



Board of Directors

Agenda

Clubhouse Four
Tuesday, August 27, 2019
10:00 a.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 Advisory Board Update (pp. 1-8)
- 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. 9-10)
- 9) Approval of Minutes (pp. 11-28)
 - a) July 23, 2019
- 10) Reports
 - a) Facilities and Amenities Review (FAR) Ad hoc Committee
 - b) Management Services Review Ad hoc Committee
 - c) Strategic Planning Ad hoc Committee
- 11) New Business
 - a) General
 - i) Approve August GRF Board Report (Mr. Dodero, pp. 29-40)
 - b) Architectural Design and Review Committee
 - i) Reserve Funding Request – Landscaping, Perimeter Wall Outside the Parking Lots, from the Amphitheater to Clubhouse Six (Ms. Isom, pp. 41-44)

- ii) Operating Funding Request - Holiday Lighting Agreement (Ms. Heinrichs, pp. 45-52)
 - iii) Amend 10-5160-3, ADRC Charter (Mr. Dodero, pp. 53-56)
- c) Communications and ITS Committee
 - i) Amend 20-5125-3, Communications/It Charter (Mr. Massetti, pp. 57-60)
 - ii) Rescind 20-5118-3, IT Services (ITS) Committee (Ms. Isom, pp. 61-64)
- d) Executive Committee
 - i) Amend 30-1022-3, Petitions (Ms. Fekjar, pp. 65-66)
 - ii) Adopt 30-1010-1, Authorized Spokesperson (Mr. Pratt, pp. 67-70)
 - iii) Amend 30-5110-3, Executive Committee Charter (Ms. Gerber, pp. 71-74)
 - iv) Approve GRF Directors' Handbook (Ms. Hopewell, pp. 75-90)
- e) Facilities and Amenities Ad hoc Committee
 - i) FINAL VOTE: Amend 70-1406-1, Limitations on Use (Mr. Lukoff, pp. 91-98)
 - ii) FINAL VOTE: Adopt 70-1406-2, Limitation of Use, Fees (Mrs. Perrotti, pp. 99-106)
- f) Finance Committee
 - i) Accept Month of July Financial Statements for Audit (Ms. Winkler, pp. 107-112)
 - ii) Funds Transfer Request – Reserves (Ms. Rapp, pp. 113-114)
 - iii) CD Purchase Request – Reserves (Ms. Rapp, pp. 115-116)
 - iv) CD Purchase Request – Capital (Ms. Rapp, pp. 117-118)
 - v) Approve New Vendor, Lockbox Services (Mr. Massetti, pp. 119-120)
 - vi) Rescind 30-5519-3, Committee Budgeted Expenses (Mr. Lukoff, pp. 121-122)
 - vii) Approve the GRF 2020 Operating Budgets (Ms. Winkler, pp. 123-130)
- g) Governing Documents Committee
 - i) Approve Alpha Designation to Type Codes, New Document Numbers (Ms. Findlay, pp. 131-132)
- h) Mutual Administration Committee
 - i) Approve Bereavement Packet (Ms. Gerber, pp. 133-150)
 - ii) Amend 50-5165-3, Mutual Administration and Service Maintenance Charter (Ms. St. Aubin, pp. 151-154)
 - iii) Rescind 50-5170-3, Service Maintenance Charter (Mr. Dodero, pp. 155-158)
 - iv) Approve Installation of California Lottery, Self-Serve Lottery Ticket Machine (Ms. Snowden, pp. 159-182)

i) Physical Property Committee

- i) Capital Funding Request – Shade Cover, Veteran’s Plaza (Ms. Fekjar, pp. 183-190)
- ii) Reserve and Capital Funding Requests – Pool Complex Replacements and Renovations (Ms. Rapp, pp. 191-198)
- iii) Reserve Funding Request – Replacement of Parking Stall Street Markings (Mrs. Perrotti, pp. 199-200)
- iv) Reserve Funding Request – Replacement of Interior Components of Clubhouse Six Leased Space (Apartment) (Mr. Lukoff, pp. 201-204)

j) Recreation Committee

- i) Reserve Funding Request – Golf Tee Box Replacement (Ms. Heinrichs, pp. 205-210)
- ii) Rescind 70-1202-1, Club Membership (Ms. Findlay, pp. 211-212)
- iii) Adopt 70-1203-1, Membership of Clubs (Mrs. Perrotti, pp. 213-216)
- iv) Approve Locker Use Agreement (Ms. Snowden, pp. 217-220)
- v) Approve Locker Agreement/Invoicing Cycle (Ms. St. Aubin, pp. 221-222)
- vi) Amend 70-1487.01-2, Recreational Vehicle Lot (RVL)-Schedule of Fees (Ms. Hopewell, pp. 223-230)

k) Security, Bus & Traffic Committee

- i) Conceptual Approval – Contracted Off-Property Bus Service, Two Days per Week (Mr. Pratt, pp. 231-235)

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, **September 24, 6:00 p.m.**, Clubhouse Four

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Your Health Care Center, Your Way.

*Seal Beach Leisure World Health Care Center
August 13, 2019 Update*

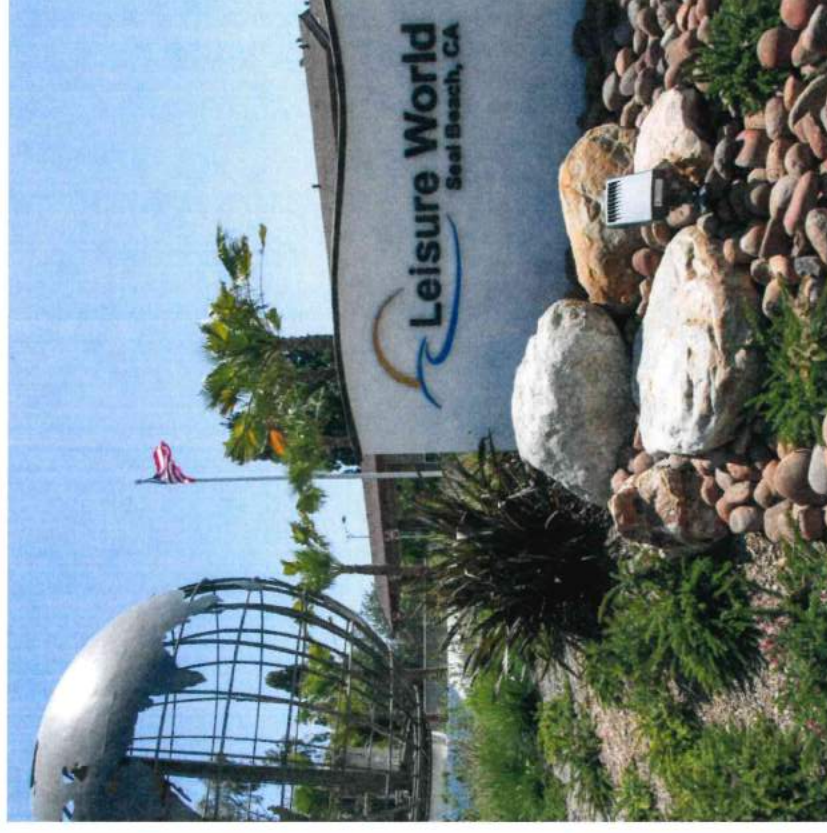


Serving the Leisure World Community

Commitment to a best-in-class
health care center providing
exceptional patient experience

Shaping the Future of your HealthCare
and Health Care Center

Guided by collaboration with
community health advisory
committee



Modern HealthCare with Heart

Recent News

- New Providers at the Health Care Center
 - Dr. Christopher Chung, Geriatrics (July)
 - Dr. Lance Chapman, Dermatology (July)
 - Dr. Nora Oakley, Chiropractic (August)
 - Los Alamitos Orthopedics (September)
- Lecture Series with Alzheimer's OC: June through November
- Regular OptumCare articles in *Leisure World Weekly*
- Sponsorship of Summer Concert Series
- HVAC and Roof replaced
- Renovation space design plan finalized

Introducing Dr. Christopher Chung



Christopher Sungmin Chung, MD
Family Medicine, Geriatric Medicine
Board Certified

About Dr. Chung

As a geriatrician and specialist for older adults, I understand that every individual is unique and deserves a physician to appreciate all the physical, mental, spiritual, and cultural differences in every visit. I believe in delivering patient-centered, compassionate, and cost-effective medical care. I make it a priority to serve as a leader and advocate for my patients. My philosophy is to serve my patients with the utmost compassion and in the most effective and safest way I can while promoting the best quality of life possible.

Highlights

Languages spoken

- English
- Korean

Medical school

- Loma Linda University

Internship institute

- Kaiser Permanente Los Angeles Medical Center

Residency institute

- Kaiser Permanente Los Angeles Medical Center

Board certification

- Family Medicine, Geriatric Medicine

Leisure World Weekly

SUNSHINE CLUB

Loss of body mass from aging addressed tomorrow

Sarcopenia, the loss of muscle with aging, is the topic of speaker, Abelardo Pita, M.D., when he visits the Sunshine Club on Friday, Aug. 2, at 10 a.m. in Clubhouse 3, Room 2.

The decline in lean body mass caused by aging affects mobility, ambulation, disease prevalence and overall quality of life. There are many hypothesized causes including disease, nutrition, hormonal changes, inflammation and inactivity.

Although it's inevitable that people will lose significant lean body mass as they age, participation in a strength training program and having adequate intake of protein can preserve more muscle, increase strength and improve quality of life.

Dr. Pita is a board-certified, family physician, who has served the Seal Beach, Los Alamitos and surrounding communities for nearly 30 years. Before becoming part of OptumCare, Dr. Pita was president, and a founder of Cen-



Abelardo Pita, M.D.

ters for Family Medicine Medical Group, a highly respected independent Primary Care Group that would become the foundation for what is now OptumCare Medical Group.

Dr. Pita has had several roles with OptumCare, including being

the first president of the group for four years, director of physician recruitment, participation in the Clinical Leadership Council and several other committees.

He is currently on the Board of Monarch HealthCare, and vice chair of the Leisure World Health Care Advisory Committee.

Dr. Pita was recently appointed to be the chief experience officer for OptumCare Medical Group. In his new role, he will be responsible for fostering and driving a culture of patient centered care and service excellence. This includes oversight and responsibility for continually improving the overall experience of patients, providers and staff throughout the organization with the goal of humanizing the health care experience. He continues to practice in Seal Beach Village, an office dedicated to geriatric care. His clinical interests include developing better geriatric models of care, coordination of transitions of care, and physician well-being.



Join us for an evening of entertainment

The summer concert series is underway

Sing along with the Piano Man. The Stranger, a Billy Joel tribute to Leisure World Amphitheater, is coming Thursday, August 1st. Come join the fun for a night of your favorite songs.

Stop by the OptumCare® and UnitedHealthcare® tables before the show to pick up a giveaway.*

*Free gift without any obligation

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In sponsorship with



The Stranger, a Billy Joel tribute
• Leisure World Amphitheater
• Thursday, August 1st
• Show starts at 8:00 p.m.

What's Coming Next

- Dr. Mary Sherman retiring this fall
- Identifying new optometrist to replace Dr. Jill Smittle
- New onsite behavioral provider in process
- Flu Clinic – October
- **PLUS:** Facility Updates
 - X-Ray installation this fall
 - Comprehensive renovation begins in December

Community Benefit Projects

Recommendations

- Exercise and Physical Activity Program
- Nutrition Program

A Better Future Together!



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 July 2019 Committee meetings:

- Minutes of the Recreation Committee Board Meeting of July 1, 2019
- Minutes of the Physical Property Committee Board Meeting of July 3, 2019
- Minutes of the Mutual Administration Committee Board Meeting of July 8, 2019
- Minutes of the Security, Bus & Traffic Committee Board Meeting of July 10, 2019
- Minutes of the Executive Committee Board Meeting of July 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.

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**BOARD OF DIRECTORS MEETING MINUTES
GOLDEN RAIN FOUNDATION
July 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 10:02 a.m., on Tuesday, July 23, 2019, in Clubhouse Four.

PLEDGE OF ALLEGIANCE

Carole Damoci, President of the Golden Age Foundation, led the Pledge of Allegiance.

ROLL CALL

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

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

PRESIDENTS COMMENTS

Today I want to talk briefly about the GRF Budget for 2020.

GRF is in the midst of working on the 2020 Budget. We are just barely past the halfway mark for 2019 and yet here we are talking about 2020. But it is very necessary to begin early because of the size and complexity of our budget. Just think, in just two months this Board will be voting on the 2020 Budget, after many, many hours, many committee meetings and a ton of review. And this is all done after the Finance Depart has done their work and presented it to the committees for due diligence.

Budget Timeline: July-first draft budgets were presented to committees, August-second iteration of draft budgets to be presented to committees, September-Final draft budget will be reviewed by the Finance Committee, September 24th-Final draft budget presented to the GRF BOD for approval, November-Approved budgets distributed.

The current 2019 Operating Budget was, in round numbers, 17½ million dollars, which was offset by approximately 4½ million dollars in income (Medical Center, Onsite Sales, SRO recovery, etc.) That leaves a 12½ million-dollar operating budget which resulted in a \$158.20 assessment to each of the 6,608 GRF members. That is the GRF portion of your current monthly assessments.

Golden Rain Foundation Board Meeting Minutes, July 23, 2019

Assembling a 12½ million-dollar budget is not an easy job and one that is not taken lightly. The Committees and their cost centers must look ahead a year and based on experience, guess what will be needed the following year and hope that they are correct in their assumptions. And our track record indicates that they will be. Of course, this is predicated on the supposition of no large disasters or abnormal expenses!

There are nine standing committees and 34 cost centers. All cost centers are being reviewed for possible savings. For instance, the Recreation Committee is taking a hard look at the monies spent on the Amphitheater Shows, events, the Library and other amenities. Security, Bus and Traffic is evaluating off site bus service, etc., and transportation needs. And this is just two examples of the 34 cost centers.

GRF needs to spend your money wisely...getting the most bang for your buck! We cannot please everyone, but our mission is to get the greatest value for the majority of the residents. Every \$100,000 spent costs each shareholder \$1.26 per month. And this adds up quickly.

Note: Of the 12½ million-dollar budget, approximately 7½ million dollars is attributed to wages and salaries. And of the 7½ million dollars to wage and salaries, around 70% of that is services to the Mutuals.

I'm telling you all these numbers to illustrate a point. A week and a half ago, at the Executive Committee, we discussed ways to bring our minimum wage up to \$15 per hour in order to attract new employees, mainly part time employees. And at the same time, keeping expenses under control. Our goal is to keep the increase to assessments at a minimum.

Of our 232 employees, around half are part time; this involves mostly Security, Bus & Traffic and Recreation staff. To that end, the Executive Committee voted to bring forth a motion today to bring our minimum wage up to \$15 per hour beginning January 1, 2020. To offset this expense, there is a motion to decrease the amount GRF matches to the current employees 401K contribution from 4% to 1.5%.

It's funny how GRF is accused of lack of transparency, but somehow the word gets out faster than a speeding bullet.

Because of a mild barrage of negative feedback, I have decided to ask that these items be removed from this agenda and sent back to the Executive Committee for further review. I would also ask that the Chair, Vice President Susan Hopewell hold this as an open committee meeting with comments allowed from the floor. If this is an issue that is important to you, please attend the August 9th Executive Committee meeting, at 1 pm in, the Administration Conference Room, in the Administration Building.

I am asking that you, as invested residents, to attend our Finance meetings and other committee meetings where issues are discussed, approved and sent to the Board. It pays to know firsthand how your money is being spent. And now to the business at hand.

ANNOUNCEMENTS

Ms. Stone MOVED, seconded by Ms. Snowden and carried unanimously by the Directors present-

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

The GRF Board participated in an all-day Board Planning Session on Thursday, June 27, at the Old Ranch Country Club and held an all-day Executive Session of the Board and training session on Friday, June 28, in the Administration conference room.

SERVICE ANNIVERSARIES

One employee was recognized with a service award.

Terry DeLeon

Recreation Department

35 years

SEAL BEACH COUNCIL MEMBER'S REPORT

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

HEALTH CARE CENTER ADVISORY BOARD UPDATE

Charity Kopp, Health Care Center Administrator, presented a report (included in the agenda packet) on the major projects and the renovation at the Health Care Center.

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

Eleven members offered comments.

CONSENT CALENDAR – APPROVAL OF BOARD COMMITTEE MEETING MINUTES

Golden Rain Foundation Board Meeting Minutes, July 23, 2019

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 Facilities and Amenities Ad hoc Committee Board Meeting of April 26, 2019
- Minutes of the Recreation Committee Board Meeting of May 6, 2019
- Minutes of the Management Services Review Ad hoc Committee Board Meeting of May 7, 2019
- Minutes of the Executive Committee Board Meeting of May 10, 2019
- Minutes of the Special Security, Bus & Traffic Committee Board Meeting of May 24, 2019

APPROVAL OF BOARD MEETING MINUTES

The minutes of the June 25 meeting were approved, as presented.

REPORTS

The Chair of the Facilities and Amenities Review (FAR) Ad hoc Committee provided an update of the Ad hoc Committee's activity.

The Chair of the Management Services Review Ad hoc Committee provided an update of the Ad hoc Committee's activity.

The Chair of the Strategic Planning Ad hoc Committee advised that the Committee is awaiting the return of the surveys to schedule the next meeting.

NEW BUSINESS

General

Establish Ad hoc Committee – Website Redesign

There is a clear and present need to establish a Website Redesign Ad hoc Committee for the "purpose of setting expectations and general recommendations for Leisure World's website redesign and development, functionality, technology, content, deadlines, and budget."

The Committee will report to the Golden Rain Foundation (GRF) Board of Directors (BOD). General function and requirement of the Committee: establish general criteria for modifications/improvements to the existing GRF Website; Establish an RFP and seek proposals for professional website design services; make a recommendation to the GRF Board on the selection of a website design service company; and upon Board approval, work in conjunction with staff and the website design company to deliver a new GRF website.

At the end of the Committee's review, a final report will be given to the Board and the Committee will automatically dissolve. When the Board is given the final report, the Board will then determine what further steps to be taken, if any.

Ms. Stone MOVED, seconded by Mr. Pratt and carried unanimously by the Directors present -

Pursuant to state statute (Corp. Code §7210; Corp. Code §7212(c)) and Article VII of the Bylaws of the Golden Rain Foundation, **TO** approve and thereby establish the Website Redesign Ad hoc Committee and grant 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.

Ms. Stone MOVED, seconded by Mr. Pratt and carried unanimously by the Directors present -

In accordance with Article VIII of the Bylaws, Ad hoc Committee chair and members shall be appointed by the GRF President and approved by action of the BOD in accordance with policy 5100-30; **TO** approve 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.

Approve Contract with Tahitian Herbal

Tahitian Herbal (CBD products) requests the use of 2- 3 square feet, within the first-floor lobby of Building 5, for the purpose of installing a vending machine to sell their products (Exhibit A in the agenda packet). For the use of Trust Property, including electrical to power the vending machine and Wi-Fi access, Tahitian Herbal would provide a 20% commission on all products dispensed (Exhibit B, contract in agenda packet).

Ms. Winkler MOVED, seconded by Ms. Hopewell -

TO approve the contract with Tahitian Herbal, for the limited use of Trust property within Building 5, for the sole purpose of installation of a vending machine for the sale of CBD products and authorize the President to sign the contract.

Two Directors and the Executive Director spoke on the motion.

The motion was carried with one no vote (Perrotti).

Approve July 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.

Ms. Isom MOVED, seconded by Ms. Rapp-

TO approve the July GRF Board Report, as amended.

Four Directors and the Executive Director spoke on the motion.

The motion failed with twelve no votes and two yes votes (Findlay, Rapp).

Ms. Rapp MOVED, seconded by Ms. Findlay and carried unanimously by the Directors present-

TO approve the July GRF Board Report, as amended and upon review by the GRF President and Vice President.

Communications and ITS Committee

Approve Business Use of Trust Property for Transportation Pick up and Drop off

At its regularly scheduled Communications/IT Committee meeting, on July 11, 2019, the Committee unanimously moved to approve a new pick up location, for Modern Buds bus service, at the Amphitheater bus stop, requested the GRF be listed as an additional insured, and forward to the Board of Directors for approval.

Mr. Pratt MOVED, seconded by Mr. Dodero-

TO approve 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.

Four Directors and the Executive Director spoke on the motion.

The motion was carried with two no votes (Perrotti, St. Aubin) and one abstention (Mr. Friedman).

Amend Policy 5050-34, Digital Billboards

At its meeting on July 11, 2019, the Communications and IT Committee recommended the GRF Board of Directors amend 5050-34, Digital Billboards.

Mr. Pratt MOVED, seconded by Ms. Heinrichs-

TO recommend the GRF Board of Directors amend 5050-34, Digital Billboards, establishing policies and procedures to display information content on digital billboards, the conditions for display of business-related, sales contents or fundraising functions, and establishes the digital billboard layout requirements.

Nine Directors and the Executive Director spoke on the motion.

The motion failed unanimously.

Mr. Pratt MOVED, seconded by Mr. Dodero and carried unanimously by the Directors present-

TO refer 5050-34 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.

Use of LW Weekly for Printing of GRF Board Meeting Minutes

At the July 15, 2019, meeting of the Communication & IT Committee, the Committee reviewed production, printing and distribution costs of LW Weekly, noting redundant information is provided in the posting of the GRF Board meeting summary, as well as the complete printing of the GRF Board meeting minutes. These actions exceed the requirements under the Civil Code.

As a full summary of the GRF Board meeting is printed and the full minutes are posted upon the GRF website, a cost savings exists in canceling the practice of printing the full GRF minutes annually within LW Weekly, which requires space equivalent to 40-48 pages, at a cost of \$4,026 to \$4,831 (printing cost). To satisfy provisions of the Civil Code, distribute upon request, copies of the draft and, ultimately, approved GRF Board minutes will be available upon request at the GRF Administration reception desk.

Ms. Isom MOVED, seconded by Ms. Hopewell-

TO approve 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,

Golden Rain Foundation Board Meeting Minutes, July 23, 2019

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.

Four Directors and the Executive Director spoke on the motion.

The motion was carried unanimously by the Directors present.

The President called for a 45 minutes break at 11:50 a.m.

Roll call was conducted by Vice President Susan Hopewell. The meeting was called to order at 12:35 p.m.

Executive Committee

Amend 30-5110-3, Executive Committee Charter

At its meeting on July 12, 2019, the Executive Committee recommended the GRF Board of Directors amend 30-5110-3, Executive Committee Charter.

Ms. Findlay MOVED, seconded by Mr. Friedman and carried unanimously by the Directors present-

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.

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.

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.

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 Ad hoc Committee

Amend 30-5175-3, Facilities and Amenities Review Ad hoc Committee Charter

At its meeting on July 9, 2019, the Facilities and Amenities Review Ad Hoc Committee recommended the GRF Board of Directors 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.

Ms. Heinrichs MOVED, seconded by Ms. Rapp-

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.

Four Directors spoke on the motion.

The motion was carried unanimously by the Directors present.

TENTATIVE VOTE: Amend 70-1406-1, Limitations on Use and Adopt 70-1406-2, Limitations on Use, Fees

At its meeting on July 9, 2019, the Facilities and Amenities Review Ad Hoc Committee recommended the GRF Board of Directors amend 70-1406-1, Limitations on Use, as amended, pending Board approval of the new formatting recommended by the Governing Documents Committee and adopt 70-1406-2, Limitations on Use fee schedule.

Mr. Friedman MOVED, seconded by Ms. Snowden-

TO tentatively amend 70-1406-1, Limitations on Use, as amended, and adopt 70-1406-2 (fee schedule extracted from 70-1406-1), 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.

Three Directors spoke on the motion.

The motion was carried unanimously by the Directors present.

Finance Committee

Accept Month of June Financial Statements for Audit

At the regularly scheduled meeting of the Finance Committee on July 15, 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 June 2019 financial statements, for audit. Please note that acceptance of the June 2019 financial statements is an automatic acceptance of the May 31, 2019 financial statements.

Ms. Winkler MOVED, seconded by Mr. Friedman and carried unanimously by the Directors present -

TO accept the June 2019 financial statements for audit.

Funds Transfer Request – Reserves

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

The Committee passed a motion to recommend to the GRF Board 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.

Mr. Friedman MOVED, seconded by Ms. Hopewell-

TO approve 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.

Two Directors and the Director of Finance spoke on the motion.

The motion was carried unanimously by the Directors present.

CD Purchase Request – Reserves

At the regularly scheduled meeting of the Finance Committee on July 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 \$1,517,000 of reserve funds, with terms ranging from 12 months to 18 months, at the prevailing interest rates, at the time of purchase.

Mr. Friedman MOVED, seconded by Mr. Doderro and carried unanimously by the Directors present-

TO approve 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.

Amend 40-5115-3, Finance Committee Charter

At its meeting on July 15, 2019, the Finance Committee recommended the GRF Board of Directors amend 40-5115-3, Finance Committee Charter, as amended.

Mr. Doderro MOVED, seconded by Ms. Heinrichs and carried unanimously by the Directors present-

TO amend 40-5115-3, Finance Committee Charter, as amended, incorporating the additional Committee goals approved by the GRF Board of Directors at the retreat held on June 27, 2019, adding the review and approval of monthly staff reports to the Committee, furnishing a report at the GRF Annual meeting, and pending Board approval of the new formatting recommended by the Governing Documents Committee.

Governing Documents Committee

Ratify New Power DMS Categories and Titles

At its meeting on July 3, 2019, the Governing Documents Committee presented the new header categories and document titles for the current GRF governing documents and recommended the GRF Board of Directors ratify the changes.

Ms. Findlay MOVED, seconded by Friedman and carried unanimously by the Directors present-

TO ratify 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).

Adopt Proposed GRF Governing Documents Format

At its meeting on July 3, 2019, the Governing Documents Committee discussed the proposed format for GRF governing documents.

Ms. St. Aubin MOVED, seconded by Ms. Snowden and carried unanimously by the Directors present-

TO approve 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).

Ms St. Aubin MOVED, seconded by Mr. Friedman -

TO approve 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.

Two Directors spoke on the motion.

The motion was carried unanimously by the Directors present.

Adopt 30-5180-3, Governing Documents Committee Charter

At its meeting on July 3, 2019, the Governing Documents Committee recommended the GRF Board of Directors adopt 30-5180-3 Governing Documents Committee Charter.

Ms. Snowden MOVED, seconded by Ms. Rapp and carried unanimously by the Directors present-

TO adopt 30-5180-3, Governing Documents Committee Charter, as amended.

Physical Property Committee

Reserve Funding Request – Heat Pumps, Clubhouse Two, Units #2 & #6

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

At its regularly scheduled meeting on July 3, 2019, the Physical Property Committee (PPC) duly moved and approved to recommend the replacement of two (2) heat pumps in Clubhouse Two: units #2 and #6. The cost, provided by Greenwood Heating and Air, is for a combined total cost of \$12,800 (see exhibit A in agenda packet), pending review by the Finance Committee for additional Reserve Funding.

At its July regularly scheduled meeting on July 15, 2019, the Finance Committee determined funding was available.

Ms. Rapp MOVED, seconded by Ms. Hopewell-

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.

One Director and the Executive Director spoke on the motion.

The motion was carried unanimously by the Directors present.

Amend 60-5130-3, Physical Property Committee Charter

At its meeting on July 3, 2019, the Physical Property Committee recommended the GRF Board of Directors amend 60-5130-3, Physical Property Committee Charter.

Ms. Hopewell MOVED, seconded by Ms. Rapp and carried unanimously by the Directors present-

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.

Mr. Massetti joined the meeting at 1:12 p.m.

Capital Funding Request – SCE Charge Ready Program/EV Charging Stations

At its meeting on July 3, 2019 the Physical Property Committee duly moved and approved to request the GRF Board approve the installation of five (5) electric charging stations at the Clubhouse Two parking lot location (see Exhibit A in agenda packet), at a cost not to exceed \$10,000 (see Exhibit B in agenda packet), Capital Funds, pending review by the Finance Committee.

At its regularly scheduled meeting on July 15, 2019, the Finance Committee reviewed funding for this replacement and determined funding was available. Note: a secondary agreement with Charge Point to establish a cost for charging will be needed after installation of equipment.

