

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



July 23, 2019

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Approved Minutes

MOVED and duly approved the minutes of the April 23, 2019 Golden Rain Foundation (GRF) Board of Directors (BOD) meeting were approved, as presented.

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

MOVED and duly approved to adopt 20-2841-2 Graphic Design Services, as presented.

General – Approve April GRF Board Report

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

General – Amend Telecommunications Services Agreement

MOVED and duly approved 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.

General – Ratification of Emergency Session of the GRF Board of Directors re: Off-Property Bus Service

MOVED and duly approved to ratify the GRF Board's emergency action of May 10, 2019, of the cancelation of GRF Transportation Departments off-property bus services.

MOVED and duly approved to assign to the Security, Bus & Traffic Committee, in July, to seek alternative options to the off-property bus services and direct staff to begin the investigative process.

Architectural Design & Review Committee (ADRC) – Reserve Funding Request – Landscape Replacement, Health Care Center, Clubhouse Six and Administration Parking Lot

MOVED and duly approved 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.

Facilities and Amenities Review (FAR) Ad hoc Committee – Committee Recommendations for Policy Amendment

MOVED and duly approved to forward to applicable committees the formulation of actions and/or the drafting or amendment of policies pertaining to whether there should be a fee structure for use of amenities, investigation of card reader-based clubhouse/room access systems, limiting the number of clubs participating in the same activity, upholding/enforcing Policy 1202-50, Club Membership (non-members prohibited from joining clubs, organizations, service organization or religious organizations that meet in Leisure World), establishing restrictions of use of Trust Property amenities by guests accompanied by Shareholder/Members, establishing reasonable policies for charging groups that profit from the use of GRF amenities, approval of all LW Clubs, organizations, service organizations or religious organizations by the GRF Recreation Committee, combination of duplicate amenities, based on usage, prohibiting organizations that have their own buildings from using GRF facilities, establishment of fees for large room set-ups, establishing policy that includes penalties for abuse of amenities, facilities or policy and/or adoption of the Club category structure into policy.

MOVED and duly approved to forward the topic of designated hours and/or days for Shareholder/Members to invite non-members to use amenities, while accompanied by the Shareholder/Member, based upon statistical usage of amenities and procedures/expense to enforce limited usage of amenities by non-Shareholder/Members to the Recreation Committee.

Finance Committee – Accept April Financial Statements

MOVED and duly approved to accept the financial statements April 2019, for audit.

Finance Committee – Approve Funds Transfer Request – Reserve Funds

MOVED and duly approved 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.

Finance Committee – Approve CD Purchase – Reserve Funds

MOVED and duly approved the purchase of multiple insured 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.

Finance Committee – Adopt 40-3326-1, Purchasing Warehouse Guidelines for Inventory and Non-inventory Purchases

MOVED and duly approved to adopt 40-3326-1, Purchasing Warehouse Guidelines for Inventory and Non-inventory Purchases, as presented.

Finance Committee – Approve Exclusive Use of Trust Property Leases

MOVED and duly approved the 2nd Addendum for the lease agreements, (July 1, 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, and Video Producers Club and authorize the President to sign the agreements.

Physical Property Committee – Reserve Funding Request – HVAC Replacements, Clubhouses Two and Four

MOVED and duly approved 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.

Recreation Committee – Contract Approval – Sound System and Lighting, Amphitheater

MOVED and duly approved to award a contract to Mr. Cat Productions, to provide Amphitheater production services, for a cost not to exceed \$47,250, for a three-year period, Operating funding, and to authorize the President to sign the contract.

Recreation Committee – Approve Distribution of Questionnaires (Restaurant/Bar, Fitness, Learning Center)

MOVED and duly approved 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.

Security, Bus & Traffic Committee – Approve Replacement of Visitor Access System

MOVED and duly approved the Visitors' Access System and contract with Intergrated Securitya and Communicaitons, for the replacement of the Visitors' Admission system, in an amount not to

exceed \$69,533.39, authorize the President to sign the agreement, funding to be determined by the Treasurer, and further, authorize the Chairperson of the Security, Bus & Traffic Committee to approve any use of contingency funds.

