



Board of Directors

Agenda

Clubhouse Four

Tuesday, January 29, 2019

6:00 p.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)
 - a) Minutes of the Facilities and Amenities Review Ad hoc Committee Board Meeting of November 30, 2018
 - b) Minutes of the Recreation Committee Board Meeting of December 3, 2018
 - c) Minutes of the Physical Property Committee Board Meeting of December 5, 2018
- 8) Approval of Minutes
 - a) December 18, 2018 (pp. 3-14)
- 9) Reports
 - a) Facilities and Amenities Review (FAR) Ad hoc Committee
 - b) Management Services Review Ad hoc Committee
 - c) Health Care Center Advisory Board

10) New Business

a) General

- i) Appoint Strategic Planning Ad hoc Committee Chair (Ms. Stone, pp. 15-16)
- ii) Rescind Policy 3330-70, Health Care Center Maintenance (Mr. Moore, pp. 17-18)
- iii) Reserve Funding Request – Replacement of Heat Pumps, Clubhouses One and Two (Ms. Rapp, pp. 19-22)

b) Finance Committee

- i) Accept December Financial Statements (Ms. Winkler, pp. 23-28)
- ii) Approve Funds Transfer Request (Mr. Lukoff, pp. 29-30)
- iii) Approve CD Purchase Request (Mr. Lukoff, pp. 31-32)
- iv) Additional Fidelity Bond Coverage (Mrs. Rapp, pp. 33-34)
- v) Authorization of Fund Transfers (Mr. Friedman, pp. 35-38)
- vi) **FINAL VOTE:** Amend Policy 3324-31, Purchasing Fees (Ms. Winkler, pp. 39-40)

c) IT Committee

- i) Capital Funding Request – Technology Updates, Administration Conference Room (Mr. Gould, pp. 41-42)

d) Mutual Administration Committee

- i) **TENTATIVE VOTE:** Amend Policy 1201-33, GRF Identification Cards (Ms. Hopewell, pp. 43-46)

e) Physical Property Committee

- i) Contractors of Record (Ms. Fekjar, pp. 47-50)
- ii) Capital and Reserve Funding Request – Restrooms, Locker and Breakrooms, Service Maintenance (Mrs. Perrotti, pp. 51-67)

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, February 26, 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 November and December 2018 Committee meetings:

- Minutes of the Facilities and Amenities Review Ad hoc Committee Board Meeting of November 30, 2018
- Minutes of the Recreation Committee Board Meeting of December 3, 2018
- Minutes of the Physical Property Committee Board Meeting of December 5, 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
December 18, 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, December 18, 2018, in Clubhouse Four.

PLEDGE OF ALLEGIANCE

Victor Rocha, Security Services Director, 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, Doder, Winkler, Heinrichs, Findlay, Lukoff, and Moore were present. The Executive Director and the Director of Finance were also present. Director Friedman was absent.

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

PRESIDENTS COMMENTS

On June 27th of this year, the GRF Board of Directors attended an all-day planning session to establish a Mission Statement and Three-Year Goals.

A mission statement is a short statement of an organization's purpose, what its overall goal is, identifying the goal of its operations: what kind of product or service it provides, its primary customers or market, and its geographical region of operation.

Mission Statement

The Golden Rain Foundation provides an enhanced quality of life to our active adult community of Seal Beach Leisure World (this was ratified at the July 24, 2018 Board of Directors meeting).

Three-Year Goals:

1. Attract and retain quality employees
2. Increase organizational effectiveness and efficiency
3. Improve community access control
4. Protect, preserve, and improve our assets

5. Improve and enhance hardware, software, and use of technology (these were ratified at the July 24, 2018 Board of Directors meeting).

Last week, on December 12th, the Board attended a six-month follow-up session. The object was to revisit these goals to see if the Board wanted to make any modifications and to check the progress of the twelve strategies that had been developed to achieve the goals.

The Directors and key management staff evaluated the twelve strategies and found them to be timely and viable. For example:

To attract and retain quality employees, one of the strategies was to propose and budget for a formal Employee Referral Program. I'm happy to report that this has been accomplished.

To increase organizational effectiveness and efficiency, a strategy was to purchase policy management software, including governing policy and costs. The software has been purchased and staff is currently being trained.

To improve community access control, we are rapidly approaching a solution. At the October Board meeting, the Board conceptually approved \$450,000 to \$500,000 for a new Access Control and Visitors Management System. Our new Director of Security Services has been tasked to bring to the Board a proposal and related costs for such a system, within 60 days.

To protect, preserve, and improve our assets, an investment policy is being developed as we speak, and the Finance Committee has already begun the process of improving our interest income, (Mission Park and Veteran's Plaza are improvements to our assets), and we are preserving our assets by attacking deferred maintenance head on.

The last goal was **to improve and enhance hardware, software, and use of technology**. Last month, the Board approved \$158,148 for software that 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. The timeline for completion of this project is October 2019.

I've listed just five of the twelve strategies developed. Of the seven remaining, some have already been approved and implemented or are in process and soon to be presented to the Board for approval.

For this past GRF year we identified:

1. Fifty-three strengths and accomplishments, such as Mission Park, new Health Care Lease, and reduction of insurance rates;
2. Forty-five current internal weaknesses and challenges, such as deferred maintenance, access control and outdated management agreements and governing documents;
3. Twenty-six external factors and trends that might have a positive impact in the next three years, such as location, increased property values and new technology;
4. and Thirty-Four external factors and trends that might have a negative impact in the next three years, such as the high cost of living in Orange County, increase in the minimum wage and being landlocked.

This Board has worked very hard this last year to achieve our goals and to further the mission

Golden Rain Foundation Board Meeting Minutes, December 18, 2018

statement “The Golden Rain Foundation provides an enhanced quality of life for our active adult community of Seal Beach Leisure World.”

Please give this Board a round of applause.

My wish to you is to enjoy the coming holidays safely and with good cheer and health. The year 2019 is fast approaching.

And now on to the business at hand.

ANNOUNCEMENTS

The GRF Board of Directors will meet, in Executive Session, on December 20, to discuss legal and contractual matters.

SERVICE ANNIVERSARIES

No employees were available to be recognized with a service award.

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

Two members offered comments.

CONSENT CALENDAR – APPROVAL OF BOARD COMMITTEE MEETING MINUTES

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

- Minutes of the Mutual Administration Committee Board Meeting of October 8, 2018
- Minutes of the Recreation Committee Board Meeting of November 5, 2018

Golden Rain Foundation Board Meeting Minutes, December 18, 2018

- Minutes of the Physical Property Committee Board Meeting of November 7, 2018
- Minutes of the Executive Committee Board Meeting of November 9, 2018
- Minutes of the Security, Bus & Traffic Committee Board Meeting of November 14, 2018

APPROVAL OF BOARD MEETING MINUTES

The minutes of the November 27, 2018 meeting were approved, as presented.

REPORTS

The Health Care Center Advisory Board will meet on Wednesday, January 16, 2019, at noon, 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, at 1 p.m.; a report will be provided at the following GRF Board meeting.

The Chair of the Facilities and Amenities Review (FAR) Ad hoc Committee presented a report on the progress of the Ad hoc Committee; policies are being written and will be presented at the January FAR meeting.

The Chair of the Management Services Review Ad hoc Committee presented a report on the progress of the Ad hoc Committee. At the next meeting, the Committee will begin reviewing services presented by the Finance Department.

NEW BUSINESS

General

Committee Appointment

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

Ms. Stone MOVED, seconded by Ms. Hopewell -

TO approve the appointment of Ronde Winkler to the Facilities and Amenities Review Ad hoc Committee.

One Director spoke on the motion.

The motion was carried unanimously by the Board members present.

Architectural Design & Review Committee

Capital Funding Request – Landscape Improvements, Medical Building

The Physical Property Department was tasked with obtaining costs to replace landscaping

Golden Rain Foundation Board Meeting Minutes, December 18, 2018

around the Medical Building. A proposal, Exhibit A, was obtained by our current landscaper, Anguiano Lawn Care, for a cost not to exceed \$10,429, based on recommendations by the Architectural Design and Review (ADR) Committee.

At its November 28, 2018 meeting, the ADR Committee requested Finance Committee review and consideration to determine if sufficient funds, not to exceed \$10,429, are available for this project.

At its regular meeting on December 17, 2018, the Finance Committee reviewed available funding for this Capital project, and unanimously resolved Capital funding is available.

Ms. Heinrichs MOVED, seconded by Ms. Rapp –

TO approve replacement of landscaping around the Medical Building, for a total cost not to exceed \$10,429, per revised proposal, Exhibit A in the agenda packet, from Anguiano Lawn Care dated 11-19-18, Capital funding, 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.

Executive Committee

Approve Workers' Compensation Policy Renewal

At its regularly scheduled meeting on December 14, 2018, the Executive Committee reviewed the proposals for the renewal of the Workers Compensation Policy for GRF.

Our insurance broker, DLD Insurance, has reviewed our coverage and obtained bids from five (5) carriers including our current carrier, Berkshire Hathaway Homestate Companies (BHHC).

The bids ranged from \$269,973 to \$418,000 with the lowest bid coming from BHHC, our current carrier. The 2019 budget for this expense is \$309,119:

Golden Rain Foundation Board Meeting Minutes, December 18, 2018

Incumbent: (Cypress Insurance Company) Berkshire Hathaway Homestate Companies	Quoted: \$269,973
Preferred Employers Insurance	Quoted: \$271,951
Everest National Insurance Company	Indication: \$302,000
Insurance Company of the West	Indication: \$324,000
Berkley Net	Indication: \$418,000

Note: All quotes are based on an estimated payroll. The total premium will be based on actual audited payroll totals at the end of the year.

