



GOVERNING DOCUMENTS COMMITTEE

Agenda

Administration Conference Room
Wednesday, July 3, 2019
10:00 a.m.

- 1. Call to Order/Pledge of Allegiance**
- 2. Roll Call/Notice of Quorum**
- 3. Chairs Announcements**
 - a. Introduction of Guests and Staff
 - Linda Stone, GRF President
 - Randy Ankeny, Executive Director
 - Corina Mancilla, Recording Secretary
 - b. Rules of Order
 - c. Chairs Report
- 4. Shareholder/Member Comments** *(Limited to 3 minutes per person)*
- 5. Approval of Minutes (N/A)**
- 6. Correspondence (N/A)**
- 7. Staff Reports (N/A)**
- 8. Subcommittee Reports (N/A)**
- 9. President's Comments**
- 10. Unfinished Business (N/A)**
- 11. New Business**
 - a. Select GRF Committee Vice Chair
 - b. GRF Board Goals
 - c. Power DMS Flow Chart (p. 1)
 - d. Ratify New DMS Categories and Titles (p. 2-7)
 - e. Proposed GRF Governing Documents Format (pp. 8-9)
 - f. Establish Committee Review Priorities (p. 10)

12. Governing Documents

- a. Adopt
 - i. Policy xx-5180-3, Governing Documents Committee Charter (pp. 11-12)
- b. Amend (N/A)
- c. Rescind (N/A)
- d. Review (N/A)

13. Future agenda items

14. Next Meeting

Wednesday, August 7, 2019 – 10:00 a.m.

Administration Conference Room

15. Adjournment

**Accountability
Flow**

Agenda Prep Meeting
(Recording Secretary will request document from Power DMS).

Power DMS Administrator
monitors outstanding requested documents.

Post Committee Meeting
Reviewed only: document returned to Power DMS with notation
Adopt, Amend, Rescind: document forwarded to BOD/Exec Coord for action.

Recording Secretary sends request to IT, through ticketing system, to post document on the website and copies Committee members.

Post BOD Meeting
Exec Coord accepts changes and returns document to originating recording secretary with BOD recap.

Recording Secretary returns document to Power DMS and prior version is archived.

GRF Governing Documents

10 - ADRC, Landscape Common Areas, Holiday Decorations	1 - Rules
20 - Communications, Publications, IT	2 - Fees
30 - Executive Committee, Administration, HR, Emergency Prep	3 - Procedures
40 - Finance, Purchasing, Income Leases, Fees, Reserves	4 - Forms
50 - Mutual Admin, Stock Transfer, Copy Center, Service Maint	5 - Documents
60 - Physical Properties, All Buildings	6 - Contracts/Reserve
70 - Recreation, Amphitheater, Golf Course, Pool, Janitorial, Library	7 - Contracts/Expense
80 - Security, Bus, Fleet, RV	8 - Human Resources
90 - Other	9 - Other

	POLICY #			CURRENT DOCUMENT NAME	HEADER/CATEGORY	TITLE
1	10	5160	3	Architectural Design Review Committee	Architectural Design and Review	Committee Charter
2	20	2810	1	Community Submissions	Communications LW Weekly	Community Submissions
3	20	2811	1	News Coverage of Candidates Running for GRF Board or Public Office	Communications LW Weekly	News Coverage of Candidates Running for GRF Board or Public Office
4	20	2825	3	Special Columns	Communications LW Weekly	Special Columns
5	20	2840.02	3	Deadlines	Communications LW Weekly	Deadlines
6	20	2840.04	3	News Stories	Communications LW Weekly	News Stories
7	20	2840.06	3	Obituaries	Communications LW Weekly	Obituaries
8	20	2840.07	3	News Photos	Communications LW Weekly	News Photos
9	20	2840.08	3	News Coverage	Communications LW Weekly	News Coverage
10	20	2840.09	3	Collection Point	Communications	Survey Collections Point
11	20	2841	2	Graphic Design Services	Communications	Graphic Design Services
12	20	2850	3	Display Advertising Commissions	Communications	Advertising Commissions
13	20	2860	3	Advertising Rates	Communications	Advertising Rates
14	20	2861	1	Advertising for Estate and Patio Sales	Communications LW Weekly	Advertising for Estate and Patio Sales
15	20	2866	1	Bilingual Ads	Communications	Bilingual Advertising
16	20	2869	3	LW Live	Communications	LW Live
17	20	5125	3	Communications Committee	Communications	Communications Committee Charter

