



EXECUTIVE COMMITTEE

Agenda

Conference Room B
Tuesday, August 6, 2019
1:30 p.m.

- 1. Call to Order/Pledge of Allegiance**
- 2. Roll Call/Notice of Quorum**
- 3. Chairs Announcements**
 - a. Introduction of Guests and Staff
Randy Ankeny, Executive Director
Deanna Bennett, Recording Secretary
 - b. Rules of Order
 - c. Chairs Report
- 4. Shareholder/Member Comments** (*Limited to 3 minutes per person*)
- 5. Governing Documents**
 - a. Adopt 30-5093-1, Member Code of Conduct (pp. 1-4)
 - b. Amend 1022-30, Petitions (p. 5)
 - c. Adopt 30-1010-1, Authorized Spokesperson (pp. 6-8)
- 6. Next Meeting**
 - a. August 9, 2019, Administration Conference Room, 1:00 p.m.
- 7. Adjournment**



MEMBER CODE OF CONDUCT

ADOPT

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2 These Rules of Conduct are implemented with the purpose of protecting and advancing the
3 mutual interests of all the Shareholder/Members of Golden Rain Foundation, Seal Beach
4 (“GRF”). To the extent allowed by law, they are mandatory for and binding upon all
5 Shareholder/Members, Tenants (Mutual Seventeen) and visitors/guests of
6 Shareholder/Members. Further, these Rules of Conduct shall apply to all property held in trust by
7 GRF including, but not limited to, the GRF clubhouses; the administration building; the pool area
8 and associated restrooms; the Library; the Golf Course; the shuffleboard courts; wood working
9 shops; the amphitheater; the news offices; and all other trust property (“Trust Property”).

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11 In the event of the commission of any of the following prohibited activities, GRF or any
12 Shareholder/Member, their guests, Board Shareholder/Member (GRF or Mutual), committee
13 Shareholder/Member, GRF employee, or agent may summon civil authorities and file a civil
14 complaint for harassment, defamation, assault, battery, or the like. In addition, the GRF Board
15 of Directors may impose discipline against the offending person pursuant to the enclosed
16 Schedule of Fines.

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18 **1. CODE OF CONDUCT – SHAREHOLDERS/MEMBERS, RESIDENTS AND GUESTS**

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20 1.1. Use of the Trust Property is a privilege, available for Shareholder/Members, and
21 their guests to enjoy, subject to the right of other Shareholders/Members and
22 guests of Shareholders/Members to the same right;
- 23
24 1.2. All Shareholder/Members, and their guests must interact with each other in a
25 respectful fashion and treat each other, Staff of GRF and Service Providers with
26 dignity and respect. Addressing any fellow Shareholder/Member or guest or GRF
27 Staff and Service Providers to imply violence, or with abusive or derogatory
28 remarks, personal insults, threats, epithets, vulgarity or any form of
29 discrimination or unwelcome conduct is prohibited;
- 30
31 1.3. Likewise, unwanted or offensive touching, filming, photography, throwing objects
32 at, or in the direction of another, making threatening movements toward another,
33 or striking another with their body or an object is strictly prohibited, and may be
34 reported to law enforcement;
- 35
36 1.4. All Shareholder/Members, and their guests must maintain a high level of
37 personal cleanliness and hygiene, at all times, when using and enjoying the Trust
38 Property;

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40 **2. CODE OF CONDUCT – BOARD OF DIRECTORS AND GRF EMPLOYEES**

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42 2.1. All Shareholder/Members and their guests must interact with the GRF Board of
43 Directors, committee Shareholder/Members, GRF employees and Service
44 Providers, and other agents in a professional, respectful and dignified fashion.



MEMBER CODE OF CONDUCT

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Addressing any Board Shareholder/Member, committee Shareholder/Member, GRF employee and Service Provider, or other agent to imply violence, or with abusive or derogatory remarks, personal insults, threats, epithets, vulgarity or any form of discrimination or unwelcome conduct is also strictly prohibited;

3. CODE OF CONDUCT – BOARD AND SHAREHOLDER/MEMBERSHIP MEETINGS

3.1. Only Shareholder/Members are permitted to attend Board and/or Shareholder/Membership meetings, unless invited by the Board;

