



Board of Directors

Agenda

Clubhouse Four

Tuesday, January 23, 2018

10:00 a.m.

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

Note: Foundation Shareholder/Members are permitted to make comments before the meeting business of the Board begins. 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

- 7) Consent Calendar – Approval of Board Committee Meeting Minutes (pp. 1-2)
- 8) Approval of Minutes
 - a) December 19, 2017 (pp. 3-12)
- 9) Reports
 - a) Los Alamitos Medical Center Advisory Report
 - b) Management Services Review Ad hoc Committee Report
 - c) RV Lot Ad hoc Committee Report
 - d) Strategic Planning Ad hoc Committee Report
- 10) New Business
 - a) Architectural Design and Review Committee
 - i) St. Andrews South, Landscape Architectural Services (Ms. Fekjar, pp. 13-24)
 - b) Executive Committee
 - i) Approve GRF Directors' Handbook (Mrs. Reed, pp. 25-38)

- c) Finance Committee
 - i) Accept December Financial Statements (Mr. Lukoff, pp. 39-46)
 - ii) Investment Strategy (Ms. Snowden, pp. 47-48)
- d) Mutual Administration Committee
 - i) Rescind Policy 7710, Estate Transaction and Creditors' Claims (Ms. Hopewell, pp. 49-50)
 - ii) Rescind Policy 7710.1, Admittance to Apartments-Public Administrators' Office (Mr. Crossley, pp. 51-52)
- e) Physical Property Committee
 - i) Capital Funding Request - Change Order – Electric Service (Ms. Rapp, pp. 53-58)
 - ii) Mission Park, Multipurpose Court (Mr. Stone, pp. 59-62)
- f) Recreation Committee
 - i) Catered Wine Service at Select GRF Events (Mrs. Perrotti, pp. 63-66)
- g) RV Lot Ad hoc Committee
 - i) **TENTATIVE VOTE:** Adopt Policy 1487.50, Recreational Vehicle Lot (RVL) Rules and Regulations (Mr. McGuigan, pp. 67-76)
 - ii) **TENTATIVE VOTE:** Adopt Policy 1487.01-50, Trust Property Lessee Fines (Mr. Pratt, pp. 77- 80)
 - iii) **TENTATIVE VOTE:** Adopt Policy 1487.02-50, Variance to Policy 1927-37 (Maintenance) (Ms. Heinrichs, pp. 81-82)
- h) Security, Bus & Traffic Committee
 - i) **FINAL VOTE:** Amend Policy 1927.01-37, Fees (Fines) for Parking Rules Violations on Trust Property (Ms. Winkler, pp. 83-86)
 - ii) **FINAL VOTE:** Adopt Policy 1928-37, Golf Carts and Low Speed Vehicles (Mr. Moore, pp. (87-89)
- 11) Staff Reports
 - Director of Finance's Report – Ms. Miller
 - Executive Director's Report – Mr. Ankeny
- 12) Board Member Comments
- 13) Next Meeting/Adjournment

February 27, 10:00 a.m., Clubhouse Four

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 October and December 2017 Committee meetings:

- Minutes of the Strategic Planning Ad hoc Committee Board Meeting of October 27, 2017
- Minutes of the Physical Properties Committee Board Meeting of December 4, 2017
- Minutes of the Recreation Committee Board Meeting of December 6, 2017
- Minutes of the Executive Committee Board Meeting of December 8, 2017
- Minutes of the Finance Committee Board Meeting of December 18, 2017

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 MINUTES
GOLDEN RAIN FOUNDATION
December 19, 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 6:00 p.m., on Tuesday, December 19, 2017, in Clubhouse Four.

PLEDGE OF ALLEGIANCE

Margaret Gillon, President of the Leisure World Historical Society, 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, Rapp, McGuigan, Doderio, Winkler, Heinrichs, Damoci, Lukoff, Crossley, Fekjar, and Moore were present.

Eighteen Directors were present, with a quorum of ten.

PRESIDENTS COMMENTS

I want to wish everyone the happiest of holidays and thank you for attending tonight's meeting instead of Christmas shopping or enjoying a holiday party. You obviously have your priorities right!

When I look back at this year I am amazed at how quickly it has gone and how much we have accomplished...so much that I don't even want to start naming them, except for the Main Gate. Wow, isn't that beautiful at night! And wait until spring when the Forsythias bloom under the globe in a profusion of glorious yellow flowers.

Next year is going to be another big year of accomplishments beginning with the construction of the Multi-use court at CH 2, our first complete new construction since CH 6.

All of these accomplishments have been possible because of three main components: GRF and Mutual Directors: the thousands of hours that it takes to have the vision; the staff to implement the vision; and our special vendors that make the vision a reality. What a wonderful team we have here at Leisure World. It has made our community the best in Southern California. Again I wish you Merry Christmas, Happy Holidays and Happy New Year.

And now to business.

ANNOUNCEMENTS

The GRF Board of Directors met for an Executive Session meeting on December 1 and December 19, 2017.

SERVICE ANNIVERSARIES

The service awards were deferred until the next morning meeting, scheduled for January 23, 2018.

SEAL BEACH COUNCIL MEMBER'S REPORT

Seal Beach Council Member Sandra Massa Lavitt 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

Two shareholder/member offered comments.

CONSENT CALENDAR – APPROVAL OF BOARD COMMITTEE MEETING MINUTES

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

- Minutes of the Physical Properties Committee Board Meeting of November 6, 2017
- Minutes of the Executive Committee Board Meeting of November 13, 2017
- Minutes of the Architectural Design & Review Committee Board Meeting of November 13, 2017
- Minutes of the Recreation Committee Board Meeting of November 15, 2017
- Minutes of the Finance Committee Board Meeting of November 20, 2017

APPROVAL OF BOARD MEETING MINUTES

The minutes of the November 28, 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 RV Lot 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 and advised that the Committee will adopt a quarterly meeting schedule beginning in January 2018.

NEW BUSINESS

Executive Committee

Approve GRF Election Documents

At its meeting on November 13, 2017, the Executive Committee reviewed drafts of the 2018 election documents and unanimously recommended the GRF Board of Directors approve the following election materials (attached in the agenda packet): 2018 GRF Election Schedule, 2018 Mutual Election Schedule (provided to show Mutual deadlines compared to GRF), 2018 GRF Board of Director Application for Candidacy, including reverse side, 2018 GRF Candidate Instructions/Timeline, including reverse side, GRF Board Eligibility Disclaimer, 2018 GRF Election Article, and 2018 GRF Sample Ballots.

NOTE: At its meeting on September 8, 2017, the GRF Board unanimously awarded a contract to Accurate Voting Services to perform the general election services for the GRF and Mutual corporations for years 2018, 2019, and 2020.

Mrs. Reed MOVED, seconded by Ms. Fekjar and carried unanimously by the Board members -

TO approve the 2018 election materials and the election process for

the 2018 GRF Board of Directors election.

Amend Policy 5041-30, Real Property Acreage – Trust Property

At its meeting on December 8, 2017, the Executive Committee reviewed Policy 5041-30, Real Property Acreage. The Committee recommended the Golden Rain Foundation Board of Directors amend the policy, to clarify policy language, to include information pertaining to churches inside Leisure World and update all non-trust property to Trust property.

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

TO amend Policy 5041-30, Real Property Acreage, as presented.

Approve Renewal of Workers' Compensation Insurance

At its regularly scheduled meeting on December 8, 2017, the Executive Committee reviewed the December 31, 2017 to December 31, 2018 Workers' Compensation insurance proposal, as submitted by DLD Insurance Brokers, Inc. (Exhibit A in agenda packet).

The Committee unanimously approved to recommend to the Board acceptance of the policy, as submitted, noting:

- Improved loss history through active safety programs and procedures.
- Reduction in Experience Modification from 125 to 92.
- The 2018 budget for this expense is \$396,314.00. Proposal will be an estimated \$305,494.00 representing a possible* savings to budget of \$90,820.00.

*Premiums are based on actual payroll, stipulated amounts are subject to change after final audit of actual payroll numbers.

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

TO approve the renewal of Workers' Compensation Insurance, per the proposal submitted by DLD Insurance Brokers, as shown on Exhibit A, and authorize the President to sign all required documents.

Finance Committee

Accept November 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 November Financial Statements for audit.

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

TO accept the November 2017 Financial Statements for audit.

Exclusive Use of Trust Property – Lease Agreements

At the regularly scheduled meeting of the Finance Committee on December 18, 2017, the Committee recommended the Golden Rain Foundation Board of Directors renew leases expiring on December 31, 2017, for a one-year term commencing on January 1, 2018 and expiring on December 31, 2018, at the annual rent of \$1.00 per year, as stipulated under the governing lease agreements noted.

Ms. Winkler MOVED, seconded by Mr. Dodero and carried unanimously by the Board members—

TO approve renewal of the following leases:

- Friends of the Leisure World Library
- Genealogy Club
- Golden Age Foundation
- Leisure World Historical Society
- Leisure World Radio Club
- Leisure World Theater Club
- Video Producers Club

for a one-year term commencing on January 1, 2018 and expiring on December 31, 2018, at the annual rent of \$1.00 per year, as stipulated under the governing lease agreements noted, and authorize the President to sign the lease agreements.

Amend Policy 5061-30, Fees **FINAL VOTE**

Policy 5061-31, Fees, relates to the type of fees charged to members of the Golden Rain Foundation and how that fee is calculated and where the money is applied.

At the regular Finance Committee meeting on October 16, 2017, the Finance Committee unanimously suggested Policy 5061-31, Fees, be amended. The proposed policy changes are attached (Exhibit A in the agenda packet), with a comparison of the changes (Exhibit B in the agenda packet) to the current policy version (Exhibit C in the agenda packet).

At its meeting of October 24, 2017, the Board of Directors voted to tentatively amend this policy, pending a 30-day notice period to Foundation members. The policy draft was published in the November 2nd edition on the *Golden Rain News*. Members were welcomed to submit their comments or questions to the Board Office on this matter. Printed copies were also available to shareholders/members in the News Office, the Library and the Reception desk, second floor of the Administration building. This process is recommended in accordance of the Davis-Stirling

Act, Civil Code §4360.

One written item of correspondence, regarding amendment of Policy 5061-31, Fees, has been received during the 30-day notification to the membership period (attached in the agenda packet).

The new membership fee is implemented on January 1 of each year.

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

TO amend Policy 5061-31, Finance – Fees, to include changing
“Membership” fee to “Amenities” fee, updating “Shareholder” to
“Member” and increasing the Amenity fee.

Approve CDAR Purchase

At the regularly scheduled meeting of the Finance Committee on December 18, 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 October 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 \$800,000 from the First Foundation Bank Money Market Reserve account and from proceeds of a maturing CDAR (Reserve funds) in a 52-week CDAR, at an annual rate of .70%, which will be fully insured by the FDIC. Remaining liquid reserve funds will be sufficient to fulfill current and future commitments.

Ms. Snowden MOVED, seconded by Mrs. Reed –

TO continue the investment ladder by investing \$800,000 from the
First Foundation Bank Money Market Reserve account and from
proceeds of a maturing CDAR (Reserve funds) in a 52-week CDAR
@ .70%, which will be fully insured by the FDIC.

One Director spoke on the motion.

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

Physical Property Committee

Cancellation of Clubhouse Three Abatement

Per the approved action of the Board on August 22, 2017, a contract dated September 14, 2017, for removal and abatement of the acoustical ceilings within Clubhouse Three (CH3) as part of the revitalization project #830.3-17, was executed with the contractor Pacific Environmental Abatement Solutions, at a cost of \$37,723. Work was scheduled to begin on January 1, 2018.

During committee project review, to finalize scope of work for CH3, it was determined additional 2017 meeting, duly moved and approved postponement of CH3 revitalization. Pacific Environmental Abatement Solutions agreed to cancel the contract, with no penalties, as no firm dates for the work could be established within a projectable time.

Mr. Stone MOVED, seconded by Mr. Gould and carried unanimously by the Board members -

TO cancel the contract, dated September 14, 2017, with Pacific Environmental Abatement Solutions, and authorize the Physical Property Department to notify the contractor of the cancellation.

One Director and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board members.

Capital Funding - Battery Backup System at the Traffic Signal

Recent power outages around the traffic signal area indicate the need for a battery backup system, which would allow the traffic signal to automatically transfer to a red flashing light at the time electricity is lost, without involving the staff to deploy to control the traffic.

The Physical Property Department contacted Siemens Industry's, our current traffic light maintenance company, to obtain a cost for the system. Siemens provided a quote to install a battery backup system, with a standalone cabinet, for a cost of \$14,985.

At its regularly scheduled meeting on December 4, 2017, the Physical Property Committee unanimously resolved to forward a request to the Finance Committee for available Capital funding for this project, and forward a request to the GRF Board for approval pending the Finance Committee review.

At its regularly scheduled meeting on December 18, 2017, the Finance Committee determined Capital funding is available for the purchase.

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

TO approve a contract with Siemens Industry's, to install a battery

backup system at the traffic light, in the amount of \$14,985, funded by Capital, and authorize the President to sign any applicable contracts.

Recreation Committee

Amend Policy 1406-50, Limitation on Use **FINAL VOTE**

At its meeting on October 4, 2017, the Recreation Committee reviewed Policy 1406-50, Limitations on Use. The Committee recommended the Golden Rain Foundation Board of Directors amend the policy, refining the policy language, and, adding to Clubhouse Rules, that GRF reserves the right to disallow the use of Trust Property to any Member, at any time. Further amendment adds a refundable fee, at the time of reservation from the reserving member, the fees varying in accordance with the number of people participating in an event in a Trust Facility.

At its meeting of October 24, 2017, the Board of Directors voted to tentatively amend this policy, pending a 30-day notice period to Foundation members. The policy draft was published in the November 2nd edition on the *Golden Rain News*. Members were welcomed to submit their comments or questions to the Board Office on this matter. Printed copies were also available to shareholders/members in the News Office, the Library and the Reception desk, second floor of the Administration building. This process is recommended in accordance of the Davis-Stirling Act, Civil Code **§4360**.

No correspondence was received, regarding amendment of Policy 1406-50, Limitation on Use, during the 30-day notification to the membership period.

Ms. Fekjar MOVED, seconded by Mr. Moore -

TO recommend the GRF BOD amend Policy 1406-50, Limitations on Use, as presented.

Two Directors and the Executive Director spoke on the motion.

Emergency Action, Pool Area Locker Room Repairs

During the annual deep cleaning and maintenance of the pool restroom showers, it was determined, the shower flooring is in dire need of re-grouting.

The required work consists of acid washing of both shower areas to etch and/or remove any remaining grout and re-grouting. To minimize the time the pool area is closed, proposals were solicited with only Hadi Construction Co. quoting, in the amount of \$8,600.

Note: It was originally planned to use Service Maintenance to complete this task, but due to the existing work load, Service Maintenance was not able to reasonably work this project in on time.

The scope of work provided by Hadi Construction corresponded with our time and material estimates, if repaired in-house.

In order to prevent any undo time delays in the reopening of the pool and to restore the shower floors to sanitary conditions, Executive Director authorized a non-budgeted expenditure from Cost Center 46 (Swimming Pool) to re-grout the floors, in an amount not to exceed \$8,600, per Hadi Construction quotation dated 12/04/17. Due notice was provided by the Executive Director at the Special Meeting of the Finance Committee and at the Recreation Committee meeting on December 6, 2017.