Mr. Lukoff MOVED, seconded by Ms. Fekjar–

TO approve renewal of Workers' Compensation coverage with Berkshire Hathaway Homestate Companies (BHHC), for the 2019 policy year, in the amount of \$269,973, and authorize the GRF President to sign the renewal.

Two Directors and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board members present.

Approve Uniform Contract

The uniform contract is due to expire on January 1, 2019. In preparation for the expiration of this contract, staff has reached out to several uniform companies, including Cintas, our current uniform vendor. Two bids were received:

Vendor	Weekly Cost	Annual Cost	Complete Proposal	Comments
UniFirst	367.61	19,115.72	Y	Embroidery cost not included
Prudential Overall Supply	339.04	17,630.08	N	Embroidery cost not included

Staff recommends the selection of UniFirst, based on its detailed proposal and unit rates per the attached bid. Based on the total number of uniforms currently needed, the annual estimated cost would be \$19,115.72. The total amount budgeted for uniform expenses, for 2019, is \$42,861.

At its December meeting, the Executive Committee recommended the Board award a contract to UniFirst based on its detailed proposal and unit rates (Exhibit A in the agenda packet).

Mrs. Perrotti, MOVED, seconded by Ms. Snowden–

TO award a contract with UniFirst based on bid proposal dated November 13, 2018, marked Exhibit A (in agenda packet), for a five-year term, funding from Operations, and authorize the President to sign the contract.

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

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

Finance Committee

Accept November Financial Statements

At the regularly scheduled meeting of the Finance Committee on December 17, 2018, the Committee duly moved to recommend to the Golden Rain Foundation Board of Directors acceptance of the November 2018 financial statements for audit.

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

TO accept the November 2018 financial statements for audit.

Approve Liquid Reserve Funds Transfer Request

At the regularly scheduled meeting of the Finance Committee on December 17, 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 \$1,300,000 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 Mr. Dodero -

TO approve a transfer of \$1,300,000, in Reserve funds, from the First Foundation Bank Business Maximizer account, to the Money Market Reserve account at US Bank, for the purposes of maximizing insured funds and to invest in higher yielding CDs with US Bancorp.

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

The motion was carried unanimously by the Board members present.

Investment Ladder - CD Purchase Request

At the regularly scheduled meeting of the Finance Committee on December 17, 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 of January and July 2020, and January and July 2021, at the prevailing interest rates at the time of purchase, for a total of approximately \$980,000 of reserve funds.

Mr. Lukoff, MOVED, seconded by Ms. Rapp-

TO approve the purchase of four (4) CDs, at approximately \$245,000 each, with maturity dates of January and July 2020, and January and July 2021, at the prevailing interest rates at the time of purchase, for a total of approximately \$980,000 of reserve funds.

Three Directors and the Director of Finance spoke on the motion.

The motion was carried unanimously by the Board members present.

Approve Exclusive Use of Trust Property Lease Amendment

At the December 17, 2018 meeting of the Finance Committee, the Committee recommended the GRF Board approve the 1st Amendment (attached) to the leases for the exclusive use of trust property identified as Friends of the Library, Genealogy Club, Golden Age Foundation, Historical Society, Radio Club, Theater Club, and Video Producers Club.

The addendum extends the lease agreements for six months (January 1, 2019 to June 30, 2019), per the terms and conditions of the existing agreements.

Ms. Hopewell MOVED, seconded by Ms. Perrotti-

TO approve the 1st Addendum for the lease agreements, for the exclusive use of Trust property, for a six-month term, from January 1, 2019 to June 30, 2019, for the Friends of the Library, Genealogy Club,

Golden Rain Foundation Board Meeting Minutes, December 18, 2018

Golden Age Foundation, Historical Society, Radio Club, Theater Club, and Video Producers Club, and authorize the President to sign the agreements.

Four Directors and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board members present.

FINAL VOTE: Amend Policy 5061-31, Fees

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.

At its meeting of October 23, 2018, the Board of Directors voted to tentatively amend this policy, pending a 30-day notice period to Foundation members. The policy draft was published in the November 2nd edition on the *Golden Rain News*. Members were welcomed to submit their comments or questions to the Board Office on this matter. Printed copies were also available to shareholders/members in the News Office, the Library and the Reception desk, second floor of the Administration building. This process is recommended in accordance of the Davis-Stirling Act, Civil Code **§4360**.

No correspondence was received, regarding amendment of Policy 5061-31, Fees, during the 30-day notification to the membership period.

Ms. Rapp MOVED, seconded by Mr. Dodero

TO to 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.

Six Directors, the Executive Director, the Director of Finance and the Recording Secretary spoke on the motion.

The motion was carried unanimously by the Board members present.

Mutual Administration Committee

FINAL VOTE: Amend Policy 1201-33, GRF 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.

At its meeting of October 23, 2018, the Board of Directors voted to tentatively amend this policy, pending a 30-day notice period to Foundation members. The policy draft was published in the November 2nd edition on the *Leisure World News*. Members were welcomed to submit their comments or questions to the Board Office on this matter. Printed copies were also available to shareholders/members in the News Office, the Library and the Reception desk, second floor of the Administration building. This process is recommended in accordance of the Davis-Stirling Act, Civil Code **§4360**.

No correspondence was received, regarding amendment of Policy 1201-33, Photo Identification Cards, during the 30-day notification to the membership period.

Ms. Hopewell MOVED, seconded by Ms. Heinrichs -

TO 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.

Five Directors spoke on the motion.

The motion failed unanimously with sixteen no votes.

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

TO refer Policy 1201-33, GRF Identification Cards, back to the Mutual Administration Committee, for further review.

Physical Property Committee

Capital Funding Request – Building Improvements (Medical Building) and Concrete Replacement (Medical Building and Building Five)

The Physical Property department was tasked with obtaining costs to replace concrete, as needed, and install roofing in the open awning areas around the Medical building. Proposals are attached, Exhibit A, based on recommendations by the ADRC at their October 24, 2018 meeting.

Medical Center

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Ms. Fekjar and carried unanimously by the Committee members -

TO approve and recommend the Physical Property Committee seek costs for:

- Concrete additions/replacement to existing sidewalk
- Fill in roof openings around building

Bids were received from MJ Jurado (concrete removal/replacement) - \$15,356 and Jordan Roof Company (roof additions) - \$ 5,400.

It was recommended by the Physical Property Committee, at its November 7, 2018 meeting, to add a \$2,000 contingency, and forward this request to the GRF Board after review by the Finance Committee.

At its regular meeting on December 17, 2018, the Finance Committee reviewed available funding for this Capital project, and unanimously resolved funding is available.

Ms. Gerber MOVED, seconded by Ms. Fekjar -

TO approve improvements around the Medical Center Building including concrete replacement, and roof installation (cover open awnings), based on recommendations of the ADRC, adding a contingency of \$2,000, for a total cost not to exceed \$22,756, Capital funds, and authorize the President to sign the contracts.

Two Directors and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board members present.

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

Sixteen Board members spoke on the meeting proceedings.

ADJOURNMENT

The meeting was adjourned was at 11:34 a.m.

Suzanne Fekjar
GRF Corporate Secretary
dfb



Golden Rain Foundation

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Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: LINDA STONE, GRF BOARD OF DIRECTORS PRESIDENT
SUBJECT: APPOINT COMMITTEE CHAIR
DATE: JANUARY 17, 2019
CC: FILE

In accordance with Article VIII of the Bylaws, Committee chairs and members shall be appointed by the GRF President, "as deem[ed] necessary for the administration of the affairs of the Corporation, and to carry out the purposes of the Corporation, subject to the approval of the Board of Directors."

I move to appoint Strategic Planning Ad hoc Committee Vice Chair, Ronde Winkler, as Chair of the Committee.

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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: LINDA STONE, GRF BOARD OF DIRECTORS PRESIDENT
SUBJECT: RESCIND POLICY 3330-70, HEALTH CARE CENTER MAINTENANCE
DATE: JANUARY 29, 2019

With the approval of a lease with OptumCare, at the July 24, 2018 GRF Board of Directors meeting, Policy 3330-70, Health Care Center Maintenance is longer applicable.

I move to rescind Policy 3330-70, Health Care Center Maintenance.

STAFF OPERATIONS**PHYSICAL PROPERTY DEPARTMENT RESCIND****Health Care Center Maintenance**

The Administrator of the Health Care Center on Golden Rain Road (HCC) has requested GRF provide maintenance service from time to time and a Letter of Understanding has been executed to cover this request. The service will be performed by the following conditions:

1. Repair work requests shall be submitted by phone to the GRF Service Maintenance Department (Ext. 369).
2. Time and material shall be charged at the prevailing rates at the time of service.
3. Regular service calls shall be processed in a manner consistent with the department's handling of such calls.
4. Priority/emergency calls shall be processed in a manner consistent with the department's handling of such calls.
5. The Physical Property Department reserves the right to delay the handling of either a regular or priority call from HCC when a more rapid response would detrimentally affect service to either the Mutuels or community facilities.
6. GRF shall be held harmless for all repairs made by its staff, and no express or implied warranties, as well as principles of privity shall apply. Service Maintenance will perform all work in a manner consistent with work performed in the Mutuels and community facilities.
7. The Physical Property Department reserves the right to refuse to perform any work requested by HCC which would be outside of the department's level of expertise.
8. This agreement may be terminated by either party with a ten (10) day written notice.

