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## Board of Directors

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**Agenda**  
**Clubhouse Four**  
**Tuesday, July 26, 2016**  
**10:00 a.m.**

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

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

8. Consent Calendar – Approval of Board Committee Meeting Minutes (pp. 1-2)
9. Approval of Minutes (pp. 3-8)
  - a. June 21, 2016
10. New Business
  - a. General
    - i. Appointment of ITS Committee (Mrs. Damoci, pp. 9-14)
    - ii. Code of Ethics (Ms. Rapp, pp. 15-16)
  - b. Executive Committee
    - i. Discontinuance of Publication of GRF Minutes in the News (Ms. Stone (pp. 17-20)
    - ii. Rescind Policy 4161.1, Disclosure Regulation – Information Regulation (Mrs. Reed, pp. 21-24)
    - iii. Rescind Policy 5023-30, GRF Department Organization Chart (Mrs. Reed, pp. 25-36)
  - c. Finance Committee
    - i. Accept May and June 2016 Financial Statements for Audit (Mr. Hood, pp. 37-46)

- ii. Approve Replacement of Ping Pong Tables/Reserve Funding (Ms. Stone, pp. 47-52)
  - iii. Acceptance of NSBN Management Letter (Mr. Hood, pp. 53-54)
  - iv. Sewer Lift Station Replacement (Mrs. Greer, pp. 55-60)
  - v. Ratify Air Conditioner Replacement Emergency Action/Reserve Funding (Mr. Pratt, pp. 61-64)
- d. Physical Property Committee
  - i. Conceptual Approval of Movement Study (Ms. Stone, pp. 65-68)
  - ii. Conceptual Approval of St. Andrews Gate Traffic Improvements (Mr. Stone, pp. 69-72)
- e. Strategic Planning Ad Hoc Committee
  - i. Adopt Policy 5167-SPAH, Strategic Planning Ad Hoc Committee Charter (Ms. Stone, pp. 73-76)

11. Staff Reports

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

12. Board Member Comments

13. Next Meeting/Adjournment

- a. August 23, 2016

In accordance with Civil Code 4090, the Foundation will make available a summary of the meetings where a quorum of the Board was present. A quorum of the Board was present at the following six May and June 2016 Committee meetings:

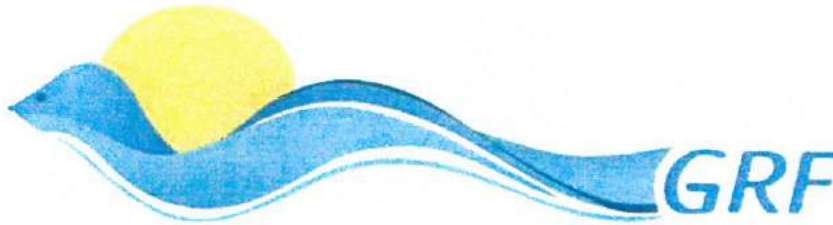
- Minutes of the Physical Property Committee Board Meeting of May 4, 2016
- Minutes of the Recreation Committee Board Meeting of May 9, 2016
- Minutes of the Mutual Administration Committee Board Meeting of May 10, 2016
- Minutes of the Security, Bus & Transportation Committee Board Meeting of May 11,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

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

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

Thank you.

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**BOARD OF DIRECTORS MEETING  
GOLDEN RAIN FOUNDATION  
June 21, 2016**

**CALL TO ORDER**

President Damoci called the regular monthly meeting of the Board of Directors of the Golden Rain Foundation (GRF) to order at 10:00 a.m. on Tuesday, June 21, 2016, in Clubhouse Four.

**PLEDGE OF ALLEGIANCE**

Gene Vesely of the Y's Club, led the Pledge of Allegiance.

**ROLL CALL**

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

**PRESIDENTS COMMENTS**

For the purpose of full disclosure, the President affirmed that she is married to the President of Mutual Twelve and would recuse herself on any matter that be interpreted as a conflict of interest.

The Committee meetings will be starting shortly. A few of them have been moved to different days. One of the main duties of each Committee is oversight of the budget. The ones that oversee the most money were too early in the month to have the up to date budget comparisons that were needed to fulfill this requirement.

The ITS Committee no longer needs the kind of oversight that other areas need and after talking with Mr. Ankeny, have decided to seek Board approval to disband this standing committee. If that is approved, the ITS Committee will be split, with the Web-site being moved under Publications and the out-source contract and under duties under Finance. Some policies will need to be re-written but this can be done over the next couple of weeks. If the Board wishes to keep the ITS Committee, we can staff it next month.

The new officers have duties that other Directors do not have but the responsibility and the

authority for overseeing the Trust property rests with the full Board, not any one member, no matter what their office.

The Board has, over the past few years, been, for the most part, in the firefighting business. Years of neglect have made this Board tackle many major projects at the same time. We will still have some of them over the next year but need to start looking forward. At this meeting, I will be asking the Board to approve an Ad-hoc Committee for Strategic Planning to start this process. If I have one vision for this year, it's that the Board looks forward to insure the future of this community that we; a part of and love.

Enough said.

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

The Board met on June 7, 2016 for a special meeting to start the ballot counting process for the GRF Directors representing the even-numbered Mutuals.

The Board met on June 14, 2016 for the Annual Meeting and for a special meeting for the purpose of organization.

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

The new GRF Board member was introduced: Ms. Susan Hopewell from Mutual Six.

Two employee were recognized with a service award.

Young Lee	Security Department	10 years
Rosendo Falcon	Purchasing Department	15 years

### **SHAREHOLDER/MEMBER COMMENTS**

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

One shareholder/member offered comments.

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

The minutes of the May 24, June 7, June 14 (Organizational) 2016 Golden Rain Foundation Board meetings were approved, by general consent of the Board, as presented.



## **BUSINESS**

### **Ratification of Committee Assignments and LAMC Advisory Board Assignments**

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

The Committee chairs are: Architectural Design and Review – Susan Hopewell; Executive Committee – Linda Stone; Finance Committee – Phil Hood; Mutual Administration Committee – Kathy Rapp; Physical Property Committee – Barry Lukoff; Publications Committee – Mary Ruth Greer; Recreation Committee – Perry Moore; Security, Bus and Traffic – Leah Perrotti and appointment of Directors Perry Moore (Chair), Carole Damoci, Marjorie Doder, Paula Snowden and Linda Stone as members of the LAMC Medical Advisory Board for the 2016/2017 term.

Mrs. Damoci MOVED, seconded by Mr. Lukoff and carried unanimously by the Board Directors present -

TO approve, in accordance with the Bylaws of the Golden Rain Foundation of Seal Beach and Policy 5100-30 the standing Committee appointments, per Exhibit A, included in the agenda packet.

### **Ad Hoc Committee Appointment**

Ms. Stone MOVED, seconded by Mr. Moore-

TO approve and thereby establish the Strategic Planning Ad Hoc Committee and grants to the Ad Hoc Committee limited authority specifically stated within the GRF governing documents, and policies or other authority as granted by the BOD or as stated within this policy.

Two Board members spoke on the motion.

The motion was carried unanimously.

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

TO approve appointment Linda Stone (Chair), Phil Hood, Susan Hopewell, Barry Lukoff, Kathy Rapp, Leah Perrotti and Paul Pratt.

### **Acceptance of Committee Charters**

Ms. Snowden MOVED, seconded by Ms. Hopewell-

TO accept Committee Charters for the 2016/2017 GRF Committees:

5110-30, Executive Committee, 5115-31, Finance Committee, 5125-36, Publications Committee, 5130-70, Physical Property Committee, 5135-50, Recreation Committee, 5145-37, Security, Bus and Traffic Committee, 5160-ADR, Architectural Design and Review Committee, 5165-MAC, Mutual Administration Committee.

Three Board members spoke on the motion.

Mr. McGuigan MOVED, seconded by Mr. Stone

TO amend the main motion to include the ITS Committee Charter.

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

The amendment to the motion was carried with one no vote (Greer).

The main amended motion was carried unanimously.

### **CONTROLLER'S REPORT**

The Controller provided a verbal financial update: as of May 31, 2016, the financial reports show a surplus of \$472,576. Memberships collected in May totaled \$192,030 and were split 50/50 as contributions to the reserve and capital expenditure funds.



**EXECUTIVE DIRECTOR'S REPORT**

The Executive Director provided an update on the Globe.

**BOARD MEMBER COMMENTS**

Fifteen Board members spoke on their backgrounds for the benefit of the new GRF Board members.

**ADJOURNMENT**

The meeting was adjourned was at 10:36 a.m.

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Joy Reed, Corporate Secretary  
GRF Board of Directors  
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06.21.16

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Golden Rain Foundation

Leisure World, Seal Beach

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## BOARD ACTION REQUEST

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**TO:** BOARD OF DIRECTORS  
**FROM:** CAROLE DAMOCI, PRESIDENT  
**SUBJECT:** ITS COMMITTEE APPOINTMENT  
**DATE:** JULY 26, 2016  
**CC:** FILE

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There is a clear and present need to re-establish the Information Technology Services (ITS) Committee to provide oversight of the operation of the ITS Department:

- a. Ensure that the technical reporting, procedures and practices of the ITS Department, including the Golden Rain Foundation (GRF) website, all electronic communications and devices are maintained according to Industry Standards;
- b. Review monthly budget comparison for cost center 34; initial approval and recommendation to the Finance Committee of the annual budget for cost center 34, including Capital requests and upcoming Reserve replacements;
- c. Assist the GRF Board of Directors (BOD) in understanding the compliance of any contracts relating to information technology;
- d. Furnish a report at the GRF annual meeting.

### 1<sup>st</sup> Motion

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

2<sup>nd</sup> Motion

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

Paula Snowden – Chair, Mary Ruth Greer, Phil Hood, Barry Lukoff, Paul Pratt, Linda Stone and Richard Stone.

**RESOLUTION/MOTION ACTION RECORD**

072616.10.a.i.

Resolution Type: **Appoint Committee**Pertaining to: **Information Technology Services**Duly adopted at a meeting of the Board of Directors held: **07.26.16**

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Cost Center \_\_\_\_\_ Capital \_\_\_\_\_ Operational \_\_\_\_\_ Reserves \_\_\_\_\_

**VOTE:**

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

ATTEST: \_\_\_\_\_ (Secretary) \_\_\_\_\_ (Date)

**COMMITTEE FUNCTIONS**

**Information Technology Services (ITS) Committee**

Pursuant to state statute (Corp. Code §7210; Corp. Code §7212(c)) and Article VII of the Bylaws of the Golden Rain Foundation (GRF), the Board of Directors (BOD) hereby establishes the Information Technology Services (ITS) Committee and grants to the Committee authority specifically stated within the GRF governing documents, and policies or other authority as granted by the BOD or as stated within this policy.

