



Board of Directors

Agenda

Clubhouse Four
Tuesday, May 28, 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) Health Care Center Update
- 7) 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

- 8) Consent Calendar (pp. 1-2)
 - a) Minutes of the Special Recreation Committee Board Meeting of March 29, 2019
 - b) Minutes of the Recreation Committee Board Meeting of April 1, 2019
 - c) Minutes of the Physical Property Committee Board Meeting of April 3, 2019
 - d) Minutes of the Executive Committee Board Meeting of April 12, 2019
- 9) Approval of Minutes
 - a) April 23, 2019 (pp. 3-14)
- 10) Reports
 - a) Facilities and Amenities Review (FAR) Ad hoc Committee
 - b) Management Services Review Ad hoc Committee
 - c) Strategic Planning Ad hoc Committee
 - d) Health Care Center Advisory Board

11) New Business

a) General

- i) Adopt Policy 20-2841-2, Graphic Design Services **(FINAL VOTE)** (Mr. Pratt, pp. 15-16)
- ii) Approve May GRF Board Report (Mr. Gould, pp. 17-26)
- iii) Amend Telecommunications Services Agreement (Mr. Stone, pp. 27-30)
- iv) Ratification of Emergency Session of the GRF Board of Directors re: Off-Property Bus Service (Ms. Isom, pp. 31-32)

b) Architectural Design & Review Committee

- i) Reserve Funding Request – Landscape Replacement, Health Care Center, Clubhouse Six and Administration Parking Lot (Ms. Heinrichs, pp. 33-36)

c) Facilities and Amenities Review Ad hoc Committee

- i) Committee Recommendations for Policy Amendment (Mrs. Perrotti, pp. 37-38)

d) Finance Committee

- i) Accept April Financial Statements (Ms. Winkler, pp. 39-44)
- ii) Approve Funds Transfer Request – Reserve Funds (Mr. Friedman, pp. 45-46)
- iii) Approve CD Purchase – Reserve Funds (Mr. Lukoff, pp. 47-48)
- iv) Adopt 40-3326-1, Purchasing Warehouse Guidelines for Inventory and Non-Inventory Purchases (Ms. Rapp, pp. 49-50)
- v) Approve Exclusive Use of Trust Property Leases (Ms. Hopewell, pp. 51-52)

e) Physical Property Committee

- i) Reserve Funding Request – HVAC Replacements, Clubhouses Two and Four (Ms. Gerber, pp. 53-54)

f) Recreation Committee

- i) Contract Approval - Sound System and Lighting, Amphitheater (Mr. Dodero, pp. 55-56)
- ii) Approve Distribution of Questionnaires (Restaurant/Bar, Fitness, Learning Center) (Mr. Moore, pp. 57-62)

g) Security, Bus & Traffic Committee

- i) Approve Replacement of Visitor Access System – HANDOUT (Mr. Pratt)

12) Staff Reports

- i) Director of Finance's Report – Ms. Miller
- ii) Executive Director's Report – Mr. Ankeny

13) Board Member Comments

14) Next Meeting/Adjournment

Next regular GRF Board of Directors meeting, Tuesday, **June 25, 1:00 a.m.**, Clubhouse Four

In accordance with Civil Code 4090, the Foundation will make available a summary of the meetings where a quorum of the Board was present. A quorum of the Board was present at the following April 2019 Committee meetings:

- Minutes of the Special Recreation Committee Board Meeting of March 29, 2019
- Minutes of the Recreation Committee Board Meeting of April 1, 2019
- Minutes of the Physical Property Committee Board Meeting of April 3, 2019
- Minutes of the Executive Committee Board Meeting of April 12, 2019

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.

THIS
PAGE
LEFT
BLANK
INTENTIONALLY



**BOARD OF DIRECTORS MEETING MINUTES
GOLDEN RAIN FOUNDATION
April 23, 2019**

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, April 23, 2019, in Clubhouse Four.

PLEDGE OF ALLEGIANCE

Dee Steinbrecher, President of the Garden Club, led the Pledge of Allegiance.

ROLL CALL

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

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

PRESIDENTS COMMENTS

Good Morning Members, today I want to talk about rumors. I am always amazed at the rumors that abound in Leisure World. I suppose that with 9,000 plus residents, I shouldn't be surprised. But I still am!

The first rumor is that our Executive Director, Randy Ankeny, gave himself a \$40,000 raise this year. Well, he didn't this year, nor last year. Let me assure you that Randy cannot give himself a raise...only the GRF Board of Directors has that power. Randy has a review every year as do all GRF employees. Randy's annual review is in June. At that time, the Board carefully evaluates his performance for the past year and decides what compensation is appropriate going forward, and it hasn't been \$40,000!

Rumor #2: GRF is going to take away amenities to open a restaurant and bar. The fact is that many, many residents have expressed an interest in a restaurant and bar on campus. (Of all the Leisure Worlds across the country, Leisure World Seal Beach is the only one without an onsite restaurant and bar.)

Because so many residents asked, GRF is exploring the options. And I emphasize, exploring!

Golden Rain Foundation Board Meeting Minutes, April 23, 2019

The first step was to form a subcommittee to study what would be involved if a large part of the community agreed with the concept. And, I might mention, this eight-member subcommittee is a combination of GRF Directors, Mutual Presidents and residents (Resident Specialists). Please watch the LW Weekly and the LW Live for a survey that is on its way. It will ask several questions, such as:

- Do you want a restaurant and bar?
- What type of food service would you like, breakfast, lunch and/or dinner?
- Should guests be allowed?
- Should take out and food delivery be available?

These are just a few of the questions that will be asked. Be sure to have your voice heard by taking part in this survey.

Depending on the results of the survey (if they are positive), the next step would be for the subcommittee to gather enough information to send to the Recreation Committee for their input. If the results are still positive, then the Recreation Committee will ask the Board of Directors for a “concept” approval before any more staff time is utilized. If the concept is approved by the Board, it will go back to the subcommittee to develop a plan, costs, timeline, etc. Once that is complete, it will start the process again: subcommittee-Recreation Committee-GRF Board. This is not a quick project. GRF’s processes are slow. There will be ample opportunities to voice your comments, concerns, and suggestions. At every step of the way, and as a reminder, all committee and board meetings are open and invite public comment. The addition of a restaurant and/or bar will not happen without the input of the residents and the approval of the GRF Board.

Next month, on Tuesday, May 28, the GRF Monthly Board Meeting will be held at night (6 pm). This meeting will be the last official business meeting of the 2018-2019 term. During the month of June, we will have the GRF Election meeting, the GRF Annual meeting and the GRF Organizational meeting. There will be a GRF Board meeting on June 26 which is the first meeting of the 2019-2020 term. And now to the business at hand.

ANNOUNCEMENTS

The GRF Board of Directors met in Executive Session on April 5, 2019, to discuss legal and contractual matters.

SERVICE ANNIVERSARIES

Three employees were recognized with a service award.

Julie Rodgers	Purchasing	5 years
Carolyn Miller	Finance	10 years
Jesus Lopez	Service Maintenance	40 years

SEAL BEACH COUNCIL MEMBER’S REPORT

Seal Beach Council Member Sandra Massa Lavitt provided an update on the City of Seal Beach Council meeting.

HEALTH CARE CENTER UPDATE

The President advised that representatives from the Health Care Center weren't able to attend today's meeting, but it is anticipated that they will be able to provide monthly updates going forward.

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 Recreation Committee Board Meeting of March 4, 2019
- Minutes of the Executive Committee Board Meeting of March 8, 2019

APPROVAL OF BOARD MEETING MINUTES

The minutes of the March 26 meeting were approved, as presented.

REPORTS

The Chair of the Facilities and Amenities Review (FAR) Ad hoc Committee presented a report on the progress of the Ad hoc Committee.

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

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

The Health Care Center Advisory Board presented a report on the progress of the Board.

NEW BUSINESS

General

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

At its meeting on April 11, 2019, the Communications Committee recommended the adoption of 20-2841-2, Graphic Design Services. Increasingly, the LW Weekly staff are requested to provide graphic design services which are not part of the services provided

Mr. Pratt MOVED, seconded by Mr. Gould-

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.

Four Directors and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board members present.

Approve April GRF Board Report

The monthly GRF Board report shall contain the GRF BOD meeting recap, GRF Committee and Ad hoc Committee monthly summaries of action and the Financial Recap page, as established by the Executive Committee on February 9, 2019.

Mr. Dodero MOVED, seconded by Ms. Winkler -

TO approve the April GRF Board Report, as presented.

One Director and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board Directors present.

Executive Committee

Approve Amended Employee Handbook

At the regularly scheduled meeting of the Executive Committee on April 12, 2019, the Committee reviewed proposed revisions, as recommended by Employment Legal Counsel, to the GRF Employee Handbook (Exhibit B in the agenda packet), as part of our regular annual legal review for compliance to State and Federal laws. Exhibit A, in the agenda packet, provides a summary of the general amendments and modifications.

Mr. Lukoff MOVED, seconded by Ms. Rapp -

TO approve the GRF Employee Handbook, as presented, and authorize the Executive Director to distribute the amended document as soon as administratively feasible.

Three Directors and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board Directors present.

Rescind Position Description 3491.6, Parking Enforcement Specialist

At its April 12, 2019 meeting, the Executive Committee recommended the GRF Board of Directors rescind the Parking Enforcement Specialist position description 3491.6 (Exhibit A in agenda packet), approved at the April 25, 2017 GRF Board of Directors' meeting. This recommendation is based upon Security Department operational revisions for enhanced efficiency and optimum use of staffing hours.

In order to provide more comprehensive enforcement upon Trust Property, as well as all Mutuals, all Security Officers will be trained on procedures for issuing a citation and, if approved, the current Parking Enforcement Specialist will be transferred to Security Officer positions.

Mr. Gould MOVED, seconded by Ms. Snowden -

TO rescind position description 3491.6., Parking Enforcement Specialist.

Two Directors and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board Directors present.

Non-budgeted Operating Funding Request – Approve Applicant Tracking System

At the regularly scheduled meeting of the Executive Committee on April 12, 2019, the Committee reviewed a replacement to the current Human Resources Department (HR) applicant system, ZipRecruiter. This applicant system has been a cost-effective solution; however, ZipRecruiter has undergone application modifications, elimination of functionality, and a substantial price increase (from \$239 per month to \$549 per month).