Ms. Hopewell MOVED, seconded by Ms. Heinrichs -

TO authorize 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.

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

The motion was carried with one no vote (Dodero).

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

The Architectural Design & Review Committee requested costs to replace the section of fencing next to the Main Gate entrance, over the channel. The entire fence replacement on Golden Rain Road has been forwarded to the Strategic Planning Ad Hoc Committee for consideration. Attached is an illustration of where and what the replacement could look like (in agenda packet).

Staff located the vendor, Quality Fence, through the City of Long Beach, (the vendor installed this type of fence in Long Beach).

Quality Fence quoted a cost of \$3,000 for the replacement of 60' of fence at the location requested (attached proposal in agenda packet).

At its regularly scheduled meeting on July 3, 2019, the Physical Property Committee duly moved and approved to request the GRF Board replace the section of chain link fencing next to the Main Gate entrance over the channel, pending review by the Finance Committee.

At its regularly scheduled meeting on July 15, 2019 the Finance Committee reviewed funding for this replacement and determined funding was available. Note: This component is in the Reserve Study for the entire Channel Fence, #518 (attachment in agenda packet).

Ms. Snowden MOVED, seconded by Mr. Friedman-

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.

Three Directors and the Facilities Director spoke on the motion.

The motion was carried with one no vote (Pratt).

Recreation Committee

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

At its meeting on July 1, 2019, the Recreation Committee recommended the GRF Board of Directors adopt 70-1433-1, Trust Property Locker Rules and Regulations.

Mrs. Perrotti MOVED, seconded by Ms. Heinrichs-

TO adopt 70-1433-1, Trust Property Locker Rules and Regulations,
and which sets forth the rules and regulations for the use of Trust
Property Lockers, effective September 1, 2019.

Eight Directors and the Executive Director spoke on the motion.

The motion was carried with one no vote (Dodero).

Amend 70-1422-3, Marquee Usage

At its meeting on July 1, 2019, the Recreation Committee recommended the GRF Board of Directors amend 70-1422-3, Marquee.

Ms. Rapp MOVED, seconded by Ms. Hopewell-

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

Two Directors spoke on the motion.

The motion was carried unanimously by the Directors present.

Amend 70-5135-3, Recreation Committee Charter

At its meeting on July 1, 2019, the Recreation Committee recommended the GRF Board of Directors amend 70-5135-3, Recreation Committee Charter.

Ms. Heinrichs MOVED, seconded by Ms. Rapp and carried unanimously by the Board members present-

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

Security, Bus & Traffic Committee

Amend 80-5145-3, Security, Bus & Traffic Committee Charter

At its meeting on July 10, 2019, the Security, Bus and Traffic Committee recommended the GRF Board of Directors amend 80-5145-3 Security, Bus and Traffic Committee Charter.

Mr. Dodero MOVED, seconded by Ms. Hopewell and carried unanimously by the Directors present-

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.

Approve Request to Seal Beach Police Department for Traffic Enforcement on Trust Property

The Golden Rain Foundation at Leisure World Seal Beach is committed to the safety and of all residents, especially in regard to vehicle traffic and pedestrian safety. Towards that end, the GRF Board of Directors has made positive steps in the past few years to enhance safety inside LWSB.

After careful deliberation, a proposal was made by the GRF Board to review the possibility of having Seal Beach Police Department enforce traffic laws upon Trust Property. Before this could possibly occur, Trust Property streets would have to be certified to meet the same standard as any public street outside the community. This would entail having a Certified Traffic Engineer certify that LWSB streets meet the standards of the California Manual on Uniformed Traffic Control Devices (CAMUTCD).

On February 14, 2019, we received our Certificate of Compliance, including posted signage. The cost of obtaining this certification totaled approximately \$200,000.

When speaking to members of the Seal Beach Police Department, they stated that if they were to enforce traffic laws inside the community, they would be required to enforce all traffic laws, including those laws regarding golf carts. Over 450 golf carts are registered at Leisure World; these golf cart users have expressed concern over the possibility of Seal Beach PD enforcing traffic laws inside the community since this would mean that certain golf carts would have to be registered and licensed by the DMV, have proper insurance, and the operator of the golf cart would need a driver license (this does not apply to 2 seater golf carts that are under 1300 pounds and go 15 miles or less). Many of the golf carts used in Leisure World hold more than 2 people and weigh more than 1300 pounds. Even with this objection, the safety and security of all Leisure World shareholders and guests must be the most important factor in determining if Seal Beach Police Department provides traffic enforcement on GRF trust streets.

It is important to note that in the last five years, there have been **554** traffic accidents and collisions involving motor vehicles (including golf carts).

Mr. Pratt MOVED, seconded by Ms. Snowden-

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.

Eight Directors and the Executive Director spoke on the motion.

The motion was carried unanimously by the Directors present.

CONTROLLER'S REPORT

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

EXECUTIVE DIRECTOR'S REPORT

The Executive Director spoke on various topics during the meeting.

BOARD MEMBER COMMENTS

Eighteen Board members spoke on the meeting proceedings.

ADJOURNMENT

The meeting was adjourned was at 2:14 p.m.

Linda Stone
GRF President
dfb



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 AUGUST GRF BOARD REPORT
DATE: AUGUST 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 August 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.



August 27, 2019

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

July 2019

July 16, 2019 Management Services Review Ad hoc Committee

- CONCURRED to use the 75% rule when determining if an item is standard or non-standard;
- CONCURRED to remove GRF Services from the final list of non-standard services from each department and note which Mutual and Shareholder services may require a charge (to be determined);
- CONCURRED to review IT, Security, Mutual Administration and Stock Transfer departments at the next meeting.

August 1, 2019, Architectural Design & Review Committee

- RATIFIED the installation of African daisies at the Health Care Center parking lot;
- MOVED to authorize staff to issue a work order for the installation of african daisys, at the four corners of Golden Rain and St Andrews, in an amount not to exceed \$1,386, as quoted by Anguiano Lawn Care;

- MOVED to recommend the GRF BOD award a contract to Anguiano Lawn Care, for the removal of shrubbery and installation of african daisys at the perimeter wall, outside the parking lots from the Amphitheater to Clubhouse Six, at a cost not to exceed \$15,190, Reserve funding;
- MOVED to select option # one, as presented on page twenty-one on the agenda packet, for the NuVision sign replacement at their building and request staff to notify NuVision of its decision;
- MOVED to approve the revised holiday lighting proposal, from Magical Holiday Designs, for a one-year term, in an amount not to exceed \$25,000, operating funding and forward this request to the GRF BOD, after Finance approval;
- CONCURRED to use Architectural Design and Review Committee discretionary funds, for the holiday lighting 2019;
- MOVED to select fence color brown .135" – 9GA, size 1"x1", for the Channel Fence;
- MOVED to select fabric color, desert sand and post structure color brown, for the Veteran's Plaza Shade Structure;
- SELECTED Mrs. Perrotti as Vice Chair;
- MOVED to change the proposed 2020 budget as follows: other professional fees to \$2,500, landscape extras to \$20,000 and remove the discretionary funds of \$1,000 from cost center 101 – ADRC;
- MOVED to deny the use of the GRF Sun and Wave Logo, upon name tags for Mutual Board members;
- MOVED to select option # three, for the new Ownership Stock Certificate envelope and advise the Stock Transfer Manager of the Committee's choice;
- MOVED to recommend the GRF BOD amend Policy 10-5160-3, ADR Committee Charter, as amended.

August 5, 2019, Recreation Committee

- CONCURRED to discuss the request for a Salvation Army donation truck at the next Committee meeting, and forward two letters regarding the Marquee policy to the GRF Board of Directors and four letters regarding the Restaurant/Bar Questionnaire to the Restaurant/Bar Subcommittee;
- MOVED to request staff amend the Booking Agent RFP as discussed and authorize the Committee Chair approve the amended RFP prior to being sent out for bids;
- CONCURRED to approve a three (3) month trial period to allow the Pickle Ball and Bocce Ball Organizations access to the bulletin boards at Mission Park so that they may post their own organization information, as needed;
- MOVED to recommend to the GRF Board to award a contract to Eagle Golf Construction for the replacement of nine (9) Golf Course T-Boxes, for a cost not to exceed \$70,923, Reserve Funding, pending Finance Committee review;
- MOVED approve the scope of work for Clubhouse Four, Phase IV, as presented and forward a request to the Physical Property Committee to obtain cost;
- MOVED to refer the below cost centers to the Finance Committee, for review: 651, 652, 653, 654, 656, 735, 740, 745, 746, 748, 749, 847;
- CONCURRED to discuss the bocce ball court at the next meeting, pending a walkthrough to be scheduled of the area;
- MOVED to approve the Radio Club to sell refreshments for the remainder of the 2019 Amphitheater movie season;
- MOVED to approve the following 2020 Recreation Department events: Arts and Crafts Festival,

GRF Offsite Bus Trips, Cinco De Mayo, Holiday Tree Lighting, Fourth of July, Menorah Lighting, Monday Night Football, Mother's Day, Open Air Movie Nights, GRF Super Bowl Party, GRF Indoor Swap Meet, 2020 Summer Concert Series, Toys for Tots, Veterans Honor Banners, Veterans Plaza Event (1), Cultural Bus Trips, Author Speak;

- MOVED to decline to facilitate the following 2020 Recreation department events: Community Expo, MLK Remembrance, Saturday Community Shows, St. Patrick's Day, Egg Decorating Contest, Ginger Bread House Contest, Pumpkin Carving Contest, Fall Festival, Valentine's Day Dance;
- MOVED to direct the Recreation Department work with local entertainment groups to provide entertainment at the Saturday Night Dances, at little to no cost, on a three (3) month trial basis. Following further discussion, the Committee moved to reduce the Community Entertainment budget in cost center 740 by \$10,000.

August 6, 2019, Special Executive Committee

- CONCURRED to seek feedback from corporate counsel particularly regarding SB 323;
- MOVED to recommend the GRF BOD amend 30-1022-3, Petitions;
- MOVED to recommend the GRF BOD adopt 30-1010-1, Authorized Spokesperson.

August 7, 2019, Governing Documents Committee

- CONCURRED to review Mutual Administration Committee documents at the September meeting and review Finance Committee documents at the October meeting;
- MOVED to recommend the GRF BOD approve an alpha designation to be added to the type code, as necessary;
- MOVED to decline to assign a number to the Senior Management Annual Review form and referred back to the Executive Committee;
- MOVED to adopt 30-5180-3, Governing Documents Charter, as reviewed with keywords added;
- MOVED to approve 60-3331-1, GRF Landscape Perimeter Walls, as amended and upon formatting, forward to Physical Properties Committee for final approval;
- MOVED to approve 60-5350-1, Construction Bids and Contracts, as amended and, upon formatting, forward to Physical Properties Committee for final approval;
- CONCURRED to review 60-5504-1, Insurance for Contractors and 60-5504.01-1, Insurance for Vendors at the next Committee meeting.

August 7, 2019, Physical Property Committee

- CONCURRED to discuss correspondence pertaining to Mutual One, Carport Seventeen; outside seating at Clubhouse Two, and red curbs on St. Andrews at the next Committee meeting;
- MOVED to approve the completion of Project #896-19, Improvements to Service Maintenance and Project #901-19, slurry seal and crack fill on Trust Property – Phase 1 & 2;
- MOVED to forward Fiber Optic Conduit on Golden Rain Road to the Communications/IT Committee to research alternatives;
- MOVED to recommend the GRF BOD award a contract to USA Shade & Fabric Structures, for the installation of a 25' x 60' shade structure at Veterans Plaza, at a cost not to exceed \$26,986 and add a \$3,000 contingency to cover permit fees and any unexpected expenses for a total cost of \$29,986 Capital funding, after review by the Finance Committee;
- CONCURRED to discuss Administration, Amphitheater and News Buildings roofs at the next Committee meeting;

- MOVED to refer the proposed budget for cost centers 670 and 679, to the Finance Committee, for review;
- MOVED to recommend the GRF BOD approve Capital/Reserve Funding in the amount not to exceed a total of \$750,000 based on the scope of work called out in Exhibit A, current Reserve funding is \$585,301, Capital funding needed would be \$164,699, and authorize the President sign any contracts and the Executive Director make the needed purchases for the Renovations of the swimming pool and area, pending Finance committee review;
- MOVED to recommend the GRF BOD award a contract to MJ Jurado to mark all Trust Property parking spots adjacent to curbs with T's and L's at a cost not to exceed \$18,270, Reserve funding, pending Finance Committee review;
- CONCURRED to discuss the RV Lot Charging Pad at the next Committee meeting;
- MOVED to recommend the GRF BOD approve Capital funds, in the amount not to exceed \$5,968, to install new blinds, paint and replace the flooring in the Ambulance Room at Clubhouse Six after review by the Finance committee.

August 8, 2019, Communications & IT Committee

- MOVED to forward the revised 2020 proposed operating budget, cost center 326 and proposed operating budget, cost center 934, as presented, to the Finance Committee;
- CONCURRED to discuss the website redesign at the Website Redesign Ad hoc Committee meeting;
- MOVED to approve the purchase of Square POS hardware, in the amount of \$1,900, to be charged to general ledger 6410015-934 and approve the monthly cost of \$235 to be charged to general ledger 6481000-934 as non-budgeted expense for 2019 and as a budgeted expense for 2020;
- MOVED to purchase 13 Nest thermostats, for a total of \$3,000, for use in GRF offices, to be charged to individual buildings as a non-budgeted expense;
- MOVED to approve the purchase of Amazon Fire Sticks, for a total of \$350, to be charged to general ledger 6410015-934 and approve the monthly cost of \$140, to be charged to general ledger 6481000-934 as a non-budgeted expense for 2019;
- CONCURRED to discuss the update on the 2020 Community Guide New Format – Redesign at the next Committee meeting;
- CONCURRED to discuss the search enhancement for Word Press at the next Committee meeting;
- CONCURRED to request the Director of Communications and Technology make a presentation on how the LW Weekly is put together, from raw template to contents to ads;
- CONCURRED to request the Director of Communications and Technology, the Recreation Director and the Assistant Recreation Manager revise 5050-34, Digital Billboards, for Committee review at the next Committee meeting;
- MOVED to recommend the GRF BOD amend 20-5125-3, Communications/IT Committee charter;
- CONCURRED to review 2-2806-1, New Coverage; 5051-24, Website Management; 2840.02-36, Deadlines; 2840.04-36, News Stories; 2840.06-36, Obituaries; 2840.07-36, News Photos; 2840.08-36, News Coverage; and 2840.09-36, Collection Point at the next Committee meeting;
- MOVED to rescind 20-5118-3, IT Services Committee Charter;
- CONCURRED to postpone rescission of Policy 2825-36, Special Columns.

August 9, 2019, Executive Committee

- MOVED to amend the wage/salary grade for the Human Resources Generalist, as amended;
- MOVED to recommend the proposed amendments to the GRF Directors' Handbook be accepted by the GRF Board and assign a document number;
- MOVED to refer 30-5093-1, Member Code of Conduct, to corporate counsel for feedback at the Special August 6 meeting;
- MOVED to continue to receive the departmental reports, as currently presented;
- MOVED to forward to the Finance Committee the proposed 2020 Operating budgets for cost centers 320, 322, 330, 629 and 655;
- MOVED to recommend the Copy & Supply Center move from the Mutual Administration organization chart to the Finance Department organization chart;
- CONCURRED to review the Mutual Administration, Finance and Fleet organization charts at the September meeting;
- CONCURRED to continue discussing the wage and salary survey at the September Committee meeting;
- CONCURRED to review the Fleet Supervisor Position Description at the September Committee meeting;
- CONCURRED to discuss amendment of the Employee Handbook regarding Mutual Directors and GRF employment at the September Committee meeting;
- MOVED to recommend the GRF BOD amend 30-5110-3, Executive Committee Charter, as amended.

August 12, 2019, Mutual Administration Committee

- MOVED to recommend the GRF BOD accept the changes to the Bereavement Packet and authorize distribution, upon review of the final amendments by the Committee Chair and Vice Chair;
- CONCURRED to continue to receive the monthly staff reports and requested the Service Maintenance report include only pending items on the laundry room report;
- MOVED to forward to the Finance Committee the proposed 2020 Operating budgets for cost centers 533, 544, 545, 574, 575;
- CONCURRED to discuss the Welcome Booklet at the September Committee meeting;
- CONCURRED to review the status of Policy 1801-33, Qualified Permanent Resident & Co-occupant Agreements; Policy 1400-33, Co-occupants and Qualified Permanent Residents; and Policy 5536.1-33, Gate Passes at the September Committee meeting;
- MOVED to recommend the GRF BOD amend 50-5165-3, Mutual Administration Committee Charter;
- MOVED to recommend the GRF BOD rescind 50-5170-3, Service Maintenance Committee Charter.

August 14, 2019, Security, Bus & Traffic Committee

- MOVED to recommend the GRF BOD conceptual approval for contracted two day a week off property bus service, at an initial estimate of \$67,800 annually (\$5,650 per month);
- MOVED to refer the proposed 2020 budget for cost center 837, as presented and cost center 838, as amended, to the Finance Committee for review.

August 19, 2019, Finance Committee

- MOVED to recommend the GRF BOD accept, for audit, the financial statements for the month of July 2019, as presented by the Director of Finance and as reviewed by the Finance Committee;
- MOVED to recommend the GRF BOD transfer the balance of the money market account (Reserve Funds) at First Foundation Bank to Morgan Stanley, to close the account at First Foundation Bank and to invest with Morgan Stanley and to transfer \$1.6 million of Reserve funds from US Bank to Morgan Stanley for the purpose of investing in brokered CDs;
- MOVED to recommend the GRF BOD authorize the purchase of brokered CDs from Morgan Stanley totaling \$1.6 million plus the balance of the First Foundation Bank money market account, reserve funds, with terms ranging from six to twelve months, at the prevailing interest rates, at the time of purchase;
- MOVED to recommend the GRF BOD, upon maturity of a CD in September, the purchase of brokered CDs from US Bancorp totaling \$247,000 of Capital improvement funds from the US Bank Money Market account, with 6-month to 12-month terms, at the prevailing interest rates at the time of purchase;
- CONCURRED to address Membership Fees at the next scheduled meeting under governing documents, 40-5061-2, Fees;
- MOVED to recommend the GRF BOD accept the proposal submitted by ClickPay;
- MOVED to deny the Locker Use Agreement, as presented and send back to the Recreation, for further review;
- CONCURRED to send the locker agreement/invoicing cycle back to Recreation for further review;
- MOVED to recommend to the GRF BOD the installation of a California Lottery, self-serve lottery ticket machine, in the lobby of building;
- MOVED to recommend the GRF BOD allocate Capital and Reserve funding, for the pool complex replacement and renovations, not to exceed a combine total amount of \$750,000 (Capital funding \$194,935 and Reserve funding \$555,065);
- MOVED to recommend the GRF BOD allocate Reserve funding, for the marking of all Trust Property parking spots adjacent to curbs with T's and L's, in an amount not to exceed \$18,270;
- MOVED to recommend the GRF BOD allocate Reserve funding, for the installation of new blinds, paint and to replace the flooring in the Ambulance Room at CH6, in an amount not to exceed \$5,968;
- MOVED to recommend the GRF BOD allocate Reserve funding, for the Golf Course T- Box Replacement, in an amount not to exceed \$70,923;
- MOVED to recommend the GRF BOD amend 70-1487.01-2, Recreational Vehicle Lot (RVL) – Schedule of fees and monetary fines, as presented;
- MOVED to refund the membership fee, in the amount of \$3,797 to Nonresident Co-Owner;
- MOVED to recommend the GRF BOD approve the 2020 budget, as presented;
- CONCURRED to bring back 40-5516-3, Committee Non-Budgeted Expenses, to the next scheduled meeting for review;
- MOVED to recommend the GRF BOD rescind 30-5519-3, Committee Budgeted Expenses, as presented.

Financial Recap – July 2019

As of the seven-month period ended July 2019, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$401,705.

Major variances are:

Wages, Taxes & Benefits	382,810	Favorable: Wages \$160K; P/R Taxes \$23K; Workers' Comp \$26K; Group Ins \$152K; 401(k) Match \$21K
Temporary Agency Fees	(110,120)	Unfavorable: Temporary help for key positions.
Supplies	33,856	Favorable: Low requisitions YTD
Facilities Rentals & Maintenance	92,477	Favorable: Landscaping \$70K; Repairs & Maintenance \$10K; Service Contracts \$12K
Property & Liability Ins Prem	22,976	Favorable: Projected YE budget variance \$34K
Rental Income	(77,983)	Unfavorable: Lower unit sales than planned
Interest Income	87,636	Favorable: Actual yields > planned
News Advertising	(115,777)	Unfavorable: Budget planned more aggressive sales
SRO Labor Recovery	23,132	Favorable: Recoveries exceeds budget
Other Income	42,239	Favorable: Purchasing Processing Recovery \$26K; Lost Member ID Card \$11K

	Fund Balance	Allocated For Current Projects	Allocated For Future Projects	For details, see page
Reserve Funds				
Repairs & Replacements	\$9,809,230	\$1,154,960	\$8,654,270	7

	Fund Balance	Allocated Funds	Unallocated Funds	For details, see page
Capital Funds				
Capital Improvements	\$1,955,643	\$66,575	\$1,889,068	8

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



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: ARCHITECTURAL DESIGN REVIEW COMMITTEE (MW)
SUBJECT: LANDSCAPING- PERIMETER WALL OUTSIDE THE PARKING LOTS, FROM THE AMPHITHEATER TO CLUBHOUSE SIX
DATE: JULY 24, 2019
CC: FILE

Staff was requested to seek a proposal from Anguiano Lawn Care to remove and plant African daisies at the perimeter wall outside the parking lots from the Amphitheater to Clubhouse Six (see Exhibit A).



Funds are available in Reserves, #1020, with a balance of \$41,617 remaining for 2019 (see Exhibit B).

At its meeting on August 1, 2019, the Committee recommended the GRF Board award a contract to Anguiano Lawn Care, for the removal of shrubbery and installation of African daisies at the perimeter wall, outside the parking lots from the Amphitheater to Clubhouse Six, at a cost not to exceed \$15,190, Reserve funding.

I move to award a contract to Anguiano Lawn Care for the removal and installation of African Daisies, at the perimeter wall outside the parking lots from the Amphitheater to Clubhouse Six, at a cost not to exceed \$15,190, Reserve funding, and authorize the President sign the contract.

EXHIBIT A

Anguiano Lawn Care, Inc.
P.O.B. 2849, SEAL BEACH, CA 90740
(562) 493-1113

PROPOSAL FOR SERVICES: RECAP TOTALS

JULY 23, 2019

MARK WEAVER, FACILITIES DIRECTOR

HEDGES:

AMPHITHEATRE, ADMIN/MED CENTER AND CH6 ST ANDREWS/GOLDEN RAIN
REMOVAL/REPLACEMENT PLANTS

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

QUANTITY	DESCRIPTION	RATE	AMOUNT
693 LINEAR FT	REMOVE EXISITING HEDGES (LABOR AND DUMP FEE)		\$7287.00
693 LINEAR FT	SCALLOP EDGING REMOVAL (LABOR AND DUMP FEE)		\$1122.00
1288	PURCHASE MIX COLOR 4" AFRICAN DAISYS OR VINCAS	\$1.98	\$2550.00
	LABOR TO INSTALL 2 ROWS OFFSET		\$1505.00
	IRRIGATION (LABOR AND MATERIAL)		\$2426.00
2.5	CUBIC YARD COMPOST	\$40.00	\$100.00
5	CUBIC YARD PREMIUM CHIP MULCH	\$40.00	\$200.00
TOTAL:			\$15,190.00

# Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
329 Security Dist. Piping - Replace	40	16	\$15,000
330 Water Dist Main Water Valves - Repl	1	0	\$50,000
332 Water Heaters - Replace	5	0	\$10,100
350 Exhaust Fans - Replace	10	1	\$28,000
385 Walkway Light Fixtures - Replace	8	0	\$25,000
430 Drinking Fountains - Replace	15	4	\$41,500
439 Outdoor Furnishings - Replace	10	1	\$16,000
800 Exterior Doors - Replace	1	0	\$30,000
917 Audio-Visual Equipment - Replace	10	5	\$8,000
970 CCTV Camera System - Replace	5	3	\$71,000
1860 Fire Alarm Systems - Replace	20	11	\$60,000
Infrastructure			
201 Asphalt (Parking Lot) - Resurface	30	6	\$810,000
201 Asphalt (Phase 1) - Resurface	25	22	\$575,000
201 Asphalt (Phase 2) - Resurface	25	23	\$705,000
201 Asphalt (Phase 3) - Resurface	25	24	\$937,000
201 Asphalt (Phase 4) - Resurface	25	2	\$1,050,000
201 Asphalt (Phase 5) - Resurface	25	3	\$1,700,000
201 Asphalt Clubhouse 2 - Resurface	10	0	\$40,000
202 Asphalt (Parking Lot) - Repair/Seal	4	1	\$100,000
202 Asphalt (Phase 1) - Repair/Seal	5	0	\$100,000
202 Asphalt (Phase 2) - Repair/Seal	5	1	\$100,000
202 Asphalt (Phase 3) - Repair/Seal	5	4	\$100,000
202 Asphalt (Phase 4) - Repair/Seal	5	6	\$100,000
202 Asphalt (Phase 5) - Repair/Seal	5	7	\$100,000
360 Crosswalk Lights - Replace	20	16	\$86,500
360 Street Lights Backup Battery - Repl	10	9	\$15,000
360 Traffic Light Poles - Replace	30	28	\$37,000
361 Large Pole Lights - Replace	25	13	\$58,500
367 Marquee - Replace	20	1	\$50,000
380 Shuffleboard Court Lights - Replace	25	8	\$21,000
505 Pedestrian Gates - Replace	25	24	\$30,000
518 Chain Link Fence - Replace	40	6	\$63,500
560 St Andrews Vehicle Gate - Replace	25	9	\$10,100
706 Barrier Arm Operator - Replace	10	1	\$6,550
708 Gate Operators - Replace	10	0	\$3,300
709 Electrical Generator - Replace	20	1	\$5,450
968 Gate Server Equipment - Replace	5	2	\$3,550
1003 Irrigation Controllers - Replace	5	1	\$53,500
1020 Landscape Removal & Replacement	1	0	\$50,000
1113 Metal Surfaces - Repaint	5	2	\$3,400
1115 HC Bldg Exterior Flatwork - Repaint	10	9	\$21,000
1116 HC Bldg Wood Surfaces - Repaint	5	4	\$9,000
1118 Parking Spaces - Restripe	3	1	\$8,100
1118 Red Curbs - Repaint	3	3	\$22,500
1702 Waterscape Shoreline - Clean/Repair	0	1	\$130,000
1906 Radar Trailer - Replace	10	6	\$8,950
Miscellaneous Components			
1022 Main Gate Beautification - Project	25	23	\$240,000



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: ARCHITECTURAL DESIGN REVIEW COMMITTEE
SUBJECT: OPERATING FUNDING REQUEST - HOLIDAY LIGHTING 2019
DATE: JULY 16, 2019
CC: FILE

At the August 1, 2019 Architectural Design & Review Committee meeting, Magical Holiday Designs was selected for the upcoming holiday lighting contract. Magical Holiday Designs has revised the proposal, per Committee request, adding the exterior lighting of Clubhouse 2, in the amount of \$1,500.00 (see Exhibit A) and has re-submitted the proposal for a total amount of \$26,395.00.

Holiday Lighting's scope of work includes Library Building, Clubhouse 1, Clubhouse 2, Clubhouse 3, Clubhouse 4, Clubhouse 6, Administration Building, Main Gate Security Building and Health Care Center.

I move to award a contract for 2019 holiday lighting services to Magical Holiday Designs, in the amount of \$26,395.00, Operating funding.