## GRF Board of Directors' Recap

06/25/19

### Approved Minutes

MOVED and duly approved the minutes of the May 28, 2019 Golden Rain Foundation (GRF) Board of Directors (BOD) meeting, as presented.

### Approved Minutes

MOVED and duly approved the minutes of the June 4, 2019 Golden Rain Foundation (GRF) Board of Directors (BOD) Special meeting, as presented.

### Approved Minutes

MOVED and duly approved the minutes of the June 11, 2019 Golden Rain Foundation (GRF) Board of Directors (BOD) Special meeting, as presented.

### Approved Minutes

MOVED and duly approved the minutes of the June 18, 2019 Golden Rain Foundation (GRF) Board of Directors (BOD) meeting, as presented.

### General – Amend Trust Property Landscape Contract

MOVED and duly approved to amend the contract with Anguiano Lawn Care in order for the vendor to add one (1) additional landscaping person to better serve the community and reduce the rotation time needed, for a cost not to exceed \$3,727 per month, or \$44,720 for a twelve (12) month period. Funding available in the 2019 Operating budget and authorize the ADR Committee Chair to sign the change order.

### General – Capital Funding Request – Dynamics: Additional Funding

MOVED and duly approved additional Capital funding of \$25,000, to the Dynamics software project, to support customization necessary to maintain integrity of the system and to provide enhanced reporting to the Mutual Corporations.

## GRF Board of Directors' Recap

07/23/19

### Remove agenda items

MOVED and duly approved to remove agenda items 11. c.ii., c.iii. and c.iv. and return them to the Executive Committee for further review.

### Approved Minutes

MOVED and duly approved the minutes of the June 25, 2019 Golden Rain Foundation (GRF) Board of Directors (BOD) meeting were approved, as presented.

General – Establish Ad hoc Committee – Website Redesign

MOVED and duly approved and thereby established the Website Redesign Ad hoc Committee and grants to the Ad hoc Committee limited authority specifically stated within the GRF governing documents, and policies or other authority as granted by the BOD or as stated within this policy.

MOVED and duly approved the appointment of Nick Massetti as Chair, Irma Heinrichs, Susan Hopewell, Leah Perrotti, Paula Snowden and Linda Stone to the Website Redesign Ad hoc Committee.

General – Approve Contract with Tahitian Herbal

MOVED and duly approved a contract with Tahitian Herbal, for the limited use of Trust property within Building 5, for the sole purpose of installation of a vending machine and authorize the President to sign the contract.

General – Approve July GRF Board Report

MOVED and duly approved the July GRF Board Report, as amended and reviewed by the GRF President and Vice President.

Communications & IT Committee – Approve Business Use of Trust Property for Transportation Pick Up and Drop Off

MOVED and duly approved a new pick up location for Modern Buds bus service, at the Amphitheater bus stop, contingent upon the GRF being listed as an additional insured on its Certificate of Liability Insurance.

Communications & IT Committee – Amend Policy 5050-34 – Digital Billboards

MOVED and duly approved to refer 5050-34, Digital Billboards back to the Communications & IT Committee recommending a joint meeting with the Recreation Committee to specifically address requirements for posting and any other issues requiring clarification.

Communications & IT Committee – Use of LW Weekly for Printing of GRF Board Meeting Minutes

MOVED and duly approved the printing of the GRF Board meeting summary only in LW Weekly and provide copies of the Draft and Approved GRF Board meeting minutes at the GRF Administration Reception Desk, upon request, effective September 1, 2019, contingent upon no less than four (4) articles within LW Weekly, including a front page notice on the revision to current practice.

Executive Committee – Amend 30-5110-3 Executive Committee Charter

MOVED and duly approved to amend 30-5110-3, Executive Committee Charter, incorporating the additional Committee goals approved by the GRF Board of Directors at the retreat held on June 27, 2019 and updating the cost center numbers.

Executive Committee – Approve Increase of GRF Entry Wages of \$13.25 to \$15.00 and Increase Wages for All Staff Earning Below \$15.00 to New GRF Entry Wage of \$15.00

This item was removed from the agenda and referred back to the Executive Committee for review and discussion.

