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## Board of Directors

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### Agenda

Clubhouse Four

Tuesday, November 27, 2018

10:00 a.m.

- 1) Call to Order/Pledge of Allegiance
- 2) Roll Call
- 3) President's Comments
- 4) Announcements/Service Awards/Staff Commendation
- 5) Seal Beach City Council Member'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 (pp. 1-2)
- 8) Approval of Minutes
  - a) October 23, 2018 (pp. 3-18)
- 9) Reports
- 10) New Business
  - a) General
    - i) Emergency Sewer Line Repairs, Clubhouse Three (Ms. Rapp, pp. 19-20)
  - b) Facilities and Amenities Review Ad Hoc Committee
    - i) Adopt Policy 5175-FAR, Facilities and Amenities Review (FAR) Ad Hoc Committee (Mr. Moore, pp. 21-24)
  - c) Finance Committee
    - i) Accept October Financial Statements (Ms. Winkler, pp. 25-30)
    - ii) Approve Funds Transfer (Mr. Lukoff, pp. 31-32)
    - iii) Approve CD Purchase (Mr. Friedman, pp. 33-36)

- iv) Approve Lease Agreement, On-Site Sales Office, 2<sup>nd</sup> Amendment (Ms. Hopewell, pp. 37-40)
- v) 2018/2019 Master Insurance Policy Renewal (Ms. Winkler, pp. 41-44)
- vi) Approve Telecommunications Services Agreement, First Addendum (Mr. Friedman, pp. 45-48)
- vii) **TENTATIVE VOTE:** Amend Policy 3324-31, Purchasing Fees (Ms. Fekjar, pp. 49-50)
- viii) Adopt Policy 5340-31, Capital Improvement Fund (Ms. Rapp, pp. 51-52)
- ix) Amend Policy 5520-31, Reserves (Mr. Lukoff, pp. 53-60)
- d) Information Technology Committee
  - i) Non-budgeted Operating Funding Request – Power DMS, Policy Management Software (Ms. Snowden, pp. 61-62)
  - ii) Capital Funding Request – Microsoft Dynamics GP, Enterprise Resource Planning Software (Mr. Stone, pp. 63-82)
- e) Physical Property Committee
  - i) Capital Funding Request – Gates, Mission Park (Ms. Gerber, pp. 83-86)
- f) Recreation Committee
  - i) Capital Funding Request – Patio Game Tables, Library (Mrs. Perrotti, pp. 87-90)
- g) Service Maintenance Committee
  - i) Reserves Funding Request – Ice Machine Replacement, Service Maintenance (Ms. Hopewell, pp. 91-95)
- 11) Staff Reports
  - Director of Finance's Report – Ms. Miller
  - Executive Director's Report – Mr. Ankeny
- 12) Board Member Comments
- 13) Next Meeting/Adjournment

GRF Board of Directors meeting, Tuesday, December 18, 10 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 2018 Committee meetings:

- Minutes of the Recreation Committee Board Meeting of October 1, 2018
- Minutes of the Security, Bus & Traffic Committee Board Meeting of October 10, 2018
- Minutes of the Executive Committee Board Meeting of October 12, 2018
- Minutes of the Facilities and Amenities Review Ad hoc Committee Board Meeting of October 26, 2018

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  
October 23, 2018**

**CALL TO ORDER**

President Linda Stone called the regular monthly meeting of the Board of Directors (BOD) of the Golden Rain Foundation (GRF) to order at 10:00 a.m., on Tuesday, October 23, 2018, in Clubhouse Four.

**PLEDGE OF ALLEGIANCE**

Pastor Dodge, of the Community Church, led the Pledge of Allegiance.

**ROLL CALL**

Following the roll call, Corporate Secretary reported that Directors Perrotti, R. Stone, Snowden, Pratt, L. Stone, Gerber, Gould, Hopewell, Rapp, Fekjar, Doderio, Winkler, Heinrichs, Findlay, Lukoff, Friedman, and Moore were present. The Executive Director and the Director of Finance were also present. Director McGuigan was absent.

Seventeen Directors were present, with a quorum of the voting majority.

**PRESIDENTS COMMENTS**

First, I want to thank the residents that take the time to attend this monthly meeting. It shows your interest in our community, it shows you care.

An update on the Superwire Contract that was scheduled to end on February 18, 2019. The individual Mutuels have revisited the issue of the contract and hopefully by this time next month, there will be a unanimous support in extending the contract to June 30, 2022. To date, thirteen Mutuels have agreed to the extension, with three remaining to vote. What that means to the residents is NO CHANGE to the current status, which means the same good service from the onsite Superwire staff.

For those who are wondering what is happening to the medians on St. Andrews...good news. The boulders are scheduled to arrive next week, the plants are on order and hopefully by next month we will have final approval for Median #2. Once the BOD approves #2 then the rest of St. Andrews will follow...from St. Andrews Gate to the front of Clubhouse Four by January 2019.

There are so many projects in the works that sometimes it's hard to keep track of them. GRF is

## **Golden Rain Foundation Board Meeting Minutes, October 23, 2018**

hoping to finalize many of these by the end of the year: Jim's Gate, Serenity Gardens, LED replacement lights in the clubhouse parking lots, CAMUTCD compliance, murals in Clubhouse Four, new signage throughout the community such as bus stop signage, Medical Center exterior paint and landscape, extra golf cart parking and on and on. Come to the Committee meetings and find out about all the projects and upcoming events such as the tree lighting at Veterans Plaza, the clubhouse tree decorating, trips such as Disney on Ice and on and on!

Next week with Halloween, the holiday season officially begins. And next month when we meet, Thanksgiving will have come and gone, and Christmas will be fast approaching.

So, my wish to you is to enjoy the coming holidays safely and with good cheer and health.

### **ANNOUNCEMENTS**

The GRF Board of Directors met for Executive Session meetings on September 25 and October 5, 2018, to discuss legal and contractual matters.

### **SERVICE ANNIVERSARIES**

Five employees were recognized with a service award.

Pamela Canfield	Security Department	5 years
Eloy Gomez	Human Resources Department	10 years
Matthew Navock	Service Maintenance Department	20 years
Richard Stolarz	Service Maintenance Department	30 years
Ruben Gonzalez	Service Maintenance Department	45 years

### **SEAL BEACH COUNCIL MEMBER'S REPORT**

Seal Beach Council Member Sandra Massa Lavitt provided a recap of the 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

One 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 Property Committee Board Meeting of September 5, 2018
- Minutes of the Recreation Committee Board Meeting of September 6, 2018
- Minutes of the Security, Bus & Traffic Committee Board Meeting of September 12, 2018
- Minutes of the Communication Committee Board Meeting of September 13, 2018
- Minutes of the Executive Committee Board Meeting of September 14, 2018

## **APPROVAL OF BOARD MEETING MINUTES**

The minutes of the September 25, 2018 meeting were approved, as presented.

## **REPORTS**

The Health Care Center Advisory Board will meet on Wednesday, January 16, 2019 and a report will be given at the following GRF Board meeting.

The Strategic Planning Ad hoc Committee will meet on Tuesday, January 8, 2019; a report will be provided at the following GRF Board meeting.

Pending approval by the GRF Board of Directors, the Facilities and Amenities Review (FAR) Ad hoc Committee will meet on Friday, October 26, at 1 p.m., and, thereafter, every fourth Friday of the month, with a report at each monthly GRF Board meeting.

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

## **NEW BUSINESS**

### **General**

#### **Ratify Facilities and Amenities Review Ad hoc Committee Assignments**

At the May 26, 2015 GRF Board of Directors meeting, the President accepted the recommendation of the Recreation Committee to establish an Ad hoc Committee to review Clubhouse usage. The Ad hoc Committee was never dissolved and has been dormant since its last meeting in May of 2016.

The general function and requirement of the established Ad hoc Committee was to review the use of amenities and space of the Trust buildings and property, write a procedure for assigning space and make a recommendation to the Recreation Committee, and forward to the GRF Board of Directors.

The President recommended amending the general function to: *“to establish the **best** use of all*

*amenities and facilities of Trust property for the mutual benefit of the majority of the shareholders".* It is very important to know who is using the amenities, how many, how often and for what purpose.

The conclusions from the restored committee will help the BOD to determine what amenities may need to be expanded, condensed or suspended and what is the best use of each clubhouse and/or facility.

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

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

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

**TO** restore the Facilities and Amenities Review (FAR) Ad hoc Committee to an active status, and to accept as Committee members Leah Perrotti, Chair; Members Phil Friedman, Irma Heinrichs, Barry Lukoff, Perry Moore and Kathy Rapp.

Three Directors and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board members present.

### **Architectural Design & Review Committee**

#### Reserve Funding Request – Planter Area in Front of Bus Parking, Clubhouse Four

At its September 26, 2018 meeting, the Architectural Design and Review (ADR) Committee reviewed proposals for the landscaped area in front of the bus parking at Clubhouse Four, from Anguiano Lawn Care, to remove stumps (east side), rocks and scallops in both planter areas west and east and install chip mulch. The proposals were broken up into two areas: west and east. The Committee recommended the cost not exceed \$4,500, Reserve Funding, including a small contingency. West Side - \$1,084, East Side - \$3,226, Contingency- \$190 for a total of \$4,500.

At its regular meeting on October 15, 2018, the Finance Committee reviewed available funding for this Reserve project, and unanimously resolved funding is available.

Ms. Heinrichs MOVED, seconded by Mr. Friedman—



**TO** award a contract to Anguiano Lawn Care, to remove stumps (east side), rocks and scallops in both planter areas in front of the bus parking area of the Clubhouse Four parking lot and install chip mulch, in an amount not to exceed \$4,500, Reserve funds, and authorize the President sign the contract.

One Director and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board members present.

Operating Funding Request – Tree Trimming, Community Facilities

The Physical Property Department sent out a Request for Proposal (RFP) to six contractors and held a bidders' conference, with four bidders attending. At its March 12, 2018 and September 26, 2018 meetings, the Architectural Design & Review Committee (ADRC) reviewed bids from four contractors. The Committee requested information on all contractors and discussed their qualifications (see Exhibit A in the agenda packet).

At its regularly scheduled meeting on September 26, 2018, the ADRC duly moved and approved to recommend the GRF Board of Directors award a contract to BrightView Tree Care Services, to maintain the Community Facilities' trees, for a period of 2½ years, for a total cost not to exceed \$96,418.

Funding, in 2018-2019, is as follows:

- \$26,292 remaining funds in 2018 Landscape Operating budget
- \$52,400 is budgeted for 2019

Ms. Findlay MOVED, seconded by Mr. Doderio -

**TO** award a contract to BrightView Tree Care Services, to maintain the Community facilities' tree inventory, for a 2½ year term (2018-2020), as requested by the Architectural Design and Review Committee, in an amount not to exceed \$96,418, Operating funds, over the term, and authorize the President sign the contract.

Nine Directors and the Executive Director spoke on the motion.

The motion failed with ten no votes: (Findlay, Gerber, Heinrich, Hopewell, Moore, Perrotti, Pratt, Snowden, L. Stone, R. Stone) and one abstention (Gould).

## **Executive Committee**

### Amend Policy 1001-30, Glossary of Terms

At its regular meeting on October 12, 2018, the Executive Committee moved to amend Policy 1001-30, Glossary of Terms, to further refine the glossary of GRF terminology.

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

**TO** amend Policy 1001-30, Glossary of Terms.

### Non-budgeted Operating Funds Request – Employee Holiday Luncheons

To recognize the contributions of GRF employees, a recommendation was made by the Executive Committee to approve funding for employee holiday luncheons, for all full-time and part-time GRF employees, for a total cost not to exceed \$2,300 (\$10 per person), upon review of the Finance Committee. The Foundation has a positive variance in wages of \$20,905.

At its regular meeting on October 15, 2018, the Finance Committee reviewed available funding for this project and unanimously resolved funding is available.

Ms. Fekjar MOVED, seconded by Ms. Snowden–

**TO** allocate funding for a holiday meal, for all GRF full-time and part-time employees, in an amount not to exceed \$2,300 (\$10 per employee), funding from non-budgeted Operating funds for 2018.

Two Directors spoke on the motion.

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

**TO** amend the motion to add a \$500 contingency amount to the employee holiday funding allocation of \$2,300.

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

### Approve 2019 GRF Election Documents

At its meeting on October 12, 2018, the Executive Committee reviewed drafts of the 2019 election documents and unanimously recommended the GRF Board of Directors approve the following election materials (attached in agenda packet): 2019 GRF Election Schedule, 2019 Mutual Election Schedule (provided to show Mutual deadlines compared to GRF), 2019 GRF Board of Director Application for Candidacy, including reverse side, 2019 GRF Candidate

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Instructions/Timeline, including reverse side, GRF Board Eligibility Disclaimer, 2019 GRF Election Article, and 2019 GRF Sample Ballots.

Documents will be included in the election packet for reference purposes and will be the most current versions as of the preparation of the packets in March: GRF Director's Handbook, revised May 31, 2018, Policy 5025-30, Election Procedures (amended Nov 2017), Policy 5092-30, Code of Conduct (amended March 2018), and 5092.01-30, Board of Directors Censure Procedure (amended May 2018).

*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. Perrotti MOVED, seconded by Ms. Hopewell –

**TO** approve the 2019 election materials and the election process  
for the 2019 GRF Board of Directors election.

Four Directors and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board members present.

### **Finance Committee**

#### Accept September Financial Statements

At the regularly scheduled meeting of the Finance Committee on October 15, 2018, the Committee duly moved to recommend to the Golden Rain Foundation Board of Directors acceptance of the September 2018 financial statements for audit.

Director R. Stone left the meeting at 11:01 a.m.

Ms. Winkler MOVED, seconded by Ms. Gerber and was carried unanimously by the Board members present-

**TO** accept the September 2018 financial statements for audit.

Director R. Stone was not seated at the time of the vote.

#### Funds Transfer Request - Liquid Reserve Funds

At the regularly scheduled meeting of the Finance Committee on October 15, 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 limit and therefore are not in compliance with Policy 5520-31 – Reserves.

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The Committee passed a motion to recommend the GRF Board authorize the transfer of \$480,000 of reserve funds from First Foundation Bank to US Bank for the purposes of maximizing insured funds and to invest in higher yielding CDs with US Bancorp.