Procedure:

Approved: 15 Sept 86
 Revised: 24 Aug 88
 Reviewed: 08 May 17

**Executive Director
 Golden Rain Foundation**



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: MARK WEAVER, FACILITIES DIRECTOR
SUBJECT: RESERVE FUNDING REQUEST – REPLACEMENT OF HEAT PUMPS – CLUBHOUSES ONE AND TWO
DATE: JANUARY 22, 2019
CC: FILE

Funding in the amount of \$25,000 has been allocated in the Reserve Study for all HVAC systems in 2019; as of this date, no funds have been used. The heat pumps (unit #6, in Clubhouse One, and unit #8, in Clubhouse Two) have failed and are beyond their useful life.

The Physical Property Department obtained quotes from two contractors for the replacement of these Reserve Components. The costs are as follows:

Alpine Heating and Air	\$12,600
Greenwood Heating and Air	\$12,900

I move to award a contract to Alpine Heating and Air, for a cost not to exceed \$12,600, to replace the heat pumps in Clubhouse One and Two, units #6 and #8 respectively, Reserve Funding, and authorize the President to sign the contract.

ALPINE HEATING AND AIR CONDITIONING

3020 OLD RANCH PARKWAY SUITE 300
SEAL BEACH CA 90740

PHONE - (714) 901-0552
FAX - (714) 280-1651

PROPOSAL

NAME:	GRF	DATE:	1/17/19
		PHONE:	
ADDRESS:	Clubhouse #1 unit #6	JOB NUMBER:	
		JOB NAME:	
		JOB SITE ADDRESS:	
CITY:		FAX PHONE:	
STATE:		ATTENTION:	George
ZIP CODE:		JOB TYPE:	Fujitsu
ESTIMATE BY:	Brian Fuehrer		

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR

Replace existing Mitsubishi 3 ton heat pump.

Install new Fujitsu outdoor unit model # AOU36RLX with a new indoor unit model # ABU36RSLX.

Cost includes the complete installation of this system including disposal of the old system.

\$6300.00

PRICE FOR ABOVE SPECIFICATIONS

\$6300.00

TERMS:

ACCEPTANCE OF PROPOSAL: THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE HEREBY ACCEPTED.
YOU ARE HEREBY AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS SPECIFIED ABOVE.
IF PAYMENT IS NOT MADE, ALPINE HEATING AND AIR CONDITIONING RESERVES THE OWNERSHIP AND TITLE ON A/C EQUIPMENT AND MAY REMOVE AT OWNERS EXPENSE.
SIGNATURE IS NOT REQUIRED IF CONTRACT IS ISSUED, HOWEVER, THIS PROPOSAL INTENT IS TO BE PART OF THE CONTRACT.

SIGNATURE: _____

DATE: _____

ALPINE HEATING AND AIR CONDITIONING

3020 OLD RANCH PARKWAY SUITE 300
SEAL BEACH CA 90740

PHONE - (714) 901-0552
FAX - (714) 280-1651

PROPOSAL

NAME:	GRF	DATE:	1/14/19
		PHONE:	
ADDRESS:	Clubhouse #2-unit #8	JOB NUMBER:	
		JOB NAME:	
		JOB SITE ADDRESS:	
CITY:		FAX PHONE:	
STATE:		ATTENTION:	George
ZIP CODE:		JOB TYPE:	Fujitsu
ESTIMATE BY:	Brian Fuehrer		

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

Replace existing Mitsubishi 3 ton heat pump.

Install new Fujitsu outdoor unit model # AOU36RLX with a new indoor unit model # ABU36RSLX.

Cost includes the complete installation of this system including disposal of the old system.

\$6300.00

PRICE FOR ABOVE SPECIFICATIONS **\$6300.00**

TERMS:

ACCEPTANCE OF PROPOSAL: THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE HEREBY ACCEPTED. YOU ARE HEREBY AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS SPECIFIED ABOVE. IF PAYMENT IS NOT MADE, ALPINE HEATING AND AIR CONDITIONING RESERVES THE OWNERSHIP AND TITLE ON A/C EQUIPMENT AND MAY REMOVE AT OWNERS EXPENSE. SIGNATURE IS NOT REQUIRED IF CONTRACT IS ISSUED, HOWEVER, THIS PROPOSAL INTENT IS TO BE PART OF THE CONTRACT.

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DATE: _____

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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE (CM)
SUBJECT: ACCEPTANCE OF THE DECEMBER FINANCIAL STATEMENTS
DATE: JANUARY 17, 2019
CC: FILE

At the regularly scheduled meeting of the Finance Committee on January 17, 2019, the Committee duly moved to recommend to the Golden Rain Foundation Board of Directors acceptance of the December 2018 financial statements for audit.

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

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

Financial Recap – December 2018

As of the twelve-month period ended December 2018, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$54,152.

Major variances are:

Wages, Taxes & Benefits	365,382	Favorable: Wages \$55K; P/R Taxes \$38K; Workers' Comp \$106K; Group Ins \$141K; 401(k) Match \$25K
Temporary Agency Fees	(260,000)	Temporary help for key positions.
Property & Liability Insurance	130,700	Favorable: Actual premiums less than budget;
Misc Expense	(120,893)	Interest expense on initial unclaimed property remitted to the State of California \$47K; Bus incident \$5K; Serv Maint. Inventory \$50K and other errors \$17K
Other Income	176,860	Permits \$23K; Shipping recov. \$27K; Donations \$47K; Parking fines \$17K; ID card non-surrender \$17K;
News Advertising Income	(196,750)	Unfavorable: Budget was more optimistic than current advertiser interest
Newspaper Printing	26,759	Favorable: Circulation copies reduced; negotiated prices.
SRO Labor Cost Recovery	(77,413)	Unfavorable: Less billable labor hours than budgeted

	Fund Balance	Allocated For 2018 Projects	Allocated For Future Projects	For details, see page
Reserve Funds				
Repairs & Replacements	\$9,732,925	\$1,723,406	\$8,009,519	9

	Fund Balance	Allocated Funds	Unallocated Funds	For details, see page
Capital Funds				
Capital Improvements	\$1,643,005	\$202,310	\$1,440,695	11

Total year-to-date approved unbudgeted operating expenses are \$129,330.

P.O. Box 2069
Seal Beach CA 90740

Description			
	Current Assets:		
	Cash & cash equivalents	176,977	
1122000	Non-Restricted Funds	25,545	
	Receivables	639,274	
	Prepaid expenses	430,098	
	Inventory of maintenance supplies	<u>378,235</u>	
	Total Current Assets		1,650,129
	Designated deposits		
1211000	Contingency Operating Fund	550,000	
	Reserve Fund	9,732,925	
1212500	Capital Improvement Fund-GRF	<u>1,643,005</u>	
	Total designated deposits		11,925,929
	Notes Receivable		
1411000	Notes Receivable	<u>25,965</u>	
	Total Notes Receivable		25,965
	Fixed Assets		
	Land, Building, Furniture & Equipment	37,414,744	
	Less: Accumulated Dep'n	<u>(23,881,699)</u>	
	Net Fixed Assets		13,533,045
	Other Assets		<u> </u>
	Total Assets		<u><u>27,135,069</u></u>

P.O. Box 2069
Seal Beach CA 90740

Description			
Liabilities & Equity			
Current Liabilities:			
	Accounts payable	608,416	
	Project Commitments	506,507	
	Prepaid Deposits	10,850	
	Accrued payroll & payroll taxes	635,159	
	Accrued expenses	279,665	
	Accrued property taxes	74,119	
	Total Current Liabilites	2,114,715	
	Total Liabilities		2,114,715
Equity			
Mutuals' Beneficial Interest			
3211000	Contingency Operating Reserve Equity	700,000	
3212000	Reserve Equity	9,019,549	
3394000	Capital Fund Equity	1,588,700	
3310000	Beneficial Interest in Trust	11,565,577	
	Total Mutuals' Beneficial Interest		22,873,826
Membership interest			
	Membership certificates of 844 shares @ \$200 par value, and 5,764 shares @ \$250 par value, authorized, issued and outstanding	1,609,800	
	Additional paid-in-capital	4,648,351	
	Total Paid-in-Capital		6,258,151
Excess Income			
	Current Year	(968,813)	
	Total Excess Income		(968,813)
3920000	Dep'n & Amortization		(3,142,811)
	Net Stockholders' Equity		25,020,353
	Total Liabilities & Stockholders' Equity		27,135,069

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

	Contingency Operating Fund	Reserve Fund	Capital Improvement Fund	Liability Insurance Fund	Nonrestricted Funds	Total
Balance 12/31/2017	500,000	9,385,260	1,644,057.80	204,287	922	11,734,527
Funded: Assessments		1,200,000				1,200,000
Funded: Amenities Fees collected*	(521)	778,056	778,056			1,556,112
Funded: M17 Lease Fees collected**	(31)	6,573	6,572			13,145
Funded: Interest on Funds		61,048				61,048
Progress Payments on CIP						-
Expenditures		(1,591,954)	(800,682)			(2,392,635)
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	50,000			(204,287)	154,287	-
Interest Income Allocation						-
Net Monthly Activity					(129,664)	(129,664)
Balance 12/31/2018	550,000	9,732,925	1,643,005	-	25,545	11,951,475
Net Activity	50,000	347,665	(1,053)	(204,287)	24,623	216,947

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

SELECTED BALANCE SHEET ITEMS

	Current Balance	Prior Month	Increase (Decrease)
Cash In Bank	202,522	226,827	(24,305)
Current Assets	13,576,058	13,433,060	142,998
Current Liabilities	2,114,715	2,017,096	97,619
Current Ratio	6.42	6.66	
Designated Deposits:	11,925,929	11,117,157	808,772
Reserve Fund			
Capital Improvement Fund			
Contingency Operating Fund			

RESULT OF OPERATIONS

Current Month	Actual	Budget	Variance	%
Income	1,390,069	1,439,825	(49,756)	(3.46)
Expense	1,477,707	1,352,673	(125,034)	(9.24)
Net Materials Recovery(Pass Thru)			0	
Excess Income or (Expense)	(87,638)	87,152	(174,790)	
Year To Date	Actual	Budget	Variance	%
Income	16,336,621	16,343,816	(7,195)	(0.04)
Expense	16,282,470	16,343,816	61,346	0.38
Net Materials Recovery(Pass Thru)			0	
Excess Income or (Expense)	54,151	0	54,151	

Full Time Equivalents		
For the Month	Average YTD	Planned - 2018
158.75	162.08	164.98



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE (CM)
SUBJECT: LIQUID RESERVE FUNDS – FUNDS TRANSFER REQUEST
DATE: JANUARY 17, 2019
CC: FILE

At the regularly scheduled meeting of the Finance Committee on January 17, 2019, 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, following the maturity of a \$500,000 CDAR on January 31, 2019, for the purposes of maximizing insured funds and to invest in higher yielding CDs with US Bancorp.