Executive Committee – Approve Benefit Package Modification: Remove Eligibility of 401k Match for Part Time New Hires, Effective September 1, 2019

This item was removed from the agenda and referred back to the Executive Committee for review and discussion.

Executive Committee – Approve Benefit Package Modification: Reduce 401k Match to 1.5%, for All Eligible Employees, Effective Upon Notice Required by Law

This item was removed from the agenda and referred back to the Executive Committee for review and discussion.

Facilities and Amenities Review (FAR) Ad hoc Committee –Amend 30-5175-3, Facilities and Amenities Ad hoc Committee

MOVED and duly approved to amend 30-5175-3, Facilities and Amenities Review Ad Hoc Committee Charter, as amended, pending Board approval of the new formatting recommended by the Governing Documents Committee.

Facilities and Amenities Review (FAR) Ad hoc Committee –TENTATIVE VOTE: Amend 30-1406-1, Limitations on Use and Adopt 30-1406-2, Limitations on Use, Fees

MOVED and duly approved to tentatively amend 30-1406-1, Limitations on Use, as amended, and tentatively adopt 30-1406-2 (fee schedule extracted from 30-1406-1), pending Board approval of the new formatting recommended by the Governing Documents Committee and pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on August 27, 2019.

Finance Committee – Accept June Financial Statements

MOVED and duly approved to accept the financial statements June 2019, for audit.

Finance Committee – Approve Funds Transfer Request – Reserve Funds

MOVED and duly approved a transfer of \$1,022,000 of reserve funds, from First Foundation Bank to Morgan Stanley, \$250,000 from First Foundation Bank reserve funds and \$245,000 from US Bancorp reserve funds to Morgan Stanley following the receipt of maturing investments from those financial institutions, for the purposes of maximizing insured funds and to invest in brokered CDs at Morgan Stanley.

Finance Committee – Approve CD Purchase – Reserve Funds

MOVED and duly approved the purchase of brokered CDs, through Morgan Stanley, totaling \$1,517,000 of reserve funds, with terms ranging from 12 months to 18 months, at the prevailing interest rates, at the time of purchase.

Finance Committee – Amend 40-5115-3, Finance Committee Charter

MOVED and duly approved to amend 40-5115-3, Finance Committee Charter, incorporating the additional Committee goals approved by the GRF Board of Directors at the retreat held on June 27, 2019.

Governing Documents Committee – Ratify New DMS Categories and Titles

MOVED and duly ratified the use of new header categories and document titles for the current GRF governing documents (reduce the header from three lines to two lines and replace the current document names with new document names).

Governing Documents Committee – Adopt Proposed GRF Governing Documents Format

MOVED and duly approved the formatting of GRF governing documents, as amended: (reduce the space between the Document History and end of text of governing document on the last page, amend the Document History section from one column to three columns, add the section ‘Key Words’, in bold below Document History, move the text “GOLDEN RAIN FOUNDATION, Seal Beach, California to the footer, and reduce the size of footer text to 10 point).

MOVED and duly approved a revision to all GRF Committee Charters presented to the Board today: Paragraph one: “Pursuant to state statute (**Corp. Code §7210; Corp. Code §7212(c)**) and Article VIII of the Bylaws of the Golden Rain Foundation (GRF), the Board of Directors (BOD) hereby establishes the \_\_\_\_\_ Committee and grants to the Committee authority specifically stated within the GRF governing documents.” Paragraph two: “In accordance with Article VII Section I of the Bylaws, the committee chair and members shall be appointed by the GRF President and approved by action of the BOD and add GOALS: a. Increase organizational effectiveness and efficiency, b. Protect, preserve, and improve our assets.

Governing Documents Committee – Adopt 30-5180-3 Governing Documents Committee Charter

MOVED and duly approved to adopt 30-5180-3, Governing Documents Committee Charter, as amended.

Physical Property Committee – Reserve Funding Request – Heat Pumps, Clubhouse Two, Units #2 and #6

MOVED and duly approved to award a contract to Greenwood Heating and Air to replace two (2) heat pumps, in Clubhouse Two: units #2 and #6, for a cost not to exceed \$12,800, Reserve Funding, and authorize the President to sign the contract.