In accordance with Article VIII of the Bylaws, committee chair and members shall be appointed by the GRF President and approved by action of the BOD in accordance with policy 5100-30.

**1. PURPOSE:**

Oversee the operation of the ITS Department;

**2. DUTIES:**

- a. Publish an agenda four (4) days in advance of Committee meeting;
- b. Elect a Vice-Chair at the first meeting;
- c. Meet with the ITS Department staff monthly or whenever such meetings are deemed necessary, unless cancelled by the chair;
- d. To be aware, through study and research, that the technical reporting, procedures and practices of the ITS Department, including the GRF website, all electronic communications and devices are maintained according to Industry Standards;
- e. Review monthly budget comparison for cost center 34;
- f. Assist the BOD in understanding the compliance with any contracts relating to information technology;
- g. Initial approval and recommendation to the Finance Committee of the annual budget for cost center 34 including Capital requests and upcoming Reserve replacements;
- h. Review policies for cost center 34 yearly and send recommended changes to the GRF BOD for approval; and
- i. Furnish a report at the GRF annual meeting.

**3. LIMITATIONS:**

It is to be recognized that the function of the Committee is to act in an advisory and consulting capacity.



**COMMITTEE FUNCTIONS**

**Information Technology Services (ITS) Committee**

Regulatory or supervisory activities affecting employed personnel are functions of Management and not to be encroached upon by any Committee Chairperson or member, either individually or collectively.

Committee does not have the authority to enter into written contracts or oral agreements with any third parties on behalf of the GRF BOD. Authority to authorize contracts and/or expenses rests solely with the BOD.

**Policy**

Adopted: 20 Mar 07

Amended: 21 Jun 16

**GOLDEN RAIN FOUNDATION**

Seal Beach, California

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## BOARD ACTION REQUEST

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**TO:** BOARD OF DIRECTORS  
**FROM:** PRESIDENT (RA)  
**SUBJECT:** CODE OF ETHICS  
**DATE:** JULY 9, 2016  
**CC:** FILE

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As duly elected members of the Board of the Golden Rain Foundation of Seal Beach, we should strive to exceed the expectations of our Shareholders/Members.

One of our collective greatest achievements and goals, as a Board, should be in creating and sustaining a sense of community for our fellow Shareholder/Members. This goal can be best achieved when we, as community leaders, recognize and embrace Shareholder/Member rights and our responsibilities as a Board.

Nationally, various community governance organizations such as CAI and CACM are promoting the development of an accepted Model Code of Ethics for Community Board Members, encouraging the thoughtful consideration of ethical standards for we, the Board, as community leaders. We should endeavor to draft a mutually accepted model code of conduct and ethics as GRF Board members. Such code of conduct and ethics is not meant to address every potential ethical dilemma but should represent who we are as a Board and our commitment to our Shareholders/Members.

I move to approve assigning to the Executive Committee the task of drafting a Model Code of Ethics for the GRF Board, with input from any Board member not on the EC who wish to participate in the drafting.

**RESOLUTION/MOTION ACTION RECORD****072616.10.a.ii.**Resolution Type: **Assignment of draft document**Pertaining to: **Code of Ethics**Duly adopted at a meeting of the Board of Directors held: **07.26.16**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Cost Center \_\_\_\_\_ Capital \_\_\_\_\_ Operational \_\_\_\_\_ Reserves \_\_\_\_\_

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

ATTEST: \_\_\_\_\_ (Secretary) \_\_\_\_\_ (Date)



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## BOARD ACTION REQUEST

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**TO:** BOARD OF DIRECTORS  
**FROM:** EXECUTIVE COMMITTEE (RA)  
**SUBJECT:** PUBLISHING GRF BOARD MINUTES  
**DATE:** JULY 9, 2016  
**CC:** FILE

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At the July 8, 2016 meeting of the Executive Committee, the committee reviewed Civil Code §4950, Meeting Minutes and general expenses incurred in the publishing of GRF Minutes in the News.

The Civil Code states:

(a) The minutes, proposed for adoption that are marked to indicate draft status, or a summary of the minutes, of any board meeting, other than an executive session, shall be available to members within 30 days of the meeting. The minutes, proposed minutes, or summary minutes shall be distributed to any member upon request and upon reimbursement of the association's costs for making that distribution

In deliberation of this matter, the committee noted:

- Annually, cost to print the Minutes in the News is \$4,029.49, this amount is based on the following:
  - Average Number of pages used in the News for the Publishing of the GRF Minutes - 3 pages
  - Total pages used in the News for the period of June 2015 to June 2016 - 36 pages
- A recap of the GRF Board meeting is published in News of actionable items.
- The Civil Code states "...shall be available to the members..."
- Both draft and approved minutes are available upon the GRF web site.
- Copies of the Minutes could be printed by request and provided to Shareholder/Members at the Administration Reception Desk, Library and News reception desk.

The committee unanimously approved to recommend to the Board to include in the November annual policy statement, prepared pursuant to Section 5310 of the Civil Code, due notice informing the Shareholders/Members of their right to obtain copies of board meeting minutes and of how and where to do so.

I move to approve that effective January 1, 2017, upon due notification to Shareholders/Members in accordance with Civil Codes 4950 and 5310, GRF Board draft and approved minutes will be

available upon the GRF website and available upon request at the GRF Administration reception desk, Library and News Office Reception Desk.



**RESOLUTION/MOTION ACTION RECORD****072616.10.b.i.**Resolution Type: **Discontinue publishing BOD minutes** Pertaining to: **Golden Rain News**Duly adopted at a meeting of the Board of Directors held: **07.26.16**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Cost Center \_\_\_\_\_ Capital \_\_\_\_\_ Operational \_\_\_\_\_ Reserves \_\_\_\_\_

**VOTE:**

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

ATTEST: \_\_\_\_\_ (Secretary) \_\_\_\_\_ (Date)

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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** EXECUTIVE COMMITTEE  
**SUBJECT:** RESCIND POLICY 4161.1-20, DISCLOSURE REGULATION-  
INFORMATION REGULATION  
**DATE:** JULY 8, 2016  
**CC:** FILE

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It is the recommendation of the Executive Director and Human Resources Director that Policy 4161.1-20, Disclosure Regulation-Information Regulation be rescinded as it is contained within the Employee Handbook.

I MOVE that the Board rescind Policy 4161.1-20, Disclosure Regulation-Information Regulation.

**RESOLUTION/MOTION ACTION RECORD**

072616.10.b.ii.

Resolution Type: **Rescind Policy** Pertaining to: **4161.1-20, Disclosure Regulation-Information Regulation**Duly adopted at a meeting of the Board of Directors held: **07.26.16**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Cost Center \_\_\_\_\_ Capital \_\_\_\_\_ Operational \_\_\_\_\_ Reserves \_\_\_\_\_

**VOTE:**

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

ATTEST: \_\_\_\_\_ (Secretary) \_\_\_\_\_ (Date)

**HUMAN RESOURCES****GENERAL POLICY****RESCIND****Disclosure Regulation – Information – Regulation**

All employees of the Golden Rain Foundation are expected to observe established business practices, which includes safeguarding all confidential and/or proprietary information (see Policy 4160).

No employee shall divulge any information of a confidential or proprietary nature that comes into his/her possession regarding the operation of Leisure World.

At no time will an employee remove any documents or papers from the premises that refer to business conducted in Leisure World unless it is of a personal nature and addressed to the employee.

**Regulation**

Approved: 14 Mar 88

Revised: 12 Nov 09

Revised: 06 Mar 12

**Executive Director  
Golden Rain Foundation**

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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** EXECUTIVE COMMITTEE  
**SUBJECT:** RESCIND POLICY 5023-30, GRF DEPARTMENT ORGANIZATION CHART  
**DATE:** JULY 8, 2016  
**CC:** FILE

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It is the recommendation of the Executive Committee that Policy 5023-30, GRF Department Organization Chart, be rescinded as it is an internal document, subject by its nature to constant amendment.

I MOVE that the Board rescind Policy 5023-30, GRF Department Organization Chart.

**RESOLUTION/MOTION ACTION RECORD**

072616.10.b.iii.

Resolution Type: **Rescind Policy** Pertaining to: **5023-30, GRF Department Organization Chart**  
Duly adopted at a meeting of the Board of Directors held: **07/26/16**

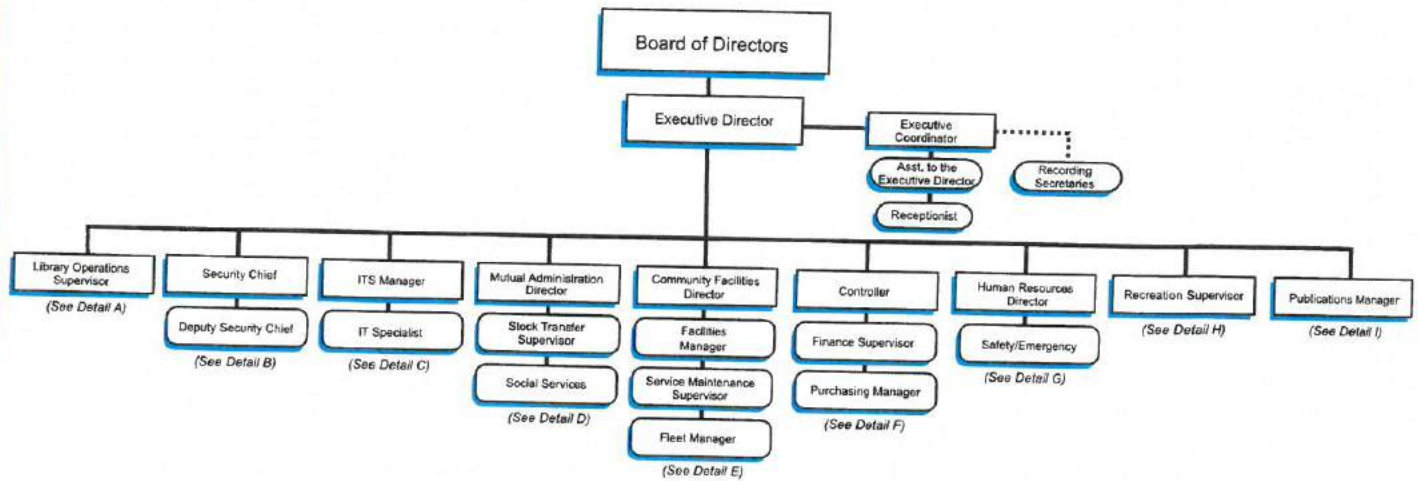
Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