Upon Committee review of the three viable solutions (see Exhibit A), Clear Solutions ATS (Exhibit B in agenda packet), provides the greatest functionality at a reasonable expense (\$385 per month, \$4,620 annually).

At the April 15, 2019 meeting of the Finance Committee, the Committee determined sufficient operational funds are available for the additional non-budgeted expense.

Ms. Isom MOVED, seconded by Ms. Rapp -

TO approve the contract with Clear Solutions ATS, authorize the President to sign the agreement, and cancel the subscription with ZipRecruiter.

One Director and the Human Resources Director spoke on the motion.

The motion was carried unanimously by the Board Directors present.

Finance Committee

Accept March Financial Statements

At the regularly scheduled meeting of the Finance Committee on April 15, 2019, the Committee duly moved to recommend to the Golden Rain Foundation Board of Directors acceptance of the March 2019 financial statements for audit.

Ms. Winkler MOVED, seconded by Mr. Lukoff -

TO accept the March 2019 financial statements for audit.

Three Directors and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board members present.

Approve Funds Transfer Request – Reserve Funds

At the regularly scheduled meeting of the Finance Committee on April 15, 2019, the members discussed the liquid funds held in various financial institutions and noted the total balances in one of the financial institutions will exceed the FDIC insurance limit upon maturity of a CDAR and, therefore, will not be in compliance with Policy 5520-31 – Reserves.

The Committee passed a motion to recommend to the GRF Board the transfer of \$500,000 of reserve funds from First Foundation Bank to US Bank, 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.

Mr. Lukoff MOVED, seconded by Ms. Fekjar -

TO approve 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.

Two Directors spoke on the motion.

The motion was carried unanimously by the Board members present.

Approve CD Purchase – Reserve Funds

At the regularly scheduled meeting of the Finance Committee on April 15, 2019, the members discussed diversifying the reserve fund investment portfolio by purchasing investments with Morgan Stanley in addition to 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 to the GRF Board the purchase of brokered CDs from Morgan Stanley, totaling \$1,000,000 of reserve funds, with 12-month and 18-month terms, at the prevailing interest rates, at the time of purchase.

Ms. Heinrichs MOVED, seconded by Mr. Dodero

TO approve 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.

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

The motion was carried unanimously by the Board members present.

Approve CD Purchase – Capital Improvement Funds

At the regularly scheduled meeting of the Finance Committee on April 15, 2019, the members discussed investing some of the Capital Improvement funds in higher yielding investments by continuing the investment ladder with varying maturity dates, as not all funds will be needed within the short-term.

Following this discussion, the Committee passed a motion to recommend to the GRF Board 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.

Mr. Friedman MOVED, seconded by Ms. Rapp-

TO approve 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.

The motion was carried unanimously by the Board members present.

Adopt Policy 20-1450-1, Guidelines for Leasing of Trust Property

At its Special meeting on March 29, 2019, the Recreation Committee recommended the adoption of 20-1450-1, Guidelines for Leasing of Trust Property, upon concurrence to adopt from the Finance Committee.

At its meeting on April 15, 2019, the Finance Committee moved to recommend the GRF Board of Directors adopt these guidelines.

Ms. Rapp MOVED, seconded by Mr. Moore-

TO adopt 50-1450-1, Guidelines for Exclusive Leasing of Trust Property, as presented.

Four Directors and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board members present.

Amend Policy 40-5061-2, Fees

At its meeting on April 15, 2019, the Finance Committee recommended the GRF Board of Directors amend Policy 5061-31, Fees, which currently lists the fee for additional Leisure World maps as \$5 per map, excluding shareholders. A reduction of the fee to \$1 is recommended as \$1 more accurately reflects the actual cost of the maps.

Ms. Winkler MOVED, seconded by Ms. Gerber-

TO amend 40-5061-2, Fees, to reflect the amendment of the fee for additional Leisure World maps (excluding shareholders) from \$5 to \$1.

Five Directors and the Executive Director spoke on the motion.

The motion was carried with four no votes (Friedman, Isom, Snowden, Winkler).

Mutual Administration Committee

Accept Revised Seal Beach Leisure World Buying and Selling Handout

At its April 8, 2019 meeting, the Mutual Administration Committee moved to recommend the Golden Rain Foundation Board of Directors accept the revisions to the Leisure World Seal Beach Buying and Selling Handout.

Further, the Committee recommends the GRF BOD approve distribution of the Handout, by the Stock Transfer Office, to realtors and post on the Leisure World Seal Beach website.

Ms. Snowden MOVED, seconded by Ms. Fekjar -

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.

Seven Directors and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board members present.

Authorize the Mind Booster Workshops

At its April 8, 2019 meeting, the Mutual Administration Committee moved to recommend the GRF Board of Directors authorize the Alzheimer's Family Center, at 9451 Indianapolis Ave., Huntington Beach, CA, to offer the LWSB Community a Mind Booster course, in August 2019. This four-week course is designed to keep the mind active. The program provides a prestigious group of experts for an interactive series addressing the following areas: Memory Loss, Nutrition, Exercise and Stress Management, Cognitive Tools and Mental Health Resources, Legal Issues and Planning for the Future (see attached brochure in agenda packet).

The classes meet weekly, for three hours, each session. The cost is \$25, per person, for the full series, with a minimum seating for 50.

Mr. Stone MOVED, seconded by Ms. Rapp-

TO authorize the Member Resources & 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.

Three Directors and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board members present.

Physical Property Committee

Capital Funding Request – Replacement of Fountain, Golf Course Lake

It has been requested to obtain cost to install new fountains for the Golf Course Lake by the Recreation Committee. The Service Maintenance Department has provided an estimate to complete this task. The cost to install three (3) floating fountains is \$6,815 (see attached).

At the regularly scheduled meeting of the Physical Property Committee (PPC) on April 3, 2019, the Committee unanimously moved to request the GRF Board approve the purchase and installation of three (3) floating fountains, for a cost not to exceed \$6,815.

At its regular meeting on April, 2019, 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 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.

Six Directors, the Executive Director and the Facilities Director spoke on the motion.

The motion was carried with four no votes (Friedman, Lukoff, Pratt, R. Stone).

Recreation Committee

Amend Policy 1445-52, Mission Park Programs

At its regular meeting on February 4, 2019 the Recreation Committee moved to recommend the GRF Board of Directors amend Policy 1445-52, Mission Park Programs.

Mrs. Perrotti MOVED, seconded by Ms. Snowden-

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.

Two Directors spoke on the motion.

Mr. Gould MOVED, seconded by Mr. Lukoff,

TO remove the amendment Multi-Use Facilities Rules, 1. from Policy 1445-52, Mission Park Programs.

Ten Directors spoke on the motion.

The motion to amend failed with four yes votes (Dodero, Gould, Isom, Lukoff).

Mr. Lukoff MOVED, seconded by Mr. Stone-

TO refer the policy back to the Recreation Committee, for further review.

Four Directors and the Executive Director spoke on the motion.

The motion failed with five yes votes (Dodero, Gould, Isom, Lukoff, R. Stone).

The main motion was carried with four no votes (Dodero, Gould, Isom, Lukoff).

CONTROLLER'S REPORT

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

EXECUTIVE DIRECTOR'S REPORT

The Executive Director provided a brief update on community topics.

BOARD MEMBER COMMENTS

Sixteen Board members spoke on the meeting proceedings.

ADJOURNMENT

The meeting was adjourned was at 12:10 p.m.

Suzanne Fekjar
GRF Corporate Secretary
dfb

THIS
PAGE
LEFT
BLANK
INTENTIONALLY



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: COMMUNICATIONS DEPARTMENT
SUBJECT: ADOPT 20-2841-2, GRAPHIC DESIGN SERVICES (**FINAL VOTE**)
DATE: MAY 10, 2019
CC: FILE

At its meeting on April 11, 2019, the Communications Committee recommended the adoption of 20-2841-2, Graphic Design Services. Increasingly, the LW Weekly staff are requested to provide graphic design services which are not part of the services provided.

At its meeting of April 23, 2019, 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 April 24, 2019. edition on the *LW Weekly*. Members were welcomed to submit their comments or questions to the Board Office on this matter. Printed copies were also available to 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 20-2841-2, Graphic Design Services, during the 30-day notification to the membership period.

I move to recommend the GRF Board of Directors adopt 20-2841-2 Graphic Design Services, as presented.

ADMINISTRATION**NEWSPAPER SERVICES****ADOPT****Graphic Design Services**

Graphic Design Services are available if individuals or organizations do not have artwork that meets the requirements of the LW Weekly news.

1. The fee for graphic design services is \$40 per hour; one hour minimum is required. Additional fees may apply for the purchasing of stock images.
2. The estimated design time will be provided at the start of the service.
3. Express Design (1-2 hours)
 - a. Simple layout and typesetting
 - b. Vector-based/high resolution graphics
4. Custom Design (3-4 hours)
 - a. Layout and typesetting
 - b. Simple photo editing (including cropping and color adjusting)
5. Custom Design (5-7 hours)
 - a. Layout and typesetting
 - b. Photo editing (including cropping, color adjusting and cloning)
 - c. Creating vector elements

Policy
Adopted:

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: RANDY ANKENY, EXECUTIVE DIRECTOR
SUBJECT: APPROVE MAY GRF BOARD REPORT
DATE: MAY 21, 2019
CC: FILE

The monthly GRF Board report shall contain the GRF BOD meeting recap, GRF Committee and Ad hoc Committee monthly summaries of action and the Financial Recap page, as established by the Executive Committee on February 9, 2019.

I move to approve the May GRF Board Report, as presented.

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



May 28, 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

April/May 2019

April 27, 2019, Management Services Review Ad hoc Committee

- REVIEWED the final list of non-standard services for the Recreation Department. There were no changes at the time of the meeting;
- REVIEWED the Purchasing Department services and determined which items were standard and non-standard, and added comments as needed.