Mr. Gould MOVED, seconded by Ms. Rapp –

TO ratify the emergency actions taken by the Executive Director in the repairs and replacement of flooring grout within the Men's and Women's pool area showers, non-budgeted funding from Cost Center 46.

One Director and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board Directors 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

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

The meeting was adjourned was at 7:07 p.m.

Joy Reed, Corporate Secretary
GRF Board of Directors
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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: ARCHITECTURAL DESIGN & REVIEW COMMITTEE
SUBJECT: DESIGN SERVICE, LANDSCAPE PLAN, ST ANDREWS SOUTH
DATE: JANUARY 4, 2018
CC: FILE

At the January 8, 2018 meeting of the Architectural Design and Review Committee, the Committee reviewed conceptual landscape designs for the St Andrew Median. In review of the plans with general cost estimates, it was determined professional services were required to draft a full set plans including landscape, irrigation, and lighting suitable to receive qualified proposals.

The Committee duly moved and approved to recommend to the Board the awarding of a contract for Landscape Architectural Services by Mission Landscape Architecture, in a amount not to exceed \$10,000, Reserve Funding from the St Andrews South landscape replacement budget.

I move to approve a contract between GRF and Mission Landscape Architecture (Exhibit A attached), in an amount not to exceed \$10,000, Reserve Funding and authorize the President to sign the applicable documents.



MISSION LANDSCAPE ARCHITECTURE

January 10, 2018 – R1 JANUARY 11, 2018

Randy Ankeny
Executive Director
Golden Rain Foundation
13533 Seal Beach Boulevard
Seal Beach, CA 90740

REGARDING: GRF St. Andrews Drive – Median Landscape
Seal Beach, California

Dear Randy,

We are pleased to submit the attached **REVISED** professional service proposal for providing Landscape Architectural Design Services for GRF St. Andrews Drive – Median Landscape. We have included Landscape Architectural Design fees to develop landscape concept plans and construction documents for new landscaping in the Medians. Scope / fee for construction administration has been deleted from the proposal.

We appreciate the opportunity to submit this proposal and look forward to working with Golden Rain Foundation on this project. Should you have any questions about the attached proposal, please contact our office.

Respectfully submitted,

Mission Landscape Architecture

Rocco M. Campanozzi, RLA CA 1799
VP Landscape Architecture

CC: Bo Taslimi, MLC

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Mission Landscape Architecture | 16672 Millikan Avenue | Irvine, California 92606 | 949.224.0040



MISSION LANDSCAPE ARCHITECTURE

LANDSCAPE ARCHITECTURE DESIGN SERVICES PROPOSAL

Date: January 10, 2018 – REVISED JANUARY 11, 2018

Client: Golden Rain Foundation

Contact: Randy Ankeny
Executive Director
13533 Seal Beach Boulevard
Seal Beach, CA 90740
T: (562) 431-6586
E: randya@lwsb.com

Project Name: St. Andrews Drive – Median Landscape

Location: St. Andrews Drive
Seal Beach, California 92740

MLA Proposal No: P18 – 005 – R1

Dear Randy,

We are pleased to submit the following REVISED professional service proposal to provide Landscape Architectural Design Services for the St. Andrews Drive – Median Landscape.

PROJECT SCOPE OF SERVICES:

Mission Landscape Architecture (MLA) will provide professional Landscape Architectural services consisting of preparing Concept Design Plans, Construction Documents and providing Construction Administration services for new landscaping in the Medians.

MLA has based its fees on the email request for proposal prepared by Randy Ankeny dated January 9, 2018. We understand from this site plan that there are five (5) Medians in St Andrews Drive that need new landscape, irrigation and lighting.

LANDSCAPE ARCHITECTURAL DESIGN SERVICES:

TASK 1 - CONCEPT DESIGN

- A. KICK-OFF MEETING - meet with the project team in a workshop setting to determine the landscape "Big Idea", various site plan components, functional relationships and site user influences on the site design. Establish specific design criteria, preliminary landscape construction budget and schedule – assume one (1) meeting.
- B. SITE RECONNAISSANCE - visit the site to observe, inventory and photograph existing conditions and site context.
- C. EXISTING LANDSCAPE PLAN EXHIBIT – prepare an exhibit to illustrate the existing landscape and site features including recommendations for preservation, removal and or replacement.
- D. LANDSCAPE CONCEPT PLAN - prepare a Landscape Concept Plan illustrating the proposed landscape design addressing elements such as paving, landscaping, roadways, structures, site lighting, signage, landscape structures, etc.
- E. DETAILS AND ENLARGEMENTS - prepare Details and Enlargements of key areas, which describe the landscape design in greater detail.
- F. DESIGN IMAGERY - gather Design Imagery of built designs which show a landscape character that is similar to that proposed for this project as well as imagery of proposed elements and amenities.
- G. PHOTOSHOP RENDERINGS – prepare Photoshop renderings on photographs taken at the site to further illustrate and explain the design concepts for the landscaping. MLA will prepare three (3) photo overlays.
- H. LANDSCAPE LIGHTING CONCEPT - prepare recommendations for Landscape Lighting, which address lighting issues for the project such as: accent, safety, landscape, and lighting.
- I. PLANT PALETTE IMAGERY - provide Imagery of the major plant materials proposed for the project for presentation and discussion purposes.
- J. OPINION OF PROBABLE CONSTRUCTION COSTS - prepare an Opinion of Probable Construction Costs based upon the Landscape Design Concept.
- K. PROGRESS SUBMITTAL/PRESENTATION – MLA will submit and present the design concept package at 50% completion for Owner review/comment.
- L. DESIGN REFINEMENT – based upon comment derived from the Client of the progress submittal, provide design refinement during this phase of work. Allow for one (1) round of refinements.
- M. CLIENT REVIEW SUBMITTAL – submit the final Concept Design package to the Client for review – allow for Two (2) meetings with the committee.

1. **Anticipated Phase Duration:**
 - Three (3) to Four (4) Weeks
2. **Anticipated Base Scale:**
 - Overall site plan @ 1" = 40'
 - Individual medians @ 1" = 20'
 - Enlargements @ 1/8" = 1' - 0"
3. **Anticipated Sheet Size:**
 - 30" x 42"
4. **Anticipated Deliverables:**
 - Existing Condition Plan
 - Landscape Concept Plan
 - Details and Enlargements
 - Photoshop renderings
 - Design Imagery
 - Landscape Lighting recommendations
 - Plant Palette imagery
 - Opinion of Probable Construction Costs
 - Client Submittal

TASK 2 - CONSTRUCTION DOCUMENTS

Upon obtaining approval for TASK 1 from the Client, MLA will prepare Landscape Construction Documents suitable for agency submittal, bidding and constructing the landscape improvements.

- A. **LANDSCAPE DEMOLITION PLANS** – prepare Landscape Demolition plans indicating existing landscape items to be demolished, preserved in place or salvaged and relocated.
- B. **IRRIGATION PLANS** - prepare Irrigation Plans indicating general irrigation notes, legends, irrigation emission devices, piping, and points of connection, valves, backflow devices and irrigation controller locations.
- C. **IRRIGATION DETAILS** - prepare Irrigation Details.
- D. **PLANTING PLANS** - prepare Planting Plans indicating planting locations, complete with detailed notes and legends.
- E. **PLANTING DETAILS** - prepare Planting Details.
- F. **IN-HOUSE PLAN CHECK REVIEW** - concurrent with the Client review of the 95% progress submittal, perform in-house plan check review and incorporate comments and revisions.
- G. **COMPLETE SUBMITTAL** - submit a complete Construction Documents package to the Client for review and comment.

- H. AGENCY PLAN CHECK SUBMITTAL – prepare a complete Construction Document Package for submittal to local agencies for plan check review. Revise the Construction Documents as necessary to gain agency approval.
- I. COMPLETE "BID SET" SUBMITTAL - submit a 100% complete "Bid Set" Construction Document package to the Client for bidding purposes.
1. Anticipated Phase Duration:
 - Three (3) to Four (4) Weeks
 2. Anticipated Base Scale:
 - Overall site plan @ 1" = 40'
 - Individual medians @ 1" = 20'
 - Enlargements @ 1/8" = 1' - 0"
 3. Anticipated Sheet Size:
 - 30" x 42"
 4. Anticipated Deliverables:
 - Landscape Demolition Plans
 - Irrigation Plans
 - Irrigation Details
 - Planting Plans
 - Planting Details
 - 95% Progress Submittal Package
 - Agency Submittal Package
 - 100% "Bid Set" Submittal Package

TASK 3 - BIDDING ASSISTANCE AND CONSTRUCTION ADMINISTRATION - OMITTED FROM SCOPE

FEE SCHEDULE:

TASK 1 Concept Design Phase	
Concept Design Documents (lump sum fee)	\$4,000.00
Concept Design Meetings – Allow three (3) meetings (billed hourly T&M)	\$1,000.00
Sub-total Concept Design Phase	\$5,000.00
TASK 2 Construction Documents	
Construction Documents (lump sum fee)	\$5,000.00
Sub-total Construction Documents Phase	\$5,000.00
TOTAL MLA DESIGN FEE	\$10,000.00

PROJECT UNDERSTANDING AND ASSUMPTIONS:

- A. AUTOCAD BASE – it is assumed that MLA will prepare a reasonably accurate base plan using Google earth and measurements taken at the site.
- B. CITY PLAN CHECK PROCESSING – if required, submittal to, monitoring and processing of MLA's Construction Documents through the City of Seal Beach and other local agencies is to be provided by others. MLA will assist with preparation of the submittal package.

REIMBURSABLES:

Reimbursable expenses are not included in the quoted fee and will be billed at cost plus 10%. Reimbursable expenses may include:

1. Reproduction costs (computer plots etc.)
2. Shipping and delivery.

BILLING:

MLA will bill the Client monthly for a percentage of the work completed under the terms of the Contract. Payment is due within 30 days from date of invoice. If payment is not received within 30 days of invoice date, MLA may at its discretion stop work until the delinquent invoice has been paid.

ADDITIONAL SERVICES:

Services in addition to those listed under LANDSCAPE DESIGN SERVICES, when requested, shall be identified as such and billed at the current billing rate schedule. Additional services shall include, but are not limited to the following:

1. **GRAPHIC EXHIBITS** - graphic exhibits required beyond those indicated listed under LANDSCAPE DESIGN SERVICES.
2. **FEES** - Payment for governmental permits, application fees, processing fees, and plan check fees.
3. **EXCESS MEETINGS** - meetings in excess of those listed under LANDSCAPE DESIGN SERVICES.
4. **SPECIAL RENDERINGS** - professional renderings often required to portray the landscape design in a more highly articulated or rendered fashion than is usually customary.

INVOICING AND PAYMENT POLICIES:

1. In contracting with MLA for professional services, Client warrants that funds are available to compensate MLA for the total amount of services and expenses contracted and that these funds are neither encumbered nor contingent upon subsequent granting of approvals, permits or financial commitments by lending institutions or other third parties.

2. MLA submits invoices every four (4) weeks, not necessarily falling on the first or last day of the month. Client shall notify MLA, in writing, of any and all objections, to an invoice within ten (10) days of the date of invoice. Otherwise, the invoice shall be deemed proper and acceptable by the Client. Amounts indicated on invoices are due and payable immediately upon receipt. Client's account will be considered delinquent if MLA does not receive full payment within thirty (30) days after the invoice date.
3. A service charge will be applied at the rate of 2.0 percent per month (or the maximum rate allowable by law) to delinquent accounts. Payment thereafter will be applied first to accrued interest and then to the principal unpaid by the Client. Client shall pay all costs and expenses, including without limitation, reasonable attorneys' fees and expenses incurred by MLA in connection with the collection of delinquent accounts of Client.
4. If a delinquency by Client occurs, MLA may choose to suspend work. If such a decision to suspend work is made, MLA will notify Client in writing. MLA may choose to recommence work once a delinquency is completely cured and any and all attendant collection costs, fees, increases in costs or fees, or other amounts required to be paid by Client under this agreement are made in full. If a delinquency by Client occurs and MLA chooses not to suspend work, no waiver or estoppels shall be implied or inferred. Client agrees and understands that if MLA decides to so suspend its work, MLA shall not be liable for any costs or damages, including but not limited to delay and consequential damages, to the Owner, Client, or any other third party, that may arise from or be related to such a work suspension. Client agrees to hold MLA harmless from and completely indemnify MLA from and against any and all damages, costs, attorney's fees, and/or other expenses, which MLA may incur as a result of any claim by any person or entity arising out of such a suspension of work. Additionally, MLA maintains the right to withhold instruments of professional service pending payment.
5. It is recognized and agreed that the design services provided for in this Agreement will not and cannot be completed until all such services, including field observation services, have been performed in full by MLA. The Client acknowledges that the inability of MLA to complete those services will significantly increase the risk of loss resulting, among other causes, from misinterpretation of the intent of the design, unauthorized modifications thereto, and failure to detect errors and omissions in the plans and specifications before they become costly mistakes built into the project. Therefore, in the event that this Agreement is prematurely terminated or that MLA is otherwise precluded from completing the services set forth herein, the Owner agrees to hold harmless, indemnify and defend MLA from and against any and all claims, except those claims arising out of MLA's sole negligence or willful misconduct.
6. If any litigation, arbitration, or other legal action arising out of this contract ensues, the prevailing party shall be entitled to, without limitation, reasonable attorneys' fees, expenses, expert fees, and costs.
7. When non-standard billing is requested, time spent by office administrative personnel in preparation is a cost to the project and charged as technical labor.

LIMITATION OF LIABILITY:

MLA's liability for damage on account of any act, error, omission or other professional negligence shall be limited to a sum not to exceed fifty thousand dollars (\$50,000) or our contractual fee, whichever is smaller.

MLA'S STANDARD HOURLY RATE SCHEDULE
SCHEDULE OF FEES FOR PROFESSIONAL SERVICES:
EFFECTIVE JANUARY 1, 2018

<u>Time Charges</u>	<u>Hourly Rate Range</u>
Senior Principals	\$140.00
Principals	\$130.00
Associates/Senior Project Managers	\$90.00
Project Managers	\$85.00
Assistant Designer	\$65.00
Professional, Administrative & Word Processing Staff	\$60.00

MLA's hourly rate schedule is subject to adjustment in January and July of each year.
The acceptance of these terms can be acknowledged by signing this letter below and returning it to the address noted below.