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

ATTEST: \_\_\_\_\_ (Secretary) \_\_\_\_\_ (Date)



# Organization Chart

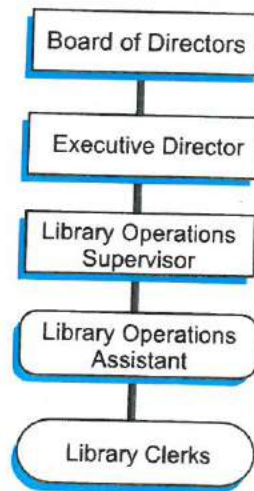


Policy 5023



## Departmental Organization Chart

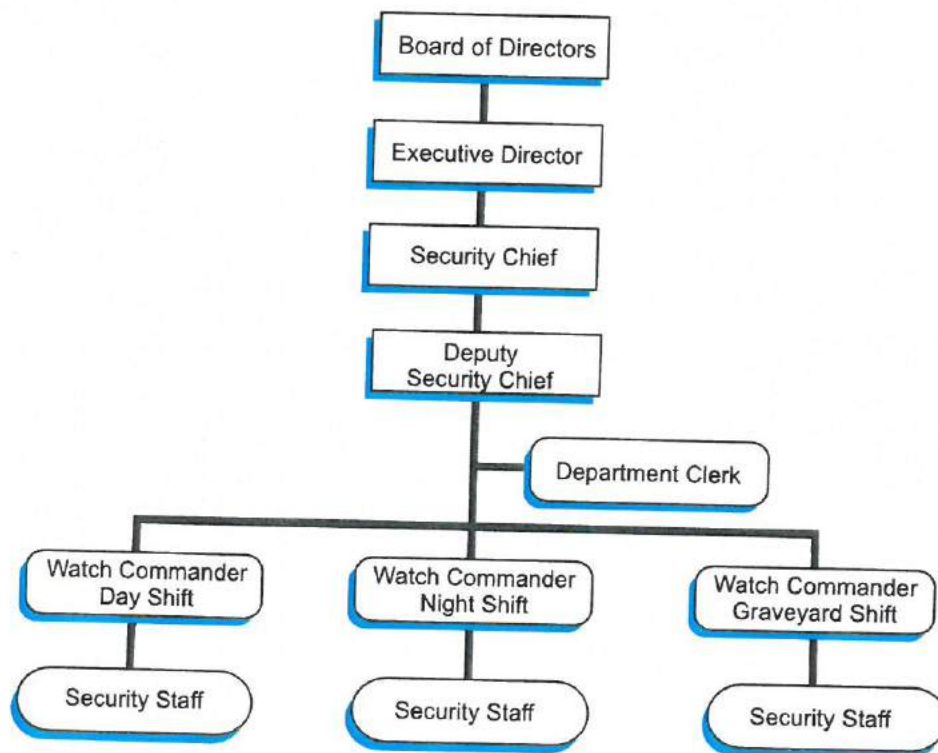
# Library



Detail A



## Departmental Organization Chart Security Department

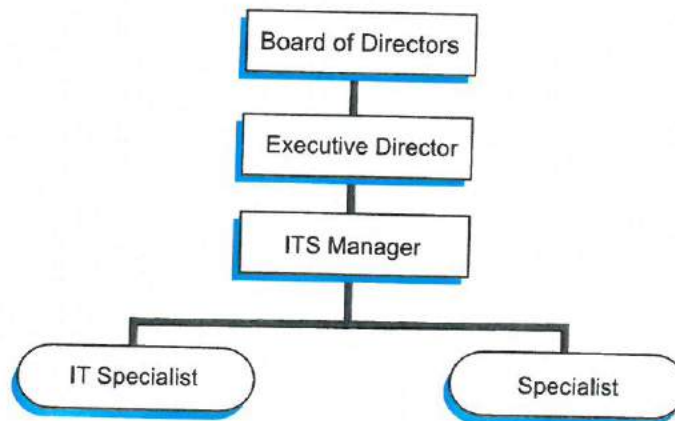


Detail B



## Departmental Organization Chart

# ITS Department

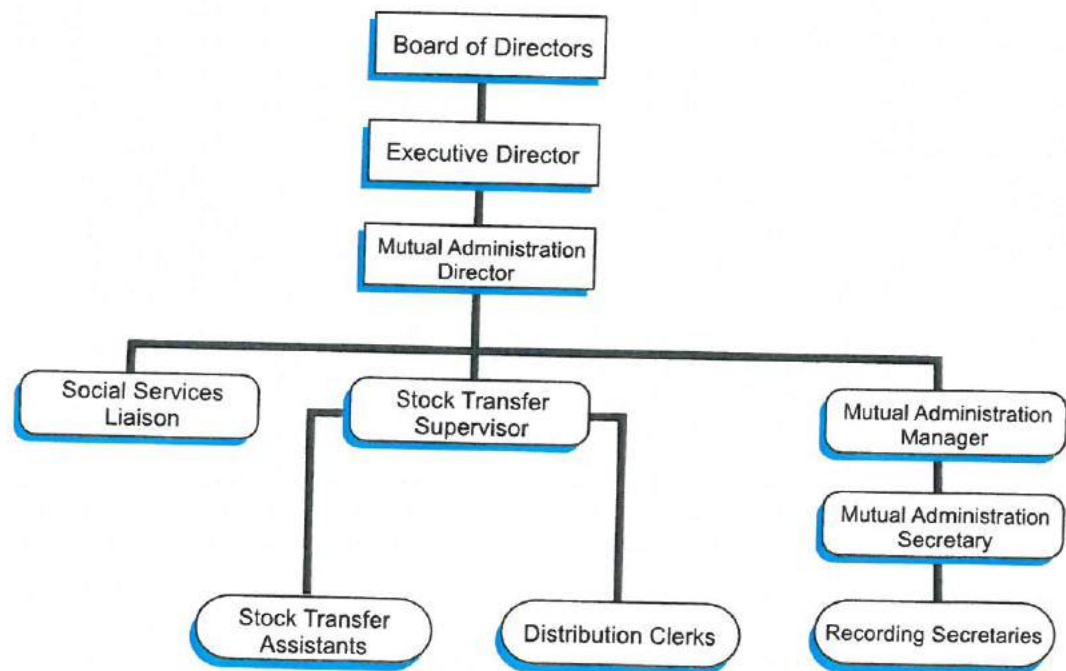


Detail C





## Departmental Organization Chart Mutual Administration Department

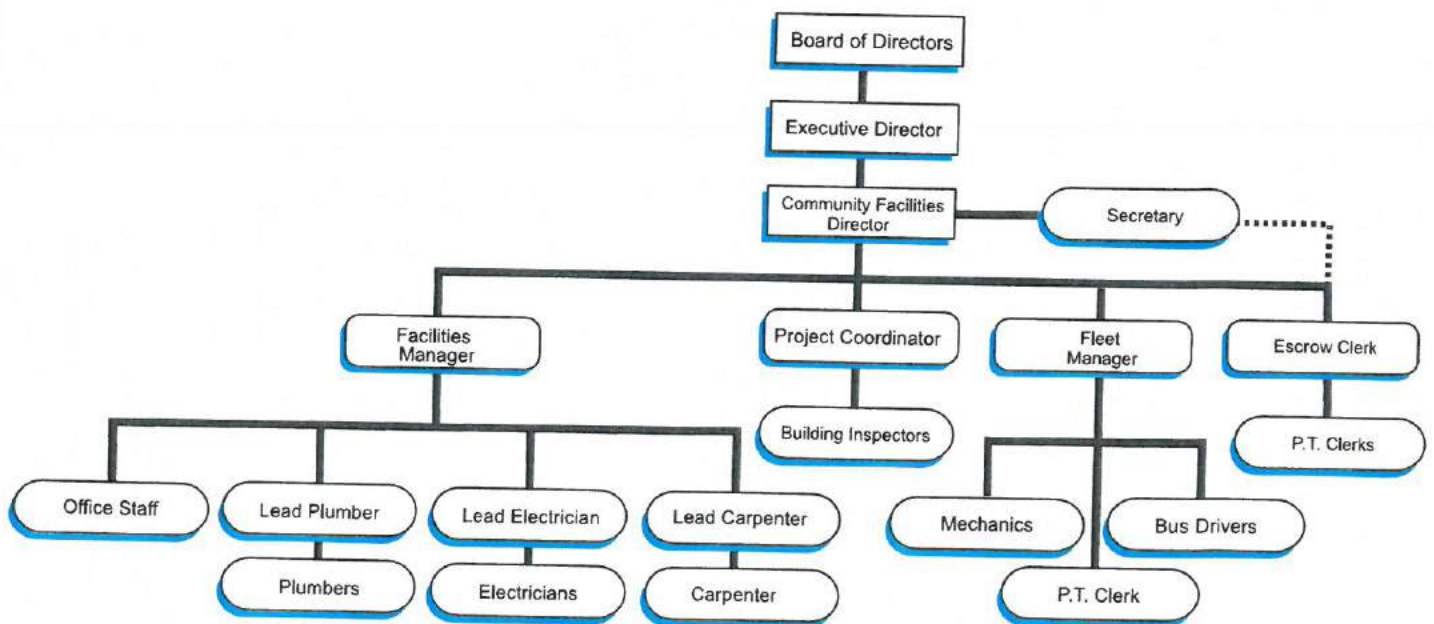


Detail D



## Departmental Organization Chart

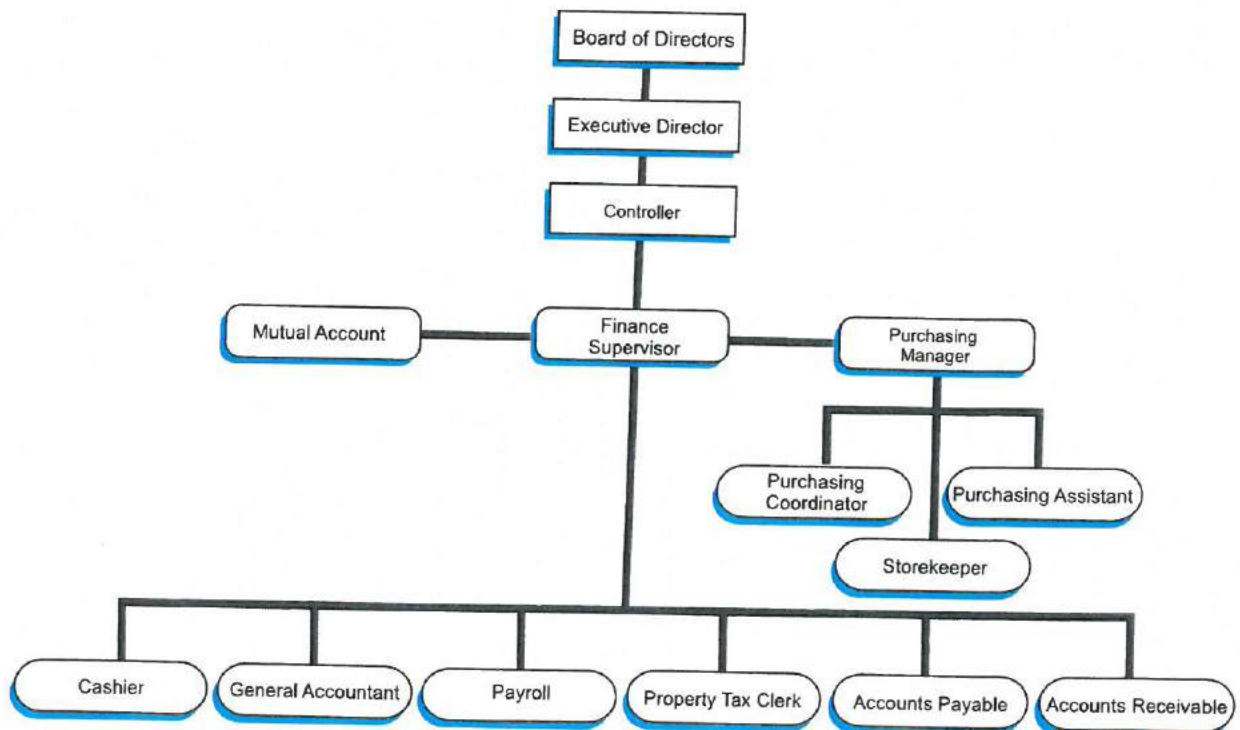
# Community Facilities Department



Detail E



## Departmental Organization Chart Finance Department



Detail F



## Departmental Organization Chart

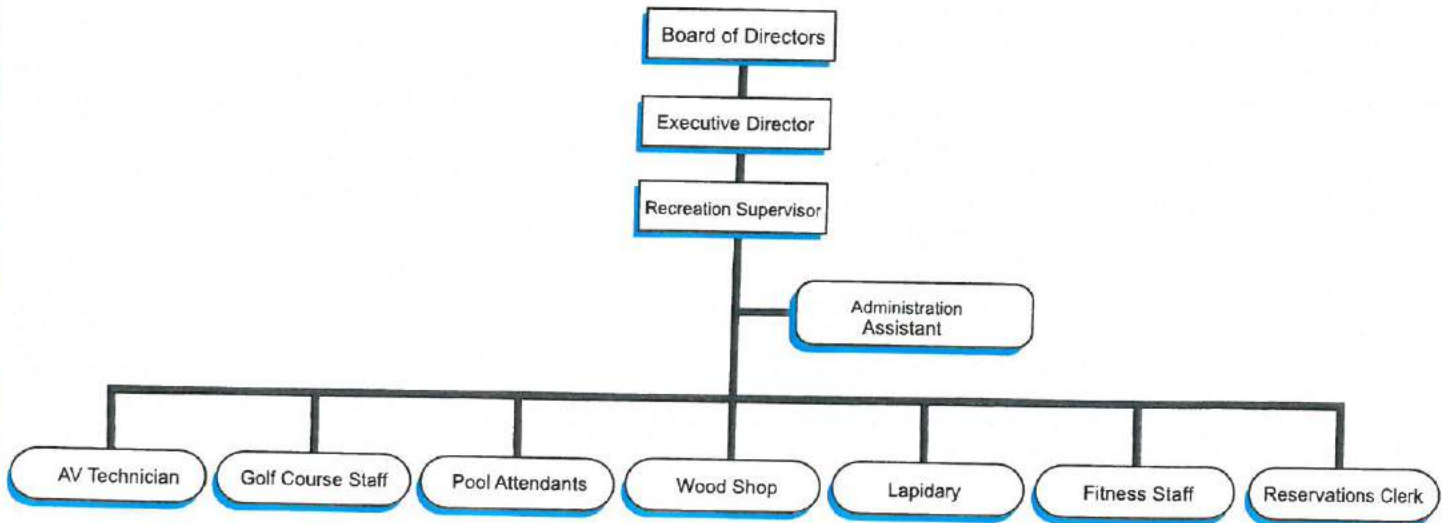
# Human Resources Department



Detail G



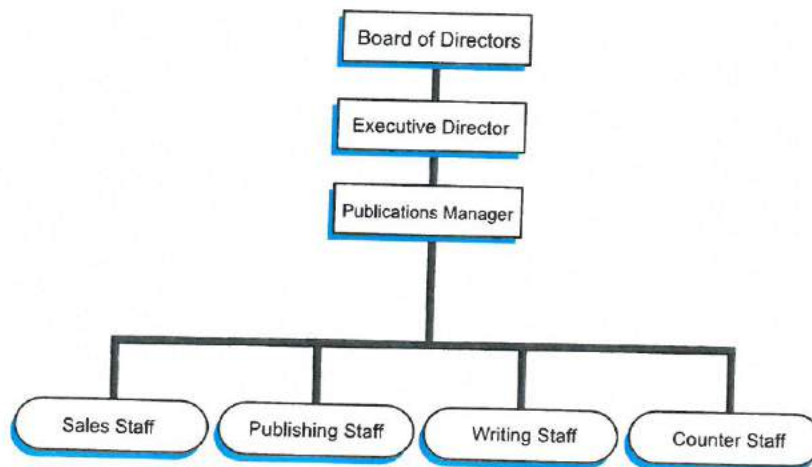
## Departmental Organization Chart Recreation Department



Detail H



## Departmental Organization Chart Communications Department



Policy

Adopted: 28 July 15

Detail I





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## BOARD ACTION REQUEST

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**TO:** BOARD OF DIRECTORS  
**FROM:** FINANCE COMMITTEE  
**SUBJECT:** APPROVE MAY AND JUNE FINANCIAL STATEMENTS  
**DATE:** JULY 26, 2016  
**CC:** FILE

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At the regular meeting of the Finance Committee on July 19, 2016, the Committee duly moved to recommend to the Golden Rain Foundation Board of Directors acceptance of the May and June 2016 Financial Statements for audit.

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

Board Action:

I move that the GRF Board of Directors accept the May and June 2016 Financial Statements for audit.

**RESOLUTION/MOTION ACTION RECORD**

072616.10.c.i.

Resolution Type: **Approve Financial Statements** Pertaining to: **May & June 2016**Duly adopted at a meeting of the Board of Directors held: **01.26.16**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Cost Center \_\_\_\_\_ Capital \_\_\_\_\_ Operational \_\_\_\_\_ Reserves \_\_\_\_\_

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

ATTEST: \_\_\_\_\_ ( Secretary) \_\_\_\_\_ (Date)