18	20	5581	1	Communications Department Advertising Policy	Communications	Communications Department Advertising Policy
19	20	5583	3	Minibus Advertising	Communications	Minibus Advertising
20	20	5585	1	Advertising Policy	Communications	Adsertising Policy
21	20	5045	3	Board Member Use of Foundation Equipment	ITS	Board Member Use of Foundation Equipment
22	20	5046	3	Records Management Policy	ITS - Records Mgmt	Records Management Procedures
23	20	5050	1	Digital Billboards	ITS	Digital Billboards
24	20	5050.01	4	Digital Billboard Request Form	ITS	Digital Billboard Display Request Form
25	20	5051	3	Website Management	ITS	Website Management
26	20	5118	3	ITS Committee Charter	ITS	Committee Charter
27	20	5046A	4	Records Disposition	ITS - Records Mgmt	Records Disposition Form
28	20	5046B	4	Records Management Request Form	ITS - Records Mgmt	Document Retrieval Form
29	30	1001	5	Glossary of Terms	Administration	Glossary of Terms
30	30	1021	1	Posting of Signs on Trust Property	Administration	Posting of Signs on Trust Property
31	30	1022	3	Petitions	Administration	Petitions
32	30	1220	1	Resident Specialists	Administration	Sub-Committee Resident Specialist
33	30	5020	1	Organization of the Board	Administration	Organization of the Board
34	30	5024	1	Committee Structure	Administration	Committee Structure
35	30	5025	3	Election Procedures	Executive Committee	GRF Election Procedures
36	30	5026	3	Election of Officers	Executive Committee	GRF Election of Officers
37	30	5041	5	Real Property Acreage	Administration	Real Trust Property Acreage
38	30	5092	1	Code of Ethics	Executive Committee	Code of Ethics
39	30	5092.01	3	BOD Censure Procedure	Executive Committee	BOD Censure Procedure
40	30	5101	1	Limitation of Term - Standing Committee Chairmen	Executive Committee	Limitation of Term - GRF Officers & Chairs
41	30	5110	3	Executive Committee	Executive Committee	Committee Charter
42	30	5155	3	Plan Investment Administrative Committee	Executive Committee	Plan Investment Administrative Committee

43	30	5231	1	Donations and Gifts	Executive Committee	Donations
44	30	5511	3	Legal Services	Executive Committee	Legal Services
45	30	5511.01	4	Intent to contact GRF Attorney	Executive Committee	Intent to contact GRF Attorney
46	30	5519	3	Committee Budgeted Expenses	Administration	Committee Budgeted Expenses
47	30	5604	3	Publication of Minutes	Administration	Publication of Board Minutes
48	30	5167	3	SPAH Strategic Planning Ad Hoc Committee	Strategic Planning Ad Hoc Committee	Committee Charter
49	30	5175	3	Facilities and Amenities Review	Facilities and Amenities Review	Committee Charter
50	30	5177	3	Health Care Center Advisory Board	Administration	Health Care Center Advisory Board Charter
51	40	5516	3	Committee Non-Budgeted Expense	Finance	Committee Non-Budgeted Expense
52	40	5528	1	Refund of Excess Income	Finance	Refund of Excess Income
53	40	2230	3	Authorized Signatories	Finance	Authorized Signatories
54	40	2244	3	Reconciliation of Annual Financial Statement	Finance	Reconciliation of Annual Financial Statement
55	40	2920	3	Controls	Finance	Budget - Controls
56	40	3323	3	Disposition of Surplus Equipment	Purchasing	Disposition of Surplus Equipment
57	40	3324	2	Purchasing Fees	Purchasing	Purchasing Fees
58	40	3325	3	Purchasing of Non-Standard Items	Purchasing	Purchase of Non-Standard Items
59	40	3326	1	Purchasing Warehouse Guidelines for Inventory and Non-Inventory Purchases	Purchasing	Purchasing Warehouse Guidelines for Inventory and Non-Inventory Purchases
60	40	5061	2	Fees	Finance	Fees
61	40	5115	3	Finance Committee	Finance	Committee Charter
62	40	5520	1	Reserves	Finance	Reserves
63	40	5522	3	Safe Deposit Boxes	Finance	Safe Deposit Boxes
64	40	5523	1	Accounts Receivable Collections	Finance	Accounts Receivable Collections
65	40	5540	1	Contingency Operating Fund	Finance	Contingency Operating Fund
66	40	5506	3	Request for Proposal	Finance	Request for Proposal Requirements
67	40	5340	1	Capital Improvement Fund	Finance	Capital Improvement Fund

