



Executive Committee

Agenda

Administration Conference Room

Friday, February 12, 2016

1:00 p.m.

- 1. Call to Order/Pledge of Allegiance**
- 2. Roll Call/Notice of Quorum**
- 3. Chairs Announcements**
 - a. Introduction of Guests and Staff
 - b. Rules of Order
 - c. Chairs Report
- 4. Approval of Minutes**
 - a. Minutes of December 11, 2015 (pp. 1-5)
 - b. Minutes of February 1, 2016 (pp. 6-8)
 - c. Minutes of February 4, 2016 (pp. 9-12)
- 5. Shareholder/Member Comments – Agenda Items Only**
(Limited to 3 minutes per person)
- 6. Correspondence (not applicable)**
- 7. Unfinished Business**
 - a. By Laws
- 8. New Business**
 - a. Possible Dedicated Emergency Operations Center Space (p. 13)
 - b. Employee Benefits Renewal (handout)
 - c. Job Descriptions/Title Changes (pp. 14-19)
 - d. 4000 Series Policies
- 9. Policies**
 - a. Adopt Policy 4191-36, Commissions (p. 20)
 - b. Adopt Policy 5606-30, Uniformity of GRF Agendas and Minutes (pp. 21-22)

- c. Amend Policy 3193-33, Position Description-Mutual Recording Secretary (pp. 23-24)

10. Sub committee Reports

- a. Emergency Preparedness Sub-Committee
- b. Policy & Procedure Sub-Committee
- c. Emergency Planning (Scope of Interest)/Red Book Re-write

11. Staff Reports

- a. Human Resources Director (pp. 25-38)
- b. Executive Director
- c. Finance Supervisor (pp. 39-41)

12. President's Comments

13. Shareholder/Member Comments

(Limited to 3 minutes per person)

14. Committee Member Comments

15. Adjourn to Executive Committee Executive Session

- a. Approval of Executive Session minutes
- b. Personnel
- c. Personnel Disciplinary Actions

16. Next Meeting/Adjournment

- a. Friday, March 11, 2016



**EXECUTIVE COMMITTEE MINUTES
Friday December 11, 2015**

The meeting of the Executive Committee was held on Friday, December 11, 2015. The meeting was called to order at 1:00 p.m. by Chair Damoci in the Administration Conference Room, followed by the Pledge of Allegiance led by Mrs. Reed.

ROLL CALL

Present:	Mrs. C. Damoci, Chair	Mrs. J. Reed, Corporate Secretary
	Mr. P. Hood	Ms. L. Stone, Treasurer
	Mr. B. Lukoff	Ms. R. Winkler, Ex-Officio
	Ms. K. Rapp	

Staff and	Mr. R. Ankeny, Executive Director
Guests:	Ms. C. Miller, Controller
	Ms. C. Flynn, Human Resources Director
	Ms. B. Shuler, Accounting Supervisor
	Mrs. D. Bennett, Recording Secretary
	Mrs. Perrotti, GRF Representative, Mutual One
	Mr. R. Stone, GRF Representative, Mutual One
	Ms. P. Snowden, GRF Representative, Mutual Two
	Ms. M. Greer, GRF Representative, Mutual
	Ms. P. Friedman, GRF Representative, Mutual
	Ms. P. Moore, GRF Representative, Mutual Seventeen
	No Foundation Members

CHAIR'S ANNOUNCEMENTS

The Chair welcomed and introduced Foundations members, guests and staff.

By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with.

In accordance with California Civil Code Section 4090, please be advised that a quorum of the Golden Rain Foundation Board of Directors (GRF BOD) is present at today's posted meeting. The business of the Executive Committee will be conducted in accordance with the agenda. As a quorum of the Board is present, this meeting will be conducted as a

committee meeting *and* a Board meeting. The agenda actions of the committee will be limited only to the members of the committee and will only constitute such actions in accordance with stated committee policy and/or provide recommendations to the GRF BOD at its regular Board meeting on the 4th Tuesday of the month. GRF Board members who are not committee members will be allowed to comment when recognized by the Chair and only during the proscribed Foundation member/shareholder comment period, not to exceed four minutes, as set forth in Policy 5610, Participation by Foundation Members/Shareholders. The minutes of today's Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes at the meeting in January.

RULES OF ORDER

The Chair reviewed the meeting rules and asked that courtesy and respectfulness be acknowledged at all times. The Chair respectfully requested the committee members wait to be called on.

CHAIR'S ANNOUNCEMENTS

Make a friend or a point, not enemies. It is disappointing that only the Directors have attended today's meeting.

CHAIR'S REPORT

The Chair called for updating the forty-year old charters of the standing committees. The President of the GRF BOD will create an Ad Hoc Committee, comprised of the Committee Chairs, for this review. The Chair advised the attendees of today's meeting that the charters may be found on the GRF web site.

APPROVAL OF COMMITTEE MINUTES

The Committee meeting minutes of November 13, 2015
were approved, as corrected.

SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)

No shareholder/members spoke on correspondence to the Executive Committee.

CORRESPONDENCE

No correspondence was received by the Executive Committee.

OLD BUSINESS

New Standing Committee

Further action on the establishment of a new standing committee will be considered next year. The Facilities Manager will be invited to the January meeting of the Finance Committee to report on the Service Maintenance Department's SROs.

NEW BUSINESS

Emergency Planning Sub-Committee (Scope of Interest/Red Book Re-write)
(See Sub-committee reports, below).

POLICIES

The Chair proposed the adoption of a policy clarifying the protocol for the formation of Sub-committees and Ad Hoc committees.

Ms. Rapp MOVED, seconded by Ms. Stone -

TO recommend to the GRF BOD to adopt Policy 5024-30,
Committee Structure.

Four Committee members spoke on the motion.

The motion was carried unanimously.

SUB-COMMITTEE REPORTS

Emergency Planning Sub-Committee

The Chair of the Emergency Planning Sub-Committee advised that the Sub-committee met with the Mutual Emergency Preparedness Committee, has acquired a back hoe, is editing the Red Book, and the Safety/Emergency Coordinator is following up on obtaining a micro-radio station (to be brought before the appropriate Committee). The Sub-committee has also discussed a January event to include HHC/Tenet in order to present their emergency plans to the Sub-committee and a Saturday, March 26, 2016 Farmers' Market event to include the Purchasing Department to encourage shareholder/members to obtain the products they need to be self-sufficient in the event of an emergency. The Red Cross will be contacted regarding staging and supplies and a Rolling Thunder connection will be explored.

Policy and Procedure Sub-Committee

The Chair stated that the Sub-Committee has been assisting other areas with amendment or writing of policies.

STAFF REPORTS

Human Resources Director

The Human Resources Director presented her report, as attached. The Committee requested the Director return next month with ideas pertaining to employee referrals and to discuss strengthening physical requirements for positions. The Committee would like to discuss alternative employee holiday incentives in February.

Executive Director

The Executive Director advised that the custodial and janitorial provider, CCS, gave gift cards in excess of the amount the policy allows to three members of the Recreation Staff. The cards were returned to CCS with the suggestion that a lunch for the entire Recreation Staff could be permissible.

Accounting Supervisor

The Accounting Supervisor presenter her report, as attached.

SHAREHOLDER/MEMBER COMMENTS

No shareholder/members spoke on various topics under the Committee's purview/

The Chair called for a ten minute break at 2:25 p.m.

EXECUTIVE SESSION

Mrs. Reed MOVED, seconded by Ms. Rapp and carried unanimously -

TO enter into an executive session meeting.

ADJOURNMENT

Ms. Stone MOVED, seconded by Ms. Rapp and carried unanimously—

TO return to the open Committee meeting.

The meeting was adjourned at 3:21 p.m.

Carole Damoci
Chair, Executive Committee
12.11.15/dfb

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE EXECUTIVE COMMITTEE
MEETING ON DECEMBER 11, 2015**

MOTIONS

- By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with;
- The Committee meeting minutes of November 13, 2015 were approved, as corrected;
- **TO** recommend to the GRF BOD to adopt Policy 5024-30, Committee Structure;
- **TO** go into Executive Session at 2:35p.m.;
- **TO** return to regular session at 3:21 p.m.

ACTIONS

- The Chair requested that the Facilities Manager be invited to the January meeting of the Finance Committee to report on the Service Maintenance Department's SROs.



SPECIAL EXECUTIVE COMMITTEE MINUTES
Monday, February 1, 2016

The Special meeting of the Executive Committee was held on Monday, February 1, 2016. The meeting was called to order at 1:03 p.m. by Chair Damoci in the Administration Conference Room.

ROLL CALL

Present:	Mrs. C. Damoci, Chair	Mrs. J. Reed, Corporate Secretary
	Mr. P. Hood	Ms. L. Stone, Treasurer
	Mr. B. Lukoff	Ms. R. Winkler, Ex-Officio (via
	Ms. K. Rapp	conference call)

CHAIR'S ANNOUNCEMENTS

The Chair welcomed and introduced Foundations members, guests and staff.

By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with.