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

**TO** approve a transfer of \$480,000 in Reserve funds from the First Foundation Bank Business Maximizer account to the Money Market Reserve account at US Bank the purposes of maximizing insured funds and to invest in higher yielding CDs with US Bancorp.

Director R. Stone was not seated at the time of the vote.

Director R. Stone returned to the meeting at 11:03 a.m.

**Investment Ladder – CD Purchase Request**

At the regularly scheduled meeting of the Finance Committee on October 15, 2018, the members discussed terms and interest rates on CDs offered through US Bancorp. Additionally the Committee discussed the current investment ladder and reserve funds available for investing to fill in the gaps in the investment ladder.

Following this discussion, the Committee passed a motion to recommend the GRF Board authorize the purchase of three (3) CDs at approximately \$245,000 each, with maturity dates in November 2019 and April and October 2021, at rates in line with those indicated on the discussed Laddered Portfolio Sheet, ranging from 2.55% to 3.1%, for a total of approximately \$735,000 of reserve funds.

Mr. Friedman MOVED, seconded by Ms. Rapp-

**TO** approve the purchase of three (3) CDs, at approximately \$245,000 each, with maturity dates in November 2019 and April and October 2021, at rates in line with those indicated on the discussed Laddered Portfolio Sheet, ranging from 2.55% to 3.1%, for a total of approximately \$735,000 of reserve funds.

One Director spoke on the motion.

The motion was carried unanimously by the Board members present.

Accept 2019 Reserve Study

At the regular meeting of the Finance Committee on October 15, 2018, the Committee duly moved to recommend to the Golden Rain Foundation Board of Directors acceptance of the Reserve Study for the 2019 budget year (Exhibit A in the agenda packet).

Ms. Hopewell MOVED, seconded by Ms. Winkler-

**TO** accept the Reserve Study for the 2019 budget year.

Seven Directors and the Executive Director spoke on the motion.

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

Accept the 2019 Annual Budget Disclosure and Policy Statement

At the regular Finance Committee meeting on October 15, 2018, the Committee duly moved to recommend to the Golden Rain Foundation Board of Directors acceptance of the 2019 Annual Budget Disclosure & Policy Statement (Exhibit A in the agenda packet).

Ms. Rapp MOVED, seconded by Mr. Lukoff -

**TO** accept the 2019 Annual Budget Disclosure & Policy Statement,

Exhibit A, in the agenda packet.

Three Directors and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board members present.

**TENTATIVE VOTE: Amend Policy 3324-31, Purchasing Fees**

Policy 3324-31, Purchasing Fees, set forth a transaction fee for materials purchased through the Purchasing department and the Copy & Supply Center. At the regular Finance Committee meeting on October 15, 2018, the Finance Committee recommended Policy 3324-31, Purchasing Fees, be amended. The proposed policy changes are noted in the attached document.

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

**TO** tentatively amend Policy 3324-31, Purchasing Fees, to increase the transaction fee for all materials purchased through the Purchasing department and the Copy & Supply Center from 2% to 5% and to eliminate the shipping fee, pending a 30-day notification to the membership and a final decision by the GRF BOD on

December 18, 2018.

**TENTATIVE VOTE: Amend Policy 5061-Fees**

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 15, 2018, the Finance Committee recommended Policy 5061-31, Fees, be amended. The proposed policy changes are noted in the attached document.

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

**TO** tentatively amend Policy 5061-31, Fees, to increase the facilities and amenities fee from twenty (20) to twenty four (24) times the monthly GRF assessment fee and change the \$25 fee from "late payment" to "returned check" fee, pending a 30-day notification to the membership and a final decision by the GRF BOD on December 18, 2018.

**Amend Policy 5506-31, Request for Proposal**

Policy 5506-31, Request for Proposal, relates to the formulation of contracts and/or purchases in connection with construction, repair, maintenance alteration and operation of Golden Rain Foundation (GRF) Trust Property.

At the regular Finance Committee meeting on October 15, 2018, the Finance Committee suggested Policy 5506-31, Request for Proposal, be amended. The proposed policy changes are noted in the attached document included in the agenda packet.

Ms. Snowden MOVED, seconded by Ms. Rapp -

**TO** amend Policy 5506-31, Request for Proposal, to modify exceptions to Request For Proposal requirements by requesting annual RFPs from contractors of record, for a period of one year, in the areas of landscape, streets, electric and painting, including prices for labor and materials, to remove an exception relating to bids from



contractors whose services were used in the past and for other minor wording and numbering modifications.

Seven Directors and the Executive Director spoke on the motion.

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

Adopt Policy 5540-31, Contingency Operating Fund

At the regular Finance Committee meeting on October 15, 2018, the Committee recommended the GRF Board of Directors adopt Policy 5540-31, Contingency Operating Fund, setting forth guidelines to follow pertaining to the appropriate uses of the Contingency Operating Fund.

Ms. Hopewell MOVED, seconded by Ms. Rapp -

**TO** adopt Policy 5540-31, Contingency Operating Fund, as presented.

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

The motion was carried unanimously by the Board members present.

Rescind Policy 5517-31, Liability Insurance Deductible Fund

At the regular Finance Committee meeting on October 15, 2018, the Committee moved to recommend the GRF Board of Directors rescind Policy 5517-31, Liability Insurance Deductible Fund. As this fund has been combined with the Contingency Operating Fund covered under Policy 5540-31, Contingency Operating Fund, this policy is no longer applicable.

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

**TO** rescind Policy 5517-31, Liability Insurance Deductible Fund, as it is no longer applicable.

The President called for a ten minute break at 11:50 a.m.

Adopt Policy 5519-30, Committee Budgeted Expenses

At the regular Finance Committee meeting on October 15, 2018, the Committee recommended the GRF Board of Directors adopt Policy 5519-31, Committee Budgeted Expenses, setting forth guidelines to follow with respect to appropriate operating expenses to be charged to this budgeted line item.

Mr. Friedman MOVED, seconded by Ms. Fekjar -

**TO** adopt Policy 5519-31, Committee Budgeted Expenses, as presented.

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

Amend Policy 5528-31, Refund of Excess Income

Policy 5528-31, Refund of Excess Income, defines the methods in which the Golden Rain Foundation may distribute or allocate its excess income following the annual financial audit.

At the regular Finance Committee meeting on October 15, 2018, the Committee suggested Policy 5528-31, Refund of Excess Income, be amended. The proposed policy changes are noted in the attached document.

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

**TO** amend Policy 5528-31, Refund of Excess Income, to remove verbiage defining the authorization limits to the Contingency Operating Fund, as these limits are defined in Policy 5540-31 – Contingency Operating Fund, and for other minor wording.

**Mutual Administration Committee**

**TENTATIVE VOTE:** Amend Policy 1201-33, Photo Identification cards

At its meeting on October 8, 2018, the Mutual Administration Committee recommended the Golden Rain Foundation (GRF) Board of Directors (BOD) amend Policy 1201-33, Photo Identification Cards.

Ms. Gerber MOVED, seconded by Mr. Friedman -

**TO** tentatively amend Policy 1201-33, Photo Identification Cards, changing the title of the policy to “GRF Identification Cards”, increasing the fee for second and subsequent losses of ID cards to \$50, removing the reference to Policy 1801-33, amending the term “renter” to “renter/tenant”, and stating that the non-surrender fee “may” be waived, rather than “will” be waived in the case of a

deceased member, pending a 30-day notification to the membership

and a final decision by the GRF BOD on December 18, 2018.

Ms. Hopewell MOVED, seconded by Mr. Lukoff-

**TO** amend the policy, eliminating the \$50 fee for each subsequent loss.

Five Directors and the Stock Transfer Manager spoke on the motion.

The motion to amend was carried with eight no votes (Dodero, Findlay, Gould, Heinrichs, Moore, Pratt, Snowden, L. Stone).

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

Amend Policy 5165-33, Mutual Administration Committee

At its regular meeting on October 8, 2018, the Mutual Administration Committee moved to amend Policy 5165-33, Mutual Administration Committee, specifying documents to be reviewed annually by the Committee.

Mr. Stone MOVED, seconded by Ms. Hopewell -

**TO** amend Policy 5165-33, Mutual Administration Committee, specifying documents to be reviewed annually by the Committee.

One Director spoke on the motion.

The motion was carried unanimously by the Board members present.

**Recreation Committee**

Operating Funding Request – Mission Park Basketball Key Naming

At its regularly scheduled meeting on October 1, 2018, the Recreation Committee duly moved to recommend to the GRF Board of Directors approval of the naming of the Mission Park Basketball Key to that of former Mutual 14 resident Dr. Thomas Amberry.

On November 14, 1993, Dr. Amberry set the Guinness Book of World Records for the number of consecutive free throws, made in a row, at 2,750, at the age of 71. Dr. Amberry would have increased that number; however, the gym was closing and would not allow him to continue. Dr. Amberry was the world record holder for many years.

Mr. Dodero MOVED, seconded by Mr. Moore-

**TO** honor a previous Leisure World resident in the naming of the

basketball key at Mission Park, the Dr. Thomas Amberry Memorial

Basketball Key, including a memorial plaque, in an amount not to exceed \$250.00, Operating Funds.

Two Directors spoke on the motion.

The motion was carried unanimously by the Board members present.

Capital Funding Request -Event Trailer Supplies

At its regularly scheduled meeting on October 1, 2018, the Recreation Committee duly moved and approved to recommend to the GRF Board of Directors purchase of additional supplies for the GRF Recreation Department event trailer.

The list of requested supplies is as follows: Round tables from Webstaurantstore.com -\$1,194.44, 200 chairs from Church Chairs 4 Less - \$2,254.69, Traffic safety large barrels from Traffic Safety Warehouse - \$702.53f Four (4) furniture dollies from Home Depot @19.97 each - \$86.07, and chair tie down straps from Home Depot - \$51.50 for a total of \$4,289.23.

At its regular meeting on October 15, 2018, the Finance Committee reviewed available funding for this Capital project and unanimously resolved funding is available.

Mrs. Perrotti MOVED, seconded by Ms. Snowden -

**TO** approve the purchase of supplies for the Recreation Department event trailer supplies, in an amount not to exceed \$4,289.23, Capital funding.

Five Directors, the Executive Director and the Recreation Director spoke on the motion.

The motion was carried unanimously by the Board members present.

Reserve Funding Request – Replacement of Pool and Spa Cover

At its regularly scheduled meeting on October 1, 2018, the Recreation Committee reviewed two (2) bids for the replacement of swimming pool and hot pool covers (Reserve Schedule Asset ID# 1245). The Committee duly moved and approved to recommend to the GRF Board of Directors to award the contract to Lincoln Aquatics, to replace the swimming pool and hot pool covers, for a cost not to exceed \$6,876.72.

Five companies were solicited with two responding. Quotes are as follows: Lincoln Aquatics - \$6,876.72 and Knorr Systems - \$7,306.12.

Mr. Moore MOVED, seconded by Ms. Rapp -

**TO** award a contract to Lincoln Aquatics, to replace the swimming pool and hot pool covers, asset ID# 1245, with new covers, in an amount not to exceed \$6,876.72, Reserve funding, and authorize the President to sign any applicable contract.

Six Directors and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board members present.

### **Security, Bus & Traffic Committee**

#### Conceptual Approval – Community Access Control

At the October 10, 2018 meeting of the Security Bus and Traffic Committee, the Committee reviewed estimates to install an access control and visitor's management system, in accordance with the approved goals of the Board. Key components of a new system would include, but not be limited to: improving traffic flow, wait time at the main gate, detecting illegally parked vehicles, and preventing unauthorized access.

At the direction of the Committee, the Security Department prepared a proposal for the installation of an Access Control and Visitor Management System. The general scope of work includes visitor's admission, visitor's vehicle identification while on property, license plate recognition that communicates with a new pass system and improve the ability of the Security Department to perform its general function of reasonable access control.

The Request for Proposal was responded to by three (3) companies (handout to Directors), after consulting with six (6) companies in total. After careful analysis, the Committee considered California Gate Systems as the provider of the access control and visitors management system.

The Committee voted unanimously to forward the proposal to the GRF Board for conceptual approval due to the initial and ongoing expenses before continuing the process. General cost estimates to date exclude possible additional cost, which must be obtained through the GRF Physical Properties Department.

Mr. Gould MOVED, seconded by Mr. Dodero -

**TO** conceptually approve the project designated as the Access Control and Visitors Management System, at an estimated initial expense of \$450,000 to \$500,000.00, Capital funding, and estimated ongoing annual operational expenses of \$75,000 to \$100,000 and authorize applicable committees and staff to obtain accurate costs

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and return to the GRF Board for consideration.

Twelve Directors and the Executive Director spoke on the motion.

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

### **CONTROLLER'S REPORT**

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

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

The Executive Director provided a written report for the Board.

### **BOARD MEMBER COMMENTS**

Seventeen Board members spoke on the meeting proceedings.

### **ADJOURNMENT**

The meeting was adjourned was at 1:10 p.m.

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Suzanne Fekjar  
GRF Corporate Secretary  
dfb





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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** RANDY ANKENY , EXECUTIVE DIRECTOR  
**SUBJECT:** EMERGENCY SEWER LINE REPAIRS, CLUBHOUSE THREE  
**DATE:** NOVEMBER 13, 2018  
**CC:** FILE

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On October 30, 2018, Clubhouse Three incurred a significant failure of the sewer line requiring the temporary closure of the building. Subsequent actions identified a failure of the main sewer line in at least two sections.

Section of failed sewer pipe



In order to facilitate restoration of operations within Clubhouse Three, due notice was sent on November 11, 2018, notifying the GRF Board of the required emergency actions to reline the failed sewer pipe, at an estimated cost of \$7,000.

The emergency service charges by Total Service Plumbing were \$6,900 for the relining of the sewer pipe (see attached invoice 11834569).

I move to acknowledge and ratify the emergency actions taken by the Executive Director requiring Non-budgeted expenses charged to Cost Center 53, Building Repair and Maintenance and approve Non-budgeted Operating funding, in an amount of \$6,900.