68	50	1610	3	Membership Eligibility Criteria	Stock Transfer	GRF Membership Eligibility Criteria
69	50	2115	1	Distribution Business Services	Stock Transfer	Copy & Supply Center Services
70	50	2115A	2	Copy & Supply Ctr Charges	Stock Transfer	Copy & Supply Center Fees
71	50	1023	1	Pet Ownership Rules	Mutual Administration Use of Trust Property	GRF Pet Ownership Rules
72	50	5165	3	Mutual Admin Committee	Mutual Administration	Committee Charter
73	50	5170	3	Service Maintenance Committee	Rescind - Now part of MAC	
74	50	1201	1	Photo ID Cards	Stock Transfer	GRF Identification Cards
75	50	1801	1	Qualified Permanent Residents and Co-Occupant Agreements	Stock Transfer	Use of Community Facilities
76	50	5536.01	1	Guest Passes	Stock Transfer	Gate Passes
77	50	1400	1	Co-Occupants and Qualified Permanent Residents (QPR) Use of Clubhouses	Stock Transfer	Co-Occupants and Qualified Permanent Residents (QPR) Use of Clubhouses
78	60	3331	1	GRF Landscape Areas, Planting adjacent to Perimeter Wall	Physical Property	GRF Landscape Perimeter Walls
79	60	5130	3	Physical Property Committee	Physical Property	Committee Charter
80	60	5350	3	Project Construction	Physical Property	Construction Bids and Contracts
81	60	5504	1	Insurance for Contractors	Physical Property	Insurance Requirements - Contractors
82	60	5504.01	1	Insurance for Vendors	Physical Property	Insurance Requirements - Vendors
83	70	1412.02	1	Smoking Prohibition	Recreation	Smoking Prohibition
84	70	1485	1	Prohibition of Drones	Recreation	Prohibition of Radio or Remote Controlled Vehicles
85	70	2501	1	Community Facilities Library Patron Use	Library	General Information
86	70	1202	1	Club Membership	Recreation	Club Membership
87	70	1403	1	Commercial Use	Recreation	Commercial Use of Facilities
88	70	1405	1	Literature - Community Facilities	Recreation	Literature - Community Facilities
89	70	1406	1	Limitations on Use	Recreation	Limitations on Use of Trust Property
90	70	1411	1	Comm Oper-Recreational Facilities	Recreation	Facility Reservations
91	70	1422	3	Marquee	Recreation	Marquee Usage