April 24, 2019, Architectural Design & Review Committee

- MOVED to approve Palette 3.2, column one, as presented on page eight on the agenda packet;
- MOVED to recommend the GRF Board award a contract to Anguiano Lawn Care, to install landscaping in the planters to all areas of the Healthcare Center, Clubhouse Six and Administration parking lot, in the amount not to exceed \$8,383, per proposal dated April 16, 2019, Reserve funding;

- MOVED to request the Recreation Committee, look at the three options selected: sail shade, vinyl shade and barrel shade structure for the Veteran's Plaza, select one and forward to the Physical Properties Department to send out requests for proposal (RFPs);
- MOVED to recommend the GRF Board award a contract to Magical Holiday Designs, in an amount not to exceed \$ 25,000, for a three-year contract, Operating funding;
- MOVED to approve option #2 as first choice and option #1 as second choice, on page twenty-two of the agenda packet, and send back to Communications for final review;
- MOVED to select slump stone block color gray, for the perimeter wall of the swimming pool.
- MOVED to approve the scope of work presented on page twenty-six of the agenda packet, for the healthcare center, pertaining to roofing and air conditioning;
- CONCURRED to request the Recreation Manager bring back a list of locations for the Veteran banners to be installed, to the next scheduled meeting;
- MOVED to allow Clubhouse One, ADA service animal signage at the door.

April 26, 2019, Facilities & Amenities Review Ad hoc Committee

- MOVED to recommend to the GRF board that no fee structure be established for individual shareholders/members for the use of GRF amenities;
- MOVED to recommend the GRF Board establish reasonable restrictions in the use of Trust Property amenities by guest while accompanied by a shareholder;
- MOVED to forward the following question to the GRF Board; should there be hours and/or days designated for Shareholders/Members to invite Non-Members to use amenities, as long as the Shareholder/Member is present with the Non-Member;
- MOVED to recommend the GRF Board establish reasonable categories for charging groups that profit from the use of GRF amenities;
- MOVED to recommend to the GRF Board that all LW Clubs, Organizations, Service Organization or Religious Organizations should be approved by the GRF Recreation Committee;
- MOVED to recommend to the GRF Board that the Recreation Committee combine duplicate amenities based on usage as needed;
- MOVED to recommend to the GRF Board that any organization with their own building should not be allowed to use GRF facilities;
- MOVED to recommend the GRF Board establish a fee for large room set-ups;
- MOVED to recommend to the GRF Board uphold policy 1202-50, Club Membership that Non-Members not be allowed to join Clubs, Organizations, Service Organizations, or Religious Organization that meet in Leisure World;
- MOVED to recommend the GRF Board establish a policy that includes penalties for Shareholder/Members, Non-Members, Clubs, Organizations, Service Organizations or Religious Organizations that abuse amenities, facilities or Policy;
- MOVED to recommend the GRF Board establish designated use areas for specific activities;
- MOVED to recommend the GRF Board request the Recreation Department research card reader systems;
- MOVED to recommend the GRF Board investigate the possibility of limiting the number of Clubs participating in the same activity;
- MOVED to recommend the GRF Board adopt the Club category structure, as amended.

May 1, 2019, Physical Property Committee

- MOVED to approve the completion of Automatic Doors – News Building project #904-19;
- MOVED to forward the channel fencing topic to the Strategic Planning Ad Hoc Committee for further review;

- CONCURRED to request staff bring back, to the next committee meeting, a scope of work and cost for this project;
- CONCURRED to table this topic until January or February 2020, pending the completion of current projects;
- MOVED to accept the new governing documents numbering system for the documents under the purview of the Physical Property Committee;
- MOVED to recommend the Board award a contract to Greenwood Heating and Air for a cost not to exceed \$13,800, Reserve Funding, to replace the heat pumps in Clubhouses Two and Four units #4 and #a-2 asset ID #303, pending Finance Committee review, and authorize the President to sign the contract.

May 6, 2019, Recreation Committee

- CONCURRED to recommend the GRF BOD approve donation of sound services to the American Legion for the 2019 Memorial Day celebration;
- CONCURRED to request the Recreation Department go out to bid for a new booking agent;
- CONCURRED to request the GRF BOD consider a variance to the RV lot policy pertaining to a camper van;
- MOVED to forward a request to the GRF Board to approve the distribution of the Adult Education Questionnaire, as amended;
- CONCURRED to request the Physical Property Committee obtain costs for Clubhouse Four, Phase IV; MOVED to recommend the GRF Board extend the leases of the Friends of the Library, Genealogy, Historical Society, Radio, Theater, Video Producers Clubs and the Golden Age Foundation and organizations from July 1, 2019 through December 31, 2019, pending Finance Committee review;
- MOVED to approve the general scope of phase one renovation of Pool/Golf Building area improvements and forward the project to the Physical Properties Committee to develop the costs, upon securing all relative cost the project is to be returned the Recreation Committee for final evaluation before seeking funding and recommendation to the Board;
- MOVED request the Physical Property Committee draft a complete scope of work and cost based on the Architectural Design and Review Committee approved options;
- CONCURRED to accept a \$5,000 donation to the Leisure World Library, from the Friends of the Library;
- MOVED to recommend the GRF Board award a contract to Mr. Cat Productions to provide Amphitheater Production services for a cost not to exceed \$47,250.00 for a three-year period funded by the Operating Budget, and to authorize the President to sign the contract;
- MOVED to award a contract to Mr. Cat Productions to provide Amphitheater Production services for a cost not to exceed \$47,250.00 for a three-year period funded by the Operating Budget, and to authorize the President to sign the contract;
- MOVED to approve the use of Clubhouse One two Sunday's a month to host Hometown Buffet;
- MOVED to forward a request to the GRF Board to approve the distribution of the Restaurant/Bar Questionnaire, as amended;
- MOVED to accept the new governing document numbering system for the documents under the purview of the Recreation Committee;
- CONCURRED to Committee to make no changes to the Pickleball Court hours of operation;
- MOVED to forward a request to the GRF Board to approve the distribution of the Fitness Center Questionnaire, as amended;

- MOVED to request staff bring back to the next committee meeting a proposed policy revision limiting advertising on the marquee to Golden Rain Foundation and Mutual meetings and events.

May 7, 2019, Management Services Review Ad hoc Committee

- CONCURRED to add the additional service request from the Finance Department as a non-standard item.
- CONCURRED to request each department bring additional information to the next Committee meeting pertaining to services that have been marked non-standard.

May 8, 2019, Security, Bus & Traffic Committee

- CONCURRED to request the Fleet Manager to bring back a cost on 2019 bus access operational cost to the July meeting;
- MOVED to accept the new governing document numbering system, as presented.

May 9, 2019, Communications Committee

- CONCURRED up hold Policy 2806, News Coverage (all candidates for GRF BOD or public office must comply with the stated requirements);
- CONCURRED to amend Policy 2805, Communication Department Advertising.

May 10, 2019, Executive Committee

- CONCURRED to review amending the reporting structure of the Fleet Department at the July meeting;
- CONCURRED to review amending the Human Resources & Benefits Coordinator position description at the July meeting;
- MOVED to approve a sponsorship at the "Sergeant" level (\$1,000), at the annual Seal Beach Public Safety Awards Ceremony, discretionary funding from the Executive Committee;
- MOVED to approve distribution of a survey, to all GRF employees, as drafted;
- MOVED to forward Policy 1022-30, Petitions and proposed document Member Code of Conduct to the Governing Documents Committee, for amendment.

May 13, 2019, Mutual Administration Committee

- REQUESTED the Mutual Administration Department present the DMS policy flowchart at the July meeting; additionally, the Executive Director is requested to bring the Mutual Administration department, including the Stock Transfer office, organizational chart to the July meeting;
- MOVED to approve a one-year service agreement with Neopost, at a cost of \$3,720, from March 2019-March 2020, Operating funding, and budget for new equipment in the 2020 budget, pending review for non-budgeted Operating funds by the Finance Committee and recommend the GRF BOD approve the agreement;
- CONCURRED to review the topic at the July Committee meeting, for corporate imaging review;
- AWAITING the approved article from OCFA to be published in the LW Weekly, and, the following week, insert the Patient Information Form in the LW Weekly;
- CONCURRED to review new envelope text at the July meeting and make recommendation of several choices to the ADR Committee, indicating Mutual Administration Committee's preference;
- MOVED to accept the new governing document numbering system for the policies under the purview of the Mutual Administration Committee.

May 14, 2019, Strategic Planning Ad hoc Committee (cancelled)

May 20, 2019, Finance Committee

- MOVED to recommend the GRF Board accept, for audit, the financial statements for the month of April 2019, as presented by the Director of Finance and as reviewed by the Finance Committee;
- Committee requested the Finance Director to send new RFP's to CPA auditing firms, within 50-mile radius;
- MOVED to recommend the GRF Board authorize the transfer of \$800,000 of reserve funds, from First Foundation Bank, to Morgan Stanley, for \$500,000 and to US Bank for \$300,000, following the maturity of an \$800,000 CDAR on June 13, 2019, 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 \$500,000 of reserve funds from First Foundation Bank, with term of 18-months at the prevailing interest rates at the time of purchase;
- MOVED to recommend the GRF Board approve the 2nd Addendum for the lease agreements (June 30, 2019 to December 31, 2019), for the exclusive use of Trust property, for the Friends of the Library, Genealogy Club, Golden Age Foundation, Historical Society, Radio Club, Theater Club, Video Producers Club;
- MOVED to recommend the GRF Board approve a lease agreement, upon receipt of the contract with Tahitian Herbal, for the exclusive use of approximately 2 square feet of Trust Property within the lower lobby for Building Five, for the sole purpose of vending machine operation in which GRF will receive a 20% commission on all products sold from the vending machine.

Financial Recap – April 2019

As of the four-month period ended April 2019, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$228,412.

Major variances are:

Wages, Taxes & Benefits	213,055	Favorable: Wages \$73K; P/R Taxes \$18K; Workers' Comp \$17K; Group Ins \$94K; 401(k) Match \$12K
Temporary Agency Fees	(62,582)	Unfavorable: Temporary help for key positions.
Supplies	25,025	Favorable: Low requisitions in first quarter
Professional Services	18,356	Favorable: Less legal assistance than planned
Facilities Rentals & Maintenance	83,692	Favorable: \$47K Landscaping; \$20K Repairs & Maintenance; \$16K Service Contracts
Rental Income	(97,741)	Unfavorable: Lower unit sales than planned
Interest Income	46,591	Favorable: Actual yields > planned
News Advertising	(66,318)	Unfavorable: Budget planned more aggressive sales
SRO Labor Recovery	27,900	Favorable: Recoveries exceeds budget

	Fund Balance	Allocated For Current Projects	Allocated For Future Projects	For details, see page
Reserve Funds				
Repairs & Replacements	\$9,707,560	\$1,716,244	\$7,991,316	7

	Fund Balance	Allocated Funds	Unallocated Funds	For details, see page
Capital Funds				
Capital Improvements	\$1,742,091	\$186,317	\$1,555,774	8

Total year-to-date approved unbudgeted operating expenses are \$11,080.