I move to approve a transfer of \$500,000 of reserve funds from First Foundation Bank to US Bank, following the maturity of a \$500,000 CDAR on January 31, 2019, for the purposes of maximizing insured funds and to invest in higher yielding CDs with US Bancorp.

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Golden Rain Foundation

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Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE (CM)
SUBJECT: INVESTMENT LADDER – CD PURCHASE REQUEST
DATE: JANUARY 17, 2019
CC: FILE

At the regularly scheduled meeting of the Finance Committee on January 17, 2019, 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 brokered CDs, totaling \$1,000,000 of reserve funds, all with a 12-month term, at the prevailing interest rates at the time of purchase.

I move to approve the purchase of brokered CDs, totaling \$1,000,000 of reserve funds, all with a 12-month term, at the prevailing interest rates at the time of purchase.

Reserve Funds Investment Ladder With Proposed New Purchases

Term	Maturity Month	Investment Amount	Rate
0	Jan-19	500,000	70%
0	Feb-19		
1	Mar-19	500,000	70%
2	Apr-19	800,000	70%
3	May-19	500,000	70%
4	Jun-19	800,000	70%
8	Jul-19	1,000,000	70%
6	Aug-19	495,000	2.30%
7	Sep-19	244,000	2.45%
8	Oct-19	244,000	2.45%
9	Nov-19	245,000	2.65%
10	Dec-19	243,000	2.65%
11	Jan-20	243,000	2.70%
12	Feb-20	1,000,000	
13	Mar-20		
14	Apr-20	246,000	2.65%
15	May-20		
16	Jun-20	245,000	2.85%
17	Jul-20	245,000	2.75%
18	Aug-20		
19	Sep-20		
20	Oct-20	246,000	2.85%
21	Nov-20		
22	Dec-20	245,000	3.10%
23	Jan-21	245,000	2.75%
24	Feb-21		
25	Mar-21		
26	Apr-21	245,000	3.05%
27	May-21	245,000	3.15%
28	Jun-21		
29	Jul-21	245,000	2.75%
30	Aug-21		
31	Sep-21		
32	Oct-21	245,000	3.15%
33	Nov-21		
34	Dec-21		
35	Jan-22		
36	Feb-22		

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



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE
SUBJECT: ADDITIONAL FIDELITY BOND COVERAGE
DATE: JANUARY 17, 2019
CC: FILE

At the Finance Committee meeting of January 17, 2019, the Committee reviewed the Fidelity Bond requirements of Assembly Bill 2912, noting detailed discussions were held with DLD and Chubb in reference to the requirements to be compliant with the AB2912. Upon completion of all negotiations, a quotation was secured increasing the existing coverage of \$1.5 million to \$10 million to comply with AB2912 for an additional premium of \$11,435 (expense to be proportionally divided between GRF and all Mutuals).

Fidelity Bond (Form 14-02-17277)	Existing	Retention	Proposed	Retention
Employee Theft Coverage (A)	\$1,500,000	\$10,000	\$10,000,000	\$100,000
Premises Coverage (B)	\$1,500,000	\$10,000	\$1,500,000	\$10,000
In Transit Coverage	\$1,500,000	\$10,000	\$1,500,000	\$10,000
Forgery Coverage (D)	\$1,500,000	\$10,000	\$1,500,000	\$10,000
Computer Fraud Coverage	\$1,500,000	\$10,000	\$10,000,000	\$100,000
Funds Transfer & Fraud Coverage	\$1,500,000	\$10,000	\$10,000,000	\$100,000
Money Orders & Counterfeit Currency Fraud Coverage	\$1,500,000	\$10,000	\$1,500,000	\$10,000
Credit Card Fraud Coverage	\$1,500,000	\$10,000	\$1,500,000	\$10,000
Client Coverage	\$1,500,000	\$10,000	\$10,000,000	\$100,000
Expense Coverage	\$250,000	\$0	\$250,000	\$0
Social Engineering Fraud Coverage	\$100,000	\$10,000	\$100,000	\$100,000
Premium	\$7,266		\$18,701	

Net increase in premium due to AB2912	\$11,435
---------------------------------------	----------

Also, please note that coverage is "Per Occurrence" (vs Aggregated). Here are a couple claim scenarios:

- \$10M Limit option, so long as the losses are not interrelated (i.e. caused by the same employee), GRF could suffer a \$10M loss, and Mutual 1 could also have a \$10M loss, and Mutual 2, etc. etc. etc. In this example, your limits for GRF and each of the Mutuals should satisfy the new civil code requirement.
- However, if one employee steals from GRF as well as multiple Mutuals, the total limit available for that loss will only be \$10M *to be shared amongst all entities*.

I move to approve the additional Fidelity Bond coverage, per the spreadsheet above, and authorize the President to sign the documents to secure the revisions to the Master Insurance Policy, Fidelity Bond, Form 14-02-17277.



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE
SUBJECT: AUTHORIZATION OF TRANSFER OF FUNDS
DATE: JANUARY 8, 2019
CC: FILE

At the January 17, 2019, meeting of the Finance Committee, the Committee reviewed the attached resolution as drafted by GRF Corporate Counsel for compliance to AB2912 and duly moved and approved to recommend to the GRF Board acceptance of the resolution as drafted.

I move to approve the Resolution to Authorize Fund Transfers, as drafted.

RESOLUTION TO AUTHORIZE FUND TRANSFERS

This Resolution to Authorize Fund Transfers for Golden Rain Foundation of Seal Beach Board of Director Officers, Golden Rain Foundation Director of Finance and/or duly authorized Golden Rain Foundation Staff as directed by the Finance Director("Resolution") is made as of the date set forth below, pursuant to the following facts:

WHEREAS, GOLDEN RAIN FOUNDATION (hereinafter "GRF") through its volunteer Board of Directors, is responsible for management, control and administration of a residential common interest development (the "Project"), under the Declaration of Trust ("Trust"), which grants GRF the authority to manage and govern trust property and community facilities, all within what is known as Leisure World, Seal Beach, consisting of sixteen (16) Mutuals (hereinafter the "Mutuals");

WHEREAS, each Mutual in Leisure World, Seal Beach, is its own fully functioning association with its own Occupancy Agreements, Bylaws, Rules, Resolutions and Policies. The Mutual is solely responsible for the enforcement of its own governing documents and the Mutual Boards direct GRF to take action on their behalf pursuant to the Management Agreements between GRF and each Mutual, and pursuant to applicable law;

WHEREAS, the Management Agreements between GRF and each Mutual state that GRF has the duty to "operate and maintain the Project according to the highest standards achievable consistent with the overall plan of the [Mutual]...GRF shall be expected to perform such other acts and deeds as are reasonable, necessary and proper in the discharge of its duties under this Agreement." (Management Agreement, FOURTH, Section (m) (Mutuals 1-11; 14-15; 17); FOURTH (o) (Mutual 12); FOURTH (n) (Mutual 16));

WHEREAS, the Management Agreements between GRF and each Mutual state that GRF has the duty to "establish and maintain, in a bank whose deposits are insured by the Federal Deposit Insurance Corporation and in a manner to indicate the custodial nature thereof, a separate bank account as Agent of the Mutual for the deposit of the moneys of the Mutual, with authority to draw thereon for any payments to be made by the Agent to discharge any liabilities or obligations incurred pursuant to this Agreement, and for the payment of the Agent fee, all of which payments shall be subject to the limitations in this Agreement." (Management Agreement, FIFTH (Mutuals 1-11; 14-15; 17); SIXTH (Mutuals 12; 16);

WHEREAS, the Management Agreements between GRF and each Mutual state that GRF has a duty to "Take such action(s) as may be necessary to comply promptly with any and all orders or requirements affecting the premises placed thereon by any federal, state, county, or municipal authority having jurisdiction thereover." (Management Agreement, FOURTH, Section (f) (Mutuals 1-11; 14-15; 17); FOURTH,

Section (g) (Mutuals 12, 16));

WHEREAS, GRF is consequently responsible for management, control and administration of the Project under all applicable law, including the Davis-Stirling Common Interest Development Act (“DSA”);

WHEREAS, pursuant to *Corporations Code* Section 7210, “the board may delegate the management of the activities of the corporation to any person or persons, management company, or committee however composed, provided that the activities and affairs of the corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the board;”

WHEREAS, pursuant to *Civil Code* Section 5380(a), “A managing agent of a common interest development who accepts or receives funds belonging to the association shall deposit these funds that are not placed into an escrow account with a bank, savings association, or credit union or into an account under the control of the association, into a trust fund account maintained by the managing agent in a bank, savings association, or credit union in this state;

WHEREAS, pursuant to *Civil Code* Section 5380(b), the written request of the Board of Directors is required for GRF Board Officers, GRF Director of Finance or appointed Finance staff as directed by the GRF Director of Finance , who accepts or receives funds on its behalf, to deposit said funds into an interest-bearing account in a bank, savings association, or credit union in the State of California;