**Billing Address**  
1020 - Golden Rain Foundation  
PO Box 3519 #Accounts Payable  
Seal Beach, CA 90740 USA

**A-1 Total Service Construction**  
6424 Whittier Blvd  
Los Angeles, CA 90022  
(323) 726-3021  
CA Lic#976956

**Invoice** 11834569  
**Invoice Date** 11/13/2018  
**Completed Date** 11/13/2018  
**Customer PO** PQI-1802482

**Job Address**  
Golden Rain Foundation  
Clubhouse 3  
1421 Northwood Road  
Seal Beach, CA 90740 USA

**Description of Work**

Task #	Description	Quantity	Your Price	Your Total
SERV	Contractor to descale in line for inch cast-iron sewer from pre-excavated area and clubhouse three. All access was prepared in advance by plumbing maintenance at leisure world A-1 Total Service Construction to come in and descale 30 feet of cast-iron pipe and prep for Lining. Install up to 30 feet of 4 inch Perma liner Lining from granted access area, not responsible for install the pipe or back fill.	1.00	\$6,900.00	\$6,900.00
	\$6900.00			

<b>Potential Savings</b>	\$0.00
<b>Sub-Total</b>	\$6,900.00
<b>Tax</b>	\$0.00
<b>Total Due</b>	\$6,900.00
<b>Balance Due</b>	\$6,900.00

Thank you for your business! Please remit payment to:

A-1 Total Service Construction  
6424 Whittier Blvd.  
Los Angeles, CA 90022

All Credit Card Payments have a additional 3.5% additional charge. Please reference Invoice Number.  
There is a 10% Late fee added to your invoice if not paid on Net Terms.

I authorize A-1 Total Service Construction the above work to be performed and agree to the payment terms for the amount totaling: \$6,900.00.  
I have inspected the work performed and acknowledge that it has been completed to my satisfaction.



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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** FACILITIES AND AMENITIES REVIEW AD HOC COMMITTEE  
**SUBJECT:** ADOPT POLICY 5175-FAR, FACILITIES AND AMENITIES REVIEW AD HOC CHARTER  
**DATE:** OCTOBER 26, 2018  
**CC:** FILE

---

At its regularly scheduled meeting on October 26, 2018, the Facilities and Amenities Review Ad hoc (FAR) Committee recommended the GRF Board adopt Policy 5175-FAR, Facilities and Amenities Review (FAR) Ad hoc Charter, which sets forth the purpose, duties, and limitations of the committee.

I move to adopt Policy 5175-FAR, Facilities and Amenities Review (FAR) Ad hoc Charter, as presented.

## **GOLDEN RAIN OPERATIONS**

### **COMMITTEE FUNCTIONS**

#### Facilities and Amenities Review (FAR) Ad Hoc Committee

Pursuant to state statute (**Corp. Code §7210; Corp. Code §7212(c)**) and Article VII, [Section 1](#) of the Bylaws of the Golden Rain Foundation (GRF), the Board of Directors (BOD) hereby establishes the Facilities and Amenities Review Ad Hoc Committee and grants to the Committee authority specifically stated within the GRF governing documents, and policies ~~or other authority~~ as granted by the BOD or as stated within this policy.

In accordance with Article VII, ~~of the Bylaws~~, committee chair and members shall be appointed by the GRF President [with the approval of the BOD.](#) ~~and approved by action of the BOD in accordance with policy 5100-30.~~

#### 1. **PURPOSE:**

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

- a. Review all ~~exclusive and dedicated~~ use of space in the Trust Buildings and property

#### 2. **DUTIES:**

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

#### 3. **LIMITATIONS:**

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

Regulatory or supervisory activities affecting employed personnel are functions of (xxxx xx)

## **GOLDEN RAIN OPERATIONS**

### **COMMITTEE FUNCTIONS**

#### **Facilities and Amenities Review (FAR) Ad Hoc Committee**

Management and not to be encroached upon by any Committee Chairperson or member, either individually or collectively.

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

**Policy**  
Adopted:

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

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Leisure World, Seal Beach

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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** FINANCE COMMITTEE (C.M.)  
**SUBJECT:** ACCEPTANCE OF THE OCTOBER FINANCIAL STATEMENTS  
**DATE:** NOVEMBER 19, 2018  
**CC:** FILE

---

At the regularly scheduled meeting of the Finance Committee on November 19, 2018, the Committee duly moved to recommend to the Golden Rain Foundation Board of Directors acceptance of the October 2018 financial statements for audit.

Our Director of Finance, Carolyn Miller will give a recap of the October 2018 financial statements. At the end of the report, a motion will be made to accept the October 2018 financial statements for audit.

I move that the GRF Board of Directors accept the October 2018 financial statements for audit.

## Financial Recap – October 2018

As of the ten-month period ended October 2018, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$172,056.

Major variances are:

Wages, Taxes & Benefits	292,846	Favorable: Wages \$17K; P/R Taxes \$47K; Workers' Comp \$103K; Group Ins \$103K; 401(k) Match \$19K
Temporary Agency Fees	(186,345)	Temporary help for key positions.
Facilities Rentals & Maintenance	49,614	Landscape \$43K; Service Contracts \$8K
Property & Liability Insurance	118,107	Favorable: Actual premiums less than budget; Est. YE variance: \$129K
Misc Expense	(65,404)	Interest expense on initial unclaimed property remitted to the State of California
Other Income	145,200	Permits \$27K; Shipping recov. \$17K; Donations \$27K; Parking fines \$20K
News Advertising Income	(112,794)	Unfavorable: Budget was more optimistic than current advertiser interest
SRO Labor Cost Recovery	(54,089)	Less billable labor hours than budgeted

	<b>Fund Balance</b>	<b>Allocated For 2018 Projects</b>	<b>Allocated For Future Projects</b>	<b>For details, see page</b>
<b>Reserve Funds</b>				
Repairs & Replacements	\$9,528,331	\$2,141,149	\$7,387,182	9

	<b>Fund Balance</b>	<b>Allocated Funds</b>	<b>Unallocated Funds</b>	<b>For details, see page</b>
<b>Capital Funds</b>				
Capital Improvements	\$1,643,552	\$207,714	\$1,435,838	11

Total approved unbudgeted operating expenses were \$116,130 as of year-to-date.

P.O. Box 2069  
Seal Beach CA 90740

Description			
	<b>Current Assets:</b>		
	Cash & cash equivalents	175,610	
1122000	Non-Restricted Funds	13,973	
	Receivables	610,243	
	Prepaid expenses	105,635	
	Inventory of maintenance supplies	508,087	
		-----	
	<b>Total Current Assets</b>		<b>1,413,548</b>
	<b>Designated deposits</b>		
1211000	Contingency Operating Fund	700,000	
	Reserve Fund	9,528,331	
1212500	Capital Improvement Fund-GRF	1,643,552	
		-----	
	<b>Total designated deposits</b>		<b>11,871,883</b>
	<b>Notes Receivable</b>		
1411000	Notes Receivable	28,477	
		-----	
	<b>Total Notes Receivable</b>		<b>28,477</b>
	<b>Fixed Assets</b>		
	Land, Building, Furniture & Equipment	37,323,770	
	Less: Accumulated Dep'n	(23,740,439)	
		-----	
	<b>Net Fixed Assets</b>		<b>13,583,332</b>
	<b>Other Assets</b>		-----
	<b>Total Assets</b>		<b>26,897,239</b>
			=====

P.O. Box 2069  
Seal Beach CA 90740

Description			
<b>Liabilities &amp; Equity</b>			
<b>Current Liabilities:</b>			
	Accounts payable	318,625	
	Project Commitments	838,321	
	Prepaid Deposits	10,850	
	Accrued payroll & payroll taxes	550,582	
	Accrued expenses	273,083	
	Accrued property taxes	120,040	
		-----	
	<b>Total Current Liabilites</b>	<b>2,111,500</b>	
	<b>Total Liabilities</b>		<b>2,111,500</b>
<b>Equity</b>			
<b>Mutuals' Beneficial Interest</b>			
3211000	Contingency Operating Reserve Equity	700,000	
3212000	Reserve Equity	8,758,820	
3394000	Capital Fund Equity	1,574,741	
3310000	Beneficial Interest in Trust	11,444,762	
		-----	
	<b>Total Mutuals' Beneficial Interest</b>		<b>22,478,324</b>
<b>Membership interest</b>			
	Membership certificates of 844 shares @ \$200 par value, and 5,764 shares @ \$250 par value, authorized, issued and outstanding	1,609,800	
	Additional paid-in-capital	4,648,351	
		-----	
	<b>Total Paid-in-Capital</b>		<b>6,258,151</b>
<b>Excess Income</b>			
	Current Year	(807,925)	
		-----	
	<b>Total Excess Income</b>		<b>(807,925)</b>
3920000	<b>Dep'n &amp; Amortization</b>		<b>(3,142,811)</b>
	<b>Net Stockholders' Equity</b>		<b>24,785,739</b>
			-----
	<b>Total Liabilities &amp; Stockholders' Equity</b>		<b>26,897,239</b>
			=====

**Golden Rain Foundation**  
**Cash Flow Activity - All Reserves**  
**For the Period Ended October 31, 2018**

	Contingency Operating Fund	Reserve Fund	Capital Improvement Fund	Liability Insurance Fund	Nonrestricted Funds	Total
<b>Balance 12/31/2017</b>	<b>500,000</b>	<b>9,385,260</b>	<b>1,644,057.80</b>	<b>204,287</b>	<b>922</b>	<b>11,734,527</b>
Funded: Assessments		1,000,000				1,000,000
Funded: Amenities Fees collected	(426)	632,991	632,991			1,265,982
Funded: M17 Lease Fees collected	(27)	5,841	5,841			11,682
Funded: Interest on Funds		50,333				50,333
Progress Payments on CIP						-
Expenditures		(1,440,035)	(654,338)			(2,094,373)
Commitments		(106,059)				(106,059)
Replenish funds for Donated Assets						-
Net Monthly Claims						-
Donations			15,000			15,000
2017 Excess Income		-			-	-
Transfers to/from Funds	200,000			(204,287)	4,287	-
Interest Income Allocation						-
Net Monthly Activity					8,764	8,764
<b>Balance 10/31/2018</b>	<b>700,000</b>	<b>9,528,331</b>	<b>1,643,552</b>	<b>0</b>	<b>13,973</b>	<b>11,885,856</b>
Net Activity	200,000	143,071	(506)	(204,287)	13,051	151,329

**Golden Rain Foundation**  
**Quick Balance Sheet Analysis**  
**For the Period Ended October 31, 2018**

**SELECTED BALANCE SHEET ITEMS**

	Current Balance	Prior Month	Increase (Decrease)
Cash In Bank	189,583	198,228	(8,645)
Current Assets	13,285,431	13,305,671	(20,240)
Current Liabilities	2,111,500	2,154,989	(43,489)
Current Ratio	6.29	6.17	
Designated Deposits:	11,871,883	11,794,195	77,688
Reserve Fund			
Capital Improvement Fund			
Contingency Operating Fund			

**RESULT OF OPERATIONS**

Current Month	Actual	Budget	Variance	%
Income	1,353,524	1,384,156	(30,632)	(2.21)
Expense	1,404,837	1,306,018	(98,819)	(7.57)
Net Materials Recovery(Pass Thru)			0	
<b>Excess Income or (Expense)</b>	<b>(51,313)</b>	<b>78,138</b>	<b>(129,451)</b>	
Year To Date	Actual	Budget	Variance	%
Income	13,588,359	13,566,697	21,662	0.16
Expense	13,544,422	13,694,815	150,393	1.10
Net Materials Recovery(Pass Thru)			0	
<b>Excess Income or (Expense)</b>	<b>43,937</b>	<b>(128,118)</b>	<b>172,055</b>	

Full Time Equivalents		
For the Month	Average YTD	Planned - 2018
163.84	162.92	164.98





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Leisure World, Seal Beach

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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** FINANCE COMMITTEE (C.M.)  
**SUBJECT:** LIQUID RESERVE FUNDS – FUNDS TRANSFER REQUEST  
**DATE:** NOVEMBER 19, 2018  
**CC:** FILE

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At the regularly scheduled meeting of the Finance Committee on November 19, 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 limit and therefore are not in compliance with Policy 5520-31 – Reserves.

The committee passed a motion to recommend the GRF Board authorize the transfer of \$500,000 of reserve funds from First Foundation Bank to US Bank for the purposes of maximizing insured funds and to invest in higher yielding CDs with US Bancorp.

To approve a transfer of \$500,000 in Reserve funds from the First Foundation Bank Business Maximizer account to the Money Market Reserve account at US Bank the purposes of maximizing insured funds and to invest in higher yielding CDs with US Bancorp.

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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** FINANCE COMMITTEE (C.M.)  
**SUBJECT:** INVESTMENT LADDER – CD PURCHASE REQUEST  
**DATE:** NOVEMBER 19, 2018  
**CC:** FILE

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At the regularly scheduled meeting of the Finance Committee on November 19, 2018, the members discussed terms and interest rates on CDs offered through US Bancorp. Additionally the Committee discussed the current investment ladder and reserve funds available for investing to fill in the gaps in the investment ladder.

Following this discussion, the Committee passed a motion to recommend the GRF Board authorize the purchase of four (4) CDs, at approximately \$245,000 each, with maturity dates in December 2019, June and November 2020 and May 2021, at rates in line with those indicated on the discussed Laddered Portfolio Sheet, ranging from 2.65% to 3.1%, for a total of approximately \$980,000 of reserve funds.