THIS
PAGE
LEFT
BLANK
INTENTIONALLY



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: RANDY ANKENY, EXECUTIVE DIRECTOR
SUBJECT: TELECOMMUNICATIONS SERVICES AGREEMENT, ADDENDUM
DATE: APRIL 29, 2019
CC: FILE

Per terms and conditions of the existing agreement between Superwire Telecom (Superwire) and the Golden Rain Foundation, Inc. (GRF), all telephony services (GRF Phone and wireless networking) fall under the agreement. Based upon staff's research, alternative phone and wireless networking services are available with substantial savings.

As the existing provider under the current agreement cannot offer comparable services, an agreement was reached with Superwire to amend the agreement, removing telephony services from the scope of the agreement, thereby allowing GRF to seek and secure alternate services.

I move to approve the Addendum to the Telecommunications Services Agreement between the Golden Rain Foundation, Seal Beach and Superwire Telecom Inc., amending telephony services from the terms and conditions, and authorize the President to sign the agreement.

ADDENDUM TO TELECOMMUNICATIONS SERVICES AGREEMENT

This addendum ("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 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**, an Amendment to the Telecommunications Agreement was executed by the Parties on or about July 17, 2007;

C. **WHEREAS**, Section 1.1 of the Telecommunications Agreement provides that "GRF engages STI to provide certain specified services in connection with the operations at the PROPERTY and for use by the Members in building out, operating, managing and maintaining the Services, subject to the terms and conditions of this Agreement;"

D. **WHEREAS**, the "Services" built out, operated, managed and maintained by STI, are defined in Exhibit "I" of the Telecommunications Agreement and include telephony services;

E. **WHEREAS**, Section 2.1.3 of the Telecommunications Agreement provides, in pertinent part, that "STI may select the method, location and means of providing the Services;"

F. **WHEREAS**, Section 1.3 of the Telecommunications Agreement provides that "During the term of this Agreement, GRF will not contract with any other telecommunications provider to provide services similar to those offered under this Agreement. Nothing contained in this Agreement confers upon GRF an exclusive right to any of the Services. STI may contract with others to provide expertise and services identical or similar to those to be made available or provided to GRF under this Agreement. Nothing in this Agreement shall prohibit members from selecting alternative telecommunications services or providers;"

G. **WHEREAS**, Section 2.2 of the Telecommunications Agreement provides that "Some of the Available Services may be provided by third party vendors under arrangements between STI and the third party vendors;"

H. **WHEREAS**, the Telecommunications Agreement, as drafted, does not provide for a mechanism by which GRF can seek and contract for telephony services with an alternative, third party vendor of its choosing;

I. **WHEREAS**, by virtue of this Addendum, the Parties have resolved to allow GRF to seek and contract for telephony services with an alternative, third party vendor/telephony service provider of its choosing;

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

Section 1.3. EXCLUSIVE ARRANGEMENT. During the term of this Agreement, as set forth in greater detail under Section 2.3 below, GRF shall have the right to contract with telecommunications providers for telephony services, as it chooses. Nothing contained in this Agreement confers upon GRF an exclusive right to any of the Services. STI may contract with others to provide expertise and services identical or similar to those to be made available or provided to GRF under this Agreement. Nothing in this Agreement shall prohibit members from selecting alternative telecommunications services or providers.

Section 2.3. TELEPHONY SERVICES. Notwithstanding the operations and Services as outlined in Exhibit I of this Agreement, this Agreement shall provide GRF with the right to seek and contract for telephony services with a third party vendor of its choosing, under a separate arrangement/agreement between GRF and the third party vendor.

Section 2.3.1. STI acknowledges that it is performing the Services in a multi-vendor environment and agrees that its responsibilities shall include cooperating with, assisting and, to the extent agreed by the Parties, leading and coordinating the efforts of, any third party vendors providing telephony services to GRF, as necessary. STI further agrees to cooperate with GRF and third party vendors providing telephony services so as to allow such third party vendors to provide its services in an integrated and seamless manner, without disruption to GRF's operations.

Section 2.3.2. Notwithstanding Section 5.6 regarding early termination, GRF agrees to provide STI with thirty (30) days' written notice prior to terminating STI's telephony services and engaging the third party vendor of its choosing.

3. **Remaining Terms In Effect.** Except as supplemented and modified by this 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 Addendum, the 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.

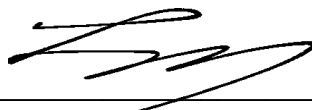
GOLDEN RAIN FOUNDATION, INC., a California non-profit, mutual benefit corporation

DATED: _____, 2019

By: _____
Name: _____
Its: _____

SUPERWIRE TELECOM, INC., a California corporation

DATED: 4/24, 2019

By:  _____
Name: Louis Lipschultz
Its: Executive Vice President



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: RANDY ANKENY, EXECUTIVE DIRECTOR
SUBJECT: RATIFICATION OF EMERGENCY SESSION OF THE GRF BOARD OF DIRECTORS RE: OFF-PROPERTY BUS SERVICE
DATE: MAY 10, 2019
CC: FILE

An *emergency Executive Session of the Board was convened on Friday May10, 2019, in accordance with Civil Code §4923 and Civ Code §4930(d)(1).

** An "emergency" is defined as "circumstances that could not have been reasonably foreseen which require immediate attention and possible action by the board, and which of necessity make it impracticable to provide notice" to the membership.*

Per the approved action of the Board at the May 3, 2019 Executive Session, a general request was made to DLD Insurance for a general auto insurance quotation to fully cover the scope of GRF off-property bus services.

The following information was supplied to the carrier to develop the quote:

- Scope of service – 3 days a week,
 - Mondays and Wednesdays, from 9:30 AM to 2:00 PM, from the Amphitheater Bus Hub every thirty (30) minutes and traveled to the Long Beach Marketplace (Trader Joe's) shopping center and the Marina Pacifica Mall. By request, also stops at Whole Foods, Denny's or Dal Je' hair/nail salon,
 - Fridays, from 9:20 AM to 3:10 PM, the Amphitheater Bus Hub approximately every fifty (50) minutes and traveled to the Seal Beach Main Street / Pier area and the 99 Cents Only store near Lampson at Valley View. By request, stops at the Vons' Pavilion market near PCH and Main Street in Seal Beach,
 - Additional trips which may total 10-15 per year.
- Use of existing registered buses,
- No more than 8 passengers are transported at any time,
- Drivers have CDL class C license,
- Total mileage is estimated at 8,000 to 9,000 annually,

- Total passengers transported annually are estimated at 4,000 to 5,000,
- The number of individual Shareholders using the service is estimated at 50-75.

The quotation supplied on May 10, 2019 was \$45,000 (+/- 15%), noting:

- The combination of record-setting natural disasters, an uptick in distracted-driving accidents and the increasing prevalence of increasing litigation costs,
- A very high probability that this amount could be even greater in 2020 as insurers are likely to raise rates,
- Any incident would greatly impact future premiums as well as might place the master policy at risk,
- One of the main reasons insurers are likely to raise commercial auto insurance rates is to adjust for consistent increased losses. These are attributed to an increase in the frequency or cost of car insurance claims.

The above does not affect non-GRF bus operations, for example: the shuttle service from Leisure World to the Old Ranch Town Center (Ralphs / Target) and the Shops' at Rossmoor (Sprouts / Kohls / Seal Beach Senior Center) is provided by a contracted transportation company (Keolis) and is paid for by the City of Seal Beach with funds from OCTA Senior Wheels, State and Federal Senior transportation grants and the City of Seal Beach general fund.

I move to ratify the GRF Board's emergency action of May 10, 2019, of the cancelation of GRF Transportation Departments off-property bus services.



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: ARCHITECTURAL REVIEW DESIGN COMMITTEE (MW)
SUBJECT: RESERVE FUNDING REQUEST – LANDSCAPE REPLACEMENT, HEALTH CARE CENTER, CLUBHOUSE SIX AND ADMINISTRATION PARKING LOT
DATE: MAY 9, 2019
CC: FILE

At its April 24, 2019 meeting, the Architectural Design Review Committee reviewed a proposal from Anguiano Lawn Care to replace plant material which has outlived its useful life at the five islands in the Health Care Center and Clubhouse Six parking lot, at a cost not to exceed \$8,383 (Exhibit A).

The Committee unanimously agreed to recommend the GRF Board award a contract to Anguiano Lawn Care.

Funding was made available in the 2019 Reserve Study (Exhibit B).

I move to award a contract to Anguiano Lawn Care to replant the five islands in the Health Care Center and Clubhouse Six parking lot, at a cost not to exceed \$8,383, Reserve funding, and to authorize the President to sign the contract.