In accordance with California Civil Code Section 4090, please be advised that a quorum of the Golden Rain Foundation Board of Directors (GRF BOD) is present at today's posted meeting. The business of the Executive Committee will be conducted in accordance with the agenda. As a quorum of the Board is present, this meeting will be conducted as a committee meeting *and* a Board meeting. The agenda actions of the committee will be limited only to the members of the committee and will only constitute such actions in accordance with stated committee policy and/or provide recommendations to the GRF BOD at its regular Board meeting on the 4th Tuesday of the month. GRF Board members who are not committee members will be allowed to comment when recognized by the Chair and only during the proscribed Foundation member/shareholder comment period, not to exceed four minutes, as set forth in Policy 5610, Participation by Foundation Members/Shareholders. The minutes of today's Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes at the meeting in February.

RULES OF ORDER

The Chair reviewed the meeting rules and asked that courtesy and respectfulness be acknowledged at all times. The Chair respectfully requested the committee members wait to be called on.

CHAIR'S ANNOUNCEMENTS

The Chair announced that today's Special Executive Committee meeting was convened to discuss the Golden Rain Foundation by laws.

BUSINESS

Bylaws

The Executive Committee discussed the bylaws of the Golden Rain Foundation; consensus was reached by the Committee to submit the bylaws to corporate counsel for review, with clarification and direction provided by the Executive Committee.

ADJOURNMENT

The Chair declared the meeting was adjourned at 1:58 p.m.

Carole Damoci
Chair, Executive Committee
12.11.15/dfb

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE EXECUTIVE COMMITTEE
MEETING ON FEBRUARY 1, 2016**

ACTIONS

- Consensus was reached by the Committee to submit the bylaws to corporate counsel for review with clarification and direction provided by the Executive Committee.



SPECIAL EXECUTIVE COMMITTEE MINUTES
Friday, February 04, 2016

The meeting of the Executive Committee was held on Friday, February 4, 2016. The meeting was called to order at 1:00 p.m. by Chair Damoci in the Administration Conference Room, followed by the Pledge of Allegiance led by Courtney Knapp.

ROLL CALL

Present:	Mrs. C. Damoci, Chair	Mrs. J. Reed, Corporate Secretary
	Mr. B. Lukoff	Ms. L. Stone, Treasurer
	Ms. K. Rapp	Ms. R. Winkler, Ex-Officio
Absent:	Mr. P. Hood	
Staff and Guests:	Mr. R. Ankeny, Executive Director	
	Ms. C. Knapp, Stock Transfer Supervisor	
	Mrs. D. Bennett, Recording Secretary	
	Mr. R. Stone, GRF Representative, Mutual One	
	Ms. P. Snowden, GRF Representative, Mutual Two	
	Mrs. M. Wood, GRF Representative, Mutual	
	Ms. M. Greer, GRF Representative, Mutual	
	Mr. P. Friedman, GRF Representative, Mutual	
	Mr. P. Moore, GRF Representative, Mutual Seventeen	
	One Foundation Member	

CHAIR'S ANNOUNCEMENTS

The Chair welcomed and introduced Foundations members, guests and staff.

By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with.

In accordance with California Civil Code Section 4090, please be advised that a quorum of the Golden Rain Foundation Board of Directors (GRF BOD) is present at today's posted meeting. The business of the Executive Committee will be conducted in accordance with the agenda. As a quorum of the Board is present, this meeting will be conducted as a committee meeting *and* a Board meeting. The agenda actions of the committee will be limited only to the members of the committee and will only constitute such actions in accordance with stated committee policy and/or provide recommendations to the GRF BOD at its regular Board meeting on the 4th Tuesday of the month. GRF Board members

who are not committee members will be allowed to comment when recognized by the Chair and only during the proscribed Foundation member/shareholder comment period, not to exceed four minutes, as set forth in Policy 5610, Participation by Foundation Members/Shareholders. The minutes of today's Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes at the meeting in March.

RULES OF ORDER

The Chair reviewed the meeting rules and asked that courtesy and respectfulness be acknowledged at all times. The Chair respectfully requested the committee members wait to be called on.

SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)

No shareholder/members spoke on correspondence to the Executive Committee.

NEW BUSINESS

Approve GRF Election Materials

In accordance with Policy 5025, Election Procedures, the Executive Committee is charged with reviewing the election materials prior to the distribution of these items. The election materials were reviewed with attorney Jeffrey Beaumont, via conference call, regarding questions pertaining to compliance to the Bylaws and Civil Code.

The following items were reviewed: Application for Candidacy, Candidate Instructions, Candidate Eligibility Disclaimer, the 2016 Schedule for Election of GRF Directors Representing Even-Numbered Mutuals, 2016 Mutual Election and Annual Meeting Schedule and News article "How to be a Candidate on the GRF Board for Even-Numbered Mutuals.

Upon discussion, it was the consensus of the Executive Committee to request corporate counsel review Policy 5025-30, Election Procedures, incorporating the Committee's suggestions.

Approval of Election Provider

The Stock Transfer Supervisor advised that although the GRF BOD previously approved a three (3) year contract with Accurate Voting Services, Inc., for the period of 2015-2017, an annual letter of engagement is extended to the election provider.

Ms. Rapp **MOVED**, seconded by Mrs. Reed and carried unanimously by the Committee members present-

TO recommend the Board accept Accurate Voting Services, Inc. as the independent third-party vendor to perform all elections services, for 2016, as Inspector of Election.

ADJOURNMENT

The meeting was adjourned at 2:12 p.m.

Carole Damoci
Chair, Executive Committee
02.04.16/dfb

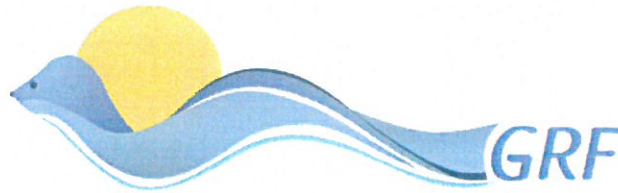
**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE SPECIAL EXECUTIVE
COMMITTEE MEETING ON FEBRUARY 4, 2016**

MOTIONS

- By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with;
- **TO** recommend the Board extend a letter of engagement to Accurate Voting Services, Inc. as the independent third-party vendor to perform all elections services in 2016, as Inspector of Election.

ACTIONS

- **TO** request corporate counsel review Policy 5025-30, Election Procedures, incorporating the Committee's suggestions.

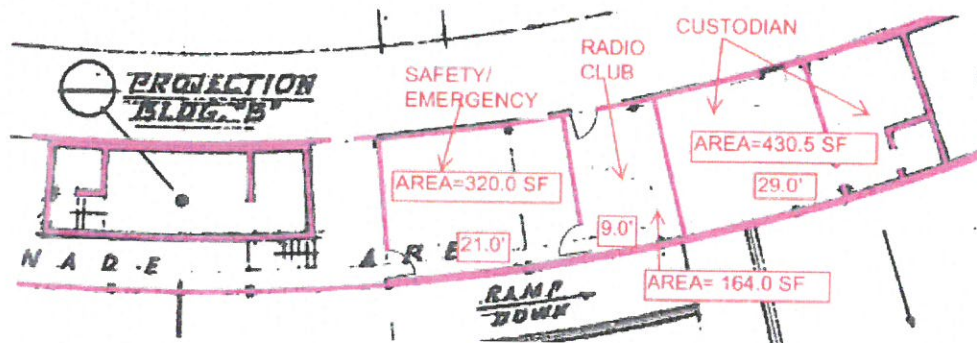


MEMO

TO: EXECUTIVE COMMITTEE
FROM: RANDY ANKENY, EXECUTIVE DIRECTOR
SUBJECT: POSSIBLE DEDICATED EOC SPACE
DATE: FEBRUARY 2, 2016
CC: FILE

In the upcoming months, actions to reallocate available space within Building 5 will be accomplished or underway. Such actions will include the movement of the Recreation Department to the first floor, thereby freeing desk space within the Physical Properties Department.

I would like to recommend to the Committee moving Eloy Gomez from the Amphitheater Offices to the Physical Properties offices. This would free up the space at the Amphitheater to create an Emergency Operations Center (EOC). This space is directly adjacent to the radio room, has ready access and is built in such a manner that may present a greater chance of remaining operational in the event of a major earthquake. This site and its infrastructure would also lend itself to the facilitation of portable power.



Action Requested

1. Approval to relocate Safety/Emergency Coordinator to the Physical Properties offices.
2. Request that the Emergency Preparedness Subcommittee review the space at the Amphitheater and bring back recommendations to reconfigure and equip the space as the EOC.

STAFF OPERATIONS

POSITION DESCRIPTION

Position Title: ~~CONTROLLER~~ **DIRECTOR OF FINANCE**

Department: Finance

Reports To: Executive Director

OVERALL FUNCTION

Responsible for the entire financial activity of the Golden Rain Foundation, including both the treasury and accounting functions. Formulates and recommends policies on banking, receipt and disbursements of funds, fiscal and accounting matters. Responsible for the development of standard accounting, analysis, and reporting procedures as well as the exercise of overall financial controls.

JOB RESPONSIBILITIES include the following. Other duties may be assigned.