## Financial Recap – June 2016

As of the six-month period ended June 2016, the financial reports indicate that GRF is in a favorable financial position with a surplus of \$574,271.

Major variances are:

Salaries & Wages	80,334	Vacancies of key positions in ITS, News & Service Maintenance during the year.
Employment Taxes & Benefits	176,055	Workers' Comp \$124K (incl 2015 refund of \$37K ; Group Ins \$43K
Temporary Agency Fees	(19,161)	Temps used to fill key vacant positions
Facilities Rentals & Maintenance	18,993	\$36K – Janitorial; \$20K – Landscaping; 18K – Sewer & Street Maintenance; -\$57K – Bldg & Equip Repairs
Fuel & Oil	19,568	Gasoline purchases less than planned
Federal & State Income Tax	99,857	Amendments reduced tax liability totaling \$134,265 in refunds. \$64K received YTD.
Rental Income	43,416	Unit sales exceeded planned
News Advertising Income	(17,058)	Less ad income than planned plus new programs not yet started.
SRO Labor Cost Recovery	74,692	Actual labor exceeded budget

	Fund Balance	Allocated For 2016 Projects	Allocated For Future Projects	For details, see page
<b>Reserve Funds</b>				
Repairs & Replacements	\$8,302,789	\$1,583,205	\$6,719,584	9

	Fund Balance	Allocated Funds	Unallocated Funds	For details, see page
<b>Capital Funds</b>				
Capital Improvements	\$624,778	\$234,876	\$389,902	11

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

	Contingency Operating Fund	Reserve Fund	Capital Improvement Fund	Liability Insurance Fund	Nonrestricted Funds	Total
<b>Balance 5/31/2016</b>	<b>500,000</b>	<b>8,314,332</b>	<b>586,936</b>	<b>202,571</b>	<b>186,908</b>	<b>9,790,747</b>
Funded: Assessments		75,000				75,000
Funded: Membership Fees collected (68)		87,257	87,257			174,514
Funded: M17 Lease Fees collected (5)		865	865			1,730
Funded: Interest on Funds		2,522				2,522
Progress Payments on CIP						-
Expenditures		(177,187)	(50,279)			(227,466)
Commitments						-
Replenish funds for Donated Assets						-
Net Monthly Claims						-
Disbursement to Mutuals						-
Transfers between funds						-
Interest Income Allocation						-
Net Monthly Activity					174,099	174,099
<b>Balance 6/30/2016</b>	<b>500,000</b>	<b>8,302,789</b>	<b>624,778</b>	<b>202,571</b>	<b>361,007</b>	<b>9,991,145</b>
<b>Net Activity</b>	<b>-</b>	<b>(11,543)</b>	<b>37,842</b>	<b>-</b>	<b>174,099</b>	<b>200,398</b>