Respectfully submitted,

MISSION LANDSCAPE ARCHITECTURE



Rocco M. Campanozzi, RLA CA 1799
VP Landscape Architecture

Agreed to and accepted by: _____ Date: _____

* This proposal will be null and void if not executed within 60 days

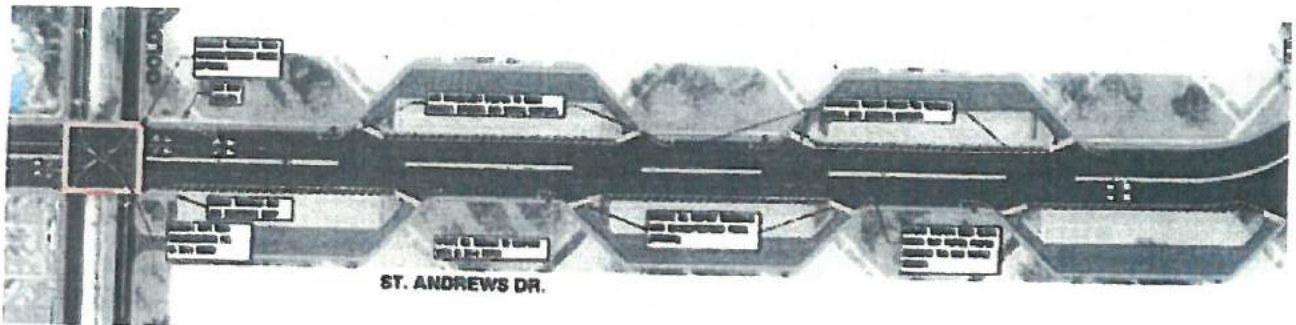
Rocco Campanozzi

From: Randy L. Ankeny <randya@lwsb.com>
Sent: Tuesday, January 09, 2018 11:53 AM
To: Rocco Campanozzi
Subject: Randy Ankeny - Request For Proposal

Follow Up Flag: Follow up
Flag Status: Flagged

Rocco

We have another project requiring your professional services – St Andrew South Meridians



The general scope of work is, design, and construction plans for landscape, irrigation and lighting within 5 meridians within St Andrews South (all average 6 foot wide)

1. 225 L. FT. - 1530 sq. ft.
2. 220 L. Ft. - 1320 sq. ft.
3. 160 L. Ft. - 960 sq. ft.
4. 240 L. FT. - 1440 sq. ft.
5. 310 L. FT. - 1860 sq. ft.

Note: Our committee have formatted a general concept, which will need your review and feedback.

Your proposal should cover:

- Consultation meeting with site review
- Conceptual plans and renderings to committee
- Final plans and rendering to committee
- Upon committee approval of plans – landscape, irrigation and lighting plans

If you need any additional information, please let me know. If possible please provide a number before January 15th as I would like to get your proposal before the Board for approval. The committee is ready to move on this.

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



☎ (562) 431-6586, ext. 312 | ✉ randya@lwsb.com | 🌐 www.lwsb.com

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: EXECUTIVE COMMITTEE
SUBJECT: GRF DIRECTORS' HANDBOOK
DATE: JANUARY 12, 2018
CC: FILE

At its regular meeting on January 12, 2018, the Executive Committee reviewed the GRF Directors' Handbook and recommend adoption of the handbook by the Golden Rain Foundation Board of Directors.

I move to approve usage of the GRF Directors' Handbook.

Why Serve on the GRF Board?

Why serve on the GRF Board?

It has been said that, "without a sense of caring, there can be no sense of community." This means that your care for this community must overcome the negativity that may be thrust upon you. Instead, my challenge to each of you is to set aside your intentions to "prove them wrong" and as a member of the GRF Board follow five simple suggestions:

If you have a personal agenda, write it down. Give everyone a copy, and see if it's worth following.

If you always have an axe to grind, despite all your complaining, you'll never be the sharpest tool in the shed.

If you have a pet peeve, decide either to give it a home, or let it go.

If you have a score to settle, stop keeping score, and settle.

And, if you have a hunger for power, go on a fast, swallow your pride, and hunger no more.

There are so many wonderful examples of people with a caring heart that made a difference in the world by serving. Martin Luther King, Jr., Nelson Mandela, Mahatma Gandhi and Mother Teresa. Each of these leaders made a global impact not by seeking fame, but by serving others on a personal level. Another of these great servants was theologian, organist, philosopher, and physician Dr. Albert Schweitzer who said -

"I don't know what your destiny will be, but one thing I do know: the only ones among you who will be really happy are those who have sought and found how to serve. "

Yes, it is possible to be really happy! Not because you are on the Board. But, because you have decided to serve the people of this wonderful community. Thank you for volunteering to serve on the GRF Board! And, may God bless you in your service.

"Making A Difference" by Jim Greer

What you should know before running for GRF Board

Are you thinking of running for the Golden Rain Foundation (GRF) Board of Directors (BOD)?

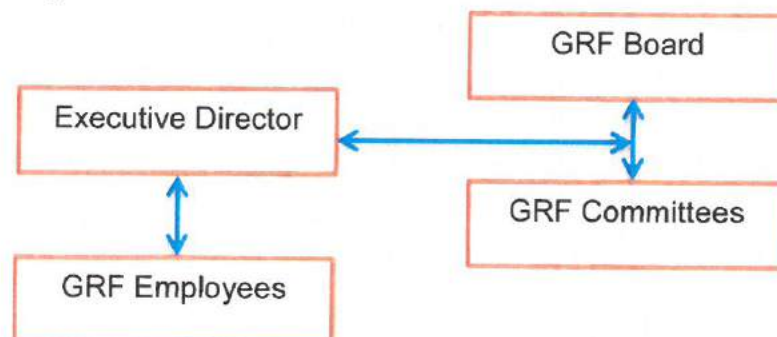
If you haven't already done so, we encourage you attend the monthly GRF Board Meetings and several committee meetings to introduce yourself to the types of issues and projects the Board is responsible for overseeing, the Board and Committee process and the teamwork required for managing the Trust Property and serving the Mutuals.

A. As a Director of the GRF Board:

1. You are a volunteer in an unpaid position.
2. You have no control (*authority*) over Mutual Board actions or GRF Employees.
3. You will represent all of Leisure World and not just the Shareholders of your Mutual.
4. If something comes to a vote that effects your Mutual you may/will have to recuse yourself from the vote.
5. Mutual Board experience is very helpful, but not required.

B. Golden Rain Foundation (GRF):

1. Is a not-for-profit master association that serves as a Management company for the 16 Mutual Corporations.
2. Administers the shared Trust property and facilities owned by these independent Mutual Corporations
3. Has a Board of Directors (BOD) and a full-time Executive Director who oversee the departments serving the community: Administration, Community Facilities, Finance, Golden Rain News, Human Resources, IT Services, Mutual Administration, Stock Transfer, Recreation, and Security.



What you should know before running for GRF Board

C. The GRF Board

1. The GRF Board operates through committees that report back to the full BOD monthly, or as directed.
2. There are eight (8) standing committees:
 - a) The Executive Committee
 - (1) comprised of Board Vice President (Chair), President, Corporate Secretary, Treasurer and the Chairs of Mutual Administration (MAC), Recreation and Physical Property committees (See Policy 5110-30);
 - b) Architectural Design Review (ADRC) (See Policy 5760-ADR);
 - c) Communications (See Policy 5125-36);
 - d) Finance (See Policy 5115-31);
 - e) Mutual Administration (MAC) (See Policy 5165-MAC);
 - f) Physical Property (See Policy 5130-70);
 - g) Recreation (See Policy 5135-50); and
 - h) Security, Bus and Traffic (SBT) (See Policy 5145-37).
3. Ad Hoc committees are formed for special needs projects. (See Policy 5024-30)

D. How to become a GRF Director

1. You may be elected by your Mutual Shareholders.
2. Your name may be submitted by a Mutual Board then voted on by the GRF BOD.
3. You must be a Member in good standing (all fees, fines and assessments are current).

E. Application Process

1. All potential Board Members must complete the application packet.
2. Application package is available at the Stock Transfer office and includes the following:
 - a) Eligibility sheet;
 - b) Code of Ethics and Conduct;
 - c) Application and Timeline; and
 - d) List of Board standing committees. You will select your preferences. There is no guarantee of committee assignments.

What you should know before running for GRF Board

- e) Submitted Application package must include the following:
 - (1) Completed Application
 - (2) Resume or statement of qualifications and experience, including your Platform;
 - (3) GRF Member ID card
 - (4) Committee Preferences
- f) The complete package should be turned in to the Stock Transfer Office prior to close of application period to ensure any questions of eligibility can be resolved.

F. The full GRF Board wants you to succeed in this job so these resources will be provided when you are elected:

- 1. Training will be provided throughout your term on the Board.
- 2. A mentor will be assigned by the GRF Board President to guide you through the first few months of service.

G. Expectations of GRF Board members:

- 1. Time off and vacations are expected but extended absences from our community should not occur: i.e. six-month vacation.
- 2. Have a willingness to learn and ability to work as a team.
- 3. Your duty is to research/study and vote on all items that come to the Board for action or response.
- 4. Attend GRF Board Meetings, Committee Meetings and related meetings, as noted below in Section H.

H. Meetings:

- 1. You will be assigned to at least three (3) standing committees with monthly meetings. You will be expected to attend these committee meetings and any Work Study meetings for those committees.
- 2. There are two (2) scheduled monthly full Board meetings (one (1) public and one (1) Executive Session).
- 3. There is an Annual GRF meeting in June. Committee Chairs will submit a report.
- 4. You should attend Emergency Board meetings..
- 5. Executive sessions of the Executive Committee are not open to the full Board.

What you should know before running for GRF Board

6. Ballot counting meeting for election of GRF Board members.
7. Once or twice a year you will be assigned to the Parking Rules Violation Panel (PRV).
8. Attending all committees will help you understand the issues the Board is addressing. Attending the Physical Properties and Recreation committees will be most helpful.
9. Mutual meetings: A monthly report is expected to be presented by you at your Monthly Mutual meeting.
10. You should attend your Mutual's Annual Meeting.

Welcome to the GRF Board

A. In the first week

1. Meet with Executive Coordinator (Assistant to the GRF President). This will take less than one (1) hour.
 - a) Pick up GRF mailroom keys (one for the mailroom door and another for your mailbox).
 - (1) This is where your agendas, minutes and other mail to the Board of Directors (BOD) will be found.
 - b) Order business cards.
 - c) Order Board Name Badge.
2. The mailroom has available: (located next to Conference Room A, 2nd Floor Administration building)
 - a) An assigned mailbox to receive GRF documents. This box needs to be checked frequently during the week. You will be asked if you want your agendas sent to you by E-Mail only.
 - b) A work table;
 - c) A computer and monitor;
 - d) A phone;
 - e) A microwave;
 - f) A refrigerator; and
 - g) A copier
3. Make an appointment with ITS Systems Analyst: (this will take less than 1 hour)
 - a) Pick up your GRF Board iPad;
 - b) Have links installed for GRF calendar and email (these should be checked daily);
 - c) Get information on installing these links on your home computer, if you choose;
 - d) Receive your new board E-Mail address; and
 - e) Request a list of your Mutual shareholders, if desired.

Now that you are a GRF Director

4. Make an appointment with the LW Weekly staff to get your GRF Board photograph taken. It will be on the web site as well as used by the newspaper when needed.
5. The following information will be provided within a few of weeks of the new Board term. These items may also be available on the Website: www.lwsb.com.
 - a) A list of all GRF Directors..
 - b) A list of committee chairs and members.
 - c) A perpetual calendar listing committee and Board meeting dates and times

B. Clubhouse 4 Public Board Meetings

1. Seating on the dais:
 - a) Generally assigned in order of your Mutual number;
 - b) The Corporate Officers sit in the middle of the dais;
 - c) Your name and Mutual are placed on the front of the dais and a name tag with a bottle of water will be placed on the inside where you sit; and
 - d) At your request, chairs are available with or without arms.
2. Agendas:
 - a) Bring your agenda packet to each Board Meeting;
 - b) Your duty, legally, is to read and be familiar with all supporting documents before you vote;
 - c) Check your agenda to see if you will be reading a motion;
 - (1) If you do not wish to read it, please call ahead to the GRF President and request not to read the motion. This gives time for another director to be appointed to read the motion.
 - d) Be alert to the discussion and proceedings;
3. Attendance:
 - a) Please attend and be on time to each Board Meeting. When you arrive after the roll call the meeting must stop. The Corporate Secretary must inform the President and record that you have arrived.
 - b) A quorum is the minimum number of Directors who must be present to allow the Board to make decisions. It is $\frac{1}{2}$ of the full Board plus one. Normally this is 10 ($18 \div 2 + 1$).

Now that you are a GRF Director

- c) If the quorum has changed the President must be informed so it can be included in the record.
 - d) If you must leave the meeting early, please notify the President, Corporate Secretary, Executive Coordinator or Executive Director before the meeting.
 - e) In an emergency at the Board meeting, please send a note to the Corporate Secretary if you must leave.
 - f) If you will be out of town, please call or send an E-mail to the above Directors to let them know.
4. Speaking at the Board Meetings:
- a) The yellow button turns on the microphone (labeled "Mike").
 - b) Turn off your lights after speaking or after the voting result is announced.
 - c) Negative comments must not include the name of fellow Director, staff member or audience members. Roberts Rules of Order - ROHN(11th edition) pages 392,11.12-25)
 - d) Your speaking time may be limited at the GRF Board meetings. This is at the discretion of GRF President. It will be announced.
5. Board Meeting Motions:
- a) You may speak for or against a motion at the GRF Board Meeting by turning on the yellow "Mike" button and waiting until the President calls your name to speak.
 - b) Discussion must be related solely to the motion.
 - c) Speak clearly and concisely.
 - d) If you would like to speak again, you turn on your light and wait. Those who have not spoken, speak first. After everyone speaking for the first time has finished, the second round of speakers will begin.
 - (1) You are only to add new information that has not already been shared with the directors.
6. Voting
- a) Green light is a "yes" vote.
 - b) Red light is a "no" vote.
 - c) White light is an Abstention.
 - d) Do not vote "yes" or "no" if you are unprepared.

Now that you are a GRF Director

- e) If in doubt about what you are voting on, check your agenda or ask for clarification if needed.
- f) If you need to recuse yourself from a vote, please inform the Chair before the vote is taken. (Recusal is for a conflict of interest).
- 7. Each Director is given time just before adjournment to speak.
- 8. Refreshments are served prior to the start of the meeting; usually coffee, tea, donuts and fresh fruit. No food is to be eaten at the dais during the meeting.

C. Executive Session of Full Board

- 1. These sessions are confidential and disclosure of any of this information is grounds for Director Censure. (See GRF Policy 5092.1-30, Section 1.1.2)
- 2. Every Director is expected to attend each Executive Session of the full BOD.
- 3. The supporting confidential documents are given out an hour before the session begins. Arrive early to read the documents prior to the start of the meeting.
- 4. All paperwork is collected and destroyed after the meeting. Removal of any of these documents without permission may result in disciplinary action.

D. Committees

- 1. Each committee has a Chair who is responsible for conducting the meeting. More information about Chair responsibilities is available from the GRF President.
- 2. If you are going to miss the meeting of any committee to which you are assigned, please inform the chair.
- 3. The GRF Board operates through committees.
- 4. Committees report to the BOD monthly, or as directed.
- 5. There are eight (8) standing committees.
- 6. The Executive Committee comprised of Board Vice President (Chair), President, Corporate Secretary, Treasurer and the Chairs of Mutual Administration (MAC), Recreation and Physical Property committees (See Policy 5110-30);
 - a) The Executive Committee holds an Executive session after the scheduled meeting which covers Personnel issues.