3.2. Shareholder/Members must be respectful to one another and to the Board, Officers, Directors, Manager, staff and other attendees at any Board or Shareholder/Membership meeting, to ensure that business is carried out in an orderly and expeditious fashion during meetings. Shareholder/Member comments may be limited in time, must be in clear and simple terms, and must avoid repetition, disruptive behavior, profanity, personal attacks, rhetorical concerns discussed by the same person, or harassment. Shareholder/Member comments or questions may be briefly responded to by a Board Shareholder/Member, GRF employee, or other agent/staff Shareholder/Member, in his or her sole discretion, or may be deferred to private or future response;

3.3. Noncompliance with the above will result in the Board proceeding, in its discretion, with asking the Shareholder/Member to leave the meeting, in order to restore order. If the Shareholder/Member refuses to leave, the Board will take a recess in order to restore order. If order is not restored after the recess, the Board will adjourn the meeting. Shareholder/Members found to have violated these rules, by a majority of the Board, are subject to discipline.

4. CODE OF CONDUCT – PETS

4.1. All Shareholder/Members and their guests must abide by applicable GRF policy on pets. The Board of Directors may impose discipline against the offending person, for violation of the Pet policy pursuant to the enclosed Schedule of Fines;

4.2. Pursuant to the Pet policy, the Board reserves the right to exclude all animals from the Trust Property buildings, absent the Board’s acceptance of a reasonable accommodation request;

5. SCHEDULE OF TIME

5.1. The GRF Board of Directors has a standing obligation and duty to operate and manage the Trust Property (i.e., shared areas), and to enforce its governing documents. The dollar amount following the violations/infractions of the Rules of

MEMBER CODE OF CONDUCT

ADOPT



Conduct represents the penalty Shareholder/Members are subject to, following a hearing by the Board;

5.2. As shown, the penalty for violations and subsequent violations may be increased in an amount to be determined by the Board, in its discretion, based on various factors, including, but not limited to: the frequency of the violation; the disruption to the community; the threat to the health and safety of resident and staff; the threat to property; the impact on property values; etc. If no compliance is gained, and the Board has determined, in its discretion, that it is in the best interest of GRF to proceed with legal action, the Shareholder/Member against whom legal action is pursued will be responsible for GRF's legal fees and related costs.

	Violation	Minimum Penalty	Maximum Penalty
1	1st Violation	Warning	Fine up to \$200; Suspension of Trust Property Access/Privileges
2	2nd Violation	Fine up to \$500; Suspension of Trust Property Access/Privileges	Fine up to \$1,000; Suspension of Trust Property Access/Privileges
3	Additional/Uncured Violations	Fine up to \$1,000 (recurring on a daily, weekly or monthly basis, if left uncured); Suspension of Trust Property Access/Privileges	Fine up to \$5,000 (recurring on a daily, weekly or monthly basis, if left uncured); Suspension or Termination of Trust Property Access/Privileges (Corp. Counsel?)

(Time line, Notice of Violation, Request For Hearing, Written Notice of Decision

Document History

Adopted: Day Month Year

Executive Committee

30-5093-1

MEMBER CODE OF CONDUCT

ADOPT



| Adopted:
Keywords:

104



ADMINISTRATIONS

Petitions

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1. PETITIONS

Petitions directed to the Golden Rain Foundation (GRF) Board of Directors (BOD) or Committees must include the following information:

- 1.1. GRF Member’s full name (printed and signature);
- 1.2. Mutual number;
- 1.3. Apartment number.

The individual, or representative of a club or organization, must be present at all times when soliciting a petition. The GRF reserves the right to remove any petition left unattended.

The name and address of the individual presenting the petition to the GRF must be included on the petition.

Employees are not permitted to promote or solicit petitions, ~~collect dues, write receipts, or perform other duties for clubs.~~ (even when not on duty?)

Document History

Adopted:	21 Jul 98	Reviewed:	12 May 17
Reviewed:	98 Feb 18		
Amended:	26 Apr 16		

Keywords:

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Executive Committee

AUTHORIZED SPOKESPERSON

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1. PURPOSE

This external communications policy sets forth the policy of the Golden Rain Foundation Board of Director and all staff of the Golden Rain Foundation, collectively now referred to as GRF, regarding how GRF may communicate with:

- 1.1. Clubs, Groups, and Organizations;(internal)
- 1.2. City, County, State, and Federal agencies and representatives;
- 1.3. Any media, including social media postings outside of GRF publications, website, and social media.