92	70	1423	3	Bulleting Boards	Recreation	Bulleting Board Usage
93	70	1428	3	Clubhouse Artwork Displays	Recreation	Clubhouse Artwork Displays
94	70	1429.01	1	Golf Course Regulations	Recreation	Golf Course Regulations
95	70	1429.02	1	Golf Course Rules	Recreation	Golf Course Rules
96	70	1431	1	Liability Ins-Caterers	Recreation	Caterers - Liability Insurance
97	70	1445	1	Mission Park	Recreation	Mission Park
98	70	1446	1	Veteran's Park	Recreation	Veteran's Park
99	70	1463	1	Table Tennis Rules	Recreation	Table Tennis Rules
100	70	1466	1	Excercise Room Rules Limitations and Etiquette	Recreation	Exercise Room Rules
101	70	1468	1	Pool Rules Limitations and Etiquette	Recreation	Swimming Pool Rules
102	70	1471	3	Display of Trophies	Recreation	Clubhouse Trophy & Plaque Display
103	70	1480	1	Arts and Crafts Festival	Recreation	Arts and Crafts Festival
104	70	1482	4	Arts and Crafts Festival Seller's Statement	Recreation	Arts and Crafts Festival Seller's Statement & Form
105	70	1487.01	2	Schedule of Fees and Monetary Fines - RV Lot	Recreation	Recreational Vehicle Lot (RVL) - Schedule of Fees and Monetary Fines
106	70	1487.02	1	RV Lot Maintenance	Recreation	Recreational Vehicle Lot (RVL) - Vehicle Maintenance
107	70	1487	1	Recreational Vehicle Lot RVL Rules and Regulations	Recreation	Recreational Vehicle Lot (RVL) Rules and Regulations
108	70	1511	3	Disemnation of Information	Recreation	Disemnation of Information
109	70	1710	1	Adult Education	Recreation	Adult Education
110	70	2609	1	Foundation Equipment	Recreation	GRF Equipment Use
111	70	5135	3	Recreation Committee	Recreation	Committee Charter
112	70	5562	1	Amphitheater Program	Recreation	Amphitheater Programs
113	70	1401	3	Use of Community Facilities	Recreation	Outside Bus Service
114	70	1406.01	1	Ladies Pool and Billboard Room	Recreation	Ladies Pool and Billboard Room
115	70	1409	1	Amphitheater Dancing	Recreation	Amphitheater Dancing
116	80	1920	1	Traffic Rules and Regulations	Security	Traffic Rules and Regulations

117	80	1925	1	Traffic Rules and Regulations - Enforcement on Trust Property	Security	Traffic Rules and Regulations - Enforcement on Trust Property
118	80	1927	1	Parking Rules for Trust Property	Security	Parking Rules for Trust Property
119	80	1927.01	2	Fees for Parking Rules Violations on Trust Property	Security	Fees for Parking Rules Violations on Trust Property
120	80	1927.02	3	Parking Rules for Trust Property	Administration	Parking Rules Violation Panel (PRV)
121	80	1928	1	Golf Carts Parking Rules and Regulations	Security	Golf Cart and Low Speed Vehicle Rules
122	80	3050	3	Security Functions	Security	Security Services
123	80	5145	3	Security Committee	Security Bus and Traffic	Committee Charter
124	80	5533	3	Process Service	Security	Process Service
125	80	5535	3	Pedestrian Gate Security	Security	Pedestrian Gate Security
126	80	5536	3	Gate Security	Security	Gate Security
127	80	5536.03	3	Gate Security - Arts and Crafts Festival	Security	Gate Security - Special Events
128	80	5536.05	3	After Hours Visitors	Security	After Hours Visitors
129	80	5537	3	Minibus Service	Bus	Minibus Service
130	80	5538	1	Bus Safety Rules	Bus	Bus Safety Rules

DEPARTMENT or COMMITTEE (Header is Arial 13pt)

Title of Item – Sub-title

This opening explains the purpose or need for this document item. (All document text is Arial 12pt.)

1. FIRST CATEGORY

This text explains the category.

2. ADDITIONAL CATEGORIES

This text explains the category.

2.1. SUBCATEGORIES

This text explains the category.