Now that you are a GRF Director

- b) Non-committee members may not attend these sessions unless invited by the Committee Chair
- 7. The remaining seven (7) standing committees are:
 - a) Architectural Design Review (ADRC) (See Policy 5760-ADR);
 - b) Communications (See Policy 5125-36);
 - c) Finance (See Policy 5115-31);
 - d) Mutual Administration(MAC) (See Policy 5165-MAC);
 - e) Physical Property (See Policy 5130-70);
 - f) Recreation (See Policy 5135-50); and
 - g) Security, Bus and Traffic (SBT) (See Policy 5145-37).
- 8. The President will assign you to at least three of the above standing committees.
 - a) The list of all committees, the appointed Chair and members are ratified by the full Board.
- 9. Each committee has a Charter and policies related to its activities which can be provided to you and is on the Website (www.lwsb.com).
- 10. All decisions are made by the full committee and recommended to the full Board.
- 11. Each standing committee dissolves at the end of the Board term.
- 12. Subcommittees
 - a) The Chair of any standing committee may create subcommittees to deal with specific issues.
 - b) All GRF Directors are eligible to serve on subcommittees.
 - c) Member Specialists may be appointed by the committee chair (See Policy 1220-30).
 - d) Reports are made to the Committee.
 - e) No votes may be taken, but consensus may be reached in these sessions.
- 13. Work Study Groups
 - a) Less formal committee meetings to discuss or research relevant topics which may be too time consuming to cover in the scheduled meetings.
 - b) No votes may be taken, but consensus may be reached in these sessions.

Now that you are a GRF Director

14. Los Alamitos Medical Center Advisory Board (LAMC) -
Five (5) GRF Directors serve on an advisory board of the Health Care Center.
15. Ad Hoc Committees
 - a) Created by the full Board to address specific issues (See Policy 5024-30).
 - b) Exist until the task assigned is finished or the full Board decides it is no longer necessary.
 - c) Reports are made directly to the Board.
16. First year directors rarely chair committees.

E. How Motions Work

1. Most motions begin in a committee.
2. If the motion requires the action of another committee or a department, that information is included in the motion.
3. Any action that requires unbudgeted money must go to the Finance Committee to determine if the money is available. Policy 5516-31
4. After Committee approval, the motion goes to the full Board for approval, modification or denial.

F. Elections

1. A Board meeting is called when ballots are to be counted.
2. A quorum must be present to count ballots. All directors are expected to attend.

G. Annual Meeting of Full GRF Board

1. Corporate Officers and Committee Chairs submit a written report prior to the annual meeting and read it aloud at the meeting.
2. Other directors will be given time to speak and present a written report if they choose.

H. Organizational Meeting

1. New Board Members are seated.
2. New Officers are elected.

I. Parking Panel

1. Once or twice a year you will be assigned to the Parking Rules Violation Panel (PRV)
2. You will hear contested citations issued by the Security Parking officers

Now that you are a GRF Director

3. You will not participate in the hearing of a resident of your Mutual or a personal acquaintance. (Policy 1927.02-37).

J. Town Hall Meetings

It is expected that you will attend.

K. Board Trainings

1. It is strongly recommended you attend all training opportunities. Some training sessions are mandatory.
2. GRF Board trainings are sometimes combined with the Mutual Board trainings.
3. Off-site Board workshops may be held for training, goal setting, long term planning, etc.

L. Board Dinner

1. Thank you to departing Directors for their service on the Board;
2. Welcome to new Directors and guests; and
3. Attendance not required but strongly encouraged.

M. Thank-You Holiday Event

1. Honors the service of all Mutual Directors, GRF Directors and GRF management staff.
2. Attendance not required but strongly encouraged.

N. Resigning as a Director from the GRF Board

1. Formal Letter of Resignation must be in writing and include the following:
 - a) Date written;
 - b) Date effective; and be
 - c) Signed
2. This written resignation is non-revocable upon submission and acceptance by the full Board.

O. Odds and ends you might like to know

1. You may get paper and ink cartridges for your printer if needed while doing GRF work. See Executive Assistant to President.
2. If you want to talk to the GRF President or the Executive Director, please call and make an appointment. Anything you discuss with the Executive Director will be shared with the President.
3. If you wish to receive Incident reports of events occurring in your Mutual, E-mail your request to the Security Services Director.

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE (CM)
SUBJECT: ACCEPTANCE OF THE DECEMBER FINANCIAL STATEMENTS
DATE: JANUARY 16, 2018
CC: FILE

At the regular meeting of the Finance Committee on January 16, 2018, the Committee duly moved to recommend to the Golden Rain Foundation Board of Directors acceptance of the December 2017 financial statements for audit.

Our Director of Finance, Carolyn Miller will give a recap of the December 2017 financial statements. At the end of the report, a motion will be made to accept the December 2017 financial statements for audit.

I move that the GRF Board of Directors accept the December 2017 financial statements for audit.

Financial Recap – December 2017

As of the twelve-month period ended December 2017, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$245,914.

Major variances are:

Salaries & Wages	72,349	Vacancies of key positions in Transportation, Phys Prop. & Service Maintenance.
Employment Taxes & Benefits	217,586	P/R Taxes \$19K; Workers' Comp \$64K; Group Ins \$119K; 401(k) Match \$15K
Temporary Agency Fees	(106,749)	Temps used to fill key vacant positions
Legal/Litigation Fees	(83,617)	Excess litigation
Other Professional Services	73,011	Reserve study, Fair Housing & Training
Repairs & Maintenance	(80,522)	Board-approved expenditures not in budget
Certificate Preparation Income	69,900	Escrow and transfers exceeds planned
Rental Income - Resales	178,459	Unit sales exceeds planned
News Advertising	(111,158)	Display (\$65K); Navigator (\$33K)

	Fund Balance	Allocated For 2017 Projects	Allocated For Future Projects	For details, see page
Reserve Funds				
Repairs & Replacements	\$9,385,260	\$2,504,508	\$6,880,752	9

	Fund Balance	Allocated Funds	Unallocated Funds	For details, see page
Capital Funds				
Capital Improvements	\$1,644,058	\$535,809	\$1,108,249	11

Total approved unbudgeted operating expenses were \$347,379 for the year.

P.O. Box 2069
Seal Beach CA 90740

Description		
	Current Assets:	
1122000	Cash & cash equivalents	443,825
	Non-Restricted Funds	922
	Receivables	660,997
	Prepaid expenses	470,005
	Inventory of maintenance supplies	<u>410,764</u>
	Total Current Assets	1,986,514
	Designated deposits	
1211000	Contingency Operating Fund	500,000
	Reserve Fund	9,385,260
1212500	Capital Improvement Fund-GRF	1,644,058
1213000	Liability Deductible & Hazard Fund	<u>204,287</u>
	Total designated deposits	11,733,605
	Notes Receivable	
1411000	Notes Receivable	<u>26,835</u>
	Total Notes Receivable	26,835
	Fixed Assets	
	Land, Building, Furniture & Equipment	35,606,657
	Less: Accumulated Dep'n	<u>(22,891,911)</u>
	Net Fixed Assets	12,714,746
	Other Assets	<u> </u>
	Total Assets	<u><u>26,461,700</u></u>

P.O. Box 2069
Seal Beach CA 90740

Description		
Liabilities & Equity		
Current Liabilities:		
Accounts payable	715,025	
Project Commitments	1,018,945	
Prepaid Deposits	9,450	
Accrued payroll & payroll taxes	628,886	
Accrued expenses	284,345	
Accrued property taxes	100,323	
Total Current Liabilities	2,756,974	
Total Liabilities		2,756,974
Equity		
Mutuals' Beneficial Interest		
3211000 Contingency Operating Reserve Equity	500,000	
3212000 Reserve Equity	8,319,121	
3394000 Capital Fund Equity	1,585,193	
3310000 Beneficial Interest in Trust	9,719,868	
Total Mutuals' Beneficial Interest		20,124,182
Membership interest		
Membership certificates of 844 shares @ \$200 par value, and 5,764 shares @ \$250 par value, authorized, issued and outstanding	1,609,800	
Additional paid-in-capital	4,867,639	
Total Paid-in-Capital		6,477,439
Excess Income		
Current Year	(589,451)	
Total Excess Income		(589,451)
3920000 Dep'n & Amortization		(2,307,443)
Net Stockholders' Equity		23,704,726
Total Liabilities & Stockholders' Equity		26,461,700

**Golden Rain Foundation
Cash Flow Activity - All Reserves
For the Month of December 2017**

	Contingency Operating Fund	Reserve Fund	Capital Improvement Fund	Liability Insurance Fund	Nonrestricted Funds	Total
Balance 11/30/2017	100,000	9,301,307	1,657,578	204,003	1,056	11,263,944
Funded: Assessments		95,833				95,833
Funded: Amenities Fees collected (75)		97,688	97,688			195,375
Funded: M17 Lease Fees collected (0)						-
Funded: Interest on Funds		4,252	1,905	284		6,441
Progress Payments on CIP						-
Expenditures		(113,820)	(113,112)			(226,932)
Commitments						-
Replenish funds for Donated Assets						-
Net Monthly Claims						-
Disbursement to Mutuals						-
Transfers to General Checking	400,000				(400,000)	-
Interest Income Allocation						-
Net Monthly Activity					399,866	399,866
Balance 12/31/2017	500,000	9,385,260	1,644,058	204,287	922	11,734,527
 Net Activity	 400,000	 83,953	 (13,520)	 284	 (134)	 470,583

Golden Rain Foundation
Quick Balance Sheet Analysis
For the Period Ended December 31, 2017

SELECTED BALANCE SHEET ITEMS

	Current Balance	Prior Month	Increase (Decrease)
Cash In Bank	444,747	178,527	266,220
Current Assets	13,720,119	13,579,376	140,743
Current Liabilities	2,756,974	2,700,295	56,679
Current Ratio	4.98	5.03	
Designated Deposits:	11,733,605	11,262,888	470,717
Reserve Fund			
Liability & Disaster Insurance Fund			
Capital Improvement Fund			
Contingency Operating Fund			

RESULT OF OPERATIONS

Current Month	Actual	Budget	Variance	%
Income	1,346,530	1,364,422	(17,892)	(1.31)
Expense	1,512,118	1,229,943	(282,175)	(22.94)
Net Materials Recovery(Pass Thru)	0	0	0	
Excess Income or (Expense)	(165,588)	134,479	(300,067)	
Year To Date	Actual	Budget	Variance	%
Income	15,834,135	15,626,257	207,878	1.33
Expense	15,588,221	15,626,257	38,036	0.24
Net Materials Recovery(Pass Thru)	0	0	0	
Excess Income or (Expense)	245,914	0	245,914	

Full Time Equivalents		
For the Month	Average YTD	Planned - 2017
165.93	156.67	161.92

2017 Reserve Expenditures

Cost Center	Description	2017 Reserve Study	Prior Approved	Current Approved	Other Adjustments	Total Projects	Prior Expenditures	YTD EXPENDITURES			TTD Expenditures	2017 Allocated Funds
								Jan-Nov	Dec	Total		
30	Replacement of AC Unit - Admin. Building (774-16) (Completed as 3/13/17)	-	6,200	-	-	6,200	5,580	620	-	620	6,200	-
30	Administration Building First Floor Improvement- Finance & Stock transfer (809-17)	-	-	92,151	(7,243)	84,908	-	84,513	395	84,908	84,908	-
30	Replacement of HVAC Unit - Admin. Building Conference Room A (818-17) (Completed as 10/10/17)	-	-	6,200	-	6,200	-	6,200	-	6,200	6,200	-
34	St. Andrews & North Gate Server Replacements (incl. 10% contingency)	-	3,300	-	(3,300)	-	-	-	-	-	-	-
35	Replace Interior Light Fixtures (2016 RS not started)	-	3,584	-	-	3,584	-	-	-	-	-	3,584
35	Tree Removal and Re-landscaping of Area (813-17) (Completed)	-	-	8,800	(810)	7,990	-	3,800	4,190	7,990	7,990	-
37	Replace Lighting Signage (2016 RS not started)	-	20,478	-	(20,478)	-	-	-	-	-	-	-
37	Replacement of Coin Counter Machine	-	-	6,892	(15)	6,877	-	6,877	-	6,877	6,877	-
44	Equipment Replacement- Trifold Machine	-	-	2,700	(6)	2,694	-	2,694	-	2,694	2,694	-
45	Replace Drapery and Traveler (845-17)	-	-	37,632	-	37,632	-	-	18,816	18,816	18,816	18,816
46	Replacement of Bridge Hand Railing (827-17) (Completed as 11/21/17)	-	-	7,865	-	7,865	-	7,865	-	7,865	7,865	-
46	Replacement of Rubber Walkway (829-17) (Completed as 11/21/17)	-	-	8,927	(1)	8,926	-	8,926	-	8,926	8,926	-
48	Paint Exterior Flatwork (2016 RS not started)	-	4,505	-	-	4,505	-	-	-	-	-	4,505
48	Replace Water Storage Tanks (2016 RS not started)	-	12,287	-	(12,287)	-	-	-	-	-	-	-
48	Replace Solar Panels (2016 RS not started)	-	28,055	-	(28,055)	-	-	-	-	-	-	-
48	Replace Swimming Pool Deck Furniture	-	-	8,000	(999)	7,011	-	7,011	-	7,011	7,011	-
51	Replacement of wood shop band saw	-	-	2,000	(114)	1,886	-	1,886	-	1,886	1,886	-
51	Replace Four Automatic Sliding Doors (840-17)	-	-	29,562	-	29,562	-	-	-	-	-	29,562
52	Replacement of wood shop band saw	-	-	2,000	(114)	1,886	-	1,886	-	1,886	1,886	-
52	Sewer Pump Replacement (776-16) (Completed as 7/28/17)	-	125,562	-	(20,000)	105,562	31,669	73,893	-	73,893	105,562	-
52	Clubhouse Upgrades	400,000	-	-	-	-	-	-	-	-	-	-
53	Paint Wood Siding & Trim (2016 RS not started)	-	14,130	-	(14,130)	-	-	-	-	-	-	-
53	Paint Interior Flatwork (2016 RS not started)	-	25,393	-	(25,393)	-	-	-	-	-	-	-
53	Room Nine Roof Replacement (826-17)	-	-	15,000	-	15,000	-	-	-	-	-	15,000
53	Replace one Automatic Sliding Door (842-17)	-	-	8,355	-	8,355	-	-	-	-	-	8,355
54	Replace New Water Heater (2016 RS not started)	-	4,352	-	(4,352)	-	-	-	-	-	-	-
54	Clubhouse Upgrades (773-16) (Completed as 10/10/17)	-	198,703	-	(17,436)	181,267	46,548	134,719	-	134,719	181,267	-
56	Paint Exterior Ironwork & Flatwork (822-17) (Completed as 12/12/17)	-	14,079	6,421	-	20,500	-	20,500	-	20,500	20,500	-
56	Replace heat pump #1 (779-16) (Completed as 3/13/17)	-	6,375	-	-	6,375	6,088	288	-	288	6,375	-
56	Concrete replacement- West end alongside ambulance driver office (808-17) (Completed as 7/28/17)	-	-	8,000	(1,901)	6,099	-	6,099	-	6,099	6,099	-
74	Paint Exterior Flatwork (2016 RS not started)	-	11,724	-	(11,724)	-	-	-	-	-	-	-
74	Replacement of Wood Shop equipment & Electrical panel (799-16) (Completed as 7/28/17)	-	42,000	-	2,108	44,108	12,639	31,469	-	31,469	44,108	-
74	Storage Improvements- work benches, storage racks, cabinets	-	-	15,000	(2,508)	12,492	-	10,916	1,576	12,492	12,492	-
79	Clubhouse 1, 2, 3, 6 Revitalization Project (830-17)	-	-	1,000,000	-	1,000,000	-	66,809	10,406	77,215	77,215	922,785
79	Repair Concrete and Wood Shoreline at Pond (2016 RS not started)	-	2,560	-	-	2,560	-	-	-	-	-	2,560
79	Refurbish Golf Course Greens (2016 RS not started)	-	10,239	-	-	10,239	-	-	-	-	-	10,239
79	Community Landscape Remodel (2016 RS not started)	-	10,239	-	-	10,239	-	-	-	-	-	10,239
79	Community Concrete Flatwork (2016 RS not started)	-	25,598	-	-	25,598	-	-	-	-	-	25,598
79	Community Asphalt Seal Coat- Parking Lots (2016 RS not started)	-	38,038	-	-	38,038	-	-	-	-	-	38,038
79	Community Asphalt Seal Coat-Street Phase 4 (2016 RS not started)	-	51,195	-	-	51,195	-	-	-	-	-	51,195
79	Main Gate Beautification - Globe (730-15B)	-	163,270	-	-	163,270	163,270	-	-	-	163,270	-
79	Globe - Replacement of Continents (730-15B) (Transfer funds to Globe lighting design)	-	201,000	-	(22,919)	178,081	155,387	6,605	-	6,605	161,993	16,088
79	Globe Lighting Design (730-15B) (Transfer funding from Globe project 730-15B)	-	-	22,919	-	22,919	-	1,000	3,464	4,464	4,464	18,455
79	Perimeter wall sections B (591-01B-B) (Completed as 1/12/17)	-	350,000	-	(194,247)	155,753	155,753	-	-	-	155,753	-
79	Perimeter wall sections A (591-01B-A) (Completed as 1/12/17)	-	494,000	-	(15,770)	478,230	478,230	-	-	-	478,230	-
79	Perimeter wall sections J & K (591-01B-JK)	-	542,289	-	107,711	650,000	78,323	-	6,654	6,654	84,977	565,023
79	St. Andrews Gate Improvements (723-14)	-	50,000	2,808	-	52,808	9,978	3,870	38,960	42,830	52,808	-
79	Perimeter wall sections L & M (591-01B-LM)	-	900,000	-	-	900,000	628,042	233,334	-	233,334	861,376	38,624
79	Landscape Replacement- Admin./HCC Palm Island, J Island, Pump Island (794-16) (Completed as 3/13/17)	-	10,249	-	395	10,644	-	10,644	-	10,644	10,644	-
79	Street Paving Project- Phase one (Cedar Crest, Knollwood, Fairfield/Prestwick, Shawnee...) (764-16)	-	600,000	-	-	600,000	-	500,286	45,847	546,133	546,133	53,887
79	Street Paving Project- Phase two (St. Andrews Drive) (836-17)	600,000	-	581,639	-	581,639	-	106,128	87,696	193,824	193,824	387,815
79	Main Gate Entrance- Landscape and Hardscape Improvements (825-17)	229,000	-	158,577	-	158,577	-	98,418	-	98,418	98,418	60,159
79	Replace and Purchase Four Traffic Signal Poles (814-17) (Completed as 11/21/17)	-	-	36,000	(4,105)	31,895	-	31,895	-	31,895	31,895	-
79	Compliance with California Manual on Uniformed Traffic Control Devices (CAMUTCD) (738-15)	-	-	237,800	-	237,800	-	13,800	-	13,800	13,800	224,000
79	Painting St. Andrews and North Gate Buildings (Completed)	-	-	2,875	(1,000)	1,875	-	-	1,875	1,875	1,875	-
79		-	-	-	-	-	-	-	-	-	-	-
Total Planned Reserve Expenditures		1,229,000	3,969,404	2,308,123	(298,684)	5,978,843	1,771,507	1,482,950	219,879	1,702,828	3,474,335	2,504,508