Anguiano Lawn Care, Inc.
P.O.B. 2849, SEAL BEACH, CA 90740
(562) 244-1113

PROPOSAL FOR SERVICES: RECAP REVISED

APRIL 16, 2019
MARK WEAVER, FACILITIES DIRECTOR
MEDICAL CENTER PARKING LOT ISLANDS (5 TOTAL) LANDSCAPE

This is a proposal for the following jobs at the given locations as described:

QUANTITY	DESCRIPTION	RATE	AMOUNT
	#1 -5 MEDICAL CENTER PARKING LOT ISLANDS		
110	PURCHASE 1 GALLON MIXED COLOR DAYLILLIES	\$18.00	\$1980.00
742	PURCHASE 4" MIXED COLOR GAZANIAS	\$1.80	\$1335.00
112	PLANT INSTALL/MOVE PINK MUHLY GRASSES LABOR HOURS	\$21.50	\$2408.00
	LABOR/DUMP FEE TO REMOVE PLANTS/STONE FROM ISLAND 5		\$1600.00
7.5 CUBIC YARDS	COMPOST/MULCH	\$40.00	\$300.00
1 BOX	GRO POWER TABLETS	\$80.00	\$80.00
	IRRIGATION INSTALL/REPAIRS (INSTALL #5, REPAIR #'S 1-4 LABOR AND MATERIAL)		\$680.00
TOTAL:			\$8383.00

EXHIBIT B

Fiscal Year	2019	2020	2021	2022	2023
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	\$3,399	\$0	\$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	\$4,952
Security Office					
601 Carpet - Replace	\$0	\$27,810	\$0	\$0	\$0
603 Linoleum Floor - Replace	\$0	\$3,811	\$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	\$18,025	\$0	\$0	\$0
1110 Ceiling Panels - Repaint	\$0	\$3,399	\$0	\$0	\$0
1110 Interior Surfaces - Repaint	\$0	\$8,240	\$0	\$0	\$0
1115 Exterior Flatwork - Repaint	\$0	\$0	\$0	\$0	\$0
1150 Wood Surfaces - Repair	\$0	\$0	\$0	\$0	\$0
1308 Comp Shingle Roof - Replace	\$0	\$0	\$0	\$0	\$52,336
1330 Gutter System - Repair/Replace	\$0	\$0	\$0	\$0	\$3,714
Combined Assets					
302 Generators - Replace	\$0	\$0	\$0	\$0	\$0
303 HVAC Systems - Replace	\$26,000	\$26,780	\$27,583	\$28,411	\$29,263
303 Space Heaters - Replace	\$0	\$0	\$0	\$0	\$0
328 Plumbing - Refurbish	\$0	\$0	\$0	\$0	\$0
329 Admin Dist. Piping - Replace	\$0	\$0	\$0	\$0	\$0
329 Amphitheater Dist. Piping - Replace	\$0	\$0	\$0	\$0	\$0
329 Library Dist Piping - Replace	\$0	\$0	\$0	\$0	\$0
329 Resale Office Dist Piping - Replace	\$0	\$0	\$0	\$0	\$0
329 Security Dist. Piping - Replace	\$0	\$0	\$0	\$0	\$0
330 Water Dist Main Water Valves - Repl	\$50,000	\$51,500	\$53,045	\$54,636	\$56,275
332 Water Heaters - Replace	\$10,100	\$0	\$0	\$0	\$0
350 Exhaust Fans - Replace	\$0	\$28,840	\$0	\$0	\$0
385 Walkway Light Fixtures - Replace	\$25,000	\$0	\$0	\$0	\$0
430 Drinking Fountains - Replace	\$0	\$0	\$0	\$0	\$46,709
439 Outdoor Furnishings - Replace	\$0	\$16,480	\$0	\$0	\$0
800 Exterior Doors - Replace	\$30,000	\$30,900	\$31,827	\$32,782	\$33,765
917 Audio-Visual Equipment - Replace	\$0	\$0	\$0	\$0	\$0
970 CCTV Camera System - Replace	\$0	\$0	\$0	\$77,584	\$0
1860 Fire Alarm Systems - Replace	\$0	\$0	\$0	\$0	\$0
Infrastructure					
201 Asphalt (Parking Lot) - Resurface	\$0	\$0	\$0	\$0	\$0
201 Asphalt (Phase 1) - Resurface	\$0	\$0	\$0	\$0	\$0
201 Asphalt (Phase 2) - Resurface	\$0	\$0	\$0	\$0	\$0
201 Asphalt (Phase 3) - Resurface	\$0	\$0	\$0	\$0	\$0
201 Asphalt (Phase 4) - Resurface	\$0	\$0	\$1,113,945	\$0	\$0
201 Asphalt (Phase 5) - Resurface	\$0	\$0	\$0	\$1,857,636	\$0
201 Asphalt Clubhouse 2 - Resurface	\$40,000	\$0	\$0	\$0	\$0
202 Asphalt (Parking Lot) - Repair/Seal	\$0	\$103,000	\$0	\$0	\$0
202 Asphalt (Phase 1) - Repair/Seal	\$100,000	\$0	\$0	\$0	\$0
202 Asphalt (Phase 2) - Repair/Seal	\$0	\$103,000	\$0	\$0	\$0
202 Asphalt (Phase 3) - Repair/Seal	\$0	\$0	\$0	\$0	\$112,551
202 Asphalt (Phase 4) - Repair/Seal	\$0	\$0	\$0	\$0	\$0
202 Asphalt (Phase 5) - Repair/Seal	\$0	\$0	\$0	\$0	\$0
360 Crosswalk Lights - Replace	\$0	\$0	\$0	\$0	\$0
360 Street Lights Backup Battery - Repl	\$0	\$0	\$0	\$0	\$0
360 Traffic Light Poles - Replace	\$0	\$0	\$0	\$0	\$0
361 Large Pole Lights - Replace	\$0	\$0	\$0	\$0	\$0
367 Marquee - Replace	\$0	\$51,500	\$0	\$0	\$0
380 Shuffleboard Court Lights - Replace	\$0	\$0	\$0	\$0	\$0
505 Pedestrian Gates - Replace	\$0	\$0	\$0	\$0	\$0
518 Chain Link Fence - Replace	\$0	\$0	\$0	\$0	\$0
560 St Andrews Vehicle Gate - Replace	\$0	\$0	\$0	\$0	\$0
706 Barrier Arm Operator - Replace	\$0	\$6,747	\$0	\$0	\$0
708 Gate Operators - Replace	\$3,300	\$0	\$0	\$0	\$0
709 Electrical Generator - Replace	\$0	\$5,614	\$0	\$0	\$0
968 Gate Server Equipment - Replace	\$0	\$0	\$3,766	\$0	\$0
1003 Irrigation Controllers - Replace	\$0	\$55,105	\$0	\$0	\$0
1020 Landscape Removal & Replacement	\$50,000	\$51,500	\$53,045	\$54,636	\$56,275

THIS
PAGE
LEFT
BLANK
INTENTIONALLY



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FACILITIES AND AMENITIES REVIEW AD HOC COMMITTEE
SUBJECT: COMMITTEE RECOMMENDATIONS FOR POLICY AMENDMENT
DATE: MAY 6, 2019
CC: FILE

At the April 19, 2019 meeting of the Facilities and Amenities Ad Hoc Committee, the Ad Hoc Committee duly moved and approved to recommend to the Board:

1. General recommendation

- No fee structure be established for individual Shareholder/Members for the use of GRF amenities,
- Request the Recreation Department research card reader-based clubhouse/room assess systems,
- Request the Recreation Committee investigate the possibility of limiting the number of Clubs participating in the same activity,
- Take the required action to uphold and enforce policy 1202-50, Club Membership that Non-Members not be allowed to join Clubs, Organizations, Service Organizations, or Religious Organizations that meet in Leisure World.

2. Amend, revise and/or set policy to:

- Establish reasonable restrictions in the use of Trust Property amenities by guest while accompanied by a Shareholder/Member,
- Establish reasonable policy for charging groups that profit from the use of GRF amenities,
- Establish a procedure where all LW Clubs, Organizations, Service Organizations or Religious Organizations are approved by the GRF Recreation Committee,
- Establish policy where the Recreation Committee may combine duplicate amenities, based on usage, as needed,
- Establish policy where any organization with their own building should not be allowed to use GRF facilities,
- Establish a fee for large room set-ups.

- Establish policy that includes penalties for Shareholder/Members, Non-Members, Clubs, Organizations, Service Organizations or Religious Organizations that abuse amenities, facilities or Policy,
- Establish policy to designated Trust Property use areas for specific activities,
- Adopt into policy, the Club category structure, as amended.

I move to forward to applicable committees the formulation of actions and/or the drafting or amendment of policies on section 1 and 2, as noted above.

3. Board direction sought:

- Should there be hours and/or days designated for Shareholders/Members to invite non-Members to use amenities (i.e. Pool, Golf), as long as the Shareholder/Member is present with the non-Member?

I move to forward the subject, as outlined in section 3 above, to the Recreation Committee for recommendation to the Board; such recommendation shall be based upon statistical usage of amenities and procedures/expense to enforce limited usage of amenities by non-Shareholder/Members.



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE (CM)
SUBJECT: ACCEPTANCE OF THE APRIL FINANCIAL STATEMENTS
DATE: MAY 28, 2019
CC: FILE

At the regularly scheduled meeting of the Finance Committee on May 20, 2019, the Committee, in accordance with Policy 5515-31 and all applicable sections of the civil code 5500, duly moved to recommend to the Golden Rain Foundation Board of Directors acceptance of the April 2019 financial statements for audit.

Our Director of Finance, Carolyn Miller will give a recap of the April 2019 financial statements. At the end of the report, a motion will be made to accept the April 2019 financial statements for audit.

I move that the GRF Board of Directors accept the April 2019 financial statements for audit.

Financial Recap – April 2019

As of the four-month period ended April 2019, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$228,412.

Major variances are:

Wages, Taxes & Benefits	213,055	Favorable: Wages \$73K; P/R Taxes \$18K; Workers' Comp \$17K; Group Ins \$94K; 401(k) Match \$12K
Temporary Agency Fees	(62,582)	Unfavorable: Temporary help for key positions.
Supplies	25,025	Favorable: Low requisitions in first quarter
Professional Services	18,356	Favorable: Less legal assistance than planned
Facilities Rentals & Maintenance	83,692	Favorable: \$47K Landscaping; \$20K Repairs & Maintenance; \$16K Service Contracts
Rental Income	(97,741)	Unfavorable: Lower unit sales than planned
Interest Income	46,591	Favorable: Actual yields > planned
News Advertising	(66,318)	Unfavorable: Budget planned more aggressive sales
SRO Labor Recovery	27,900	Favorable: Recoveries exceeds budget

	Fund Balance	Allocated For Current Projects	Allocated For Future Projects	For details, see page
Reserve Funds				
Repairs & Replacements	\$9,707,560	\$1,716,244	\$7,991,316	7

	Fund Balance	Allocated Funds	Unallocated Funds	For details, see page
Capital Funds				
Capital Improvements	\$1,742,091	\$186,317	\$1,555,774	8

Total year-to-date approved unbudgeted operating expenses are \$11,080.

