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

Mrs. Perrotti MOVED, seconded by Ms. Snowden and carried unanimously by the Board members present –

**TO** approve the contract with Game Time, in an amount not to exceed \$8,927.40, Reserve funding, and to authorize the President to sign the contract.

### Amend Policy 1422-50, Marquee

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

Mrs. Reed MOVED, seconded by Ms. Rapp and carried unanimously by the Board members present –

**TO** recommend the GRF BOD amend Policy 1422-50, Marquee, as presented.

### Amend Policy 1423-50, Bulletin Boards

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

Mr. Gould MOVED, seconded by Ms. Hopewell and carried unanimously by the Board members present –

**TO** recommend the GRF BOD amend Policy 1423-50, Bulletin

Boards, as presented.

Three Board Directors spoke on the motion.

The Board unanimously concurred to rescind the approved motion.

Mrs. Damoci MOVED, seconded by Ms. Rapp and carried unanimously by the Board members present –

**TO** refer Policy 1423-50, Bulletin Boards, to the Policy Re-write Committee.

Amend Policy 1428-50, Clubhouse Artwork Displays

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

Mr. Moore MOVED, seconded by Ms. Fekjar –

**TO** recommend the GRF BOD amend Policy 1428-50, Clubhouse Artwork Displays, as presented.

Two Board Directors spoke on the motion.

The motion was carried unanimously by the Board members present.

Amend Policy 1480-50, Arts and Crafts Festival

At its meeting on August 2, 2017, the Recreation Committee reviewed Policy 1480-50, Arts and Crafts Festival. The Committee recommended the Golden Rain Foundation Board of Directors amend the policy, refining the policy language. The amendments were made due to changes in job titles, and the Committee's consensus on including co-occupants and renters in arts and crafts festival participation, as they are allowed to use the community's facilities.

Mrs. Perrotti MOVED, seconded by Mr. Moore –

**TO** recommend the GRF BOD amend Policy 1480-50, Arts and Crafts Festival, as presented.

Four Directors and the Director of Finance spoke on the motion.

The motion was carried unanimously by the Board members present.

Amend Policy 1482-50, Festival Seller's Statement

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

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

**TO** recommend the GRF BOD amend Policy 1482-50, Festival Seller's Statement, as presented.

Amend Policy 1710-50, Adult Education

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

Mr. Pratt MOVED, seconded by Ms. Snowden and carried unanimously by the Board members present –

**TO** recommend the GRF BOD amend Policy 1710-50, Adult Education, as presented.

Amend Policy 2609-50, Foundation Equipment

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

Mr. Moore MOVED, seconded by Ms. Fekjar and carried unanimously by the Board members present –

**TO** recommend the GRF BOD amend Policy 2609-50, Foundation Equipment, as presented.

**Security, Bus & Traffic Committee**

Capital Funding – Surveillance Camera System

Staff provided presentations at the Security Bus and Traffic Committee, as well as the Recreation Committee during the month of August 2017, about the addition of a surveillance system at the RV Lot. The RV lot contains many high value vehicles; with the movement of these vehicles daily, cameras are required for any possible investigations resulting from theft, accidents or vandalism.



The purchase of a surveillance system is requested, at a cost of \$ 6,055.00, including installation. The system will provide 6 HDIP cameras with vandal proof housing, 1 DVR for local recording, and one monitor. All cameras have night vision up to 150 feet.

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

The Executive Director disclosed that the owner of the company is a relative of the Security Services Director; however, this was the most competitive bid.

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

**TO** approve the purchase of surveillance camera system, per

Absolute Systems proposal dated June, 11, 2017, in the amount of  
\$6,055.00, Capital Funding and authorize the President to sign the  
contract.

#### **CONTROLLER'S REPORT**

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

#### **EXECUTIVE DIRECTOR'S REPORT**

The Executive Director spoke on various topics, including potential LADWP disruptions.

#### **BOARD MEMBER COMMENTS**

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

The meeting was adjourned was at 12:53 p.m.

  
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Joy Reed, Corporate Secretary  
GRF Board of Directors  
dfb