



**BOARD OF DIRECTORS MEETING MINUTES  
GOLDEN RAIN FOUNDATION  
November 28, 2017**

**CALL TO ORDER**

President Linda Stone called the regular monthly meeting of the Board of Directors (BOD) of the Golden Rain Foundation (GRF) to order at 10:00 a.m., on Tuesday, November 28, 2017, in Clubhouse Four.

**PLEDGE OF ALLEGIANCE**

Richard Stone, recent recipient of the Spirit of Hope Award, on behalf of the Special Forces Home for Christmas Fund, led the Pledge of Allegiance.

**ROLL CALL**

Following the roll call, Corporate Secretary reported that Directors Perrotti, R. Stone, Snowden, Pratt, L. Stone, Reed, Gould, Hopewell (left at 11:55 a.m.), Rapp, McGuigan, Doderio, Winkler, Heinrichs, Damoci, Lukoff, Crossley, Fekjar (left at 2:38 p.m.), and Moore were present.

Eighteen Directors were present, with a quorum of ten.

**PRESIDENTS COMMENTS**

Today I am pleased to share with the Board and the members of the audience that GRF Board member Richard Stone accepted the Spirit of Hope Award, on behalf of the Special Forces Home for Christmas Fund, on October 26, in a ceremony at the Pentagon.

The Spirit of Hope is a national award presented through the U.S. Department of Defense, for outstanding service to the United States of America. It is awarded to men and women of the United States Armed Forces, entertainers, and other distinguished Americans and organizations whose patriotism and service reflect that of Mr. Bob Hope. Mr. Hope was designated as the first honorary veteran by the United States Armed Forces for his decades of entertaining the troops, both in peacetime and in combat zones. This honor was bestowed by the United States Congress and signed into law by President Bill Clinton.

Richard Stone is President and founder of the Special Forces Home for Christmas Fund, an organization committed to sending financially challenged Marines home for Christmas. They provide support to four Marine Corps battalions including 1<sup>st</sup> Raider Battalion, 1<sup>st</sup> Marine Raider Support Battalion, 1<sup>st</sup> Radio Battalion, and 1<sup>st</sup> Reconnaissance Battalion. Since 2003, over 650 Marines have been flown home for the Christmas Holiday by commercial air. The Special Forces

Home for Christmas Fund also hosts annual large-scale events to thank the Marines for their service, including the Yacht Club Commodores Ball, Yacht Club Opening Day Party, BBQ at Temecula Ranch, and the Christmas Boat parade. Additional monthly events are hosted by the organization for Marines and their spouses to thank them for their service. These events provide Marines and their families the opportunity to decompress from extended training events and deployments.

Dick Stone, thank you for your unselfish devotion to this cause. It is with great pleasure that I give this banner to you from your fellow board members. We have selected several possible locations for it to be displayed...we are just waiting for you to decide!

By the way, Dick has brought the medal with him today to show anyone who wants to see first hand a NATIONAL AWARD. Definitely something to be extremely proud of. Dick, we are proud of you.

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

The GRF Board of Directors met for an Executive Session meeting on November 3, 2017.

### **SERVICE ANNIVERSARIES**

Three employees were recognized with a service award.

Randi Allen	Security Department	5 years
Joel Gonzalez	Security Department	10 years
Liz Lubin	Physical Properties Department	10 years

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

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

### **SHAREHOLDER/MEMBER COMMENTS**

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

- 4 minute limit per speaker, when there are no more than 15 speakers
- 3 minute limit per speaker, 16 - 25 speakers
- 2 minute limit per speaker, over 26 speakers

Six shareholder/members offered comments.

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

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

- Minutes of the Physical Properties Committee Board Meeting of October 2, 2017
- Minutes of the Management Services Review Ad hoc Committee Board Meeting of October 3, 2017
- Minutes of the Recreation Committee Board Meeting of October 4, 2017
- Minutes of the Mutual Administration Committee Board Meeting of October 9, 2017
- Minutes of the Special Recreation Committee Board Meeting of October 11, 2017
- Minutes of the Communication Committee Board Meeting of October 12, 2017
- Minutes of the Executive Committee Board Meeting of October 13, 2017
- Minutes of the Finance Committee Board Meeting of October 16, 2017

## **APPROVAL OF BOARD MEETING MINUTES**

The minutes of the October 24, 2017 meeting were approved, by general consent of the Board, as presented.

## **REPORTS**

The Chair of the Los Alamitos Medical Center Advisory Council presented a report on the Council's activities.

The Chair of the Management Services Review Ad hoc Committee presented a report on the progress of the Ad hoc Committee.

The Chair of the Strategic Planning Ad hoc Committee presented a report on the progress of the Ad hoc Committee.