2017 Capital Plan

Center	Description	Prior Approved	2017 Budget	Additional Approved	Other Adjustments	Total Projects	Prior Expenditures	YTD EXPENDITURES			TTD Expenditures	Allocated Funds
								Jan-Nov	Dec	Total		
32	Barcode label printer	1,000				1,000	-	-	-	-	-	1,000
32	Purchasing Office Improvements (805-17) (Completed as 7/28/17)	-		20,600	(9,630)	10,970	-	10,970	-	10,970	10,970	-
33	Purchase 1 GEM Vehicle	-		1,500	2,269	3,769	-	3,769	-	3,769	3,769	-
MAC	Replace Recording Secretaries Work Station	-		3,800	(14)	3,786	-	3,786	-	3,786	3,786	-
34	CH4 Technology Enhancements (773-16T) (Completed as 7/28/17)	44,000			(32,743)	11,257	-	11,257	-	11,257	11,257	-
34	Jenark System (5000-14 J)	183,017			34,983	218,000	183,017	-	-	-	183,017	34,983
34	Axxerion System (5000-14 A)	67,000		50,000		117,000	57,644	15,738	16,000	31,738	89,381	27,619
34	Surveillance Cameras	13,000			3,341	16,341	63	16,279	-	16,279	16,341	-
34	Visual Display Solutions	22,000			(22,000)	-	-	-	-	-	-	-
37	Sound Proofing Panels @ Main Gate Lobby	2,000			(646)	1,354	-	1,354	-	1,354	1,354	-
47	RV Lot General Operational Requirements- portable office, electrical, awning, lot gravel & level pad (815-17)	-		28,000		28,000	-	18,122	613	18,735	18,735	9,265
47	RV Lot Electrical Upgrade- 400 amps (837-17)	-		28,085		28,085	-	-	-	-	-	28,085
48	Pool Area Planning- replace/enhance or modify (850-17)	-		25,000		25,000	-	-	-	-	-	25,000
51	Dust Extraction Units	-		1,000	(321)	679	-	679	-	679	679	-
52	Dust Extraction Units	-		1,000	(321)	679	-	679	-	679	679	-
52	Develop redesign CH2 Outdoor Multi-Use Area (785-16)	-					-	-	-	-	-	-
52	Mission Park Project (841-17)	13,750				13,750	-	12,250	-	12,250	12,250	1,500
52	Clubhouse Interior Improvements (Multipurpose Court)	-	250,000	330,000	(250,000)	330,000	-	-	48,000	48,000	48,000	282,000
52	Clubhouse Griddle Electrical Upgrade (812-17) (Completed as 7/28/17)	-		7,000	(2,356)	4,644	-	4,644	-	4,644	4,644	-
53	Replace Landscaping adjacent to Clubhouse- Topiary Area (834-17) (Completed 12/12/17)	-		8,000	560	8,560	-	8,560	-	8,560	8,560	-
54	Clubhouse Upgrades (773-16) (Completed as 10/10/17)	22,150			(2,990)	19,160	4,189	14,971	-	14,971	19,160	-
54	Remove and relocate Flag Pole	-		7,500		7,500	-	-	-	-	-	7,500
55	Building 5 first floor remodel- Design (765-16) (Completed as 8/30/17)	1,600			(950)	650	650	-	-	-	650	-
55	Conference Room B Remodel (772-16) (Completed as 4/20/17)	39,058				39,058	39,058	-	-	-	39,058	-
55	Building 5 first floor remodel- Relocate Recreation Offices (831-17) (Completed)	-	30,000	10,000	(34,090)	5,910	-	5,910	-	5,910	5,910	-
55	Add Purchasing Sales Center	-	25,000		(25,000)	-	-	-	-	-	-	-
55	Relocation Project- Distribution relocated to Building 5, Modify Stock Transfer, Install sound suppression Conf. RM B&C (816-17) (Completed as 11/21/17)	-		20,862	(4,334)	16,529	-	16,529	-	16,529	16,529	-
56	Install Air Walls	-	25,000		(6,898)	18,102	-	18,102	-	18,102	18,102	-
56	Install 2 Fixed Wall Systems	-		3,518	(8)	3,509	-	-	3,509	3,509	3,509	-
56	Install Ramp on East End (839-17)	-		16,780		16,780	-	-	-	-	-	16,780
70	Purchase 1 GEM Vehicle	-		3,450		3,450	-	3,450	-	3,450	3,450	-
70	Purchase 5 Club Carts	-		37,800		37,800	-	-	-	-	-	37,800
74	Purchase Trailer for Kubota Backhoe (824-17) (Completed as 12/12/17)	-		2,694	(102)	2,591	-	2,591	-	2,591	2,591	-
79	Landscape CH3 Library Patio	6,000			(6,000)	-	-	-	-	-	-	-
79	Resales Office Remodel (725-14) (Completed as 3/13/17)	70,000			(9,897)	60,103	54,652	5,451	-	5,451	60,103	-
79	Pedestrian Gate at Northwood Road (820-17)	28,143				28,143	-	16,850	-	16,850	16,850	11,293
79	Main Gate Landscape Architect (790-16) (Completed as 9.27.17)	8,000			(1,750)	6,250	-	6,250	-	6,250	6,250	-
79	Sidewalk addition at Medical Center Building to Conference RM B (784-16) (Completed as 3/13/17)	30,000			(550)	29,450	24,525	4,925	-	4,925	29,450	-
79	Red Curb Review Study (796-16) (Completed as 9.27.17)	9,720				9,720	-	9,720	-	9,720	9,720	-
79	Nassau Drive Landscaping (797-16) (Completed as 3/13/17)	6,450				6,450	-	6,450	-	6,450	6,450	-
79	Landscape Replacement- South Side Hill at Amphitheater/ HCC (795-16) (Completed as 3/13/17)	3,206			74	3,280	-	3,280	-	3,280	3,280	-
79	Concrete Replacement and Landscaping at South end of Building 5 (793-16) (Completed as 9.27.17)	16,500			(803)	15,697	14,500	1,197	-	1,197	15,697	-
79	Upgrade 1.8 acres for Rolling Thunder Golf Cart Club (806-17) (Completed as 12/12/17)	-		19,200	(6,629)	12,571	-	12,571	-	12,571	12,571	-
79	Conduct Traffic Control Evaluation at Oakmont/St. Andrews & Interlachen/St. Andrews (807-17) (Completed as 9.27.17)	-		2,200		2,200	-	2,200	-	2,200	2,200	-
79	Install Physio-Control LIFEPAK CR & Automated External Defibrillators	-		28,000	(3,487)	24,513	-	24,513	-	24,513	24,513	-
79	Add railings and stairs to Post Office (811-17) (Completed as 9.27.17)	-		10,100	(1,000)	9,100	-	9,100	-	9,100	9,100	-
79	Replace back up generator for Server, phone, radio- Amphitheater/Administration Buildings (817-17) (Completed)	-		35,000	525	35,525	-	17,535	17,989	35,525	35,525	-
79	Compliance with California Manual on Uniformed Traffic Control Devices (CAMUTCD) (738-15)	-		35,000		35,000	-	-	-	-	-	35,000
79	CH3 and CH4 Entrance Triangle Landscaping	-		1,635		1,635	-	1,635	-	1,635	1,635	-
79	On Site Post Office Painting (828-17) (Completed as 12/12/17)	-		1,200	(300)	900	-	1,200	-	1,200	1,200	-
79	Street Paving Project- Phase two (St. Andrews Drive)- Conduit Installation for fiber optic cable (836-17)	-		30,000		30,000	-	-	27,000	27,000	27,000	3,000
79	Battery Backup System at Traffic Signal	-		14,985		14,985	-	-	-	-	-	14,985
Total Planned Capital Acquisitions		586,594	330,000	784,208	(381,067)	1,319,735	378,298	292,516	113,112	405,628	783,926	535,809



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE (CM)
SUBJECT: CDAR PURCHASE
DATE: JANUARY 16, 2018
CC: FILE

At the regular scheduled meeting of the Finance Committee on January 16, 2018, 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 October 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.

I move 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.

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION COMMITTEE
SUBJECT: POLICY 7710 ESTATE TRANSACTION AND CREDITORS' CLAIMS
DATE: JANUARY 23, 2018

On January 9, 2018, the Mutual Administration Committee reviewed Policy 7710, Estate Transaction and Creditors' Claims. The Committee recommended the Golden Rain Foundation (GRF) Board of Directors (BOD) rescind the Policy into the 1000 Series, as it does not belong in the Mutual 7000 series.

Policy 7710, Estate Transaction and Creditors' Claims explains the services provided by the Stock Transfer Office to Leisure World. The policy is written as a procedure for estates and creditors to contact Stock Transfer to address items of a unit.

In addition, in researching Policy 7710, it was discovered that none of the housing Mutuals have adopted the policy.

MAC approved to send Policy 7710 Estate Transaction and Creditors' Claims to the GRF BOD for rescension.

I move to recommend the GRF BOD rescind Policy 7710 Estate Transaction and Creditors'.

MUTUAL OPERATIONS

7710

ADMINISTRATIVE SERVICES

Estate Transaction and Creditors' Claims

Any authorized person transacting estate affairs pertaining to a deceased member (sole owner), such as a relative, heir, etc., should be referred to the Stock Transfer Office. This is to enable the office to maintain the account on a current basis until the estate can be closed.

Creditors' claims are also generated by this office to cover any outstanding debts which may exist and cannot be collected except through final distribution of the estate by the courts.

ADOPTED POLICY

AMENDMENTS

ALL MUTUALS: APR 1987

MUTUAL 16:

Rescinded 11-07-17

(Nov 17)

Page 1 of 1



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION COMMITTEE
SUBJECT: POLICY 7710.1 ADMITTANCE TO APARTMENTS – PUBLIC ADMINISTRATOR'S OFFICE
DATE: JANUARY 23, 2018

On January 9, 2018, the Mutual Administration Committee (MAC) reviewed Policy 7710.1, Admittance to Apartments – Public Administrator's Office. The Committee recommended the Golden Rain Foundation (GRF) Board of Directors (BOD) rescind the Policy into the 1000 Series, as it does not belong in the Mutual 7000 series.

Policy 7710.1, Admittance to Apartments – Public Administrator's Office is a procedure for allowing a Public Administrator in to Leisure World.

In addition, in researching Policy 7710.1, Admittance to Apartments – Public Administrator's Office it was discovered that none of the housing Mutuals have adopted the policy.

MAC approved to send it to the GRF BOD to rescind Policy 7710.1, Admittance to Apartments – Public Administrator's Office.

I move to recommend the GRF BOD rescind Policy 7710.1, Admittance to Apartments – Public Administrator's Office.

MUTUAL OPERATIONS

7710.1

ADMINISTRATIVE SERVICES

Admittance to Apartments – Public Administrator's Office

The procedure for admitting deputies from the Public Administrator's Office is as follows:

1. That the deputy produce and deliver a written statement upon letterhead stationery of the Public Administrator's Office advising of the purpose and reason for the Public Administrator's coming into the project and the apartment.
2. The deputy must show the Security Officer his badge and all other identification concerning being a Deputy of the Public Administrator's Office. The badge itself is insufficient. An I.D. card must also be shown.
3. That a representative of the Mutual Corporation be with the deputy in the apartment provided the reason for his being there has been satisfactorily accepted under item one.
4. A clear description must be made of any document or item that is removed from the apartment to be signed by the Deputy of the Public Administrator's Office who is present.

The above instructions are from a letter by William A. Williams, Foundation Attorney, dated 10-16-95.