Exhibit A

Magical Holiday Designs

11109 Armour Ave.

Beaumont, Ca. 92223

800-608-1980 office

562-900-0307 my cell

July 20, 2019

Golden Rain foundation

P.O. Box 2069

Seal Beach, Ca. 90740

Terry 562-431-6586 ext 350

Tommy 562-431-6586 X 324

thomasf@lwsb.com

grfap@lwsb.com

Scope of work

Holiday Décor 2019-2020-2021

Club House 2-/ Located at 13681 El Dorado Drive Seal
Beach, Ca

Total Contract amount \$1500.00

Magical Holiday Designs

11109 Armour Ave.

Beaumont, Ca. 92223

800-608-1980 office

562-900-0307 my cell

May 14, 2019

Golden Rain foundation

P.O. Box 2069

Seal Beach, Ca. 90740

Terry 562-431-6586 ext 350

Tommy 562-431-6586 X 324

thomasf@lwsb.com

grfap@lwsb.com

Scope of work

Holiday Décor 2019-2020-2021

#1- Install/strike/store/ -1-20' tall artificial Christmas tree with a 24" inch topper using all multi colored C-7 lights. Design colors: Red, Green, Gold traditional installed at

Club house Three located at 1421 Northwood road, Seal Beach, Ca. 90740

Total amount \$8900.00

New tree topper- 24” crystal commercial grade led lights

Total amount \$650.00

#2- (3) leased and installed lighted gift boxes for around base of tree

Total amount \$600.00

#3- Install leased perimeter lights C-9 LED warm white color string lights on roof line at the following locations

Just across front facing- Roof access

Administration building located at- 13531-A St. Andrews Drive. Seal beach, Ca

Front facing and across front side- roof access

Club house 6- located at 1661-E Golden Rain road, seal beach, ca

Front facing and access front side- Ladder

Medical Health Care Center located at 1661-D Golden Rain road, Seal Beach, ca

Front facing only-ladder

Front Entrance Security Office- Located at 13533 Seal Beach Blvd. Seal Beach, ca

Total contract amount \$3100.00 Warm white lights

Install/strike/store (1) 5' wreath hung between the arch at Clubhouse 6- located at 1661 E. Golden rain Road, Seal Beach, Ca

Total amount of contract \$250.00

Install/Strike/store (1) 8 foot wreath hung with warm white LED lights, and large bow, between the arch at the Administration Building located at 13531-A St. Andrews Drive, Seal Beach, Ca

NEW 8'- commercial wreath with warm white lights and large 3' outdoor commercial Bow-

Total contract amount to purchase \$1650.00

Install/strike/store- \$595.00

New for this year- Install strike (1) customer owned 24 inch high x 19 long in LED lights "Merry Christmas" on front lawn of Onsite Sales Office near the Menorah. Customer owned

Total contract amount \$250.00

Club House 3- located at 1421 Northwood Road Seal Beach, ca

Club House 4- Located at 1421 Northwood Road, Seal Beach, Ca

Library- Located at 2300 North Gate Road, Seal Beach, ca

Club house 6- located at 1661 E. Golden Rain Road, seal Beach, ca

Total contract amount	\$8900.00
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Total contract	\$24,895.00
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Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: ARCHITECTURAL DESIGN & REVIEW COMMITTEE
SUBJECT: AMEND 10-5160-3 ARCHITECTURAL DESIGN & REVIEW COMMITTEE CHARTER
DATE: AUGUST 7, 2019
CC: FILE

At its meeting on August 1, 2019, the Architectural Design & Review Committee recommended the GRF Board of Directors amend 10-5160-3, Architectural Design & Review Committee Charter, as amended.

I move to amend 10-5160-3, Architectural Design & Review Committee Charter, as amended, incorporating the additional Committee goals approved by the GRF Board of Directors at the retreat held on June 27, 2019, adding the review and approval of monthly staff reports to the Committee, and furnishing a report at the GRF Annual meeting.



Architectural Design and Review Committee

COMMITTEE CHARTER AMEND

Pursuant to state statute (**Corp. Code §7210; Corp. Code §7212(c)**) and Article VII, ~~Section 4~~ of the Bylaws of the Golden Rain Foundation (GRF), the Board of Directors (BOD) hereby establishes the Architectural Design and Review (ADR) Committee and grants to the Committee authority specifically stated within the GRF governing documents, ~~and policies or other authority as granted by the BOD or as stated within this policy.~~

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.

1 GOALS:

- 1.1** Increase organizational effectiveness and efficiency
- 1.2** Protect, preserve and improve our assets

2 PURPOSE:

Create and ensure compliance with aesthetic standards established by the BOD. The ADR Committee is focused on internal and external physical appearance of all Trust Property.

3 DUTIES:

- 3.1** Publish an agenda four (4) days in advance of the Committee meeting;
- 3.2** Elect a Vice-Chair at the first meeting;
- ~~3.2~~**3.3** Review monthly staff report formats to be included in the monthly agenda;
- ~~3.3~~**3.4** Meet monthly or whenever such meetings are deemed necessary unless cancelled by the Chair;
- ~~3.4~~**3.5** Review status of current projects referred to the committee;
- ~~3.5~~**3.6** Review monthly budget comparison for cost center ADR;
- ~~3.6~~**3.7** Develop and submit for BOD approval an ADR Procedures Manual (PM);
- ~~3.7~~**3.8** Develop and maintain architectural, design and landscape guidelines, criteria and policies including but not limited to external and internal appearance of Trust properties;
 - ~~3.7.1~~**3.8.1** Color, design, finishes, materials;
 - ~~3.7.2~~**3.8.2** Landscape (hard and soft) and related materials of all Trust properties;
 - ~~3.7.3~~**3.8.3** Approved plant list (perennials and annuals);
 - ~~3.7.4~~**3.8.4** Landscape design;
 - ~~3.7.5~~**3.8.5** Flora selection;
 - ~~3.7.6~~**3.8.6** Water feature design;



Architectural Design and Review Committee

COMMITTEE CHARTER AMEND

~~3.7.7~~3.8.7 Furniture selections;

~~3.7.8~~3.8.8 Signage (Color, design, font, materials and general layout of all signage; except traffic signage and/or street surface markings.); and

~~3.7.9~~3.8.9 Image (Develop and maintain the corporate image of the foundation and develop and maintain design standard guidelines.)

~~3.8~~3.9 Review policies for cost center ADR annually and send changes to the BOD for approval;

~~3.9~~3.10 Provide an initial approval and recommendation to the Finance Committee of the annual budget for cost center ADR, including Capital requests and upcoming Reserve replacements; and

~~3.10~~3.11 Furnish a report at the GRF BOD annual meeting.

4 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.

The 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: 23 Sep 14 Amended: 24 Mar 15 Amended: 21 Jun 16
Amended: 23 Jul 19

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Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: COMMUNICATIONS/IT COMMITTEE
SUBJECT: AMEND 20-5125-3, COMMUNICATIONS/IT COMMITTEE CHARTER
DATE: AUGUST 15, 2019
CC: FILE

At its meeting on July 10, 2019, the Communications Committee recommended the GRF Board of Directors amend 20-5125-3, Communications/IT Committee Charter.

I move to amend 20-5125-3, Communications/IT Committee Charter, incorporating the additional Committee goals approved by the GRF Board of Directors at the retreat held on June 27, 2019, and incorporating the purpose, duties and limitations of the IT Committee.



Communications

COMMITTEE CHARTER

AMEND

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 Publication Committee and grants to the Committee authority specifically stated within the GRF governing documents, ~~and policies or other authority granted by the BOD or as stated within this policy.~~

In accordance with Article VIII, Section 1, of the Bylaws, the 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. GOALS:

1.1. Increase Organization Effectiveness and Efficiency;

1.2. Protect, Preserve and Improve our Assets

1.2. PURPOSE:

Oversee the operations of the Publications and ITS Departments.

2.3. DUTIES:

~~2.1.~~3.1. Publish an agenda four (4) days in advance of the Committee meeting;

~~2.2.~~3.2. Elect a Vice-Chair at the first meeting;

~~2.3.~~3.3. Review monthly staff report formats to be included in the monthly agenda.

~~2.4.~~3.4. Meet with the NEWS and ITS Department management monthly or whenever such meetings are deemed necessary, unless cancelled by the chair;

~~2.5.~~3.5. The publication of the Golden Rain LW Weekly and other communication media as may be approved by the Communications Committee or BOD;

~~2.6.~~3.6. To be aware, through study and research, that the technical reporting, procedures and practices of the ITS Department, including the GRF website, all electronic communications and devices are maintained according to Industry Standards;

~~2.7.~~3.7. Assist the BOD in understanding the compliance with any contracts relating to information technology;

~~2.8.~~3.8. Review monthly budget comparison for cost centers 36 and 34;

~~2.9.~~3.9. Analyze requests for action emanating from the GRF BOD, Mutual Boards, Administration and Shareholder/Members;

~~2.10.~~3.10. Originate and develop ideas, plans, and programs which are pertinent



Communications

COMMITTEE CHARTER

AMEND

to these areas;

~~2.11.~~3.11. Provide an initial approval and recommendation to the Finance Committee of the budget for cost centers 36 and 34, including Capital requests and upcoming Reserve replacements;

~~2.12.~~3.12. Review policies for cost centers 36 and 34 yearly and send recommended changes to the BOD for approval; and

~~2.13.~~3.13. Furnish a report at the GRF annual meeting.

~~3.4.~~ 3.4. **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.

The 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:	18 Jan 72	Amended:	21 Aug 73	Amended:	15 Dec 76
Amended:	19 Jun 90	Amended:	19 Mar 96	Amended:	27 Aug 13
Amended:	21 Jun 16	Amended:	18 Mar 17	Amended:	23 Jul 19

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Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: COMMUNICATIONS COMMITTEE
SUBJECT: RESCIND 20-5118-3, ITS COMMITTEE CHARTER
DATE: AUGUST 15, 2019
CC: FILE

At its meeting on August 8, 2019, the Communications/IT Committee recommended the GRF Board of Directors rescind 20-5118-3, ITS Committee Charter.

I move to recommend the GRF Board of Directors rescind 20-5118-3, ITS Committee Charter, as the purpose, duties and limitations of the Committee have been combined with the 20-5125-3, Communications/IT Committee Charter.



Information Technology Services (ITS)

COMMITTEE CHARTER

RESCIND

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 Information Technology Services (ITS) Committee and grants to the Committee authority specifically stated within the GRF governing documents.

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.

1. GOALS:

- 1.1. Increase organizational effectiveness and efficiency
- 1.2. Protect, preserve and improve our assets

2. PURPOSE:

Oversee the operation of the ITS Department;

3. DUTIES:

- 3.1. Publish an agenda four (4) days in advance of the Committee meeting;
- 3.2. Elect a Vice-Chair at the first meeting;
- 3.3. Review monthly staff report formats to be included in the monthly agenda;
- 3.4. Meet with the ITS Department staff monthly or whenever such meetings are deemed necessary, unless cancelled by the chair;
- 3.5. To be aware, through study and research, that the technical reporting, procedures and practices of the ITS Department, including the GRF website, all electronic communications and devices are maintained according to Industry Standards;
- 3.6. Review monthly budget comparison for cost center 34;
- 3.7. Assist the BOD in understanding the compliance with any contracts relating to information technology;
- 3.8. Provide an initial approval and recommendation to the Finance Committee of the annual budget for cost center 34 including Capital requests and upcoming Reserve replacements;
- 3.9. Review policies for cost center 34 yearly and send recommended changes to the GRF BOD for approval; and
- 3.10. Furnish a report at the GRF annual meeting.

4. LIMITATIONS:

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



Information Technology Services (ITS)

COMMITTEE CHARTER

RESCIND

41 consulting capacity.

42 Regulatory or supervisory activities affecting employed personnel are functions of

43 Management and not to be encroached upon by any Committee Chairperson or member,

44 either individually or collectively.

45 The Committee does not have the authority to enter into written contracts or oral

46 agreements with any third parties on behalf of the GRF BOD. Authority to authorize

47 contracts and/or expenses rests solely with the BOD.

48

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Document History

Adopted:	20 Mar 07	Amended:	21 Jun 16	Rescinded:	28 Mar 17
Amended:	25 Sep 18	Amended:	23 Jul 19		

Keywords:

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Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: EXECUTIVE COMMITTEE
SUBJECT: AMEND 30-1022-3, PETITIONS
DATE: AUGUST 7, 2019
CC: FILE

At its Special meeting on August 6, 2019, the Executive Committee recommended the GRF Board of Directors amend 30-1022-3, Petitions, as amended.

I move to amend 30-1022-3, Petitions, as amended, removing the reference to the prohibition of employees promoting or soliciting petitions; this is more appropriately included in the Employee Handbook.

ADMINISTRATIONS**Petitions****AMEND****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.~~

Document History

Adopted:	21 Jul 98	Amended:	98 Feb 18	Reviewed:	26 Apr 16
Amended:	12 May 17	Amended:	23 Jul 19		

Keywords: Petition



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: EXECUTIVE COMMITTEE
SUBJECT: ADOPT 30-1010-1, AUTHORIZED SPOKESPERSON
DATE: AUGUST 7, 2019
CC: FILE

At its Special meeting on August 6, 2019, the Executive Committee recommended the GRF Board of Directors adopt 30-1010-1, Authorized Spokesperson, as presented.

I move to adopt 30-1010-1, Authorized Spokesperson, establishing how the GRF Board and all GRF staff may communicate with internal clubs, groups, organizations, city, county, state and federal agencies and representatives and any media, including social media.



Executive Committee

AUTHORIZED SPOKESPERSON

ADOPT

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. Internal Clubs, Groups, and Organizations
- 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 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.)
 - 2.2.3. It is the job of the Authorized Spokesperson to faithfully represent and advocate GRF positions and actions;
 - 2.2.4. May not depart from the principles set forth in this Policy without the explicit prior approval of the GRF Board.

3. GENERAL POLICY

- 3.1. Only an Authorized Spokesperson may address outside inquiries regarding GRF

GOLDEN RAIN FOUNDATION Seal Beach, California

Executive Committee**AUTHORIZED SPOKESPERSON****ADOPT**

or its employees, directors, officers or operations. Any GRF Board of Director or GRF staff who is contacted by a Third Party must refer the Third Party to an Authorized Spokesperson. This will typically be a press release, conference call, or general presentation to a Third Party.

- 3.2.** In the event of non-intentional disclosure by an GRF Board of Director or GRF staff of information that might be Material, Nonpublic Information, the GRF Board of Director or GRF staff must immediately inform an Authorized Spokesperson, who, in turn, consult with the Executive Committee as to whether such public dissemination of this information is/was required. Any disclosure of material information to a Third Party by a GRF Board of Director may be subject to:

- 3.2.1.** GRF Board censure proceeding, in accordance with approved policies;

- 3.3.** If the Authorized Spokesperson or designee is uncertain about the nature of release of information, they shall consult and seek the approval of the GRF Board to ensure compliance.

- 3.4.** Authorized or designated Spokesperson shall provide a report to the Board as deemed necessary.

Document History
Adopted:

Keywords: Spokesperson
Authorize
Press
Media

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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: EXECUTIVE COMMITTEE
SUBJECT: AMEND 30-5110-3, EXECUTIVE COMMITTEE CHARTER
DATE: AUGUST 9, 2019
CC: FILE

At its meeting on August 9, 2019, the Executive Committee recommended the GRF Board of Directors amend 30-5110-3, Executive Committee Charter.

I move to amend 30-5110-3, Executive Committee Charter, establishing the parameters of topics for discussion in the closed Executive Session meetings, general refinement of document language and updating of documents under the new document formatting system.



Executive

COMMITTEE CHARTER

AMEND

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 Executive Committee (EC) and grants to the Committee authority specifically stated within the GRF governing documents.

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.

1. GOALS:

- 1.1. Attract and Retain Quality Employees
- 1.2. Increase Organization Effectiveness and Efficiency
- 1.3. Protect, Preserve and Improve our Assets

2. COMPOSITION:

The Executive Committee shall consist of the four (4) elected officers of the GRF BOD and the Chairpersons of the Mutual Administration, Physical Property and Recreation Committees. The Vice President shall be Chairperson and preside at all meetings. In the Vice President's absence, the Secretary or Treasurer, in that order, shall preside. (~~See Policy 5020-30~~ 30-5020-1, Organization of the Board.)

3. PURPOSE:

Oversee the Administration and Human Resources Departments.

4. DUTIES:

- 4.1. Publish an agenda four (4) days in advance of the Committee meeting;
- 4.2. Meet with the Executive and HR Directors at least monthly or whenever such meetings are deemed necessary, unless canceled by the Chair;
- 4.3. Review monthly budget comparison for cost centers 320, 322, 330, 629, and 655;
- 4.4. Review and approve assignment of department heads;
- 4.5. Review and approve job descriptions;
- 4.6. Review and recommend operating schedules, job standards, uniforms and wage rates to the BOD;
- 4.7. Review and approve the election materials and oversee the election process;
- 4.8. Oversee Director training;
- 4.9. Provide, during its meeting in February, a recommendation to that the Board for the appointment of the election services company as its Inspector(s) of Election;



Executive

COMMITTEE CHARTER

AMEND

- 44 **4.10.** Review the ~~Conduct a~~ Salary Survey or benchmark report at least every three
 45 (3) years;
 46 **4.11.** Hold Executive Sessions solely concerning specific personnel, wage, salary,
 47 benefits and/or ~~or personnel~~ disciplinary actions;
 48 **4.12.** Provide an initial approval and recommendation to the Finance Committee for
 49 cost centers 320, 322, 330, 629 and 655, including Capital requests and
 50 upcoming Reserve replacements;
 51 **4.13.** Coordinate bids for all personnel related Insurance, benefits and relevant
 52 contracts.
 53 **4.14.** Review all contracts under this Committee at least quarterly;
 54 **4.15.** Review policies for cost centers 320, 322, ~~330~~, 629 and 655 beginning no later
 55 than January and send recommended changes to the BOD no later than May
 56 for approval; and
 57 **4.16.** Furnish a report at the GRF Annual meeting.

5. LIMITATIONS:

61 It is to be recognized that the function of the Committee is to act in an advisory and
 62 consulting capacity except in personnel matters relating to manager and
 63 directors. ~~positions per Policy 4156-30.~~

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

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

Document History

Adopted:	24 Jul 67	Amended:	18 Jul 72	Amended:	20 May 75
Amended:	15 Jul 80	Amended:	14 Jul 81	Amended:	20 Aug 85
Amended:	19 Mar 96	Amended:	15 Jul 97	Amended:	26 May 15
Amended:	21 June 16	Amended:	23 May 17	Amended:	13 Oct 17
Amended:	23 Jul 19				

Keywords: Charter Executive

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GRF Director's Handbook



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Why serve on the GRF Board?

"MAKING A DIFFERENCE" BY JIM GREER

It has been said that "without a sense of caring, there can be no sense of community." This means that your care for this community must overcome the negativity that may be thrust upon you. Instead, my challenge to each of you is to set aside your intentions to "prove them wrong" and as a member of the GRF Board follow five simple suggestions:

If you have a personal agenda, write it down. Give everyone a copy, and see if it's worth following.

If you always have an axe to grind, despite all your complaining, you'll never be the sharpest tool in the shed.

If you have a pet peeve, decide either to give it a home, or let it go. If you have a score to settle, stop keeping score, and settle.

And, if you have a hunger for power, go on a fast, swallow your pride, and hunger no more.

There are so many wonderful examples of people with a caring heart that made a difference in the world by serving. Martin Luther King, Jr., Nelson Mandela, Mahatma Gandhi and Mother Teresa. Each of these leaders made a global impact not by seeking fame, but by serving others on a personal level. Another of these great servants was theologian, organist, philosopher, and physician Dr. Albert Schweitzer who said -

"I don't know what your destiny will be, but one thing I do know: the only ones among you who will be really happy are those who have sought and found how to serve."

Yes, it is possible to be really happy! Not because you are on the Board, but because you have decided to serve the people of this wonderful community. Thank you for volunteering to serve on the GRF Board!

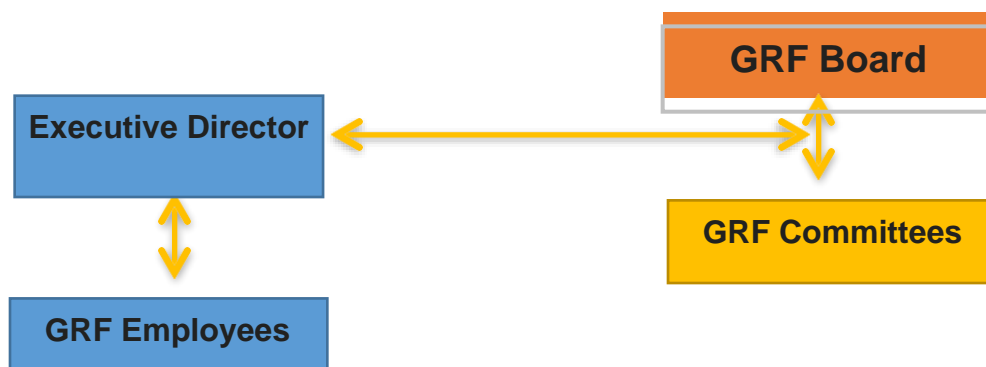


What you should know before running for the GRF Board?

If you haven't already done so, we encourage you to attend the monthly GRF Board Meetings and several committee meetings to introduce yourself to the types of issues and projects the Board is responsible for overseeing, the Board and Committee process and the teamwork required for managing the Trust Property and serving the Mutuals.

A. As a Director of the GRF Board:

- A.** You are a volunteer in an unpaid position.
- B.** You have no control (*authority*) over Mutual Board actions or GRF Employees.
- C.** You will represent all of Leisure World and not just the Shareholders of your Mutual.
- D.** If something comes to a vote that only affects your Mutual you will have to recuse yourself from the vote.
- E.** Mutual Board experience is very helpful, but not required.



B. Golden Rain Foundation (GRF):

1. Is a non-profit master association that serves as a Management company for the 16 Mutual Corporations.
2. Administers the shared Trust property and facilities owned by these independent Mutual Corporations
3. Has a Board of Directors (BOD) and a full-time Executive Director who oversee the departments serving the community: Administration, Physical Property and Service Maintenance, Finance, Communications & ITS, Human Resources, ~~IT Services~~, Mutual Administration, Stock Transfer, Recreation, and Security.

C. The GRF Board

1. The GRF Board operates through committees that report back to the full BOD monthly, or as directed.
2. Currently, these are the standing committees:
 - a) The Executive Committee, which is comprised of Board Vice President (Chair), President, Corporate Secretary, Treasurer and the Chairs of Mutual Administration (MAC), Recreation and Physical Property committees (See 30-5110-3);
 - b) Architectural Design Review (ADRC) (See 10-5160-3);
 - c) Communications & IT (See 20-5125-3);
 - d) Finance (See 40-5115-3);
 - e) Governing Documents (See 30-5180-3)
 - f) Mutual Administration (MAC) and Service Maintenance (See 50-5165-3);
 - g) Physical Property (See 60-5130-3);
 - h) Recreation (See 70-5135-3); and
 - i) Security, Bus and Traffic (SBT) (See 80-5145-3).
3. Ad Hoc committees ~~are~~ may be formed by the Board of Directors for special needs projects. (See 30-5024-1)

D. How to become a GRF Director

1. You may be selected by GRF in the event of an unfilled vacancy, in accordance with applicable Civil Codes and GRF Bylaws.
2. Or, in the event of an unfilled vacancy, selected by the GRF Board of Directors, in accordance with Civil Code §5100 and GRF Bylaws.
2. You must be a Member in good standing (all fees, fines and assessments are current).

E. Application Process

1. All potential Board Members must complete the application packet.
2. Application package is available at the Stock Transfer office and includes the following:
 - a) Eligibility sheet;
 - b) Code of Ethics and Conduct;
 - c) Application and Timeline; and
 - d) List of Board standing committees. You will select your preferences. There is no guarantee of committee assignments.
 - e) Submitted Application package must include the following:
 - (1) Completed Application
 - (2) Resume or statement of qualifications and experience, including your Platform;
 - (3) GRF Member ID card
 - (4) Committee Preferences
 - f) The complete package should be turned in to the Stock Transfer Office prior to the close of application period to ensure any questions of eligibility can be resolved:-
 - g) Signed acknowledgement of documents received.

F. The full GRF Board wants you to succeed in this job so these resources will be provided when you are elected:

1. Training will be provided throughout your term on the Board.
2. A mentor will be assigned by the GRF Board President to guide you through the first few months of service.

G. Expectations of GRF Board members:

1. Time off and vacations are expected but extended absences from our community should not occur: i.e. six-month vacation.
2. Have a willingness to learn and ability to work as a team.
3. Your duty is to research/study and vote on all items that come to the Board for action or response.
4. Attend GRF Board Meetings, Committee Meetings and related meetings, as noted below in Section H.

H. Meetings:

1. You will be assigned to at least three (3) standing committees with monthly meetings. You will be expected to attend these committee meetings and encouraged to attend additional meetings for those committees.
2. There are two (2) scheduled monthly full Board meetings: one (1) public and one (1) Executive Session. Some meetings may be scheduled for the evening.
3. There is an Annual GRF meeting in June. Committee Chairs will submit a report.
4. You should attend Emergency Board meetings.
5. Executive sessions of the Executive Committee are not open to the full Board.
6. Ballot counting meeting for election of GRF Board members.
7. ~~Once or twice a year~~ Monthly, you will be assigned to the Parking Rules Violation Panel (PRV).
8. Attending all committees will help you understand the issues the Board is addressing. Attending the Physical Properties and Recreation committees will be most helpful.
9. Mutual meetings: A monthly report may be expected to be presented by you at your Monthly Mutual meeting.
10. You ~~should~~ may be expected to attend your Mutual's Annual Meeting.





Welcome to the GRF Board

A. In the first week

1. **Meet with Executive Coordinator** (Assistant to the GRF President). This will take less than one (1) hour.
 - a) Pick up GRF mailroom keys (one for the mailroom door and another for your mailbox).
 - (1) This is where your agendas, minutes and other mail to the Board of Directors (BOD) will be found.
 - b) Order business cards.
 - c) Order Board Name Badge.
2. **The mailroom has available:** (located next to Conference Room A, 2nd Floor Administration building)
 - a) An assigned mailbox to receive GRF documents. This box needs to be checked frequently during the week. You will be asked if you want your agendas sent to you by E-Mail only.
 - b) A work table;
 - c) A computer and monitor;
 - d) A phone;
 - e) A shredding container;
 - f) A refrigerator
3. **Make an appointment with ITS Systems Analyst:** (this will take less than 1 hour)
 - a) Pick up your GRF Board iPad;
 - b) Have links installed for GRF calendar and email (these should be checked daily);
 - c) Get information on installing these links on your home computer, if you choose;
 - d) Receive your new board E-Mail address; and
 - e) Request a list of your Mutual shareholders, if desired.

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4. **Make an appointment with the LW Weekly staff** to get your GRF Board photograph taken. It will be on the web site as well as used by the newspaper when needed.
 5. **The following information will be provided within a few of weeks** of the new Board term. These items may also be available on the Website: www.lwsb.com
 - a) A list of all GRF Directors.
 - b) A list of committee chairs and members.
 - c) A perpetual calendar listing committee and Board meeting dates, times, and locations.

B. Clubhouse 4 Public Board Meetings

1. Seating on the dais:

- a) Generally assigned in order of your Mutual number;
- b) The Corporate Officers sit in the middle of the dais;
- c) Your name and Mutual are placed on the front of the dais and a name tag with a bottle of water will be placed on the inside where you sit; and
- d) At your request, chairs are available with or without arms.

2. Agendas:

- a) Bring your agenda packet to each Board Meeting;
- b) Your duty, legally, is to read and be familiar with all supporting documents before you vote;
- c) Check your agenda to see if you will be reading a motion;
 - (1) If you do not wish to read it, please call ahead to the GRF President and request not to read the motion. This gives time for another director to be appointed to read the motion.
- d) Be alert to the discussion and proceedings.

3. Attendance:

- a) Please attend and be on time to each Board Meeting. When you arrive after the roll call, the meeting must stop. The Corporate Secretary must inform the President and record that you have arrived.
- b) A quorum is the minimum number of Directors who must be present to allow the Board to make decisions. It is $\frac{1}{2}$ of the full Board plus one. Normally this is 10 ($18 \div 2 + 1$).
- c) If the quorum has changed, the President must be informed so it can be included in the record.