## **NEW BUSINESS**

### **General**

#### **2017/2018 Master Insurance Policy Renewal**

At the regular meeting of the Finance Committee held on November 20, 2017, the Committee reviewed the proposal for the Foundation's and the Mutual's insurance for the policy period of December 1, 2017 to November 30, 2018, provided by DLD Insurance Brokers, Inc.

In an effort to obtain the most competitive quotes possible, yet still retain the necessary terms and coverage, DLD approached over 75 insurance carriers for the Directors & Officers (D&O) Insurance, the Errors & Omissions (E&O) Insurance, Forefront Portfolio (Crime/Fiduciary/KRE/Workplace Violence) Insurance and the Property/Causality Insurance to determine their interest in quoting the various coverages.



Property coverage premium for this renewal period has decreased by 8.6% while keeping the terms and conditions, including deductibles, the same due to the great strides made by GRF and the Mutuals to put loss control measures into place to mitigate future fire losses. Other coverages within the policy package show decreases as well over the 2016 / 2017 policy period, and the overall change for the 2017 / 2018 coverage period shows a *decrease* of 5.56% over the expiring policy. Premiums for the renewing coverage period listed by coverage type are shown in Exhibit A in the agenda packet – 2017-2018 Premium Summaries for All Lines.

In addition, the renewing policy includes the renewal of a three-year term Pollution Policy, which expired in 2017. One third of the total premium of \$93,716 or \$31,239 will be recognized for the 2017 / 2018 policy period. The remaining two thirds of the premium will be recognized in 2019 and 2020.

The new master insurance policy proposal which includes one third of the total pollution policy premium to be recognized in the 2018 budget year totals \$1,987,831. Combined funds (Foundation and Mutuals), in the amount of \$2,353,160 were included in the respective 2018 operating budgets based upon estimates and assumptions made during the budget period. (Exhibit B in the agenda packet).

At its meeting on November 20, 2017, the Finance Committee unanimously recommended the Board approve the contract for the placement of Property, Boiler and Machinery, Flood (excluding earthquake), General Liability and Automotive Liability Insurance with Philadelphia and the placement of Umbrella Liability, Forefront Portfolio (crime, fiduciary, kidnap, ransom, extortion and workplace violence), E&O, D&O/Employee Practices Liability and Cyber Liability Coverage and a three-year pollution policy with the recommended carriers through DLD Insurance Brokers, Inc., for the period of December 1, 2017 to November 30, 2018, for a total premium of \$1,987,831.

Mr. Lukoff MOVED, seconded by Ms. Hopewell–

**TO** approve the insurance proposal as submitted, in the amount of \$1,987,831, for the policy period of December 1, 2017 to November 30, 2018, which includes a three-year pollution policy and to authorize the President to sign the required renewal documents, per the insurance proposal dated November 6, 2017, as prepared and submitted by DLD Insurance Brokers, Inc.

Two Directors, the Executive Director and the Director of Finance spoke on the motion.

The motion was carried unanimously.

#### Clubhouse Three Revitalization Postponement

During a review of Clubhouse Three by members of both the Architectural Design and Review

Committ and the Recreation Committees, to finalize the scope of work under the Revitalization Project, a general consensus was reached to recommend to the Board postponement of the work to ensure that actions to revitalize Clubhouse Three are meeting current and future community needs and to allow time to research costs to bring in a professional space planner or architect.

Ms. Fekjar MOVED, seconded by Ms. Rapp -

**TO** approve the postponement of the revitalization of Clubhouse Three and release the Clubhouse to reservations, for additional committee review and recommendation to the Board.

One Director and the Executive Director spoke on the motion.

The motion was carried unanimously.

RV Lot Moratorium on New Leases/ Clubhouse Four Parking Policy Variance

In review of RV Lot operations for the past five (5) months, a clear and present need exists to amend the lease agreement, as well as draft and approve required policies to govern lot usage.

Rather than release available spaces until the existing approved lease agreement is amended and the drafting of Lot use policies are completed and Board approved, a moratorium is requested on all new Lot leases. With the existing meeting calendar, estimated duration of the moratorium to facilitate all required actions is sixty (60) days.

Mrs. Damoci MOVED, Mrs. Reed seconded -

**TO** table both RV Lot agenda motions.

Three Directors spoke on the motion.

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

Ms. Rapp moved, seconded by Ms. Winkler -

**TO** untable the action.

Twelve Directors, the Recreation Manager and the Executive Directors spoke on the motion.

The motion was carried unanimously.

Mrs. Perrotti MOVED, seconded by Mr. McGuigan -

**TO** approve a moratorium on all new RV Lot leases until such time the Board approves an amended lease and RV Lot policies.

Ms. Winkler moved, seconded by Mrs. Damoci –

**TO** amend the motion, adding “and evictions”.

Four Directors and the Executive Director spoke on the motion.