(Nov 95)



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTY COMMITTEE (MW)
SUBJECT: CHANGE ORDER FOR THE RV LOT ELECTRICAL SERVICE
DATE: JANUARY 10, 2018
CC: FILE

At its regular meeting on October 24, 2017, the GRF Board awarded a contract to Schlick Services to update the electrical service at the RV Lot (5.5 Acres).

Golden Rain Foundation Board Meeting Minutes, October 24, 2017

Ms Rapp MOVED, seconded by Mr Gould –

TO award a contract to Schlick Services to install 400 amps service at 5.5 Acres, to connect all existing electrical components for a cost of \$26,085, adding \$2,000 in contingencies for permits and any unforeseen needs, for a total cost not to exceed \$28,085, from Capital funding, and authorize the President sign all the contracts.

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

The motion was carried unanimously by the Board members present.

During the permit process with SCE to relocate two current 100 Amp meters, it was discovered that the meter supplying power to the car wash and Clubhouse Two area is also undersized, and will require a 600 Amp meter rather than the 400 Amp unit, as scoped out in the proposal by Schlick Services. The cost increase for this change is \$11,854.11.

At its regular meeting on January 9, 2018, the Physical Property Committee recommended the GRF Board approve the change order to increase the size of electrical service from 400 Amp to 600 Amp, for a cost not to exceed \$11,854.11, following review by the Finance Committee.

At its regular meeting on December 18, 2017, the Finance Committee reviewed available funding for this project, and unanimously resolved to approve this Capital request.

I move to approve a change order to Schlick Services to upgrade 400 Amp panel to 600 Amp panel, based on electrical demands, for a cost not to exceed \$11,854.11, funded by Capital, and authorize the President to sign all applicable documents.

GOLDEN RAIN FOUNDATION
PHYSICAL PROPERTY DEPARTMENT
POST OFFICE BOX 2069
SEAL BEACH, CA 90740

CHANGE ORDER # 1

PROPOSAL SUBMITTED BY:

Schlick Services

JOB ADDRESS:

RV Lot

WE PROPOSE TO PERFORM THE FOLLOWING WORK. CHANGES OR DELETIONS:

Upgrade 400 Amp panel to 600 Amp panel based on demand.

PAYMENT WILL BE MADE BY:

LUMP SUM: \$11,854.11 TOTAL AMOUNT TO BE ADDED TO THE CONTRACT
PRICE FOR THE COST OF THE EXTRA WORK.

DELETION: \$ TOTAL AMOUNT TO BE DELETED FROM THE
CONTRACT PRICE FOR THE ABOVE NOTED DELETION.

YOUR SIGNATURE BELOW SIGNIFIED YOUR ACCEPTANCE

CONTRACTOR'S SIGNATURE DATE

RESIDENT'S SIGNATURE DATE

MUTUAL DIRECTOR'S SIGNATURE DATE

INSPECTOR'S SIGNATURE DATE

Schlick Services, Inc.
P.O.Box 6829
Santa Ana, CA 92706
714-541-6292
Fax 714-541-6293

Change ORDER
Invoice

Date	Invoice #
12/26/2017	004218

HOA - Management Co.
Leisure World, Seal Beach Golden Rain Foundation P.O. Box 2069 SEAL BEACH, CA 90740

W.O. NO.	Terms	Due Date	Rep	Auth. By	Fax	KS/KS
		12/26/2017		Mark W.	562-431-5316	
Date	Description	Qty/Labor	Rate	Amount		
	JOB LOCATION : RV Storage Lot COMMENTS: As Phase One of electrical service upgrade began (Upgrading electrical service from 100 amp to 400 amp), we found several issues with GRF utilities being located outside of corrected property lines 1) 100 amp metered panel for Club House 2 - car wash 2) 100 amp metered power for RV - storage lot 3) 4 - underground utilities A) 2" water B) 1 1/2" Club House 2 parking lights C) 1" telephone D) 2" electrical service					
Thank you for using Schlick Services, Inc.					Total	
A LATE CHARGE OF 1.5% PER MONTH WILL BE ADDED TO ANY OUTSTANDING BALANCE OVER 30 DAYS.					Payments/Credits	
					Balance Due	

Schlick Services, Inc.

P.O.Box 6829
 Santa Ana, CA 92706
 714-541-6292
 Fax 714-541-6293

Invoice

Date	Invoice #
12/26/2017	004218

HOA - Management Co.
Leisure World, Seal Beach Golden Rain Foundation P.O. Box 2069 SEAL BEACH, CA 90740

W.O. NO.	Terms	Due Date	Rep	Auth. By	Fax	KS/KS
		12/26/2017		Mark W.	562-431-5316	
Date	Description	Qty/Labor	Rate	Amount		
	<p>As a result of these conditions and to address the severe under rated service to the car wash it was agreed that the (2) 100 amp metered panels be combined into (1) 600 amp panel , and relocated across the alley behind existing vacuum station. This single change will now safely accommodate both the RV Lot and the car wash, and open the alley way . By removing 2 - meter panels, 1- telephone pole and 2 - bollards</p> <p>PART TWO: Installation of future conduits on RV - storage</p> <p>A) 140 LF 1 1/4" Communications conduit</p> <p>B) 200 LF 1" telephone conduit</p> <p>C) 285 LF 1 1/2" water pipe</p> <p>D) 2 - 13x24" electrical vaults</p> <p>E) 1 - 10x14" telephone vault</p>					
Thank you for using Schlick Services, Inc.					Total	
A LATE CHARGE OF 1.5% PER MONTH WILL BE ADDED TO ANY OUTSTANDING BALANCE OVER 30 DAYS.					Payments/Credits	
					Balance Due	

Schlick Services, Inc.

P.O.Box 6829
Santa Ana, CA 92706
714-541-6292
Fax 714-541-6293

Invoice

Date	Invoice #
12/26/2017	004218

HOA - Management Co.
Leisure World, Seal Beach Golden Rain Foundation P.O. Box 2069 SEAL BEACH, CA 90740

W.O. NO.	Terms	Due Date	Rep	Auth. By	Fax	KS/KS
		12/26/2017		Mark W.	562-431-5316	
Date	Description			Qty/Labor	Rate	Amount
	COST					
	PART ONE: 600 Amp Panel upgrade					
	Materials					
	600 Amp metered pedestal - \$12,440.25					
	Credit from original contract				0.00	0.00
	<\$3,986.14>				0.00	0.00
	Corrected "Add - On"					
	New meter pad approximately 9x9 & prep				8,454.11	8,454.11
	Reconfigured Club House 2 distribution				2,700.00	2,700.00
	Added permits and fees				500.00	500.00
	PART ONE SUB TOTAL: \$11,854.11				200.00	200.00
	PART TWO: Future Conduits and installation					
	Materials					
	Labor				687.12	687.12
	PART TWO SUBTOTAL: \$1,122.22				435.00	435.00
Thank you for using Schlick Services, Inc.				Total	\$12,976.23	
A LATE CHARGE OF 1.5% PER MONTH WILL BE ADDED TO ANY OUTSTANDING BALANCE OVER 30 DAYS.				Payments/Credits	\$0.00	
				Balance Due	\$12,976.23	



BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTY COMMITTEE (MW)
SUBJECT: MISSION PARK COURT
DATE: JANUARY 10, 2018
CC: FILE

With demolition of the existing lawn, and bowling and shuffleboard courts near completion, the Physical Property department obtained the quotes for the installation of pickle ball courts as follows:

Approved	\$330,000.00		
Grading		ZAINO	MJ Jurado
Slab		\$ 6,330.00	included
Net and Post Bases		\$ 87,497.00	included
Basketball Hoop		\$ 5,100.00	
Surfacing 1 Coat			no type
Surfacing - Plexipave 4 Coat		\$ 12,950.00	1 Coat
		\$111,877.00	\$106,920.00
Edwards Wimbledon			
Net Posts and Net		\$ 7,500.00	
Fence around		\$ 5,450.00	
Fence Between		\$ 5,450.00	
Basketball Equipment Remove from proposal			\$4,950.00
Total for Courts		\$130,277.00	

At its regular meeting on January 9, 2018, the Physical Property Committee reviewed the quotes and discussed the qualifications of bidding contractors. Based on the information provided, and the fact that Zaino Tennis Courts Inc. main function is installation of the courts, the Committee unanimously recommended the GRF Board to award a contract to Zaino Tennis Courts Inc. for the installation of pickle ball courts, including nets and fencing, for a cost of \$130,277.

At its regular meeting on November 28, 2017, the GRF Board approved the budget of \$330,000 for this 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.

I move to award a contract to Zaino Tennis Courts Inc. for the construction of pickle ball courts at the Mission Park area of Clubhouse Two for a cost not to exceed \$130,277, funded by Capital, and have the President sign any applicable contracts.

**ZAINO
TENNIS
COURTS
INC.**

950 North Batavia Street, Orange, California 92867 • Phone 714.744.1885 • Fax 714.744.2877
 License #581699 A, C32 Bonded • Expires 11/30/2018
 2014 USTA Facility of the Year Stadium 2 IWTG
 2011 ASBA Residential Tennis Facility of the Year Award
 2011 ASBA "Court of the Year" Award Winner
 2007-2011 UCLA Farmers Insurance Classic Tennis Tournament
 1998-2006 UCLA Mercedes Cup ~ 1992-2003 ASBA "Court of the Year" Award Winner

**CONTRACT
17-11445-C-C**

This contract, entered into this 15th day of January, 2018, between Zaino Tennis Courts, Inc. hereinafter "Contractor"
 And David Ridge – Project coordinator Building Inspector, hereinafter "Agent" Golden Rain Foundation– 13681 El Dorado Dr.,
 Seal Beach CA 90740

Phone: 562 431 6586 x365 Email: Davidr@lwsd.com

Zaino Tennis Courts, Inc. is an Authorized Plexipave & Coval Coatings Contractor

The following are specifications and costs for the conversion of Clay Court area to post tension Concrete slab
 Approximately 132'x80'. Install 4 pickle ball courts located at Leisure World Seal Beach – 13681 El Dorado Dr., Seal Beach CA
 90740

Proposal: Convert Clay Court Area 132'x 80' to 4 Pickle ball courts

(Owner to provide all permits, variances or conditional use permits as required by the City or County of Seal Beach)

Grading:

Fine balance Har Tru court by cutting and filling to balance. No imports or exports of soils.

Base: Install 2"± of base 10,560 sq. ft.

Slab: Place a vapor barrier of 2-10 mil polyethylene over base directly under slab.

Place 5" + thick post-tension concrete slab.

Cables to be ½" diameter 7 strand (24" O.C.) in both directions.

Concrete to be a minimum of 4,000 psi with large aggregate. Court to be pumped.

100% San Gabriel aggregate or equal to be used in slab.

Seal expansion joints with a two-component elastomeric sealer at slab and wall location, 80 l.f.

Surface court by using the Plexipave Coating System.

Court to cure 30 days before surface coatings are applied.

Furnish and install 4 sets of concrete footings for Pickle ball net posts and center tie down.

Net Posts and Net (x4):

Furnish and install concrete footings and sleeves for Edwards Wimbledon net posts and center tie downs

Furnish and install aluminum sleeves in concrete footings as noted above and furnish the Edwards Wimbledon 3" square Green vinyl net posts with internal winding gears and handle.

Furnish and install 4 Pickle ball net with center strap.

Surfacing

Acid etch concrete surface with a muriatic acid solution. We use power floor scrubbers with industrial nylon brushes for superior cleaning results.
 Wash and thoroughly clean surface.

First coat apply one coat of special primer at all areas repaired at approximately 15+ gallons of undiluted primer per court.

Second coat apply one filler coat of Plexipave Special Acrylic Resurfacer with #30 manufactured grit sand, at approximately 45 + gallons of undiluted coatings per court.

Third coat with Plexipave US Open Blue inside and Dark Green outside to be applied with #30 grit sand. Approximately 45 + gallons of undiluted Plexipave coatings.

Fourth and final coat to be applied with Fortified Plexipave, which contains natural rounded silica to provide a longer lasting surface and superior durability. This contains approximately 50 + gallons of undiluted coatings per court.

Pre-coat and stripe lines with Plexipave Textured Hi Hide Line Paint parallel to the pool house.

Court colors to be US Open Blue inside and Dark Green outside.

This is a total of a 4-coat system, with approximately 155 + gallons of undiluted Plexipave coatings per court. (Owner to decide court colors from the Plexipave color chart)

Furnish and Install 4 sets of pickle ball court white lines

Furnish and Install 1 half basketball court white lines

Furnish and Install black fencing around Pickle ball court Area - 90'x42"

Furnish and Install black fencing between two Pickle ball courts – 90'x42"

Labor and material cost.....\$ 130,277.00

Cost Breakdown:

Grading.....	\$ 6,330.00
Slab.....	\$ 87,497.00
Net posts and Net	\$ 5,100.00
Surfacing	12,950.00
Fence (around).....	5,450.00
Fence (between).....	5,450.00
Net posts and nets	7,500.00
Total:	\$ 130,277.00

PRICE QUOTED IS GOOD FOR 90 DAYS FROM DATE BELOW

The provisions set forth above are hereby incorporated in and made a part of this CONTRACT.
IN WITNESS WHEREOF, the parties hereto have executed this CONTRACT the day and year set forth below.

OWNER OR AGENT

Name: _____

Signature: _____

Date: _____

CONTRACTOR

Trevor Starr

ZAINO TENNIS COURTS, INC.

Date: January 15, 2018



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE
SUBJECT: BEER/WINE SERVICE AT GRF EVENTS
DATE: JANUARY 4, 2018
CC: FILE

At its January 3, 2018 meeting of the Recreation Committee, the Committee reviewed the addition of providing/sale of Beer/Wine by a duly licensed, insured and permitted caterer at GRF sponsored events. Example: Valentine's Dinner Dance, Wine Service.

As risk and liability was a concern of the Committee, the Executive Director contacted our insurance broker; full transcript attached (Exhibit A).

As the providing/sale of Beer/Wine at a GRF event constituted a fundamental variance of current procedure, the Committee duly moved and approved to forward this matter to the Board.

No motions were provided, as any action on this matter is subject to a majority ruling of the Board on the proposed actions as follow:

1. General discussion on the agenda item: should GRF allow the providing and/or sale of Beer/Wine at GRF events by a duly licensed, insured and permitted caterer?
2. Dependent on the item above:
 - a. Should the total number of events be limited?
 - b. Should the matter be referred back to the Recreation Committee for the drafting of applicable policy?

Randy L. Ankeny

From: Sandra Sikora <ssikora@dldins.com>
Sent: Wednesday, January 3, 2018 2:21 PM
To: Randy L. Ankeny
Subject: RE: Randy Ankeny - Question

Definitely.

Sandi Sikora

From: Randy L. Ankeny [mailto:randya@lwsb.com]
Sent: Wednesday, January 3, 2018 2:19 PM
To: Sandra Sikora <ssikora@dldins.com>
Cc: President GRF <president@lwsb.com>
Subject: Re: Randy Ankeny - Question

Sandi,

Could I present to the Board, the position of our carrier is that having a professional duly licensed and insured caterers poses less risk, than the possibility of a resident bringing their own bottle.