Essential Functions

- Manages the Finance Department.
- Evaluates the performances of the Accounting Supervisor, Mutual Accountant, and other financial staff. Reviews and approves performance evaluations of all financial staff.
- Interviews applicants for employment within the department.
- Monitors financial transactions of the Golden Rain Foundation and the Mutuals. Implements procedures and controls to ensure proper recording, reporting and auditing of Foundation and Mutual transactions.
- Monitors the receivables accounting and billing for the News Department.
- Recommends policies, systems, and procedures relating to the Finance Department.
- Ensures timely and accurate reporting of payroll taxes, income taxes, retirement plan, fixed assets, property taxes and other required items that are deadline sensitive.
- Supervises billing of property taxes to each apartment unit.
- Supervises financial operation of employees' 401(k) plan; and ensures that timely deposits of employee's deferrals and Foundation match are made each pay period.
- Prepares reports for residents concerning year-end taxes, reserves, budgets, audited financial statements, insurance coverage and other notices and disclosures.
- Prepares the GRF and the Mutual annual budgets and presents them to the various committees and governing boards.
- Attends meetings of Mutual Treasurers' Group; attends meetings of GRF Finance Committee; provides financial information to both groups.
- Member of the Retirement Plan Committee and alternate Plan Administrator.
- Consults and coordinates with C.P.A. firm representatives regarding audit and income tax matters.
- Presents the annual audited financial statements to the GRF Finance Committee and to the Mutual Boards.
- Conducts training of GRF and Mutual Directors in financial statements analysis.
- Undertakes special projects as assigned by the Executive Director.

QUALIFICATIONS REQUIRED

Knowledge, Skills and Abilities

- Ten (10) + years of increasing experience in all phases of corporate finance and accounting; five (5) years experience supervising financial staff.
- Knowledge of all cycles of accounting through general ledger.
- Knowledge of generally accepted accounting principles.
- Knowledge of current federal, state and local regulations pertaining to taxes, insurance, retirement plans, and homeowner or cooperative associations.
- Ability to operate a computer and knowledge of Microsoft Office Suite, Word, Excel, Outlook.

Physical Abilities

- Occasional stooping and kneeling.
- Ability to lift and carry up to 25 pounds.
- Close vision necessary.

Mental Abilities

- Ability to supervise at least five employees.
- Ability to deal effectively with co-workers, GRF Board and Mutual Directors, shareholders and family members, auditors, bankers, and vendors.
- Ability to coach and counsel employees.
- Ability to maintain confidentiality.
- Ability to use diplomacy and sound judgment.
- Ability to understand Golden Rain Foundation and Mutual policies and Bylaws.

Education

- Bachelor's degree in Business Administration with a concentration in accounting or finance or equivalent required.
- M.S. in Accounting or Finance preferred.

Licenses/Certificates

- C.P.A. preferred.
- Valid California driver license and a satisfactory driving record are conditions of initial and continued employment.

PERSONAL PROTECTIVE EQUIPMENT

- None.

WORK ENVIRONMENT

- Normal indoor conditions.

TOOLS AND EQUIPMENT USED

- Computer, calculator, copier, telephone, fax.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills of personnel so classified.

Amended: 02 Apr 97

Amended: 28 Apr 11

STAFF OPERATIONS**POSITION DESCRIPTION**

Position Title: ASSISTANT SERVICE MAINTENANCE SUPERVISOR
Department: Service Maintenance (Community Facilities)
Reports To: Service Maintenance Supervisor

OVERALL FUNCTION

Assists Service Maintenance Department Supervisor in oversight of repair and maintenance of all Golden Rain Foundation community facilities and Mutual Corporation buildings.

JOB RESPONSIBILITIES include the following. Other duties may be assigned.

Essential Functions

- Ensures departmental adherence to preventive maintenance program.
- Backs up Service Maintenance Supervisor for assigning department work and monitoring quality of employees' work performance in field and in shop.
- Assists with maintaining records of work performed.
- Reviews Service Repair Orders for accuracy and completeness.
- Coordinates major work plans with Service Maintenance Supervisor and Community Facilities Manager.
- Assists with training and evaluating performance of Service Maintenance personnel.
- Conducts safety meetings as requested; informs personnel regarding job safety and Golden Rain Foundation procedures.
- Interacts with Board Directors as needed to resolve problems related to maintenance of property.
- Attends various Board and Committee meetings; makes presentations as needed.
- Assists Department Managers and/or Supervisors with special requests.
- Keeps the Service Maintenance Supervisor advised of all activities.

QUALIFICATIONS REQUIRED

Knowledge, Skills and Abilities

- Two to five years of experience in all areas of construction; one year of experience in supervising employees.
- Knowledge of building codes and specifications.
- Knowledge of occupational hazards and safety precautions.
- Ability to read blueprints.
- Ability to drive motor vehicles.

Physical Abilities

- Frequent walking, standing, climbing, stooping, kneeling, crouching, crawling, reaching.
- Ability to lift up to 50 pounds.
- Close vision, distant vision and depth perception necessary.

Mental Abilities

- Ability to read, write and communicate effectively.
- Ability to supervise employees.
- Ability to analyze and solve problems related to construction.
- Ability to deal effectively with co-workers, shareholders and/or members and family members, Board Directors, contractors and vendors.
- Ability to use diplomacy and sound judgment.
- Ability to coach and counsel employees.
- Ability to understand Golden Rain Foundation and Mutual policies.

Licenses/Certificates

- A valid California driver's license and a satisfactory driving record are conditions of initial and continued employment.

PERSONAL PROTECTIVE EQUIPMENT

- Safety glasses, ear plugs, respirator, work gloves, hard hat, boots, rain gear.

WORK ENVIRONMENT

- Exposure to dust, fumes, odors and chemicals.

TOOLS AND EQUIPMENT USED

- Hand tools, ladder, flashlight, wireless radio (walkie-talkie), copier, telephone.
- Drives company truck.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills of personnel so classified.

Revised: 02 Aug 95

Amended: 04 Feb 04

Amended: 03 May 11

ADMINISTRATION

GENERAL POLICY

ADOPTCommissions

1. Up to 25% commission is authorized for use with agencies procuring advertising.
2. Straight commission salespersons (no salary and/or wage)
 - a. 30% on the first month of new accounts
 - b. 25% existing accounts
 - c. 15% house accounts
3. Salaried or waged employees
 - a. Publications Manager ~~Media Manager~~ – no commission
 - b. Salespersons – for wages earned, the *NEWS Foundation* retains 50% of all column inches sold; remaining 50% of column inches sold will be paid a commission of:
 - i. 20% on the first month of new accounts
 - ii. 15% existing accounts
 - iii. 0% house accounts

Classified Advertising

1. Salaried or waged employees
 - a. Publications Manager ~~Media Manager~~: no commission

Payment of such commissions will not be made until after full payment for the advertising is received by the Golden Rain Foundation Finance Department.

Policy
Adopted:

Executive Director
Golden Rain Foundation

GOLDEN RAIN OPERATIONS**ADOPT****Agendas and Minutes**

Purpose: To establish a uniform appearance to all Board, Committee and Sub-committee agendas and minutes by use of a common Word document template by all Recording Secretaries.

Agendas and Minutes Template

**AGENDA or MINUTES
COMMITTEE NAME
Weekday, Month, Day, Year, Location**

*** Agenda is subject to change ***

- 1. Call to Order/Pledge of Allegiance**
- 2. Roll Call/Notice of Quorum**
- 3. Chair's Announcements**
 - a. Introduction of Guests and Staff
 - b. Rules of Order
 - c. Chair's Report
- 4. Approval of Minutes**
 - a. Minutes of (Month/day/year)
- 5. Shareholder/Member Comments – Agenda Items Only**
(Limited to 3 minutes per person)
- 6. Correspondence (if applicable)**

(Feb 2016)

Page 1 of 2

GOLDEN RAIN OPERATIONS

ADOPT

Agendas and Minutes

- 7. Unfinished Business**
- 8. New Business**
- 9. Policies (if applicable)**
- 10. Sub-committee Reports (if applicable)**
- 11. Staff Reports**
- 12. President's Comments**
- 13. Shareholder/Member Comments**
(Limited to 3 minutes per person)
- 14. Committee Member Comments**
- 15. Next Meeting/Adjournment**
(Month/day/year/time/location of next meeting)

Policy
Adopted: xx-xxx-xx

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Feb 2016)

Page 2 of 2

STAFF OPERATIONS

POSITION DESCRIPTION

Position Title: MUTUAL RECORDING SECRETARY

Department: Mutual Administration

Reports To: Mutual Administration **Director**

OVERALL FUNCTION

Performs secretarial functions to support the Mutual Boards of Directors and Mutual Administration Manager.

JOB RESPONSIBILITIES include the following. Other duties may be assigned.

Essential Functions

- Attends monthly meetings of Mutual Boards of Directors, Presidents' Council, and quarterly meetings of Physical Property Council; records discussions and actions of Board and Committee members, composes and publishes minutes of these meetings.
- Attends Mutual annual meetings; records discussions and actions, composes and publishes minutes of meetings.
- Creates minutes of special meetings from information provided by Mutual officers.
- Prepares documents such as memos, bulletins, notices, agendas, financial statements, rosters, calendars and correspondence.
- Maintains policy manuals for the Mutual Administration Manager and Mutual Secretaries, updates policy manuals for Mutual Board directors.
- Maintains Mutual corporate files of Presidents.
- Prepares conference room for meetings including the placement of name cards, ensuring that all technical systems are operational, and the preparation of refreshments. Ensures all technical systems are turned off and room is left clean at the end of the meeting.