To approve the purchase of four (4) CDs, at approximately \$245,000 each, with maturity dates in December 2019, June and November 2020 and May 2021, at rates in line with those indicated on the discussed Laddered Portfolio Sheet, ranging from 2.65% to 3.1%, for a total of approximately \$980,000 of reserve funds.

report as of 11/13/2018

## Position Details

CUSIP Asset	Curr Face (000) % Portfolio	Mdy / S&P / Fit (Underlying)	Issue Description	Coupon Maturity	Mkt Px Duration	Px To	Date	Yield	ATY TEY	Principal Accrued Int	Net Money Settlement
92937CHZ4 CD	245 25.00%	-/-/-	WEX BK MIDVALE UTAH FDIC Cert #: 34697	2.650% 12/20/2019	100.000 1.055	Maturity	12/20/2019	2.650% (w)	2.650% 2.650%	\$245,000.00 \$0.00	245,000.00 11/20/2018
Puttable   Death Put   Conditional Put   Restricted States: OH,TX											
72345SHM6 CD	245 25.00%	-/-/-	PINNACLE BK NASHVILLE TENN FDIC Cert #: 35583	2.850% 06/15/2020	100.000 1.471	Maturity	06/15/2020	2.850% (w)	2.850% 2.850%	\$245,000.00 \$0.00	245,000.00 12/14/2018
Puttable   Death Put   Conditional Put											
17312QV97 CD	245 25.00%	-/-/-	CITIBANK NATL ASSN SIOUX FALLS S D FDIC Cert #: 7213	3.050% 11/23/2020	100.000 1.922	Maturity	11/23/2020	3.050% (w)	3.050% 3.050%	\$245,000.00 \$0.00	245,000.00 11/23/2018
Puttable   Death Put   Conditional Put											
05580APT5 CD	245 25.00%	-/-/-	BMW BK NORTH AMER SALT LAKE CITY UTAH FDIC Cert #: 35141	3.100% 05/17/2021	100.000 2.386	Maturity	05/17/2021	3.100% (w)	3.100% 3.100%	\$245,000.00 \$0.00	245,000.00 11/16/2018
Puttable   Death Put   Conditional Put   Restricted States: OH											
<b>TOTALS</b>										\$980,000.00 \$0.00	\$980,000.00

Includes all positions with recognized CUSIP. For preferred securities, # of shares is displayed instead of current face value.

The (w) in the Yield column indicates which yield value is the Yield to Worst (YTW)

Duration figure represents modified duration to worst.

ATY/TEY calculations use a Fed Tax rate of 0.00%, a Cap Gains Tax rate of 0.00%, a State of N/A, and a State Tax rate of 0.00%.

## Proposed Addition to the Reserve Funds Investment Ladder

Term	Maturity Month	Investment Amount
1	Nov-18	500,000
2	Dec-18	1,300,000
3	Jan-19	500,000
4	Feb-19	
8	Mar-19	500,000
6	Apr-19	800,000
7	May-19	500,000
8	Jun-19	800,000
9	Jul-19	1,000,000
10	Aug-19	495,000
11	Sep-19	244,000
12	Oct-19	244,000
13	Nov-19	<b>245,000</b>
14	Dec-19	<b>245,000</b>
15	Jan-20	-
16	Feb-20	
17	Mar-20	
18	Apr-20	246,000
19	May-20	
20	Jun-20	<b>245,000</b>
21	Jul-20	
22	Aug-20	
23	Sep-20	
24	Oct-20	246,000
25	Nov-20	<b>245,000</b>
26	Dec-20	
27	Jan-21	
28	Feb-21	
29	Mar-21	
30	Apr-21	<b>245,000</b>
31	May-21	<b>245,000</b>
32	Jun-21	
33	Jul-21	
34	Aug-21	
35	Sep-21	
36	Oct-21	<b>245,000</b>

Key:	
Black	Current investments
Black	Approved from last month
Blue	Proposed investments

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Leisure World, Seal Beach

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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** FINANCE COMMITTEE  
**SUBJECT:** APPROVE LEASE AGREEMENT, ON-SITE SALES OFFICE, SECOND AMENDMENT  
**DATE:** NOVEMBER 19, 2019  
**CC:** FILE

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At its regularly scheduled meeting on November 19, 2018, the Finance Committee recommended to the Board the approval of the Second Amendment to the agreement, between Charles Briskey Real Estate Inc. and GRF. This amendment extends the termination date of the existing agreement entered into in 2015, until December 31, 2019, under the existing terms and conditions.

I move to recommend the GRF Board approve the Second Amendment to the Resales Lease Agreement between the Golden Rain Foundation, Seal Beach and Charles Briskey Real Estate, Inc, for one (1) year, new expiration date of December 31, 2019, and authorize the President to sign the agreement.



## SECOND AMENDMENT TO RESALES LEASE AGREEMENT

### **Preamble and Recitals**

This Second Amendment to Resales Lease Agreement (this "Second Amendment") is entered into on December \_\_\_\_\_, 2018, by and between GOLDEN RAIN FOUNDATION, a California non-profit Corporation, hereinafter referred to in this Second Amendment as "Lessor", and CHARLES BRISKEY REAL ESTATE, INC., a California corporation, hereinafter referred to in this Second Amendment as "Lessee". Lessor and Lessee shall hereinafter be collectively referred to as the "Parties".

### **Recital**

This Second Amendment relates to the specific modification and extension of the below-described provision of that certain Lease entered into on January 1, 2015 (the "Lease"), by and between the Parties, and providing for the use, rental and occupancy for the sole purpose of conducting real estate sales and escrow operation, of those certain premises situated in the City of Seal Beach, County of Orange, State of California, and more particularly described as follows, to wit: Leisure World Resales Office at 1901 Golden Rain Road, Seal Beach, California ("Premises"). Said Lease is modified only in those particular provisions described herein, and in all other respects and provisions, the Lease shall continue in full force and effect, except as so amended and modified.

### **Amendment to Lease**

SECOND: Paragraph two of the Recitals is amended and modified to hereinafter provided and as said provision now provides in the original terms and provisions of the Lease, the same is/are deleted and said section as amended shall read as follows, to wit:

"The term of this Lease commences on the 1<sup>st</sup> day of January 2015 and shall be for a period of five (5) years, commencing on said date and continuing through December 31, 2019 ("Initial Term"), unless sooner terminated in accordance with the terms of this Lease. After the expiration of the Initial Term, the Parties have the option to renew the Agreement for an additional three (3) years ("Renewal Term"). The Renewal Term must be agreed to by both Parties in writing prior to the commencement of the Renewal Term.

SECOND: paragraph three of the Recitals shall be amended to read as follows:

Lessee shall pay Lessor during the period January 1, 2015 through December 31, 2019 a monthly rental fee of 54% of the gross monthly commission, which is the 3.5% commission income from sales generated (or such lesser commissions as may be generated) and is paid in monthly installments in arrears on the Second day of each month of said period beginning February 1, 2015 so as to calculate the amount due for the preceding month.

THIRD: The Paragraph captioned "FOURTH" shall be amended to read as follows:

"As hereinabove provided, this Lease is for the Initial Term of five (5) years, with an optional additional three (3) year Renewal Term by giving written notice of intention to renew which said notice shall be given not less than sixty (60) days prior to the end of the Initial Term of the Lease. Each party to this Lease shall have the right to terminate the Lease at any time without cause by giving written notice of its intention to terminate the Lease, which said notice shall be given one hundred and eighty (180) days prior to the end of the Initial Term of the Agreement or any Renewal Term or extension thereof".

SECOND AMENDMENT TO RESALES LEASE AGREEMENT

As hereinbefore provided, Lessor and Lessee each agree that, except as amended by this Second Amendment, all provisions of the Lease shall continue to prevail in each and every respect.

The parties have hereunto executed this Second Amendment to Charles Briskey Real Estate, Inc. Resales Lease Agreement effective on the date hereinabove set forth at Seal Beach, California.

Attest:

Charles Briskey Real Estate, Inc

Golden Rain Foundation

Date: \_\_\_\_\_, 2018

Date: \_\_\_\_\_, 2018

By:\_\_\_\_\_

By:\_\_\_\_\_

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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** FINANCE COMMITTEE (C.M.)  
**SUBJECT:** 2018/2019 MASTER INSURANCE POLICY RENEWAL  
**DATE:** NOVEMBER 19, 2018  
**CC:** FILE

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DLD Insurance Brokers, Inc. has partnered with the Golden Rain Foundation (GRF) for over 27 years to secure broad and competitive insurance options, in terms of both pricing and coverage conditions. The master insurance package includes coverage for Directors & Officers (D&O), Errors & Omissions (E&O), Forefront Portfolio (Crime/Fiduciary/KRE/Workplace Violence) and Property/Causality.

The proposal for property coverage premium for this renewal period shows a slight increase of 3.575% while maintaining the same terms and conditions, including deductibles, as the expiring policy. An increase in assessed property values offset by the great strides made by GRF and the Mutuals to put loss control measures into place to mitigate future fire losses minimizes this increase. The management liability portion of the policy package shows a net 2.4% decrease over the expiring policy period, and the overall change for the 2018 / 2019 coverage period shows an increase of 2.33% over the expiring policy. Premiums for the renewing coverage period and comparisons to the expiring policies and to the 2019 budgets are shown in Exhibit A – 2018-2019 Insurance Premium Proposal Comparative.

The new master insurance policy proposal of \$1,938,352 plus one-third of the total pollution policy premium approved in 2017 of \$31,239, for a total premium expenditure of \$1,969,591 will be recognized in the combined GRF and Mutual 2019 budgets. Combined funds (Foundation and Mutuals), in the amount of \$2,096,500 were included in the respective 2019 operating budgets based upon estimates and assumptions made during the budget period.

At the regular meeting of the Finance Committee held on November 19, 2018, the Committee reviewed the proposal for the Foundation's and the Mutual's insurance for the policy period of December 1, 2018 to November 30, 2019, provided by DLD Insurance Brokers, Inc. and unanimously passed a motion to recommend the Board approve the contract for the placement of Property, Boiler and Machinery, Flood (excluding earthquake), General Liability

and Automotive Liability Insurance with Philadelphia and the placement of Umbrella Liability, Forefront Portfolio (crime, fiduciary, kidnap, ransom, extortion and workplace violence), E&O, D&O/Employee Practices Liability and Cyber Liability Coverage with the recommended carriers through DLD Insurance Brokers, Inc. for the period of December 1, 2018 to November 30, 2019, for a total premium of \$1,938,352.

I move to approve the master insurance policy proposal dated November 2, 2018, as submitted, in the amount of \$1,938,352, for the policy period of December 1, 2018 to November 30, 2019 and authorize the President to sign the required renewal documents pursuant to the related proposal as prepared and submitted by DLD Insurance Brokers, Inc.

2018 / 2019 Insurance Premium Proposal Comparative

Exhibit A

	GRF & Mutual Combined			GRF Only		
	Renewal	Current	Change	Renewal	Current	Change
Property	1,084,417	1,046,983	37,434	73,440	73,470	(30)
Automotive Liability	9,634	9,261	373	9,634	9,261	373
General Liability	368,395	350,478	17,917	24,949	24,594	355
<b>Total Property &amp; Liability</b>	<b>1,462,446</b>	<b>1,406,722</b>	<b>55,724</b>	<b>108,023</b>	<b>107,325</b>	<b>698</b>
Boiler & Machinery	18,728	18,021	707	1,268	18,021	(16,753)
Umbrella (Includes Excess Liability)	123,101	117,212	5,889	123,101	117,212	5,889
Forefront Security (GRF)	14,398	14,398	-	14,398	14,398	-
Directors & Officers (GRF)	92,156	100,656	(8,500)	92,156	100,656	(8,500)
Cyber Liability (GRF)	4,758	4,755	3	4,758	4,755	3
Errors & Omissions (GRF)	64,500	66,502	(2,002)	64,500	66,502	(2,002)
Directors & Officers (Mutuals)	153,948	161,536	(7,588)	-	-	-
Cyber Liability (Mutuals)	4,317	4,313	4	-	-	-
<b>Total Management Liability</b>	<b>475,906</b>	<b>487,393</b>	<b>(11,487)</b>	<b>300,181</b>	<b>321,544</b>	<b>(21,363)</b>
<b>Pollution Policy</b>	31,239	31,239	-	31,239	31,239	-
<b>Total Policy Premiums</b>	<b>1,969,591</b>	<b>1,925,354</b>	<b>44,237</b>	<b>439,443</b>	<b>460,108</b>	<b>(20,665)</b>
<b>Annual Budget (GRF &amp; Mutual Combined)</b>	2,096,500	2,353,160	(256,660)	487,269	589,019	(101,750)
Variance to Budget	126,909	427,806		47,826	128,911	



## 2018-2019 Premium Summaries for All Lines:

Coverage	2017-2018 Expiring	2018-2019 Renewal Premium	Differential
Property	\$1,046,983	\$1,084,417	\$37,434 3.575% Increase
General Liability	\$350,478	\$368,395	\$17,917 5% Increase
Club Liability	Included in above	Included in above	Included in above
Auto Liability	\$9,261	\$9,634	\$373 4% Increase
Umbrella Liability	\$99,537	\$104,921	\$5,384 5% Increase
Excess Umbrella	\$17,675	\$18,180	\$505 3% Increase
Boiler and Machinery	\$18,021	\$18,728	\$707 4% Increase
ForeFront	\$14,398	\$14,398	Flat
GRF D&O/EPL	\$43,115 \$28,041 <del>\$29,500</del> \$100,656	\$55,795 <del>\$36,361</del> \$92,156	\$8,500 Decrease 8.4% Decrease
Mutual's D&O/EPL	\$73,855 \$44,681 <del>\$43,000</del> \$161,536	\$95,735 \$58,213 \$153,948	\$7,588 Decrease 4.7% Decrease
Professional Liability / E&O	\$66,502	\$64,500	\$2,002 Decrease 3% Decrease
GRF Cyber Liability	\$4,758	\$4,758	Flat
Mutual's Cyber	\$4,317	\$4,317	Flat
<b>TOTAL</b> (Including all Taxes & Fees)	\$1,894,122	\$1,938,352	\$44,230 Increase* 2.33% Increase

\*Majority of Increase applicable to Increase in Total Insurable Values.





Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** FINANCE COMMITTEE  
**SUBJECT:** APPROVE TELECOMMUNICATIONS SERVICES AGREEMENT, FIRST ADDENDUM  
**DATE:** NOVEMBER 19, 2019  
**CC:** FILE

---

At the November 19, 2018 meeting of the Finance Committee, the Committee recommended to the Board approval of the First Addendum (attached), to the Telecommunications Services Agreement between the Golden Rain Foundation, Seal Beach and Superwire Telecom Inc., for continuation until the date of expiration on, June 30, 2022.

This action was based upon the unanimous agreement by all Mutual Boards to:

**RESOLVED**, the Board of Directors of Mutual \_\_\_\_ hereby authorizes the Board of Directors of GRF to renew the Agreement with Superwire Telecom Inc. to extend the term of the Agreement until June 30, 2022.

At the conclusion of the cycle of all Mutual Board meetings during October and November 2018, unanimous agreement was achieved by all Mutual Boards at duly posted meetings.