The above shall be collectively referred to as Third Parties.

2. AUTHORIZED SPOKESPERSON

- 2.1. Is defined as the designated ~~spokesman, spokeswoman, or~~ spokesperson approved by the GRF Board to speak on behalf of the Golden Rain Foundation of Seal Beach;
- 2.2. Designated Authorized Spokesperson
 - 2.2.1. GRF President
 - 2.2.1.1. GRF President, based upon the nature of the requested presentation, approves a GRF Director as a Spokesperson on a defined topic. (Example: Authorize the GRF Director of Finance to speak on behalf of the Executive Director on GRF Financial matters).
 - 2.2.2. GRF Executive Director
 - 2.2.2.2. Executive Director, based upon the nature of the requested presentation, approves a GRF employee as a Spokesperson on a defined topic. (Example: Authorize the GRF Director of Finance to speak in behalf of the Executive Director on GRF Financial matters.)

3. GENERAL POLICY

- 3.1. Only an Authorized Spokesperson may engage in discussions about the GRF with Third Parties. No other individual is authorized to speak on behalf of the GRF. Any GRF Board of Director or GRF staff who is contacted by a Third Party must refer the Third Party to an Authorized Spokesperson.



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AUTHORIZED SPOKESPERSON

ADOPT

- 39 **3.2.** Specifically, no GRF Board of Director or GRF staff, other than an Authorized
40 Spokesperson, may communicate Information to a Third Party. The Authorized
41 Spokesperson may only provide public Information to a Third Party if such
42 information has been previously or is simultaneously Publicly Disseminated (i.e.
43 Committee actions, Board approved actions and standard operational and
44 governance matters). This will typically be a press release, conference call, or
45 general presentation to a Third Party.
- 46 **3.3.** Occasionally, GRF employees may be contacted by outside sources or the
47 media requesting information about GRF or its employees, directors or officers
48 or operations. In order to avoid providing inaccurate, incomplete or Material
49 Information to outside sources, all outside inquiries regarding GRF or its
50 employees, directors or officers or operations must be referred to an Authorized
51 Spokesperson. Only an Authorized Spokesperson is authorized to make or
52 approve public statements pertaining to GRF or its employees, directors or
53 officers or operations. (Employee Handbook)
- 54 **3.4.** In the event of non-intentional disclosure by an GRF Board of Director or GRF
55 staff of information that might be Material, Nonpublic Information, the GRF Board
56 of Director or GRF staff must immediately inform an Authorized Spokesperson,
57 who, in turn, share consult with the GRF Board Officers department as to whether
58 such public dissemination of this information is/was required. Any disclosure of
59 material information to a Third Party by a GRF Board of Director or GRF staff
60 may be subject to:
- 61 **3.4.1.** GRF Board ~~censure~~ censure proceeding, in accordance with approved
62 policies;
- 63 **3.4.2.** GRF Staff disciplinary actions as outlined within the employee
64 handbook and duly posted procedures and policies.
- 65 **3.5** If the Authorized Spokesperson is uncertain about the nature of release of
66 information, the Authorized Spokesperson shall consult and seek the approval of
67 the GRF Board to ensure compliance.
- 68 **3.6** Authorized Spokesperson:
- 69 **3.6.1.** It is the job of the Authorized Spokesperson to faithfully represent and
70 advocate GRF positions and actions;
- 71 **3.6.2.** May not depart from the principles set forth in this Policy without the
72 explicit prior approval of the GRF Board.
- 73 **3.7.** Authorized Spokesperson shall inform the Board in advance, notification of any
74 speaking engagement:



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ADOPT

- 75 **3.7.1.** Such report shall contain:
- 76 **3.7.1.1.** Name of Club, Group, Organization, Corporation and/or
- 77 agency;
- 78 **3.7.1.2.** Date, Time and location;
- 79 **3.7.1.3.** Names of any GRF Board members in attendance;
- 80 **3.7.1.4.** Estimated attendance;
- 81 **3.7.1.5.** General recap of the presentation;
- 82 **3.7.1.6.** Provide a copy of any handouts;
- 83 **3.7.1.7.** Provide a printout of a Power Point presentation, if
- 84 used.
- 85 **3.8.** Authorized Spokesperson shall provide a report to the Board as deemed
- 86 applicable by the Board, monthly, on dissemination of information.
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Document History
 Adopted:

Keywords:

89