Non-Essential Functions

- ~~Prepares agendas, place cards, coffee, cookies, etc. for meetings in conference room.~~

QUALIFICATIONS REQUIRED

Knowledge, Skills and Abilities

- Knowledge of business composition, spelling, grammar, and punctuation.
- ~~Ability to use computer and knowledge of various office software.~~ Moderate to advance skills in Microsoft Office Suite - Word, Excel, and Outlook
- Ability to type 60 words per minute.
- Ability to take shorthand or quick notes at a rate of speed sufficient to produce accurate minutes.
- Ability to operate a motor vehicle.
- Skill in office procedures including filing and telephone etiquette.

Physical Abilities

- Ability to remain seated for up to three (3) hours.
- Occasional bending and stooping.
- Ability to lift up to 15 pounds.
- Close vision necessary.

Mental Abilities

- Ability to maintain confidentiality.
- Ability to listen attentively to meeting participants.
- Ability to read, write and communicate effectively.
- Ability to organize and prioritize work.
- Ability to work effectively with co-workers and Mutual Board members and visitors.
- Ability to use diplomacy and sound judgment.

Licenses/Certificates

- Valid California driver license and a satisfactory driving record are conditions of initial and continued employment.

Education

- Completion of the Community Associations Institute M100 course (The Essentials of Community Association Management-California version) within 6 months of starting position or within 6 months of July 1, 2015 whichever is later. All costs associated with course will be paid for by the Foundation. Note: Completion is inclusive of passing the final exam for the module. Certification is not required.

PERSONAL PROTECTIVE EQUIPMENT

- None.

WORK ENVIRONMENT

- Normal indoor conditions.

TOOLS AND EQUIPMENT USED

- Computers ~~literate, knowledge of business office software, telephone, fax, copier, and conference room AV equipment.~~

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills of personnel so classified.

Amended: 12 May 2011

Amended: 14 April 2015

Golden Rain Foundation Executive Committee Human Resources Report – February 12, 2016

Below are the budget variances as of the end of December 2015.

- 1) **GRF – Budget Variance Information** – GRF has a year-to-date favorable variance of **\$258,566** in Salaries and Employee Benefits:

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
	Expenses - Human Resources			
610000 20	Salaries & Wages - Human Resources	208,555	217,840	9,285
610001 20	Vacation Accrual Expense - Human Resourc	(1,683)	0	1,683
614000 20	Employment Taxes - Human Resources	17,097	16,878	(219)
6142000 20	Workers' Compensation - Human Resources	6,669	9,800	3,131
6143000 20	Group Insurance - Medical - Human Resour	22,670	22,237	(433)
6143300 20	Group Insurance - Dental - Human Resourc	542	519	(23)
6143500 20	Group Insurance - Vision - Human Resourc	334	315	(19)
6144000 20	401(k) Match - Human Resources	1,611	6,724	5,113
6145000 20	Group Insurance - Life - Human Resources	883	988	105
6146000 20	Long Term Disability Insurance - Human R	792	1,153	361

- 2) **Cost Center 20 – Human Resources Budget Variance Information** – The Human Resources department has a year-to-date favorable variance of **\$28,278** excluding the GRF Vacation Accrual Expense. The variances are due to a temporary vacancy in the HR Director position, a lower number of applicants than anticipated, and fewer legal fees.
- 3) **Cost Center 22 – Emergency Preparedness Budget Variance Information** – The Emergency Preparedness department has a year-to-date favorable variance of **\$3,409**

4) Recruitment

- a. Openings in February – 8 Positions

Position		Status	Dept
Security Officers	3 Part-time	Conducting Background screenings	37 – Security
Mutual Recording Sec'y	1 Full-time	Accepting Applications	33 – Mutual Admin.
Cashier	1 Part-time	On Hold	31 - Finance
Plumber	1 Full-time	Offer Extended	74 – Service Maintenance
Electrician	1 Full-time	Accepting Applications	74 – Service Maintenance
Publications Manager	1 Full-time	Accepting Applications	36 - News
Total Openings	8		

5) Staff Counts – As of 01-31-2016

Current Staff Count – 222	Hires	Separations	Promotions
• Dec 2015 – Jan 2016	7	2	2
• 2015	26	35	9
• YTD 2016	2	1	0
• 2014	37	38	9

6) Safety

- a. Two claims were reported in January. Both employees have been released with no further medical care needed.

Workers Compensation - Job Accident Information by Month

Month	Current Year 2016	2015	2014	2013	2012	2011
January	2	0	0	2	0	1
February		0	0	1	1	0
March		2	0	1	4	1
April		2	0	3	2	0
May		0	2	1	0	0
June		0	1	0	2	0
July		1	0	1	2	2
August		1	2	4	2	4
September		0	1	2	3	2
October		2	0	3	2	0
November		0	0	3	0	0
December		1	0	1	0	4
Total	2	9	6	22	18	14



7) Hire and Termination Comparison Current Year-to-Date vs. Prior Year

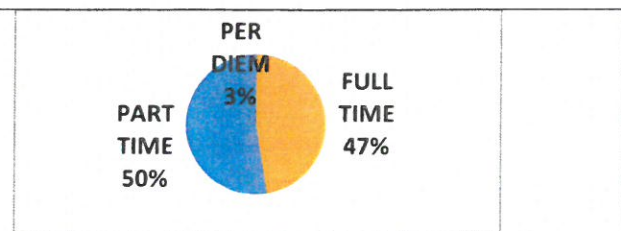
2015 Data as of 12/31/2015 Department	NEW HIRES		SEPARATIONS	
	2015 Actual	2014 Actual	2015 Actual	2014 Actual
ADMINISTRATION		2		
FINANCE		2		2
GOLF		1		
HUMAN RESOURCES	1		1	
INFORMATION TECHNOLOGY SVS		1	1	1
LIBRARY		2	1	1
MUTUAL ADMINISTRATION	2			3
NEWS		2	1	2
PHYSICAL PROPERTY	2	5	3	
PURCHASING		2	1	3
RECREATION (includes Exercise/Pool)	4		5	1
SECURITY	9	7	16	12
SERVICE MAINTENANCE	4	5	1	5
TRANSPORTATION	4	8	5	8
GRAND TOTAL	26	37	35	38

8) Employee Counts by Department – Based on Budget Allocations

Department	Full-Time		Part-Time Non-Exempt
	Exempt	Non-Exempt	
20 – Human Resources	1	1	0
22 – Emergency Preparedness	0	1	0
30 – Administration	1	2	2
31 – Finance	4	4	2
32 – Purchasing	1	3	0
33 – Stock Transfer	1	5	0
34 – Information Technology	0	2	0
35 – Library	2	1	8
36 – News	0	7	0
37 – Security	2	4	66
38 – Transportation	1	3	22
40 – Community Facilities	2	2	0
46 – Golf Course	0	0	5
48 – Swimming Pool	0	0	4
55 – Exercise Room	0	0	5
70 – Physical Properties	1	12	1
74 – Service Maintenance	1	34	1
MAC – Mutual Administration	3	3	2
Total	20	82	120
Total Employee Count	222		

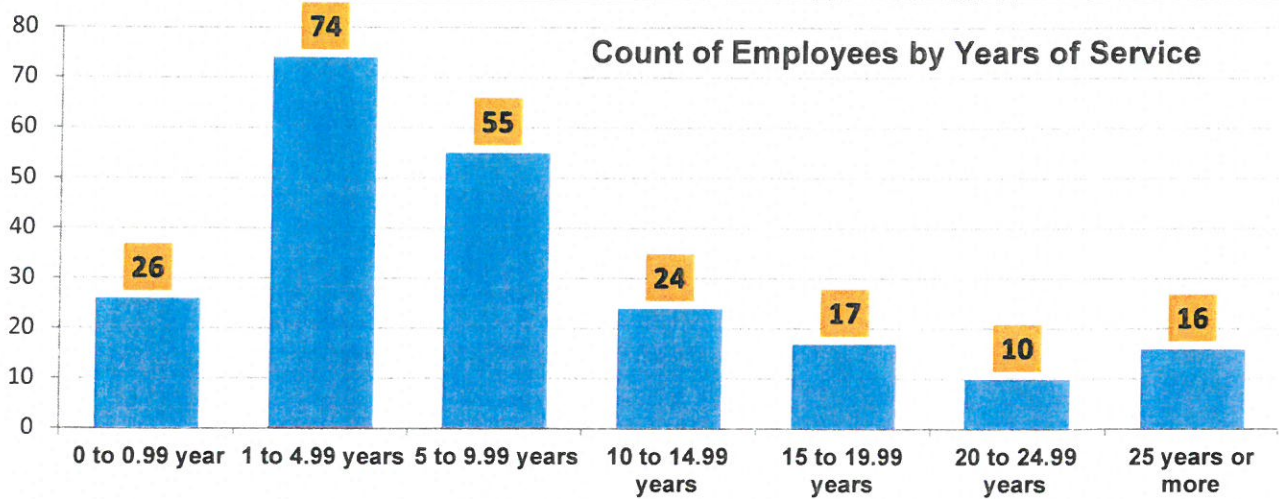
Summary

Employee Type	Count	% of Total
Full-time	104	46.8%
Part-time	112	50.5%
Per Diem	6	2.7%
Total	222	