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- d) If you must leave the meeting early, please notify the President, Corporate Secretary, Executive Coordinator or Executive Director before the meeting.
 - e) In an emergency at the Board meeting, please send a note to the Corporate Secretary if you must leave.
 - f) If you will be out of town, please call or send an E-mail to the above Directors to let them know.

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4. Speaking at the Board Meetings:

- a) The yellow button turns on the microphone (labeled “Mike”).
- b) Turn off your lights after speaking or after the voting result is announced.
- c) Negative comments must not include the name of fellow Director, staff member or audience members. Roberts Rules of Order – ROHN (11th edition) pages 392,11.12-25)
- d) Your speaking time may be limited at the GRF Board meetings. This is at the discretion of the GRF President. It will be announced.

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5. Board Meeting Motions:

- a) You may speak for or against a motion at the GRF Board Meeting by turning on the yellow “Mike” button and waiting until the President calls your name to speak.
- b) Discussion must be related solely to the motion.
- c) Speak clearly and concisely.
- d) If you would like to speak again, you turn on your light and wait. Those who have not spoken yet, speak first. After everyone speaking for the first time has finished, the second round of speakers will begin.
 - (1) You are only to add new information that has not already been shared with the directors.

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6. Voting

- a) Green light is a “yes” vote.
- b) Red light is a “no” vote.
- c) White light is an Abstention.
- d) Do not vote “yes” or “no” if you are unprepared.
- e) If in doubt about what you are voting on, check your agenda or ask for clarification if needed.
- f) If you need to recuse yourself from a vote, please inform the Chair before the vote is taken. (Recusal is for a conflict of interest).

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7. **Each Director is given time just before adjournment to speak.**
 8. **Refreshments are served prior to the start of the meeting;** usually coffee, tea, donuts and fresh fruit. No food is to be eaten at the dais during the meeting.

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C. Executive Session of Full Board

1. These sessions are confidential and disclosure of any of this information is grounds for Director Censure. (See GRF Policy 5092.1-30, Section 1.1.2)
2. Every Director is expected to attend each Executive Session of the full BOD.
3. The supporting confidential documents are given out an hour before the session begins. Arrive early to read the documents prior to the start of the meeting.
4. All paperwork is collected and destroyed after the meeting. Removal of any of these documents without permission may result in disciplinary action.

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D. Committees

1. Each committee has a Chair, who is responsible for conducting the meeting. More information about Chair responsibilities is available from the ~~and the~~ GRF Chair Training manual and the GRF President.
2. If you are going to miss the meeting of any committee to which you are assigned, please inform the chair.
3. The GRF Board operates through committees.
4. There are nine (9) standing committees.
5. The Executive Committee is comprised of Board Vice President (Chair), President, Corporate Secretary, Treasurer and the Chairs of Mutual Administration (MAC), Recreation and Physical Property committees (See 30-5110-3);
 - a) The Executive Committee holds an Executive session after the scheduled meeting which covers Personnel issues.
 - b) Non-committee members may not attend these sessions unless invited by the Committee Chair
6. The remaining eight (8) standing committees are:
 - a) Architectural Design Review (ADRC) (See 10-5160-3);
 - b) Communications & IT (See 20-5125-3);
 - c) Finance (See 40-5115-3);
 - d) Governing Documents (See 30-5180-3)
 - e) Mutual Administration (MAC) and Service Maintenance (See 50-5165-3);

- f) Physical Property (See 60-5130-3);
 - g) Recreation (See 70-5135-3); and
 - h) Security, Bus and Traffic (SBT) (See 80-5145-3).
7. The President will assign you to at least three of the above standing committees.
- a) The list of all committees, the appointed Chair and members are ratified by the full Board and are listed on the website
8. Each committee has a Charter and policies related to its activities which can be provided to you and is on the website (www.lwsb.com).
9. All decisions are made by the full committee and recommended to the full Board.
10. Each standing committee dissolves at the end of the Board term.
11. Subcommittees
- a) The Chair of any standing committee may create subcommittees to address specific issues.
 - b) All GRF Directors are eligible to serve on subcommittees.
 - c) Member Specialists may be appointed by the committee chair (See 30-1220-1).
 - d) Reports are made to the Committee.
 - e) No action may be taken, but consensus may be reached in these sessions.
 - f) Sub-Committees are dissolved at the end of the term.
12. Focus Groups
- a) Less formal committee meetings to discuss or research relevant topics, which may be too time consuming to cover in the scheduled meetings.
 - b) No action may be taken, but consensus may be reached in these sessions.
13. Health Care Center Advisory Board HCCC) -
Three (3) GRF Directors and rotating GRF Committee Chairs serve on an advisory board of the Health Care Center.
14. Ad Hoc Committees
- a) Created by the full Board to address specific issues (See Policy 5024-30).
 - b) Exist until the task assigned is finished or the full Board decides it is no longer necessary.
 - c) **Monthly** reports are made directly to the Board.
15. First year directors rarely chair committees.

E. How Motions Work

1. Most motions begin in a committee.
2. If the motion requires the action of another committee or a department, that information is included in the motion.
3. Any action that requires unbudgeted money must go to the Finance Committee to determine if the money is available (see Policy 55116-31)
4. After Committee approval, the motion goes to the full Board for approval, modification or denial.
- 4.5. Every motion requires a second.

F. Elections

1. A Board meeting is called when ballots are to be counted.
2. A quorum must be present to count ballots. All directors are expected to attend.

G. Annual Meeting of Full GRF Board

1. Corporate Officers and Committee Chairs submit a written report prior to the annual meeting and read it aloud at the meeting.
2. Other directors will be given time to speak and present a written report if they choose.

H. Organizational Meeting

1. New Board Members are seated.
2. New Officers are elected.

I. Parking Panel

1. All Directors are expected to attend the Parking Rules Violation Panel (PRV); a quorum of the Board is required.
2. You will hear contested citations issued by the Security Parking officers.

J. Town Hall Meetings

It is expected that you will attend.

K. Board Training

1. It is strongly recommended you attend all training opportunities. Some training sessions are mandatory.
2. GRF Board training sessions are sometimes combined with Mutual Board training.
3. Off-site Board workshops may be held for training, goal setting, long term planning, etc.

L. Board Dinner

1. Thank you to departing Directors for their service on the Board;
2. Welcome to new Directors and guests; and
3. Attendance not required but strongly encouraged.

M. Director Appreciation Events

1. Honors the service of all Mutual Directors, GRF Directors and GRF management staff.
2. Attendance not required but strongly encouraged.

N. Resigning as a Director from the GRF Board

1. Formal Letter of Resignation must be in writing and include the following:
 - a) Date written;
 - b) Date effective; and
 - c) Include your signature
2. This written resignation is non-revocable upon submission and acceptance by the full Board.

O. Ending Your Directorship

1. Return mail room key and mail box key.
2. iPad
 - i. Return to IT, get signed receipt.
 - ii. Depending on age of iPad, you may have the option to purchase; check with IT Manager
3. Confidentiality – your obligation of confidentiality continues after you are no longer a Director.

Other Important Information

1. You may get paper and toner cartridges for your printer, if needed for doing GRF work. See Executive Coordinator.

2. If you want to talk to the GRF President, please contact the Executive Coordinator for the GRF President's availability;
3. To meet with the Executive Director, please call and make an appointment. Anything you discuss with the Executive Director will be shared with the President.
4. You are encouraged to attend community-sponsored events.





Prepared by GRF, 2018.



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FACILITIES & AMENITIES REVIEW AD HOC COMMITTEE
SUBJECT: AMEND 70-1406-1, LIMITATIONS ON USE (**FINAL VOTE**)
DATE: AUGUST 16, 2019
CC: FILE

At its meeting on July 9, 2019, the Facilities and Amenities Review Ad Hoc Committee recommended the GRF Board of Directors amend 70-1406-1, Limitations on Use, as amended extraction of the fee schedule – 70-1406-2, Limitations on Use, Fees.

At its meeting of July 23, 2019, the Board of Directors voted to tentatively amend this document, pending a 28-day notice period to Foundation members. The document draft was published in the July 25 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 70-1406-1, Limitation on Use, during the 28-day notification to the membership period.

I move to amend 70-1406-1, Limitations on Use, as presented.

**Recreation****AMEND****LIMITATIONS ON USE OF TRUST PROPERTY**

Limitations have been placed on certain Golden Rain Foundation (GRF) Trust facilities. The Recreation Department (RD) is authorized to verify the status of any user and may enlist the Security Department (SD) and/or other agencies to enforce this policy.

1. THE FOLLOWING TRUST FACILITIES ARE PROVIDED FOR THE USE OF GRF MEMBERS IN GOOD STANDING:

- 1.1. Car wash;
- 1.2. Exercise room (Policy 1466-50);
- 1.3. Golf course (Policy 1429.1-50 & 1429.2-50);
- 1.4. Lapidary room;
- 1.5. Swimming pool (Policy 1468-50); and
- 1.6. Woodshops

Caregivers may assist Members who use the facilities and remain with them, but they may not use the above facilities themselves.

Special events take precedence when approved by the RD.

2. DUE TO SAFETY FACTORS, THE FOLLOWING LIMITATIONS MUST BE ADHERED TO:

- 2.1. Power equipment, such as the equipment used in the lapidary room, woodshop or exercise room, shall not be used except under the supervision of a RD approved attendant or supervisor;
- 2.2. Football, baseball, soccer, hockey, basketball and other contact sports may not be played on GRF Trust property due to the possibility of injury to Members and/or guests;
- 2.3. Risers may not be stacked upon one another for any activity in a clubhouse; and
- 2.4. Use of skateboards, razor-type scooters, roller skates, hoverboards, a Segway or roller blades is prohibited on all Trust property.

3. THE FOLLOWING TRUST FACILITIES ARE PROVIDED FOR THE USE OF GRF MEMBERS IN GOOD STANDING AND THEIR GUESTS WHO ARE AT LEAST EIGHTEEN (18) YEARS OLD. MEMBERS MUST BE PRESENT AT ALL TIMES WHEN GUESTS ARE USING THESE FACILITIES:

(Jul 19)

GOLDEN RAIN FOUNDATION Seal Beach, California



Recreation

AMEND

LIMITATIONS ON USE OF TRUST PROPERTY

- 3.1. Amphitheater;
- 3.2. Art room;
- 3.3. Billiards rooms;
- 3.4. Card room;
- 3.5. Ceramics room;
- 3.6. Sewing room;
- 3.7. Shuffleboard court; and
- 3.8. Table tennis area (Policy 1463-50).

Caregivers may assist Members who use the facilities and remain with them, but they may not use the above facilities themselves.

4. THE FOLLOWING LIMITATIONS MUST BE ADHERED TO FOR CRAFT FAIRS, FLEA MARKETS, RUMMAGE SALES, AND SWAP MEETS EXCLUDING THE GRF ARTS AND CRAFTS FESTIVAL: (POLICY 1480-50)

- 4.1. Will not be allowed for a four-week period prior to the GRF Arts and Crafts Festival;
- 4.2. The maximum number of tables allowed shall be approved by the RD;
- 4.3. All items for sale must be sold by GRF Members; and
- 4.4. Operations will be monitored by the RD to ensure that all policies are followed.

5. CLUBHOUSE RULES

The following rules are to be posted in all clubhouses for the information and guidance of all concerned:

- 5.1. Clubhouse lobbies will be available for reservations with RD heads' approval. Lobby furniture may only be moved by custodial staff;
- 5.2. Dining and kitchen facilities shall be cleaned by the reserving member after being used. (Policy 1411-50);
- 5.3. Clubhouse One (1) Picnic Area shall be cleaned by the reserving member after being used, except for the BBQ, which shall be cleaned by the custodian after it has cooled down;
- 5.4. Clubhouse Three (3) BBQ's will be cleaned by the custodians;
- 5.5. The regulation of the thermostats shall only be controlled by the custodian on duty;
- 5.6. Malfunctioning and/or damaged equipment shall be reported to the custodian or the RD;
- 5.7. Items shall not be hung on window coverings or partitions at any time;
- 5.8. Only masking tape shall be used to attach items to the walls – no other type of

(Jul 19)

GOLDEN RAIN FOUNDATION Seal Beach, California

Recreation**AMEND****LIMITATIONS ON USE OF TRUST PROPERTY**

adhesive is authorized. Push pins or tacks may be used to attach items to the soundproofing panels;

5.9. No push pins or tacks can be used on walls. Any cost to repair will be charged to reserving party;

5.10. Items shall not be stored behind the stage drapes in Clubhouse Four (4), or in any other area of any clubhouse without RD approval;

5.11. Decibel sound levels inside clubhouses and outdoor entertainment areas should not exceed eighty (80) decibels and will be monitored by staff on duty;

5.12. Children under the age of eighteen (18) years shall remain under the constant visual supervision of an adult;

5.13. No Smoking (Policy 1412.2-50);

5.14. Only licensed Service or Emotional Support Animals', duly registered with Stock Transfer, are permitted in or on Trust property. (Policy 1023-33);

5.15. Power-driven mobility devices operated inside the clubhouses shall display an authorized handicap decal issued by the SD. The vehicle shall be operated at the lowest possible speed at all times within a clubhouse. Electric wheelchairs are exempted;

5.16. Any person, persons or activities which disturb an event shall be brought to the attention of the custodian or the SD;

5.17. All damages, repairs or unusual cleaning costs shall be the responsibility of the reserving Member;

5.18. Members shall notify the RD when a caterer will be used. (Policy 1431-50);

5.19. Candles shall only be used in Trust facilities without carpeting; and

5.20. GRF reserves the right to disallow the use of Trust property to any Member at any time.

6. SPECIFIC RULES OF CLUBS OR ORGANIZATIONS USING TRUST PROPERTY

Any club or organization using Trust property cannot make rules or regulations that conflict with the established rules and regulations of the GRF.

Neither the GRF, nor staff employed by the GRF, may become involved with enforcement of club or organization rules or regulations.

7. ELIGIBLE CLUBS AND ORGANIZATIONS

GRF Trust facilities shall be maintained and preserved for the social, cultural and recreational benefit of all GRF Members. Policies of control shall be reasonable, and yet not allow for exploitation of Members by individuals, groups, clubs or organizations.

Standard practices to be followed by clubs or organizations using GRF Trust facilities shall



Recreation

AMEND

LIMITATIONS ON USE OF TRUST PROPERTY

include the following:

- 7.1.** The club or organization shall have a defined purpose. A current annual application, with bylaws attached, must be filed with the RD.
- 7.2.** There shall be an annual business meeting, including election of at least three (3) officers, and financial accounting to Members of the club or organization of all funds.
- 7.3.** The club or organization shall specify a regularly scheduled meeting time and place.
- 7.4.** The RD shall be kept informed of any change of officers, By-laws or purpose of the club.
- 7.5.** Although Members are allowed to invite guests, no club may advertise or publicize its activities so as to infer its membership or events are open to non-GRF Members.
- 7.6.** Caregivers cannot belong to any club.
- 7.7.** Should a complaint be lodged by a member of a club for any reason, the RD can require all pertinent detailed documentation needed to resolve the complaint:
 - 7.7.1.** If a club refuses to comply with the request, they can have their use of Trust property suspended until they do;
 - 7.7.2.** If the complaint is found to be valid, the club will be given 30 days to remedy;
 - 7.7.3.** If the club fails to comply, the club's status as a recognized club in LW may be terminated, and all further use of Trust property will cease;
 - 7.7.4.** The Club has the right to appeal the RDs' decision to the Recreation Committee. Appeal must be in writing to the Recreation Committee Chair; and
 - 7.7.5.** A final appeal to the GRF Board, must be requested in writing to either the Executive Director or GRF President.
- 7.8.** GRF reserves the right to disallow the use of any Trust property to any club or organization at any time.

8. USE OF CLUBHOUSE FACILITIES BY OUTSIDE ORGANIZATIONS

Members that belong to an organization outside of the community may be permitted to reserve a clubhouse facility once each calendar year for an event by that organization if space is available.

A two hundred dollar (\$200) refundable fee is required at time of reservation from reserving

(Jul 19) **GOLDEN RAIN FOUNDATION Seal Beach, California**

**Recreation****AMEND****LIMITATIONS ON USE OF TRUST PROPERTY**

Member.

A charge will be made for the organization to use Trust property. All money must be paid at least ten (10) business days before the date of the event.

- | | | |
|-------------|-----------------------------------|-------------------------------|
| 8.1. | Up to two hundred (200) people: | \$200.00 non-refundable fee |
| 8.2. | Up to three hundred (300) people: | \$300.00 non-refundable fee |
| 8.3. | Up to four hundred (400) people: | \$400.00 non-refundable fee |
| 8.4. | Up to 500 hundred (500) people: | \$500.00 non-refundable fee |
| 8.5. | Over 501 hundred (501) people: | \$1,000.00 non-refundable fee |

Members are responsible for the organization's activities and shall ensure that the organization follows all established policies relating to Trust property use.

In the event that more than one Member belongs to the same outside organization, that organization is still limited to one invitation per calendar year.

9. GRF SPONSORED ACTIVITIES

Members are able to invite guests as long as the number of guests does not comprise a majority of the attendees.

10. HOURS

- 10.1.** The clubhouses will be open for the use of Members and guests accompanying them from 7:30 am to 10:00 pm.
- 10.2.** Hours of operation for the Exercise Room, Golf Course, and Swimming Pool will be determined administratively;
- 10.3.** The Exercise Room, Golf Course, and Swimming Pool will be limited to Members. Caregivers or guests are not permitted to use these areas;
- 10.4.** The Exercise Room, Golf Course, and Swimming Pool will be closed Thanksgiving, Christmas and New Year's Day;
- 10.5.** Any Trust facility may be closed at any time for maintenance;
- 10.6.** No personal trainers are allowed in the Exercise Room;
- 10.7.** The Amphitheater will be available for use by recognized clubs and organizations by reservation only. (Policy 1412-50);
- 10.8.** The Golden Age Foundation can use the hospitality area in Clubhouse Six (6) on any holiday for the benefit of the Members;
- 10.9.** Clubhouses One (1), Two (2), Four (4), Six (6), and building Five (5) will be closed Christmas and New Year's Day. Exceptions are at the discretion of the RD;
- 10.10.** Clubhouses One (1), Two (2), Six (6), and building Five (5) will be closed Thanksgiving Day. Exceptions are at the discretion of the RD;
- 10.11.** Any permanent operational time change(s) must be approved by the

GOLDEN RAIN FOUNDATION Seal Beach, California

(Jul 19)

**Recreation****AMEND****LIMITATIONS ON USE OF TRUST PROPERTY**

Recreation Committee.

11. NOTICE OF CLOSING

Whenever it may become necessary to close down or limit the use of any Trust facility for a non-emergency reason, advance notice of up to one month is to be given to the RD, who, will give proper notification to all concerned.

12. CHARGES

12.1. Charges will be assessed for clubs and/or private parties using Trust facilities when the scheduled or actual use extends beyond the official hours, or when additional help or special accommodations are is required. The rate to be used is the lowest established billing rate currently in effect as determined and published by the Accounting Office. In the event of overtime, a minimum of one hour will be charged;

12.2. Parties requesting the use of meeting rooms will be required to pay all charges for damages, repairs or unusual cleaning costs.

Document History

Adopted:	19 May 98	Amended:	21 Jul 98	Amended:	16 Sep 03
Amended:	20 Mar 07	Amended:	28 Apr 14	Amended:	13 Apr 17
Amended:	19 Dec 17	Amended:	23 Jul 19		

Keywords:

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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FACILITIES & AMENITIES REVIEW AD HOC COMMITTEE
SUBJECT: ADOPT 70-1406-2, LIMITATIONS ON USE, FEES **(FINAL VOTE)**
DATE: AUGUST 16, 2019
CC: FILE

At its meeting on July 9, 2019, the Facilities and Amenities Review Ad Hoc Committee recommended the GRF Board of Directors extract the fee schedule from 70-1406-1, Limitations on Use, creating a new document 70-1406-2, Limitations on Use, Fees.

At its meeting of July 23, 2019, the Board of Directors voted to tentatively amend this document, pending a 28-day notice period to Foundation members. The document draft was published in the July 25 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 adoption of 70-1406-2, Limitation on Use, Fees, during the 28-day notification to the membership period.

I move to recommend the GRF Board adopt 70-1406-2, Limitations on Use, Fee, as presented.



Recreation

ADOPT

LIMITATIONS ON USE OF TRUST PROPERTY

1. A charge will be made for the organization to use Trust property. All money must be paid at least ten (10) business days before the date of the event.

1.1. Under one hundred (100) people: \$200.00 non-refundable fee.

1.2. Up to two hundred (200) people: \$400.00 non-refundable fee.

1.3. Up to three hundred (300) people: \$500.00 non-refundable fee.

1.4. Up to four hundred (400) people: \$600.00 non-refundable fee.

1.5. Up to 500 hundred (500) people: \$800.00 non-refundable fee.

Over 501 hundred (501) people: \$1,000.00 non-refundable fee.

~~Limitations have been placed on certain Golden Rain Foundation (GRF) Trust facilities. The Recreation Department (RD) is authorized to verify the status of any user and may enlist the Security Department (SD) and/or other agencies to enforce this policy.~~

1. THE FOLLOWING TRUST FACILITIES ARE PROVIDED FOR THE USE OF GRF MEMBERS IN GOOD STANDING:

~~1.1. Car wash;~~

~~1.2. Exercise room (Policy 1466-50);~~

~~1.3. Golf course (Policy 1429.1-50 & 1429.2-50);~~

~~1.4. Lapidary room;~~

~~1.5. Swimming pool (Policy 1468-50); and~~

~~1.6. Woodshops~~

~~Caregivers may assist Members who use the facilities and remain with them, but they may not use the above facilities themselves.~~

~~Special events take precedence when approved by the RD.~~

2. DUE TO SAFETY FACTORS, THE FOLLOWING LIMITATIONS MUST BE ADHERED TO:

~~2.1. Power equipment, such as the equipment used in the lapidary room, woodshop or exercise room, shall not be used except under the supervision of a RD approved attendant or supervisor;~~

~~2.2. Football, baseball, soccer, hockey, basketball and other contact sports may not be played on GRF Trust property due to the possibility of injury to Members~~



Recreation

ADOPT

LIMITATIONS ON USE OF TRUST PROPERTY

and/or guests;

~~2.3. Risers may not be stacked upon one another for any activity in a clubhouse; and~~

~~2.4. Use of skateboards, razor-type scooters, roller skates, hoverboards, a Segway or roller blades is prohibited on all Trust property.~~

~~3. **THE FOLLOWING TRUST FACILITIES ARE PROVIDED FOR THE USE OF GRF MEMBERS IN GOOD STANDING AND THEIR GUESTS WHO ARE AT LEAST EIGHTEEN (18) YEARS OLD. MEMBERS MUST BE PRESENT AT ALL TIMES WHEN GUESTS ARE USING THESE FACILITIES:**~~

~~3.1. Amphitheater;~~

~~3.2. Art room;~~

~~3.3. Billiards rooms;~~

~~3.4. Card room;~~

~~3.5. Ceramics room;~~

~~3.6. Sewing room;~~

~~3.7. Shuffleboard court; and~~

~~3.8. Table tennis area (Policy 1463-50).~~

~~Caregivers may assist Members who use the facilities and remain with them, but they may not use the above facilities themselves.~~

~~4. **THE FOLLOWING LIMITATIONS MUST BE ADHERED TO FOR CRAFT FAIRS, FLEA MARKETS, RUMMAGE SALES, AND SWAP MEETS EXCLUDING THE GRF ARTS AND CRAFTS FESTIVAL: (POLICY 1480-50)**~~

~~4.1. Will not be allowed for a four-week period prior to the GRF Arts and Crafts Festival;~~

~~4.2. The maximum number of tables allowed shall be approved by the RD;~~

~~4.3. All items for sale must be sold by GRF Members; and~~

~~4.4. Operations will be monitored by the RD to ensure that all policies are followed.~~

~~5. **CLUBHOUSE RULES**~~

~~The following rules are to be posted in all clubhouses for the information and guidance of all concerned:~~

~~5.1. Clubhouse lobbies will be available for reservations with RD heads' approval. Lobby furniture may only be moved by custodial staff;~~

(Jul 19)

GOLDEN RAIN FOUNDATION Seal Beach, California



Recreation

ADOPT

LIMITATIONS ON USE OF TRUST PROPERTY

- ~~5.2. Dining and kitchen facilities shall be cleaned by the reserving member after being used. (Policy 1411-50);~~
- ~~5.3. Clubhouse One (1) Picnic Area shall be cleaned by the reserving member after being used, except for the BBQ, which shall be cleaned by the custodian after it has cooled down;~~
- ~~5.4. Clubhouse Three (3) BBQ's will be cleaned by the custodians;~~
- ~~5.5. The regulation of the thermostats shall only be controlled by the custodian on duty;~~
- ~~5.6. Malfunctioning and/or damaged equipment shall be reported to the custodian or the RD;~~
- ~~5.7. Items shall not be hung on window coverings or partitions at any time;~~
- ~~5.8. Only masking tape shall be used to attach items to the walls no other type of adhesive is authorized. Push pins or tacks may be used to attach items to the soundproofing panels;~~
- ~~5.9. No push pins or tacks can be used on walls. Any cost to repair will be charged to reserving party;~~
- ~~5.10. Items shall not be stored behind the stage drapes in Clubhouse Four (4), or in any other area of any clubhouse without RD approval;~~
- ~~5.11. Decibel sound levels inside clubhouses and outdoor entertainment areas should not exceed eighty (80) decibels and will be monitored by staff on duty;~~
- ~~5.12. Children under the age of eighteen (18) years shall remain under the constant visual supervision of an adult;~~
- ~~5.13. No Smoking (Policy 1412.2-50);~~
- ~~5.14. Only licensed Service or Emotional Support Animals', duly registered with Stock Transfer, are permitted in or on Trust property. (Policy 1023-33);~~
- ~~5.15. Power-driven mobility devices operated inside the clubhouses shall display an authorized handicap decal issued by the SD. The vehicle shall be operated at the lowest possible speed at all times within a clubhouse. Electric wheelchairs are exempted;~~
- ~~5.16. Any person, persons or activities which disturb an event shall be brought to the attention of the custodian or the SD;~~
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- ~~5.18. Members shall notify the RD when a caterer will be used. (Policy 1431-50);~~
- ~~5.19. Candles shall only be used in Trust facilities without carpeting; and~~
- ~~5.20. GRF reserves the right to disallow the use of Trust property to any Member at any time.~~

6. SPECIFIC RULES OF CLUBS OR ORGANIZATIONS USING TRUST PROPERTY

Any club or organization using Trust property cannot make rules or regulations that conflict

(Jul 19) **GOLDEN RAIN FOUNDATION Seal Beach, California**



Recreation

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LIMITATIONS ON USE OF TRUST PROPERTY

~~with the established rules and regulations of the GRF.~~

~~Neither the GRF, nor staff employed by the GRF, may become involved with enforcement of club or organization rules or regulations.~~

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~~GRF Trust facilities shall be maintained and preserved for the social, cultural and recreational benefit of all GRF Members. Policies of control shall be reasonable, and yet not allow for exploitation of Members by individuals, groups, clubs or organizations.~~

~~Standard practices to be followed by clubs or organizations using GRF Trust facilities shall include the following:~~

~~7.1. The club or organization shall have a defined purpose. A current annual application, with bylaws attached, must be filed with the RD.~~

~~7.2. There shall be an annual business meeting, including election of at least three (3) officers, and financial accounting to Members of the club or organization of all funds.~~

~~7.3. The club or organization shall specify a regularly scheduled meeting time and place.~~

~~7.4. The RD shall be kept informed of any change of officers, By-laws or purpose of the club.~~

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~~7.7. Should a complaint be lodged by a member of a club for any reason, the RD can require all pertinent detailed documentation needed to resolve the complaint:~~

~~7.7.1. If a club refuses to comply with the request, they can have their use of Trust property suspended until they do;~~

~~7.7.2. If the complaint is found to be valid, the club will be given 30 days to remedy;~~

~~7.7.3. If the club fails to comply, the club's status as a recognized club in LW may be terminated, and all further use of Trust property will cease;~~

~~7.7.4. The Club has the right to appeal the RDs' decision to the Recreation Committee. Appeal must be in writing to the Recreation Committee Chair; and~~

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GOLDEN RAIN FOUNDATION Seal Beach, California



Recreation

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LIMITATIONS ON USE OF TRUST PROPERTY

~~7.7.5. A final appeal to the GRF Board, must be requested in writing to either the Executive Director or GRF President.~~

~~7.8. GRF reserves the right to disallow the use of any Trust property to any club or organization at any time.~~

8. USE OF CLUBHOUSE FACILITIES BY OUTSIDE ORGANIZATIONS

~~Members that belong to an organization outside of the community may be permitted to reserve a clubhouse facility once each calendar year for an event by that organization if space is available.~~

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~~Members are able to invite guests as long as the number of guests does not comprise a majority of the attendees.~~

10. HOURS

~~10.1. The clubhouses will be open for the use of Members and guests accompanying them from 7:30 am to 10:00 pm.~~

~~10.2. Hours of operation for the Exercise Room, Golf Course, and Swimming Pool will be determined administratively;~~

~~10.3. The Exercise Room, Golf Course, and Swimming Pool will be limited to Members. Caregivers or guests are not permitted to use these areas;~~

~~10.4. The Exercise Room, Golf Course, and Swimming Pool will be closed Thanksgiving, Christmas and New Year's Day;~~

~~10.5. Any Trust facility may be closed at any time for maintenance;~~

~~10.6. No personal trainers are allowed in the Exercise Room;~~

~~10.7. The Amphitheater will be available for use by recognized clubs and organizations by reservation only. (Policy 1412-50);~~

~~10.8. The Golden Age Foundation can use the hospitality area in Clubhouse Six (6) on any holiday for the benefit of the Members;~~

~~10.9. Clubhouses One (1), Two (2), Four (4), Six (6), and building Five (5) will be closed Christmas and New Year's Day. Exceptions are at the discretion of the~~



Recreation

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LIMITATIONS ON USE OF TRUST PROPERTY

RD;

~~10.10. Clubhouses One (1), Two (2), Six (6), and building Five (5) will be closed Thanksgiving Day. Exceptions are at the discretion of the RD;~~

~~10.11. Any permanent operational time change(s) must be approved by the Recreation Committee.~~

11. NOTICE OF CLOSING

~~Whenever it may become necessary to close down or limit the use of any Trust facility for a non-emergency reason, advance notice of up to one month is to be given to the RD, who, will give proper notification to all concerned.~~

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~~12.1. Charges will be assessed for clubs and/or private parties using Trust facilities when the scheduled or actual use extends beyond the official hours, or when additional help or special accommodations are is required. The rate to be used is the lowest established billing rate currently in effect as determined and published by the Accounting Office. In the event of overtime, a minimum of one hour will be charged;~~

~~12.2. Parties requesting the use of meeting rooms will be required to pay all charges for damages, repairs or unusual cleaning costs.~~

Document History

Adopted:

Keywords:

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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 JULY FINANCIAL STATEMENTS
DATE: AUGUST 27, 2019
CC: FILE

At the regularly scheduled meeting of the Finance Committee on August 19, 2019, the Committee, in accordance with 40-5115-3 and all applicable sections of the civil code 5500, duly moved to recommend to the Golden Rain Foundation Board of Directors acceptance of the July 2019 financial statements for audit.