P.O. Box 2069  
Seal Beach CA 90740

Description		
	<b>Current Assets:</b>	
1122000	Cash & cash equivalents	284,413
	Non-Restricted Funds	361,007
	Receivables	623,924
	Prepaid expenses	239,331
	Inventory of maintenance supplies	446,963
	<b>Total Current Assets</b>	<b>1,955,638</b>
	<b>Designated deposits</b>	
1211000	Contingency Operating Fund	500,000
1212500	Reserve Fund	8,302,789
1213000	Capital Improvement Fund-GRF	624,778
	Liability Deductible & Hazard Fund	202,571
	<b>Total designated deposits</b>	<b>9,630,138</b>
	<b>Notes Receivable</b>	
1411000	Notes Receivable	24,322
	<b>Total Notes Receivable</b>	<b>24,322</b>
	<b>Fixed Assets</b>	
	Land, Building, Furniture & Equipment	30,611,464
	Less: Accumulated Dep'n	(21,159,926)
	<b>Net Fixed Assets</b>	<b>9,451,539</b>
	<b>Other Assets</b>	
	Premium on Municipal Bonds	10,978
	<b>Total Assets</b>	<b>21,072,615</b>

P.O. Box 2069  
Seal Beach CA 90740

Description		
<b>Liabilities &amp; Equity</b>		
<b>Current Liabilities:</b>		
Accounts payable	455,686	
Project Commitments	1,482,576	
Accrued payroll & payroll taxes	566,400	
Accrued expenses	250,133	
Accrued property taxes	130,304	
<b>Total Current Liabilities</b>	<b>2,885,099</b>	
<b>Total Liabilities</b>		<b>2,885,099</b>
<b>Equity</b>		
<b>Mutuals' Beneficial Interest</b>		
3211000 Contingency Operating Reserve Equity	500,000	
3212000 Reserve Equity	6,824,339	
3394000 Capital Fund Equity	620,653	
3310000 Beneficial Interest in Trust	4,602,614	
<b>Total Mutuals' Beneficial Interest</b>		<b>12,547,605</b>
<b>Membership interest</b>		
Membership certificates of 844 shares @ \$200 par value, and 5,764 shares @ \$250 par value, authorized, issued and outstanding	1,609,800	
Additional paid-in-capital	4,865,923	
<b>Total Paid-in-Capital</b>		<b>6,475,723</b>
<b>Excess Income</b>		
Current Year	29,144	
<b>Total Excess Income</b>		<b>29,144</b>
3920000 Dep'n & Amortization		(864,956)
<b>Net Stockholders' Equity</b>		<b>18,187,516</b>
<b>Total Liabilities &amp; Stockholders' Equity</b>		<b>21,072,615</b>

2

**Golden Rain Foundation**  
**Quick Balance Sheet Analysis**  
**For the Period Ended June 30, 2016**

**SELECTED BALANCE SHEET ITEMS**

	Current Balance	Prior Month	Increase (Decrease)
Cash In Bank	284,413	171,491	112,922
Current Assets	11,585,776	11,362,888	222,888
Current Liabilities	2,885,099	2,842,333	42,766
Current Ratio	4.02	4.00	
Designated Deposits:	9,991,145	9,790,746	200,399
Reservet Fund			
Liability & Disaster Insurance Fund			
Capital Improvement Fund			
Contingency Operating Fund			
General Operating Fund			
Other Restricted Fund			

**RESULT OF OPERATIONS**

Current Month	Actual	Budget	Variance	%
Income	1,316,897	1,273,577	43,320	3.40
Expense	1,279,617	1,337,992	58,375	4.36
Net Materials Recovery(Pass Thru)	0	0	0	
<b>Excess Income or (Expense)</b>	<b>37,280</b>	<b>(64,415)</b>	<b>101,695</b>	
Year To Date	Actual	Budget	Variance	%
Income	7,797,254	7,680,212	117,042	1.52
Expense	7,285,651	7,742,880	457,229	5.91
Net Materials Recovery(Pass Thru)	0	0	0	
<b>Excess Income or (Expense)</b>	<b>511,603</b>	<b>(62,668)</b>	<b>574,271</b>	

Full Time Equivalents		
For the Month	Average YTD	Planned - 2016
156.76	154.26	158.47

2016 Reserve Expenditures

Cost Center	Description	2016	Prior	Current	Other	Total	Prior	YTD EXPENDITURES			TTD	2016
		Reserve Study	Approved	Approved	Adjustments	Projects	Expenditures	Jan-May	Jun	Total	Expenditures	Allocated Funds
30	Replacement of two automatic doors Admin. Building (751-15) (Completed)	-	15,000	-	(1,623)	13,377	-	13,377	-	13,377	13,377	-
34	St. Andrews & North Gate Server Replacements (Incl. 10% contingency)	-	3,300	-	-	3,300	-	-	-	-	-	3,300
34	Server Rack Cabinet UPS Backup Power Unit (incl. 10% contingency)	-	3,300	-	(3,300)	-	-	-	-	-	-	-
34	Replace Wireless Access Points at Clubhouses (incl. 10% contingency)	-	8,800	-	(8,800)	-	-	-	-	-	-	-
34	SANS Audit Equipment Network and Systems- Replacement	-	17,501	-	(6,096)	11,405	-	11,405	-	11,405	11,405	-
35	Replace Interior Light Fixtures	3,584	-	-	3,584	3,584	-	-	-	-	-	3,584
36	Replacement of Carpeting (first floor & stairs) (745-15-0701) (Completed)	-	13,115	-	(1,870)	11,245	10,421	825	-	825	11,245	-
37	Replace Lighting Signage	20,478	-	-	-	-	-	-	-	-	-	-
37	Security Restroom Remodel (730-15)	-	-	45,000	-	45,000	-	40,500	-	40,500	40,500	4,500
48	Paint Exterior Flatwork	4,505	-	6,000	-	6,000	-	3,777	-	3,777	3,777	2,223
48	Replace Water Storage Tanks	12,267	-	-	-	-	-	-	-	-	-	-
48	Replace Solar Panels	28,055	-	-	-	-	-	-	-	-	-	-
48	Install New Pool Heater (755-15)	-	19,800	-	-	19,800	-	17,820	-	17,820	17,820	1,980
52	Replace Air Conditioning Units #1 and #8 (755-15)	-	-	10,800	-	10,800	-	-	9,720	9,720	9,720	1,080
52	Replace stove top and oven in kitchen	-	-	8,000	-	8,000	-	-	-	-	-	8,000
53	Paint Wood Siding & Trim	14,130	-	-	-	-	-	-	-	-	-	-
53	Paint Interior Flatwork	25,393	-	-	-	-	-	-	-	-	-	-
54	Paint Door Surfaces	2,765	-	-	2,765	2,765	-	-	-	-	-	2,765
54	Replace Automatic Pedestrian Door	3,276	-	-	3,276	3,276	-	-	-	-	-	3,276
54	Replace New Water Heater	4,352	-	-	4,352	4,352	-	-	-	-	-	4,352
54	Replace Lobby and Hallway Furniture	5,120	-	-	5,120	5,120	-	-	-	-	-	5,120
54	Replace Wall Divider Covering	10,444	6,000	-	-	6,000	-	-	-	-	-	6,000
54	Paint Interior Flatwork	-	-	-	24,196	24,196	-	-	-	-	-	24,196
54	Paint T-Bar Ceiling Panels	12,901	-	-	12,901	12,901	-	-	-	-	-	12,901
54	Replace Conference Room Furniture	97,373	-	-	97,373	97,373	-	-	-	-	-	97,373
54	Floor Remodel (750-15)	148,773	-	800	147,973	148,773	-	800	-	800	800	147,973
55	Replace PP Conference & Break Room Flooring (765-16) (Completed)	-	-	8,100	(774)	7,326	-	7,326	-	7,326	7,326	-
56	Paint Exterior Flatwork	3,840	-	-	-	-	-	-	-	-	-	-
56	Replace 2 heat pumps (757-15) (Completed)	10,239	-	-	-	-	-	-	-	-	-	-
56	Upstairs Floor remodel (768-16)	-	-	10,650	-	10,650	-	10,650	-	10,650	10,650	-
74	Paint Exterior Flatwork	11,724	-	36,900	-	36,900	-	8,850	-	8,850	8,850	28,050
79	Repair Concrete and Wood Shoreline at Pond	2,560	-	-	-	-	-	-	-	-	-	-
79	Refurbish Golf Course Greens	10,239	-	-	10,239	10,239	-	-	-	-	-	10,239
79	Community Landscape Remodel	10,239	-	-	-	-	-	-	-	-	-	-
79	Community Concrete Flatwork	25,598	-	-	-	-	-	-	-	-	-	-
79	Community Asphalt Seal Coat- Parking Lots	36,036	-	-	-	-	-	-	-	-	-	-
79	Community Asphalt Seal Coat-Street Phase 4	51,195	-	-	-	-	-	-	-	-	-	-
79	Replacement of Light Pole and Fixture (766-16) (Completed)	-	-	6,568	-	6,568	-	6,568	-	6,568	6,568	-
79	Street resurfacing, St. Andrews Drive	-	760,000	-	(760,000)	-	-	-	-	-	-	-
79	56 Trees Replaces in street medians	-	125,000	-	(125,000)	-	-	-	-	-	-	-
79	Main Gate Beautification - Globe (730-15B)	-	183,270	-	-	183,270	104,940	50,020	-	50,020	154,960	8,310
79	Globe - Replacement of Conifers (730-15B)	-	180,000	-	-	180,000	-	22,220	36,876	61,095	61,095	118,906
79	Perimeter wall sections B (591-01B-B)	-	350,000	-	-	350,000	31,732	61	108,345	108,406	140,138	209,862
79	CH3/L Library- concrete replacement (747-15-0718) (Completed)	-	50,000	-	867	50,867	41,114	5,753	-	9,753	50,867	-
79	Perimeter wall sections A (591-01B-A)	-	494,000	-	-	494,000	440,914	32,070	20,246	52,316	483,230	770
79	Perimeter wall sections J & K (591-01B-JK)	-	702,500	-	(683,276)	19,624	72,176	(52,552)	-	(52,552)	19,624	(0)
79	St. Andrews Gate Improvements (723-14)	-	50,000	-	-	50,000	9,190	788	-	788	9,978	40,023
79	Perimeter wall sections L & M (591-01B-LM)	1,650,000	23,475	-	876,525	900,000	9,025	52,552	-	52,552	61,577	836,423
Total Planned Reserve Expenditures		2,207,108	2,985,461	132,818	(401,568)	2,716,711	719,511	238,808	177,187	413,995	1,133,506	1,583,205