9) Demographics

Category	All Employees	Full-Time	Part-Time
Years of Service	8.9	12.2	6.0
Average Hourly Rate	\$20.07	\$26.94	\$13.93
Gender – Females	104	42	62
Gender – Males	118	62	56



Employees with 25 Years or More of Service

42.8 yrs Juan Robledo – Service Maint.	33.4 yrs Carol Weller – Mutual Admin
42.4 yrs Ruben Gonzalez – Service Maint.	32.6 yrs Cathie Merz – News
37.8 yrs Dede Martin – News	31.6 yrs Terry De Leon – Recreation
37.5 yrs Antonio Duarte – Service Maint.	29.4 yrs Edgar Santamaria – Service Maint.
36.8 yrs Jesus Lopez – Service Maint.	27.7 yrs Ruth Osborn – News
35.8 yrs Barry Holland – ITS	27.3 yrs Richard Stolarz – Service Maint.
35.4 yrs Mark Weaver – Community Facilities	27.2 yrs Eila Van Sauter – Transportation
34.8 yrs Grant Winford – Transportation	25.1 yrs Lorene Christian - Security

10) Employees Working Greater Than 28 Hours in a Week

Updated 01/20/2016 by MWKerr - Hours listed by week ending date

Dept	01/17	01/10	01/03	12/27	12/20	12/13	12/06	11/29
37				32.00				
37			28.25		28.25			
37			32.00	32.00			32.00	
37								
37				30.00				
37			32.25	32.00	32.00			
37								32.00
37				32.00		33.00		
37			31.00					
37		32.00			32.00			
37								29.00
37				32.00			29.00	36.00
37	32.00	32.50			30.50			
37								30.00
37			32.00					
37		31.50	32.00	32.00	32.25	33.75		32.00
37						28.25		
37			32.00			32.00		32.00
37			32.25	31.00				
38	28.75							
56							32.00	
74					32.25	30.25		

11) Overtime

There is a *favorable* variance of **\$846.72** for December and a *favorable* variance of **\$54,328.23** for 2015. There is an *unfavorable* variance of \$3,423.64 for January 2016.

Overtime by Month	2015 Overtime Hours	2015 Overtime Dollars	2014 Overtime Hours	2014 Overtime Dollars
January	144.25	\$2,702.76*	144.00	\$5,483.49
February	43.50	(\$1,577.09)	38.25	\$ 777.31
March	121.25	\$2,081.91	43.50	\$1,115.93
April	102.00	\$2,401.51	61.00	\$1,631.42
May (3 Pay Dates)	213.5	\$4,387.04	57.00	\$1,101.58
June	115.00	\$2,991.54	58.00	\$1,625.94
July	172.50	\$3,208.76	50.50	\$1,235.86
August	99.75	\$1,398.94	37.75	\$ 672.33
September	113.25	\$2,734.27	54.75	\$1,588.73
October	298.25	\$8,890.50	145.00	\$4,701.43
November	230.25	\$7,021.59	118.50	\$3,072.61
December	222.53	\$7,319.03	177.75	\$5,296.76

*NOTE: The January 2015 Overtime dollars were adjusted from \$ 4,080.89 to \$2,702.76 based on the new 2015 SRO rate calculation.

Cost Center	CURRENT MONTH					
	HOURS			EXPENSE		
	Actual	Budget	Fav/(Unfav) Variance	Actual	Budget	Fav/(Unfav) Variance
20 Human Resources	2.50	0.75	(1.75)	\$115.94	\$34.58	(\$81.36)
22 Emergency Preparedness	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
30 Administration	13.25	1.67	(11.58)	\$429.89	\$50.33	(\$379.56)
31 Finance	0.25	0.00	(0.25)	\$4.50	\$0.00	(\$4.50)
32 Purchasing	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
33 Stock Transfer	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
34 Information Technology Services	0.75	1.00	0.25	\$29.06	\$50.25	\$21.19
35 Library	4.50	0.50	(4.00)	\$127.17	\$13.75	(\$113.42)
36 News	14.50	12.08	(2.42)	\$470.83	\$409.75	(\$61.08)
37 Security	19.75	14.00	(5.75)	\$475.71	\$317.83	(\$157.88)
38 Transportation	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
40 Community Facilities	1.75	0.42	(1.33)	\$48.01	\$17.25	(\$30.76)
46 Golf Course	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
48 Swimming Pool	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
56 Exercise Room	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
70 Physical Properties	1.25	4.33	3.08	\$55.95	\$182.00	\$126.05
74 Service Maintenance	108.00	0.00	(108.00)	\$4,117.08	\$0.00	(\$4,117.08)
(Less) Billable to mutuals	(23.50)			(\$1,374.75)	Approx.	
MAC Mutual Administration	0.00		0.00	\$0.00		\$0.00
Totals	143.00	34.75	(108.25)	\$4,499.39	\$1,075.75	(\$3,423.64)

12) Retirement – Employee 401(k) Plan

- For 2016, the amount employees may contribute to their 401(k) plan is \$18,000 per year plus the additional “catch-up” provision for employees over 50 is \$6,000.
 - At the end of January, total plan assets are \$8,699,031.
 - 2015 YTD Employee Contributions \$471,908.10* Average Per Month \$39,325.68
 - 2015 YTD GRF Matching Contributions \$ 143,997.22* Average Per Month \$11,999.77
- *Through check date 12/24/2015

13) Anti-Fraud Compliance Hotline Reports

Program started in May 2014

Program Summary	# of Reports
Reports Since Start of Program	None
Closed Reports	Not Applicable
Open Reports	Not Applicable
New Reports this Month	None

19) Gift Logs

a) See Attachment A

Executive Committee Report compiled by:

Cindy Flynn, Human Resources Director
February 12, 2015

CONFIDENTIALITY NOTICE: This document and any attachments is intended only for the use of the Golden Rain Foundation Board of Directors and may contain information that is attorney-client and/or attorney work product privileged, confidential, and exempt from disclosure under applicable law. You are hereby notified that any dissemination, distribution or copying of this document and information contained is strictly prohibited.

GRF Gifts Log

Department	Gift	Vendor/Shareholder	Date Given
Stock Transfer & Distribution	Pumpkin & zucchini bread	Lenee Dalton @ Castlehead Escrow	11/30/15
Stock Transfer & Distribution	Mason jar of trail mix	Monica Daniel & Jazmine Vergara, Home Care	12/4/15
Stock Transfer & Distribution	Archer Farms deluxe roasted nuts	Ken Knebel, Mutual 2 Secretary	12/4/15
Stock Transfer & Distribution	2 lb. See's Candies	Mutual Fifteen Board of Directors	12/4/15
Mutual Administration/Member Services	2 lb. See's Candies	Darse Crandall, President Mutual Fifteen	12/1/15
Stock Transfer & Distribution	Mason jar of trail mix	Monica Daniel & Jazmine Vergara, Home Care	12/8/15
Mutual Administration/Member Services	Finder's Key holder to Carol Day	Mutual Seven	12/7/15
Mutual Administration/Member Services	Finder's Key holder to Pam Westphal	Mutual Seven	12/7/15
Mutual Administration/Member Services	Bed & Body Works aromatherapy	Mutual Seven	12/7/15
Mutual Administration/Member Services	BBQ lunch	Joyful Care	12/8/15
Marisa McAuley	\$25 Target gift card	Linda Stone, Mutual Three GRF Director	12/7/15
Marisa McAuley	Flip flops finders key for purse	Mutual Seven Board of Directors	12/7/15
Marisa McAuley	\$20 Dollar Tree gift card & 2015/16 photo calendar	Carole Damoci, Mutual Twelve GRF Director	12/7/15
Marisa McAuley	\$10 Starbucks gift card	Paul Pratt, Mutual Two GRF Director	12/7/15
News	Harry & David fruit	Sunshine Club	12/8/15
News	Boxes of candy	Grace Kim	12/8/15
News	Scarf for Cathie	Grace Kim	12/8/15
News	Scarf for Cathie	Nikkei Club	12/8/15
Mutual Administration/Member Services	Cocoa/ornament	Angel Connection	12/11/15
Mutual Administration/Member Services	Purse clip	Mutual Seven	12/11/15
Mutual Administration/Member Services	Cocoa mix	Cambrian Home Care	12/15/15
Mutual Administration/Member Services	Drinking glass & Baileys Irish Creme *Remanded to Administration*	Anonymous	12/11/15
Administration	Swiss Miss hot chocolate	Zebra Hospice	December
Administration	Snowman from Katella Deli	Jodi Armstrong	December
Administration	See's Candy	Mutual Fifteen	December
Administration	European cookies	Mutual Seven	December
Administration	Braided apple strudel	Carole Damoci, Mutual Twelve GRF Director	December
Administration	Panettone cake	Glen Syrop	December
Administration	Chocolate cake	Futhia Elmani	December
Mutual Administration/Member Services	Finder's key holder to Stephanie Louison	Mutual Seven	12/14/15