Physical Property Committee – Amend 60-5130-3, Physical Property Committee Charter

MOVED and duly approved to amend 60-5130-3, Physical Property Committee Charter, incorporating the additional Committee goals approved by the GRF Board of Directors at the retreat held on June 27, 2019.

Physical Property Committee – Capital Funding Request- SCE Charge Ready Program/EV Charging Stations

MOVED and duly authorized SCE to install the infrastructure for five (5) electric charging stations at Clubhouse Two parking lot, funding through the SCE Charge Ready Program, and to authorize the installation of five (5) level two (2) charging ports, at a cost not to exceed \$10,000, Capital Funding, and authorize the President sign any agreements and authorize the Executive Director to make the needed purchase of equipment.

Physical Property Committee – Reserve Funding Request – Replacement of Channel Fencing, Main Gate Entrance

MOVED and duly approved to award a contract to Quality Fence for the replacement of 60’ of fencing over the channel, at the Main Gate Entrance, for a cost not to exceed \$3,000, Reserve Funding, and authorize the President to sign the contract.

Recreation Committee – Adopt 70-1433-1, Trust Property Locker Rules and Regulations

MOVED and duly approved to adopt 70-1433-1, Trust Property Locker Rules and Regulations, which sets forth the rules and regulations for the use of Trust Property Lockers.

Recreation Committee – Amend 70-1422-3, Marquee Usage

MOVED and duly approve to amend 70-1422-3, Marquee, changing the name to Marquee Usage and clarifying usage procedures.

Recreation Committee – Amend 70-5135-3, Recreation Committee Charter

MOVED and duly approved to amend 70-5135-3, Recreation Committee Charter, incorporating the additional Committee goals approved by the GRF Board of Directors at the retreat held on June 27, 2019, updating the Committee duties, and updating the cost center numbers associated with the Recreation Committee.

Security, Bus & Traffic Committee – Amend 50-5145-3, Security, Bus & Traffic Committee Charter

MOVED and duly approved to amend 80-5145-3, Security, Bus and Traffic Committee Charter, incorporating the additional Committee goals approved by the GRF Board of Directors at the retreat held on June 27, 2019.

Security, Bus & Traffic Committee – Approve Request to Seal Beach Police Department for Traffic Enforcement on Trust Property

MOVED and duly approved to send a formal request to the City of Seal Beach City Council, for Seal Beach Police Department traffic enforcement upon Trust Property as Trust Property has been certified to meet the standards of CAMUTCD.

**Recap of GRF Committees' Activity**

**April/May 2019**

**May 21, 2019 Information Technology Systems Committee**

- MOVED to approve the purchase of Play Digital Signage at a cost of \$18 per month per screen and ten (10) Amazon Fire Sticks at a cost of \$50 each for a total cost not to exceed \$2,650 non-budgeted operating funds;
- MOVED to accept the new governing document numbering system for the documents under the purview of the IT Committee;
- CONCURRED to request staff draft an RFP for an alternative IT managed service provider, and bring back to the next Committee meeting for consideration;
- CONCURRED to discuss GRF ID Cards – new technology, at the next Committee meeting.

**May 22, 2019, Architectural Design & Review Committee**

- CONCURRED to request the Facilities Director bring back new proposals of landscapes for Clubhouse Six and planters at the four corners, with plant selections, to the next Committee meeting;
- CONCURRED to request the Recreation Manager bring back sample of photo selections for the wall murals in Building Five, first floor, elevator lobby and Recreation Department office and Clubhouse Six, second floor, head of the staircase, to the next Committee meeting;
- MOVED to accept the new governing document numbering system for the documents under the purview of the Architectural Design and Review Committee;
- MOVED to approve the request from NuVision, to paint the exterior building wall and install a sign;
- MOVED to request NuVision to modify the new signage, by removing the dark color background and bring back to the next scheduled meeting;
- MOVED to approve tile GW08 Cherry, as an alternative for the warm pallet design for future projects.
- MOVED to select Swiss Coffee for main body of the wall and Wild Stallion for the cap, to match the color selection of the Administration Building;



- MOVED to request a three-part proposal from Anguiano Lawncare, to remove plants along St. Andrews Drive and Golden Rain Road around the Administration building, to replace with a variety of colors of dwarf day lilies and upgrade sprinklers as needed, using Reserve funding and forward request to the June GRF Board meeting;
- CONCURRED to review the extension wall behind the Administration building and discuss at an upcoming meeting;
- MOVED to approve one additional landscaping personnel, to better serve the Community and reduce the rotation time needed, for a cost not to exceed \$3,727 per month or \$44,720, for a 12 month period. Funding available in the 2019 Operations budget and authorize the Chair, sign the change order;
- CONCURRED to forward the first responder banner request to the Recreation Committee, for review.