Randy Ankeny, Executive Director
Golden Rain Foundation, Seal Beach

From: Sandra Sikora <ssikora@dldins.com>
Date: Wednesday, January 3, 2018 at 2:04 PM
To: Randy Ankeny <randya@lwsb.com>
Cc: Jill Clark <jclark@dldins.com>
Subject: RE: Randy Ankeny - Question

Hi Randy,

I totally agree. No one should be bringing their own liquor as you are unable to police that appropriately. The caterer should be the only person providing liquor as they have the proper insurance in place.

Regards,
Sandi Sikora

*Director Real Estate Division
DLD Insurance Brokers, Inc.
P: 949.553.5666
M: 949.678.4808*

From: Randy L. Ankeny [<mailto:randya@lwsb.com>]
Sent: Wednesday, January 3, 2018 2:01 PM
To: Sandra Sikora <ssikora@dldins.com>; Jill Clark <jclark@dldins.com>
Subject: Randy Ankeny - Question

Sandi or Jill

We are very carefully and prudently expanding our recreational events, one possibility under discussion at this time is having a caterer with a universal liquor license provide wine and or beer at formatted events (examples; Valentines Dinner dance – wine, Mother Day brunch – Champagne). The caterer has all of the required insurance and again the required licenses.

Our thoughts are that the caterer becomes fully responsible and we clearly state that there is NO BYOB,

Your thoughts are requested

Randy Ankeny, Executive Director
Golden Rain Foundation, Seal Beach

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: RV LOT AD HOC COMMITTEE
SUBJECT: ADOPT POLICY 1487-50, RECREATIONAL VEHICLE LOT (RVL) RULES AND REGULATIONS (**TENTATIVE VOTE**)
DATE: JANUARY 16, 2018
CC: FILE

At its meeting on January 16, 2018, the RV Lot Ad hoc Committee recommended the Golden Rain Foundation (GRF) Board of Directors (BOD) adopt Policy 1487-50, Recreational Vehicle Lot (RVL) Rules and Regulations.

I move to tentatively adopt Policy 1487-50, Recreational Vehicle Lot (RVL) Rules and Regulations, pending a 30-day notification to the membership and a final decision by the GRF BOD on February 27, 2018.

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

ADOPTRecreational Vehicle Lot (RVL) Rules and Regulations1. Recreational Vehicle Lot (RVL) general use conditions:

- 1.1 The RVL and its facilities shall be maintained for the benefit of all Golden Rain Foundation (GRF) Members in good standing, per the terms and conditions of the Trust Agreement, GRF Bylaws, and Policies. "Good standing" means that Members may not be delinquent on any assessment (more than 30 days), and related charges, fees or fines as verified by Stock Transfer and Finance Departments, for the storage of their Qualifying Recreational Vehicle(s) (QRV).
- 1.2 The Recreation Department has the primary responsibility for administration, governance and coordination of maintenance issues for the RVL. The RVL is authorized by the (GRF) Board of Directors (BOD). For information or maintenance issues in regard to the RVL, call the RVL Attendant at (562) 431-6586 ext. 373.

2. Except where otherwise defined and or approved by GRF policies, QRV will be defined in accordance with California Health and Safety Code (CHSC) 18010 as follows:

"Recreational Vehicle" means both of the following:

- 2.1 A motor home, camper van, travel trailer, truck camper, camping trailer, with or without motive power, **designed for human habitation for recreational purposes**, emergency, or other occupancy that meets all of the following criteria:
 - 2.1.1. It contains less than 320 square feet of internal living room area, excluding built-in equipment, including, but not limited to wardrobe, closets, cabinets, kitchen units or fixtures, and bath or toilet rooms
 - 2.1.2. It contains 400 square feet or less of gross area measured at maximum horizontal projections
 - 2.1.3. It is built on a single chassis
 - 2.1.4. It is either self-propelled, truck mounted, or permanently towable on the highways without a permit, i.e., car caddy
- 2.2 A park trailer, as defined in Section 18009.3 (CHSC).
3. The following described solely-owned by GRF Member(s) QRV, operated and

(Jan 18)

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

ADOPTRecreational Vehicle Lot (RVL) Rules and Regulations

Department of Motor Vehicles (DMV) registered is eligible to be placed in a leased GRF RVL space. All vehicles **must be in operating condition**:

- 3.1. Travel Trailers 13 to 40 feet in length
 - 3.2. Fifth wheel trailers 15 to 40 feet in length
 - 3.3. Folding camp trailers
 - 3.4. Class A recreational motor home, built on a truck chassis with a gasoline or diesel engine
 - 3.5. Class C recreational motor home, built on a modified van chassis and usually overhangs the cab
 - 3.6. Class B conversion van camper (may have a raised roof)
 - 3.7. Boats on trailers (personal water craft i.e. jet skis, Sea Doos or similar vessels)
 - 3.8. Empty boat trailers are allowed to park in the lessee's leased space. The trailer and boat must be inspected together at the initial inspection and subsequently every six months (semi-annually)
 - 3.9. Box trailers used solely for recreational purposes. No storage or workshops are permitted inside box trailers. Any QRV inside of a box trailer must be operational at all times; in working order and ready to use. Box trailers are subject to random inspection
4. The following described vehicles are **NOT** permitted to be placed in a leased QRV space and may be towed away at the Member's expense upon approval of the GRF BOD. The QRV **MUST BE** used primarily for the purpose for which it was designed.
- 4.1. RV of former GRF Members
 - 4.2. Flat-bed trailers of dimensions greater than 7 feet wide or 10 feet long (including the tongue)
 - 4.3. Commercial rental, or similar type, open or closed trailers
 - 4.4. Any eligible (as described in Section 2) DMV registered RV, passenger or commercial vehicle converted into a storage unit
 - 4.5. Any trailer (other than flat-bed trailers described in Section 2) used to transport cargo that was not intended by the manufacture for human habitation
 - 4.6. RV not currently registered with GRF Recreation Department
 - 4.7. Horse/livestock trailers

(Jan 18)

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

ADOPTRecreational Vehicle Lot (RVL) Rules and Regulations

5. All GRF approved QRV must be in operating condition at ALL times and shall be required to display current on-street/highway registration, of any state, on the license plate.
6. Only a GRF approved QRV, registered solely to GRF Member(s) will be given a one year RVL lease. The GRF Member(s) will provide the following information at the time of the initial application and annually thereafter within 30 days of their QRV registration renewal:
 - 6.1 A valid GRF Member's State issued driver's license
 - 6.2 Proof of appropriate liability insurance with the GRF Member's name as the primary insured
 - 6.3 Vehicle registration papers with the GRF Member(s) name as sole owner
 - 6.4 The current GRF Member's identification card
 - 6.5 Current emergency contact information

Non-compliance with the above will result in cancellation of the lease in the RVL, towing of the QRV and/or disciplinary action.

7. Any changes in the QRV ownership, GRF Member's address, insurance, phone number, emergency contact or license plate number of the QRV, must be reported to Recreation Department within seven (7) days of the change. Written notification shall be mailed, or delivered by hand to: **Golden Rain Foundation P.O. Box 2069, Seal Beach, CA, 90740.** The Recreation Department will acknowledge receipt of the documents in writing.
8. **Non-compliance with any rule or regulation contained in this policy may result in cancellation of the RVL lease, towing of the QRV and/or disciplinary action.**
9. Spaces in the RVL will be assigned by the GRF Recreation Department on a first come, first served basis, one vehicle per space, at its sole discretion. A maximum of one space per Leisure World address will be assigned. Spaces will be assigned by the length of the vehicle in order to make the best use of the available spaces. Space assignments are subject to change upon notification. QRV shall only be parked within the footprint of the assigned space. A car caddy, as described in Section 2, may be parked with a motorhome if space allows. QRV not parked in their assigned space will be subject to tow at Member's expense (See Policy 1927-37) and/or the Member may be subject to disciplinary action.

(Jan 18)

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

ADOPTRecreational Vehicle Lot (RVL) Rules and Regulations

10. No structures of any kind may be erected on the leased space (i.e., tents, portable garages, shed, unauthorized storage units, etc.). Only one (1) GRF pre-approved storage unit may be placed in the space. A list of approved storage units can be obtained from the RVL Attendant.
11. The Recreation Department may request that GRF approved QRV will be moved as required for maintenance of the RVL. When a ten (10) day notice has been issued, and if the QRV has not been moved, Staff may move the QRV or have the vehicle moved or towed. All costs incurred will then be charged to the GRF Member leasing the space.
12. There is a RVL lease fee. There is an initial setup fee. Fee includes processing, gate remote and key. The lease fee is for all GRF approved QRV for each vehicle space, each year. (See Policy 1487.01-50).

Annual billing will be sent to every lessee in the RVL prior to June 1st. A prorated refund will be given *only* if the space is *cancelled by GRF* during the lease period.
13. The RVL access shall only be granted to those GRF Members having a RVL lot lease. A maximum of one key and one remote per space will be issued. Keys and remotes are the property of the GRF and are issued by the RVL Attendant upon signing a lease for a space. The GRF Member will be the only one issued a key and remote for access to the RVL. The GRF Member may not give or loan their key or remote to anyone. **Non-residents will not be allowed entry into the RVL without the GRF Member being present. The GRF Member must remain with the guest during the duration of their time in the RVL. All QRV will need to be driven or towed off of the lot by the Lessee. Authorization for entry letters will not be allowed. The Lessee is responsible for their guests at all times.**
14. The Recreation Department will charge a deposit for the key and remote (See Policy 1487.01-50). This fee is refundable upon key and remote return to the GRF Recreation Department. Altering or reprogramming remotes or duplicating the key, will result in disciplinary action and/or the termination of the RVL lease and/or tow of the QRV. **No one without a QRV in the RVL shall have a remote or key. Anyone using same will be removed from the RVL, have the remote and key taken and will no longer be**

(Jan 18)

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

ADOPTRecreational Vehicle Lot (RVL) Rules and Regulations

allowed in the RVL, even as a guest.

15. A current copy of the *Recreational Vehicle Lot (RVL) Rules and Regulations Policy 1487-50 and Fees and Fines for the RVL 1487.01-50*, will be issued to the responsible party of the leased space at the time of application. The GRF Recreation Department will notify the GRF Member when Policy 1487-50 or 1487.01-50 are revised by the GRF.
16. The GRF BOD has authorized the Policy Review Violation (PRV) Panel to review all citations specific to the RVL, Policy 1487-50, and has authorized the GRF Recreation Department to strictly enforce the GRF RVL Policy 1487-50 and 1487.01-50 noted herein. The GRF BOD has authorized the Recreation Department to tow or remove vehicles or property in violation of this policy, from the RVL at the member's expense. Any exceptions to Policy 1487-50 or 1487.01-50 require the written approval of the Executive Director or designee and BOD President of the Golden Rain Foundation. Member violation citation records shall be kept for three (3) years. The GRF BOD has established penalties for violations and has noted them on the fine schedule in Policy 1487.01-50. Penalties may be greater for repeated violations within a three (3) year period.
17. It is prohibited to allow QRV slide outs to be extended. Exception: when using the charging station.
18. It is prohibited to operate a generator in an unattended QRV. When the GRF Security or RVL Staff observes an infraction of this rule, the QRV will be issued a citation. The GRF Staff will attempt to notify the owner to shut it off.
19. If a QRV is occupied (lived in) while it is parked in the RVL, the responsible GRF Member will be subject to disciplinary action by the GRF PRV Panel. This violation may terminate the lease and/or tow of the QRV.
20. The speed limit within the RVL is five (5) miles per hour.
21. Drivers must observe established roadways. NO driving through or across any unoccupied spaces is permitted.
22. Drivers must follow the natural angle of entry and departure to and from their space.

(Jan 18)

COMMUNITY OPERATIONS**USE OF COMMUNITY FACILITIES****ADOPT****Recreational Vehicle Lot (RVL) Rules and Regulations**

23. Drivers shall not short the acute angle, nor cross lines or marked corners.
24. No off road vehicles are to be driven in the lot at any time, but the GRF Member may load and unload them from their trailer.
25. All vehicles stored in the RVL must be operational at all times. Operational is defined as "in use, in working order or ready to use."
26. No QRV stored in the RVL shall be on a planned non-operation (PNO) status.
27. All QRV leasing a space in the RVL must have a valid GRF RVL use ID sticker, clearly placed on the vehicle.
28. Members shall not engage in any conduct that creates a nuisance or otherwise interferes with the use and enjoyment of other Members' spaces or adjacent residences.
29. All of the conditions of the Lease must be followed at all times.
30. The use of the Dump station is for Lessees only and all posted procedures shall be strictly followed.
31. No repairs of any kind shall take place at the charging station.
32. QRV listed for sale shall be approved by the RVL Attendant and posted on the bulletin board by the lot entrance. All sales must be by the owner only. No second party or broker sales will be allowed in the RVL. No "For Sale" signs are to be posted on the QRV.
- 32.1. Anyone selling a QRV that belongs to another can have their RVL privileges suspended or revoked and their lease canceled and/or the QRV towed.
33. No pets are allowed in the RVL other than to transfer the pet from one vehicle to the other.
34. The pedestrian gate must be locked immediately after passing through at all times.

(Jan 18)

COMMUNITY OPERATIONS**USE OF COMMUNITY FACILITIES****ADOPT****Recreational Vehicle Lot (RVL) Rules and Regulations**

35. Guests shall not drive or leave their vehicles in the RVL at any time. This includes golf carts.
36. Spaces are NOT transferrable. If a QRV is replaced for the same type and size, then a Lessee can maintain their space, but the Lessee must notify the RVL Attendant and update their paperwork. If the QRV is smaller, it may result in a mandatory space change.
37. If the Lessee sells their vehicle, that space is not transferable. If the buyer is a GRF Member and is requesting a space in the RVL, they must be added to the waiting list in the chronological order of the request.
38. Lessees are required to keep the area around their QRV clean and free of debris and clutter at all times.
 - 38.1 All trash is to be placed in trash containers
 - 38.2 No debris shall be tossed onto the ground
 - 38.3 No hazardous materials are to be disposed of in the RVL (i.e., batteries, tires, anti-freeze and other vehicle fluids)
 - 38.4 GRF Members should be conscious of standing water and make every effort to avoid this (i.e., drain plug pulled, covers taut, etc.)
 - 38.5 Tarps and covers must not be frayed or torn or create an appearance of neglect
39. It is prohibited to level, support or raise QRV, trailers or vehicle frames with anything other than permanently installed jacks.
40. Wheel chocks, planks, bricks, wheel covers, etc., are not to be abandoned in an unoccupied GRF Member's space. Abandoned materials may be discarded by the GRF RVL Staff, without notice to the Member.
41. Damage caused to GRF property or another Lessee's property must be reported to the RVL Attendant immediately or in his/her absence to the Security Department, and liability will be assumed by the damaging party. Failure to do so may result in immediate accordance with the California DMV Code Section 20002.
42. No work or maintenance shall be done to any vehicle while in the RVL, unless provided by Policy 1487.02-50.