I move to approve the First Addendum to the Telecommunications Services Agreement between the Golden Rain Foundation, Seal Beach and Superwire Telecom Inc., for continuation until the date of expiration on June 30, 2022, and authorize the President to sign the agreement.

# FIRST ADDENDUM TO TELECOMMUNICATIONS SERVICES AGREEMENT

This First Addendum ("First Addendum") is incorporated into and made part of the Telecommunications Services Agreement ("Telecommunications Agreement") entered into by and between **Golden Rain Foundation, Inc.**, a nonprofit mutual benefit corporation ("GRF"), and **Superwire Telecom, Inc.**, a California corporation ("STI"), on February 18, 2004. This First Addendum and the Telecommunications Agreement are collectively referred to as the "Agreement." GRF and STI shall be collectively referred to as the "Parties," or individually as "Party."

## RECITALS

A. **WHEREAS**, the Parties entered into the Telecommunications Agreement on or about February 18, 2004, wherein STI agreed to provide certain telecommunications services to GRF;

B. **WHEREAS**, the Parties entered into the Telecommunications Agreement for a term of fifteen (15) years and the Telecom Agreement will expire on February 18, 2019;

C. **WHEREAS**, Section 5.2 of the Telecommunications Agreement provides that: "This Agreement may be renewed for additional periods to be determined by mutual agreement among the Parties";

D. **WHEREAS**, by virtue of this First Addendum, the Parties have resolved to renew the Telecommunications Agreement for an additional period, as defined herein; and

E. **WHEREAS**, all terms and provisions of the Telecommunications Agreement shall not be modified, superseded, revised or replaced, except as otherwise expressly provided in this First Addendum.

**NOW THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby covenant, promise and agree as follows:

## AMENDED TERMS

1. **Amended Terms.** The Parties hereto agree to amend the terms of the Telecommunications Agreement by this First Addendum as follows:

**Section 5.1. Term.** This Agreement shall renew on the date of execution and shall continue until the date of expiration, June 30, 2022.

2. **Remaining Terms In Effect.** Except as supplemented and modified by this First Addendum, all terms and conditions of the Telecommunications Agreement shall remain in full force and effect. To the extent there is a conflict between the terms of the Telecommunications Agreement and this First Addendum, the First Addendum shall control.

**IN WITNESS WHEREOF**, the Parties and each of them have executed this Addendum intending to be fully and legally bound by its terms.

**GOLDEN RAIN FOUNDATION, INC.**, a California non-profit,  
mutual benefit corporation

DATED: \_\_\_\_\_, 2018

By: \_\_\_\_\_

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

Its: \_\_\_\_\_

**SUPERWIRE TELECOM, INC.**, a California corporation

DATED: \_\_\_\_\_, 2018

By: \_\_\_\_\_

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

Its: \_\_\_\_\_

Superwire Extension Resolution Mutual Board Action

Mutual	Meeting Date	Approved/Denied
1	25-Oct	Approved
2	18-Oct	Approved
3	12-Oct	Approved
4	10-Oct	Approved
5	17-Oct	Approved
6	26-Oct	Approved
7	17-Oct	Approved
8	22-Oct	Approved
9	29-Oct	Approved
10	24-Oct	Approved
11	18-Oct	Approved
12	11-Oct	Approved
14	16-Oct	Approved
15	15-Oct	Approved
16	6-Nov	Approved
17	29-Oct	Approved

Log Update: 11-13-18cv

All Resolutions signed



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** FINANCE COMMITTEE (CM)  
**SUBJECT:** AMEND POLICY 3324-31, PURCHASING FEES (**TENTATIVE VOTE**)  
**DATE:** NOVEMBER 19, 2018  
**CC:** FILE

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Policy 3324-31, Purchasing Fees, set forth a transaction fee for materials purchased through the Purchasing department and the Copy & Supply Center.

At the regular Finance Committee meeting on October 15, 2018, the Committee recommended Policy 3324-31, Purchasing Fees, be amended. Further amendment was recommended, by the Finance Committee, at the November 19, 2018 meeting. The proposed policy changes are noted in the attached document.

I move to tentatively amend Policy 3324-31, Purchasing Fees, to increase the transaction fee for all materials purchased through the Purchasing department and the Copy & Supply Center from 2% to 5% and to replace “shipping and handling” with “processing” fee, pending a 30-day notification to the membership and a final decision by the GRF BOD on January 29, 2019.

**GOLDEN RAIN OPERATIONS****PURCHASING****AMEND****Purchasing Fees**

All purchase of materials and supplies made through the Purchasing Department will be subject to a 52% transaction processing fee (~~shipping and handling~~) and applicable tax.

**Policy**

Adopted: 23 Sep 14  
Amended: 28 Feb 17  
Reviewed: 17 May 18

**Golden Rain Foundation  
Seal Beach, California**



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** FINANCE COMMITTEE (CM)  
**SUBJECT:** ADOPT POLICY 5340-31, CAPITAL IMPROVEMENT FUND  
**DATE:** NOVEMBER 19, 2018  
**CC:** FILE

---

At its regular meeting on November 19, 2018, the Finance Committee recommended Policy 5340-31, Capital Improvement Fund, be adopted by the GRF Board of Directors.

I move to adopt Policy 5340-31, Capital Improvement Fund, to establish a framework for the approval and control of all capital expenditure.

**GOLDEN RAIN OPERATIONS****BOARD INTERNAL OPERATIONS****ADOPT****Capital Improvement Fund**

1. The Capital Improvement Fund (the Fund) is maintained as a separate fund from the Reserve Fund. It is an accumulation of funds used to cover the cost of expenditures for new projects. Projects include trust property development and enhancements, structures and equipment and components of trust property development and enhancements, structures and equipment that will have a useful life of more than one year.
2. The Fund is funded solely in part or in whole from the collection of amenity fees as determined by the Board per Policy 5061-31 – Fees.
3. All Capital expenditures require board approval.
4. The Director of Finance will report the status of this fund monthly as part of the financial report delivered to the members of the Finance Committee.

**Policy**

Adopted:

Amended:

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





Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** FINANCE COMMITTEE (C.M.)  
**SUBJECT:** AMEND POLICY 5520-31, RESERVES  
**DATE:** NOVEMBER 19, 2018  
**CC:** FILE

---

At its regular meeting on November 19, 2018, the Finance Committee recommended Policy 5520-31, Reserves, be amended by the GRF Board of Directors.

I move to amend Policy 5520-31, Reserves, amend Policy 5520-31, Reserves, refining the policy language, clarifying the component/assets to be included in a reserve study as those GRF is required to maintain, replace or repair ("MRR"), notification procedures of the transfer of money from the reserve account to the operating account, exception criteria to the transferred funds being restored to the reserve account, and guidelines for the withdrawal/transfer from reserve funds.

**GOLDEN RAIN OPERATIONS****BOARD INTERNAL OPERATIONS****AMEND****Reserves****1. RESERVE FUNDS**

Reserve funds are monies that the Golden Rain Foundation (“GRF”) has collected to defray future maintenance, replacement or repair (“MRR”) of major component/assets that the GRF is required to maintain in accordance with applicable law California Civil Codes.

**2. USE OF RESERVE FUNDS**

Reserve funds may not be used for expenses that are not included in the list of component/assets contained within a reserve study. If a major component/asset that meets the description as noted in Section four (4), and is in need of MRR, it may be included into the reserve study with an adjustment to the funding plan by a majority vote of the Board of Directors (BOD) at a duly noticed meeting, open to all members.

**3. ASSETS**

For the purpose of preparation and maintaining the GRF reserve study, a Trust asset shall be defined as: an item or items that have a value, or an aggregate value, of \$2,500 and a minimum life expectancy of three (3) years.

**4. COMPONENT**

For the purpose of preparation and maintaining the GRF reserve study, a component shall be defined as: an item or items with an estimated remaining service life of thirty (30) or more years. Such identified components shall be included in the reserve study as a Trust capital asset and disregarded in the reserve calculations.

**5. RESERVE STUDY**

- 5.1. The GRF is required to prepare a reserve study at least once every three (3) years based upon a diligent visual inspection of the accessible areas of the component/-assets that GRF is required to MRR.
- 5.2. The BOD is required to review the reserve study as part of the annual budgeting process and determine whether intervening events over the past year warrant adjustment of the reserve funding.
- 5.3. Reserve funds set aside for a particular line item in the study need not be

## GOLDEN RAIN OPERATIONS

### BOARD INTERNAL OPERATIONS

### AMEND

#### Reserves

restricted to expenditures on that line item alone, but rather the aggregate of all reserve funds may be used for the aggregate of all reserve expenses at a particular time.

- 5.4. Reserve funds should not be used for expenses not included in the list of component/assets in the reserve study. If a major (over \$5,000) component/asset is in need of MRR, and is a major component/asset that GRF is otherwise required to MRR, a majority vote of the BOD at a duly noticed meeting, may include the component/asset into the study with an adjustment to the funding plan.
- 5.5. Reserve funds may be transferred to the operating account to meet short-term cash flow requirements or to cover other expenses by a majority vote of the BOD. The BOD must fulfill the following procedural requirements before transferring any funds:
  - 5.5.1. The BOD must provide no less than four (4) days written notice to the members of an open board meeting that the BOD intends ~~of the intent~~ to consider a transfer of money from the reserve account to the operating account;
  - 5.5.2. The BOD must explain, in an open board meeting, the reasons for the transfer, and when and how the money will be repaid ~~options for repayment in accordance with Civil Code 5515;~~ and
  - 5.5.3. Upon approval, the minutes of the meeting must reflect the amount, reason for the transfer, ~~and describes~~ when and how the funds will be repaid to the reserve account, and issues a written finding to the members.
- 5.6. Repayment of transferred funds contingent upon Section 5.4 (5) (4):
  - 5.6.1. Funds transferred from the reserve account must be restored to the reserve account within one (1) year of the date of the initial transfer unless the BOD, after fulfilling 5.5.1 through 5.5.3 above, decides that a temporary delay is in the GRF's best interests .
- 5.7. ~~Reserves funds may be transferred for litigation purposes provided that:~~

## GOLDEN RAIN OPERATIONS

### BOARD INTERNAL OPERATIONS

### AMEND

#### Reserves

~~5.7.1.~~ 5.6.2. Reserve funds may be transferred for litigation purposes provided that s Such transfer is in full compliance with Civil Code 5515.;

and

~~5.7.2.~~ The GRF must notify the members of the decision to the transfer and the availability of an accounting of expenses. The accounting need not be sent to all members, but must be available upon request at the GRF Administrative offices.

### 6. BANKING AND INVESTMENTS OF RESERVE FUNDS

Reserve funds shall not be co-mingled with any other GRF funds held by the GRF funds and shall be maintained in covered by either FDIC insurance or a surety bond. All investment of GRF Reserve Funds must be in full compliance with Civil Code 5515 all applicable civil, corporate and trustee codes of the state of California law.

6.1. The BOD shall exercise prudent fiscal management in maintaining the integrity of the reserve account.

6.2. The BOD's primary goal in investment of the GRF reserve funds shall be the preservation of the funds and the purchasing power thereof.

6.2.1. Liquidity of the reserve fund shall be preserved to ensure that funds are available for:

- Scheduled MRR;
- Emergency MRR;
- MRR of components and assets that have reached the end of their useful life earlier than expected;
- Short term operational needs, provided that terms as set forth in Section five 5.4(5)(4) are in compliance; and
- Litigation as allowed by Civil Code 5515.

### 7. WITHDRAWAL/TRANSFERS FROM RESERVE FUNDS

The signatures of at least two (2) GRF Corporate Officers of the GRF Board shall be is required for the withdrawal of moneys from GRF's reserve accounts, pursuant to Civil

**GOLDEN RAIN OPERATIONS****BOARD INTERNAL OPERATIONS****AMEND****Reserves**

Code Section 5510(a).

**8. RESERVE FUND EXPENDITURES**

## 8.1. Scheduled MRR:

8.1.1. All GRF policies referencing standards of purchasing shall be applicable unless the MRR is an emergency (see definition of emergency in Section (nine) 9); and

8.1.2. Scheduled MRR over \$10,000 or 5% of GRF's total combined reserve and operating account deposits (whichever is lower) requires prior written approval by a majority vote of the BOD.

## 8.2. Non-Scheduled Replacements/Repairs:

All GRF policies referencing standards of purchasing shall be applicable unless the MRR is an emergency (see definition of emergency in Section 9. It must be approved at a duly posted BOD meeting and approved by a majority vote of the BOD.

8.3. If the MRR constitutes an emergency, the Executive Director and no less than two (2) ~~corporate officers~~ members of the BOD may take appropriate actions to protect the Trust component/assets to a limit of ~~\$150,000~~ or 5% of GRF's total combined reserve and operating account deposits (whichever is lower) with immediate notification to the BOD clearly noting the need and emergency. Such emergency action shall be ratified at the next regularly scheduled meeting of the BOD.

8.4. Emergency actions that result in an expenditure that exceeds the parameters set forth in Section 8.3, above, ~~greater than \$50,000~~ requires an emergency meeting of the BOD, and the prior written approval by a majority vote of the BOD, with the minutes of the meeting clearly stating the emergency and the actions taken.

**9. EMERGENCIES**

Emergency reserve fund expenditures for the MRR of component/assets shall be defined as:

**GOLDEN RAIN OPERATIONS****BOARD INTERNAL OPERATIONS****AMEND****Reserves**

- 9.1. The need to MRR a component/asset involving imminent danger to the life or safety of the member, or immediately necessary for the preservation and safety of the property;
- 9.2. Required to avoid the suspension of any necessary service;
- 9.3. The BOD and/or Executive Director are to use prudent determination of an emergency and take steps as required as in Section 6.1;
- 9.4. The Executive Director shall within a reasonable time of the emergency but no more than six (6) hours, notify the BOD of the event and actions taken to protect and secure the GRF component/assets; and
- 9.5. At the next regularly scheduled meeting of the BOD, a full account of the emergency shall be presented including but not limited to:
  - 9.5.1. Nature/cause of the emergency;
  - 9.5.2. Actions taken; and
  - 9.5.3. Full accounting of all expenses must be ratified by the BOD.