The motion carries with five no votes (Gould, McGuigan, Perrotti, Pratt, Snowden) and one refusal (R. Stone)

Mr. Lukoff MOVED, seconded by Mr. Dodero –

**TO** approve a moratorium on all new RV Lot leases and evictions until such time the Board approves an amended lease and RV Lot policies. For those on the current waiting list, approval to lease available. RV Lot space on a month to month usage, based on current terms and conditions.

One Director spoke on the motion.

Mrs. Damoci MOVED, seconded by Ms. Fekjar –

**TO** approve a moratorium on all new RV Lot leases and evictions until such time the Board approves an amended lease and RV Lot policies, to include an IDR, and members on the waiting list to park in Clubhouse Four with a special permit issued by the Security Department .

The motion was carried with two refusals (Gould, R. Stone) and one abstention (McGuigan).

#### Ad hoc Committee Member Appointment

The GRF President received and accepted the resignation of RV Lot Ad hoc Committee chair and member Carole Damoci on November 16, 2017. 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.

Ms. Stone MOVED, seconded by Mrs. Damoci-

**TO** approve the appointment of Leah Perrotti to the RV Lot Ad hoc Committee.

One Director spoke on the motion.

The motion was carried with one recusal (R. Stone).

Ms. Stone MOVED, seconded by Mr. Dodero -

**TO** appoint Steve McGuigan as Chair of the RV Lot Ad hoc Committee.

The motion was carried with two abstentions (Damoci, Snowden) and one recusal (R. Stone).

### **Architectural Design and Review Committee**

#### Naming of Clubhouse Two Multi-Use Area, Mission Park

At the November 13, 2013 meeting of ADRC, the committee reviewed the exterior of Clubhouse Four and has determined actions are required to enhance the general appearance of the exterior.

The Committee respectfully requests funding non-budgeted operations, from CC54, in an amount of \$15,000, to facilitate improvements, including but not limited to:

- Exterior lighting
- Landscape improvement

Mr. Dodero MOVED, seconded by Ms. Fekjar-

**TO** approve non-budgeted Operating funds, cost center 54, in an amount not to exceed \$15,000, for exterior improvements including but not limited to exterior lighting and landscape improvement. All materials are to be approved by the Architectural Design and Review Committee.

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

#### Clubhouse Four Flagpole Removal

At the November 13, 2017 meeting of ADRC, the Committee reviewed the exterior of Clubhouse Four and noted the location of the flag pole is in a direct line of passage, which can be further

compromised when the parking of golf carts or scooters are near the pole. Based upon reports of Shareholders bumping into the pole, the Committee recommends removal of the pole. This requested action is not taken easily, as the flag of the United States is the emblem of our national identity. It is important to note that less than 150 feet from this location is the US Flag, surrounded by our armed forces flags. This location proudly embodies our nation and those who have served and are serving to protect our nation.

Relocation of the Clubhouse Four flag pole is not an option, as the existing pole is embedded in the concrete walkway. Removal is to be performed by Service Maintenance, cost estimated at six (6) staff hours, and \$25 in materials to fill the hole in the walkway. If replaced in an alternate location, a new 30 foot aluminum flag pole installed is estimated at \$5,000-7,500 (cost contingent on quality and features).

Mr. Lukoff MOVED, seconded by Mrs. Damoci -

**TO** replace the flagpole, in an alternate location, with a new 30 feet aluminum flagpole, installed for an estimated \$5,000-\$7,500 (cost contingent on quality and features) Capital funding, the Architectural Design and Review Committee to approve the location and the Physical Property Committee to approve installation.

The amended motion was carried with two no votes (Crossley, McGuigan).

The President called for a 30 minute break at 11:55 a.m.

### **Communications Committee**

#### Rescind Policy 2840.01-36, Subscriptions Procedure

At its meeting on November 9, 2017, the Communications Committee moved to rescind Policy 2840.03-36, Delivery and Subscriptions; required terms and conditions are included in the annual budget and budget assumptions.

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

**TO** rescind Policy 2840.03-36, Delivery and Subscriptions.

### **Executive Committee**

#### Amend Policy 5025-30, GRF Election Procedures

Policy 5025-30, Election Procedures, sets forth information regarding the election process for the GRF Board of Directors. Seven changes are recommended to improve clarification of GRF



election procedures: 1) Amend the header of the Policy pages to read "GRF" Election Procedures,  
2) Amend candidate eligibility and qualifications to encompass fines or fees set forth in both the GRF By-laws OR policies, 3) Update photo identification card to GRF identification card, 4) Clarify that write-in nominations are prohibited, 5) Update the campaign cycle to end with the closing of the polls, 6) Amend approval of the elections materials and process to be the responsibility of the GRF Board, and 7) Remove the election process paragraph indicating that the GRF will conduct elections nor appoint in-house inspector(s) if it does not contract with an election services vendor.