#### **May 23, 2019, Service Maintenance Committee**

- MOVED to accept the new governing documents numbering system for the documents under the purview of the Service Maintenance Committee.

#### **May 24, 2019, Special Security, Bus & Traffic Committee**

- MOVED to recommend to the GRF Board 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 \$42,928, Reserve Funding, plus \$10,000 in contingency funds.

#### **July 1, 2019, Recreation Committee**

- CONCURRED to discuss the request for RV Lot variance; and Bocce Ball Court concerns at the next Committee meeting;
- CONCURRED to authorize the Executive Director use executive privilege to approve the Radio Club sell candy and ice cream at the Amphitheater shows;
- CONCURRED to request staff make necessary adjustments to the proposed 2020 budget assumptions and present a second draft at the next Committee meeting;
- MOVED to appoint to the Restaurant/Bar Sub-committee: Mrs. L. Perrotti, Ms. L. Stone, Ms. M. Gerber, Ms. I. Heinrich, Mr. L. Melody, Ms. J. Dunagan, Ms. L. Baidack, Mr. R. Carson, and Mr. B. Lukoff;
- MOVED to appoint to the Entertainment Subcommittee: Mr. L. Perrotti, Ms. K. Rapp, and Ms. L. Stone;
- MOVED to recommend the GRF BOD adopt 70-1433-1, Locker Use, as amended, pending new formatting to be approved by the Governing Documents Committee;
- MOVED to recommend the GRF BOD amend 70-1442-3, Marquee, as amended, pending new formatting to be approved by the Governing Documents Committee;
- MOVED recommend the GRF BOD amend 70-5135-3, Recreation Committee Charter, as amended, pending new formatting to be approved by the Governing Documents Committee.

#### **July 3, 2019, Governing Documents Committee**

- CONCURRED to declare JoAnn St. Aubin Vice Chair of the Committee;
- CONCURRED to incorporate the GRF BOD goals adopted at this year's retreat into the proposed additions to the GRF Committee Charters;

- MOVED the GRF BOD accept the new DMS Categories and Titles (header/category, title spreadsheet);
- MOVED to accept the Governing Documents new format, as amended, adding key words and stylistic changes;
- MOVED to adopt 30-5180-3, Governing Documents Charter, as amended.

### **July 3, 2019, Physical Property Committee**

- MOVED to approve the completion of Trust Property Street Compliance with CAMUTCD project #738-15; Landscape Median #1 and 4-6, St. Andrews project #898-19, Reconfiguration-Building Five project #905-19 and requested staff bring to the next meeting a list of trust streets, including the repaving and striping schedule;
- MOVED to request staff bring to the next meeting a complete scope of work and map outlining the proposed Fiber Optic Conduit on Golden Rain Road project path after which GRF BOD conceptual approval will be sought before forwarding the project to the SPAH for consideration;
- MOVED to recommend the GRF BOD approve EV Charging Stations on Trust Property, through SoCalEd, proposing Clubhouse Two as the location, for a cost not to exceed \$10,000, Capital Funding, pending Finance Committee review; concurred to request the Facilities Director and Security Director draft a proposed amendment to the current parking policy to include electric charging stations and review at an upcoming Security, Bus & Traffic Committee meeting;
- MOVED to recommend the GRF BOD award a contract to Quality Fence for the replacement of a 60' of fence over the channel at the Main Gate entrance, at a cost not to exceed \$2,500, Reserve Funding, pending Finance Committee review;
- CONCURRED to request staff to bring back a formal proposal for the installation of the joined hip shade presented by the Physical Property Manager and include approved color selection from the Architectural Design and Review Committee;
- CONCURRED to request staff adjust the 2020 budget assumptions and present a second draft at the next Committee meeting; CONCURRED to forward a recommendation to the Finance Committee to increase the parking space rental fee at Allen's Alley to \$125 per month;
- CONCURRED to request the Recreation Committee schedule a walk through of Clubhouse Four – Phase VI;
- MOVED to approve the scope of work presented for Pool Complex Renovations – Phase I and for staff to send out an RFP and bring back costs to the next Committee meeting;
- MOVED to recommend the GRF BOD award a contract to Greenwood Heating and Air to replace two heat pumps in Clubhouse Two (units 2 and 6), for a cost not to exceed \$12,800, Reserve funding, pending Finance Committee review;
- MOVED to recommend the GRF BOD amend 60-5130-3, Physical Property Committee Charter, as amended, pending BOD approval of the new formatting recommended by the Governing Documents Committee.