2016 Capital Plan

Center	Description	Prior Approved	2016 Budget	Additional Approved	Other Adjustments	Total Projects	Prior Expenditures	YTD EXPENDITURES			TTD Expenditures	Allocated Funds
								Jan-May	Jun	Total		
32	Barcode label printer	1,000	-	-	-	1,000	-	-	-	-	-	1,000
32	Pallet Racking System (2016 Approved Capital- Purchased in 2015)	-	3,000	-	(169)	2,831	2,831	-	-	-	2,831	-
34	GHF Technology Enhancements	44,000	-	-	-	44,000	-	-	-	-	-	44,000
34	Jenark System	225,017	-	25,000	-	250,017	220,148	15,600	-	15,600	235,748	14,268
34	Main Server Room Modifications (734-15 - Server Room Mods)	6,600	-	-	-	6,600	5,938	523	-	523	6,460	140
34	Second Server/Rm Mods (744-15 - Second Server Rm System)	60,000	-	-	-	60,000	50,508	-	-	-	50,508	9,492
34	Surveillance Cameras (2016 Approved Capital)	-	13,000	-	-	13,000	-	-	-	-	-	13,000
34	Visual Display Solutions	22,000	-	-	-	22,000	-	-	-	-	-	22,000
34	SANS Audit- Equipment	15,943	-	-	500	16,443	15,943	500	-	500	16,443	-
36	6 Work Stations and 1 Reception (745-15-0701) (Completed)	20,000	-	-	(3,139)	16,861	16,455	406	-	406	16,861	-
37	Paychex Time Clocks (2) (2016 Approved Capital)	5,200	-	-	(495)	4,705	-	4,705	-	4,705	4,705	-
37	Repeater, hardware, license & programming (2016 Approved Capital)	5,000	-	-	-	5,000	-	-	4,698	4,698	4,698	302
37	Sound Proofing Panels @ Main Gate Lobby (2016 Approved Capital)	2,000	-	-	-	2,000	-	-	-	-	-	2,000
38	Minibuses- Air Conditioning and Window Tint (771-16)	-	-	30,000	-	30,000	-	4,486	4,486	8,972	8,972	21,026
40	Special Events Trailer & Equipment (2016 Approved Capital)	6,900	-	-	-	6,900	-	-	-	-	-	6,900
45	16 4X8 Portable Stage Risers with Carts (2016 Approved Capital)	13,635	-	-	-	13,635	-	-	-	-	-	13,635
45	Movie Projector & DVD Player (2016 Approved Capital)	26,000	-	-	-	26,000	-	10,174	-	10,174	10,174	15,826
48	Engineering and architectural (2016 Approved Capital)	25,000	-	-	-	25,000	-	-	-	-	-	25,000
55	Building 5 first floor remodel (765-16)	-	-	1,600	-	1,600	-	650	-	650	650	950
55	Conference Room B Remodel (772-16)	-	-	37,000	-	37,000	-	1,315	30,106	31,420	31,420	5,580
70	Inspector Vehicles (1) electric (2016 Approved Capital)	-	10,000	-	-	10,000	-	6,804	833	7,637	7,637	2,363
70	PP 4 Workstations (758-15) (Completed) (2016 Approved Capital- Purchased in 2015)	13,000	-	-	(3,865)	9,135	9,135	-	-	-	9,135	-
74	Maintenance Vehicles (2) electric (2016 Approved Capital)	-	20,000	-	-	20,000	-	13,808	1,667	15,275	15,275	4,725
79	ADA Improvement Main Parking Lot (710-14)	109,000	-	-	-	109,000	94,201	9,884	-	9,884	104,085	4,916
79	Landscape GH3 Library Patio	6,000	-	-	-	6,000	-	-	-	-	-	6,000
75	CAMUTCD (California Manual on Uniform Traffic Control Devices) (738-15)	-	-	7,040	-	7,040	-	-	7,040	7,040	7,040	-
75	Resales Office Remodel (725-14)	70,000	-	-	-	70,000	40,107	6,691	1,450	8,141	48,248	21,752
75	Outdoor Furniture	35,000	-	-	(4,712)	30,288	35,248	(4,960)	-	(4,960)	30,266	-
Total Planned Capital Acquisitions		614,560	142,735	100,640	(11,881)	846,054	490,513	70,385	50,279	120,665	611,178	234,876

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**BOARD ACTION REQUEST**

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**TO:** BOARD OF DIRECTORS  
**FROM:** RANDY ANKENY, EXECUTIVE DIRECTOR  
**SUBJECT:** NON- SCHEDULED RESERVE FUNDING, REPLACEMENT OF PING PONG TABLES (ASSET ID 0809)  
**DATE:** JULY 20, 2016  
**CC:** FILE

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At its regular scheduled meeting of the Recreation Committee on July 13, 2016, correspondence was provided along with numerous Shareholder/Member verbal concerns on the need to replace the Ping Pong Tables in CH6, Asset ID 0809. Upon inspection, it was noted all tables were in poor condition, clearly showing well over 10 years of usage.



One of the Tables in question  
*(photo does not clearly depict condition)*

The Committee unanimously consented to support the Executive Director's suggestion to replace the assets providing Finance committee review and funding approval.

At the regular scheduled meeting of the Finance Committee on July 19, 2016, the Executive Director presented a funding request to replace nine (9) of the ten (10) ping pong tables, noting that they have served their useful life. The committee unanimously approved to recommend to

the Board non-scheduled reserve funding in an amount not to exceed \$10,500 for the replacement of assets as noted.

Replacement, to be Butterfly Centerfold 25 Tables (Exhibit A), as recommended by the Ping Pong Club and supported by the Executive Director and Recreation Manager.

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

**RESOLUTION/MOTION ACTION RECORD**

072616.10.c.ii.

Resolution Type: **Approve Reserve Funding** Pertaining to: **Replacement of Ping Pong Tables**  
Duly adopted at a meeting of the Board of Directors held: **07/26/16**

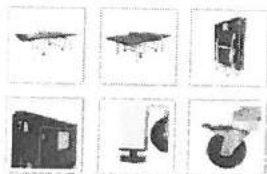
Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

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

ATTEST: \_\_\_\_\_ (Secretary) \_\_\_\_\_ (Date)



Click to view a larger image

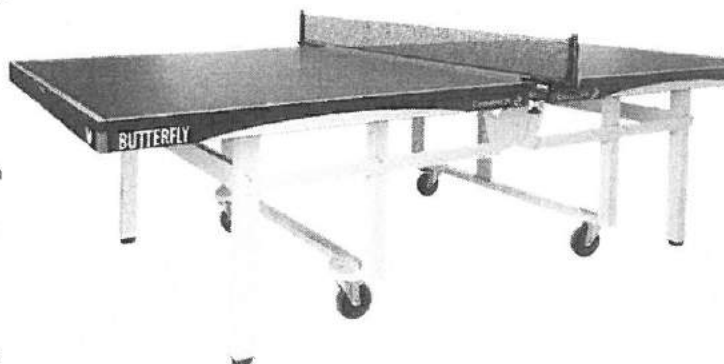


## Centrefold 25 Tables

- Approved by the International T
- Official Table of the 2014-2016
- Legs are placed 400mm inward wheelchair competitors.
- Adjustable feet for leveling the t
- Table Facts

### SPECIFICATIONS:

- **Top Thickness:** 1" Wood
- **Rail/Rim:** 2" x 3/4" Steel
- **Legs:** 2" Square Steel
- **Wheels:** 5" Locking Rubber Wh
- **Weight:** 280lbs
- **Safety Feature:** Release Lock
- **Net Set:** Europa
- **ITTF Approved:** Yes
- **Playback Position:** No
- **Adjustable Feet:** Yes
- **Accessory Holder/Hassle Fre**
- **Warranty:** 3 Years



### Butterfly Centrefold

Centrefold 25 Table - Sky

<input type="checkbox"/>	Option	Unit	Purchase
<input type="checkbox"/>	 Green T2625G	US\$2,099.99	1 <input type="button" value="Buy"/> Available
<input type="checkbox"/>	 Sky T2625S	US\$2,099.99	1 <input type="button" value="Buy"/> Available

With Selected Items:

### Customers Also Purchased



Free Chack II

US\$4.99 +



Tenergy 05 FX

US\$74.99



Tenergy 05

US\$74.99

## QUOTE

PAGE NO.  
1

Butterfly North America  
4482 Technology Dr  
Wilson, NC 27896

QUOTE NO.  
1772

252/291-8202

## BILL

TO:

Leisure World Seal Beach TTC  
13301 North Fairfield Lane, Unit 183F

Seal Beach, CA 90740  
US

## SHIP

TO:

Leisure World Seal Beach TTC  
13301 North Fairfield Lane, Unit 183F

Seal Beach, CA 90740  
US

DATE	CUSTOMER NO.	REP	TERMS	MFG LOC	FRT TERMS	SHIP DTE	SHIP VIA
07/18/16	000000083633	000	Credit Card	OK			A.S.A.P. Motor Freight

QTY ORDERED	ITEM NUMBER/DESCRIPTION	UM	UNIT PRICE	DIS	EXTENDED PRICE
9.0000	T2625SU Used Centrefold 25 Table, blue w/ Europa Net Set	EA	1,000.0000	0	9,000.00
1.0000	FRT Freight	EA	698.8300	0	698.83

TAX 086 720.00  
\$ 10,418.83

## TERMS AND CONDITIONS

This quotation is a firm quotation for a period of  
30 days from above date. We reserve the right  
at any time to correct clerical errors.

TOTAL QUOTE

9,698.83

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## BOARD ACTION REQUEST

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**TO:** BOARD OF DIRECTORS  
**FROM:** FINANCE COMMITTEE  
**SUBJECT:** ACCEPTANCE OF THE NSBN MANAGEMENT LETTER DATED  
FEBRUARY 23, 2016  
**DATE:** JUNE 28, 2016  
**CC:** FILE

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In accordance with Generally Accepted Auditing Standards, NSBN performed an assessment of the Golden Rain Foundation's internal controls during the 2015 annual financial statement audit. The results of this assessment have been documented in the attached management letter written by NSBN addressed to the Finance Committee.

The letter affirms there were no deficiencies in internal controls identified as material weaknesses. However, the letter does document some deficiencies that merits attention by those charged with governance. The items noted in the document have already been addressed and changes were made to procedures accordingly.

At the regular meeting of the Finance Committee held on July 19, 2016, the Committee reviewed and duly moved to recommend to the Golden Rain Foundation Board of Directors acceptance of this management letter.