P.O. Box 2069
Seal Beach CA 90740

Description			
	Current Assets:		
1122000	Cash & cash equivalents	183,152	
	Non-Restricted Funds	7,422	
	Receivables	654,112	
	Prepaid expenses	292,027	
	Inventory of maintenance supplies	<u>473,525</u>	
	Total Current Assets		1,610,238
	Designated deposits		
1211000	Contingency Operating Fund	700,000	
	Reserve Fund	9,707,560	
1212500	Capital Improvement Fund-GRF	<u>1,742,091</u>	
	Total designated deposits		12,149,651
	Notes Receivable		
1411000	Notes Receivable	<u>37,793</u>	
	Total Notes Receivable		37,793
	Fixed Assets		
	Land, Building, Furniture & Equipment	37,803,864	
	Less: Accumulated Dep'n	<u>(24,106,558)</u>	
	Net Fixed Assets		13,697,306
	Other Assets		<u> </u>
	Total Assets		<u><u>27,494,988</u></u>

P.O. Box 2069
Seal Beach CA 90740

Description			
Liabilities & Equity			
Current Liabilities:			
	Accounts payable	329,498	
	Project Commitments	586,035	
	Prepaid Deposits	10,450	
	Accrued payroll & payroll taxes	512,527	
	Unearned Income	60,579	
	Accrued expenses	210,952	
	Accrued property taxes	74,119	
	Total Current Liabilites	1,784,160	
	Total Liabilities		1,784,160
Equity			
Mutuals' Beneficial Interest			
3211000	Contingency Operating Reserve Equity	700,000	
3212000	Reserve Equity	9,165,900	
3394000	Capital Fund Equity	1,697,716	
3310000	Beneficial Interest in Trust	12,069,856	
	Total Mutuals' Beneficial Interest		23,633,472
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	(49,240)	
	Total Excess Income		(49,240)
3920000	Dep'n & Amortization		(4,131,555)
	Net Stockholders' Equity		25,710,828
	Total Liabilities & Stockholders' Equity		27,494,988

Golden Rain Foundation
Cash Flow Activity - All Reserves
For the Period Ended April 30, 2019

	Contingency Operating Fund	Reserve Fund	Capital Improvement Fund	Nonrestricted Funds	Total
Balance 12/31/2018	550,000	9,732,925	1,643,004.70	25,545	11,951,475
Funded: Assessments		416,667			416,667
Funded: Amenities Fees collected (138)		248,991	248,991		497,981
Funded: M17 Lease Fees collected (24)		5,700	5,700		11,400
Funded: Interest on Funds		27,647			27,647
Progress Payments on CIP					-
Expenditures		(464,195)	(155,604)		(619,799)
Commitments		(260,174)			(260,174)
Transfers to/from Funds	150,000			(150,000)	-
Interest Income Allocation					-
Net Monthly Activity				131,877	131,877
Balance 04/30/2019	700,000	9,707,560	1,742,091	7,422	12,157,073
 Net Activity	 150,000	 (25,364)	 99,086	 (18,123)	 205,598

Golden Rain Foundation
Quick Balance Sheet Analysis
For the Period Ended April 30, 2019

SELECTED BALANCE SHEET ITEMS

	Current Balance	Prior Month	Increase (Decrease)
Cash In Bank	190,574	147,304	43,270
Current Assets	13,759,889	13,485,293	274,596
Current Liabilities	1,784,160	1,495,090	289,070
Current Ratio	7.71	9.02	
Designated Deposits:	12,149,651	11,913,154	236,497
Reserve Fund			
Liability & Disaster Insurance Fund			
Capital Improvement Fund			
Contingency Operating Fund			

RESULT OF OPERATIONS

Current Month	Actual	Budget	Variance	%
Income	1,380,347	1,379,552	795	0.06
Expense	1,317,073	1,387,724	70,651	5.09
Net Materials Recovery(Pass Thru)	0	0	0	
Excess Income or (Expense)	63,274	(8,172)	71,446	
Year To Date	Actual	Budget	Variance	%
Income	5,522,071	5,604,315	(82,244)	(1.47)
Expense	5,231,293	5,541,950	310,657	5.61
Net Materials Recovery(Pass Thru)	0	0	0	
Excess Income or (Expense)	290,778	62,365	228,413	

Full Time Equivalents		
For the Month	Average YTD	Planned - 2019
161.33	161.27	169.09



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE (CM)
SUBJECT: FUNDS TRANSFER REQUEST – RESERVE FUNDS
DATE: MAY 28, 2019
CC: FILE

At the regularly scheduled meeting of the Finance Committee on May 20, 2019, the members discussed the liquid funds held in various financial institutions and noted the total balances in one of the financial institutions will exceed the FDIC insurance limit upon maturity of a CDAR and, therefore, will not be in compliance with Policy 5520-31 – Reserves.

The Committee passed a motion to recommend to the GRF Board the transfer of \$800,000 of reserve funds, from First Foundation Bank to Morgan Stanley, for \$500,000 and to US Bank for \$300,000, following the maturity of an \$800,000 CDAR, on June 13, 2019, for the purposes of maximizing insured funds and to invest with Morgan Stanley.

I move to approve a transfer of \$800,000 of reserve funds, from First Foundation Bank to Morgan Stanley, for \$500,000 and to US Bank for \$300,000, following the maturity of an \$800,000 CDAR on June 13, 2019, for the purposes of maximizing insured funds and to invest with Morgan Stanley.

THIS
PAGE
LEFT
BLANK
INTENTIONALLY



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE (CM)
SUBJECT: APPROVE CD PURCHASE REQUEST – RESERVE FUNDS
DATE: MAY 28, 2019
CC: FILE

At the regularly scheduled meeting of the Finance Committee on May 20, 2019, the members discussed diversifying the reserve fund investment portfolio by purchasing investments with Morgan Stanley, in addition to 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 to the GRF Board the purchase of brokered CDs, from Morgan Stanley, totaling \$500,000 of reserve funds, with an 18-month term, at the prevailing interest rates at the time of purchase.

I move to approve the purchase of brokered CDs, from Morgan Stanley, totaling \$500,000 of reserve funds, with an 18-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	Loc
0	Jun-19	800,000	0.70%	F
1	Jul-19	1,000,000	0.70%	F
2	Aug-19	495,000	2.30%	U/F
3	Sep-19	244,000	2.45%	U
4	Oct-19	244,000	2.45%	U
8	Nov-19	245,000	2.65%	U
6	Dec-19	243,000	2.65%	U
7	Jan-20	243,000	2.70%	U
8	Feb-20	1,000,000	2.50%	U
9	Mar-20	300,000	2.45%	U
10	Apr-20	246,000	2.65%	U
11	May-20	490,000	2.40%	M
12	Jun-20	245,000	2.85%	U
13	Jul-20	245,000	2.75%	U
14	Aug-20			
15	Sep-20			
16	Oct-20	246,000	2.85%	U
17	Nov-20	490,000	2.35%	M
18	Dec-20	245,000	3.10%	U
19	Jan-21	245,000	2.75%	U
20	Feb-21			
21	Mar-21			
22	Apr-21	245,000	3.05%	U
23	May-21	245,000	3.15%	U
24	Jun-21			
25	Jul-21	245,000	2.75%	U
26	Aug-21			
27	Sep-21			
28	Oct-21	245,000	3.15%	U
29	Nov-21			
30	Dec-21			
31	Jan-22			
32	Feb-22			
33	Mar-22			
34	Apr-22			
35	May-22			
36	Jun-22			

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

Purchased 5/9/2019

Purchased 5/9/2019

Pending Board approval: \$500,000



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE DEPARTMENT
SUBJECT: ADOPT 40-3326-1, PURCHASING WAREHOUSE GUIDELINES FOR INVENTORY AND NON-INVENTORY PURCHASES
DATE: APRIL 15, 2019
CC: FILE

At its meeting on April 15, 2019, the Finance Committee recommended the adoption of 40-3326-1, Purchasing Warehouse Guidelines for Inventory and Non-inventory Purchases, upon presentation to the Presidents' Council meeting in May.

At its meeting on May 2, 2019, the Executive Director presented the document to the Presidents' Council; no negative feedback was received regarding the proposed adoption of the guidelines.

I move to adopt 40-3326-1, Purchasing Warehouse Guidelines for Inventory and Non-Inventory Purchases, as presented.

GOLDEN RAIN OPERATIONS**Purchasing****ADOPT****Purchasing Warehouse Guidelines for Inventory and Non-Inventory Purchases****Purpose:**

The intent of this policy is to ensure best practices in materials management are established and adopted by the Golden Rain Foundation (GRF), in order to minimize costs associated with the ordering, processing, and storing of material purchases made at the request of the Mutuals or GRF Departments.

1. To mitigate potential loss and to manage any additional costs incurred and space limitations, purchases made through the Purchasing Warehouse are subject to the following requirements:
 - 1.1. Mutuals must provide their own storage accommodations for any special purchase items ordered. A special purchase is defined as non-inventory items or beyond-normal-demand inventory items,
 - 1.2. All purchases received within the warehouse must be delivered within five (5) business days of receipt or any costs associated with, or not recovered due to damage, defect, or short shipment will be solely at the expense of the requesting Mutual or GRF Department.
 - 1.2.1. Any special purchases, made on behalf of the Mutual, left in storage within the warehouse after five (5) business days will be subject to a \$100 per week, per order, storage fee.
2. Any non-defective return of special purchase inventory items ordered by a Mutual request will be subject to review and approval by the Finance Committee and up to a 20% restocking fee.
3. Any requested return of a non-inventory special purchase will be subject to review and approval by the Finance Committee, up to a 20% GRF restocking fee as well as any conditions imposed by the GRF supplier, i.e. shipping or restocking fees, will be passed along to the Mutual or appropriate GRF department.

POLICY
Adopted:

GOLDEN RAIN FOUNDATION
Seal Beach, California



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE
SUBJECT: EXCLUSIVE USE OF TRUST PROPERTY LEASE AMENDMENTS
DATE: MAY 7, 2019
CC: FILE

At the May 20, 2019 meeting of the Finance Committee, the Committee recommended the GRF Board approve the 2nd 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
- Video Producers Club

The addendum extends the lease agreements for six months (June 30, 2019 to December 31, 2019), per the terms and conditions of the existing agreements.

I move to approve the 2nd Addendum for the lease agreements, for the exclusive use of Trust property, for the:

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

and authorize the President to sign the agreements.

