

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



April 23, 2019

Approved Minutes

MOVED and duly approved the minutes of the March 26, 2019 Golden Rain Foundation (GRF) Board of Directors (BOD) meeting were approved, as presented.

General – Adopt Policy 20-2841-2, Graphic Design Services (TENTATIVE VOTE)

MOVED and duly approved to tentatively adopt 20-2841-2, Graphic Design Services, as presented, pending a 30-day notification to the members, and a final decision by the GRF Board of Directors on May 28, 2019.

General – Approve April GRF Board Report

MOVED and duly approved the April GRF Board Report, as presented.

Executive Committee – Approve Amended Employee Handbook

MOVED and duly approved the GRF Employee Handbook, as presented, and authorize the Executive Director to distribute the amended document, as soon as administratively feasible.

Executive Committee – Rescind Position Description 3491.6, Parking Enforcement Specialist

MOVED and duly approved to rescind position description 3491.6, Parking Enforcement Specialist.

Executive Committee – Non-budgeted Operating Funding Request – Approve Applicant Tracking System

MOVED and duly approved a contract with Clear Solutions ATS and authorized the President to sign the agreement and cancel the subscription with ZipRecruiter.

Finance Committee – Accept March Financial Statements

MOVED and duly approved to accept the financial statements March 2019, for audit, as presented by the Director of Finance.

Finance Committee – Approve Funds Transfer Request – Reserve Funds

MOVED and duly approved a transfer of \$500,000 of reserve funds, from First Foundation Bank to Morgan Stanley, following the maturity of a \$500,000 CDAR on May 2, 2019, for the purposes of maximizing insured funds and to invest in higher yielding investments with Morgan Stanley.

Finance Committee – Approve CD Purchase – Reserve Funds

MOVED and duly approved the purchase of brokered CDs from Morgan Stanley totaling \$1,000,000 of reserve funds, using funds from the US Bank money market account and proceeds from a maturing CDAR on May 2, 2019, at First Foundation Bank, with 12-month and 18-month terms at the prevailing interest rates at the time of purchase.

Finance Committee – Approve CD Purchase – Capital Improvement Funds

MOVED and duly approved the purchase of brokered CDs from US Bancorp, totaling \$500,000 of Capital Improvement funds, with 12-month and 18-month terms, at the prevailing interest rates at the time of purchase.

Finance Committee – Adopt 50-1450-1, Guidelines for Exclusive Leasing of Trust Property
MOVED and duly approved to adopt 50-1450-1, Guidelines for Exclusive Leasing of Trust Property, as presented.

Finance Committee – Amend Policy 40-5061-2, Fees
MOVED and duly approved to amend Policy 40-5061-2, Fees, amended the fee for additional Leisure World maps (excluding shareholders) from \$5 to \$1, as presented.

Mutual Administration Committee – Approve the Seal Beach Leisure World Buying and Selling Handout
MOVED and duly approved to accept the revisions to the Leisure World Seal Beach Buying and Selling Handout, approve distribution of the Handout, by the Stock Transfer Office, to realtors, and post on the Leisure World Seal Beach website.

Mutual Administration Committee – Authorize the Mind Booster Workshops
MOVED and duly approved to accept the revisions to the Leisure World Seal Beach Buying and Selling Handout, approve distribution of the Handout, by the Stock Transfer Office, to realtors, and post on the Leisure World Seal Beach website.

Physical Property Committee – Capital Funding Request – Replacement of Fountain, Golf Course Lake
MOVED and duly approved the purchase and installation of three floating fountains at the Golf Course Lake, Capital funds, at a cost not to exceed \$6,815, and authorize the Executive Director initiate the purchase.

Recreation Committee – Amend Policy 1445-52, Mission Park Programs
MOVED and duly approved to amend Policy 1445-52, Mission Park Programs, advising that Mission Park programs are to be reserved through the Recreation Reservations Office, that guest usage of Mission Park is eliminated, that trainers engaged by clubs must be approved, of an update of prohibited items in Mission Park, and that abuse of custodial staff may be cause for temporary or permanent loss of privileges.