**MOTION:**

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



**RESOLUTION/MOTION ACTION RECORD**Resolution Type: **Accept Management Letter**Duly adopted at a meeting of the Board of Directors held: **07/26/16**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**072616.10.c.iii.**Pertaining to: **NSBN**

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

ATTEST: \_\_\_\_\_ (Secretary) \_\_\_\_\_ (Date)



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## BOARD ACTION REQUEST

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**TO:** BOARD OF DIRECTORS  
**FROM:** RANDY ANKENY, EXECUTIVE DIRECTOR  
**SUBJECT:** ASSET ID 0504, SEWER LIFT STATION  
**DATE:** JULY 20, 2016  
**CC:** FILE

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On June 24, 2016, the sewer lift station located in front CH2 (asset ID 0504) incurred a substantial failure, requiring emergency actions to facilitate actions required for the safe transfer of effluent out of the community.

The emergency service charges, not including repairs and/or replacement of components, are currently \$21,676.50. This includes rental equipment, labor and the cost to vacuum and pump the wet well of the system to keep sewage out of the storm drain system to date.

At the July 11, 2016 meeting of the Physical Properties Committee and at the July 19, 2016 meeting of the Finance committee, both committees reviewed the emergency action taken by staff and recommended to the Board to ratify the actions taken by the Executive Director and related expenditure of non-budget operational funds.

**Control Panel**



### Pumping Pit



Due to the scope of the lift stations failure, a complete and thorough inspection was performed by Pump Man Inc., noting:

- Existing system was installed in 1998 based upon the requirements of the time
- The system has long history of electrical and control panel failures
- The system has outlived its serviceable life
- Sump pump has failed
- Pump cutting blades are extremely worn
- Current 3hp pumps are undersized for current use and demand. Recommending 5hp pumps.

It is of the recommendation of the Executive Director, Facilities Director and Service Maintenance Director replacement of major components of asset 0504 per proposal 132817 by Pump Man Inc, dated July 18, 2018 (Exhibit A)

Note: Follow up actions may be required to address piping concerns noted in the contractors report.

Motion 1:

I move to approve Reserves Funding of the replacement of the components of Asset ID 0504, per Pump Man Inc, proposal 132817, dated July 18, 2016, in the amount of \$105,562, and authorize the President to sign the contract. I further move to approve contingency funding in an

amount not to exceed \$20,000 for this project and such funding is contingent on the review and approval of the Physical Properties Chairperson.

Motion 2:

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

**RESOLUTION/MOTION ACTION RECORD****072616.10.c.iv.**Resolution Type: **Approve Replacement Components**Pertaining to: **Sewer Lift Station**Duly adopted at a meeting of the Board of Directors held: **07/26/16**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

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

ATTEST: \_\_\_\_\_ (Secretary) \_\_\_\_\_ (Date)





PUMP SYSTEM SPECIALISTS™

5020 Bleecker Street  
Baldwin Park, CA 91706  
Tel (626) 939-0300  
Fax (626) 939-0346  
info@pumpman.com  
www.pumpman.com

July 18, 2016

### Scope of Work (Proposal #13287)

Upon our recent inspection of the Duplex Sewage pump system & discussion with Customer, we found: System has a long history of Electrical & control panel failures, primarily related to 200/3 pump motors being fed with 250/3 power with High leg; Existing 3 hp vortex pumps frequently clog; The sump pump in dry pit has failed, piping is broken at dry pit wall, plastic check valve installed vs metallic; Pump discharges are corroded at wall. Recommend repairs/ upgrades as follows:

1. Perform Confined Space Entry with Certified personnel using proper procedures & equipment as required by law to perform repairs within pump pit.
2. Remove both existing 3 hp 200/3 Reliance pump motors with Vortex Impellers, existing volutes will remain. Supply & install (2) new 5 hp 230/3 motors with Hardened wear plates & Eviserator Impellers, Type 21 upper mechanical seals, Stainless steel cartridge "Super Seals" for lower mechanical seals, install into existing Volute, connect to existing electrical with Waterproof Epoxy packs, repack & pour explosion proof "Seal-off" fittings.
3. Replace small submersible dry pit sump pump with new Automatic submersible sump pump capable of pumping sand/ grit laden materials. Chip concrete around broken sump pump discharge pipe within wall. Replace piping with sch 80 pvc, including Bronze Ball valve & wye style check valve with Teflon disc.
4. Remove & replace existing 208/3 Duplex pump control panel. Supply & install (1) new intrinsically safe Duplex control panel to include:  
Lockable dead front Stainless steel enclosure with Leg kit; Pump Vision graphic display controller with waterproof ultrasonic transducer & redundant ISR float controls; Disconnects, HOAs, ETMs, Short circuit & overload protection, Seal fail & thermal overload relays for each pump; Alternation; Lightning Arrestor, Surge Suppressor; Anti-condensation heater; Push-to-test pilots; Alarm Horn & Dome light; Raco 4 channel auto-dialer; Transformer; 115v Outlet; Phase Monitor; Relays & Timers; All circuit breaker protection - NO FUSES.
5. Supply 6" Trailer Pump for by-pass during construction.
6. Apply rust-stop coating on discharge pipes at wall.
7. Proper disposal of equipment as applicable.
8. Start-up, test and adjust system for proper operation upon completion.
9. 12 month Warranty on Materials & Workmanship.

Price excludes Generator ATS, permitting if applicable and any Materials, Labor or Services not included in above Scope of Work.

24 Hour Service • Planned Maintenance Programs • New Systems / Engineering • St. Lic. 536459

Pumpman, Inc.  
5020 Bleecker Street  
Baldwin Park, CA 91706-1706  
Phone: (626) 939-0300  
Fax: (626) 939-0346  
Email: info@Pumpman.com  
State License no. 536459



# PROPOSAL

Page:1

NO. 13287 7/18/16

Proposal expires in 30 days

Sales Rep: Elton Link

PMP Ref:

DIR#: 1000007580

## Bill To:

Golden Rain Foundation  
PO Box 2069  
Seal Beach, CA 90740

Mark Weaver  
562-431-6586 x301

Fax:

mark@lwsb.com

## Job Name/ Location:

Golden Rain Foundation  
PO Box 2069  
Seal Beach, CA 90740

Ruben Gonzales  
562-431-6586 x366

rubeng@lwsb.com

Customer ID: JAME-Leisure-13533

Payment terms: 10% down, 40% in advance for special orders,  
balance due upon completion (COD)  
Credit card payment may incur 3.5% fee.

Please find attached Scope of work for upgrades to Eldorado Sewage Lift Station at Clubhouse 2, Leisure World Seal Beach CA.

<b>Total</b>	<b>\$</b>	<b>105,562.00</b>
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12 month warranty on labor and materials except for Shaft Alignment. Warranty void if damaged or failed due to flooding unrelated to this scope of work or any other factors beyond our control. Work to be performed during regular business hours: 6 AM-6 PM, Monday to Friday, exclude Holidays unless otherwise noted above. All material is guaranteed to be as specified. All work to be completed in a professional manner and according to standard practices. Any alteration or deviation from the proposed specifications involving extra costs will be executed only upon written change orders, and will become an extra charge. Pumpman Inc. is not responsible for accidents or delays beyond our control. Owner to carry fire and other necessary insurance. Our workers are fully covered by Workers' Compensation insurance. All past due balances are subject to service charge of 1.5% per month. Customer agrees to reimburse collection cost and legal cost if litigation is required to collect past due balances.

Accepted by: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_



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## BOARD ACTION REQUEST

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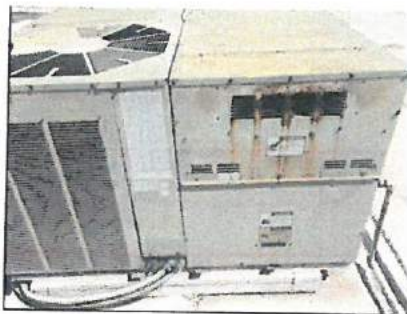
**TO:** BOARD OF DIRECTORS  
**FROM:** RANDY ANKENY , EXECUTIVE DIRECTOR  
**SUBJECT:** ASSET ID 0405, ADMINISTRATION BUILDING AC REPLACEMENT  
**DATE:** JULY 20, 2016  
**CC:** FILE

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On June 20, 2016, emergency action notice (attached) was supplied to the Board in reference to the failure of one (1) of the six (6) Administration Building air-conditioning units, Reserve Study Asset ID 0405.

As this unit provides a critical function in cooling the Accounting Department and its computers, emergency action in accordance with policy 5520-31, Section 9 Emergencies were taken by the Executive Director for the replacement of the unit.

AC Unit, over 15 years old.



New AC Unit



Total cost to replace the asset \$6,200, by Alpine Heating and Air.

I move to approve actions taken by the Executive Director in accordance with Policy 5520-31, in the replacement of one (1) Air conditioning/Heating Unit at the Administration Building, Asset ID 0405.



**RESOLUTION/MOTION ACTION RECORD**

072616.10.c.v.

Resolution Type: **Ratify Action**Pertaining to: **Air Conditioner Replacement**Duly adopted at a meeting of the Board of Directors held: **07/26/16**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

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

ATTEST: \_\_\_\_\_ (Secretary) \_\_\_\_\_ (Date)

## Randy L. Ankeny

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**From:** Randy L. Ankeny  
**Sent:** Monday, June 20, 2016 12:50 PM  
**To:** GRF Board  
**Cc:** Mark Weaver; Carolyn Miller  
**Subject:** Randy Ankeny - Notice of Emergency Action - AC Accounting

The compressor has failed to the AC unit of the Administration building Accounting Department, due to the age and over all condition of the unit, I highly recommend replacement of the AC unit. We have one contractor that could replace the unit as soon as Saturday next week and waiting for the formal quote. Mark is gathering at least 2 other quotations along with time frames to the replace the unit.

Due to the project high temperatures, once I have 3 quotations, I will confer with the officers of the Board and effect replacement. Estimated cost to replace the unit \$6,500 -7,500.

Formal action will be placed on the July Board meeting as funding would be through Reserves.

Please do not use the reply to all function if responding to this email.

**Randy Ankeny**  
Executive Director  
Golden Rain Foundation  
PO Box 2069, Seal Beach, CA 90740



☎ (562) 431-6586, ext. 312 | ✉ [randya@lwsb.com](mailto:randya@lwsb.com) | 🌐 [www.lwsb.com](http://www.lwsb.com)

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## BOARD ACTION REQUEST

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**TO:** BOARD OF DIRECTORS  
**FROM:** PHYSICAL PROPERTIES COMMITTEE  
**SUBJECT:** MOVEMENT STUDY, ADOPTION OF CALIFORNIA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR TRUST STREET, CONCEPTUAL APPROVAL  
**DATE:** JULY 20, 2016  
**CC:** FILE

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At its regular scheduled meeting of the Physical Properties Committee on July 11, 2016, the committee reviewed a summary of recommendations as presented by Urban Crossroads in the possible adoption of the California Manual on Uniform Traffic Control Devices (CAMUTCD).