### **July 8, 2019, Mutual Administration Committee**

- REQUESTED the Executive Committee review the Mutual Administration Department Organization Chart, removing all verbiage;
- RECOMMENDED the amendments to the Bereavement Workbook be incorporated and the Committee review the Workbook at the August meeting, including review of potential sponsorship;

- CONCURRED to recommend the selection of the redesign of the ownership stock certificate envelopes to the ADR Committee, indicating MAC's preference for the sample envelope of page 39 of the MAC agenda packet;
- CONCURRED to review the cost center 2020 budget proposals for cost centers 533, 544, 545, 574, and 575 at the August Committee meeting;
- CONCURRED to review 50-5165-3, Mutual Administration Committee and 50-5170-3, Service Maintenance Committee Charters at the August meeting.

#### **July 9, 2019, Facilities & Amenities Review Ad hoc Committee**

- MOVED to recommend the GRF BOD amend 30-5175-3, Facilities and Amenities Review Ad hoc Committee Charter, as amended, pending Board approval of the new formatting recommended by the Governing Documents Committee;
- MOVED to recommend the GRF BOD tentatively amend 30-1406-1, Limitations on Use, as amended, pending a 28 day membership notification and tentatively adopt 70-1406-2, (fee schedule extracted from 30-1406-1) pending a 28 day membership notification and Board approval of the new formatting recommended by the Governing Documents Committee.

#### **July 10, 2019, Security, Bus & Traffic Committee**

- MOVED to direct staff to draft an RFP and secure qualified proposals for off property bus service that meets or exceeds what is currently being provided;
- CONCURRED to incorporate the GRF Goals to the Committee Charter;
- MOVED to recommend the GRF BOD amend 50-5143, Security Committee Charter as amended;
- MOVED to recommend the GRF BOD approve the submission of a request to the City of Seal beach to adopt, by ordinance or resolution, regulating vehicular traffic on Golden Rain Foundation privately owned roads, per California Vehicle Code (CVC), Section 21107, with the City of Seal Beach Police traffic enforcement;

#### **July 11, 2019, Communications & IT Committee**

- MOVED to recommend the GRF BOD approve a Website Redesign Ad hoc Committee consisting of N. Massetti, L. Stone, J. Isom, W. Thompson and P. Snowden;
- MOVED to approve a new pick up location for Modern Buds bus service at the Amphitheater bus stop, request the GRF listed as an additional insurer, and forward to the Board of Directors for approval;
- MOVED to adopt Square POS system and have the IT Supervisor present a proposal with total cost and motion at the next scheduled Committee meeting;
- MOVED to approve the use of Play Digital Signage software for digital billboards;
- CONCURRED to work towards building a B-Section program with a target date of implementing it in 2020;
- MOVED to recommend the GRF BOD approve the revision of publishing the GRF BOD minutes in the LW Weekly;
- MOVED to recommend the GRF BOD amend 5050-34, Digital Billboards, as amended.