WHEREAS, GRF wishes to authorize GRF Board Officers, GRF Director of Finance or appointed Finance staff as directed by the GRF Director of Finance to make said deposits and transfers, electronic or otherwise, as required by GRF and the Mutuals;

NOW, THEREFORE, be it resolved that GRF hereby adopts the following resolution concerning authorizing fund transfers by GRF Board Officers, GRF Director of Finance or appointed Finance staff as directed by the GRF Director of Finance:

1. GRF, pursuant to *Civil Code* Section 5380, hereby exclusively engages GRF Board Officers, GRF Director of Finance or appointed Finance staff as directed by the GRF Director of Finance, to accept or receive funds on behalf of GRF and the Mutuals, and deposit same into an interest-bearing account, provided the following requirements are met:

(a) The account is in the name of GRF;

(b) All of the funds in the account are covered by insurance provided by an agency of the federal government or private institution offering coverage equal to, or exceeding, such government backed insurance;

(c) GRF Board Officers, GRF Director of Finance or appointed Finance staff as directed by the GRF Director of Finance discloses to the Mutuals’ Boards of Directors, via account summaries, statements or otherwise, the nature of the account, how interest will be calculated and paid, whether service charges will be paid to the depository and

by whom, and any notice requirements or penalties for withdrawal of funds from the account;

(d) No interest earned on funds in the account shall inure directly or indirectly to the benefit of GRF Board Officers, GRF Director of Finance or appointed Finance staff as directed by the GRF Director of Finance or any other party; and

(e) Transfers of greater than ten thousand dollars (\$10,000) or five percent (5%) of GRF's total combined reserve and operating account deposits, whichever is lower, shall not be authorized from the account without prior written approval from the Mutuals' Boards of Directors; for purposes of this Section 1(e), this Resolution shall be deemed the "prior written approval from the Board" as required by Civil Code Section 5380.

GOLDEN RAIN FOUNDATION

By: _____

Print Name

Its: President

Dated: _____

GOLDEN RAIN FOUNDATION

By: _____

Print Name

Its: Secretary



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE
SUBJECT: AMEND POLICY 3324-31, PURCHASING FEES **(FINAL VOTE)**
DATE: JANUARY 29, 2019

At its meeting on October 15, 2018, the Finance Committee recommended the Golden Rain Foundation (GRF) Board of Directors (BOD) amend Policy 3324-31, Purchasing Fees. The Committee further amended the policy at its November 19, 2018 meeting.

At its meeting of November 27, 2018, the Board of Directors voted to tentatively amend this policy, pending a 30-day notice period to Foundation members. The policy draft was published in the November 29th edition on the *Golden Rain News*. Members were welcomed to submit their comments or questions to the Board Office on this matter. Printed copies were also available to shareholders/members in the News Office, the Library and the Reception desk, second floor of the Administration building. This process is recommended in accordance of the Davis-Stirling Act, Civil Code §4360.

No correspondence was received, regarding amendment of Policy 3324-31, Purchasing Fees, during the 30-day notification to the membership period.

I move to 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.

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

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: INFORMATION TECHNOLOGY COMMITTEE (D.F.)
SUBJECT: CAPITAL FUNDING REQUEST - ADMINISTRATION CONFERENCE ROOM UPDATES
DATE: JANUARY 29, 2019
CC: FILE

At its regularly scheduled meeting on January 17, 2019, the Information Technology Committee (ITC) duly moved and approved to recommend to the GRF Board of Directors technology updates to the Administration Conference Room.

Updates:

- Projectors will be removed and three (3) 75" monitors will be installed
- Webcam will be installed to enable video conferencing
- iPad + Apple Pencil will be purchased to use as a tablet
- Cabling in all cubbies and equipment cabinet will be cleaned up

The costs for all technology updates will not exceed \$15,000, Capital funding.

I move to recommend the GRF Board approve the purchase of all Administration Conference Room equipment updates, for a cost to not exceed \$15,000, Capital Funding, and authorize the Executive Director to initiate the purchases and equipment installation.

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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION COMMITTEE
SUBJECT: AMEND POLICY 1201-33, GRF IDENTIFICATION CARDS (**TENTATIVE VOTE**)
DATE: JANUARY 14, 2019

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.

At its meeting of October 23, 2018, the Board of Directors voted to tentatively amend this policy, pending a 30-day notice period to Foundation members. The policy draft was published in the November 2nd edition on the *Golden Rain News*. Members were welcomed to submit their comments or questions to the Board Office on this matter. Printed copies were also available to shareholders/members in the News Office, the Library and the Reception desk, second floor of the Administration building. This process is recommended in accordance of the Davis-Stirling Act, Civil Code §4360.

At the December 18, 2018 GRF Board of Directors meeting, the Board moved to refer Policy 1201-33, GRF Identification Cards back to the Mutual Administration Committee, for further review.

At its meeting on January 14, 2019, the Mutual Administration Committee further amended the policy and recommended the Golden Rain Foundation (GRF) Board of Directors (BOD) amend Policy 1201-33, Photo Identification Cards.

I move to amend Policy 1201-33, Photo Identification Cards, changing the title of the policy to “GRF Identification Cards”, removing the reference to Policy 1801-33, increasing the fee for second and subsequent losses of ID cards to \$50, 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, and changing “loss(es)” to “replacement(s)” pending a 30-day notification to the membership and a final decision on March 26, 2019.

COMMUNITY OPERATIONS**RESIDENT PARTICIPATION****AMEND****GRF Photo-Identification Cards**

1. ~~GRF~~ Photo-identification cards will be issued by the Stock Transfer Office with authorization from the Stock Transfer ~~Manager~~ Supervisor and/or the Executive Director. ~~GRF~~ Photo identification cards are for the use of residents only. Use by anyone other than the members, co-occupants, ~~renter~~ renter/tenants to whom the identification card is issued is strictly prohibited. The ID card will be renewed every five (5) years, upon the surrender of the old ID card. ~~GRF~~ Photo-identification cards will be issued to the following persons:

1. 1.1 All members of the Golden Rain Foundation as shown in the stock records of the Stock Transfer Office.

2. 1.2 Qualified Permanent Residents, as shown in the records of the Stock Transfer Office.

3. 1.3 Co-Occupants ~~as described in Policy 1801-333~~, who reside with resident stockholders as shown in the records of the Stock Transfer Office. When the status of a Co-Occupant ceases, the ~~photo~~ GRF identification card must be surrendered to the Stock Transfer Office.

4. 1.4 All approved lessees of Mutual No. Seventeen.

2. Upon the sale of the unit or the demise of a member, co-occupant, or ~~renter~~ renter/tenant, the ~~photo~~ GRF identification card shall be surrendered to the Stock Transfer Office. If the ID card is not surrendered, a fee of \$500 will be assessed against the unit. In the case of a deceased member, the fee may ~~will~~ be waived. When the Security Department retrieves a ~~photo~~ GRF identification card, for whatever reason, it shall be surrendered to the Stock Transfer Office immediately.

3. For lost or stolen ~~photo~~ GRF identification cards, members, co-occupants, or ~~renter~~ renter/tenants may obtain a replacement card by:

5. 3.1 Personally completing a "Certificate of Lost ID" form in the Stock Transfer Office.

6. 3.2 Paying a \$20 fee for the first ~~loss~~ replacement;

A 3.2.1. Subsequent ~~losses~~ replacements will be a \$50 fee each. The Mutual Board of Directors will be notified when a card is lost a third or subsequent time within 24 months of the first ~~loss~~ replacement;

B 3.2.21. The fee ~~will~~ may be waived if member, co-occupant, ~~renter~~ renter/tenant
(Sep 17)

COMMUNITY OPERATIONS**RESIDENT PARTICIPATION****AMEND****GRF Photo Identification Cards**

produces a Police Report that can be verified by the Stock Transfer Office.

Waiving of fee or fees is at the sole discretion of the Finance Committee.

Policy

Adopted: 19 Sep 72
 Amended: 19 Dec 72
 Amended: 16 Apr 85
 Amended: 19 Dec 89
 Amended: 31 Jan 95 (Effective 2-1-95)
 Amended: 20 Feb 01
 Amended: 19 Nov 02
 Amended: 22 Jul 14
 Amended: 27 Dec 16
 Amended: 26 Sep 17

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Sep 17)

COMMUNITY OPERATIONS

RESIDENT PARTICIPATION

AMEND

GRF Photo Identification Cards

(Sep 17)



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTY COMMITTEE (MW)
SUBJECT: CONTRACTORS OF RECORD
DATE: JANUARY 10, 2019
CC: FILE

To streamline the bidding process, it has been suggested to approve contractors of record for a one-year term. The following contractors have won bids with their low bids in the past and have agreed to honor the same cost as previously bid. Attached are costs provided by the following contractors:

M.J. Jurado
Schlick Services
Greenwood Heating and Air
Advanced Painting
Kress Construction

At its January meeting, the Physical Property Committee agreed to forward a request to the GRF Board to approve contractors of record for M.J. Jurado, Schlick Services, Greenwood Heating and Air, Advanced Painting, and Kress Construction.

Following a brief discussion, Mr. Lukoff MOTIONED, seconded by Ms. Fekjar and carried unanimously-

TO recommend the GRF Board approve contractors of record as indicated above for a one-year term.

I move to approve contractors of record for M.J. Jurado, Schlick Services, Greenwood Heating and Air, Advanced Painting and Kress Construction, for a one-year term.