At its meeting on November 13, the Executive Committee unanimously recommended the GRF Board approve these amendments.

Mrs. Reed MOVED, seconded by Ms. Rapp -

**TO** amend Policy 5025-30, Election Procedures, to amend the policy name, add fees and fines set forth in GRF Policies (regarding candidate eligibility and qualifications), update identification required upon candidate application, clarify that write-in nominations are prohibited, update the campaign cycle end date, amend responsibility responsible for approving GRF election materials and process and remove the section indicating that the GRF will conduct elections or appoint in-house inspector(s) if it does not contract with an election services vendor.

Two Directors spoke on the motion.

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

#### Approve Establishment of Emergency Operations Center

At the November 13, 2013 meeting of the Executive Committee, the Committee reviewed staff request for funding to use available space at the upper level of the Amphitheater adjacent to the Radio Club room to create a GRF Emergency Operations Center (EOC). An EOC is a central command and control facility responsible for carrying out the principles of emergency preparedness and emergency management or disaster management functions at a strategic level during an emergency, with a general mission to ensure continuity of operations and recovery. An EOC would provide the centralized point to facilitate the stabilization of an incident and provide workspace or facilities for incident management staff, media briefing center, and systems and communications equipment.

The Committee respectfully requests Board consideration into the allocation of space at the upper level of the Amphitheater (Exhibit A in the agenda packet) to create an EOC and non-budgeted funds from CC22, in an amount not to exceed \$5,000, for the purchase of equipment including, but not limited to folding tables and chairs, white board, wall map, monitors, computers, and shatterproof window coverings.

At the November 20, 2017 meeting of the Finance Committee, the Committee determined sufficient operational funds are available.

Ms. Snowden MOVED, seconded by Mr. Gould-

**TO** approve the allocation of Trust Property, identified as the room in the upper section of the Amphitheater adjacent to the Radio Club, for the establishment of an Emergency Operations Center (EOC), and authorize the Executive Director to purchase general supplies and equipment for the EOC, in an amount of \$5,000, non-budgeted Operating funds, cost center 22.

Three Directors and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board members present.

#### Approve Staff Holiday Incentive/GRF Employee Holiday Luncheons

At its regularly scheduled meeting on November 13, the Executive Committee discussed the provision of a holiday bonus for GRF employees. The Foundation has been able to achieve a savings in its budgeted costs for labor expense for 2017 of \$351,472.00, as of November. In recognition of the contributions its employees make to the Leisure World community, a recommendation was made to purchase gift cards, from Ralph's, in the amount of \$50, for each regular part-time and regular full-time employee (summary, by department, provided in agenda packet), for a total cost not to exceed \$11,600.

Additionally, a recommendation was made for providing a Holiday Luncheon for all full-time and part-time GRF employees, for a total cost not to exceed \$2,320.

At its regularly scheduled meeting on November 20, the Finance Committee approved funding for holiday gift cards, in an amount not to exceed \$11,600, and funding for a holiday meal, in an amount not to exceed \$2,320, from non-budgeted operating funds for 2017.

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

**TO** approve funding for the employee holiday bonus of a \$50 gift card, for all Full-Time and Part-Time GRF employees, in an amount not to exceed \$11,600.00, and to approve funding for a holiday meal for all GRF full-time and part-time employees, in an amount not to exceed \$2,320.00, funding from non-budgeted Operating funds for 2017.

### **Finance Committee**

#### Accept October 2017 Finance Statements

At the regular meeting of the Finance Committee on November 20, 2017, the Committee duly moved to recommend to the Golden Rain Foundation Board of Directors acceptance of the October Financial Statements for audit.

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

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

#### Exclusive Use of Trust Property – Lease Agreements

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

**TO** remove the lease agreements (Friends of the Leisure World Library, Genealogy Club, Golden Age Foundation, Leisure World Historical Society, Leisure World Radio Club, Leisure World Theater Club and the Video Producers Club) from the agenda and refer to the Finance Committee for review.

#### Amend Policy 5528-31, Refund of Excess Income

At its meeting on November 20, 2017, the Finance Committee recommended the Board amend Policy 5528-31, Refund of Excess Income, to stipulate that the disposition of surplus funds is conditioned by the completion of audit by the auditor. Additionally, the policy amendment includes the sequence in which excess income is distributed.

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

**TO** refer amended Policy 5528-31, Refund of Excess Income to the Finance Committee for review.

#### Approve CDAR Purchase

At the regular scheduled meeting of the Finance Committee on November 20, 2017, the members discussed the liquid funds held in various financial institutions and noted the balances in some of the financial institutions exceed the FDIC insurance limits and therefore are not in compliance with Policy 5520-31 – Reserves. When reviewing liquid funds, the Committee took into consideration the additional liquidity gained from investment maturities in September, as well.