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

I move to accept the July 2019 financial statements for audit.

Financial Recap – July 2019

As of the seven-month period ended July 2019, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$401,705.

Major variances are:

Wages, Taxes & Benefits	382,810	Favorable: Wages \$160K; P/R Taxes \$23K; Workers' Comp \$26K; Group Ins \$152K; 401(k) Match \$21K
Temporary Agency Fees	(110,120)	Unfavorable: Temporary help for key positions.
Supplies	33,856	Favorable: Low requisitions YTD
Facilities Rentals & Maintenance	92,477	Favorable: Landscaping \$70K; Repairs & Maintenance \$10K; Service Contracts \$12K
Property & Liability Ins Prem	22,976	Favorable: Projected YE budget variance \$34K
Rental Income	(77,983)	Unfavorable: Lower unit sales than planned
Interest Income	87,636	Favorable: Actual yields > planned
News Advertising	(115,777)	Unfavorable: Budget planned more aggressive sales
SRO Labor Recovery	23,132	Favorable: Recoveries exceeds budget
Other Income	42,239	Favorable: Purchasing Processing Recovery \$26K; Lost Member ID Card \$11K

Reserve Funds	Fund Balance	Allocated For Current Projects	Allocated For Future Projects	For details, see page
Repairs & Replacements	\$9,809,230	\$1,154,960	\$8,654,270	7

Capital Funds	Fund Balance	Allocated Funds	Unallocated Funds	For details, see page
Capital Improvements	\$1,955,643	\$66,575	\$1,889,068	8

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

P.O. Box 2069
Seal Beach CA 90740

Description			
	Current Assets:		
1122000	Cash & cash equivalents	470,976	
	Non-Restricted Funds	86,603	
	Receivables	719,840	
	Prepaid expenses	206,379	
	Inventory of maintenance supplies	<u>552,730</u>	
	Total Current Assets		2,036,528
	Designated deposits		
1211000	Contingency Operating Fund	700,000	
	Reserve Fund	9,809,230	
1212500	Capital Improvement Fund-GRF	<u>1,955,643</u>	
	Total designated deposits		12,464,873
	Notes Receivable		
1411000	Notes Receivable	<u>35,602</u>	
	Total Notes Receivable		35,602
	Fixed Assets		
	Land, Building, Furniture & Equipment	38,130,085	
	Less: Accumulated Dep'n	<u>(24,380,645)</u>	
	Net Fixed Assets		13,749,440
	Other Assets		<u> </u>
	Total Assets		<u><u>28,286,443</u></u>

P.O. Box 2069
Seal Beach CA 90740

Description			
Liabilities & Equity			
Current Liabilities:			
	Accounts payable	540,897	
	Project Committments	118,534	
	Prepaid Deposits	9,950	
	Accrued payroll & payroll taxes	676,252	
	Unearned Income	95,913	
	Accrued expenses	154,423	
	Accrued property taxes	73,370	
	Total Current Liabilites	1,669,339	
	Total Liabilities		1,669,339
Equity			
Mutuals' Beneficial Interest			
3211000	Contingency Operating Reserve Equity	700,000	
3212000	Reserve Equity	9,699,722	
3394000	Capital Fund Equity	1,946,618	
3310000	Beneficial Interest in Trust	12,398,085	
	Total Mutuals' Beneficial Interest		24,744,425
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	(253,916)	
	Total Excess Income		(253,916)
3920000	Dep'n & Amortization		(4,131,555)
	Net Stockholders' Equity		26,617,105
	Total Liabilities & Stockholders' Equity		28,286,443

Golden Rain Foundation

Cash Flow Activity - All Reserves

For the Period Ended July 31, 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		729,168			729,168
Funded: Amenities Fees collected	(311)	577,060	577,060		1,154,119
Funded: M17 Lease Fees collected	(25)	5,821	5,821		11,641
Funded: Interest on Funds		60,929	3,262		64,191
Progress Payments on CIP					-
Expenditures		(1,036,497)	(273,504)		(1,310,001)
Commitments		(260,174)		(150,000)	(260,174)
Transfers to/from Funds	150,000				-
Interest Income Allocation				211,058	211,058
Net Monthly Activity					
Balance 07/31/2019	700,000	9,809,230	1,955,643	86,603	12,551,477
Net Activity	150,000	76,305	312,638	61,058	600,002

Golden Rain Foundation
Quick Balance Sheet Analysis
For the Period Ended July 31, 2019

SELECTED BALANCE SHEET ITEMS

	Current Balance	Prior Month	Increase (Decrease)
Cash In Bank	557,579	291,865	265,714
Current Assets	14,501,401	14,226,011	275,390
Current Liabilities	1,669,339	1,610,328	59,011
Current Ratio	8.69	8.83	
Designated Deposits:	12,464,873	12,470,757	(5,884)
Reserve Fund			
Liability & Disaster Insurance Fund			
Capital Improvement Fund			
Contingency Operating Fund			

RESULT OF OPERATIONS

Current Month	Actual	Budget	Variance	%
Income	1,459,774	1,431,003	28,771	2.01
Expense	1,497,711	1,561,126	63,415	4.06
Net Materials Recovery(Pass Thru)	0	0	0	
Excess Income or (Expense)	(37,937)	(130,123)	92,186	
Year To Date	Actual	Budget	Variance	%
Income	9,906,951	9,926,883	(19,932)	(0.20)
Expense	9,532,338	9,953,975	421,637	4.24
Net Materials Recovery(Pass Thru)	0	0	0	
Excess Income or (Expense)	374,613	(27,092)	401,705	

Full Time Equivalents		
For the Month	Average YTD	Planned - 2019
156.83	159.66	169.09



Golden Rain Foundation

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Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE (CM)
SUBJECT: FUNDS TRANSFER REQUEST – RESERVE FUNDS
DATE: AUGUST 27, 2019
CC: FILE

At the regularly scheduled meeting of the Finance Committee on August 19, 2019, the members discussed the liquid funds held in various financial institutions and expressed interest in closing the money market account held at First Foundation Bank, as all CDARs held by First Foundation Bank have matured, and to transfer these proceeds, plus additional liquid funds in the US Bank reserve money market account to Morgan Stanley for further investing.

The Committee moved to recommend to the GRF Board the transfer of the balance in the First Foundation Bank money market account, of approximately \$25,853 in reserve funds, to close the account, plus \$1,600,000 of reserve funds from US Bank to Morgan Stanley, for the purpose of maximizing insured funds and to invest in brokered CDs at Morgan Stanley.

To approve a transfer of the balance in the First Foundation Bank money market account, of approximately \$25,853 in reserve funds, to close the account, plus \$1,600,000 of reserve funds from US Bank to Morgan Stanley, for the purpose of maximizing insured funds and to invest in brokered CDs at Morgan Stanley.

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Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE (CM)
SUBJECT: CD PURCHASE REQUEST – RESERVE FUNDS
DATE: AUGUST 27, 2019
CC: FILE

At the regularly scheduled meeting of the Finance Committee on August 19, 2019, the members 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 \$1,600,000, plus the balance of the First Foundation Bank money market account of reserve funds, with terms ranging from 6 months to 12 months, at the prevailing interest rates, at the time of purchase.

To approve the purchase of brokered CDs from Morgan Stanley, totaling \$1,600,000, plus the balance of the First Foundation Bank money market account of reserve funds, with terms ranging from 6 months to 12 months, at the prevailing interest rates, at the time of purchase.

Reserve Funds Investment Ladder

Term	Maturity Month	Investment Amount	Rate	Loc
0	Sep-19	244,000	2.45%	U
1	Oct-19	244,000	2.45%	U
2	Nov-19	245,000	2.65%	U
3	Dec-19	243,000	2.65%	U
4	Jan-20	343,000	2.70%	U/M
8	Feb-20	1,000,000	2.50%	U
6	Mar-20	300,000	2.45%	U
7	Apr-20	246,000	2.65%	U
8	May-20	500,000	2.40%	M
9	Jun-20	245,000	2.85%	U
10	Jul-20	778,000	2.75%	U/M
11	Aug-20	490,000	1.95%	M
12	Sep-20	-		
13	Oct-20	246,000	2.85%	U
14	Nov-20	490,000	2.35%	M
15	Dec-20	738,935	3.10%	U/M
16	Jan-21	245,000	2.75%	U
17	Feb-21	-		
18	Mar-21	-		
19	Apr-21	245,000	3.05%	U
20	May-21	245,000	3.15%	U
21	Jun-21	-		
22	Jul-21	245,000	2.75%	U
23	Aug-21	-		
24	Sep-21	-		
25	Oct-21	245,000	3.15%	U
26	Nov-21	-		
27	Dec-21	-		
28	Jan-22	-		
29	Feb-22	-		
30	Mar-22	-		
31	Apr-22	-		
32	May-22	-		
33	Jun-22	-		
34	Jul-22	-		
35	Aug-22	-		
36	Sep-22	-		



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Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE (CM)
SUBJECT: CD PURCHASE REQUEST – CAPITAL IMPROVEMENT FUNDS
DATE: AUGUST 27, 2019
CC: FILE

At the regularly scheduled meeting of the Finance Committee on August 19, 2019, the members reviewed the Capital Fund CD investment ladder and noted a CD maturing in September 2019.

Following this discussion, the Committee passed a motion to recommend to the GRF Board, upon maturity of a CD in September, the purchase of brokered CDs from US Bancorp, totaling \$247,000 of Capital Improvement funds, with a term ranging from 12 months to 18 months, at the prevailing interest rates, at the time of purchase.

To approve the purchase of brokered CDs from US Bancorp, upon maturity of a CD in September, totaling \$247,000 of Capital Improvement funds, with a term ranging from 6 months to 12 months, at the prevailing interest rates, at the time of purchase.

Capital Funds Investment Ladder

Term	Maturity Month	Investment Amount	Rate
0	Sep-19	247,000	2.35%
1	Oct-19		
2	Nov-19		
3	Dec-19		
4	Jan-20		
8	Feb-20		
6	Mar-20	253,000	2.45%
7	Apr-20	250,000	2.35%
8	May-20		
9	Jun-20		
10	Jul-20		
11	Aug-20		
12	Sep-20		
13	Oct-20	250,000	2.40%
14	Nov-20		
15	Dec-20		
16	Jan-21		
17	Feb-21		
18	Mar-21		
19	Apr-21		
20	May-21		
21	Jun-21		
22	Jul-21		
23	Aug-21		
24	Sep-21		
25	Oct-21		
26	Nov-21		
27	Dec-21		
28	Jan-22		
29	Feb-22		
30	Mar-22		
31	Apr-22		
32	May-22		
33	Jun-22		
34	Jul-22		
35	Aug-22		
36	Sep-22		



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Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE (CM)
SUBJECT: APPROVE NEW VENDOR, LOCKBOX SERVICES
DATE: AUGUST 27, 2019
CC: FILE

At the regularly scheduled meeting of the Finance Committee on August 19, 2019, the Committee discussed alternatives to replace the current lockbox services utilized to process member monthly assessment payments. US Bank has been providing lockbox services and will be discontinuing these services by March 2020.

Following a discussion on a solution, the Committee passed a motion to recommend to the GRF Board to accept the proposal submitted by ClickPay and to authorize the President to sign the proposal. See Exhibit A for pricing.

I move to accept the proposal submitted by ClickPay and to authorize the President to sign the proposal.



Benefits:

1. Experience in processing payments for a multi-company platform
2. Lockbox address can be local (City of Industry but based in New Jersey)
3. No cost to GRF
4. Check imaging
5. Files are compatible with Jenark
6. API integrated solution where members can see their account balances
7. Billpay checks are converted to ACH
8. Many payment options to offer:
 - a. Mail to lockbox
 - b. In person
 - c. Online billpay
 - d. Online portal

Lockbox and web portal services

ClickPay Services:	ClickPay Fees	Cost to GRF	Cost to Member/Shareholder
Lockbox Processing	\$0.50 per transaction	0	0
Bank Bill Pay Payments (E-Lockbox)	\$0.50 per transaction	0	0
Lockbox Annual Fee	\$1,250	0	0
Implementation Fee	Waived for US Bank Partners	0	0
ClickPay Portal for ACH Payments	\$2.95 per transaction	0	\$2.95 per transaction
Payments by Credit/Debit Card	3.00%	0	3.00%

Lockbox processing, bank bill pay payments and lockbox annual fees will be paid by US Bank.



Golden Rain Foundation

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Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE
SUBJECT: RESCIND 30-5519-3, COMMITTEE BUDGETED EXPENSES
DATE: AUGUST 20, 2019
CC: FILE

At its meeting on August 19, 2019, the Finance Committee recommended the GRF Board of Directors rescind 30-5119-3, Committee Budgeted Expenses.

I move to rescind 30-5119-3, Committee Budgeted Expenses, as it is no longer applicable.

ADMINISTRATION**Committee Budgeted Expenses****RESCIND**

Standing committees of the Foundation have been allocated \$1,000, general ledger number 6961000, for discretionary use by the Committee under the following guidelines:

1. Budgeted funds may only be used between July to December of each year.
2. All expenditures of the fund require majority vote by the Committee from a duly posted agenda item.
3. Funds shall be solely used in a manner which provides a benefit to the community and/or Committee function.

Document History

Adopted: 23 Oct 18 Amended: 22 Jul 19

Keywords:



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE (CM)
SUBJECT: APPROVAL OF THE PROPOSED 2020 OPERATING BUDGET
DATE: AUGUST 27, 2019
CC: FILE

At the regularly scheduled meeting of the Finance Committee on August 19, 2019, the Committee duly moved to recommend to the GRF Board of Directors approval of the proposed 2020 operating budget. See Exhibit A.

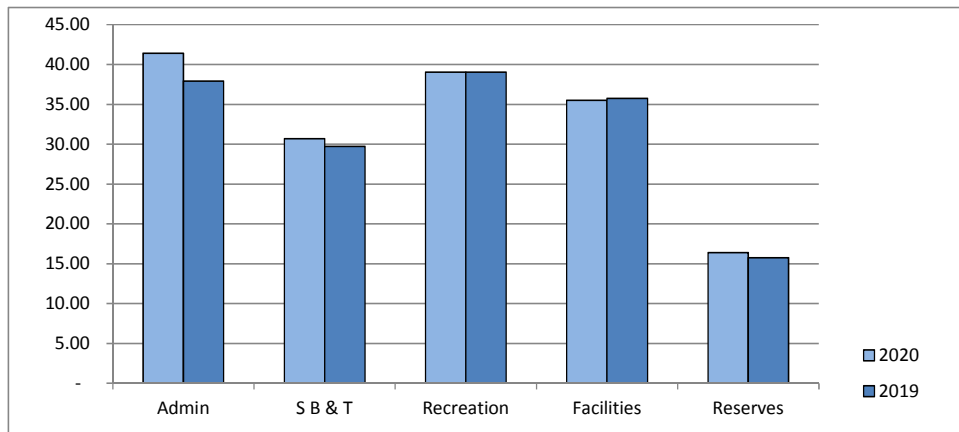
I move to approve the proposed 2020 Operating Budget, as presented in Exhibit A.

EXHIBIT A

Recap of 2020 Budget by Cost Center Presented to Committees in August				
CC	Name	PAPM	Change	Comments
101	ADRC	3.29	(0.48)	Reduced landscaping expense
236	News	3.31	3.74	Add'l staff; Reduced Ad income
320	Human Resources	4.00	(0.17)	Payroll changes down; recruitment exp. Up
322	Emergency Preparedness	0.32	0.03	
330	Administration	12.00	(0.24)	Full year of Superwire
431	Finance	12.79	-	
432	Purchasing	2.95	(0.31)	Processing recovery @ 5%
439	Resales Office	(6.01)	(0.05)	Anticipated reduced unit sales
460	Health Care Center	(8.32)	-	
465	Reserve Contributions	16.39	0.63	Per strategic plan
533	Stock Transfer	1.62	0.64	Anticipated reduced stock cert fees; Temp agency fees
544	Copy & Supply	2.10	(0.10)	Increased copy & notary fee income
545	Mutual Administration	7.55	0.46	Payroll; Add'l legal \$25k
574	Service Maintenance	12.34	(0.49)	Payroll; Uniforms
575	Svc Maint - Trust Property	3.64	(0.03)	
629	Admin Building	0.42	-	
651	Clubhouse One	0.56	-	
652	Clubhouse Two	0.57	-	
653	Clubhouse Three	0.63	-	
654	Clubhouse Four	0.61	(0.02)	
655	Building 5	0.44	-	
656	Clubhouse Six	1.44	0.09	Min wage adjustment
670	Physical Properties	14.73	(0.04)	
679	Community Facilities	4.81	0.32	Trash, street repairs, Prop Insurance
735	Library	4.14	(0.37)	Reduced books, subscriptions & comm events
740	Recreation	6.22	(0.54)	Comm Entertain reduced by \$26k
745	Amphitheater	3.18	(0.07)	Comm Entertain reduced by \$20k
746	Golf Course	3.01	0.08	Min wage adjustment
748	Pool	1.90	0.13	Min wage adjustment
749	Janitorial	17.21	0.74	Contract increase
847	5.5 Acre Storage Lot	(0.39)	0.01	
837	Security	22.55	1.49	Payroll & uniforms; min wage adjustment
838	Transportation	8.16	(0.52)	Min wage adjustment & equipment repairs
934	Information Systems	4.98	-	
		(0.03)	(0.02)	Rounding
	Total	163.11	4.91	

Golden Rain Foundation
With Monthly Unit Cost Comparison

Dept. Name	<u>Wages & Benefits</u>	<u>Operating Cost</u>	<u>Total Cost</u>	<u>Other Income</u>	<u>Net Trust Cost</u>	<u>2020 Monthly per unit</u>	<u>2019 Monthly per unit</u>	<u>Monthly Change</u>
Administration								
101 Architectural Design & Review	\$ -	\$ 261,844	\$ 261,844	\$ 900	\$ 260,944	\$ 3.29	\$ 3.77	\$ (0.48)
236 News	626,706	428,229	1,054,935	792,221	262,714	3.31	(0.43)	3.74
320 Human Resources	261,348	55,708	317,056	-	317,056	4.00	4.17	(0.17)
322 Emergency Preparedness	19,260	5,936	25,196	-	25,196	0.32	0.29	0.03
330 Administration	471,651	631,371	1,103,022	151,282	951,740	12.00	12.24	(0.24)
431 Finance	811,443	244,307	1,055,750	41,500	1,014,250	12.79	12.79	-
432 Purchasing	260,372	21,677	282,049	48,000	234,049	2.95	3.26	(0.31)
439 Resales Office	-	5,159	5,159	481,726	(476,567)	(6.01)	(5.96)	(0.05)
460 Health Care Center	-	-	-	660,000	(660,000)	(8.32)	(8.32)	-
533 Stock Transfer	238,236	151,796	390,032	261,750	128,282	1.62	0.98	0.64
544 Copy & Supply Center	89,926	91,958	181,884	15,180	166,704	2.10	2.20	(0.10)
545 Mutual Administration	553,629	45,435	599,064	-	599,064	7.55	7.09	0.46
629 Administration Building	-	32,911	32,911	-	32,911	0.42	0.42	-
655 Building 5	-	\$ 37,084	37,084	2,580	34,504	0.44	0.44	-
934 Information Technology	164,942	230,260	395,202	600	394,602	4.98	4.98	-
Total Administration	\$ 3,497,513	\$ 2,243,674	\$ 5,741,187	\$ 2,455,739	\$ 3,285,448	\$ 41.43	\$ 37.92	\$ 3.51
Security and Transportation								
837 Security	\$ 1,715,761	\$ 83,523	\$ 1,799,284	\$ 10,800	\$ 1,788,484	\$ 22.55	\$ 21.06	\$ 1.49
838 Bus & Transportation	502,224	144,714	646,938	-	646,938	8.16	8.68	(0.52)
Total Security & Transportation	\$ 2,217,985	\$ 228,237	\$ 2,446,222	\$ 10,800	\$ 2,435,422	\$ 30.71	\$ 29.74	\$ 0.97
Recreation Services								
651 Clubhouse 1	\$ -	\$ 44,081	\$ 44,081	\$ -	\$ 44,081	\$ 0.56	0.56	\$ -
652 Clubhouse 2	-	\$ 44,830	44,830	-	44,830	0.57	0.57	-
653 Clubhouse 3	-	\$ 49,693	49,693	-	49,693	0.63	0.63	-
654 Clubhouse 4	-	\$ 48,111	48,111	-	48,111	0.61	0.63	(0.02)
656 Exercise Room	88,692	61,220	149,912	36,000	113,912	1.44	1.35	0.09
735 Library	261,964	84,659	346,623	18,100	328,523	4.14	4.51	(0.37)
740 Recreation Management	432,362	113,108	545,470	52,600	492,870	6.22	6.76	(0.54)
745 Amphitheater	-	\$ 256,999	256,999	4,750	252,249	3.18	3.25	(0.07)
746 Golf Course	59,711	\$ 180,609	240,320	1,800	238,520	3.01	2.93	0.08
748 Swimming Pool	92,043	\$ 58,430	150,473	-	150,473	1.90	1.77	0.13
749 Janitorial	-	\$ 1,367,332	1,367,332	3,000	1,364,332	17.21	16.47	0.74
847 5.5 Acre Storage Area	-	\$ 14,967	14,967	46,000	(31,033)	(0.39)	(0.40)	0.01
Total Recreation	\$ 934,772	\$ 2,324,039	\$ 3,258,811	\$ 162,250	\$ 3,096,561	\$ 39.05	\$ 39.03	\$ 0.02
Community Facilities								
574 Service Maintenance	\$ 2,348,952	\$ 125,867	\$ 2,474,819	\$ 1,496,391	\$ 978,428	\$ 12.34	12.83	\$ (0.49)
575 Trust Property	286,071	2,495	288,566	-	288,566	3.64	3.67	(0.03)
670 Physical Property Management	1,269,414	39,276	1,308,690	141,000	1,167,690	14.73	14.77	(0.04)
679 Community Facilities	-	383,150	383,150	1,400	381,750	4.81	4.48	0.33
Total Property	\$ 3,904,437	\$ 550,788	\$ 4,455,225	\$ 1,638,791	\$ 2,816,434	\$ 35.52	\$ 35.75	\$ (0.23)
Reserve Contributions								
	-	1,300,000	1,300,000	-	1,300,000	16.39	15.76	0.63
Total Trust Administration Cost	\$ 10,554,707	\$ 6,646,738	\$ 17,201,445	\$ 4,267,580	\$ 12,933,865	\$ 163.11	\$ 158.20	\$ 4.91



Golden Rain Foundation							
2020 Operating Budget							
By Line Item							
				PAPM	PAPM	Change	
Account	Title	2020	2019	2020	2019	Annual	PAPM
Salaries, Wages and Benefits:							
6100000	Salaries and wages	\$ 8,515,520	\$8,233,057	107.39	103.83	\$ 282,463	3.56
6101000	Commissions	55,160	42,000	0.70	0.53	\$ 13,160	0.17
6140000	Payroll Taxes	678,508	692,363	8.56	8.73	(13,855)	(0.17)
6142000	Workers' Compensation	262,366	309,119	3.31	3.90	(46,753)	(0.59)
6143000	Group Insurance - Medical	759,132	860,136	9.57	10.85	(101,004)	(1.28)
6143300	Group Insurance - Dental	17,580	17,388	0.22	0.22	192	0.00
6143500	Group Insurance - Vision	11,472	11,244	0.14	0.14	228	0.00
6144000	Retirement Contributions	179,693	174,627	2.27	2.20	5,066	0.07
6145000	Group Insurance - Life, AD & D	34,740	31,896	0.44	0.39	2,844	0.05
6146000	Long Term Disability	40,536	37,236	0.51	0.47	3,300	0.04
Total Salaries, Wages and Benefits		\$ 10,554,707	\$ 10,409,066	133.11	131.27	\$ 145,641	\$ 1.84
Operating and Fixed Expenses:							
621XXXX	Employee Related Expenses	\$ 127,432	\$ 173,722	1.61	2.19	(46,290)	(0.58)
6211000	Continuing Education	18,260	24,841	0.23	0.31	(6,581)	(0.08)
6214000	Meals & Special Events	46,610	47,096	0.59	0.59	(486)	0.00
6215000	Mileage	9,122	7,083	0.12	0.09	2,039	0.03
6217000	Uniforms & Laundry	22,924	42,861	0.29	0.54	(19,937)	(0.25)
6410000	Materials & Supplies	358,747	388,187	4.52	4.90	(29,440)	(0.38)
6420100	Electricity	345,247	358,278	4.35	4.52	(13,031)	(0.17)
6422000	Telephone	129,808	125,688	1.64	1.59	4,120	0.05
6424100	Trash	117,144	111,564	1.48	1.41	5,580	0.07
6425100	Natural Gas	25,879	22,415	0.33	0.28	3,464	0.05
6432100	Audit Fees	149,500	144,000	1.89	1.82	5,500	0.07
6434100	Legal Fees	151,500	133,325	1.91	1.67	18,175	0.24
6435100	Bank Service Fees	17,456	22,012	0.22	0.28	(4,556)	(0.06)
6438000	Other Professional Fees	81,685	76,800	1.03	0.97	4,885	0.06
6444000	Equipment Rental	61,242	55,334	0.77	0.70	5,908	0.07
6471000	Building Repairs & Maintenance	49,375	32,098	0.62	0.40	17,277	0.22
6472XXX	Equipment Repairs & Maintenance	121,114	156,161	1.53	1.97	(35,047)	(0.44)
6473000	Hazardous Material Disposal	5,556	5,554	0.07	0.07	2	0.00
6474100	Janitorial	1,327,332	1,269,108	16.74	16.00	58,224	0.74
6475100	Landscape Maintenance	404,168	444,416	5.10	5.60	(40,248)	(0.50)
6476000	Sewer Maintenance	37,640	35,140	0.47	0.44	2,500	0.03
6476500	Street Repair and Maintenance	35,004	26,760	0.44	0.34	8,244	0.10
6477210	Pest Control	16,924	19,220	0.21	0.24	(2,296)	(0.03)
6478000	Service Contracts	65,248	74,478	0.82	0.94	(9,230)	(0.12)
6481000	Computer Maintenance & Software	88,087	75,920	1.11	0.96	12,167	0.15
6481500	Community Entertainment	343,022	388,088	4.33	4.89	(45,066)	(0.56)
6482000	Dues & Membership Fees	18,657	15,416	0.24	0.19	3,241	0.05
6482500	Election Expense	70,000	63,000	0.88	0.79	7,000	0.09
6483XXX	Vehicle Fuel	79,400	82,928	1.00	1.05	(3,528)	(0.05)
6483201	Annual Mailouts	10,705	18,355	0.14	0.23	(7,650)	(0.09)
6483500	Newspaper Distribution	117,528	125,388	1.48	1.58	(7,860)	(0.10)
64835XX	Printing	240,750	253,034	3.04	3.19	(12,284)	(0.15)
6484000	Permits & Licenses	44,226	38,484	0.56	0.49	5,742	0.07
6484500	Postage	28,750	30,000	0.36	0.38	(1,250)	(0.02)
6485500	Record Retention	2,400	2,620	0.03	0.03	(220)	0.00