**Policy**

Adopted: 22 Apr 14  
 Amended: 24 Mar 15  
 Amended: 26 May 15  
 Amended: 25 Apr 17  
 Reviewed: 17 May 18

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

**GOLDEN RAIN OPERATIONS**

**BOARD INTERNAL OPERATIONS**

**AMEND**

**Reserves**

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Leisure World, Seal Beach

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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** INFORMATION TECHNOLOGY COMMITTEE (D.F.)  
**SUBJECT:** NON-BUDGETED OPERATING FUNDING REQUEST – POWER DMS, POLICY MANAGEMENT SOFTWARE  
**DATE:** NOVEMBER 27, 2018  
**CC:** FILE

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At its regularly scheduled meeting on October 16, 2018, the Information Technology Committee (ITC) duly moved and approved to recommend to the GRF Board of Directors the purchase of Power DMS, a policy management software.

The software contains features requested by Mutual Administration Committee (MAC), to improve our policy workflow: track changes, review & approval process, check-in & out, audit trail, version history, standard format, searchability, and notification functions.

At its regularly scheduled meeting on November 19, 2018, the Finance Committee reviewed available Non-budgeted Operating funding for the purchase of Power DMS, and unanimously resolved funding is available.

I move to recommend the GRF Board approve the purchase for Power DMS, in an amount not to exceed \$6,300/year (includes \$200 in contingency funds if we need to add additional user licenses), Non-budgeted Operating funding to be charged to 6481000-34 (Computer Maintenance & Software) and authorize the GRF President to sign all applicable contracts.

# Subscription Quote

Contract Details		Order Details	
Account Number: A-80333		Order #: Q-52593	
Customer: Golden Rain Foundation (CA)		Order Date: 11/17/2018	
Sales Rep: Gregory Hare		Valid Until: 11/17/2018	
		Initial Term: 12	
Customer Contact			
Billing Contact:	Golden Rain Foundation (CA) Daniel Fabian	Billing Contact Email:	danielf@lwsb.com
Address:		Phone:	5624721341
		Fax:	
Payment Terms			
Payment Term:	Due on receipt	Notes:	
PO Number:			
Subscription Service			

Item	Type	Qty	Total
PowerDMS Pro Base	Recurring	1	\$3,600.00
Capture signatures to ensure acknowledgement of crucial content, and generate reports based on user activity. Create workflows to simplify content updates and approvals. View content changes side-by-side.			
PowerDMS Pro License	Recurring	20	\$450.00
Per user license for PowerDMS Pro			
Public Facing Documents - Local Agencies - Small	Recurring	1	\$2,000.00
Public-Facing Documents is an add-on feature for the Policy product that allows an admin user to make content within a PowerDMS site to be made public.			
PowerDMS University - Up to 1000	Recurring	1	\$50.00
This is access to PowerDMS University for up to 1000 users.			
TOTAL:			\$6,100.00

## Additional Terms and Conditions

**Payment Terms** All invoices issued hereunder are due upon the invoice due date. The fees set forth in this Quotation Sheet are exclusive of all applicable taxes, levies, or duties imposed by taxing authorities and Customer shall be responsible for payment of any such applicable taxes, levies, or duties. All payment obligations are non-cancellable, and all fees paid are non-refundable.

**Terms & Conditions** Unless otherwise agreed in writing by PowerDMS and Licensee, this Quotation Sheet and the services to be furnished pursuant to this Quotation Sheet are subject to the terms and conditions set forth here: <http://www.powerdms.com/terms-and-conditions/>. The Effective Date (as defined in the online terms and conditions of this Software as a Service Agreement) shall be the date set forth below.

## Golden Rain Foundation (CA)

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

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

THE INFORMATION AND PRICING CONTAINED IN THIS QUOTATION SHEET IS STRICTLY CONFIDENTIAL



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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** INFORMATION TECHNOLOGY COMMITTEE (D.F.)  
**SUBJECT:** CAPITAL FUNDING REQUEST – MICROSOFT DYNAMICS,  
ENTERPRISE RESOURCE PLANNING SOFTWARE  
**DATE:** NOVEMBER 27, 2018  
**CC:** FILE

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At its regularly scheduled meeting on November 20, 2018, the Information Technology Committee (ITC) duly moved and approved to recommend to the GRF Board of Directors the purchase of Microsoft Dynamics GP, an enterprise resource management software.

The software will be used to manage inventory, purchase orders, and service request orders (SROs). Consolidating these work processes into one software solution will increase GRF efficiency and productivity. Furthermore, our existing version of Dynamics is no longer supported and needs to be replaced.

Pricing for the first year is \$158,148 (\$72,548 software costs + \$65,600 implementation costs + \$20,000 in contingency funds); see attached spreadsheet and proposal.

Annual \*licensing costs:

2019 - \$12,523 (Funding was allocated in the approved 2019 operational budget)

2020 - \$11,242

*\*Annual licensing fee is based upon number of user licenses, as noted in the attached documents.*

At its regularly scheduled meeting on November 19, 2018, the Finance Committee reviewed available Capital funds for the purchase of Dynamics, and unanimously resolved Capital funding is available.

Note: Upon completion and institution of Dynamics (see attached timeline), the Axxerion contract will be terminated.

I move to recommend the GRF Board approve the software and implementation of Microsoft Dynamics, for a cost of \$158,148 (\$72,548 software costs + \$65,600 implementation costs + \$20,000 in contingency funds), Capital funding and authorize the GRF President to sign all applicable contracts.

**Boyer & Associates**

<b>Dynamics GP Pricing - October 2018 Dynamics GP 2018 Software</b>	<b>Implementation One-Time</b>	<b>Annual Software</b>	<b>First Year Total</b>
<b>Starter Pack (includes 3 Full User Licenses)</b> General Ledger Fixed Asset Management Intercompany Payables Management Receivables Management SmartLists SmartList Designer Refreshable Excel Reports Office 365 Workspace PowerBI Dashboards and Reports	5,000		5,000
<b>Additional Full User Licenses 16 @ \$3,000 ea</b>	48,000		48,000
<b>Self-Serve Licenses 18 @ \$60 ea</b>	1,080		1,080
<b>Extended Pack</b> Supply Chain Management Service Call Preventive Maintenance	10,000		10,000
<b>Subtotal Dynamics Applications</b>	64,080	-	64,080
<b>Extended Pack Maintenance Fee (18%)</b>		11,534	11,534
<b>Total Dynamics Applications</b>	<b>64,080</b>	<b>11,534</b>	<b>75,614</b>
<b>eOne Solutions Software</b> SmartList Builder & SmartConnect Bundle	5,650		5,650
<b>eOne Solution Software Maintenance Fee (17.5%)</b>		989	989
<b>Total eOne Solutions Applications</b>	<b>5,650</b>	<b>989</b>	<b>6,639</b>
<b>Microsoft SQL Server Licenses 37 @ \$76 ea</b> 2017 Standard Edition Runtime CALs	2,812		2,812
<b>Microsoft SQL Server License 1 @ \$6 ea</b> 2017 Standard Edition Runtime Server	6		6
	<b>2,818</b>	<b>-</b>	<b>2,818</b>
<b>Subtotal</b>	<b>72,548</b>	<b>12,523</b>	<b>85,071</b>
<b>Implementation (328 hours x \$200)</b>	<b>65,600</b>		<b>65,600</b>
<b>Contingency</b>	<b>20,000</b>		<b>20,000</b>
<b>Grand Total - All Applications</b>	<b>158,148</b>	<b>12,523</b>	<b>170,671</b>

(Capital Funds)

(Operating Funds)



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

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## MEMO

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**TO:** BOARD OF DIRECTORS OF THE GOLDEN RAIN FOUNDATION  
**FROM:** CAROLYN MILLER, DIRECTOR OF FINANCE  
**SUBJECT:** MICROMAIN AND AXSERION EXPENDITURES  
**DATE:** NOVEMBER 19, 2018  
**CC:** FILE

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Total capital and operating funds expended through October 31, 2018 for implementing software applications to replace the legacy Great Plains and Adapt software applications total \$100,846. This amount is net of an estimated value of the portion of Axserion that has been implemented and used over the past two years.

MicroMain (net of refund)		9,000
Axserion		
Operating Funds	37,740	
Capital Funds	89,381	127,121
Est. Cost of Used Software		<u>(35,275)</u>
<b>Total Cost of Unsuccessful Implementations</b>		<u><u>100,846</u></u>

The remaining approved capital funds for the Jenark and Axserion projects is \$62,602. This amount will be released to the general capital funds to be available for other projects.

Balance of Approved Capital Funds		
Jenark		34,983
Axserion		27,619
<b>Total Remaining Approved Capital Funds</b>		<u><u>62,602</u></u>

The total amount of new capital funds requested for the new Dynamics software application is \$158,148 which includes \$72,548 software costs + \$65,600 implementation costs + \$20,000 for contingencies.

# Microsoft Dynamics Timeline



## Microsoft Dynamics GP

Date	Stage	Task
<b>November 27, 2018</b>	Approval	Approve the project
<b>January 08, 2019</b>	Design	Kick-off meeting w/ consultant
...	Design	Weekly meetings (as needed)
<b>January 22, 2019</b>	Implementation	Begin developing software
<b>September 01, 2019</b>	Testing & integration	Test software on secondary server
<b>September 15, 2019</b>	Testing & integration	User training
<b>October 01, 2019</b>	Testing & integration	Launch software
...	Maintenance	On-going maintenance

*\* Timeline is subject to change*



# GOLDEN RAIN FOUNDATION

DYNAMICS GP IMPLEMENTATION

10/23/2018

**Confidentiality Notice:**

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## 1. STATEMENT OF UNDERSTANDING

### PROJECT UNDERSTANDING AND ASSUMPTIONS

#### PROJECT UNDERSTANDING

Boyer & Associates (Boyer) will follow a tightly managed scope for this project. This program is designed for rapid implementation while providing necessary training and go-live coaching to help your organization successfully transition to Microsoft Dynamics GP.

Leisure World is comprised of sixteen Mutual Corporations (HOA) consisting of 6,608 apartments / condominiums and common areas within each Mutual Corporation such as carports, streets and greenbelts. Additionally, the community has common areas (trust property) shared by all Mutual Corporations such as clubhouses, swimming pool, golf course and streets. Golden Rain Foundation (GRF) (property management company) manages and maintains all trust property areas and each Mutual Corporation manages and maintains its own apartments and common areas.

The purpose of this project is implement Dynamics GP to manage maintenance work performed. Dynamics GP will track work orders, invoice customers for external work and allocate work order material costs to internal cost centers for internal work orders.

The goals of this project are:

1. Track and maintain all work order data, inventory data and purchase order data in one database system.
2. Record labor and materials on work orders in an utmost efficient manner due to high volumes of data entry.
3. Ability to extract financial data resulting from invoicing work orders (labor, materials and shipping and processing) and receiving and transferring inventory.
4. Ability to extract information from invoicing to the Jenark system customer accounts receivable ledgers.
5. Controls that allow users specific access to allow segregation of duties.
6. Batch invoice customers for work orders (labor, materials, shipping & processing)
7. Provide useful reports to management and board members.
8. Ability for all users to access databases in all modules developed by way of inquiry of records and through report queries.

#### PROJECT ASSUMPTIONS

To facilitate a successful implementation and deliver within the scope of this implementation, we have made several assumptions that could affect the scope of this project.

1. Client infrastructure will be in place and sufficient to support product implementation. This includes the server, workstations, and remote access for Boyer employees. Hardware and software to conform to most recent requirement as published by Microsoft.
2. Client will provide necessary personnel required for interviews, to discuss system requirements, participate in design meetings, review design documents, confirm and sign off on design decisions, and test the system. Necessary personnel includes, but is not limited to: subject matter experts, Client project manager, and project sponsor.
3. Both Client and Boyer will strive to minimize customizations as much as possible.
4. Boyer and Client will review and approve key documents in a timely manner.
5. Converted data will be cleansed by Client prior to loading to Dynamics GP.
6. No closed historic transactional information will be converted to Dynamics GP, with the exception of historical work orders from Adapt and historical PO's from Axxerion.
7. Changes to scope will go through a change control process managed by the Boyer Project Manager and approved by both parties.
8. Project communication involving Boyer will be coordinated through the Boyer Project Manager.
9. GRF will be responsible for coordinating testing between GP and Jenark systems.

## 2. ROLES & RESPONSIBILITIES

### CLIENT

This project is a collaborative effort that requires Client to provide the necessary resources as required including an internal project manager that is responsible for the completion of Client tasks.

Client responsibilities include:

1. Maintaining alignment to the goals of the project
2. Identifying and coordinating subject matter experts as needed
3. Ensuring that Client personnel complete assigned tasks on time so that Boyer does not need to complete the tasks
4. Providing current business knowledge while committing time to project tasks
5. Providing required documents timely

6. Identifying and documenting current business processes and practices and participation in how to best apply these in Dynamics GP
7. Cleansing data, including: identifying, updating and maintaining master and transaction data for migration into Dynamics GP
8. Developing test cases and conducting testing to validate functionality meets business requirements
9. Conducting end user training, including: developing end user procedures, documentation and non-standard reports
10. Providing a point of contact, sponsor or Project Manager to help drive Client staff
11. If Client fails to meet these responsibilities, additional services may be required from Boyer, which may result in additional costs to Client

#### BOYER

Boyer is committed to the successful delivery of the requirements detailed in this Statement of Work. This will be accomplished through and not limited to the following:

1. Leading the requirements sessions and document necessary design requirements
2. Developing a high-level project plan with milestones and deliverables to define the required resources and timeline
3. Maintaining project status and issue escalation as necessary
4. Providing best practices knowledge
5. Providing configuration expertise
6. Leading transition sessions and meetings

### 3. SERVICES

#### DETAILS OF SERVICES

With collaboration and engagement from Client, Boyer will be providing the following services relating to the scope of this project utilizing specific activities defined in the Boyer management process. Work effort is detailed below.

---

#### BUSINESS REQUIREMENTS - DISCOVERY

This is a series of sessions to identify business processes and define the reports and information required by the functional and executive team. Boyer will lead discussions and document

findings. The sessions will include the appropriate Client personnel necessary to answer questions and provide information.

---

#### INSTALLATION

Boyer will install Dynamics GP on the server while training Client's internal system administrator. Boyer will train Client's staff on workstation installation to enable Client to make Dynamics GP accessible to additional users when needed. Client is responsible for documentation of process.

Boyer will create a production set of databases and one test set of databases for use on the implementation and beyond.