2.2. SUBCATEGORIES

This text explains the subcategory followed by a colon to indicate the following items are fragments of the full sentence:

2.2.1. Items of subcategory followed by semi-colon;

2.2.2. Additional items with subcategory;

2.2.3. Additional items with subcategory followed by “and”; and

2.2.4. Final item of subcategory.

2.3. SUBCATEGORIES

This text explains the subcategory followed by a “period” to indicate the following items are complete sentences.

2.3.1. Items of subcategory followed by a “period”.

2.3.2. Items of subcategory followed by a “period”.

2.3.3. Items of subcategory followed by a “period”.

2.4. SUBCATEGORIES

Text is used when there are no items to break out.

3. ADDITIONAL CATEGORIES

3.1. SUBCATEGORIES

3.1.1. Subcategories as full sentences.

3.1.2. Subcategories as full sentences.

(Jun 2017) (purpose for this?)
 (Footer is Arial 12pt)



Title of Item – Sub-title

3.1.3. Subcategories as full sentences.

3.2. SUBCATEGORIES

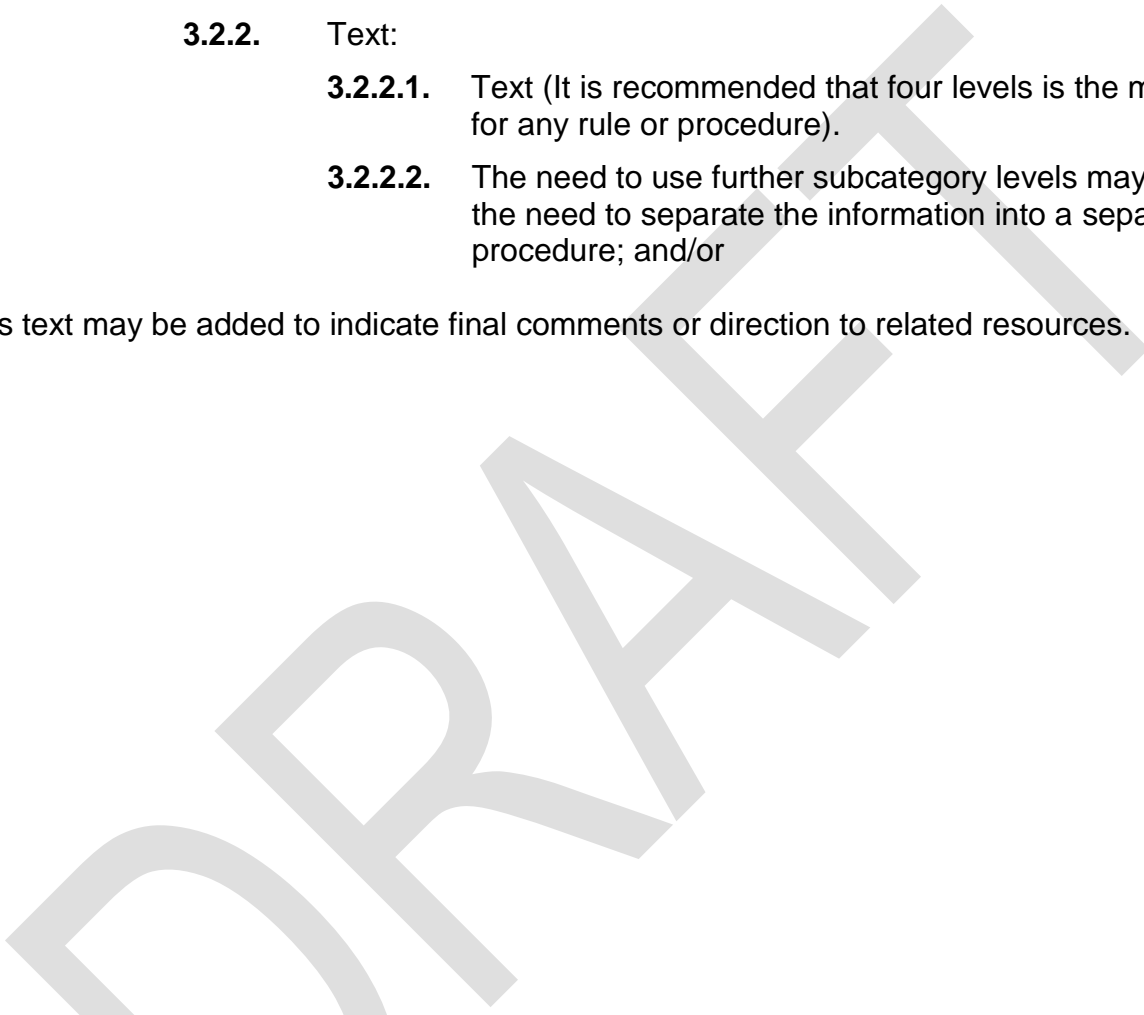
3.2.1. Text

3.2.2. Text:

3.2.2.1. Text (It is recommended that four levels is the maximum for any rule or procedure).

3.2.2.2. The need to use further subcategory levels may indicate the need to separate the information into a separate rule or procedure; and/or

This text may be added to indicate final comments or direction to related resources.



Document History

Adopted: Day Month Year

Action: Day Month Year

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(shown immediately after text of document)

Document Committees	Department	Current Policies	Priority
Architectural Design & Review		1	
Communications & IT	Communications IT	19 7	
Executive	Administration	19	
Finance	Finance	19	
Mutual Administration	Mutual Administration Service Maintenance Stock Transfer	2 1 7	
Physical Property	Community Facilities	5	
Recreation	Library Recreation	2 32	
Security, Bus & Traffic	Bus Security	2 13	



Governing Documents Committee

COMMITTEE CHARTER

ADOPT

Pursuant to state statute (Corp. Code §7420; Corp. Code §7212(c)) and Article VIII of the Bylaws of the Golden Rain Foundation (GRF), the Board of Directors (BOD) hereby establishes the Governing Documents Committee and grants to the Committee authority specifically stated within the GRF governing documents, and policies as granted by the BOD or as stated within this policy.