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

Mrs. Damoci MOVED, seconded by Ms. Snowden –

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

Two Directors spoke on the motion.

The motion was carried unanimously by the Board member

#### **Mutual Administration Committee**

##### Approve New Buyer Presentation

At the November 14, 2017 meeting, the Mutual Administration Committee, (MAC), the New Buyer Sub-Committee presented the New Buyer PowerPoint presentation to the Committee. The New Buyer PowerPoint presentation was created to give potential buyers information about Leisure World, Seal Beach. The presentation includes information about the amenities, clubs, types of housing units offered and explains that Leisure World is a 55+ Active Adult Living Community. In addition, information regarding the differences between each of the housing mutuals is provided to the potential buyer.



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

**TO** approve to include the New Buyer PowerPoint presentation on the Leisure World website.

Four Directors and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board members present.

### **Physical Property Committee**

#### Non-budgeted Operating Funding – Enhancement of Golf Cart Parking, Administration Building

At its regularly scheduled meeting on November 6, 2017, the Physical Property Committee (PPC) discussed the enhancement of the Golf Cart Parking area, in front of Administration building, by installing additional railing to better guide the pedestrians. The PPC unanimously agreed to send a request to the Finance Committee for Capital funding, in an amount not to exceed \$2,500, to accomplish this task, and forward a request to the GRF Board to approve the expenditure, pending the Finance Committee review.

At its regularly scheduled meeting on November 20, 2017, the Finance Committee determined that sufficient funds are available for the project.

Ms. Rapp MOVED, seconded by Mr. Dodero –

**TO** recommend the GRF Board approve non-budgeted Operating funds, in the amount of \$2,500, to enhance the Golf Cart Parking area, in front of Administration Building, by installing additional railing to better guide the pedestrians.

Three Directors and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board members present.

The President called for a break ten minute break at 2 p.m.

#### Non-budgeted Operating Funding – Crosswalk Improvements, Medical Center/Clubhouse Six

At its regularly scheduled meeting on November 7, 2017, the Physical Property Committee (PPC) unanimously agreed to re-align the crosswalk from the Medical Center to Clubhouse Five. Modifications are needed to the walkway and planter to allow the crosswalk to continue without a jog around the light. The PPC agreed to establish a budget to complete this task, in an amount not to exceed \$7,000, including landscaping of the modified area, and forward a request to the GRF Board, pending the Finance Committee review for funding.

At its regularly scheduled meeting on November 20, 2017, the Finance Committee determined that sufficient funding is available for the project.

Mr. Lukoff MOVED, seconded by Ms. Fekjar–

**TO** approve the modifications to the crosswalk and planter, pending with final Physical Property Committee review and approval, from the Medical Center to Clubhouse Six, and remove a jog around the light pole to allow a straight path to the buildings, in an amount not to exceed \$7,000, non-budgeted Operating funds, and approve the President sign any applicable contracts.

Three Directors spoke on the motion.

The motion was carried unanimously by the Board members present.

#### Capital Funding – Mission Park (Multi-purpose Court/Recreational Area at Clubhouse Two)

At its regularly scheduled meeting on May 10, 2017, the Recreation Committee approved conceptual renderings from Mission Landscaping (with revisions), dated July 21, 2017, for the addition of a multi-purpose court and recreational area at Clubhouse Two and requested pricing from the Physical Property Department.

At its regularly scheduled meeting on November 6, 2017, the Physical Property Committee (PPC) reviewed the proposed budget for the Mission Park Project (multi-use area at Clubhouse Two). The PPC discussed each line item and made adjustments on the total budgeted cost (Exhibit A). The Committee unanimously agreed to forward a request to the Finance Committee to review available Capital funding, in an amount not to exceed \$330,000 for the project.

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

**TO** approve the established budget of \$330,000, for the construction of the Mission Park, Capital Funding, as illustrated in the Mission Landscape renderings dated July 21, 2017, including contingencies as presented to the Physical Property Committee.

#### Approve Contract – Phase One, Mission Park - Demolition

At its regularly scheduled meeting on May 10, 2017, the Recreation Committee approved

conceptual plans from Mission Landscaping. The Committee also approved a revised plan, dated July 21, 2017, including the addition of a multipurpose court and recreational areas at Clubhouse Two, and requested pricing from the Physical Property Department.

At its regularly scheduled meeting on October 2, 2017, the Physical Property Committee reviewed the quote from MJ Jurado to demolish the concrete/block & shade area at the existing shuffleboard court. The Committee discussed the cost, scope of work, and the submitted bid, and unanimously concurred to recommend the Board award a contract to MJ Jurado, based on previously low bids, to demolish the existing shuffleboard court area, excluding landscaping, in an amount not to exceed \$48,000, per the Mission Park project budget.