Hardware to be ready and available per the technical specifications by Client. Boyer will not configure nor setup the network. The network should be configured and ready for Dynamics GP and the SQL databases prior to the installation.

---

#### CONFIGURATION - STANDARD SOLUTION

Boyer and Client will configure the system and modules listed in "In Scope Work Defined" section of this SOW based upon the information gathered in the Discovery activity. This setup will be performed once in the production database. The production database setup will be copied to the test database for user acceptance testing and end user training.

Boyer will setup up one user and train Client how to setup remaining users and assign security roles. Boyer will train Client how to modify security roles and how to assign users to roles.

---

#### INTEGRATIONS

The following systems have been identified as integrations in this project. All integrations assume data will be transmitted via file (Excel, CSV or tab-delimited text):

1. Jenark customer adds and changes into GP
2. Jenark vendor add and changes into GP
3. AP Invoice export to Jenark from GP
4. Payment import from Jenark into GP (include apply information)
5. AR invoices from GP to Jenark
6. Work order timesheets and item supplies from Excel into GP
7. Monthly GL balances from GP to Jenark

---

## CUSTOMIZATIONS

During initial analysis, the following customizations have been identified as part of this project:

1. Replace company segment on Fixed Assets posting accounts with Location ID from Asset General setup window.
2. Open Work Order SQL Server Reporting Services (SSRS) report.

This statement of work does not include customizations to any GP standard report, form or window.

---

## USER ACCEPTANCE TESTING

Boyer will facilitate the setup of a test environment to allow Client to review processes identified during the discovery meetings and other processes identified by Client to ensure the system is configured to meeting the business needs of Client.

Client is responsible to create and execute business case scenarios to be tested during this process.

---

## USER TRAINING

Core user training (train-the-trainer) is provided early in the implementation process to provide a broad overview of the module functionality. The core users who participate in user acceptance testing will be responsible for training the remaining Client staff (end-user training) and creating any training documentation prior to implementation.

---

## DATA CONVERSION

Boyer will train Client on the usage of SmartConnect. Client wishes to electronically convert the following records and historical data:

1. GL Accounts and Dimensions
2. Vendor Master Records
3. Customer Master Records
4. Inventory Items
5. Historical and Open Work Orders
6. GL Summary Balances
7. Historical and Open PO's. Historical PO's will be imported from Axerrion only. GRF will still have access to their old GP system to reference historical PO's from GP

Client is responsible for the validation of all data converted electronically and manually.

---

## PROJECT MANAGEMENT

Boyer will provide a project manager to coordinate activities of the Boyer engagement team and serve as the primary point of contact with Client management team. This will include the preparation of a project timeline that identifies project milestones, the scheduled time frame and resources required. This plan will be adjusted as necessary throughout the project in coordination with Client to respond to needs. Boyer will provide status reports that describe the progress of project activities.

Client will designate their own project manager with responsibility and authority for review and approval of deliverables under this agreement.

---

## CHANGE MANAGEMENT

This statement of work is designed to get Client up and running quickly while reducing risk and containing implementation costs. This set of services generally meets the needs of our clients who are implementing a new system or module. During this process, additional services may arise that are outside the scope of this project. While we typically suggest we do not change the scope of work during this initial stage of the implementation, if the matter is urgent we will address the additional work effort as a time and materials project or separate work order.

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## POST GO-LIVE SUPPORT

During Go-Live, Boyer will assist users with issues encountered going through new work procedures for the items identified in the In-Scope Work section.

After Go-Live, Boyer will provide support for 45 days to assist Client in using the Dynamics GP solution. This includes resolving issues that are reported and prioritized as Medium or High.

To be effective in this activity, issues will be monitored, recorded and prioritized jointly by Client and Boyer.

Generally, issues could be one of the following types:

1. Configuration Issue: This identifies an issue in the system implementation, perhaps the system not performing as per requirements or design. Depending on the resolution, the issue may be fixed under warranty, at cost to the customer, or deferred due to prioritization or cost constraints.
2. New Requirement: An issue that was not within the solution implementation scope. A change request may be required to address the requirement.
3. Product Defect: The issue may be caused by an underlying defect in the system that the solution is built from, including the Dynamics GP solution or the ISV components. Resolution may require liaison with a corresponding party.

After the Post Go-Live Support period (45 days post Go-Live), Boyer will finalize knowledge transfer to Client and Client will transition to on-going operations. At this time, support will be routed through the Boyer support team.

#### IN-SCOPE WORK DEFINED

This statement of work includes the implementation for the following modules to allow Client the processing capabilities.

##### 1. *System Level*

- a. Software installation (Server installation and one client installation, Client is responsible for the remaining workstations)*
- b. Security/Role Review – Boyer will review how to assign users to existing GP security roles. NorthStar has indicated limited security required during this project.*

##### 2. *General Ledger*

- a. Chart of accounts configuration-including the main chart, divisions, departments and locations-all defined as part of the chart.*
- b. Manual journal entry processing*
- c. Run standard reports included with the software as it installs*
- d. Process intercompany transactions*
- e. Run the following standard reports:*
  - i. General Journal*
  - ii. Detail Trial Balance*

##### 3. *Payables Management*

- a. Vendor setup*
- b. Voucher and debit memo processing*
- c. Payments will be made in Jenark, but payment information will be imported back into GP to close the open AP invoices.*
- d. Run the following standard reports:*
  - i. Aged Accounts Payable*
  - ii. Vendor Account Detail*

##### 4. *Accounts Receivable*

- a. Customer setup*



- b. Statement printing*
  - c. Run the following standard reports:*
    - i. Aged Accounts Receivable*
- 5. Sales Order Processing*
  - a. Process customer invoices*
  - b. Run the following standard reports:*
    - i. Invoice Printing*
    - ii. Sales Return*
- 6. Purchase Order Processing*
  - a. Ability to enter PO's*
  - b. Receive and Invoice PO's from GP*
  - c. Run the following standard reports:*
    - i. PO Status*
    - ii. Received/Not Invoiced*
- 7. Inventory*
  - a. Must configure to default prices and descriptions onto invoices*
  - b. Item setup (includes item description and item price)*
  - c. Pricing set up*
  - d. Run PO Generator for item replenishment*
  - e. Create stock count schedules*
  - f. Run the following standard reports:*
    - i. Inventory Valuation*
    - ii. Inventory to GL Reconcile*
    - iii. Physical Inventory Count*
- 8. Field Service*
  - a. Record labor and materials on work orders*
  - b. Transfer work orders to invoices*
  - c. Run the following standard reports:*
    - i. Work Order Status*
    - ii. Printed Work Order*

OUT-OF-SCOPE WORK DEFINED

1. Implementation of Bank Reconciliation
2. No AP check modifications
3. 1099 reporting is not needed
4. Implementation of AR and AP EFT
5. Implementation of Positive Pay
6. Management Reporter will not be installed or implemented

#### 4. INVESTMENT DETAIL

##### DETAILS OF INVESTMENT

This Statement of Work is time and material based. Fees are subject to the following:

1. Services will be invoiced on a weekly basis as incurred and are due in 15 days-unless Client opts for financing the engagement. If engagement is financed, Client will receive invoices to show what work has been accomplished. Financing is only a way to pay for software and services. The work is estimated so either a refund or additional invoices could occur depending on the level of Client participation and work effort levels.
2. Any change in scope and/or assumptions which may impact our fees and expenses will be discussed and approved by Client and Boyer & Associates prior to proceeding.
3. Boyer & Associates has made every attempt to accurately estimate and detail the costs in this project.

##### ESTIMATED IMPLEMENTATION FEES

You will be billed only for the actual time incurred at the project bill rate of \$200. Boyer estimates that this project will take 328 hours. The total consulting estimate is \$65,600.

Task	Estimated Hours
Analyze	27
Design	14
Install	2
Build	159
Deploy	74
Manage and Other	54
<b>TOTAL ESTIMATED HOURS</b>	<b>328</b>

Work outside of this project will be billed in accordance with the Master Service Agreement.

##### PREPAID HOURS SCHEDULE

Boyer Billing Rate = \$200 per hour

TRIP/TRAVEL EXPENSE CHARGE

For work that Boyer performs where the consultants are at Client's location, Boyer will bill reasonable and actual travel expenses associated with the trip for each consultant. All such expenses shall be invoiced and payable per the terms of the Master Services agreement. In addition to the actual travel expenses each onsite trip will include a trip charge to account for one-way travel for each Boyer consultant.

## 5. ACCEPTANCE OF STATEMENT OF WORK

We accept the statement of work described herein and understand that the actual number of hours and dollars required by any activity may vary from the scope described above due to multiple factors including: changed requirements, development complexity or failure of Client personnel to fulfill responsibilities identified.

---

ACCEPTED BY AN AUTHORIZED REPRESENTATIVE OF CLIENT

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

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

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

---

ACCEPTED BY AN AUTHORIZED REPRESENTATIVE OF BOYER

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

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

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



Making Businesses Better

Carolyn Miller  
Golden Rain Foundation  
13533 Seal Beach Blvd  
PO Box 2069  
Seal Beach, CA 90740

## QUOTE

QUOTE NO	049322
QUOTE DATE	10/23/2018
CUSTOMER ID	GOL02
PO NUMBER	
TERMS	Due upon receipt
PAGE	1 of 1

DESCRIPTION	QUANTITY	PRICE	AMOUNT
GOL02 Dynamics GP 2018 Perpetual Licensing - Starter Pack (includes 3 Full Users)	1.00	5,000.00	5,000.00
GOL02 Dynamics GP 2018 Additional Full Users	16.00	3,000.00	48,000.00
GOL02 Dynamics GP 2018 Self Serve Users	18.00	60.00	1,080.00
GOL02 Dynamics GP 2018 Extended Pack	1.00	10,000.00	10,000.00
GOL02 Dynamics GP 2018 Annual Maintenance Fee	1.00	11,534.40	11,534.40
GOL02 eOne Solutions SmartList Builder and SmartConnect Bundle	1.00	5,650.00	5,650.00
GOL02 eOne Solutions Annual Maintenance Fee	1.00	988.75	988.75
GOL02 Microsoft SQL Server 2017 Standard Edition Runtime CALs	37.00	76.00	2,812.00
GOL02 Microsoft SQL Server 2017 Standard Edition Runtime Server License	1.00	6.00	6.00

<b>QUOTE TOTAL</b>	<b>85,071.15</b>
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We appreciate your business and referrals



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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** PHYSICAL PROPERTY COMMITTEE  
**SUBJECT:** CAPITAL FUNDING REQUEST – MISSION PARK - GATES  
**DATE:** NOVEMBER 6, 2018  
**CC:** FILE

---

The Physical Property Department was tasked to provide cost to install new gates at Mission Park (see locations in exhibit A). Cost was obtained from MJ Jurado, to install gates in the three areas as follows (see exhibit B):

- |  |            |
|--|------------|
| • Location A off El Dorado               | \$4,070.00 |
| • Location B Main Parking Lot at ramp    | \$1,250.00 |
| • Location C Parking Lot off Canoe Brook | \$2,200.00 |

At its regularly scheduled meeting on November 5, 2018, the Recreation Committee recommended the GRF Board approve the installation of three new gates at Mission Park in location A, B and C, as per exhibit A, in the amount of \$7,520.00, from MJ Jurado and to add \$1,000.00 for contingency, for a total cost not to exceed \$8,520.00, pending Board approval.

At its regularly scheduled meeting on November 19, 2018, the Finance Committee reviewed available Capital funding for the cost to install new gates at Mission Park, and unanimously resolved funding is available.

I move to recommend the GRF Board approve the installation of new gates at Mission Park, per the proposals provided and to approve a contract with MJ Jurado to complete the work, in an amount not to exceed \$8,520.00, including contingency, Capital funding, and authorize the GRF President to sign all applicable contracts.

EXHIBIT A





## EXHIBIT B



Ph: (714) 397-0143  
Fax: (714) 827-2110

Lic. # 987670

# Proposal

Date	Estimate #
8/16/2018	17-0461

ATTN:

Golden Rain Foundation  
13533 Seal Beach Blvd.  
Seal Beach Ca 90740

Project			
Clubhouse 2 Rod Iron Fencing & Gates			
Description	Qty	Rate	Total
A. Install 5Ft. High Fence Iron Fence Includes 4 Gate , Primered With Sync Coat Powder Coat rust Proof . 37 LF.	37	110.00	4,070.00
B. Construct 6' x 45" Double Gate Located At Top Of Handicap Ramp For Closing access to Club 2 After Hours . Paint To Match existing	1	1,250.00	1,250.00
C. 7x6 High Double Gate Square with two (2) Post and Concrete Footing.	1	2,200.00	2,200.00
<p>*Exclusions: Demo grading, water, permits, surveys, approved plans, soils tech, inspections, underground utilities that may be damaged during excavation, all work or items furnished by others.</p> <p>We can schedule this work to meet your production requirements. Thank you for your consideration. We trust we can be of service.</p> <p>Michael J. Jurado</p>			
<b>Total</b>			<b>\$7,520.00</b>

Approved By: \_\_\_\_\_

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

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** RECREATION COMMITTEE (V.M.)  
**SUBJECT:** CAPITAL FUNDING REQUEST – PATIO GAME TABLES, LIBRARY  
**DATE:** NOVEMBER 8, 2018  
**CC:** FILE

---

At its regularly scheduled meeting on November 5, 2018, the Recreation Committee (RC) duly moved and approved to recommend to the GRF Board of Directors the purchase of Library Game Tables, to be placed on the Library patio. Staff recommend the Dave Bang Associates. The RC Committee recommended the cost not exceed \$3,311, from Capital Funding.

At its regularly scheduled meeting on November 19, 2018, the Finance Committee reviewed available Capital funding for the cost to purchase Library Game Tables, and unanimously resolved funding is available.

NOTE: Quotation includes \$720 for shipping; GRF Staff is exploring alternative shipping, including pick up of table by GRF Staff.

I move to recommend the GRF Board approve the purchase of Library Game Tables, to be placed on the Library patio, at a cost not to exceed \$3,311, Capital Funding and authorize the GRF President to sign all applicable contracts.