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

Lic.# 987670

Proposal

Date	Estimate #
6/25/2018	17-0437

ATTN:

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

Project			
2018- 2019 Street Improvements Unit Cost			
Description	Qty .	Rate	Total
Concrete Carports - Remove existing Ac Construct 8" Concrete with #4 Rebar 24" O.C. Includes Petro Mat Disposal .	1	9.75	9.75
Remove & Replace Sidewalks - Construct 4" Concrete with #3 Rebar. 3,000 PSI Concrete Per S.F.	1	10.25	10.25
Remove & Replace Curb & Gutter Rolled And A-Curbs - Per L.F.	1	48.00	48.00
Remove & Replace Sidewalk Handicap Ramps ADA Compliance - Per Location	1	1,200.00	1,200.00
Remove & Replace Concrete Patio- Construct 4" Concrete with Acid Wash Finish Per S.F.	1	10.75	10.75
Grind & Overlay 2" Asphalt Throughout GRF Roads Per S.F.	1	2.05	2.05
Slurry Seal Coat & Striping 2 Coats Type II Road Slurry & Crackfill Per S.F.	1	0.50	0.50
Curb Striping Per L.F.	1	0.70	0.70
Paint & Striping - Stops , Arrows, One Way Signs. Stop Bars , Per Location	1	125.00	125.00
Sand Blasting Concrete paint - per L.F.	1	2.00	2.00
Storm Drain 4" SDR 35 Excavate & Place - Per L.F. Backfill & Compact .	1	35.00	35.00
Storm Drain 6" SDR 35 Excavate & Place - Per L.F. Backfill & Compact .	1	40.00	40.00
12x 12 Catch Basins Per 1 Each , Includes Concrete catch basin & grate	1	250.00	250.00
Site Work		0.00	0.00
Asphalt - Remove & Replace 4" Asphalt Includes Sawcutting - Per S.F. & Trench Patching	1	4.50	4.50

*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.

We can schedule this work to meet your production requirements. Thank you for your consideration. We trust we can be of service.

Michael J. Jurado

Total

Approved By: _____

Date: _____

CONTRACTORS OF RECORD HOURLY CHARGE

- Schlick Services \$72.50 per hour
- Greenwood Heating and Air \$75.00 per hour
- Advanced Painting \$38.00 per hour
- J.C.Kress Construction \$55.00 per hour

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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTY COMMITTEE (MW)
SUBJECT: IMPROVEMENTS TO THE SERVICE MAINTENANCE BREAK ROOM, LOCKER ROOM, AND RESTROOM
DATE: JANUARY 7, 2019
CC: FILE

The Service Maintenance Committee requested the Architectural Review Design Committee make selections for color and type from a scope of work provided to them for the improvements to the Service Maintenance Break room, Locker room, and Restroom in the Service Maintenance Building. The list of items, selected by the ADRC, is attached as exhibit (A) and was used to obtain costing for this project as follows:

Stall partitions/Lockers Deep Blue and all hardware	
JC Kress Construction	\$46,993
Los Al Builders	\$40,750
Flooring Locker/Restroom/breakroom	
Cornerstone Flooring	\$ 7,400
Kary's Carpet	\$ 8,410
Service Maintenance (in house hours 486)	
Refinish and paint walls Blue Lace #1625	
Replace ceiling tiles - white	
Replae Tables and chairs per sample provided on request list	
Install Kitchenette per sample provided on request list	
Install two Sinks London Grey	
Hand dryers Grey	
Total	\$18,305
Talmar	
Work stations provided by Talmar (ADRC standard)	\$ 1,217
A/C Heater	
Alpine Heating and Air	\$3,950
Greenwood Heating and Air	\$4,200

At its January 2, 2019 meeting, the Physical Property Committee recommended the GRF Board award contracts and work orders, pending Finance Committee review, to the following:

- Los Al Builders for the partition's, lockers, and window replacement.
- Cornerstone Flooring to replace flooring in the break and locker rooms
- Service Maintenance to Refinish and paint walls Blue Lace #1625, Replace ceiling tiles – white, Replace Tables and chairs, Install Kitchenette, install two Sinks and install, two Hand dryers Grey
- Talmar install two work stations
- Greenwood Heating and Air to install heat pump

It was suggested to break down the cost of this project into two parts: Break room and Restroom/Locker room:

DESCRIPTION	BREAK ROOM	RESTROOM LOCKER ROOM
Demo/Paint	\$ 500.00	\$ 1,500.00
Flooring	\$ 3,590.45	\$ 3,810.50
Tables/Chairs	\$ 2,180.00	
Kitchenette	\$ 1,850.00	
Plumbing		\$ 7,850.00
Hand Dryers		\$ 4,425.00
Work Station	\$ 1,217.58	
Lockers/Partitions/Windows etc.		\$ 40,750.00
Heat Pump	\$ 3,950.00	
	\$ 13,288.03	\$ 58,335.50
	Subtotal	71,623.53
	Contingency	<u>2,000.00</u>
		\$ 73,623.53

At its regular meeting in January 17, 2019 the Finance Committee reviewed available funding for this Capital project, and unanimously resolved Capital funding is available.

I move to award a contract/work order to:

- Los Al Builders, for the partition's, lockers, and window replacement.
- Cornerstone Flooring, to replace flooring in the break and locker rooms
- Service Maintenance, to Refinish and paint walls Blue Lace #1625, replace ceiling tiles – white, replace tables and chairs, install kitchenette, install two sinks and install two hand dryers
- Talmar, to install two work stations
- Alpine Heating and Air, to install heat pump

For a cost not to exceed a total of \$73,623.53, including \$2,000 contingency, Capital funding, and authorize the President to sign the contracts.