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

**TO** award a contract to MJ Jurado, per their proposal dated September 20, 2017, to demolish the shuffleboard court area at Clubhouse two, in an amount not to exceed \$48,000, funds from the approved Mission Park project budget, line item F, and authorize the President sign the contract.

#### Capital Funding Request – Inspectors' Club Cars

At its regularly scheduled meeting on November 7, 2017, the Physical Property Committee (PPC) reviewed the options for cost and replacement of the Building Inspector vehicles. The Committee looked into using new Gem Carts, but concurred to stay with Club Cars to remain consistent. The PPC unanimously agreed to send a request to the Finance Committee for available funding review to purchase five (5) used Club Cars, at a total cost not to exceed \$37,800, and, if funds are available, forward this request to the GRF Board for approval.

At its regularly scheduled meeting on November 20, 2017, the Finance Committee determined sufficient Capital funding is available for the project.

Mr. Pratt MOVED, seconded by Ms. Winkler -

**TO** approve the purchase of up to five (5) Inspectors' Club Cars (used), in an amount not to exceed \$37,800, from Juniors Westcoast Golf Carts, Capital funding, and authorize the President to sign the contract.

One Director and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board members present.

Reserve Funding Request – Automatic Door Replacement, Clubhouses One and Three

The existing automatic doors at Clubhouse One and Clubhouse Three, (west side), are beyond repair and have exceeded their expected life. At its regularly scheduled meeting on November 6, 2017, the Physical Property Committee (PPC) reviewed the quotes obtained by the Physical Property Department and unanimously agreed to recommend the GRF Board award a contract to Capitol Door to replace automatic doors at the Clubhouses One (four doors), and Three (west side, two doors) at a cost not to exceed \$37,917, and send a request to the Finance Committee for available Reserve finding.

The quotes obtained are as follows: **Clubhouse One**, Capitol Door - \$29,562, Axxess Door- \$31,303 ; **Clubhouse Three** - Capitol Door - \$8,355, Axxess Door - \$7,826.

Mrs. Damoci MOVED, seconded by Ms. Rapp –

**TO** award a contract to Capitol Door to replace automatic doors at the Clubhouses One, (four doors), and Three (west side, two doors) in a total amount not to exceed \$37,917, Reserves funding, and authorize the President sign the contract.

Two Directors, the Recreation Manager and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board members present-

Approve Contract (2018-2021) – Community Facilities Landscaping

The Landscaping contract for Community Facilities is expiring on December 31, 2017. The Physical Property Department sent out a Request for Proposal (RFP) to ten contractors, and held a bidders' conference on October 25, 2017; five bidders attended. At its November 13, 2017 meeting, the ADR Committee opened and reviewed sealed bids from three contractors, as follows:

CONTRACTOR	YEAR 1	YEAR 2	YEAR 3	TOTAL
Andre Landscape Service	\$ 154,800	\$ 159,600	\$ 164,400	\$ 478,800
Brightview Landscape Service	\$ 248,276	\$ 255,725	\$ 263,396	\$ 767,397
Johns Landscape Service	\$ 127,116	\$ 127,116	\$ 127,116	\$ 381,348

Following a discussion on the costs and the contractors' past performance, the Committee unanimously agreed to recommend the Board award a contract to Johns Landscape Service for a three-year term in the amount of \$381,348, Operating funds.



Mr. Crossley MOVED, seconded by Mr. Moore -

**TO** award a contract to Johns Landscape Service to maintain community facilities landscaping, for a cost not to exceed \$381,348, for a period of three years, Operating funds, and authorize the President sign the contract.

Five Directors spoke on the motion.

The motion was carried with one abstention (Dodero).

Approve Contract – Main Gate Landscape and Monument Sign Lighting

The Architectural Design and Review Committee requested a quote to complete the landscaping and Globe lighting from the Fox and Fox landscape lighting plan, dated October 18, 2017. The Physical Property Department reached out to two contractors and received one bid as follows: Schlick Services - \$18,919 and Bergin Electric - no bid, too busy.

At its regularly scheduled meeting on November 6, 2017, Physical Property Committee reviewed the quote on Main Gate lighting and moved to award a contract to Schlick Services to complete the landscaping and globe lighting, in an amount not to exceed \$18,919, and \$2,000 in contingencies, for a total cost not to exceed \$20,919, and to forward a request to the GRF Board for final approval, funded by the remaining Reserve balance from the Globe project.

Ms. Rapp MOVED, seconded by Mr. Dodero -

**TO** award a contract to Schlick Services to complete the landscaping and globe lighting, in an amount not to exceed \$18,919, and \$2,000 in contingencies, for a total cost not to exceed \$20,919, Reserve funds, Globe project, and authorize the President sign the contract.