P.O. Box 1088, Tustin, CA 92781  
P: (800) 669-2585  
F: (800) 729-2483  
www.davebang.com LIC # 795052

Since 1979  
**dave bang**  
**associates, inc.**

**Quotation**  
CA 137055

**To Leisure World**  
**Attn: Vanessa Morris**  
**2300 Northgate Rd**  
**Seal Beach, CA 9070**

Quotation Date <b>10/5/2018</b>	Salesperson <b>Marc Gutfeld</b>
------------------------------------	------------------------------------

**Terms**  
Net 20 from Ship Date ONLY with signed quote and approved credit application.  
**THANK YOU!!**

*Leisure World  
Game Tables*

Estimated Shipping Date 4-6 Weeks	Shipped Via Truck	F.O.B. Seal Beach		
Quantity	Description		Unit Price	Total Extended
2	Wabash # SP105P, 46" Round Game Table, Spyder Series, Perforated Pattern, portable/surface mount		1,214.00	2,428.00
	Less Special Discount		-121.40	-121.40
	Subtotal			2,306.60
	2018 Wabash Steel and Aluminum Surcharge		97.12	97.12
	Shipping		720.00	720.00
	*Pricing Valid until December 31st, 2018			
THIS QUOTATION IS SUBJECT TO THE ATTACHED TERMS & CONDITIONS			Subtotal	\$3,123.72
THANK YOU FOR THIS CHANCE TO QUOTE			Tax (7.75%)	\$186.29
DAVE BANG ASSOICATES, INC OF CALIFORNIA IS PLEASED TO SUBMIT THE ABOVE QUOTATION FOR YOUR CONSIDERATION. SHOULD YOU PLACE AN ORDER, BE ASSURED IT WILL RECEIVE OUR PROMPT ATTENTION. THIS QUOTATION IS SUBJECT TO THE ATTACHED TERMS & CONDITIONS, AND IS VALID FOR 30 DAYS. THEREAFTER IT IS SUBJECT TO CHANGE WITHOUT NOTICE.			TOTAL	\$3,310.01

Sa... **Marc Gutfeld** Accepted \_\_\_\_\_ Date \_\_\_\_\_

PLEASE SIGN AND RETURN ONE COPY WHEN ORDERING.

**Thank You!**



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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** SERVICE MAINTENANCE COMMITTEE (R.G.)  
**SUBJECT:** RESERVE FUNDING REQUEST – ICE MACHINE REPLACEMENT  
**DATE:** NOVEMBER 27, 2018  
**CC:** FILE

---

At its regularly scheduled meeting on October 25, 2018, the Service Maintenance Committee duly moved and approved to recommend to the GRF Board of Directors the purchase of the Scotsman Prodigy Plus Full Cube Ice Machine Head, along with the Scotsman 30" 420 lb Ice Bin, to replace the existing Ice Machine (Asset ID 904).

Quotes are as follows:

Amazon (Ice Machine and Bin – purchased separately)	\$ 3,533
Amazon (Ice Machine with Bin)	\$ 4,134
Reliable Ice Equipment Inc.	\$ 4,182

The ice machine at the Service Maintenance Yard has had several repairs over the course of ten years, with the machine now beginning to fail on a regular basis. Staff recommends a replacement for a Scotsman Prodigy Plus Full Cube Ice Machine Head, along with the Scotsman 30" 420 lb Ice Bin, at a cost not to exceed \$3,533, from Reserve Funding.

I move to recommend the GRF Board approve the purchase of the Scotsman Prodigy Plus Full Cube Ice Machine Head, along with the Scotsman 30" 420 lb Ice Bin, in an amount not to exceed \$3,533, Reserve funding, to replace the Service Maintenance Ice Machine (Asset ID 904), and authorize the GRF President to sign all applicable contracts.



Fiscal Year	2018	2019	2020	2021	2022
<b>Pool Area</b>					
340 Solar System Panels - Replace	\$0	\$0	\$0	\$31,689	\$0
346 Solar Storage Tanks - Replace	\$13,000	\$0	\$0	\$0	\$0
948 Lockers - Replace	\$0	\$0	\$0	\$0	\$0
951 LG Bathrooms - Major Refurbish	\$0	\$0	\$0	\$0	\$0
951 SM Bathrooms - Major Refurbish	\$0	\$0	\$0	\$0	\$0
1110 Interior Surfaces - Repaint	\$0	\$0	\$0	\$4,917	\$0
1115 Exterior Surfaces - Repaint	\$0	\$0	\$0	\$5,136	\$0
1200 Pool Deck - Repair/Replace	\$25,000	\$0	\$0	\$0	\$0
1202 Pool - Resurface & Re-tile	\$0	\$0	\$0	\$0	\$20,259
1202 Pool Coping - Replace	\$0	\$0	\$0	\$0	\$0
1203 Spa - Resurface	\$0	\$0	\$0	\$8,742	\$0
1206 Pool/Spa Filters - Replace	\$5,500	\$0	\$0	\$0	\$0
1210 Pool Heater - Replace	\$0	\$0	\$0	\$0	\$0
1211 Spa Heater - Replace	\$0	\$0	\$0	\$0	\$0
1214 Pool/Spa Pumps - Replace	\$3,600	\$0	\$0	\$0	\$0
1218 Chlorinators - Replace	\$0	\$0	\$0	\$0	\$0
1238 ADA Pool Lift - Replace	\$0	\$0	\$0	\$0	\$0
1240 Pool Area Furniture - Refurbish	\$0	\$0	\$0	\$0	\$0
1240 Pool Area Furniture - Replace	\$0	\$0	\$0	\$0	\$0
1245 Pool Cover - Replace	\$9,300	\$0	\$0	\$0	\$0
1302 Flat Roof - Replace	\$0	\$0	\$0	\$7,103	\$0
1308 Comp Shingle Roof - Replace	\$0	\$0	\$0	\$22,729	\$0
<b>Golf Course</b>					
518 Course Chain Link Fence - Replace	\$0	\$0	\$0	\$0	\$0
601 Carpet - Replace	\$0	\$0	\$0	\$3,497	\$0
942 Rubber Surface - Replace	\$6,900	\$0	\$0	\$0	\$0
1010 Golf Course Greens	\$10,000	\$10,300	\$10,609	\$10,927	\$11,255
1700 Bridge - Repair/Replace	\$0	\$0	\$0	\$0	\$0
<b>Maintenance Yard</b>					
307 Hydraulic Lift - Replace	\$0	\$0	\$18,566	\$0	\$0
316 Fuel Leak Detection System- Replace	\$0	\$0	\$0	\$0	\$0
316 Waste Oil Storage Tank	\$0	\$0	\$0	\$0	\$0
510 Wood Fence - Replace	\$0	\$0	\$0	\$0	\$0
601 Carpet - Replace	\$0	\$0	\$0	\$0	\$0
612 Laminate Flooring - Replace	\$0	\$0	\$0	\$0	\$0
832 Roll-Up Doors - Replace	\$0	\$0	\$39,253	\$0	\$0
900 Kitchen - Remodel	\$0	\$0	\$0	\$0	\$0
904 Ice Machine - Replace	\$0	\$0	\$5,305	\$0	\$0
928 Carpenter Shop Equipment	\$0	\$0	\$0	\$0	\$0
928 Welding Shop Equipment	\$0	\$0	\$0	\$0	\$0
951 Bathrooms - Refurbish	\$0	\$0	\$0	\$0	\$0
960 Office/Warehouse Furnishings	\$0	\$0	\$0	\$0	\$0
960 Purchasing Warehouse Facility	\$0	\$0	\$0	\$0	\$0
1110 Interior Surfaces - Repaint	\$0	\$0	\$2,758	\$0	\$0
1115 Exterior Surfaces- Repaint	\$12,000	\$0	\$0	\$0	\$0
1120 Corrugated Metal Siding - Replace	\$0	\$0	\$0	\$0	\$0
1132 Metal Roof - Replace	\$0	\$0	\$0	\$0	\$0
1330 Gutter System - Replace	\$13,200	\$0	\$0	\$0	\$0
<b>Resale Office</b>					
601 Carpet - Replace	\$0	\$0	\$0	\$0	\$0
900 Kitchen - Remodel	\$0	\$0	\$0	\$0	\$0
951 Bathrooms - Major Refurbish	\$0	\$0	\$0	\$0	\$0
1110 Interior Surfaces - Repaint	\$0	\$0	\$0	\$0	\$0
1116 Wood Surfaces - Repaint	\$0	\$0	\$3,395	\$0	\$0
1150 Wood Surfaces - Repair	\$0	\$0	\$0	\$0	\$0
1308 Comp Shingle Roof - Replace	\$0	\$0	\$0	\$0	\$0
1400 Real Estate Office Signage - Replac	\$0	\$0	\$0	\$0	\$0
<b>Security Office</b>					
601 Carpet - Replace	\$0	\$26,780	\$0	\$0	\$0
603 Linoleum Floor - Replace	\$0	\$3,708	\$0	\$0	\$0
900 Kitchen - Remodel	\$0	\$0	\$0	\$0	\$0
951 Bathrooms - Major Refurbish	\$0	\$0	\$0	\$0	\$0
960 Office Furnishings - Replace	\$0	\$0	\$0	\$0	\$0
1110 Ceiling Panels - Repaint	\$3,200	\$0	\$0	\$0	\$0
1110 Interior Surfaces - Repaint	\$7,800	\$0	\$0	\$0	\$0
1115 Exterior Flatwork - Repaint	\$0	\$0	\$0	\$0	\$0
1150 Wood Surfaces - Repair	\$0	\$0	\$0	\$0	\$0

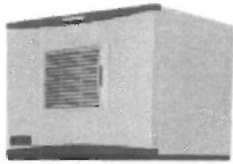


# Shopping Cart

 Checkout

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Your Cart Contains:



Product ID: 044-  
C0530MA1C

Scotsman  
C0530MA-1 30"  
Prodigy Plus® Full  
Cube Ice Machine  
Head - 525 lb/day,  
Air Cooled, 115v

Quantity:

1

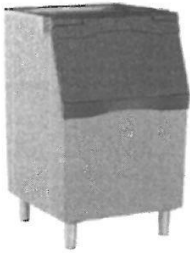
[Update](#)

Unit of Measure: Each

Item Total: \$2,441.12

 [Accessories](#)

 [Remove](#)



Product ID: 044-  
B530P

Scotsman B530P  
30" Wide 420 lb Ice  
Bin with Lift Up Door


Quantity:

1

[Update](#)

Unit of Measure: Each

Item Total: \$837.28

 [Accessories](#)

 [Remove](#)

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389-3359 for more information.

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**Subtotal**

**\$3,278.40**

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TAX 254.08

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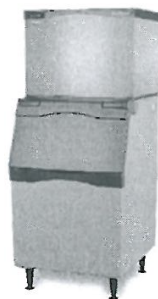
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Metalworking

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Roll over image to zoom in

by Scotsman

### Scotsman C0530MA-B530P 525 lb 30" Air-Cooled Medium Cube Ice Machine w/ Storage Bin

1 customer review

Price: \$3,836.00 & FREE Shipping

New (2) from \$3,836.00 & FREE shipping.

#### Specifications for this item

Brand Name	Scotsman
Item Weight	310.0 pounds
Model Number	C0530MA-1/B530P
Number of Items	1
Part Number	C0530MA-1/B530P
UNSPSC Code	23181803

Share

\$3,836.00

& FREE Shipping

FREE Delivery Monday, Oct. 15 -  
Monday, Oct. 22 Details

In Stock.

Ships from and sold by  
RestaurantSupply.

Qty: 1

\$3,836.00 + Free Shipping

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Seal Beach 90740

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KUPPET Stainless Steel  
Commercial Ice Maker-  
Under  
Counter/Freestanding...  
\$529.99



Ice Machine Cleaner (3  
PACK), Nickel Safe Descaler  
& Scale Remover, Universal  
Appli...  
30  
\$29.99



Costway Stainless Steel  
Commercial Automatic Ice  
Maker Portable  
Freestanding Ice Ma...  
17  
\$379.99



Large F  
Pack w  
TheraP  
Therap  
\$28.70  
Ad feedback

#### Other Sellers on Amazon

New (2) from \$3,836.00 & FREE  
shipping.

Have one to sell?

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#### Customers also shopped for

Tax \$297.29  
Total \$4133.29

**RELIABLE ICE EQUIPMENT INC.**13337 South Street #413  
Cerritos, Ca 90703

800-577-2585

**EQUIPMENT QUOTE**Web Site - WWW.ICEPROS.COM  
eMail - OFFICE@ICEPROS.COM  
CA 783216**DATE**

8/17/2018

**QUOTE #**

3915

**NAME / ADDRESS**GOLDEN RAIN FOUNDATION  
2601 WESTMINSTER AVE.  
SEAL BEACH, CA 90747

P.O. NO.		TERMS	DUE DATE	REP	CONTACT#	
		CREDIT CARD ACCT.	8/17/2018	LS		
ITEM	DESCRIPTION	QTY	SUGG. LIST	PRICE EACH	TOTAL	
RE	SCOTSMAN MODULAR ICE MACHINE / MODEL# C0530MA-1_	1	6,056.00	2,570.04	2,570.04T	
RE	SCOTSMAN ICE STORAGE BIN / MODEL# B530P	1	2,105.00	893.32	893.32T	
DIS-MS/30	DELIVERY AND OR, INSTALL & STARTUP OF SELF CONTAINED ICE MAKER, UP TO 30" WIDE MODEL / AND COMPATIBLE ICE STORAGE BIN.	1		450.00	450.00	
	Sales Tax			7.75%	268.41	
QUOTE GOOD FOR (14) DAYS / Also Subject to stock on hand!				<b>TOTAL</b>	\$4,181.77	

NORMAL INSTALLATION:  
LOCAL DELIVERY AREA. (CALL FOR DETAILS)  
ELECTRICAL, WATER SUPPLY AND FLOOR DRAIN WITHIN 4 FEET OF EQUIPMENT.  
NO OBSTRUCTION:  
STAIRS, OVER COUNTERS, SMALL DOORS, ETC...(EXTRA)  
\*ALL INSTALLS QUOTED IN PVC DRAIN LINES AND POLY TUBE WATER SUPPLY LINE. COPPER EXTRA.  
ALL SALES FINAL. NO RETURNS OR EXCHANGES.  
4% CONVINENCE FEE CHARGED TO ALL CREDIT CARD PURCHASES.

**\*\* New Remittance Address. Please update your Records ASAP !!!**