Recap of GRF Committees' Activity

March/April 2019

March 27, 2019, Architectural Design & Review Committee

- CONCURRED to forward the Veteran's Shade request to the Recreation Committee, to consider adding a wind brake to the Veteran's plaza, on the west side and bring back at a later date;
- CONCURRED to forward the channel fencing request to the Physical Property Committee, for review and bring back at a later day;
- CONCURRED Committee to address this agenda item at the next scheduled meeting. The Facilities Director was requested to bring back cost selections.

March 28, 2019, Service Maintenance Committee

- CONCURRED to include the laundry unit repair report in the staff report section of the agenda.

March 29, 2019, Special Recreation Committee

- MOVED to recommend the GRF Board adopt Policy 14XX-50, Guidelines for Leasing Trust Property, as amended, pending Finance Committee review.

April 1, 2019, Recreation Committee

- CONCURRED to reinstate temporary use of the lockers in Clubhouse One;
- CONCURRED to request staff investigate access to the Orange County online library catalog for shareholders at the Leisure World Library In lieu of OverDrive;
- CONCURRED to request the Library Operations Supervisor draft a questionnaire, to be reviewed at the next Committee meeting, regarding shareholder interest in adult education classes.

April 3, 2019, Physical Property Committee

- MOVED to approve the completion of concrete/roof improvements-Medical Building #888-18;
- MOVED to recommend the GRF Board approve the purchase and installation of three floating fountains at the Golf Course Lake, using Unbudgeted Capital funds, at a cost not to exceed \$6,815, pending Finance Committee review to request staff bring back cost for flashing speed limit signs.

April 8, 2019, Mutual Administration Committee

- MOVED recommend the GRF BOD accept the amendments to the Buyer/Seller handout, post the handout on the website and request the Stock Transfer Office to begin distributing the handout to realtors;
- CONCURRED to support distribution of the Orange County Fire Authority Patient Information Form and cover letter, at a cost not to exceed \$500, to be coordinated by the Safety/Emergency Coordinator and to publish an article in the LW Weekly, prior to distribution of the form.;
- MOVED to authorize the Mutual Administration and Member Resource & Assistance Liaison to plan and facilitate the Life Options Expo, on June 1, 2019;
- MOVED to recommend the GRF BOD authorize the Member Resource & Assistance Liaison to plan and coordinate the Mind Booster workshop, inside the Leisure World Seal Beach community, with permission to use Clubhouse space, to accommodate 50+ residents;
- CONCURRED to request the Executive Committee discuss the establishment of a policy sub-committee to oversee policies transitioning from one GRF Committee to another.

April 10, 2019, Security, Bus & Traffic Committee

- CONCURRED to request the Fleet Manager to bring back a cost on the Access Bus and a cost for bus per rider off property;
- CONCURRED to request the Executive Director to obtain quotes on Fleet Consultants and schedule one for the next scheduled meeting;
- CONCURRED to request the Executive Director make a recommendation to the Finance Committee to split cost centers, such as hard repair cost, operational cost and budgeting expenditure numbers;
- CONCURRED to request the Executive Director to bring back bring back a cost estimate for staff to be classified for driver's license, class B.

April 11, 2019, Communications Committee

- CONCURRED to move forward with the option #2 of the Spotlight Magazine cover, as presented by the Director of Communications and Technology;

- CONCURRED to move forward with option #5 of the Annual Report cover, as presented by the Director of Communications and Technology, but reconsider the text;
- CONCURRED to move forward with option #2 of the LW Community Guide cover.
- CONCURRED to request the Director of Communications and Technology send out Requests for Proposal (RFPs) to digital marketing agencies for website redevelopment and send the links of the responders to all GRF Board members for review;
- MOVED to recommend the Finance Committee, in May, approve Policy 5050-34, Digital Billboards being renamed to Graphic Design Services;
- MOVED to present 20-2804-1 Community Newsletter Submissions, to the Interfaith Counsel for review.