In accordance with Article VII, Section I of the Bylaws, committee chair and members shall be appointed by the GRF President and approved by action of the BOD in accordance with policy 5100-30.

1 PURPOSE:

Establish guidelines for consistency in all GRF governing documents. GRF Governing Documents are defined as:

- 1.1 GRF Trust Agreement including Acreage of Trust Property
- 1.2 GRF Articles of Incorporation
- 1.3 GRF By-Laws
- 1.4 GRF Governing Policies (Rules, Forms, Procedures, Fees and Documents)

2 DUTIES:

- 2.1 Publish an agenda four (4) days in advance of Committee meeting;
- 2.2 Elect a Vice-Chair at the first meeting;
- 2.3 Review all GRF Committee rules, forms, procedures, fees and documents for:
 - 2.3.1 Consistency in format;
 - 2.3.2 Duplication and contradictions;
 - 2.3.3 Fees and/or procedures included within rules and make recommendation to appropriate Committee to amend as stand-alone documents;
 - 2.3.4 Review and improve content for easier understanding by shareholders and staff; and
 - 2.3.5 Review and improve reference titles for easier website access by shareholders and staff.
- 2.4 Notify each Committee with recommendations for amending and/or rescension.
- 2.5 Assist, as requested by staff, in the transition to Governing Documents Tracking software.



Governing Documents Committee

COMMITTEE CHARTER

ADOPT

2.6 Chair must furnish a report at the GRF Annual meeting.

3 LIMITATIONS:

It is to be recognized that the function of the Committee is to act in an advisory and consulting capacity.

Regulatory or supervisory activities affecting employed personnel are functions of Management and not to be encroached upon by any Committee Chairperson or member, either individually or collectively.

Committee does not have the authority to enter into written contracts or oral agreements with any third parties on behalf of the GRF BOD. Authority to authorize contracts and/or expenses rests solely with the BOD.

Document History

Adopted:

**GOLDEN RAIN FOUNDATION
Seal Beach, California**