Golden Rain Foundation							
2020 Operating Budget							
By Line Item							
				PAPM	PAPM	Change	
Account	Title	2020	2019	2020	2019	Annual	PAPM
Operating and Fixed Expenses: (continued)							
6710001	OC User Fees	19,880	-	0.25	0.00	19,880	0.25
6721000	Federal & State Income tax	2,000	2,000	0.03	0.03	0	0.00
6731000	Property & Liability Insurance	551,793	487,269	6.96	6.14	64,524	0.82
6731001	Insurance - Other	2,174	2,174	0.03	0.03	0	0.00
6910000	Uncollectible & Misc Writeoffs	2,450	3,950	0.03	0.05	(1,500)	(0.02)
8160000	Committee Non-Budgeted Expense	0	10,000	0.00	0.13	(10,000)	(0.13)
8161000	Replacement Reserve Funding	1,300,000	1,250,000	16.39	15.76	50,000	0.63
Total Operating and Fixed Expense		\$ 6,646,738	\$ 6,644,767	83.82	\$ 83.78	\$ 1,972	\$ 0.06
Total Cost of Trust Administration							
	Before Other Sources of Income	\$ 17,201,445	\$ 17,053,833	\$ 216.93	215.07	\$ 147,613	\$ 1.90
Other Income Sources:							
5330000	Mutual Management Fee	44,400	44,400	0.56	0.56	0	0.00
5345000	Certificate Prep Fees	188,100	223,950	2.37	2.82	(35,850)	(0.45)
5351100	Parking Fines	10,800	15,000	0.14	0.19	(4,200)	(0.05)
5380332	Trust processing fee	33,600	31,740	0.42	0.40	1,860	0.02
5385000	Permit Fees & Misc. Income	381,511	341,305	4.81	4.30	40,206	0.51
5891000	SRO Labor Costs Recovery	1,496,391	1,496,391	18.87	18.87	0	0.00
5395000	Rental Charges & Other Fees	72,001	57,000	0.91	0.72	15,001	0.19
5395000	Resales Office Rent	481,726	478,500	6.08	6.03	3,226	0.05
5395000	Health Care Center Rent	660,000	660,000	8.32	8.32	0	0.00
5395005	Locker User Fees	1,500	-	0.02	0.00	1,500	0.02
5396000	Taxable Other Income	1,800	1,800	0.02	0.02	0	0.00
5396100	Taxable Other Income - STI	69,600	11,600	0.88	0.15	58,000	0.73
5731500	Advertising	786,711	1,140,504	9.92	14.38	(353,793)	(4.46)
5397100	Interest	240,000	75,390	3.03	0.95	164,610	2.08
5398000	Interest Income Allocation	(205,000)	(72,886)	(2.59)	(0.92)	(132,114)	(1.67)
5540000	Discounts	4,440	4,319	0.06	0.05	121	0.01
Total Income From Other Sources		\$ 4,267,580	\$ 4,509,013	\$ 53.82	\$ 56.84	\$ (241,433)	\$ (3.02)
	Net Cost of Trust Administration	\$ 12,933,865	\$ 12,544,820	\$ 163.11	158.20	\$ 389,045	\$ 4.91

Golden Rain Foundation 2020 Operating Budget Narrative

The following narrative addresses the change in each Cost Center causing an increase or decrease in the per apartment per month (PAPM) assessment by \$0.05 or more as presented in the 2020 draft operating budget.

Cost Center	Name	Change	Narrative
101	ADR	(0.48)	Landscape contract expense was reduced by \$17,676 to match the current contract. Landscape extras and tree trimming were reduced by \$20K, as \$50K is allocated in the reserve study for plant replacement.
236	News	3.74	A new position (Graphics Designer) was added for \$49K as approved by the EC on 7/12/2019. Ad revenue was reduced by a net \$339K to bring to a more realistic figure. As such, sales staffing was reduced by \$75.6K.
320	HR	(0.17)	Wages & benefits was reduced by \$17K due to staffing changes.
330	Admin	(0.24)	Revenues are based on Superwire's presence for the entire year compared to the 2019 budget which assumed presence for two months. Increase in Superwire revenue of \$73K includes rental income and income from sales. The increase in revenues is offset by an increase in property and liability insurance expense of \$56K which is based on the high-end estimate from the broker.
432	Purchasing	(0.31)	Purchasing Processing fees were adjusted (increased) by \$30K to reflect 5% per Policy 40-3324-2 as amended in January 2019.
439	Resales	(0.05)	The estimate for the Resales Office revenue is based on a 24-month average and reflects a decrease in revenue by \$3K.
465	Reserves	0.63	Based on the board's strategic plan, the planned increase to reserve contribution for 2020 is \$50K.
533	Stock Transfer	0.64	\$25K was added for staff support during the elections. Certificate prep fees were reduced by \$36K due to anticipated continued low unit sales volumes.
544	Copy & Supply	(0.10)	Equipment rental increased by \$4,774 to reflect the renewed Konica contract for the B&W copier. Revenue increased by \$7,680 for copy, notary and passport photo recoveries.
545	Mutual Admin	0.46	Legal/Fair Housing expenses of \$25,000 were added to the 2020 operating budget to cover legal expenses relating to compliance to fair housing, DEFH and HUD law.
574	Svc Maint.	(0.49)	Workers' comp insurance premiums were reduced by \$16K based on broker estimates. Medical insurance was reduced by \$39K. The 2020 budget is based on current actual participation and anticipated future participation for

Golden Rain Foundation 2020 Operating Budget Narrative

			new hires. These total combined benefits show an overall 10.7% (\$122K) decrease over the 2019 budget.
656	CH6	0.09	The entry wage rate was adjusted to \$15/hour offset by a small reduction in hours scheduled.
679	Comm Fac.	0.32	Trash increased by \$5,580 and is based on increased rates effective 8/1/2019. Building, sewer and street repair expenses increase by \$12,646. Property & liability insurance expense increased by \$8,571 and is based on the high-end estimate from the broker.
735	Library	(0.37)	Wages and benefits were reduced by \$10K due to a slight reduction in scheduled hours. Continuing education was reduced by \$3K. Patron books and subscriptions were reduced by \$16,869 to support a decrease in books and subscription purchases. Programs and events were reduced by \$8K eliminating three holiday-themed art contests and canopies used at author speak events. Anticipated donations from the Friends of the Library were reduced by \$10K.
740	Recreation	(0.54)	Wages and benefits were reduced by \$20K due to a 0.45 reduction in FTEs coupled with the change in medical insurance premiums. The 2020 budget is based on current actual participation and anticipated future participation for new hires. These total combined benefits show an overall 10.7% (\$122K) decrease over the 2019 budget. On 8/5/2019, the Rec Committee reduced Community entertainment by \$26K, eliminating the Community Expo, Fall Festival, MLK Remembrance, St. Patrick's Day Dinner & Dance and the Valentine's Day Dance.
745	Amph	(0.07)	The budget for Amphitheater shows was reduced by \$20K assuming lower-cost shows. Additionally, show sponsorship revenue was reduced by \$5K.
746	Golf	0.08	The entry wage rate was increased to \$15/hour.
748	Pool	0.13	The entry wage rate was increased to \$15/hour plus a reduction in building supplies and equipment expense.
749	Janitorial	0.74	The budget is based on the current contract which takes into consideration the increase in minimum wage.
837	Security	1.49	The entry wage rate was increased to \$15/hour offset by a reduction in Workers' Comp and Group Medical Insurance. Uniforms and laundry was reduced by \$7K due entering into a new uniform contract.
838	Transport	(0.52)	The entry wage rate was increased to \$15/hour offset by a reduction in FTEs by 0.70 as a result of a reduction in scheduled hours. Equipment repairs & maintenance was reduced by \$17K then further reduced by \$9K due to a reduction in minibus schedule. FTEs were reduced by 0.50 and total wages, benefits, maintenance and fuel

Golden Rain Foundation 2020 Operating Budget Narrative

			were reduced by \$17K due to the reduction in minibus schedule.																																													
All	Merit Pool	0.03	Salaries include a merit pool of 0.95% or \$79,344.																																													
All	Workers Comp	(0.58)	<p>Premiums are calculated using rates assigned to four different classifications of job positions. These rates are based on the degree of physical activities involved with each position. Positions requiring more physical activities, such as inspectors, service maintenance crew and security staff have a higher rate compared to office staff positions requiring a lesser degree of physical activity. As such, some cost center budgets will show a different % change than other cost centers. The 2020 overall budget is based on the high-end quote from our insurance broker resulting in the following:</p> <table><tr><td>2019</td><td>2019</td><td>2019</td><td></td><td></td></tr><tr><td>Actual</td><td>Budget</td><td>Variance</td><td>%</td><td></td></tr><tr><td>272,522</td><td>309,119</td><td>36,597</td><td>11.8%</td><td>Favorable</td></tr><tr><td>2020</td><td>2019</td><td>2019</td><td></td><td></td></tr><tr><td>Budget</td><td>Budget</td><td>Variance</td><td>%</td><td></td></tr><tr><td>255,371</td><td>309,119</td><td>-53,748</td><td>-17.4%</td><td>Decrease</td></tr><tr><td>2019</td><td>2020</td><td>2019</td><td></td><td></td></tr><tr><td>Actual</td><td>Budget</td><td>Variance</td><td>%</td><td></td></tr><tr><td>272,522</td><td>255,371</td><td>-17,151</td><td>-6.7%</td><td>Decrease</td></tr></table>	2019	2019	2019			Actual	Budget	Variance	%		272,522	309,119	36,597	11.8%	Favorable	2020	2019	2019			Budget	Budget	Variance	%		255,371	309,119	-53,748	-17.4%	Decrease	2019	2020	2019			Actual	Budget	Variance	%		272,522	255,371	-17,151	-6.7%	Decrease
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All	Group Ins	(1.19)	The 2020 budget for our group health plans includes Medical, Dental, Vision, and Life Insurance. The assumptions for 2020 are a 12% increase in current actual rates for the medical plan and 5% for all other plans. The 2020 budget is based on current actual participation and anticipated future participation for new hires. These total combined benefits show a overall 10.7% (\$122K) decrease over the 2019 budget.																																													



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: GOVERNING DOCUMENTS COMMITTEE
SUBJECT: APPROVE ADDITION OF AN ALPHA DESIGNATION TO THE DOCUMENT TYPE CODES
DATE: AUGUST 16, 2019
CC: FILE

At its meeting on August 7, 2019, the Governing Documents Committee recommended the GRF Board of Directors approve the addition of an alpha designation, to be added to the type code, when necessary (example: a document has more than one related document, which needs to reference the primary document, but the primary document number cannot be duplicated).

I move to approve the addition of an alpha designation, to be added to the document type codes, when necessary.

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION COMMITTEE
SUBJECT: APPROVE BEREAVEMENT PACKET
DATE: AUGUST 16, 2019
CC: FILE

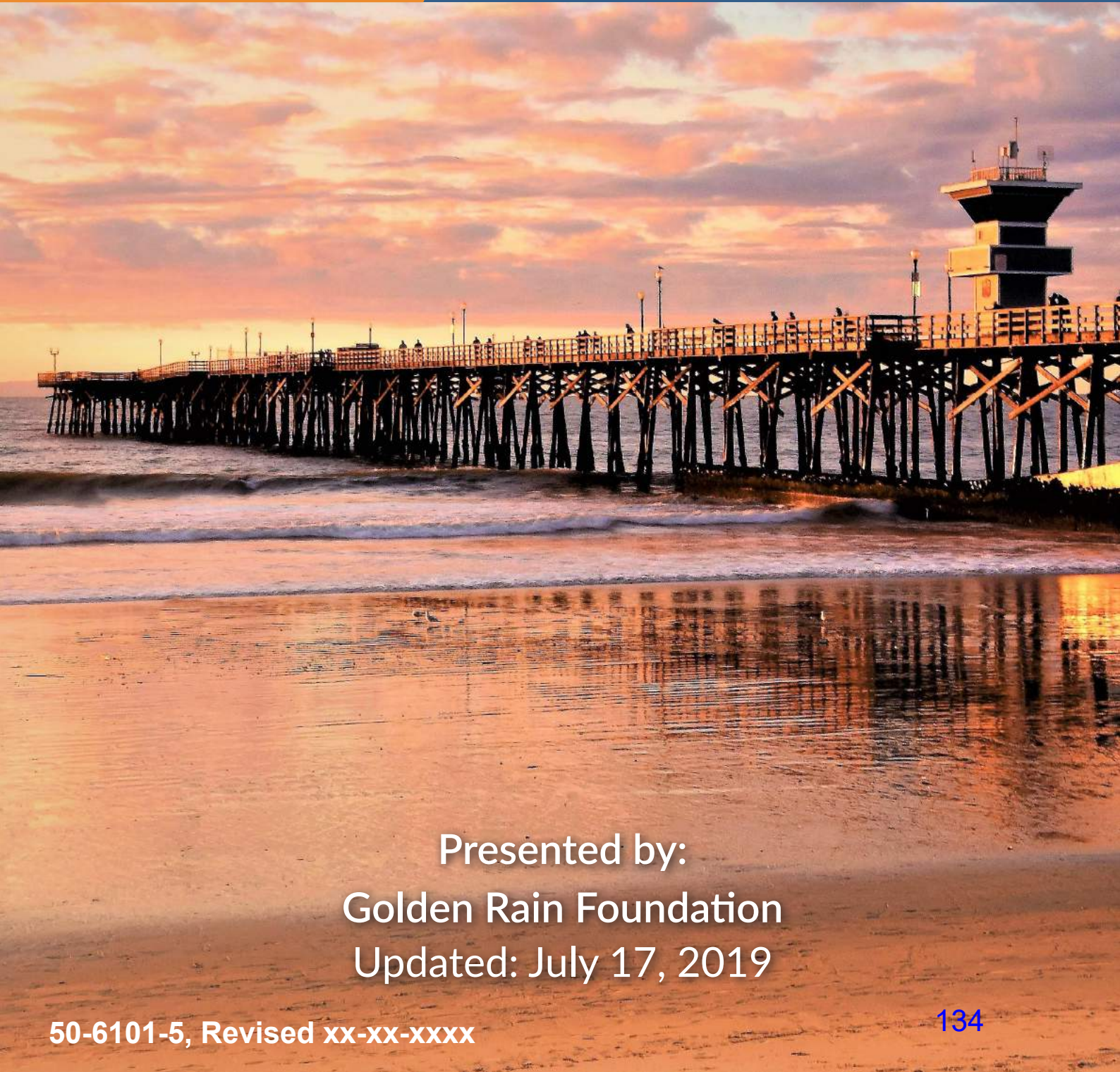
At its meeting on August 12, 2019, the Mutual Administration Committee recommended the GRF Board of Directors approve the Bereavement Packet for distribution.

I move to approve the Bereavement Packet for distribution.



BEREAVEMENT WORK BOOK

For Shareholders & Family Members



Presented by:
Golden Rain Foundation
Updated: July 17, 2019



Dear Golden Rain Foundation Member,

This Work Book was compiled and presented to you as a courtesy. You will find important information to assist you and your family members when the need arises. This packet is meant to serve as a guide to help you navigate through a difficult time.

We have tried to cover as many items and topics as possible, but keep in mind that they may not all apply to your specific situation.

Please feel free to use this Bereavement Work Book in any way you may find helpful.

*Kind regards,
Golden Rain Foundation
Seal Beach, CA*

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Planning Ahead Checklist

You should make a list of the following items that are pertinent to you and your estate. Keep it with this packet for your Estate Administrator. Review the list periodically and update as necessary.

✓	TOPIC	NOTES
	Where are your stock and shareholder certificates located?	For surviving spouse or family
	Where are the copies of Marriage Certificate(s) or Divorce Decree(s)	For surviving spouse or family
	Credit cards	List Company, Account numbers, phone numbers, email and passwords
	Insurance policies	List Company, Account numbers, phone numbers, email and passwords
	Pension or annuity information	List Company, Account numbers, phone numbers, email and passwords
	Financial advisor	List current portfolio and contact info
	Estate planning	Do you have a Trust? Do you have a Will? Note: A will may need to go through probate court
	Identify resources for placement of pets	List names and phone numbers
	Friends and people to notify upon your death	Name, phone, email, address
	List additional carport or storage locations and location of keys	Contact information
	List RV space or mini-farms plot (1.8 gardens) locations	If applicable
	Talk with family and friends about your preferences or plans	Share with family where your documents are located and make a list.
	Pre-planned burial or cremation arrangements	

Checklist for Death of a Shareholder/Member

✓	TOPIC	NOTES
	Call 911 – Security is automatically notified. Paramedics will contact Seal Beach Police Dept., if necessary	
	Call Hospice, if deceased under their care	
	Deceased transport	Funeral home, cremation service
	Call family or friends	For support
	Stock Transfer Office 1. Notify of Death 2. Establish legal authority for access to the unit 3. Return GRF ID	(562) 431-6586, ext. 347, 348, 339
	Call Mutual President 1. Notify of death 2. Ask about the Mutual Policy regarding caregiver, co-occupant, and/or family members staying in the unit	9:00 a.m. – 5:00 p.m. (Phone number in laundry room, and online listed under the board of directors)
	Locate Stock and Membership certificates	See examples, page 7
	Locate Trust documents. (A Will does not grant any rights of access into the unit.)	
	Grief support groups	Check in LW Weekly newspaper

Memos:

Making Arrangements Checklist

✓	TOPIC	NOTES
	Relatives may not be allowed to remain in the unit	Contact Stock Transfer Department
	Contact Funeral or Cremation Service	
	Contact preferred Religious Representative	
	For Services/Memorial in Leisure World Clubhouse, call Recreation Department for reservations	Recreation Department: (562) 431-6586, ext. 398
	LW Weekly Obituary and Service Notification	Contact LW Weekly: (562) 430-0534
	Printed Memorial Service Program	Check with a funeral or cremation service, religious organization or quick print service
	Flowers/ Guest Book	Florist
	Food	Catering
	Music or Vocal Accompaniment	Contact religious organization
	If the service is in a Leisure World Clubhouse or Church, notify Security of date, time, location and names of attending non-Leisure World residents	Security Department: (562) 594-4754

Memos:

Family Checklist

✓	TOPIC	NOTES
	Family's Intent for Unit	Contact Mutual President and Stock Transfer office
	DO NOT turn off the breaker or electricity. Continue to pay SCE bills	Smoke alarm is hardwired to the electricity
	Clean out refrigerator and freezer	Shut the doors. Turn on low setting
	All appliances may belong to the Mutual	Confirm with the Mutual President
	Ordering of Death Certificates (Minimum suggested copies – 15)	Order from the Mortuary or Cremation Service. It is more expensive to order later
	Locate Trust Documents	A Will does not grant rights-of-access to the unit
	Locate the Will	Attorney contact information
	Notify Social Security Office	Call 1 (800) 772-1213
	You MUST continue to make monthly assessment payments	Call Finance: (562) 472-1330
	HO6 Insurance	You must continue coverage until the unit is sold
	Banking	Check for safe deposit box. Cancel all automatic payments and/or transfers
	Cancel medical alert service	Contact Provider
	Internet & Cable Service	Contact Provider
	Car, golf cart, scooter, RV and all vehicle disposal	Notify DMV. Death certificate required
	USPS and Subscriptions	Notify USPS and cancel all subscriptions
	Items labeled Golden Rain Foundation, Seal Beach, and Golden Age Foundation	These are borrowed and need to be returned. See enclosed directory
	Medication Disposal	Contact pharmacy or see attached directory
	Eyeglasses Disposal	Clubhouse 5 and Health Care Center
	Notify the Recreation Department if the deceased has an RV Space and/or Mini-Farms lot	Recreation Department: (562) 431-6586, ext. 398
	Leisure World Telephone Directory, remove listing	Obtain and fill out a form from LW Weekly (newspaper office) or call (562) 430-0534

Selling Unit Checklist

✓	TOPIC	NOTES
	Contact the On-Site Real Estate Office at (562) 598-1388 or another real estate office	See the LW Weekly following Seller's Instructions
	Copy of Trust or Death Certificate & Original Stock and Membership Certificates	See examples - page 7
	Review the Inspector's pre-listing report	Call inspector for clarification: (562) 431-6586 ext. 353
	Appliances may be owned by the Mutual	Contact Mutual President for clarification
	Electricity - DO NOT turn off breaker	Must remain on for smoke alarms and refrigerator
	Clean out carport storage; Check for additional carport(s) leased	Contact the Stock Transfer Department and Mutual President
	No vehicle may be parked in the carport without current GRF Seal Beach and DMV registrations	Contact Mutual President for details
	Disposal of items	Consider donations. See resources in the back of the LW Weekly
	Mutual trash bins	These are for small, daily trash only; boxes must be placed into recycle bin only when broken down flat
	Electronic waste (TV, DVR, computer, monitors, earphones, lamps)	Electronic item dumpster is on west side of Maintenance yard
	Hazardous waste (paint, cleaning supplies, oils, grease, solvents)	Drop off location: 17121 Nichols St, Huntington Beach 92647
	Mini-farms (1.8 gardens) dumpsters	Available for larger items
	Have an Estate or Patio Sale	Contact Mutual President. See LW Weekly for Estate Sale professionals
	Hiring an approved contractor	Contact Physical Properties Department: (562) 431-6586 ext. 352

Seller's Instructions in Order to Sell a Unit

1. Upon the death of a member, the Corporation, under some circumstances, may have the right to purchase the stock from the Estate. Contact Mutual President for more information.

2. Contact the On-Site Real Estate Office at (562) 598-1388 or another real estate office.

The agent you select will initiate the "Notice of Intention to Withdraw" to begin this process.

3. Documents required in order to sell unit:

- a. Certified Copy of Death Certificates (if any);
- b. Copy of FRONT and BACK of the Stock Certificates;
- c. Copy of the Trust (if any);
- d. Copy of Court Order (if any).

4. In the event there is a Trust, an additional fee will be required and made payable to the Golden Rain Foundation. The Trust and all of the documents listed above would then be forwarded to the Foundation's Attorney for Trust Review.

5. The following documents will need to be signed by the Seller and returned to the selected Escrow Officer:

- a. Notice of Intent to Withdraw;
- b. Pre-Listing Inspection (Escrow Clerk in Physical Property Dept.);
- c. Escape Tax Notice (if original Seller is deceased);
- d. Prop 58 – if the property is being sold by a son or daughter.

6. Original documents, along with the keys will need to be returned to the selected Escrow Company for further processing.

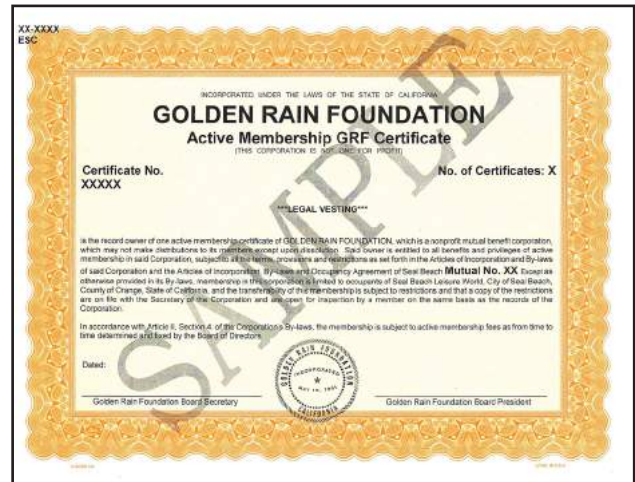
7. All required fees will be provided to the Seller by the selected Escrow Company.

8. The pre-authorized Escrow Officer and Realtor will guide the Seller through the process of selling the unit.

Photos for Bereavement Work Book



Mutual Stock Certificate



GRF Membership Certificate

Golden Age Foundation Labels



Golden Age Foundation Walker



Golden Age Foundation Wheelchair & Transporter

Certificate Folder and Library Labels

GOLDEN RAIN FOUNDATION OWNERSHIP CERTIFICATES

Previous Golden Rain Foundation ownership certificate envelope



New Golden Rain Foundation ownership certificate envelope

LEISURE WORLD LIBRARY
GOLDEN RAIN FOUNDATION
P.O. BOX 2069
SEAL BEACH, CA 90740

Leisure World Seal Beach Library sticker

Golden Rain Foundation Library

003827

Golden Rain Foundation Library sticker

Is your LW Community Guide Listing out of date?

If you want to add, delete or change your listing in any way in the next LW Community Guide, you must let us know! If you don't, it will be the same as the current directory. This applies if you have moved within LW and want a new address or phone listed. All listings that clear escrow are removed annually.

Take this form to the News office or drop it off in any white GRF drop box. Changes may also be emailed to:

webmaster@lwsb.com

Please include your last name, first name, address, unit number and phone number.

LW Weekly
P.O. Box 2338
Seal Beach, CA
90740

Date: _____

- Be sure to ✓ one of these boxes

- ☐ **REMOVE** my/our listing in the Leisure World Telephone Directory
- ☐ I/we **WANT** to be listed in the Seal Beach Leisure World Telephone Directory EXACTLY AS PRINTED BELOW (print your last name and first name in upper and lower case)

Name(s): _____

last *first*

Address:

Phone Number

It's Against the Law

To place these items into either GREEN or WHITE regular waste containers:



Household Hazardous Waste

- Electronic Waste*
- Smoke Detectors
- Household Batteries*
- Paint Cans & All Paint Products
- Sharps
- Pesticides & Herbicides
- Auto Products
- Fluorescent/Light Bulbs

The law prohibits putting any hazardous liquids or hazardous waste materials in your regular waste containers. These waste items MUST be handled separately and taken to a Hazardous Waste Collection Center. Closest centers are: Rainbow Disposal (714) 847-3581 or O.C. Integrated Waste Management Dept. (714) 834-6752.



E-waste, Household Batteries & Lighting

Instructions for proper disposal of the following items:

• E-waste

Service Maintenance Dept. (562) 431-6586 ext. 369

• Household Batteries

Copy and Supply Dept. (562) 431-6586 ext. 345
or News Office (562) 430-0534

• Fluorescent/Light Bulbs

Copy and Supply Dept. (562) 431-6586 ext. 345
Purchasing Office (562) 431-6586 ext. 309



Large Items

Furniture, mattresses, water closets and other large items must be taken to North-West corner of Leisure World. Travel North on Oak Hills Road, turn right into the Mini-Farm area. Please use the Resident Recycling Containers.