One Director and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board members present.

**Recreation Committee**

Reserve Funding – Amphitheater Drapery and Travelers Replacement

After the Amphitheater stage drapery and travelers inspection, the Recreation Department has been informed that replacement parts are no longer available for current units. The existing fireproofing will also become outdated next year.

The bids received from two contractors - S & K Theatrical Draperies and True Roll Theatrical Rigging and Hardware to replace the drapery and travelers, due to maintenance and fireproofing issues, are as follows: S & K Theatrical Draperies - \$37,632.25 and True Roll Theatrical Rigging and Hardware - \$38,966.97.

At its regularly scheduled meeting on November 15, 2017, the Recreation Committee recommended the purchase and installation of new Amphitheater drapery and travelers from S & K Theatrical Draperies, in the amount of \$37,632.25, accelerated Reserve funding.

At its November 20, 2017 meeting, the Finance Committee determined sufficient Reserve funding is available for the project.

Ms. Fekjar MOVED, seconded by Mr. McGuigan –

TO approve the purchase and replacement of new drapery, contingent upon ADRC selection of drapery, and travelers for the Amphitheater, from S & K Theatrical Draperies, in an amount not to exceed \$37,632.25, accelerated Reserve funds, and authorize the President to sign the contract.

Two Directors spoke on the motion.

The motion was carried unanimously by the Board members present.

#### Approve Contract (2018-2021) – Golf Course Landscaping

The Golf Course Landscaping contract is expiring on December 31, 2017. The Physical Property Department (PPC) sent out a Request for Proposal (RFP) to ten contractors and held a bidders' conference on October 25, 2017, which three bidders attended. At its November 15, 2017 meeting, the RC opened and reviewed sealed bids from two contractors, as follows: Andre Landscape Service – Year 1 - \$162,000, Year 2 - \$166,800, Year 3 - \$171,600, Total \$500,400; Johns Landscape Service - Year 1 - \$157,259, Year 2 - \$157,259, Year 3 - \$168,267, Total \$482,785.

Following a discussion on the costs and the contractors' past performance, the Committee unanimously agreed to recommend the Board award a contract to Johns Landscape Service, for a three-year term, in the amount of \$482,785, Operating Funds.

Note: The proposed cost for Community Facilities Landscape maintenance is \$22,884 below the 2018 budget; the Golf Course maintenance cost is over the 2018 budget by \$10,295, leaving a surplus of \$12,589, of the combined budgets of cost center ADR and cost center 46, for general landscape maintenance.

Mr. Moore MOVED, seconded by Ms. Winkler and carried unanimously by the Board Directors present-

**TO** award a three (3) year contract to Johns Landscape Service to maintain the Golf Course Landscaping, for a cost not to exceed \$482,785, (Year One - \$157,259.16, Year Two - \$157,259.16 and Year Three - \$168,267.24), Operating funds, and authorize the President sign the contract.

Two Directors and the Executive Director spoke on the motion.

The motion was carried with one abstention (Dodero).

Non-budgeted Operating Funding – Furniture Replacement for Clubhouses

To stock new conference rooms in the community, the Recreation Department had to borrow 62 chairs from the Clubhouses. To replace the borrowed furniture, the Department received a quote for the purchase of new chairs, from American Seating, in an amount not to exceed \$10,000.

At its regularly scheduled meeting on November 20, 2017, the Finance Committee determined sufficient funds are available for the purchase.

Mrs. Reed MOVED, seconded by Mr. Moore -

**TO** approve the purchase of new chairs, in the amount of \$10,000, non-budgeted Operating funds and authorize the Executive Director to initiate the purchase.

Two Directors and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board members present.

Non-budgeted Operating Funding – Library Flat Filing Cabinets

At its regularly scheduled meeting on November 14, 2017, the Recreation Committee (RC) unanimously agreed to replace storage with a eight new flat filing cabinets. The RC agreed to establish a budget to complete this task in the amount not to exceed \$6,200.00 and forward a request to the GRF Board after review by the Finance Committee for funding.

At its November 20, 2017 meeting, the Finance Committee determined sufficient funds are available for this purchase.

Mrs. Damoci MOVED, seconded by Mr. Gould -

**TO** recommend the GRF Board approve the non-budgeted Operating expense of \$6,200.00 to replace old storage with eight (8) new flat filing cabinets and authorize the Executive Director to initiate the purchase.

Two Directors and the Executive Director spoke on the motion.

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

Non-budgeted Operating Funding – Recreation Trailer Supplies

The Recreation Department requested the Recreation Committee approve the purchase of equipment to stock the Recreation Departments events trailer. The requested stock will consist of fifteen (15) 60" round tables, two hundred (200) lightweight party chairs, four (4) chair carts and ten (10) traffic drums. Having the required stock for outside events will allow the Recreation Department to cut back on the use of maintenance staff for the delivery of chairs and other equipment items needed to setup outside events.