Department	Gift	Vendor/Shareholder	Date Given
Mutual Administration/Member Services	Katella Bakery pastry to Jodi Hopkins	Jodie Armstrong, Mutual One shareholder	12/14/15
Mutual Administration/Member Services	Katella Bakery pastry to Carol Weller	Jodie Armstrong, Mutual One shareholder	12/14/15
Mutual Administration/Member Services	Mrs. Field's Cookies gift collection	Michael Rabkin, Esq.	12/14/15
Mutual Administration/Member Services	3 boxes of trail mix	Mutual Eleven	12/14/15
Mutual Administration/Member Services	Hawaiian Host macadamia nuts for Carol Day	Al Glenrock & wife, Mutual Sixteen	12/14/15
Mutual Administration/Member Services	Hawaiian Host macadamia nuts for Pam Westphal	Al Glenrock & wife, Mutual Sixteen	12/14/15
Mutual Administration/Member Services	Hawaiian Host macadamia nuts for Jodi Hopkins	Al Glenrock & wife, Mutual Sixteen	12/14/15
Mutual Administration/Member Services	Gift certificate for 1 lb See's Candies for Carol Day	Mutual Six	12/14/15
Mutual Administration/Member Services	Gift certificate for 1 lb See's Candies for Pam Westphal	Mutual Six	12/14/15
Mutual Administration/Member Services	Gift certificate for 1 lb See's Candies for Stephanie Linton	Mutual Six	12/14/15
Mutual Administration/Member Services	Gift certificate for 1 lb See's Candies for Jodi Hopkins	Mutual Six	12/14/15
Mutual Administration/Member Services	Hoff's Hut gift card for Pam Westphal	A. Griepsma	12/14/15
Mutual Administration/Member Services	Hoff's Hut gift card for Carol Weller	Mutual One	12/14/15
Mutual Administration/Member Services	Hoff's Hut gift card for Jodi Hopkins	Mutual One	12/14/15
Mutual Administration/Member Services	2 lb See's Candies for C. Weller & staff	Erica Shapiro	12/14/15
Mutual Administration/Member Services	Biscuits a la carte	Mutual Nine	12/14/15
Mutual Administration/Member Services	Kirkland European cookies	Robin Gray/Barbara Dobias	12/14/15
Mutual Administration/Member Services	\$10 gift card Subway	Tony Dodero	12/14/15
Stock Transfer & Distribution	Tabletop purse holder for Courtney Knapp	Mutual Seven BOD	12/14/15
Stock Transfer & Distribution	Kirkland European cookies	Mutual Seven BOD	12/14/15
Stock Transfer & Distribution	2 dozen chocolate chip cookies	Carole Damoci, Mutual Twelve GRF Director	12/14/15
Stock Transfer & Distribution	Gift certificate for 1 lb See's Candies for Beverly	John Garrett, Mutual Six President	12/14/15
Stock Transfer & Distribution	54 Kirkland Trail Mix Snack packs (9 per employee)	Al Glenrock, Mutual Sixteen President	12/14/15
Stock Transfer & Distribution	Sesame crunch bars	Gita Basner, 11-266C	12/14/15
Stock Transfer & Distribution	Mason jar of trail mix	Monica Daniel, Home Care Professionals	12/14/15
Stock Transfer & Distribution	Hawaiian Host chocolate macadamia nuts	Al Glenrock, Mutual Sixteen President	12/15/15
Stock Transfer & Distribution	Trader Giotto's Panettone	Michelle Heath, 02-010H	12/15/15
Stock Transfer & Distribution	Russell Stover assorted chocolates	Swanna Nghiem, caregiver, 02-070C	12/15/15
Stock Transfer & Distribution	Peach pastry ring	Elaine Briskey, Onsite Sales office	12/17/15
Stock Transfer & Distribution	2 lb See's Candies	Erika Shapiro, Leisure Living Resales	12/17/15
Stock Transfer & Distribution	Kirkland European cookies	Robin Gray/Barbara Dobias, Berkshire H	12/17/15
Stock Transfer & Distribution	Four 1 lb. boxes See's Candies	Colleen - Westport Escrow	12/17/15

Department	Gift	Vendor/Shareholder	Date Given
Stock Transfer & Distribution	One bag Reece's peanut butter cups	Flo Dartt - 14-005B	12/18/15
Stock Transfer & Distribution	Kirkland European cookies	Dawn Januszka, Onsite Sales office	12/18/15
Stock Transfer & Distribution	Godiva canister of chocolate, pretzels, truffles	Ronde Winkler, GRF President	12/18/15
Administration - Marisa McAuley	2.5 oz. trail mix	Phil Mandeville, Mutual Eleven President	12/18/15
Administration - Marisa McAuley	Mug w/mudcake recipe/ingredients	Mary Ruth Greer, Mutual Eleven GRF Rep	12/18/15
Administration - Randy Ankeny	2.5 oz. trail mix	Phil Mandeville, Mutual Eleven President	12/18/15
Administration - Randy Ankeny	Mug w/mudcake recipe/ingredients	Mary Ruth Greer, Mutual Eleven GRF Rep	12/18/15
Purchasing	1 lb See's Candies	Mutual Fifteen Board	December
Purchasing	Tin of cookies	Mrs. Damoci & Ms. Gillon	December
Purchasing	Tin of cookies	Mutual Seven	December
Purchasing	Tin of cookies	Ferguson Enterprises	December
Purchasing	Chocolate basket	Ronde Winkler, GRF President	December
Purchasing	Cookie basket	Supply Solutions	December
Purchasing	Baklava	Mutual Seventeen	December
Purchasing	Brownies & tee shirts	Ganahl Lumber	December
Purchasing	Travel Wallet	Mutual One	December
Purchasing	Coffee cake	Campbell Printing	December
Administration - Deanna Bennett	\$10 Starbuck's gift card	Paul Pratt, Mutual Two GRF Rep	12/10/15
Administration - Deanna Bennett	\$20 Dollar Tree gift card	Carole Damoci, Mutual Twelve GRF Director	12/9/2015
Administration - Deanna Bennett	Mug w/mudcake recipe/ingredients	Mary Ruth Greer, Mutual Eleven GRF Rep	12/21/15
Administration - Deanna Bennett	\$20 Target gift card	Perry Moore, Mutual Seventeen GRF Rep	12/21/15
Administration - Deanna Bennett	\$10 Target gift card	Mutual Seventeen Board	12/22/15
Administration - Deanna Bennett	\$25 Visa gift card	Ronde Winkler, GRF President	12/22/15
Administration - Deanna Bennett	ID protection travel wallet	Sandra Luther-Stark, Mutual One	12/22/15
Stock Transfer & Distribution	Lottery scratchers	Lee Melody, Mutual Fourteen President	12/23/2015
Stock Transfer & Distribution	Regal Cinema gift cards/cookie tray	Cardinal Pacific Escrow	12/23/15
Stock Transfer & Distribution	\$10 Target gift card	Mutual Seventeen Board	12/23/15
Stock Transfer & Distribution	Popcorn, hot chocolage, trail mix, potato chips	Mutual Eleven Board	12/23/15
Stock Transfer & Distribution	Personalized holiday towels	Lenee Dalton, Castlehead Escrow	12/23/15
Stock Transfer & Distribution	Lindt chocolates	Mutual Eight Board	12/22/15
Stock Transfer & Distribution	Danisk kringle	Marsha Gerber	12/23/2015
Stock Transfer & Distribution	Candy	Bob Slater, Mutual Four President	12/23/15

Department	Gift	Vendor/Shareholder	Date Given
Stock Transfer & Distribution	Perugina assorted chocolates	Law Office fo John Trommald	12/23/15
Mutual Administration	Candy	Fleu de lis - Grace Kim	12/21/15
Mutual Administration/Member Services	\$10 Target gift card	Mutual Seventeen	12/22/15
Human Resources	Wall calendar	Cal Chamber	12/17/15
Accounting	Jelly Belilles 17 oz.	SoCal Ed	December
Accounting	See's Candy 32 oz.	Mutual Fifteen Board	December
Accounting	European Cookies 49 oz.	Mutual Seven	December
Accounting	Bath & Body Works lotion for Diane Schultz	Mutual Seven	December
Accounting	Braided apple strudel	Carole Damoci, Mutual Twelve GRF Director	December
Accounting	Trail Mix, 3 boxes	Mutual Eleven Board	December
Accounting	Chocolate Macademia Nuts	Al Grenrock, Mutual Sixteen President	December
Accounting	See's Candy gift certificate for 1 lb.	Mutual Six	December
Accounting	Chocolate Macademia Nuts for C. Miller/shared	Al & Lily Grenrock	December
Accounting	See's Candy gift certificate, 1 lb. for C. Miller	Mutual Six	December
Accounting	See's Candy gift certificate, 1 lb. for F. Angeles	Mutual Six	December
Accounting	Fruit Danish, large	Escrow Sales Office	December
Accounting	Biscuits a la carte	Mutual Nine	December
Accounting	European Cookies for Ester Jamora	Barbara & Robin Ester	December
Accounting	Reese chocolates 11 oz.	Flo Dartt	December
Accounting	Travel On wallet for Sora Kim	Sandra Luther-Stark, Mutual One President	December
Accounting	Tote bag & hangers for Diane Schultz	Sandra Luther-Stark, Mutual One President	December
Accounting	Starbuck's coffee	John's Landscaping	December
Accounting	Travel On wallet for Barbara Shuler	Sandra Luther-Stark, Mutual One President	December
Accounting	Travel On wallet for EsterJamora	Sandra Luther-Stark, Mutual One President	December
Accounting	Travel On wallet for Sora Kim	Sandra Luther-Stark, Mutual One President	December
Accounting	Travel On wallet for Vivian Samuel	Sandra Luther-Stark, Mutual One President	December
Accounting	Flashlight for Robert Alvarez	Sandra Luther-Stark, Mutual One President	December
Accounting	Tote bag & hangers for Carolyn Miller	Sandra Luther-Stark, Mutual One President	December
Accounting	Coffee mug/candy/hot chocolate	Mary Ruth Greer, Mutual Eleven GRF Rep	December
Accounting	Poinsettia plant for Diane Schultz	Mutual Six	December
Accounting	Baklava & Chex Mix	Mutual Seventeen	December
Accounting	\$10 Target gift card for ea. Accounting employee	Mutual Seventeen	December