April 12, 2019, Executive Committee

- MOVED to review the Handbook at the April meeting, after review by corporate counsel and incorporation of recommended changes received by the Committee;
- MOVED to forward a request for availability of funding to the Finance Committee, in an amount not to exceed \$3,000, Cost Center 20, non-budgeted Operating funds to purchase materials for creating an Employee Recognition Wall;
- MOVED to amend the position description 3194.1, Stock Transfer Assistant, as presented;
- MOVED to review the changes to the draft policy, External Communication, Authorized Spokesperson, recommended by the Committee, at the April meeting.

April 15, 2019, Finance Committee

- MOVED to recommend the GRF Board accept for audit, the financial statements for the month of March 2019, as presented by the Director of Finance and as reviewed by the Finance Committee;
- MOVED to recommend the GRF Board authorize the Finance Department to pursue the lockbox solution with Clickpay;
- MOVED to recommend the GRF Board authorize the transfer of \$500,000 of reserve funds from First Foundation Bank to Morgan Stanley, following the maturity of a \$500,000 CDAR on May 2, 2019, and to transfer \$500,000 from US Bank, for the purposes of maximizing insured funds and to invest with Morgan Stanley;
- MOVED to recommend the GRF Board authorize the purchase of brokered CDs from Morgan Stanley totaling \$1,000,000 of reserve funds from US Bank, with 12-month and 18-month terms at the prevailing interest rates at the time of purchase;
- MOVED to recommend the GRF Board request staff formulate a request for proposal, to secure auditing services for the years 2019, 2020 and 2021 and to provide a list of potential auditing firms for consideration;
- MOVED to recommend the GRF Board allocate Capital funding, for the installation of three floating fountains at the Golf Course Lake, in an amount not to exceed \$6,815;
- MOVED to allocate non-budgeted Operating funding to initiate the implementation of the Clear Company ATS as soon as administratively feasible and to cancel the subscription for ZipRecruiter as soon as the ATS is fully implemented, in an amount not to exceed \$1,168;
- MOVED to recommend the GRF Board adopt Policy 50-1450-1, Guidelines for Exclusive Leasing of Trust Property, as amended;
- MOVED to recommend the GRF Board adopt Policy 40-3326-1, Purchasing Warehouse Guidelines for Inventory and Non-Inventory Purchases, as presented, pending the Executive Director's presentation of the policy to President's Council, at the May meeting;
- MOVED to recommend the GRF Board amend Policy 40-5061-2, Fees, to reflect the amendment of the fee for additional Leisure World maps, to One (1) dollar from Five (5) dollars, as presented.

April 16, Information Technology Committee

- CONCURRED to request the IT Supervisor present information on NEST thermostats at the May Committee meeting;
- CONCURRED to request the IT Supervisor provide an update on the Point of Sale System at the May Committee meeting;
- CONCURRED to request the IT Supervisor provide an update on the Time Tracking Software at the May Committee meeting;

Financial Recap March 2019

Financial Recap – March 2019

As of the two-month period ended March 2019, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$156,966.

Major variances are:

Wages, Taxes & Benefits	149,005	Favorable: Wages \$68K; P/R Taxes \$18K; Workers' Comp \$12K; Group Ins \$41K; 401(k) Match \$9K
Temporary Agency Fees	(49,919)	Unfavorable: Temporary help for key positions.
Supplies	23,308	Favorable: Low requisitions in first quarter
Professional Services	14,260	Favorable: Less legal assistance than planned
Facilities Rentals & Maintenance	70,572	Favorable: \$37K Landscaping; \$18K Repairs & Maintenance; \$11K Service Contracts
Rental Income	(97,198)	Unfavorable: Lower unit sales than planned
Interest Income	39,095	Favorable: Actual yields > planned
News Advertising	(50,406)	Unfavorable: Budget planned more aggressive sales
SRO Labor Recovery	19,935	Favorable: Recoveries exceeds budget

	Fund Balance	Allocated For Current Projects	Allocated For Future Projects	For details, see page
Reserve Funds				
Repairs & Replacements	\$9,674,988	\$1,905,639	\$7,769,349	7

	Fund Balance	Allocated Funds	Unallocated Funds	For details, see page
Capital Funds				
Capital Improvements	\$1,713,166	\$242,432	\$1,470,734	8

Total year-to-date approved unbudgeted operating expenses are \$8,000.