The following vendors provided the lowest quotes from the three vendors contacted: Foldingchairsandtables.com-\$2,120.74, BanquetTablesProLLC- \$1,575.00, Traffic Safety Store - \$680.27, Chair carts Harbor Freight Tools \$69.07, Chair tie down straps Harbor Freight Tools -\$21.58, Total: \$4,466.66.

At its November 20, 2017 meeting, the Finance Committee determined sufficient non-budgeted Operating funding is available for the purchase.

Mrs. Perrotti MOVED, seconded by the Mr. Moore-

**TO** approve the purchase of equipment to stock the Recreation event trailer, in the amount of \$4,466.66, non-budgeted Operating funds, and authorize the Executive Director to make the purchase.

The motion was carried unanimously by Board members present.

**Security, Bus & Traffic**

TENTATIVE VOTE: Adopt Policy 1928-37, Golf Carts

At its meeting on November 8, 2017, the Security, Bus & Traffic Committee recommended the Golden Rain Foundation (GRF) Board of Directors (BOD) adopt Policy 1928-37, Golf Carts and



Low Speed Vehicles. The policy has been established to fill the void in existing policies that do not take into account Golf Carts and Low Speed Vehicles.

Mrs. Heinrichs MOVED, seconded by Mr. Dodero –

**TO** tentatively adopt Policy 1928-37, Golf Carts and Low Speed Vehicles, pending a 30-day notification to the membership and a final decision by the GRF BOD on January 23, 2018, as amended.

Ten Directors spoke on the motion.

The amended main motion was carried with one no vote (Rapp).

Mrs. Damoci MOVED, seconded by Mr. McGuigan-

**TO** amend Section 4. Parking, to include policies 1927.01-37 and 1927.02-37.

The amendment carried with one abstention (Gould).

Four Directors and the Executive Director spoke on the amended main motion.

Mr. McGuigan MOVED, seconded by Ms. Winkler -

**TO** include a requirement for liability insurance in Section 3.2.2.

The amendment was carried unanimously by the Board members present.

**TENTATIVE VOTE: Amend Policy 1927.01-37, Fees for Parking Infractions**

At its regularly scheduled meeting on November 8, 2017, the Security, Bus & Traffic Committee recommended amending Policy 1927.01-37, Fees for Parking Infractions by consolidating the red zone categories and increasing the corresponding fines to \$100 for the first offense and to \$200 for the second and subsequent offenses and to add a first offense fine of \$50 for RV or VUFR generator running from 8 pm to 8 am.

Ms. Winkler MOVED, seconded by Mr. Dodero -

**TO** tentatively amend Policy 1927.01-37, Fees for Parking Infractions, consolidating the red zone categories and increasing the corresponding fines to \$100 for the first offense and to \$200 for the second and subsequent offenses and to add a first offense fine, in

the amount of \$50, for RV or VUFR generator running from 8 pm to 8 am., pending a 30-day notification to the membership and a final decision on January 23, 2018.

Four Directors spoke on the motion.

The motion was carried unanimously by the Board members present.

#### Non-budgeted Operating Fund Request – Cushman Motor Rebuild Kits

The Fleet and Transportation repair department was tasked to research the cost and availability of parts to overhaul twenty-four (24) of the Golden Rain Foundation (GRF) Cushman utility vehicles. The primary focus of the vehicle refurbishments will be drivetrain overhauls (engines, transmissions, rearend) but will also include cosmetic refurbishments.

Cushman engine overhauls will consist of replacement of eighteen (18) engine long blocks and six (6) overhaul kits. After the completion of the overhaul and refurbishment of the selected Cushman utility vehicles, the Fleet Department projects an extension of at least ten (10) years to those vehicle's life cycles, with a general goal to rebuild at least one Cushman per month.

Direct Parts is the only supply source that exists for the Cushman OEM air cooled 22 horsepower engines. The quotation includes refundable core charges, in the amount of \$10,500.00 for the cores from the units that will be overhauled. Core deposits will be refunded upon shipping of the old cores back to Direct Parts.

At the November 20, 2017 meeting of the Finance Committee, the Committee determined sufficient non-budgeted Operating funding is present for this necessary project.

One Director spoke on the motion.

The motion was carried by the Board members present.

#### CONTROLLER'S REPORT

The Finance Manager provided a financial report earlier in the meeting.

#### EXECUTIVE DIRECTOR'S REPORT

The Executive Director spoke on various topics pertaining to the community.

#### BOARD MEMBER COMMENTS

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

The meeting was adjourned was at 3:26 p.m.



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Joy Reed, Corporate Secretary  
GRF Board of Directors  
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