AMENDMENT TO EXCLUSIVE USE OF TRUST PROPERTY AGREEMENT

Preamble and Recitals

This Amendment to the Agreement (this "Amendment") is entered into on July 1, 2019, by and between GOLDEN RAIN FOUNDATION, a California non-profit Corporation, hereinafter referred to in this Amendment as "Lessor", and _____, hereinafter referred to in this Second Amendment as "Lessee". Lessor and Lessee shall hereinafter be collectively referred to as the "Parties".

Recital

This Amendment relates to the specific modification and term extension of the below-described provision of that certain Agreement entered into on July 1, 2019 (the "Agreement"), by and between the Parties, and providing for the use of Trust Property identified as ____ (insert description ____). Said Agreement is modified only in those particular provisions described herein, and in all other respects and provisions, the Agreement shall continue in full force and effect, except as so amended and modified.

Amendment to Agreement

TERM of the agreement is amended and modified to hereinafter provided and as said provision now provides in the original terms and provisions of the Agreement, the same is/are deleted and said section as amended shall read as follows, to wit:

"The term of this Agreement commences on the 1st day of July 2019 and shall be for a period of six (6) months, commencing on said date and continuing through December 31, 2019 unless sooner terminated in accordance with the terms of the Agreement."

Lessee shall pay Lessor during the period July 1, 2019 through December 31, 2019 a term rental fee of \$1.00 in advance on the first day of the term, commencing on the date the term commences.

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

The parties have hereunto executed this Amendment to ____ (State Organization) ____ Agreement effective on the date hereinabove set forth at Seal Beach, California.

Attest:

(Organization)

Golden Rain Foundation

Date: _____, 2019

Date: _____, 2019

By: _____

By: _____



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTY COMMITTEE (MW)
SUBJECT: RESERVE FUNDING REQUEST – HVAC REPLACEMENTS, CLUBHOUSES TWO AND FOUR
DATE: MAY 7, 2019
CC: FILE

Two heat pumps have exceeded their expected life and are considered beyond repair.

At its regular scheduled meeting on May 1, 2019, the Physical Property Committee (PPC) duly moved and approved to recommend the replacement of Heat Pumps (one each), cost provided by Greenwood Heating and Air, in Clubhouse Two, unit #4 and Clubhouse Four, unit #A-2, for a combined total cost of \$13,800 (see exhibit A). Reserve funding is available, per the 2019 Reserve Study.

I move to award a contract to Greenwood Heating and Air, for a cost not to exceed \$13,800, to replace the heat pumps (one each) in Clubhouse Two, unit #4 and Clubhouse Four, unit #A-2, Reserves funding, and authorize the President to sign the contract.

EXHIBIT A

Fiscal Year	2019	2020	2021	2022	2023
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	\$3,399	\$0	\$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	\$4,952
Security Office					
601 Carpet - Replace	\$0	\$27,810	\$0	\$0	\$0
603 Linoleum Floor - Replace	\$0	\$3,811	\$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	\$18,025	\$0	\$0	\$0
1110 Ceiling Panels - Repaint	\$0	\$3,399	\$0	\$0	\$0
1110 Interior Surfaces - Repaint	\$0	\$8,240	\$0	\$0	\$0
1115 Exterior Flatwork - Repaint	\$0	\$0	\$0	\$0	\$0
1150 Wood Surfaces - Repair	\$0	\$0	\$0	\$0	\$0
1308 Comp Shingle Roof - Replace	\$0	\$0	\$0	\$0	\$52,336
1330 Gutter System - Repair/Replace	\$0	\$0	\$0	\$0	\$3,714
Combined Assets					
302 Generators - Replace	\$0	\$0	\$0	\$0	\$0
303 HVAC Systems - Replace	\$26,000	\$26,780	\$27,583	\$28,411	\$29,263
303 Space Heaters - Replace	\$0	\$0	\$0	\$0	\$0
328 Plumbing - Refurbish	\$0	\$0	\$0	\$0	\$0
329 Admin Dist. Piping - Replace	\$0	\$0	\$0	\$0	\$0
329 Amphitheater Dist. Piping - Replace	\$0	\$0	\$0	\$0	\$0
329 Library Dist Piping - Replace	\$0	\$0	\$0	\$0	\$0
329 Resale Office Dist Piping - Replace	\$0	\$0	\$0	\$0	\$0
329 Security Dist. Piping - Replace	\$0	\$0	\$0	\$0	\$0
330 Water Dist Main Water Valves - Repl	\$50,000	\$51,500	\$53,045	\$54,636	\$56,275
332 Water Heaters - Replace	\$10,100	\$0	\$0	\$0	\$0
350 Exhaust Fans - Replace	\$0	\$28,840	\$0	\$0	\$0
385 Walkway Light Fixtures - Replace	\$25,000	\$0	\$0	\$0	\$0
430 Drinking Fountains - Replace	\$0	\$0	\$0	\$0	\$46,709
439 Outdoor Furnishings - Replace	\$0	\$16,480	\$0	\$0	\$0
800 Exterior Doors - Replace	\$30,000	\$30,900	\$31,827	\$32,782	\$33,765
917 Audio-Visual Equipment - Replace	\$0	\$0	\$0	\$0	\$0
970 CCTV Camera System - Replace	\$0	\$0	\$0	\$77,584	\$0
1860 Fire Alarm Systems - Replace	\$0	\$0	\$0	\$0	\$0
Infrastructure					
201 Asphalt (Parking Lot) - Resurface	\$0	\$0	\$0	\$0	\$0
201 Asphalt (Phase 1) - Resurface	\$0	\$0	\$0	\$0	\$0
201 Asphalt (Phase 2) - Resurface	\$0	\$0	\$0	\$0	\$0
201 Asphalt (Phase 3) - Resurface	\$0	\$0	\$0	\$0	\$0
201 Asphalt (Phase 4) - Resurface	\$0	\$0	\$1,113,945	\$0	\$0
201 Asphalt (Phase 5) - Resurface	\$0	\$0	\$0	\$1,857,636	\$0
201 Asphalt Clubhouse 2 - Resurface	\$40,000	\$0	\$0	\$0	\$0
202 Asphalt (Parking Lot) - Repair/Seal	\$0	\$103,000	\$0	\$0	\$0
202 Asphalt (Phase 1) - Repair/Seal	\$100,000	\$0	\$0	\$0	\$0
202 Asphalt (Phase 2) - Repair/Seal	\$0	\$103,000	\$0	\$0	\$0
202 Asphalt (Phase 3) - Repair/Seal	\$0	\$0	\$0	\$0	\$112,551
202 Asphalt (Phase 4) - Repair/Seal	\$0	\$0	\$0	\$0	\$0
202 Asphalt (Phase 5) - Repair/Seal	\$0	\$0	\$0	\$0	\$0
360 Crosswalk Lights - Replace	\$0	\$0	\$0	\$0	\$0
360 Street Lights Backup Battery - Repl	\$0	\$0	\$0	\$0	\$0
360 Traffic Light Poles - Replace	\$0	\$0	\$0	\$0	\$0
361 Large Pole Lights - Replace	\$0	\$0	\$0	\$0	\$0
367 Marquee - Replace	\$0	\$51,500	\$0	\$0	\$0
380 Shuffleboard Court Lights - Replace	\$0	\$0	\$0	\$0	\$0
505 Pedestrian Gates - Replace	\$0	\$0	\$0	\$0	\$0
518 Chain Link Fence - Replace	\$0	\$0	\$0	\$0	\$0
560 St Andrews Vehicle Gate - Replace	\$0	\$0	\$0	\$0	\$0
706 Barrier Arm Operator - Replace	\$0	\$6,747	\$0	\$0	\$0
708 Gate Operators - Replace	\$3,300	\$0	\$0	\$0	\$0
709 Electrical Generator - Replace	\$0	\$5,614	\$0	\$0	\$0
968 Gate Server Equipment - Replace	\$0	\$0	\$3,766	\$0	\$0
1003 Irrigation Controllers - Replace	\$0	\$55,105	\$0	\$0	\$0
1020 Landscape Removal & Replacement	\$50,000	\$51,500	\$53,045	\$54,636	\$56,275



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE
SUBJECT: CONTRACT APPROVAL - SOUND AND LIGHTING, AMPHITHEATER
DATE: APRIL 29, 2019
CC: FILE

The Amphitheater sound and lighting contract expired on September 30, 2018. The Recreation Department sent out a request for proposal (RFP) to four contractors and held a bidder's conference on April 9, 2019, with no bidders in attendance. On April 29, 2019 the Recreation Committee reviewed the bids from four contractors, as follows:

Company	Year 1	Year 2	Year 3	Totals
MasterMind Productions Group				No bid submitted
Mr. Cat Productions	\$15,750.00	\$15,750.00	\$15,750.00	\$47,250.00
Terry Hill and Associates				No bid submitted
TM AV Consulting & Integration, Inc.	\$29,940.00	\$32,035.80	\$34,277.80	\$96,253.60

The budget for the 2019 Amphitheater production expense is \$19,500.00. The Recreation Committee is recommending that the Board approve a three-year contract, with Mr. Cat Productions, in the amount of \$47,250.00, Operating funding.

I move to award a contract to Mr. Cat Productions, to provide Amphitheater production services, for a cost not to exceed \$47,2500, for a three-year period, Operating funding, and to authorize the President to sign the contract.

THIS
PAGE
LEFT
BLANK
INTENTIONALLY



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE (MK)
SUBJECT: RECREATION QUESTIONNAIRES – RESTAURANT/BAR, FITNESS CENTER, AND LEARNING CENTER
DATE: MAY 10, 2019
CC: FILE

At its regularly scheduled meeting on May 6, 2019, the Recreation Committee duly moved and approved to recommend the GRF Board approve the distribution of the Restaurant/Bar (Exhibit A), Fitness Center (Exhibit B), and Adult Education Classes (Exhibit C) questionnaires, as presented.

	Committee approval	BOD Approval Date	Publish Date	Return Deadline	Review Results
Restaurant/Bar Questionnaire	May 6, 2019	May 28, 2019	June 13, 2019	July 12, 2019	August
Fitness Center Questionnaire	May 16, 2019	May 28, 2019	June 20, 2019	July 19, 2019	September
Learning Center Questionnaire	May 6, 2019	May 28, 2019	June 27, 2019	July 26, 2019	September

Time line subject to change

Following the distribution and collection of each questionnaire, as noted above, staff will compile the results to be presented to the Recreation Committee.