Service Maintenance – Break room, Locker room, Restroom Action Request List

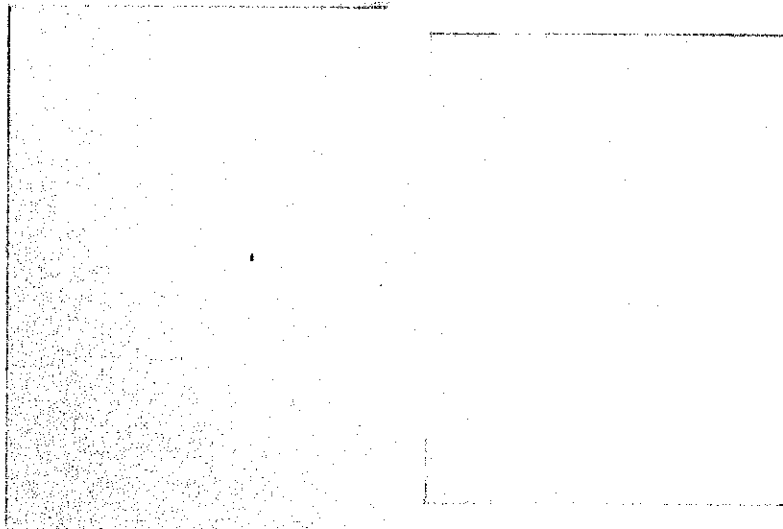
➤ Break Room

- Refinish and paint walls Blue Lace #1625

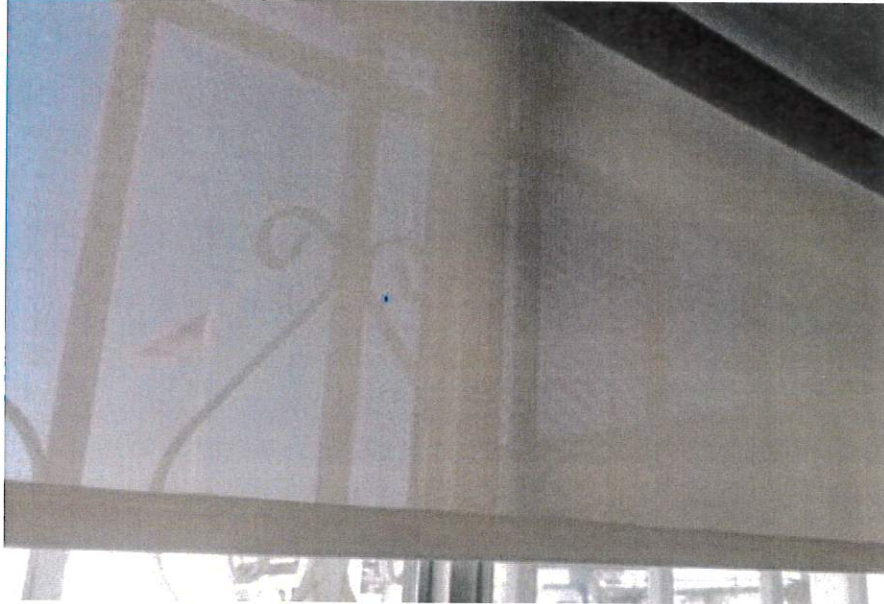
- Replace ceiling tiles - White

- Windows

VINYL WINDOWS



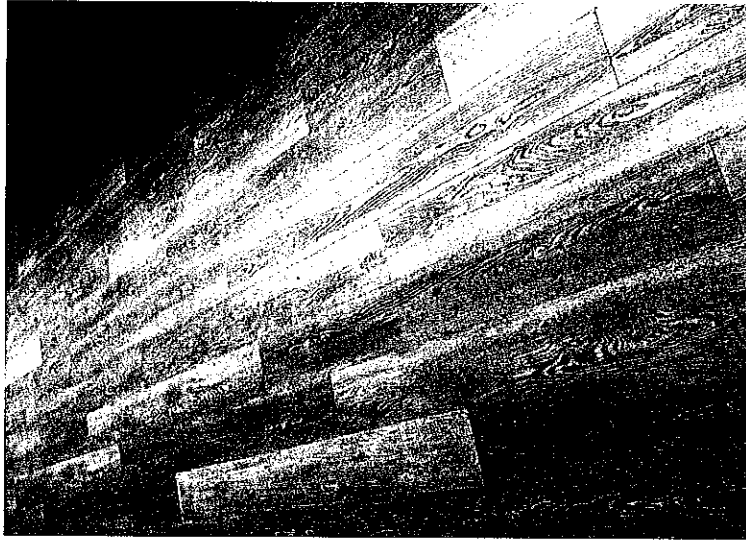
- Blinds - Pearl White Solar



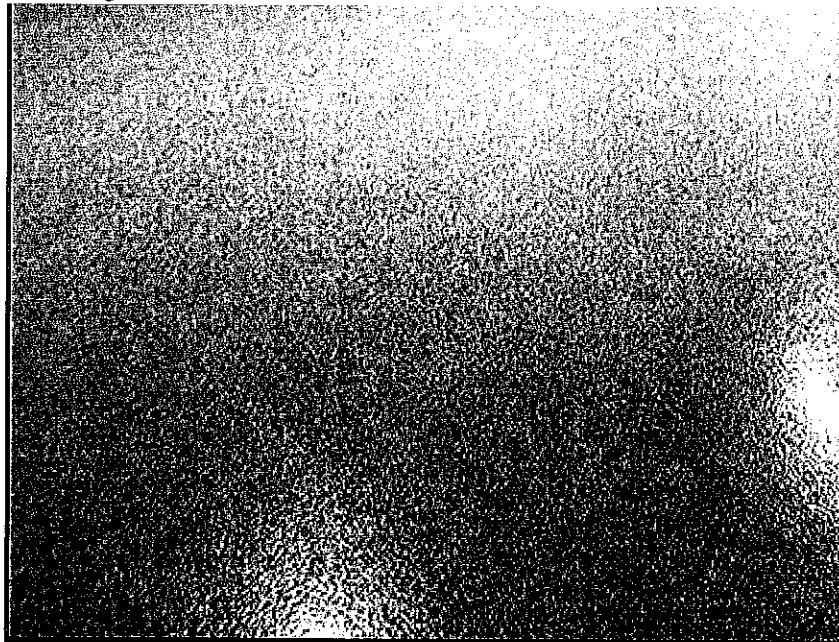
- Replace outlets – Standard White
- Tables & chairs



- Flooring in the break room

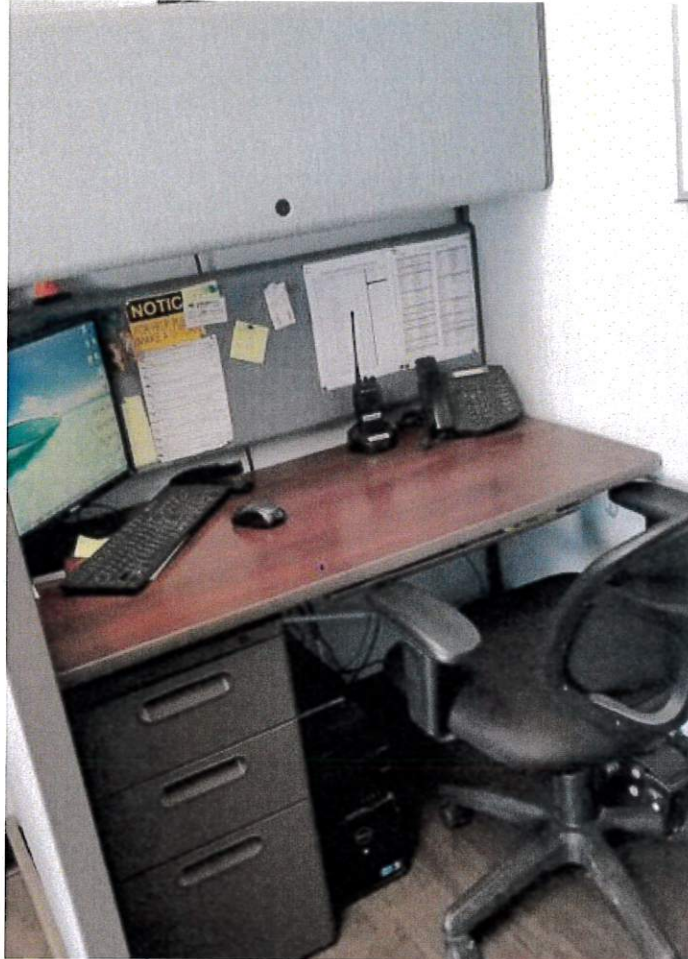


- Flooring Locker/Restroom



1/4" California Grey Blended Flakes

- Computer work stations - Talimar

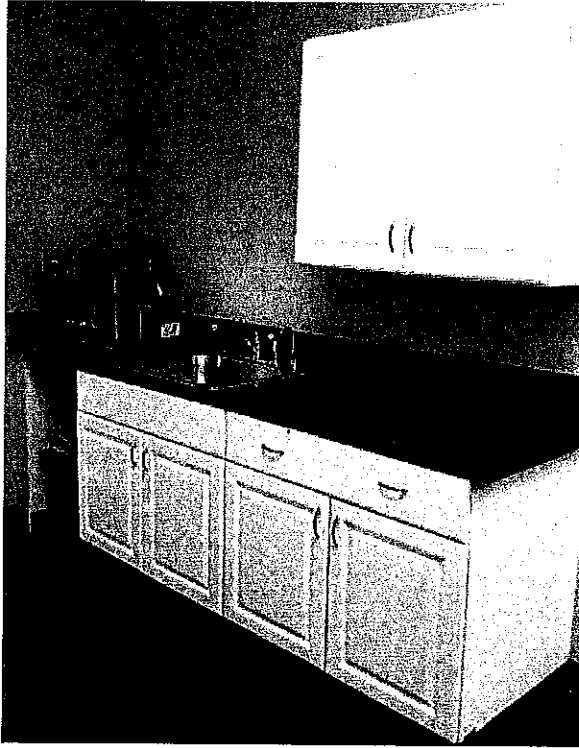


- A/C unit-standard

Fujitsu



- Kitchenette – countertop with sink match office break room



- T.V. – standard

➤ **Locker Room / Restroom**

- Paint walls Blue Lace #1625

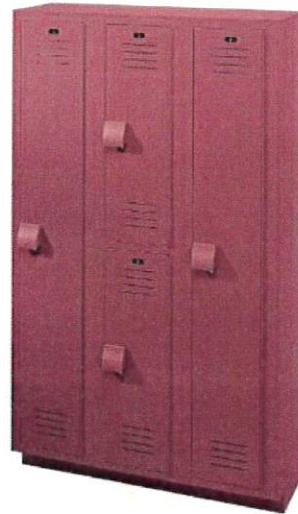


- L.E.D. lighting - standard
- Lockers

MODEL LENOXLOCKER

Standard Locker

- **XL Locker** option offers 30% more storage area
- Tough, attractive solid plastic never needs painting resists dents and scratches
- Impervious to moisture - 20-year warranty against rust, delamination or breakage under normal use
- Made with HDPE plastic containing 30% pre-consumer content or 100% post-consumer recycled content
- Durable, vandal resistant all-welded construction
- A wide range of sizes, tiers, colors, and options
- Lockers ship assembled (optional top, end panel and base assembled at the job site)
- Lenox Plastic Lockers now **GREENGUARD Certified** as a low-emitting material
- **Lenox Lockers HPD**



Plastic Locker

						
BEIGE - S202	BURGUNDY - S211	BUTTERMILK - M226	CANYON GRANITE - M244	CHARCOAL GRAY - S215	DEEP BLUE - S203	DESERT STONE - S406
						
GRAY - S200	LINEN - M242	MOSS - M228	RED - S214	STARRY NIGHT - S225	TOFFEE - M227	WHITE - S201

○ Toilets and stall partitions

MODEL BRADMAR PARTITIONS

Bradmar Partitions

- Fabricated from an advanced formula of at least 30% pre-consumer recycled high-density polyethylene (HDPE)
- Available in over 19 popular colors
- New! Now available in 100% Post-Consumer Recycled HDPE in Toffee and Charcoal Gray
- Now Available in No-Site European Styling
- Low Maintenance
- Moisture resistant even in wet environments
- Hard to scratch tested to ASTM D2197-first visible scratch at 8 lbs. 8 oz
- Graffiti easily removed tested to ASTM D6578
- Hard to dent tested to ASTM D2794 up to 192 in-lbs !
- NEW! Bradmar Solid Plastic now **GREENGUARD Certified** as a low-emitting material



Partitions - Bradmar



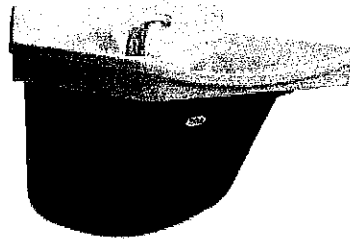
○ Shower - standard fiberglass white

○ Sinks

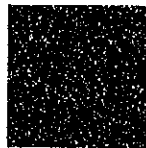
MODEL FL-1L

Frequency Series 1-Station, FL-1L

- Serves one user at a time
- Patented molded one-piece with integral bowl
- The lower concave unit is ADA Compliant
- Constructed of vandal-resistant Terreon or TerreonRE Solid Surface Material, available in dozens of colors
- Capacitive sensing faucet standard
- Trap covers made of high impact polymer
- Optional soap dispenser and/or tankless water heater available
- Terreon and TerreonRE are now GREENGUARD Certified as low-emitting materials



Terreon Standard Colors



CHARCOAL GRAY



COBBLESTONE



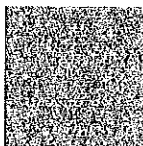
DRIFTWOOD



EMPIRE GRAY



GRAPHITE



LAGOONSTONE



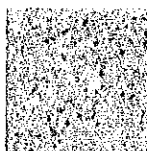
LONDON GRAY



MOSSSTONE



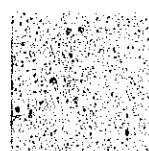
ORGANIC SAND



PEBBLE BEACH



PEPPERED WHITE



SAND DUNE



SANDTRAP



SILVER MIST



STONE CABIN



WHITE SAND

○ Hand dryers

Dyson Airblade dB (AB14) Hand Dryer



OUR PRICE: \$1,349.00

Item Number: AB14-G-LV

Product Options

Color: Gray ("Steel") ABS ▾

Voltage: Low Volt (120V) Standard ▾

Quantity: [ADD TO CART](#)

[Add to a new shopping list](#)

FREE SHIPPING

Click icons below for details



Hands Free



High Speed



HEPA Filter



Warranty

DYSON Airblade® "dB" (AB14) | High speed, hands-in, automatic hand dryer

Options: Steel (Gray) ABS Polycarbonate | White ABS Polycarbonate

LV (Low Voltage) 110-120V | HV (High Voltage) 208-240V

> ALWAYS IN-STOCK for SAME DAY SHIPMENT*

> FREE 2nd Day Air Shipping! Use coupon code: **2DayAirblade** at checkout.