#### **July 12, 2019, Executive Committee**

- MOVED to amend the position description for the Human Resources & Benefits Coordinator, as amended, including changing the title to Human Resources Generalist;

- MOVED to accept the proposed presented amendments to the GRF Directors' Handbook and review further proposed amendments at the August meeting, prior to forwarding the Handbook to the Governing Document Committee to assign a document number;
- MOVED to forward the Security, Bus & Traffic Committee a request to review Policy 1927.02.37 for possible rescission, as it is not applicable under the terms of the Civil Code;
- MOVED to amend the procedure for employee recognition nomination procedures to permit GRF Directors to make nominations and to make clear that GRF department heads are eligible for nomination; review amended nomination procedure at the August Committee meeting; also, MOVED to approve the verbiage for the plaque ("In honor of their loyal support of our mission, GRF proudly presents employees who have demonstrated exemplary service and dedication to the community");
- MOVED to approve the use of the Senior Management Annual Review form, as amended, and forward to the Governing Document Committee for assignment of a document number;
- CONCURRED to include the HR Annual Calendar and Special Projects as part of the monthly HR report;
- CONCURRED to schedule a special Committee meeting to review 30-1010-1, External Communication, Authorized Spokesperson, 1022-30, Petitions, and Member Code of Conduct.

### **July 15, 2019, Finance Committee**

- MOVED to recommend the GRF Board accept, for audit, the financial statements for the month of June 2019, as presented by the Director of Finance and as reviewed by the Finance Committee;
- MOVED to recommend the GRF Board authorize the transfer of \$1,022,000 of reserve funds from First Foundation Bank to Morgan Stanley, \$250,000 from First Foundation Bank reserve funds and \$245,000 from US Bancorp reserve funds to Morgan Stanley, following the receipt of maturing investments from those financial institutions, for the purposes of maximizing insured funds and to invest in brokered CDs at Morgan Stanley;
- MOVED to recommend the GRF Board authorize the purchase of brokered CDs from Morgan Stanley totaling \$1,517,000 of reserve funds, with terms ranging from twelve to eighteen months, at the prevailing interest rates at the time of purchase;
- MOVED to direct staff to incorporate, in the 2020 operating budget, the high range estimates as provided by DLD, for the 2020 operating budget;
- MOVED to recommend the GRF Board allocate Capital funding, for the purchase and installation of five (5) level two (2) charging ports to charge Electric Vehicles, in an amount not to exceed \$10,000;
- MOVED to recommend the GRF Board allocate Reserve funding, to replace a sixty (60) foot section of chain link fencing, next to the Main Gate entrance over the channel, in an amount not to exceed \$3,000;
- MOVED to recommend the GRF Board allocate Reserve funding, for the replacement of two (2) heat pumps, at Clubhouse Two (CH2); unit #2 and unit #6, in an amount not to exceed \$12,800;
- MOVED to recommend the GRF BOD amend Policy 50-5115-3, Finance Committee Charter, as amended.

## Financial Recap – June 2019

As of the six-month period ended June 2019, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$309,520.

Major variances are:

Wages, Taxes & Benefits	299,894	Favorable: Wages \$105K; P/R Taxes \$19K; Workers' Comp \$22K; Group Ins \$137K; 401(k) Match \$17K
Temporary Agency Fees	(90,610)	Unfavorable: Temporary help for key positions.
Supplies	31,635	Favorable: Low requisitions YTD
Facilities Rentals & Maintenance	92,863	Favorable: Landscaping \$65K; Repairs & Maintenance \$20K; Service Contracts \$7K
Property & Liability Ins Prem	19,868	Favorable: Projected YE budget variance \$34K
Rental Income	(70,445)	Unfavorable: Lower unit sales than planned
Interest Income	76,872	Favorable: Actual yields > planned
News Advertising	(103,044)	Unfavorable: Budget planned more aggressive sales
SRO Labor Recovery	25,718	Favorable: Recoveries exceeds budget

	Fund Balance	Allocated For Current Projects	Allocated For Future Projects	For details, see page
<b>Reserve Funds</b>				
Repairs & Replacements	\$9,850,153	\$1,386,489	\$8,463,664	7

	Fund Balance	Allocated Funds	Unallocated Funds	For details, see page
<b>Capital Funds</b>				
Capital Improvements	\$1,920,604	\$141,578	\$1,779,026	8

Total year-to-date approved unbudgeted operating expenses are \$27,770.