I move to approve the distribution of the Restaurant/Bar, Fitness Center, and Learning Center questionnaires, as presented, in LW Weekly and, following a thirty (30) day posting period, have staff compile results for Recreation Committee review.

Restaurant/Bar Questionnaire

Name: _____ Mutual and Unit Number: _____

(Questionnaires submitted without a name, mutual, and unit number will *NOT* be included)

The Recreation Department needs your opinion regarding a new service that is being considered. We have the opportunity of leasing a portion of Trust property for an onsite Restaurant/Bar, but the input of our Shareholder-Members is critical in deciding:

- *Would you like to have an onsite Restaurant/Bar?*
- *What type of Restaurant/Bar would serve the needs of the community best?*
- *Which location would be preferable?*

Please take a few moments to complete this survey. You may drop it in the white mailboxes, located throughout the community or, alternately, at the Recreation Office in Building 5, the Library, or Mutual Administration. The deadline for receipt is _____. Survey results will be provided at the Recreation Committee on -----, as well as, published in LW Weekly.

We thank you in advance for taking your time to complete this short survey.

1. Would you like to see a Restaurant/Bar in Leisure World?

☐ Yes

☐ No

If you answered yes to the above question, please respond to the following:

2. Where do you think it should be located?

☐ Club House One

☐ Club House Two

3. What type of food service would you like to see on property;

☐ Restaurant/Bar – Casual

☐ High End Food Service

☐ Other Comments: _____

4. How often would you use an on property restaurant/bar?

☐ At least once a week

☐ At least once a month

☐ At least once a year

5. Please indicate your preference(s) to food service:

☐ Breakfast

☐ Lunch

☐ Dinner

☐ All of the above

6. When do you usually go to a restaurant?

	Breakfast	Lunch	Dinner
Weekdays (Mon-Thurs.):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holiday:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Should Shareholders/Members be allowed to bring guests?

☐ Yes

☐ No

8. Would you like to see entertainment in the venue?

☐ Yes

☐ No

9. Should take out and food delivery be available?

☐ Yes

☐ No

10. Please write any additional suggestions below:

Fitness Center Questionnaire

Name: _____ Mutual and Unit Number: _____

(Questionnaires submitted without a name, mutual, and unit number will *NOT* be included)

The Recreation Department needs your opinion regarding the Fitness Center. The Golden Rain Foundation Fitness Center was opened in 2004 and has an average monthly attendance of 8,000 shareholders, which makes it the most used amenity in Leisure World.

Please take a few moments to complete this survey. You may drop it in the white mailboxes, located throughout the community or ,alternately, at the Recreation Office in Building Five, the Library, or Mutual Administration. The deadline for receipt is_____. Survey results will be provided at the Recreation Committee on -----, as well as, published in LW Weekly.

We thank you in advance for taking the time to complete this short survey.

1. Do you use the Fitness Center?

☐ Yes

☐ No

☐ I would if (please write your answer): _____

2. How often do you use the Fitness Center?

☐ Daily

☐ 2-3 times a week

☐ Once a week

☐ At least once a month

☐ Randomly

3. What time of day do you normally use the Fitness Center?

☐ Early Morning

☐ Mid-Morning

☐ Noon

☐ Afternoon

☐ Early evening

4. Would you like to see expanded hours?

☐ Yes

☐ No

5. What is your general use of the Fitness Center (check all that apply)?

- ☐ Cardio (Treadmill, Bikes, etc.)
- ☐ Strength (Weight training equipment)
- ☐ Free Weights
- ☐ Stretching/Agility
- ☐ General health and wellness
- ☐ Social

6. Do you have any special health care needs (example: walker or wheel chair accessibility)?

- ☐ Yes
- ☐ No
- ☐ Other, please briefly explain: _____

7. How can we improve? _____

8. To help us meet your needs, please supply the following:

a. Gender:

- ☐ Male
- ☐ Female
- ☐ Choose not to identify

b. Age:

- ☐ 55-59
- ☐ 60-69
- ☐ 70-79
- ☐ 80-89
- ☐ 90 plus

9. Please write any additional suggestions below:

Leisure World Educational Class Survey

Name: _____ Mutual and Unit Number: _____

(Questionnaires submitted without a name, mutual, and unit number will *NOT* be included)

The Recreation Department is seeking your input about possible future educational classes being held inside of Leisure World.

Please take a few moments to complete this survey. You may drop it in the white mailboxes, located throughout the community or, alternately, at the Recreation Office in Building 5, the Library, or Mutual Administration. The deadline for receipt is _____. Survey results will be provided at the Recreation Committee on -----, as well as, published in LW Weekly.

We thank you in advance for taking your time to complete this short survey.

1. What types of classes are you interested in? (*Check all that apply*)

- | | |
|---|---|
| <input type="checkbox"/> Art Appreciation | <input type="checkbox"/> Literature |
| <input type="checkbox"/> Computer Science (ex: Microsoft Office, Smart Phone) | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Cooking | <input type="checkbox"/> Music Appreciation |
| <input type="checkbox"/> Current Events | <input type="checkbox"/> Crafts & DIY |
| <input type="checkbox"/> Health (ex: Nutrition, Mind and Body, Balance) | <input type="checkbox"/> Money/Economics |
| <input type="checkbox"/> Science (ex: Astronomy, Biology, Environmental) | <input type="checkbox"/> Language |
| <input type="checkbox"/> History (ex: American, World, and California) | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Film Appreciation |

2. How much would you be willing to pay for a semester long class? (*please make only one selection*)

- ☐ \$0 - \$25
- ☐ \$25 - \$50
- ☐ \$50 - \$75
- ☐ \$75 - \$100

3. Please write any additional class suggestions below:



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: SECURITY BUS AND TRAFFIC COMMITTEE
SUBJECT: REPLACEMENT OF VISITORS ACCESS SYSTEM
DATE: MAY 24, 2019
CC: FILE

The Board, at its August 2018 meeting, approved the following Goal for the 2018/19 Term:

Improve Community Access Control

To accomplish this goal, the Security Bus and Transportation Committee has been reviewing options to replace the existing system and, at its May 24, 2019 meeting, the Committee moved and approved to recommend to the Board the replacement of existing access control system (hardware and software).

The replacement of the existing visitors' admission system was based upon:

- Existing system was installed in 2011,
- Current system's software is no longer supported. This resulted in a full crash of the system in October 2018, requiring 2-3 weeks to completely rebuild the software at substantial expense (system could fail again),
- The current system was not designed to support the 300-500 visitor accesses per day.

In researching viable options in the replacement of the Visitors Access System (VAS), three (3) VAS systems were researched and quotations provided. Of the three (3) proposals, two (2) suppliers were identified as the most suitable solutions:

- Dwelling Live
- Integrated Security & Communications (see Exhibit A)

Both systems provided robust systems with functionality to meet current needs as well as provide solutions for the future, such as RFID access for residents.

Upon review of the two (2) proposals, Dwelling Live was the most expensive proposal (totaling \$130,241.71), as well as requiring the use of expensive proprietary equipment and supplies. Integrated Security & Communications offered a more straightforward, cost-effective program for our community.

Integrated Security & Communications Costs

Main, St Andrews and North Gates (see Exhibit A) - \$70,158.89 (includes contingency funding of \$10,000 and 6 months of consumables)

<i>Estimated Annual Recurring Costs</i>		
	Monthly	Annual
Software License		\$786
Pass Paper	\$125	\$1,500
Toner	\$700	\$8,400
Miscellaneous	\$110	\$1,314
		\$12,000

Installation would be completed within 45 – 60 days of the signed contract.

I move to approve the Visitors' Access System and contract with Integrated Security and Communications for the replacement of the Visitors Admission System, in an amount not to exceed \$70,158.89, authorize the President to sign the proposal, Reserve Funding and further authorize the Chairperson of the Security Bus and Traffic Committee to approved any use of contingency funds.

**Integrated Security and
Communications**

**Proposal # 3 All Three Gates with
Regular Printers**

<i>Description</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Total</i>
Printers (Laser) for paper passes	4	\$ 175.00	\$ 700.00
Copy paper - regular	6-month supply	\$ 125.00	\$ 750.00
Printer Toner	6-month supply	\$ 700.00	\$ 4,200.00
AXIS T8705 VIDEO DECODER	3	\$ 302.73	\$ 908.19
AXIS T91B50 TELESCOPIC CEILING MOUNT	3	\$ 201.76	\$ 605.28
AXIS M3105-LVE	3	\$ 374.12	\$ 1,122.36
CAT6 non-Plenum White Jacket (TCP/IP comm. / IP Video), 1,000-foot, RP	3	\$ 194.67	\$ 584.01
DIS Basic - SQL Connector	1	\$ 2,400.00	\$ 2,400.00
DIS eFusion/Maxxess Connector LIC	3	\$ 800.00	\$ 800.00
Gate Camera Display Monitor with Enclosure and Mount	3	\$ 5,479.45	\$ 16,438.35
Server	1	\$ 3,835.13	\$ 3,835.13
eFusion Server Software (5 licenses) with badging module	1	\$ 3,000.00	\$ 3,000.00
Tablet with Accessory	6	\$ 714.29	\$ 2,142.87
21' Scissor Lift Rental for 1 Week	1	\$ 535.71	\$ 535.71
Miscellaneous Hardware (conduit, cable, wire, bracket hardware, etc.)	1	\$ 1,428.57	\$ 1,428.57
Standard Tech Rate	60	\$ 125.00	\$ 7,500.00
Programming and Software Setup	16	\$ 125.00	\$ 2,000.00
Training	6	\$ 125.00	\$ 750.00
Standard Project Manager Rate	8	\$ 135.00	\$ 1,080.00
Standard Software Support - 1 year	1	\$ 785.71	\$ 785.71
Maxxess Engineering Support for Custom Database modification and Custom Reports	1	\$ 6,000.00	\$ 6,000.00
		Sub Total	\$ 56,941.18

Freight	\$ 350.00
Sales Tax	\$ 2,242.71
Contingency	\$ 10,000.00
GRAND TOTAL	\$ 69,533.89

12

Entry Pass Issued:

MAY 22, 2019

Expires Noon on:

May 23, 2019

Mutual 12 123B

***Display this Parking Pass on the dashboard
at all times when inside the community.***

(fold here)

- ***Please park legally inside the community.***
- ***This is a parking pass only – parking pass does not grant access to any of the community amenities.***