PLEASE NOTE: An assessment of \$30 per item will be brought against an individual or Mutual for leaving these items in or around bin areas. If you are not sure or have questions regarding proper disposal of these items, please ask your Building Captain or Mutual Director for clarification.

Guide to Recycling

Separating RECYCLE products from TRASH

CALMET (the waste collection agency serving Leisure World) has provided a S.O.R.T. (Saving Our Resources Together) Guide for the disposal of products from the home. Plastic bags CANNOT be recycled. Please be sure to place recyclables from plastic bags into WHITE bin and place plastic bags into the GREEN trash bin.



RECYCLABLES

GLASS

- Clear
- Brown
- Green
- Liquor
- Soft Drink
- Juice Jars
- Food Jars

METAL

- Aluminum foil
- Aerosol Cans (empty)
- Food Cans & Lids
- Wire Coat Hangers
- Soda Cans
- Juice Cans

PLASTIC

- Milk Jugs
- Soda, Juice & Water Jugs
- Soap Bottles
- Containers with Numbers 1-7

PAPER

- Newspaper
- Junk Mail & Magazines
- Envelopes & Paper
- Wrapping paper (non-metallic)
- Cereal Boxes
- Egg Cartons
- Paper Shopping Bags
- Phone Books
- Cardboard Boxes (flattened)
- Juice Drink Boxes



Informational Directory

Important phone numbers, websites and addresses

GOLDEN RAIN FOUNDATION, SEAL BEACH	PHONE	EXT.
Administration	(562) 431-6586	310
Building Inspector	(562) 431-6586	353
Escrow Clerk (Physical Property Dept.)	(562) 431-6586	353
Finance Department	(562) 431-6586	330
Golden Age Foundation	(562) 431-9589	
Library	(562) 598-2431	
Mini-Farm	(562) 431-6586	398
Mutual Administration	(562) 431-6586	313
LW Weekly	(562) 430-0534	
Obituary Editor	(562) 472-1276	
Physical Property Department	(562) 431-6586	352
RV Storage Lot	(562) 431-6586	398
Security Office	(562) 594-4754	
Stock Transfer Office	(562) 431-6586	347
Onsite Sales	(562) 598-1388 lwonsite@aol.com	

OTHER AGENCIES	PHONE/WEBSITE
Eyeglasses disposal	www.sealbeachlions.org, Clubhouse 5 & Health Care Center
Hazardous Waste	Rainbow Environmental Services 1(800) 299-4898 www.republicservices.com 17121 Nichols St., Huntington Beach 92647
Hazardous Waste Website	www.oclandfills.com/hazardous
I.R.S.	www.irs.org
Medication Disposal	www.deadiversion.usdoj.gov
Seal Beach Animal Care Center	(562) 430-4993

ADVERTISING

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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION COMMITTEE
SUBJECT: AMEND 50-5165-3, MUTUAL ADMINISTRATION COMMITTEE CHARTER
DATE: AUGUST 16, 2019
CC: FILE

At its meeting on August 12, 2019, the Mutual Administration Committee recommended the GRF Board of Directors amend 50-5165-3, Mutual Administration Committee Charter.

I move to amend 50-5165-3, Mutual Administration Committee Charter, incorporating the additional Committee goals approved by the GRF Board of Directors at the retreat held on June 27, 2019, general refinement of document language, updating of cost center numbers and incorporating the purpose, duties and limitations of the Service Maintenance Committee.



COMMITTEE CHARTER AMEND

Pursuant to state statute (**Corp. Code §7210; Corp. Code §7212(c)**) and Article VII of the Bylaws of the Golden Rain Foundation (GRF), the Board of Directors (BOD) hereby establishes the Mutual Administration Committee (MAC) and the Service Maintenance Committee grants to the Committee authority specifically stated within the GRF governing documents.

In accordance with Article VII, Section I, of the Bylaws, the committee chair and members shall be appointed by the GRF President with the approval of the BOD.

1. GOALS:

- 1.1 Increase Organization Effectiveness and Efficiency
- 1.2 Protect, Preserve and Improve our Assets

1.2. PURPOSE:

~~Review and recommend policies governing compliance with the management agreements of the sixteen (16) Mutual Corporations. These policies govern the operations of the Mutual Administration and Stock Transfer Departments.~~ 2.1. Oversee the operations of Mutual Administration and Service Maintenance Departments.

2.3. DUTIES:

- ~~1.~~ 3.1 Post an agenda four (4) days in advance of the Committee meeting;
- ~~2.~~ 3.2 Elect a Vice-Chair at the first meeting;
- ~~3.~~ 3.3. Review monthly staff report formats to be included in the monthly agenda;
- ~~4.~~ 3.4. Meet with staff monthly or whenever such meetings are deemed necessary unless canceled by the Chair;
- ~~5.~~ 3.5. ~~The Committee will hear~~ Review monthly department reports from the Mutual Administration, ~~and Stock Transfer Departments and the Copy and Supply Center, and~~ Service Maintenance Departments;
- ~~6.~~ 3.6. Review monthly budget comparisons for cost centers MAC, ~~33 and 44~~ 533, 544, 545, 574, 575;
- ~~7.~~ 3.7. Review annually the fees associated with the Mutual Administration, ~~and Stock Transfer, Copy and Supply Center, and Service Maintenance~~ departments (See fee schedule). Recommendations to be forwarded to the Finance Committee;
- ~~8.~~ 3.8. Review annually the New Buyers Guide, Welcome Packet, Bereavement Booklet ~~Workbook~~, and the Realtor Handout ~~annually~~ for possible amendments and send changes to the GRF BOD for approval.
- ~~9.~~ 3.9. Review policies for cost centers MAC, ~~33 and 44~~ 533, 544, 545, 574, 575;

(Jul-19)

GOLDEN RAIN FOUNDATION Seal Beach, California



COMMITTEE CHARTER AMEND

- 41 annually and send changes to the GRF BOD for approval;
42 **9.** 3.10. ~~Initial approval~~ **Approve** and recommendation to the Finance Committee of the
43 annual budgets for cost centers ~~MAC, 33 and 44~~ 533, 544, 545, 574, 575; including
44 Capital requests and upcoming Reserve replacements; and
45 **10.** 3.11. Furnish a report at the GRF annual meeting.
46

47 **3.4. LIMITATIONS:**

48 It is to be recognized that the function of the Committee is to act in an advisory and
49 consulting capacity.
50

51
52 Regulatory or supervisory activities affecting employed personnel are functions of
53 Management and not to be encroached upon by any Committee Chairperson or member,
54 either individually or collectively.
55

56 The Committee does not have the authority to enter into written contracts or oral
57 agreements with any third parties on behalf of the GRF BOD. Authority to authorize
58 contracts and/or expenses rests solely with the BOD.
59
60

Document History

Adopted:	23 Sep 14	Amended:	24 Feb 15	Amended:	21 Jun 16
Amended:	26 Sep 17	*Amended:	13 Aug 18	Amended:	23 Oct 18
Amended:	23 Jul 19				

Keywords: Mutual Service Charter Stock Transfer Copy and
Administration Maintenance Supply Center

Service Maintenance

Charter

Stock Transfer

Copy and Supply Center

*Administrative content update

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION COMMITTEE
SUBJECT: RESCIND 50-5170-3, SERVICE MAINTENANCE COMMITTEE CHARTER
DATE: AUGUST 16, 2019
CC: FILE

At its meeting on August 12, 2019, the Mutual Administration Committee recommended the GRF Board of Directors rescind 50-5170-3, Service Maintenance Committee Charter.

I move to rescind 50-5170-3, Service Maintenance Committee Charter, as the the purpose, duties and limitations of the Service Maintenance Committee have been combined with the 50-5165-3, Mutual Administration Committee.

**COMMITTEE CHARTER****RESCIND**

Pursuant to state statute (Corp. Code 7420; Corp. Code 7212) and Article VIII of the Bylaws of the Golden Rain Foundation (GRF), the Board of Directors (BOD) hereby establishes the Service Maintenance Committee (SMC) and grants to the Committee authority specifically stated with the GRF governing.

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.

1. GOALS:

- 1.1. Increase Organization Effectiveness and Efficiency;
- 1.2. Protect, Preserve and Improve our Assets.

2. PURPOSE:

Oversee the operations of the Service Maintenance department.

3. DUTIES:

- 3.1. Publish an agenda four (4) days in advance of Committee meeting;
- 3.2. Elect a Vice-Chair at the first meeting;
- 3.3. Meet with Service Maintenance staff at least monthly or whenever such meetings are deemed necessary, unless canceled by the Chair.
- 3.4. Review monthly budget comparison for cost centers 74 and 75.
- 3.5. Committee responsibilities include but are not limited to: oversee services provided to the GRF and Mutual Corporations in the area of service maintenance.
- 3.6. Analyze requests from various sources within the community that are within the purview of the Board of Directors;
- 3.7. Initial approval and recommendation to the Finance Committee of the annual budget for cost centers 74 and 75 including Capital requests and upcoming Reserve replacements;
- 3.8. Review policies for cost centers 74 and 75. Send recommended changes to the BOD for approval no later than the May meeting; and
- 3.9. Chair must furnish a report at the GRF Annual meeting.

4. LIMITATIONS:

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



COMMITTEE CHARTER

RESCIND

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.

The 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 contacts and/or expenses rests solely with the BOD.

Document History

Adopted: 28 Sep 18 Amended: 23 Jul 19

Keywords:

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION COMMITTEE
SUBJECT: APPROVE INSTALLATION OF CALIFORNIA LOTTERY, SELF-SERVICE, TICKET MACHINE
DATE: AUGUST 20, 2019
CC: FILE

At the August 19, 2019 meeting of the Finance Committee, the Committee reviewed the lease of Trust Property within the first floor lobby of Building 5, for a Self-Serve Terminal California Lottery ticket machine (LTM).

The Committee noted that for the use of less than 5 square feet of Trust Property, within the lower lobby of Building 5, a commission will be remitted to the Golden Rain Foundation (GRF), based on 6% of all sales from the LTM.

- Retailers earn 3% cashing bonus on winning tickets worth \$99 to \$599.
- Retailers earn half of 1% of top prize (Powerball, Super Lotto Plus & Mega Millions).

For example, a \$12 Million Super Lotto Plus or Mega Million jackpot winning ticket earns a bonus of \$60,000.

- Retailers earn 1% of every ticket winning over \$1,000,000.
- Equipment is installed and maintained by subcontractor with 24/7 support.
- Weekly reconciliation of sales and deposits into GRF bank account is processed by GRF Staff.

equipment
self serve terminal

Dimensions:

Width – 30"

Height – 76"

Depth – 24"



After deliberation, the Committee moved and approved to recommend to the GRF Board to enter into an agreement with the California Lottery, for the installation and operations of a Self-Serve Terminal California Lottery ticket machine.

I move to approve the use of approximately 5 square feet of Trust Property, within the lower lobby of Building 5, for the installation and operation of a Self-Serve Terminal California Lottery ticket machine and authorize the President to sign the agreement.



California Lottery® Retailer Policies

California Lottery Retailers (Retailers) and their employees, representatives, and agents, must follow Retailer policies established by the California Lottery (Lottery). These policies are designed to ensure that the Lottery and its Retailers enjoy a high degree of success while maximizing supplemental revenues provided to California public education. By signing the Retailer Application and entering into a Retailer Contract, Retailer agrees to comply with all applicable Lottery policies. The Lottery may amend the policies from time to time without individual notice to each Retailer. **All policies and policy amendments are effective when posted on the Lottery's Retailer website at www.calottery.com/retailer.** Retailers should review this website often to ensure that they are complying with all current policies. Failure to comply with Lottery policies may result in immediate Retailer Contract termination. The following is a summary of several policies that apply to all Retailers.

General Retailer Responsibilities:

- Retailers must comply with all applicable law and Lottery regulations.
- Retailers agree that a Retailer Contract to sell Lottery products may be terminated for failure to comply with applicable law, Lottery regulations, Lottery policies and procedures, or Lottery directives.
- Retailers must pay all fees and amounts owed for Lottery products when they become due. Retailers failing to remit all amounts due will be responsible for all collection costs, including attorneys' fees, incurred by the Lottery in collection of the amounts owed.
- Retailers must attend Retailer training and ensure that all Retailer staff members selling Lottery products are trained in the use of Lottery equipment and comply with all Retailer policies.
- Retailers must minimize the loss of Lottery sales by immediately contacting a Lottery service representative (at the service number on the terminal) when equipment is not functioning properly.
- Retailers must refrain from participation in the promotion, distribution, sale or offering of unauthorized or illegal lottery tickets, lottery-related products, gambling schemes, or gaming devices.
- Retailers must pay for Lottery products in full prior to play if they choose to play Lottery games.

Sales and Merchandising Requirements:

- Retailers must sell an "ideal mix" of Lottery games as determined by the Lottery. Retailers must carry and display a designated minimum number of Scratchers® games at all times, as directed by the Lottery.
- Retailers must follow all sales schematics and directives provided by their assigned Lottery District Sales Representative (DSR).
- Retailers must activate and display tickets for new Scratchers games within 24 hours of receipt.

- Retailers must keep Scratchers bins and all Lottery equipment fully stocked at all times.
- Retailers must maintain a minimum of five items of Lottery point-of-sale (POS) materials visible to customers at all times. The POS materials must be displayed on the Lottery Playcenter, at the point-of-purchase, on entrance doors, in front windows, and on the store's exterior where allowed by city and county ordinances.
- Retailers must accept delivery of all Scratchers ticket orders that are invoiced for their location.
- Retailers must allow their assigned Lottery DSR to replace settled packs of Scratchers tickets with new packs, and to replace Scratchers at the end-of-game date, during printer issues, or for inventory management.
- Retailers must comply with all Lottery sales procedures, including those for ticket delivery and returns.
- Retailers must be open for business at least five days per week and must offer Lottery tickets for sale every day that they are open.
- Retailers must maintain a daily accurate accounting of ticket sales proceeds.
- Retailers must provide sufficient storage space for Lottery equipment and supplies.

Minimum Sales Volume:

- Retailers must comply with minimum sales volume requirements established by the Lottery. Retailers failing to meet minimum sales volume requirements will be notified and their sales volume monitored. Continued failure to meet minimum sales volume requirements may result in probation or termination.

Ticket Cashing:

- Retailers must cash all valid winning tickets up to \$599.
- Retailers must pay winners the full value of their prize.
- Retailers may not cash winning tickets worth \$600 or more. All prizes of \$600 or more must be claimed directly from the Lottery by the prize winner.
- Retailers may seek special authorization from the Lottery to set limited cashing hours or maximum cashing amounts.
- Retailers may not charge players a fee for providing Lottery claim forms or information.

Retailer Fees:

- Non-Refundable Fees:
 - \$75 Application Fee applies to new and change-of-ownership applicants and to each add-on location for current Lottery Retailers.
 - \$49 Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) Background Investigation Fee applies to each owner/applicant. (See *Retailer Application for details*).
- Terminal Equipment Fee:
 - \$300 Terminal Equipment Fee applies to new and change-of-ownership applicants and to each add-on location for current Lottery Retailers.

- Weekly Fees:
 - \$18 Weekly Administrative Fee applies to all retail locations.
 - \$3 Weekly Monitor Fee applies to each retail location at which a Lottery Hot Spot® monitor or other specially-designated equipment is installed.

All fees will be debited electronically from your Retailer accounts. The Lottery will notify Retailers when debits will occur.

Terminal Equipment Fee Refund:

- If preparation for a Lottery terminal and wireless system installation requires major modifications (i.e., parking lot excavation or remodeling) to Retailer's property, Retailer may elect to withdraw its application and receive a refund of the Terminal Equipment Fee.
- If an applicant indicates "yes" to any question in the Retailer Application relating to criminal history clearance and a subsequent Lottery background investigation results in denial of the Retailer Application on that basis, the Terminal Equipment Fee may be refunded at the Lottery's discretion.

FAILURE TO DISCLOSE ALL INFORMATION REQUESTED ON THE RETAILER APPLICATION MAY RESULT IN DENIAL OF A RETAILER APPLICATION OR TERMINATION OF A RETAILER CONTRACT.

Change of Ownership:

- Retailers must notify the Lottery **at least 30 days prior** to a change of ownership. New owners must submit a change-of-ownership application and associated fees to the Lottery and may not sell Lottery products unless and until the Lottery has approved the new owner's application. Failure to comply with this policy will result in immediate deactivation of the existing Retailer Contract and a delay in processing the change-of-ownership application, and may cause the Lottery to reject the application. The owner of record is liable for outstanding settlements, fees, and costs incurred by the Lottery due to failure to comply with this policy.
- There is no guarantee that a new owner's application will be approved.

Lottery Equipment:

- All Lottery-provided equipment is the property of the Lottery.
- All decisions relating to Lottery equipment, including the choice of equipment, number of items of each type of equipment, equipment placement, and equipment removal, are to be made by the Lottery.
- Retailers must accept the Lottery's recommended placement of all required equipment.
- Retailer Applicant must provide a signed Wireless Permission form when required by the Lottery. Failure to do so may result in additional fees or denial of the Retailer Application.
- By entering into the Retailer Contract, Retailers release the Lottery from all liability for injuries or damage caused by the equipment and/or its installation, relocation, or removal.
- Retailers are responsible for the full replacement cost of any Lottery equipment, including communication equipment, that is lost, damaged, or stolen by Retailer or Retailer's family members, employees, agents, or customers.

- Retailers must provide requested counter, floor, wall, or shelf space for placement of all Lottery equipment throughout the term of the Retailer Contract.
- Lottery equipment must NOT be moved without prior approval from the Lottery, and then only by authorized Lottery representatives. Under NO circumstances may Retailers move Lottery equipment. Moving equipment may cause malfunctions or interruptions of the Lottery system.
- All requests to relocate Lottery equipment must be submitted to the Lottery at least 30 days in advance.
- Lottery equipment must be operating at all times during business hours and must be visible to store personnel to ensure that persons under the age of 18 do not purchase Lottery products.
- Retailers must ensure that only authorized staff members have access to password-protected Lottery information.
- Retailers must call the Lottery's Retailer Equipment Hotline (**1-800-666-6695 or 1-800-LOTTERY**) immediately if Lottery equipment malfunctions.
- Retailers must allow access to Lottery representatives to install, repair, replace, or remove Lottery equipment during regular business hours.
- Retailers must make Lottery terminal keys available to Lottery representatives during regular business hours to facilitate servicing of Lottery terminals.
- Retailers are responsible for installing, maintaining, and repairing all conduits or other special connectivity necessary for the installation and operation of Lottery equipment.
- Retailers must perform required daily servicing of all Lottery equipment, including but not limited to changing terminal and report paper, loading tickets, and clearing jams.
- Retailers must provide electrical outlets that are dedicated exclusively to Lottery use and that satisfy all local and state fire codes, as follows:
 - A grounded four-plex 120 volt/15 amp electrical outlet within six feet of any Altura terminal;
 - A grounded duplex 120 volt/15 amp electrical outlet within six feet of any Self Service Terminal (SST)/Gamepoint (GP)/Gemini location;
 - A grounded duplex 120 volt/15 amp electrical outlet within four feet of a Starlite window or countertop Customer Message Display placement;
 - A grounded duplex 120 volt/15 amp electrical outlet within 4 feet of Hot Spot monitor placement;
 - A grounded duplex 120 volt/15 amp electrical outlet within 6 feet of a Lottery Electronic Point of Sale (EPOS) monitor EPOS;
 - A grounded duplex 120 volt/15 amp electrical outlet within 15 feet of an Instant Ticket Vending Machine (ITVM); and
 - A grounded duplex 120 volt/15 amp electrical outlet within 4 feet of each Check-A-Ticket device.
- All Hot Spot locations must have a Lottery monitor. Removal of a Lottery monitor from the retail location or use of a Lottery monitor for anything other than Lottery information may result in Retailer Contract termination and Retailer will be charged full replacement costs.
- Retailers with ticket dispensers must locate the dispensers where indicated by the Lottery, keep the display units fully stocked with Scratchers tickets, not stock the units with anything other than Scratchers tickets, and keep the glass portion of the display in clean condition and fully exposed to customers with nothing blocking the display.

ALL EQUIPMENT IS THE SOLE PROPERTY OF THE LOTTERY AND MUST BE SURRENDERED UPON DEMAND.

Revision History:

Action Date	Action	Section(s) Revised	Effective Date
3-2014	Approval	All	6--2014



California Lottery® Retailer Contract

Terms and Conditions

1. GENERAL.

- a. **Parties.** The parties to the California Lottery Retailer Contract (Contract) are the California Lottery (Lottery) and authorized California Lottery retailer (Retailer).
- b. **Scope.** By entering into the Contract to sell Lottery products, Retailer agrees to be bound by these terms and conditions as well as applicable state and federal law, Lottery regulations, all Contract documents, and all Lottery policies and directives, and Retailer acknowledges that it is an independent contractor and not an employee or agent of the Lottery.
- c. **Law, Jurisdiction, and Venue.** The parties agree that the Contract is interpreted under California law. The parties further agree that any action at law or in equity relating to this Contract may only be filed in a court of competent jurisdiction in Sacramento, California, and only after compliance with the "Payment Disputes" provision herein.
- d. **Term.** The parties agree that the Contract will remain in effect until terminated by either party in accordance with section 5.a. of this Contract.
- e. **Retailer Contract.** The Contract consists of the following documents, taken together:
 - (1) California Lottery Retailer Application
 - (2) California Lottery Retailer Contract Terms and Conditions
 - (3) California Lottery Retailer Policies
 - (4) California Lottery Retailer Access Program
 - (5) California Lottery Retailer Code of Conduct
- f. **Amendments.**
 - (1) **Amendments.** The Lottery may amend the Contract from time to time without individual notice to each Retailer. Amendments are effective and available for review when posted on the Lottery's Retailer website at <https://www.calottery.com/retailer>. **Retailers will not receive additional notice of amendments. Retailers should review the Lottery Retailer website often to ensure that they are complying with all Contract provisions.** Retailer is responsible for keeping apprised of amendments and complying with them. If Retailer is unwilling or unable to comply with amendments to the Contract, Retailer must terminate the Contract as provided by this Contract and Lottery regulations. Failure to terminate the Contract will be deemed acceptance of the Contract terms,

as amended from time to time. Contract amendments will remain in effect until superseded by the Lottery.

- g. **Certificate of Authority.** If approved, Retailer will receive a Certificate of Authority to sell Lottery products. Retailer should keep the Certificate of Authority at the retail location.
- h. **Assignment and Transfer.** Retailer acknowledges and agrees that this Contract is neither assignable nor transferable by Retailer, and that Lottery equipment may only be moved by the Lottery.
- i. **Indemnification.** Retailer agrees to protect, indemnify, and hold harmless the State of California, the Lottery Commission, the Lottery, and the Lottery's officers and employees from and against all claims, suits, or actions arising from any act or omission of Retailer or Retailer's employees, officers, representatives, agents, or customers. Retailer is solely responsible for all damage, including damage to Lottery equipment, resulting from the acts and/or omissions of its employees, officers, representatives, agents, or customers.

2. COMPENSATION, PAYMENTS, AND CREDITS.

- a. **Retailer Compensation.** The Lottery will compensate the Retailer as provided by Lottery Regulations and applicable promotional rules.
- b. **Retailer Payments.**
 - (1) **Account.** Retailer must maintain an electronic fund transfer (EFT) account with a financial institution that is a member of an Automated Clearing House Association (ACH), which the Lottery will use for making periodic withdrawals, deposits, and adjustments.
 - (2) **EFT.** Retailer authorizes the Lottery to initiate EFTs from Retailer's designated account for the net balance due from Retailer to the Lottery for the sale of Lottery products.
 - (3) **Sufficient Funds.** Retailer agrees to maintain a sufficient balance in its EFT account to satisfy all obligations Retailer owes the Lottery on the weekly "sweep day" designated by the Lottery on which funds are to be electronically transferred from Retailer's financial institution to the Lottery. Retailer will be charged a fee of \$25 for any EFT or other payment dishonored by Retailer's financial institution. If funds are due and owing to the Lottery after an EFT account is closed, the Lottery will pursue collection of the funds and all other damages and remedies available. Retailer agrees to reimburse the Lottery for all costs and fees, including attorneys' fees, that the Lottery incurs in the collection of amounts owed.
 - (4) **Sweeps - Scratchers® Games.** Unless the Lottery specifies otherwise, Retailer's sweep day for payment, via EFT, for the sale of Scratchers products will be every Thursday for the net balance due as of the close of business on the previous Saturday.

- (5) **Sweeps – Draw Games.** Unless the Lottery specifies otherwise, Retailer's sweep day for payment, via EFT, for the sale of Lottery draw games will be every Wednesday for the prior week's sales (Sunday through Saturday).
- (6) **Key Accounts.** A Key Account may, at the Lottery's discretion, be swept from a single corporate account for multiple locations.
- c. **Past-Due Account.** Retailer agrees to reimburse the Lottery for all costs and fees, including attorneys' fees, that the Lottery incurs in the collection of a past-due account. Retailer agrees to pay interest on any balances 30 days past due at the rate of 1% above the Pooled Money Investment Account daily rate on June 30th of the prior fiscal year, not to exceed a rate of 15%. Retailer may be required to remit a security deposit, in an amount to be determined by the Lottery, prior to future Lottery purchases. Retailers with past-due accounts are subject to immediate Contract suspension or termination.
- d. **Payment Disputes.** Retailer must comply with this payment disputes provision before initiating an action at law. The parties agree to the following if a dispute arises regarding the amount of a payment due to the Lottery from Retailer:
- (1) Retailer will submit the disputed payment as specified by the Lottery. The Lottery may restrict or terminate Retailer's ability to sell Lottery products or cash winning tickets until payment is made. Retailer's failure to make payment will constitute Retailer's waiver of this dispute process;
 - (2) Retailer may submit a written payment dispute to the Lottery's Finance Division, Revenue Collection Section, within 15 days of the Lottery's sweep of the payment in dispute, providing facts and documentation supporting its position; and
 - (3) The Lottery will review Retailer's written payment dispute and, depending on the outcome of the review, either credit Retailer's account or take no further action.
- e. **Credits – Misprinted, Damaged Products.**
- Retailer may request a credit for Lottery products that are misprinted or are damaged due to no fault of Retailer. When seeking a credit, Retailer must provide evidence of the exact nature of the loss, proof that the Retailer promptly complied with the Lottery's reporting requirements, and any additional information the Lottery requires.
- f. **Stolen Tickets.**
- (1) Retailer is financially responsible for Lottery tickets stolen after delivery to Retailer. Retailer must immediately report any theft of Lottery products to local law enforcement and contact the Lottery's Security/Law Enforcement Division's Special Investigation and Gaming Security (SIGS) unit (1-800-LOTTERY). If Retailer reports the theft **within four hours of discovery**, Retailer may be reimbursed for the cost of stolen tickets at the sole discretion of the Lottery. However, Retailer must be able to provide the Lottery with the game, pack and individual ticket

number(s) of stolen Scratchers tickets to be considered for a reimbursement. It is Retailer's responsibility to keep detailed, complete, accurate, daily inventory records for all Lottery tickets.

- (2) In the Lottery Director's sole discretion, Retailer may be reimbursed for up to 100% of the cost of stolen tickets for the first claim submitted in a 36-month period and up to 50% of the cost of stolen tickets for the second claim submitted in a 36-month period. As a general rule, there will be no reimbursement for a third claim made during a 36-month period.
- (3) In the Lottery Director's sole discretion, Retailer may be reimbursed for up to 100% of the cost of tickets lost, damaged, or destroyed by fire, flood, earthquake, or similar hazard.
- (4) If Retailer's account has been credited by the Lottery for stolen, lost, damaged, or destroyed tickets and Retailer recovers all or any portion of the loss from an insurer or other third party, Retailer must immediately notify the Lottery. The Lottery is entitled to offset Retailer's account to reflect the Lottery's share of such recovery. Failure to notify the Lottery of any recovery by the Retailer from an insurer or other third party will result in immediate Contract termination.