The Dyson Airblade dB AB14 is the newer quieter version of the popular AB04 hand dryer.

Available in White or Gray ("Steel") ABS polycarbonate, the model dB or AB14 is newly redesigned to be much quieter, while still maintaining the incredibly fast dry times that it's known for. It is the most popular Dyson hand dryer. The user places hands down into the dryer, and as they are pulled up, the water is efficiently removed using thin, highly concentrated strips of air from both sides. Also referred to as an air-knife, Dyson pioneered this approach and the AB14 can dry your hands in as little as 10 to 12 seconds..



Date: November 14, 2018

LOCKER ROOM PROPOSAL Revised

- Remove & haul away existing lockers & toilet partitions in locker room.
- Remove toilet next to shower. Block plumbing & repair floor.
- Install 4 Bradley solid plastic toilet partitions & 1 urinal screen: Floor mount with overhead bracing. Color to be "Deep Blue".
- Provide & install new toilet paper & seat cover holders for each toilet stall
- Install (19) 2 Tier Lenox lockers: 12"w X 18"d, louvered vented doors, flat tops, standard hasp locks, color to be "Deep Blue" with black base
- Install (2) 84" X 9" Lenox locker benches with pedestal legs. Color to be "Deep Blue"
- Relocate & replace 4/0x3/0 window in locker room with Milgard Tuscan unit. Patch old window location with existing corrugated material
- Replace (4) existing 5/0x3/0 windows in office with Milgard Tuscan units
- Provide & install "Pearl White Solar Shades" for (4) windows.
- Includes permits from Golden Rain & Seal Beach
- No painting or other repair work is included in this proposal

MATERIAL, TAX & INSTALLATION: \$40,750 net 30 days

Any amount past 30 days will accrue interest at the rate of 1% per day.

Lead time is approximately 30 business days from date of contract signature.

This proposal is valid for 30 days from above date



Cornerstone Floors
10779 Los Alamitos Blvd
Los Alamitos, CA 90720 US
(562) 799-8200
jim@ocfloorguy.com
www.ocfloorguy.com

ADDRESS

C/O George Hurtado
Golden Rain Foundation
1280 Golden Rain Road
Seal Beach, Calif. 90740

ESTIMATE # 3075

DATE 09/19/2018

DESCRIPTION	QTY	RATE	AMOUNT
Work Site - Maintenance Break Room			
Islet Collection - Water Proof Core Wear Layer 20 Mill. 10 Year Commercial Warranty 593 net SF x 5% overage = 17 ctns at 33.46 SF each = 568.82	568.82	3.35	1,905.55
Transition Molding - (1) Reducer	1	33.67	33.67
Web Crete - Floor Leveler	2	24.77	49.54
Cove Base & Adhesive - 4" w/ Toe Color To be selected	100	1.41	141.00
Prep exl sting floor as required. Install new WPC plank floors. Install transition molding. Install new cove base.	539	2.71	1,460.69

Includes - Material, Installation & Tax = \$6.05 SF

Thanks For The Opportunity

TOTAL

\$3,590.45

Accepted By

Accepted Date

For payment by Credit Card add 3.5%
**deposit on contract / balance upon completion
(to be paid to Installers before they leave)



Cornerstone Floors
10779 Los Alamitos Blvd
Los Alamitos, CA 90720 US
(562) 799-8200
jim@ocfloorguy.com
www.ocfloorguy.com

ADDRESS

C/O George Hurtado
Golden Rain Foundation
1280 Golden Rain Road
Seal Beach, Calif. 90740

ESTIMATE # 3076

DATE 09/19/2018

SALES REP

Russ

DESCRIPTION	QTY	RATE	AMOUNT
Work Site - Maintenance Locker / Bathroom & Sink Area			
Epoxy Chip Floor System Color - To be selected	380	9.37	3,560.60
Floor Area - 380 Net SF			
Cove Base & Adhesive - 4" w/toe	98	2.55	249.90
96 LF Material & Installation = $96 \times 2.55 = 244.80$			

Note - Estimate Base On Empty Floor Space

Thanks For The Opportunity

TOTAL

\$3,810.50

Accepted By

Accepted Date

For payment by Credit Card add 3.5%
**deposit on contract / balance upon completion
(to be paid to installers before they leave)

GRF Service Maintenance Department

Estimate - Labor & Materials Cost

Date: October 9, 2018
To: Mark Weaver, Facilities Director
From: Ruben Gonzalez, Facilities Manager
Subject: Service Maintenance - Break room, Lunchroom & Restroom Renovation
Location: Service Maintenance Department

Itemized List for Labor and Material(s)

LABOR DESCRIPTION / HOURS	MATERIAL COST
1. Demo / Frame / Refinish & Paint Walls (ceiling tiles included) – 180 hours labor	\$2,000
2. Tables (4 qty.) – 16 hours labor	\$1,060
3. Chairs (32 qty.) – 2 hours labor	\$1,120
4. Kitchenette – 48 hours labor	\$1,850
5. Plumbing / Sinks (3 qty.) – 160 hours labor	\$7,850
6. Electrical / Hand Dryers (2 qty.) – 80 hours labor	\$4,425
ESTIMATED MATERIALS TOTAL	\$18,305

DISCLAIMER:

PLEASE NOTE THAT THIS IS AN ESTIMATE ONLY. ANY UNFORESEEN OR ADDED ITEMS MAY INCREASE THE TOTAL COST OF THE JOB.





3105 WEST ALPINE
SANTA ANA, CA 92704
(714) 667-4884

GOLDEN RAIN FOUNDATION
1280 GOLDEN RAIN RD.
SEAL BEACH, CA 90740

CONTACT: RUBEN GONZALEZ
PHONE: (562) 431-6586 X366
FAX: (562) 431-0345
E-MAIL: RUBENG@LWSB.COM

GOLDEN RAIN - MAINTENANCE LUNCH ROOM WORKSTATIONS - 10/16/2018

QUANTITY	PRODUCT DESCRIPTION	UNIT NET	EXTENDED NET
2	ADDITIONAL WORKSTATIONS FOR MAINTENANCE LUNCH ROOM AREA SYSTEMS FURNITURE PER PLAN INCLUDING 47H PARTITION 48 X 24 DESK SURFACES AND ALL REQUIRED SUPPORTS AND HARDWARE ASSEMBLY & INSTALLATION INCLUDED IN PRICE FABRICS & FINISHES: TO MATCH EXISTING	\$ 360.00	\$ 720.00
2	FILE/FILE STORAGE PEDESTAL FOR WORKSTATIONS	\$ 180.00	\$ 360.00

Total extended net price:	\$ 1,080.00
Freight & Delivery:	\$ 150.00
Additional/Repeat Discounting Provided:	\$ (100.00)
Tax: 7.75%	\$ 87.58
TOTAL:	\$ 1,217.58

50% deposit required on all orders. All orders final.

Authorized by: _____ Date: _____
signature

GREENWOOD

HEATING & AIR INC.

www.GreenwoodHeatandAir.com

Electric St. Cypress, CA 90630 ph 714-821-7070

Estimate

Date	Estimate #
8/14/2018	17209

Name / Address
Golden Rain Foundation PO BOX 3519 Seal Beach, CA 90740

Job Address
Maintenance End of Golden Rain Rd,

Item	Description	Total
Total	<p>Estimate to install new Fujitsu heat pump system in break room to include the following:</p> <ul style="list-style-type: none"> - Fujitsu 24,000 BTU heat pump model #24RLFW Energy Star series (ASU24RLF / AOU24RLFW) with remote control, heat and cool, 18 SEER, R-410A earth friendly refrigerant - New copper line set - Line set cover for exterior line set painted to match wall. - Electrical run to fan coil on wall - 208-230 volt electrical run to heat pump and disconnect - PVC drain line run for drain of fan coil on wall ran to approved location - Rodent proof drain line with wire mesh - Rodent proof line set opening with foam and wire mesh exterior - Fiberglass heat pump pad for heat pump - Labor and materials needed to install system to manufacturers specifications <p>Warranty : 1 year labor by Greenwood; By Fujitsu: 12 years parts, 12 years compressor Cost - \$4,200.00</p>	4,200.00
Permits	leisure World City Permits - Included	
Permits	Seal Beach City Permits - Included	
Payment Terms	Contract Total -\$4,200.00	
Thank you for the opportunity to bid your job.		
Total		\$4,200.00

Lic. #945655