Department	Gift	Vendor/Shareholder	Date Given
Accounting & IT	Lindt chocolates 35 oz.	Mutual Eight Board	December
Accounting	See's candy 2 lbs.	M J Jurado	December
Accounting	\$50 Claim Jumper gift card for D. Schultz/shared	John's Landscaping	December
Accounting	Lindt truffles 6 oz. For Diane Schultz	Ruthann Arlart, President, Mutual Ten	December
Accounting	\$50 Claim Jumper gift card for M. Kerr/shared	Claim Jumpert	December
Accounting	Orchid for C. Miller	Linda Stone, Mutual Three GRF Rep	September
Physical Property/Recreation	Pastries	Ron Dell	12/1/15
Physical Property/Recreation	\$10 Starbuck's gift card for L. Whitlock	Paul Pratt, Mutual Two GRF Rep	12/2/15
Physical Property/Recreation	Pastries from Sweet Jill's	Nukote	12/3/15
Physical Property/Recreation	See's candy	Mutual Fifteen Board	12/4/15
Physical Property/Recreation	box of mangoes	Anna Derby	12/9/15
Physical Property/Recreation	Cookie	First Class Vending	12/9/15
Physical Property/Recreation	\$25 gift card to J. Antidel	S/h Friedma, Mutual Fifteen, 27D	12/14/15
Physical Property/Recreation	Christmas cookies	Mutual Seven	12/14/15
Physical Property/Recreation	Cookies	Real estate agent Carolyn McInery	12/14/15
Physical Property/Recreation	See's candy gift card for S. Mooney	Mutual Six Board of Directors	12/14/15
Physical Property/Recreation	See's candy gift card for L. Lubin	Mutual Six Board of Directors	12/14/2015
Physical Property/Recreation	Streudel	Carole Damoci, Mutual Twelve GRF Director	12/14/15
Physical Property/Recreation	Trail Mix	Mutual Eleven Board	12/14/15
Physical Property/Recreation	Subway 3 ft sub sandwich	Joy Walking Club	12/15/15
Physical Property/Recreation	Cookies	Lenei, Castlehead	12/15/15
Physical Property/Recreation	Cookies/candy	AirTech	12/15/15
Physical Property/Recreation	Pecan Pie/Costco \$25 gift card for L. Whitlock	Pastor Lee, Sarong Church	12/15/2015
Physical Property/Recreation	Pecan Pie/Costco \$10 gift card for L. Lubin & K. Thayer	Pastor Lee, Sarong Church	12/23/15
Physical Property/Recreation	Cookies/candy	Nationwide Contractor	12/17/15
Physical Property/Recreation	Three Danish Rings	Elaine Briskey, Onsite Sales office	12/17/15
Physical Property/Recreation	Truffles & cookies	Cal Met	12/17/15
Physical Property/Recreation	Cookies/candy	Suzie Fekja - RE & Director	12/17/15
Physical Property/Recreation	See's candy	Erika Shapiro, Leisure Living Resales	12/17/2015
Physical Property/Recreation	See's candy for S. Mooney	Colleen, Westport Escrow	12/17/15
Physical Property/Recreation	Seasonal bread loaves	Sandra Luther-Stark, Mutual One President	12/17/15
Physical Property/Recreation	Chocolate cookies	Robin Gran & Barbara Dobra (R.E.)	12/17/15

Department	Gift	Vendor/Shareholder	Date Given
Physical Property/Recreation	Jersey Mike Sandwiches lunch	Vista Paint	12/18/15
Physical Property/Recreation	Canister of Candy for each employee	Vista Paint	12/18/15
Physical Property/Recreation	Kitchen towel for S. Mooney	Lenee at Castlehead	12/21/15
Physical Property/Recreation	Bagels & cream cheese	Citywide Escrow	12/22/15
Physical Property/Recreation	\$25 Cash to J. Antisdell	Saundra Luther-Stark, Mutual One President	12/22/15
Physical Property/Recreation	\$5 Starbuck's gift card	Shareholder I-331	12/22/15
Physical Property/Recreation	Katella Deli platter of cookies	Rondell Restoration	12/22/2015
Physical Property/Recreation	Two movie tickets for S. Mooney	Citywide Escrow	12/22/15
Physical Property/Recreation	Platter of cookies	Cardinal Pacific Escrow	12/22/15
Physical Property/Recreation	Two small canvas tool bags	United Riggers & Erectors	December
Physical Property/Recreation	Starbuck's coffee	John's Landscaping	December
Physical Property/Recreation	See's candy	Saundra Luther-Stark, Mutual One President	12/23/15
Physical Property/Recreation	Whitman's chocalage	Terry Otte & Abilene	12/23/2015
Physical Property/Recreation	Two Kringle Danish	Marsha Gerber Onsite Savings	12/23/15
Physical Property/Recreation	Baklava	Mutual Seventeen Board	12/23/15
Physical Property/Recreation	\$10 Target gift card for L. Lubin	Mutual Seventeen Board	12/23/15
Physical Property/Recreation	\$10 gift card for M. Weaver	Mutual Seventeen Board	12/23/15
Physical Property/Recreation	Large box of chocolates	Mutual Eight Board	12/23/15
Physical Property/Recreation	Sprinkle's cupcakes	Roof Standard	12/23/2015
Physical Property/Recreation	Travel On Wallet for L. Lubin	Saundra Luther-Stark, Mutual One President	12/23/15
Physical Property/Recreation	\$25 gift card to J. Antisdell	Mr. Michaelides	12/24/15
Physical Property/Recreation	Popcorn and candy bark	Carl, Pacific Screen	12/29/15
Physical Property/Recreation	\$10 gift card to T. DeLeon	Mutual Seventeen	12/23/15
Physical Property/Recreation	Pen set for T. DeLeon	Tommy Williams	12/23/15
Physical Property/Recreation	Box of apples	BJ & Company Construction	12/31/15
Physical Property/Recreation	Lunch for department	Joy Walking Club	December
Physical Property/Recreation	Scarf for Kathy Thayer	Nikkei Club	December
Physical Property/Recreation	Green plant	Gladys Horvath, Yoga Club	December
Physical Property/Recreation	Whitman's chocolates for department	Chinese Friendship Club	December
Physical Property/Recreation	Cookies & candy	Dancing Feet Club	December
Physical Property/Recreation	Crackers & candy	Korean Classical Music Club	December
Physical Property/Recreation	Scarf for Kathy Thayer	Korean Classical Music Club	December
Physical Property/Recreation	Cameo brooch (costume) for Kathy Thayer	Britannia Club	December
Physical Property/Recreation	Dichroic glass pendant for Kathy Thayer	Lapidary Club	December
Physical Property/Recreation	See's candy	Mutual Fifteen Board	December
Physical Property/Recreation	Gift card (MAY BE RETURNED - PENDING DECISION)	Korean English Card	December
Physical Property/Recreation	Challah bread for department	Leisure World Cooking Club	December
Physical Property/Recreation	Fruit for department	Vietnamese Club	December
Physical Property/Recreation	Lunch for department	Italian American Club	December
Physical Property/Recreation	Candy	Leisure World Sing Along	December
Physical Property/Recreation	\$25 Costco gift card to Kathy Thayer	Sa-Rang church	December