(Jan 18)

COMMUNITY OPERATIONS**USE OF COMMUNITY FACILITIES****ADOPT****Recreational Vehicle Lot (RVL) Rules and Regulations**

43. One vehicle may remain in the Lessee's space when the QRV is being used on a trip. The vehicle must have a valid GRF Security issued decal on their windshield. No GRF Member visitor passes are allowed. A Lot use pass must be obtained from the RVL Attendant and posted on the dashboard of the vehicle during the Member's trip.
44. Any prior RV or vehicle Parking Storage Lot Rules and Regulations or agreements in existence at the time of Policy 1487-50 and Policy 1487.01-50; adoption, are superseded and canceled.
45. Non-payment of fees in addition to any late fees incurred may result in the disciplinary procedures being implemented by GRF and imposition of fines up to \$500 and/or cancellation of lease.
46. If an issued citation has not been addressed/corrected by the Member within thirty (30) days of notification, a second citation will be issued. If the Member continues to ignore the violation, the GRF PRV Panel may recommend to the GRF BOD, the termination of the lease and/or tow of the QRV.

(Jan 18)

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BOARD ACTION REQUEST

TO: GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS
FROM: RV LOT AD HOC COMMITTEE
SUBJECT: ADOPT POLICY 1487.01-50, SCHEDULE OF MONETARY FINES FOR
NOTICE OF VIOLATION(**TENTATIVE VOTE**)
DATE: JANUARY 16, 2018
CC: FILE

At its meeting on January 16, 2018, the RV Lot Ad hoc Committee recommended the Golden Rain Foundation (GRF) Board of Directors (BOD) adopt Policy 1487.01-50, Schedule of Monetary Fines for Notice of Violation.

I move to tentatively adopt Policy 1487.01-50, Schedule of Monetary Fines for Notice of Violation, pending a 30-day notification to the membership and a final decision by the GRF BOD on February 27, 2018.

COMMUNITY OPERATIONS**USE OF COMMUNITY FACILITIES****ADOPT****Recreational Vehicle Lot (RVL) Rules and Regulations****SCHEDULE OF MONETARY FINES FOR NOTICE OF VIOLATION**

	First Offense	Second/Subsequent Offense
#001 HAZARDOUS MATERIAL	\$50.00	\$50.00
#002 JACK SUPPORT	\$50.00	\$50.00
#003 ILLEGAL JACK	\$50.00	\$50.00
#004 FLAT TIRE	FIX-IT - TEN (10) DAYS	\$50.00
#005 MAINTENANCE OR REPAIR	\$100.00	\$200.00
#006 TORN, WORN OUT RV COVERS	\$50.00	\$50.00
#007 FAILURE TO PROVIDE REGISTRATION PAPERWORK	CANCELLATION OF LEASE	
#008 EXPIRED REGISTRATION	FIX-IT - TEN (10) DAYS	AFTER 10 DAYS CANCELLATION OF LEASE
#009 NO VALID RVL ID STICKER	FIX-IT - TEN (10) DAYS	AFTER 10 DAYS CANCELLATION OF LEASE
#010 UTILIZING QRV AS LIVING QUARTERS	CANCELLATION OF LEASE	
#011 CLUTTER	\$50.00	\$100.00

COMMUNITY OPERATIONS**USE OF COMMUNITY FACILITIES****ADOPT****Recreational Vehicle Lot (RVL) Rules and Regulations**

	First Offense	Second/Subsequent Offense
#012 UNAUTHORIZED STORAGE OUTSIDE QRV	\$50.00	\$100.00
#013 UNAUTHORIZED VEHICLE IN SPACE	\$50.00	\$100.00
#014 QRV USED AS A STORAGE UNIT, BUSINESS OR WORKSHOP	\$50.00	\$100.00
#015 GENERATOR RUNNING UNATTENDED	\$50.00	\$100.00
#016 NON-APPROVED STORAGE UNIT ERECTED IN SPACE	\$50.00	\$100.00
#017 QRV INOPERABLE	FIX-IT - TEN (10) DAYS	AFTER 10 DAYS CANCELLATION OF LEASE
#018 FAILURE TO NOTIFY GRF OF QRV CHANGES TO THE OWNERSHIP, REGISTRATION, INSURANCE, ADDRESS, PHONE NUMBER, OR EMERGENCY CONTACT	FIX-IT TEN (10) DAYS	AFTER 10 DAYS CANCELLATION OF LEASE
#019 ALTERATION OR RE-PROGRAMMING OF REMOTE OR DUPLICATION OF KEYS	CANCELLATION OF LEASE	
#020 QRV SLIDE OUT EXTENDED FOR MORE THAN ONE DAY	\$50.00	\$100.00

COMMUNITY OPERATIONS**USE OF COMMUNITY FACILITIES****ADOPT****Recreational Vehicle Lot (RVL) Rules and Regulations**

	First Offense	Second/Subsequent Offense
#021 QRV EXCESS SPEED LIMIT IN RVL	\$25.00	\$50.00
#022 OFF ROAD VEHICLE DRIVEN IN RVL	\$25.00	\$50.00
#023 PARKING AT CHARGING STATION IN EXCESS OF 24 HOURS	\$50.00	\$100.00
#024 VIOLATION OF DUMP STATION PROCEDURES	\$50.00	\$100.00
#025 SALE OF QRV BY SOMEONE OTHER THAN OWNER	\$100.00	\$200.00
#026 FOR SALE SIGN ON QRV IN RVL	\$25.00	\$50.00
#027 PETS IN RVL	\$25.00	\$50.00
#028 WILLFUL DESTRUCTION OF GRF PROPERTY IN THE RVL	CANCELLATION OF LEASE	



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: RV LOT AD HOC COMMITTEE
SUBJECT: ADOPT POLICY 1487.02-50, VARIANCE TO POLICY 1927-37
(MAINTENANCE) (**TENTATIVE VOTE**)
DATE: JANUARY 16, 2018
CC: FILE

At its meeting on January 16, 2018, the RV Lot Ad hoc Committee recommended the Golden Rain Foundation (GRF) Board of Directors (BOD) adopt Policy 1487.02-50, Variance to Policy 1927-37 (Maintenance)

I move to tentatively adopt Policy 1487.02-50, Variance to Policy 1927-37 (Maintenance), pending a 30-day notification to the membership and a final decision by the GRF BOD on February 27, 2018.

COMMUNITY OPERATIONS**USE OF COMMUNITY FACILITIES****ADOPT****Variance to Policy 1927-37 (Maintenance)**

Approved lease holders of the Golden Rain Foundation within areas defined within the terms of the approved lease. Are granted a variance to section 3.12 Repairs, of Policy 1927-37 for the following, safety and general maintenance items, Lessee may:

Safety Issue Items:

1. Replace headlights, marker lights, tail lights
2. Replace broken mirrors
3. Replace wiper blades
4. Replace cracked or broken Windows
5. Repair or replace flat or damaged tires, as approved by the RV Lot staff
6. Replace broken bay door latches/locks
7. Contain and mitigate any key fluid leaks
8. Repair or replace damaged roof access ladders
9. Repair or replace surge breaks on trailers

General Maintenance Items:

1. Service or change out batteries
2. Caulk and seal all exterior seams (to prevent potential water leaks/damage to interior of RV)
3. Inspect and fill up of all fluids (usually performed before and after a road trip)
4. Change out or clean air filters only
5. Repair or replace roof vents (cracked or broken vents may cause water damage if not replaced)
6. Replace broken or missing antennas
7. Repair or replace power jack on trailers
8. Repair or replace power cords

(Jan 18)



BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: SECURITY, BUS AND TRAFFIC COMMITTEE
SUBJECT: AMEND POLICY 1927.01-37, FEES FOR PARKING INFRACTIONS (**FINAL VOTE**)
DATE: JANUARY 23, 2018
CC: FILE

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.

At its meeting of November 28, 2017, the Board of Directors voted to tentatively amend this policy, pending a 30-day notice period to Foundation members. The policy draft was published in the December 7 edition of the *LW Weekly*. Members were welcomed to submit their comments or questions to the Board Office on this matter. Printed copies were also available to shareholder/members in the News Office, the Library and the Reception desk, second floor of the Administration building. This process is recommended in accordance of the Davis-Stirling Act, Civil Code **§4360**.

One item of correspondence was received (Exhibit A).

I move to ratify 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.

Deanna Bennett

From: Margie Thompson <margiethompson98@gmail.com>
Sent: Thursday, December 07, 2017 8:34 AM
To: Deanna Bennett
Subject: Policy 1927.01 violations

My comment is - I think the violation fines are exorbitant.

GRF should not be making a profit.

There should be a "citation only" for 1st violation whether placard and/or paperwork was current or not.

In my opinion you are going to extremes with these violations and fines.

Margie Thompson
Mutual 11 266b

COMMUNITY OPERATIONS**VEHICLE PARKING POLICY****FEES (FINES) FOR PARKING RULES VIOLATIONS ON TRUST PROPERTY**

The following Parking Rules Violations Fees (Fines) are strictly enforced and are applicable to all persons controlling or operating vehicles on any TRUST PROPERTY regulated by the Golden Rain Foundation (GRF) of Seal Beach. This refers to the streets, sidewalks, parking areas, clubhouses, grounds, and other amenities overseen by GRF.

Per the Occupancy Agreements for Mutuals 1-12, 14-16 and Mutual 17 CCRs: all Shareholder/Members are solely responsible for the actions of their guests and employees, therefore they are solely responsible for the fines and penalties incurred by their guests or employees.

GRF vehicles are exempted from these policies when appropriate, such as maintenance or security vehicles assisting first responders or providing emergency services to a Shareholder/member unit or GRF TRUST PROPERTY.

1. FINES FOR PARKING VIOLATIONS

Fee explanations for Fine table below:

- 1.1 Any animal or child left unattended in a vehicle will be reported immediately to Animal Control or Seal Beach Police.
- 1.2 First Offense

The first offense may result in either a Fix-It citation, a Warning, a Fine or the vehicle being towed. See table below.

A Fix-It citation allows 30 days for resolving the problem.

The fine may be waived by the PRV Panel.
- 1.3 Additional citations may be issued after each 24-hour period.
- 1.4 After the fourth RV or VUFR violation all RV or VUFR parking privileges are suspended for twelve (12) months beginning with the date of the fourth infraction.

COMMUNITY OPERATIONS**VEHICLE PARKING POLICY****FEES (FINES) FOR PARKING RULES VIOLATIONS ON TRUST PROPERTY**

Violation	1st	2nd and Subsequent
1. Assigned Parking Space or restricted parking Space.	25.00	25.00
2. Blocking Crosswalk	25.00	25.00
3. Expired or Invalid State Vehicle Registration*	50.00	50.00
4. Flat Tires	Fix-It	25.00
5. "For Sale" sign on Vehicle	20.00	20.00
6. Handicap Parking without Placard or Handicap ID Displayed	100.00*	200.00
7. Hazardous Materials Leaking	50.00	50.00
8. Limited Time Parking	20.00	20.00
9. Maintenance or Repair	25.00	25.00
10. No Valid GRF Vehicle Decal or Parking Permit Displayed	20.00	20.00
11. Parked on Sidewalk or Grass	25.00	25.00
12. RED ZONE: Bus Stop	25.00 100.00	25.00 200.00
13. RED ZONE: Fire Hydrant	100.00	200.00
14. RED ZONE: Mail Box	25.00	25.00
15. RV or VUFR - Generator Running 8pm – 8am	50.00	50.00
16. RV or VUFR - Jack Support: None or Inadequate	50.00	50.00
17. RV or VUFR Parked Over 72 (Seventy-Two) Hours on TRUST STREET	40.00	40.00
18. Washing any vehicle on Trust Property (except Car Wash areas)	20.00	20.00
19. Washing a Non-resident Vehicle at Car Wash	20.00	20.00

* Fine will be waived on first offense if placard and/or paperwork that was current at time of Citation is presented. The Security Services Director has the right to waive the first offence fine if needed paperwork is presented to them.

EFFECTIVE DATE: January 1, 2017

Adopt: 27 Dec 16
Amended: 25 July 17

Golden Rain Foundation
Seal Beach, CA



BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: SECURITY, BUS AND TRAFFIC COMMITTEE
SUBJECT: ADOPT 1928-37, GOLF CARTS AND LOW SPEED VEHICLES (**FINAL VOTE**)
DATE: NOVEMBER 8, 2017
CC: FILE

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.

At its meeting of November 28, 2017, the Board of Directors voted to tentatively amend this policy, pending a 30-day notice period to Foundation members. The policy draft was published in the December 7 edition of the *LW Weekly*. Members were welcomed to submit their comments or questions to the Board Office on this matter. Printed copies were also available to shareholder/members in the News Office, the Library and the Reception desk, second floor of the Administration building. This process is recommended in accordance of the Davis-Stirling Act, Civil Code **§4360**.

No items of correspondence were received.

I move to ratify Policy 1928-37, Golf Carts and Low Speed Vehicles, as presented.

COMMUNITY OPERATIONS

GOLF CART's AND LOW SPEED VEHICLES (LSVs)

Parking Rules and Regulations

The following Parking Rules and Regulations are strictly enforced and are applicable to all **Golf Carts** and **LSVs**.

1. DEFINITION:

- 1.1. **"LW"** as used herein means any Trust Property managed by the Golden Rain Foundation (GRF).
- 1.2. **"RESIDENT"** as used herein means any Member, qualified permanent resident or co-occupant.
- 1.3. **"VISITOR"** as used herein means any person who is not a "RESIDENT" as listed above.
- 1.4. **"GOLF CART"** means a vehicle having not less than three wheels in contact with the ground, having an unloaded weight of less than 1,300 pounds, which is designed to be operated at no more than 20 mph, and has a maximum width of 48".
- 1.5. **"LSVs"** means a vehicle similar to and including a gem car, which is designed to travel in excess of 20 MPH with a maximum speed of 25 MPH.

1.6. ALTERNATIVE DISPUTE RESOLUTIONS (ADR)

A method of resolving disputes other than by litigation involving a neutral third party pursuant to Civil Code Sections 5925-5965. See Policy 1927-37 Section 7.

1.7 PARKING RULES VIOLATION PANEL (PRV) The GRF Board of Directors (BOD) has established a committee consisting of a facilitator (the GRF Vice President), three (3) GRF directors and an alternate as may be designated from time to time by the BOD and assigned to meet on a rotating schedule to hear Shareholder/Member disputes regarding Parking RULES VIOLATIONS NOTICES issued by Security Department. See Policy 1927-37 Section 7

1.8 RULES VIOATIONS NOTICES (CITATION)

A written notification of a violation of GRF parking policies placed on the violating vehicle. This information is forwarded to the related mutual president.

COMMUNITY OPERATIONS**GOLF CART's AND LOW SPEED VEHICLES (LSVs)****Parking Rules and Regulations****2. APPLICABILITY OF REGULATIONS:**

- 2.1. A RESIDENT is not required to have a driver's license to operate a GOLF CART or LSV in LW.
- 2.2. Any VISITOR driving a GOLF CART or LSV in LW must have a valid driver's license, be over (eighteen) 18 years of age and be accompanied by a RESIDENT.

3. DECAL REQUIREMENTS:

- 3.1. All GOLF CARTs and LSVs must have a valid decal to be parked on Trust Property at any time.
- 3.2. All VEHICLES, including GOLF CARTs and LSVs must have a valid annual decal issued by the Security Department displayed on the vehicle. RESIDENT must be present at issuance of decal. The following items must be presented:
 - 3.2.1 GRF ID card; and
 - 3.2.2 Insurance policy.

4. PARKING:

For the purpose of identifying parking limitations and fines see Policies 1927-37.

POLICY

Adopted:

**GOLDEN RAIN FOUNDATION
Seal Beach, California**