CAMUTCD is published by the California Department of Transportation (CALTRANS) representing the uniformed guide within the state for traffic control devices, including but not limited to; street marking, traffic control signage, traffic signals etc.

In the committee's deliberations, it was noted that the adoption and implementation of CAMUTCH:

- May support enforcement of traffic violations by the Seal Beach Police Department
  - Provide certification that all traffic control measures are in accordance with CAMUTCH
  - Subject to review and acceptance by the City
- Represent standards used for traffic control used throughout the state
- Represent standards to which a California Driver License is issued.

The following is the summary of recommendations from the Unban Crossroads initial report:

## 5 SUMMARY OF RECOMMENDATIONS

- 5.1 The GRF should Adopt the California Manual on Uniform Traffic Control Devices (CAMUTCD) published by the State of California Department of Transportation (Caltrans) to provide uniform standards and specifications for all official traffic control devices within Leisure World Seal Beach.
- 5.2 Eliminate GRF Policies, Rules and Regulations Sections 1909-37, 1909.1-37, 1909.2-37 requiring painted legends on all restricted speed zones.
- 5.3 Consider removal of all community speed limit restrictions and instead rely on the basic speed law that already limits speeds to 25 miles per hour throughout the senior residential community and 15 miles per hour near alleyways and blind intersections.
- 5.4 Remove a total of 151 existing traffic signs as shown on the community mapbook included as Attachment B. Add, replace and update an additional 71 traffic signs.
- 5.5 Eliminate the use of all painted speed legends pavement markings throughout the community. Modify the pavement markings as indicated in Attachment E.

As the above recommendation represents substantial modifications to traffic control devices throughout Trust Property, the committee seeks conceptual approval of the Board before any additional expense and staff time is spent on this project.

### 1<sup>st</sup> Motion

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

### 2nd Motion

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

**RESOLUTION/MOTION ACTION RECORD**

072616.10.e.i.

Resolution Type: **Conceptual Approval**Pertaining to: **Movement Study**Duly adopted at a meeting of the Board of Directors held: **07/26/16**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

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

ATTEST: \_\_\_\_\_ (Secretary) \_\_\_\_\_ (Date)

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**BOARD ACTION REQUEST**

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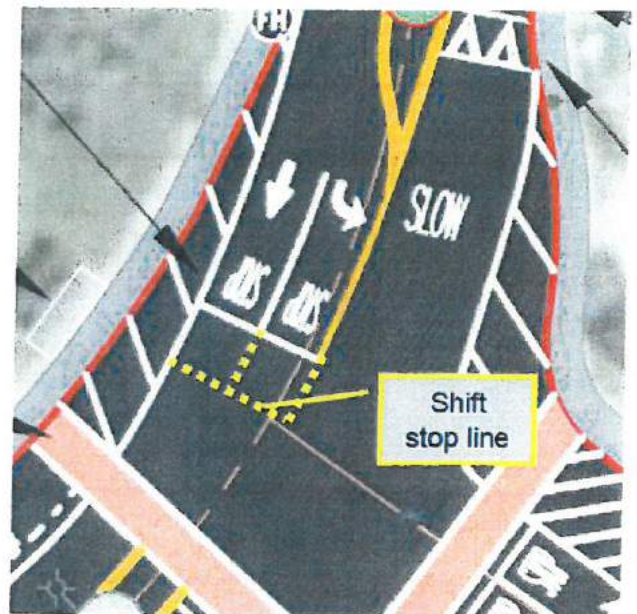
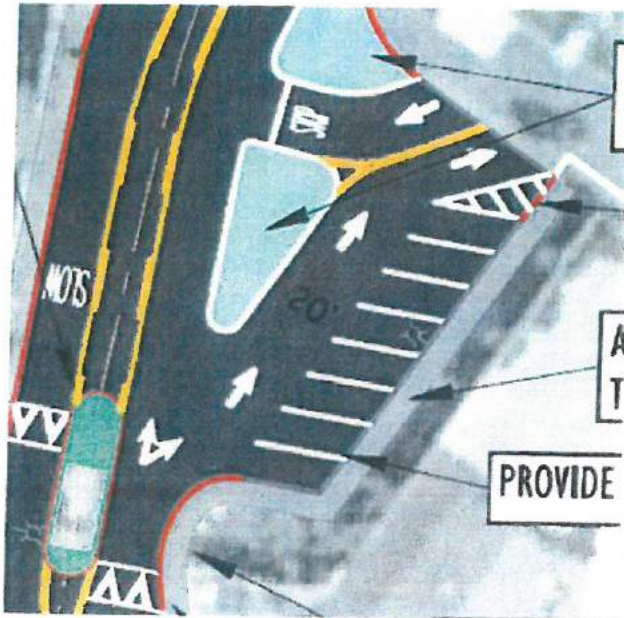
**TO:** BOARD OF DIRECTORS  
**FROM:** PHYSICAL PROPERTY COMMITTEE  
**SUBJECT:** CONCEPTUAL APPROVAL TO MODIFY ST. ANDREWS GATE AREA  
**DATE:** JULY 13, 2016  
**CC:** FILE

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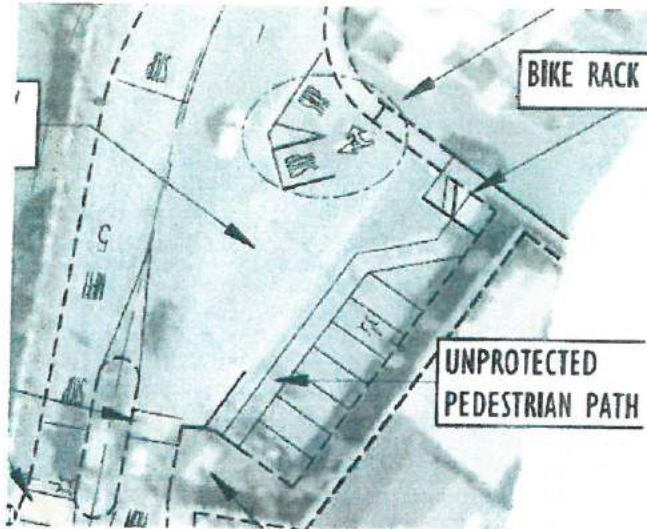
At its regular scheduled meeting of the Physical Property Committee on July 11, 2016, the Committee reviewed proposed changes at the St. Andrews Gate area, as drafted by Urban Crossroads, dated June 16, 2015. The Committee agreed to include in a scope of work the following:

- Add a sidewalk in front of parking spaces outside the gate (Exhibit A)
- Angle parking spaces as per proposed plans below (Exhibit A)
- Repaint street as per plans below (Exhibit A)
- X walks will be standard design (not as indicated on plan)

**PROPOSED PLAN (Exhibit A)**



## EXISTING CONDITIONS



It is the request of the Physical Property Committee to obtain the Board's Conceptual Approval prior to investing time in this project and, if conceptual approval is granted, instruct the Physical Property Department to send out a Request for Proposal (RFP) for the work and submit to the Physical Property Committee for review.

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



**RESOLUTION/MOTION ACTION RECORD**

072616.10.e.ii.

Resolution Type: **Conceptual Approval**Pertaining to: **Modification of St. Andrews Gate Area**Duly adopted at a meeting of the Board of Directors held: **07/26/16**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

<b>VOTE:</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
President Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Leah Perrotti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Richard Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paul Pratt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: \_\_\_\_\_ (Secretary) \_\_\_\_\_ (Date)

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**MEMO**

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** VICE PRESIDENT LINDA STONE  
**SUBJECT:** ACCEPTANCE OF STRATEGIC PLANNING AD HOC COMMITTEE CHARTER  
**DATE:** JULY 20, 2016  
**CC:** FILE

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

I MOVE to accept the Strategic Planning Ad Hoc Committee Charter for the 2016/2017 GRF Committee:

5167-SPAH, Strategic Planning Ad Hoc Committee

**RESOLUTION/MOTION ACTION RECORD**

072616.10.f.i.

Resolution Type: **Acceptance of Committee Charter**  
**Hoc Committee**Pertaining to **Strategic Planning Ad**Duly adopted at a meeting of the Board of Directors held: **07.26.16**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Cost Center \_\_\_\_\_ Capital \_\_\_\_\_ Operational \_\_\_\_\_ Reserves \_\_\_\_\_

**VOTE:**

YES

NO

ABSTAIN

ABSENT

President Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Leah Perrotti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Richard Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: \_\_\_\_\_ (Secretary) \_\_\_\_\_ (Date)

COMMITTEE FUNCTIONS

**ADOPT**

Strategic Planning Ad Hoc Committee

Pursuant to state statute (**Corp. Code §7210; Corp. Code §7212(c)**) and Article VII of the Bylaws of the Golden Rain Foundation (GRF), the Board of Directors (BOD) hereby establishes the Strategic Planning Ad Hoc Committee and grants to the Committee authority specifically stated within the GRF governing documents, and policies or other authority as granted by the BOD or as stated within this policy.

In accordance with Article VIII of the Bylaws, committee chair and members shall be appointed by the GRF President and approved by action of the BOD in accordance with policy 5100-30.

1. **PURPOSE:**

To study and provide recommendations to the Board to support establishing and setting priorities for the preservation and improvement of Trust Property.

- a. Focus direction and financial resources;
- b. Strengthen operations through unified common goals;
- c. Establish agreement around intended outcomes/results; and
- d. Assess and adjust the organization's direction in response to a changing environment and community demographics.

2. **DUTIES:**

- a. Publish an agenda four (4) days in advance of Committee meeting;
- b. Elect a Vice-Chair at the first meeting;
- c. Meet monthly or whenever such meetings are deemed necessary unless cancelled by the Chair; and
- d. Furnish a report at the BOD annual meeting.

3. **LIMITATIONS:**

It is to be recognized that the function of the Committee is to act in an advisory and consulting capacity.

(Month Year)

COMMITTEE FUNCTIONS

**ADOPT**

Strategic Planning Ad Hoc Committee

Regulatory or supervisory activities affecting employed personnel are functions of Management and not to be encroached upon by any Committee Chairperson or member, either individually or collectively.

Committee does not have the authority to enter into written contracts or oral agreements with any third parties on behalf of the GRF BOD. Authority to authorize contracts and/or expenses rests solely with the BOD.

Policy  
Adopted:

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, California**

(Month Year)