Department	Gift	Vendor/Shareholder	Date Given
Physical Property/Recreation	\$10 In & Out gift card to Kathy Thayer	Yoga Club	December
Physical Property/Recreation	\$25 Hoff's Hut gift card to Kathy Thayer	Leisure World Baptist Church	December
Physical Property/Recreation	Throw blanket for Kathy Thayer	Kang Nam	December
Physical Property/Recreation	Pens	Cabaret	December
Physical Property/Recreation	Candy	Friendship Club	December
Physical Property/Recreation	\$25 gift card to Kathy Thayer	Zumba	December
Physical Property/Recreation	\$10 Coffee gift card to Kathy Thayer	Friendly Couples	December
Physical Property/Recreation	Pens, pads, paper clips	Theater Club	December
Physical Property/Recreation	\$25 Costco gift card to Kathy Thayer	Flowering Step Line Dance Club	December
Physical Property/Recreation	\$10 Del Taco gift card to Kathy Thayer	All Seasons Club	December
Physical Property/Recreation	\$25 Coffee gift card to Kathy Thayer	Vibratones	December
Security	Food	Theater Club	12/4/15
Security	Sandwiches	Grigsby	12/4/15
Security	See' Candy	Mutual Fifteen Board	12/4/15
Security	Food	Leisure World Choral	12/5/15
Security	Fruit turnovers	Kathleen Knox	12/17/15
Security	Peach coffee cake	Onsite sales	12/17/15
Security	Clementine tangerines	Paula Dowd	12/17/15
Security	European cookies & gummy wreathes	Onsite sales	12/17/15
Security	Cookies, biscotti	Margwe Novak	12/17/15
Security	Trader Joe's cookies	Marlene Brown, Mutual Twelve	12/17/15
Security	Food basket	Ron Dells Restaurant	12/18/15
Security	Whitman candy	Mutual Fifteen Board - Gayner	12/18/15
Security	Pecan Pie	ServPro	12/18/15
Security	Johnny's Rib Company luncheon	ServPro	12/18/15
Security	Snacks & gift bag	Shareholder Swanna Nghiem	12/20/15
Security	Firenze candies	Laird & Palmotor #28B	12/25/15
Security	\$10 gift card for Jaime Guerrero	Mutual Seventeen	12/28/15
Security	\$10 gift card for Al Cabrera	Mutual Seventeen	12/28/15
Security	Fruit turnovers	Kathleen Knox	12/17/15
News	Cookies	shareholder Carolyn McInerny	12/15/15
News	Candy	Cindy Gannon & Keith Kelsey	12/15/15
News	Pastry	Onsite sales	12/15/15
News	Bread	Maureen Habel	12/15/15
News	Kirland cookies	Robin & Barbara	12/15/15
News	Cookies and candy	New York club	12/15/15
News	Candy	Friendship Club - Jeff Sacks	12/15/15
Administration	Travelon tote purse for Wendi Noble	Mutual Seventeen	12/23/15
Administration	\$10 Target gift card for Wendi Noble	Mutual Seventeen	12/23/15
News	Snacks & gift bag	Shareholder Swanna Nghiem	12/15/15
Library	Cake	Shareholder Glenn Syrop	December
Library	Belgian chocolate biscuits	Vicky & Son Lu	December

Department	Gift	Vendor/Shareholder	Date Given
Library	Vanilla cake/plates	Superwire - Victor	December
Library	Fruitcake	Mr. Gan	December
Library	Cookie tin	Naomi Chanen	December
Library	Frosted cookies	Suzanne Dunwell	December
Library	Handcrafted wooden bookmarks	The Ramelots	December
Library	Cookie Tin	The Fajardos	December
Library	Chocolate chip cookies	Carole Damoci, Mutual Twelve GRF Director	December
Library	Chocolate turtles	Florence Dartt	December
Library	Snickerdoodles & oatmeal cookies	Eva & James Kanagusuki	December
Library	Two Madi Italian boxcakes	Cirilo & Rosario Salazar	December
Library	\$25 Cash	Betty Smith	December
Library	2016 calendar	Jim Y	December
Library	Homemade treats	Darlene Harris	December
Library	\$25 donation	John & Dorothee Wright	December
Library	Holiday popcorn	Belinda Macleod	December
Library	Four bags of candy (for patrons)	Joe Manoco	December

Golden Rain Foundation
 February 8, 2016, Meeting of the Executive Committee
 Accounting Supervisor's Report

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Administration Building				
6410005 29	Building Supplies - Administration Bldg	2,791	120	(2,671)
6420100 29	Electricity - Administration Bldg	25,802	25,150	(652)
6425100 29	Natural Gas - Administration Bldg	456	860	404
6471000 29	Building Repair & Maintenance - Administ	10,078	1,200	(8,878)
Total Expenses		39,128	27,330	(11,798)
5330000 29	Income / Refund from Mutuals - Administr	27,325	27,330	(5)
Total Cost Recovery		27,325	27,330	(5)
Off Budget Items				
Net Income / (Expense)		(11,803)	0	(11,803)

Budget Variance Report - December 2015
Dept Name - CC 29

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6410005	Building Supplies	(2,671)	Misc. décor and locking mailboxes for Mutuals' check signing room
6471000	Building Repair & Maintenance	(8,878)	Electronic locks, door and elevator repairs
Total Explained Variances		<u>(11,549)</u>	

Golden Rain Foundation
February 8, 2016, Meeting of the Executive Committee
Accounting Supervisor's Report

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Administration				
610000 30	Salaries & Wages - Administration	304,741	282,594	(22,147)
611000 30	Pay for Performance Provision - Administration	0	36,872	36,872
614000 30	Employment Taxes - Administration	20,638	21,539	901
614200 30	Workers' Compensation - Administration	6,004	8,822	2,818
614300 30	Group Insurance - Medical - Administration	20,756	26,067	5,311
614330 30	Group Insurance - Dental - Administration	785	522	(263)
614350 30	Group Insurance - Vision - Administration	453	288	(165)
614400 30	401(k) Match - Administration	770	7,844	7,074
614500 30	Group Insurance - Life - Administration	1,666	1,221	(445)
614600 30	Long Term Disability Insurance - Administration	1,181	1,474	293
621100 30	Continuing Education - Administration	99	2,400	2,301
621300 30	Employee Recruitment - Administration	745	0	(745)
621400 30	Meals & Special Events - Administration	15,467	20,000	4,533
621450 30	Gifts - Administration	373	450	77
621500 30	Mileage - Administration	6,010	6,120	110
641000 30	Office Supplies - Administration	9,635	13,200	3,565
641003 30	Board Office Supplies - Administration	1,522	1,300	(222)
6410010 30	Hospitality - Administration	2,302	2,000	(302)
6410015 30	Computer Supplies - Administration	5,437	600	(4,837)
6410025 30	Lunch Room Supplies - Administration	315	0	(315)
6410030 30	Printer / Copier Supplies - Administration	5,262	4,200	(1,062)
6410035 30	Refreshments - Administration	2,319	2,750	431
642200 30	Telephone - Administration	64,686	70,448	5,762
6434100 30	Legal Fees - General Counsel - Administration	66,328	60,000	(6,328)
6434105 30	Legal Fees - Litigation - Administration	38,489	36,000	(2,489)
6437100 30	Reserve Study - Administration	12,400	5,500	(6,900)
6438000 30	Other Professional Fees - Administration	6,331	2,000	(4,331)
6444000 30	Equipment Rental - Administration	4,523	4,524	1
6471000 30	Building Repair & Maintenance - Administration	9	0	(9)
6472000 30	Equipment Repair & Maintenance - Administration	918	0	(918)
6478000 30	Service Contracts - Administration	20,051	10,560	(9,491)
6482000 30	Dues, Memberships & Books - Administration	665	4,300	3,635
6484000 30	Permits & Licenses - Administration	35	1,705	1,670
6491000 30	Miscellaneous Writeoffs - Administration	350	0	(350)
6731000 30	Property & Liability Insurance - Administration	369,112	353,243	(15,869)
6951000 30	Non-Budgeted Exp for Committee - Administration	1,000	1,000	0
	Total Expenses	991,377	989,543	(1,834)
Other Cost Recovery				
5335000 30	Management Fee - Administration	44,400	44,400	0
5385000 30	Other Income - Administration	3,076	2,375	701
5385100 30	Unrestricted Donations - Administration	5,000	0	5,000
5395000 30	Rental Income - Administration	32,787	32,778	9
5396000 30	Taxable Other Income - Administration	1,800	6,704	(4,904)
5396100 30	Taxable Other Income - Supervisory - Administration	104,355	75,000	29,355
5397100 30	Taxable Interest Income - Administration	29,113	26,850	2,263
5397600 30	Tax Exempt Interest Income - Administration	26,359	7,550	18,809
5398000 30	Interest Income Allocation - Administration	(52,889)	0	(52,889)
	Total Other Cost Recovery	194,002	195,657	(1,655)
5330000 30	Income / Refund from Mutuals - Administration	793,840	793,882	(42)
	Total Cost Recovery	987,842	989,539	(1,697)
	Net Income / (Expenses)	(3,535)	(4)	(3,531)

Golden Rain Foundation
 February 8, 2016, Meeting of the Executive Committee
 Accounting Supervisor's Report

Budget Variance Report - December 2015
Dept Name - CC 30

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6100000	Salaries & Wages	(22,147)	Salary increased on included in budget
6110000	Pay for Performance	36,872	Actual expenses posted to various cost centers
	Payroll & Benefits	15,676	Planned participation is less than budgeted
	Legal Expenses	(8,817)	Required legal fees are lower than anticipated
6478000	Service Contracts	(9,491)	Greater use of copiers increases mntc costs
5385100	Unrestricted Donations	5,000	Donation from resident's Trust
5396100	Other Income - Suprewire	29,355	Collecting past due amuonts on extra revenue & increased in subscriptions
5398000	Interest Income Allocation	(52,896)	Interest allocated to Reserves
	Total Explained Variances	(6,448)	