3. PRODUCT PROMOTION.

- a. **Signage.** Retailer is expected to display all Lottery signage provided and must only display Lottery signs (i.e., banners, posters, freestanding game signs) approved by the Lottery. Retailer is responsible for complying with local ordinances and chain store/corporate policy guidelines regarding signage. The Lottery is not responsible for fines, penalties, or fees incurred by Retailer for failure to comply with local ordinances and chain store/corporate policy guidelines regarding signage.
- b. **Point-of-Sale.** Retailer must display Lottery-provided point-of-sale materials, advertising, and how-to-play brochures consistent with Lottery policies and instructions.
- c. **Identifying Marks.** Except for Lottery-provided signage, advertising, brochures, and materials, Retailer must obtain the Lottery's prior written approval prior to using Lottery-owned identifying marks (i.e., logos, slogans, trademarks, service marks, etc.) in advertising or other media.

4. LOTTERY SALES.

- a. **Sale of Lottery Products.** Retailer must sell Lottery products in person, over-the-counter, or via Lottery-approved vending machines, game terminals, or other terminals or machines as determined by the Lottery in its sole discretion. Retailer may not sell Lottery products over the telephone, by computer or any other electronic means, or through the mail. Retailer may only sell Lottery products that are authorized by the Lottery. Retailer must sell Scratchers game tickets for the duration of each game (i.e., the announced beginning through the end-of-game dates). Lottery products must be sold at all times during regular business hours. Retailer must not sell lottery products other than California Lottery products. Retailer may not participate in the promotion,

distribution, sale, or offering of unauthorized lottery tickets, lottery-related products, gambling schemes, or gaming devices. Retailers with fuel pump terminals must allow Lottery-approved third-party companies and/or their affiliates to sell Lottery products using the Retailer's fuel pump terminals based on the terms and conditions of a mutually-agreed upon contract between the Retailer and the third-party companies and/or their affiliates.

b. Price, Fair Chance, and Prize Payment.

(1) **Price.** Retailer must sell Lottery products at the price set by the Lottery. **Retailer agrees it will not:**

- (a) Sell any Lottery products at a price greater or less than the price authorized by the Lottery;
- (b) Condition the sale of a Lottery product upon the purchase of any other item or service; or
- (c) Charge a fee, or impose any other restriction upon the sale or redemption of a Lottery product.

(2) **Fair Chance.** Retailer will conduct the sale of Lottery products in a manner that adheres to the principle that every ticket sold has an equal and random chance of winning a prize.

(3) **Prize Payment.**

- (a) Retailer must redeem or cash, in full, all winning tickets or promotional awards of \$599 or less during normal business hours, regardless of where the tickets were sold, unless exempted pursuant to subparagraph (c) below. Retailer may only make payment when the Lottery terminal indicates an authorization to pay by issuing a cash authorization receipt and all other required procedures have been performed by Retailer. **Retailer is prohibited from redeeming or cashing tickets with prizes of \$600 or more.**
- (b) Retailer must not redeem a Lottery prize in an amount greater or less than the authorized amount.
- (c) The Lottery may exempt Retailers, on a case-by-case basis, from the general requirement that they pay all prizes of \$599 or less after Retailer provides the Lottery with written documentation showing that the Retailer's corporate policy prohibits cashing larger prizes or the Retailer's location is such that cashing larger prizes would create an unacceptable security risk. In the appropriate case, the Lottery may agree to establish a lower cashing limit and/or restricted cashing hours for a particular Retailer. When cashing hours are restricted, the hours set must be fair and reasonable and posted for customer convenience. Under no circumstance will Retailer be exempted from paying cash prizes less than \$50.

(4) **Prize Paid in Error.** If Retailer pays a prize in error, Retailer is solely responsible for that payment. Payments made in error will not be reimbursed by the Lottery.

c. **Purchasers Must be 18 Years of Age or Older.** Retailer may not sell Lottery products to persons under the age of 18. Retailer must establish safeguards to ensure Lottery sales are not made to minors.

d. **Persons Authorized to Sell Lottery Products.** Retailer and authorized employee(s) may sell Lottery products only at the business address provided on the approved Retailer Application. Retailer is responsible for the acts or omissions of its employees, members, officers, business partners, and agents that sell or have access to Lottery products. Retailers may not employ or use the services of any person under the age of 18 years for the sale of Lottery tickets unless that person is under the continuous supervision of a person 21 years of age or older.

e. **Retailers as Players.** Subject to any restrictions placed by the Lottery, Retailers are allowed to purchase and play Lottery games and products. Retailers that play Lottery games and products are required to pay for tickets in full prior to play and are subject to the same rules, conditions, and Lottery regulations as non-Retailer players. Failure to follow any of the Lottery's rules, conditions, or regulations will result in the denial of Retailer's prize claim and may result in Contract termination.

f. **Sales Requirements.**

(1) Retailer must comply with minimum sales volume requirements established by the Lottery. Retailers failing to meet minimum sales volume requirements will be notified and their sales volume monitored. Continued failure to meet minimum sales volume requirements may result in Contract probation or termination. Retailer agrees to sell all Lottery products unless exempted by the Lottery.

(2) Retailer agrees to sell Scratchers tickets pursuant to the Lottery's Scratchers distribution and sales program.

g. **Scratchers Pack Purchase Price.** Retailer's purchase price for each pack of Scratchers tickets will be the retail price of the pack minus the applicable Retailer compensation.

h. **Lottery Services.** Retailer must perform all requested Lottery services, including providing winning numbers reports and claim forms to players and validating tickets, without additional compensation.

5. CONTRACT TERMINATION.

a. **Termination.**

(1) **Termination by Retailer.** Retailer may terminate this Contract upon 30 calendar days' prior written notice to the Lottery.

(2) **Termination by Lottery.**

- (a) **Misconduct.** The Lottery may terminate the Contract for Retailer misconduct at any time, with or without notice. Upon termination, the Lottery will remove all Lottery equipment and products from the Retail location.
- (b) Retailer misconduct includes, but is not limited to, the following:
 - (1) Retailer provides false or misleading information in its retailer application;
 - (2) Retailer provides false or misleading information to the Lottery concerning its operations and/or activities;
 - (3) Retailer breaches one or more terms or conditions of the Retailer Contract or terms of Lottery probation;
 - (4) Retailer or its employees, representatives, or agents engage in or permit any form of misconduct which in the opinion of the Lottery Director may adversely impact the public's perception of the integrity, security, honesty, or fairness of the Lottery. Such misconduct includes but is not limited to dishonest, illegal or criminal activity on or off the Retailer premises;
 - (5) Retailer has been convicted of or pleaded *nolo contendere* to any offense punishable as a felony, any gambling-related offense, or any offense punishable as a misdemeanor where the underlying facts involved dishonesty, lack of integrity, or moral turpitude.
- (c) **Failure to Comply With Retailer Contract.** Any Retailer who fails or is unwilling to comply with the Retailer Contract, as amended from time to time, must terminate the Contract. Failure to terminate the Contract will be deemed acceptance of the Contract as revised.
- (d) **Sale or Use of Prohibited Products.**
 - (1) Retailer's Contract will be terminated if Retailer sells unauthorized lottery tickets or lottery products, lottery products from other jurisdictions, or sells Lottery tickets outside the state of California.
 - (2) Retailer's Contract will be terminated if Retailer participates in the promotion, distribution, sale or offering of raffles, sweepstakes, or other schemes, games or devices that state or federal law enforcement agencies determine to be illegal gambling/gambling devices or that the Lottery Director determines to be in competition with the Lottery or otherwise adverse to the interests of the Lottery, regardless of whether such conduct occurs at the Retail location or elsewhere.

- (e) **Payment of Prizes of \$600 or More.** Retailer may not pay prizes of \$600 or more. The Lottery will not reimburse Retailer for such payments and will not honor a claim submitted by Retailer for the prize. Retailer's Contract may be terminated for violating this provision.
- (f) **Failure to Pay the Full Prize Amount to a Winner.** Retailer's Contract may be terminated if Retailer pays a winner less than the full prize amount for a winning ticket worth \$599 or less.
- (g) **Failure to Comply with the Lottery's Retailer Access Program (RAP).** Retailer's failure to comply with the RAP will result in termination of Retailer's Contract. False representations of compliance with the RAP may also result in termination of Retailer's Contract.
- (h) **Business Reasons.**
 - (1) The Lottery may terminate Retailer's Contract for business reasons, including but not limited to changes in the Lottery's games, game delivery methodology, or business model, upon 30 days' written notice, except where, in the judgment of the Director, exigent circumstances warrant it, Retailer's Contract may be terminated without notice or on shortened notice. Where the Director terminates all Retailers of a particular class, type, tradestyle or all Retailers located in a specific geographical area, **there is no right of appeal.**
 - (2) The Lottery may terminate Retailer's Contract if the Lottery determines that the financial status of a Retailer, including but not limited to insolvency, bankruptcy, tax delinquencies, tax liens, or other financial circumstances may negatively affect and/or present an unacceptable risk of financial loss to the Lottery.
 - (3) The Lottery may terminate Retailer's Contract if Retailer fails to meet minimum sales requirements established by the Lottery.
- (i) **Further Reasons.** Retailer's Contract may be terminated if:
 - (1) Retailer or its employee, representative, or agent sells or allows the sale of Lottery tickets to a person under the age of 18.
 - (2) Retailer purchases or otherwise acquires winning tickets from prize winners. Furthermore, the Lottery will not honor a Retailer's claim to a prize that has been purchased or otherwise acquired from a prizewinner.
 - (3) Retailer fails to follow any Lottery Contract provision, policy, instruction, directive, rule, requirement, or condition.
 - (4) Retailer fails to maintain Lottery equipment, Lottery property, or Retailer's premises in a condition acceptable to the Lottery.

- (5) Retailer fails to adhere to the principle of fair chance.
- (6) Retailer fails to comply with the terms of Retailer Contract probation agreed to between Retailer and the Lottery.
- (7) The Lottery determines that it is in the Lottery's best interests to terminate Retailer's Contract.

b. Retailer's Responsibilities upon Contract Termination. At the close of business on the effective date of Contract termination, Retailer must: stop selling Lottery products; allow a Lottery representative to retrieve all Lottery equipment, materials, property, unsold Lottery products, and Retailer's Certificate of Authority; and immediately remit to the Lottery all funds, including outstanding sales revenue and/or purchase price of Lottery products, due and owing upon termination. The Lottery may reduce any compensation or bonus owing to Retailer by the amount owed to the Lottery. If the Lottery subsequently determines that additional funds are due and owing to the Lottery, the Lottery may electronically transfer funds from a Retailer's account. Retailer agrees to promptly remit all amounts due and authorizes the Lottery to electronically transfer funds from Retailer's EFT account. Retailer agrees to reimburse the Lottery for all costs and fees, including but not limited to attorneys' fees, that the Lottery incurs in the collection of amounts owed. In addition to the foregoing, Retailer must take such additional action as required by the Lottery upon termination.

c. Retailer Contract Probation. The Lottery may determine that its best interests would be served by offering Retailer probation in lieu of termination. Retailer will be notified in writing of the reasons warranting termination and the terms and conditions of the probation. Retailer's failure to comply with all conditions of probation will result in immediate Contract termination. **By accepting Contract probation, Retailer waives the right to appeal from such subsequent termination.**

d. Warning Letter. The Lottery may issue a warning letter to Retailer in lieu of termination or probation if the Lottery determines that its best interests would be served by issuance of the letter. The warning letter will direct Retailer to take appropriate steps to correct or eliminate an objectionable condition or occurrence and ensure that it does not happen again. The warning letter may set forth consequences if corrective measures are not taken. Failure by Retailer to comply with the direction set forth in the warning letter may result in termination.

6. LOTTERY EQUIPMENT.

a. Equipment Selection, Placement, and Fees. The Lottery in its sole discretion will determine the Lottery equipment that is appropriate for Retailer and the location for placement of all such equipment. Retailer must not move any Lottery equipment. Retailer must pay all equipment fees established by the Lottery, including a non-refundable installation fee, a weekly administrative fee, and a weekly equipment/monitor fee. Further, Retailer must comply with Lottery installation and placement requirements for all Lottery equipment. Retailer must monitor all equipment to ensure that no minors purchase and play Lottery products. Retailers must also ensure that equipment placement complies with accessibility requirements set forth in the Lottery's RAP.

- (1) **Lottery Terminal.** Retailer must allow installation of computerized game terminals in Lottery-specified areas inside Retailer's business location. Retailer must operate the terminals as trained or instructed by the Lottery.
 - (2) **Instant Ticket Vending Machines.** Retailer must allow the Lottery to install Instant Ticket Vending Machines (ITVMs) in Lottery-approved, high-traffic, accessible locations inside the business.
 - (3) **Scratchers Dispensers.** Retailer must allow the Lottery to place/install Scratchers ticket dispenser(s) of any size or type in a Lottery-specified location.
 - (4) **Lottery Playcenter.** Playcenters are stand-alone devices from which Lottery customers can obtain Lottery materials including draw game playslips and Lottery-related information. Retailer must allow installation of a playcenter in a Lottery-approved area inside the business location in close proximity to other Lottery equipment. If a clipboard is attached to the playcenter when originally installed in Retailer's premises, Retailer will ensure that the clipboard remains attached to the playcenter and is easily accessible.
 - (5) **Monitor.** Retailer, if authorized by the Lottery to sell specified draw game(s), must allow installation of a Lottery monitor in a Lottery-approved area inside the business location. Retailer agrees to use Lottery-issued monitors for Lottery purposes only. Use of Lottery monitors for any non-Lottery purpose may result in termination of the Retailer Contract.
- b. California Lottery Products Only.** Retailer may use Lottery equipment only in California, at the retail location specified in the Retailer Application, and only for the marketing and sale of California Lottery products. Retailer must ensure that appropriate Lottery labels are displayed on Lottery equipment and must immediately report all missing, damaged, or destroyed equipment labels to the Lottery.
- c. No Ownership Interest.** Retailer has no ownership interest and will acquire no ownership rights in any Lottery-owned or Lottery-provided equipment. Retailer agrees that all Lottery equipment provided to Retailer will be returned to a Lottery representative immediately upon request. Retailer acknowledges that all equipment is subject to inspection and removal by the Lottery at any time.
- d. Release of Liability.** Retailer releases the Lottery from all liability for injuries or damage caused by the equipment and/or its installation, relocation, or removal.
- e. Missing, Stolen, or Damaged Equipment.**
- (1) Retailer is financially responsible and must compensate the Lottery for Lottery equipment provided to Retailer that is missing or has been stolen by Retailer or Retailer's family members, employees, agents, or customers.

- (2) Retailer is financially responsible for all loss of or damage to Lottery equipment caused by the intentional or negligent acts of Retailer or Retailer's family members, employees, agents, or customers.
- (3) In the Lottery Director's sole discretion, the Lottery may replace equipment stolen, vandalized, damaged or destroyed by third parties at no cost to the Retailer, where the Retailer, the Retailer's family members, employees and agents are not implicated.
- (4) In the Lottery Director's sole discretion, the Lottery may replace equipment lost or damaged due to fire, flood, earthquake, or similar hazard.
- (5) If Retailer recovers all or any portion of the equipment loss from an insurer or other third party, Retailer must immediately notify the Lottery so that the Lottery may offset Retailer's account to reflect the Lottery's share of such recovery. Failure to notify the Lottery of any recovery by the Retailer from an insurer or other third party may result in immediate Contract termination.

7. REPORTING REQUIREMENTS.

a. Retailer's Reporting Requirements. Retailer must comply with the following reporting requirements:

- (1) Report any proposed or actual change in (a) tradestyle or location; or (b) ownership, partnership, officers, directors, and/or issuance or transfer of shares of stock, which results in a person not previously approved by the Lottery owning a ten percent or more interest in the Retailer business, by contacting the Lottery's Sales Division either at Retailer's local Lottery District Office or Lottery Headquarters, at least 30 calendar days before the change becomes effective. Failure to notify the Lottery may cause a lengthy delay for the new owner to be approved as a Lottery Retailer.
- (2) Report any claim, allegation or knowledge of unlawful activity and/or other impropriety that concerns the sale of Lottery products at Retailer's location or elsewhere by immediately contacting the Lottery's Security/Law Enforcement Division.
- (3) Report any change in Retailer's financial condition, including but not limited to bankruptcy, delinquent taxes owed, and tax liens on Retailer's business, by immediately contacting the Lottery's Finance Division, Revenue Collection Section (1-800-LOTTERY).
- (4) Report any proposed change in financial institution by submitting an EFT authorization form reflecting the change(s) to the Lottery's Finance Division, Revenue Collection Section, at least 30 calendar days before the change becomes effective.
- (5) Report any change in Retailer's taxpayer name and/or identification number by immediately contacting the Lottery's Sales Division at either your local Lottery

District Office or at Lottery Headquarters, at least 30 calendar days before the change becomes effective.

- (6) Report any theft of Lottery products to local law enforcement and the Lottery's Security/Law Enforcement Division immediately upon discovery, but in no event later than **four hours after discovery of the theft**. Retailer must be able to provide the Lottery with the game, pack and individual ticket number(s) of stolen Scratchers tickets to be considered for an adjustment to its account. It is at the sole discretion of the Lottery Director whether Retailer will be reimbursed in whole or in part for stolen tickets. It is Retailer's sole responsibility to keep detailed, complete, accurate, daily inventory records for all Lottery tickets.
- (7) Report any damaged or misprinted tickets delivered to Retailer, as well as missing tickets or lost tickets, by immediately contacting the Lottery's Sales Department at Retailer's local Lottery District Office or at Lottery Headquarters.
- (8) Provide any information requested by the Lottery, such as information about equipment, service, accessibility, records, payment, or any other information immediately upon request.

b. Lottery's Reporting Requirements. The Lottery will comply with applicable law and regulations and will report to the Internal Revenue Service payments made by the Lottery to Retailer of \$600 or more in a tax year.

8. CONDUCT.

Retailer agrees that in relation to Retailer's sale and redemption of Lottery products, Retailer, its employees, representatives, and agents will conduct themselves in a professional and courteous manner in all dealings with the public, Lottery players, Lottery representatives, and Lottery contractors, and their employees, representatives, and agents.

9. COOPERATION WITH LOTTERY REPRESENTATIVES.

Retailer agrees to fully cooperate with the Lottery, local or state law enforcement, and other agencies in matters involving Lottery products, including allowing access to its premises during business hours for inspection, collection of evidence, monitoring, evaluation, examination of records, and/or compliance with Retailer Contract terms.

Revision History:

Action Date	Action	Section(s) Revised	Effective Date
3-2014	Approval	All	6-2014
12-2015	Revise	4.b.3(c) Minimum cashing amount	12-2015



California Lottery[®]

Retailer Code of Conduct

In support of the California Lottery's commitment to ensuring integrity, honesty, and fairness in its operations, Lottery Retailers agree that they and their employees, agents, and representatives will:

- Adhere to the Lottery's commitment to maintaining a positive brand image and positive playing experience for its customers.
- Comply with all laws and regulations that apply to the Lottery's products.
- Follow all Lottery procedures and Retailer Contract requirements, including those relating to Lottery terminal security, establishing and maintaining effective inventory control, and immediate reporting of lost or stolen Lottery tickets.
- Comply with the Lottery's prize cashing policies and never pay a prize that exceeds the \$599 cashing limit, even for the convenience of customers, friends, or family.
- Cooperate with all investigative, security, inspection, and enforcement activities conducted by Lottery personnel or any other law enforcement or regulatory agency.
- Never charge a fee or require a purchase from customers in exchange for assistance with Lottery products or prize cashing.
- Promote fair, honest, respectful, professional, and courteous treatment of all customers and Lottery representatives at all times.
- Answer all reasonable customer questions, or direct customers to contact the Lottery as necessary.
- Sell Lottery products only to individuals who are 18 years of age or older.
- Fully pay for Lottery tickets and products before playing Lottery games.
- The California Lottery is committed to providing a safe, healthful work environment that is free from threats, intimidation, derogatory remarks, insults, bullying, harassment; including sexual harassment, acts of violence or any form of discrimination. All allegations and or reports of offensive behavior occurring while State duties were being provided will be investigated and appropriate action taken to protect Lottery employees, to the extent possible.

Failure to comply with this Lottery Retailer Code of Conduct may result in termination of your California Lottery Retailer Contract.

Revision History:

Action Date	Action	Section(s) Revised	Effective Date
3-2014	Approval	All	6-2014
2-2015	Revision	Added Lottery commitment bullet-point	2-2015

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(Fax: (805) 497-6335)



State of California Secretary of State

N

Statement of Information

(Domestic Nonprofit, Credit Union and Consumer Cooperative Corporations)

Filing Fee: \$20.00. If this is an amendment, see instructions.
IMPORTANT - READ INSTRUCTIONS BEFORE COMPLETING THIS FORM

1. CORPORATE NAME

2. CALIFORNIA CORPORATE NUMBER

This Space for Filing Use Only

Complete Principal Office Address (Do not abbreviate the name of the city. Item 3 cannot be a P.O. Box.)

3. STREET ADDRESS OF PRINCIPAL OFFICE IN CALIFORNIA IF ANY CITY STATE ZIP CODE
CA

4. MAILING ADDRESS OF THE CORPORATION CITY STATE ZIP CODE

Names and Complete Addresses of the Following Officers (The corporation must list these three officers. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered.)

5. CHIEF EXECUTIVE OFFICER: ADDRESS CITY STATE ZIP CODE

6. SECRETARY ADDRESS CITY STATE ZIP CODE

7. CHIEF FINANCIAL OFFICER: ADDRESS CITY STATE ZIP CODE

Agent for Service of Process If the agent is an individual, the agent must reside in California and Item 9 must be completed with a California street address. A P.O. Box address is not acceptable. If the agent is another corporation, the agent must have on file with the California Secretary of State a certificate pursuant to California Corporations Code section 1505 and Item 9 must be left blank.

8. NAME OF AGENT FOR SERVICE OF PROCESS

9. STREET ADDRESS OF AGENT FOR SERVICE OF PROCESS IN CALIFORNIA, IF AN INDIVIDUAL CITY STATE ZIP CODE
CA

Davis-Stirling Common Interest Development Act (California Civil Code section 1350, et seq.)

10. ☐ Check here if the corporation is an association formed to manage a common interest development under the Davis-Stirling Common Interest Development Act.

NOTE: Corporations formed to manage a common interest development must also file a Statement by Common Interest Development Association (Form SI-CID) as required by California Civil Code section 1363.6. Please see instructions on the reverse side of this form.

11. THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT

DATE TYPE-PRINT NAME OF PERSON COMPLETING FORM TITLE SIGNATURE

Instructions For Completing Form SI-100

For faster processing, the required statement for most corporations can be filed online at <https://businessfilings.sos.ca.gov>.

Every domestic nonprofit, credit union and consumer cooperative corporation must file a Statement of Information with the California Secretary of State, within 90 days after the filing of the Initial Articles of Incorporation, and biennially* thereafter during the applicable filing period. The applicable filing period for a corporation is the calendar month during which the initial Articles of Incorporation were filed and the immediately preceding five calendar months. A corporation is required to file this statement even though it may not be actively engaged in business at the time this statement is due. Changes to information contained in a previously filed statement can be made by filing a new form, completed in its entirety. * Credit unions and consumer cooperative corporations are required to file annually instead of biennially.

Legal Authority: Statutory filing provisions are found in California Corporations Code sections 6210, 8210, 9880, or 12570 and California Financial Code section 14101.6, unless otherwise indicated. All subsequent statutory references are to the California Corporations Code, unless otherwise stated. Failure to file this Statement of Information by the due date may result in the assessment of a \$50.00 penalty. (Sections 6810, 8810, 9690, or 12670; California Revenue and Taxation Code section 19141.)

Fees: The fee for filing the Statement of Information is \$20.00. Checks should be made payable to the Secretary of State. If this statement is being filed to amend any information on a previously filed statement and is being filed outside the applicable filing period, as defined above, no fee is required.

Copies: The Secretary of State will endorse file one copy of the statement if an exact copy is submitted along with the statement to be filed. Copies submitted with the statement to be filed can be certified upon request and payment of \$8.00 per copy.

Common Interest Development Association: Every domestic nonprofit corporation formed to manage a common interest development under the Davis-Stirling Common Interest Development Act (for example, a homeowners' association) must also file a Statement By Common Interest Development Association (Form SI-CID) together with the biennial Statement of Information (California Civil Code section 1350, et seq.). Both forms are available on the Secretary of State's website at www.sos.ca.gov/business/bo/statements.htm.

Complete the Statement of Information (Form SI-100) as follows:

- Item 1.** Enter the name of the corporation exactly as it is of record with the California Secretary of State.
- Item 2.** Enter the corporation number issued by the California Secretary of State.
- Item 3.** Enter the complete street address, city and zip code of the corporation's principal office in California, if any. Please do not enter a P.O. Box or abbreviate the name of the city. Note: a credit union must enter the street address of the corporation's principal office, if any, whether the office is located in or outside of California.
- Item 4.** Enter the mailing address of the corporation, if different from the street address of the principal office in California or if the corporation has no principal office in California.
- Items 5-7.** Enter the name and complete business or residential address of the corporation's chief executive officer (i.e., president), secretary and chief financial officer (i.e., treasurer). Please do not abbreviate the name of the city. The corporation must list these three officers. Any number of offices may be held by the same person unless the articles or bylaws provide otherwise, except, in the case of a nonprofit public benefit or religious corporation, neither the secretary nor the chief financial officer or treasurer may serve concurrently as the president or chair of the board (Sections 5213 or 9213). Please note, unless the articles or bylaws provide otherwise, the president, or if there is no president, the chair of the board, is the chief executive officer of the corporation. Additionally, unless otherwise specified in the articles or the bylaws, if there is no chief financial officer, the treasurer is the chief financial officer of the corporation. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered, except in the case of a consumer cooperative corporation, which may include the name and address of its general manager in lieu of the name and address of its chief executive officer. (Section 12570(a).)
- Item 8.** Enter the name of the agent for service of process in California. An agent is an individual (director, officer or any other person, whether or not affiliated with the corporation) who resides in California or another corporation designated to accept service of process if the corporation is sued. The agent must agree to accept service of process on behalf of the corporation prior to designation. If an individual is designated as agent, complete Items 8 and 9. If another corporation is designated as agent, complete Item 8 and proceed to Item 10 or Item 11, as applicable (do not complete Item 9).
Note: Before another corporation may be designated as agent, that corporation must have previously filed with the California Secretary of State, a certificate pursuant to Section 1505. A corporation cannot act as its own agent and no domestic or foreign corporation may file pursuant to Section 1505 unless the corporation is currently authorized to engage in business in California and is in good standing in the records of the California Secretary of State.
- Item 9.** If an individual is designated as agent for service of process, enter a business or residential street address in California (a P.O. Box address is not acceptable). Please do not enter "in care of" (c/o) or abbreviate the name of the city. If another corporation is designated as agent, leave Item 9 blank and proceed to Item 10 or Item 11, as applicable.

Common Interest Development Corporations: Corporations formed to manage a common interest development under the Davis-Stirling Common Interest Development Act (for example, a homeowners' association) must file a Statement by Common Interest Development Association (Form SI-CID).

Item 10. Check the box only if the corporation is formed to manage a common interest. If the corporation is not formed to manage a common interest development, do not check the box and proceed to Item 11.

Item 11. Type or print the name and title of the person completing this form and enter the date this form was completed.

Completed forms along with the applicable fees can be mailed to Secretary of State, Statement of Information Unit, P.O. Box 944230, Sacramento, CA 94244-2300 or delivered in person (drop off) to the Sacramento office, 1500 11th Street, Sacramento, CA 95814. If you are not completing this form online, please type or legibly print in black or blue ink. This form must not be altered. This form is filed only in the Sacramento office.

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTY COMMITTEE (MW)
SUBJECT: CAPITAL FUNDING REQUEST - 25' X 60' SHADE STRUCTURE, VETERANS PLAZA
DATE: AUGUST 8, 2019
CC: FILE

Staff was requested to seek proposals for the installation of a 25' x 60' shade structure at Veterans Plaza. Costs were provided by the following contractors, bids attached:

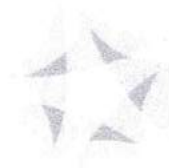
D.M.R. Under Tension	\$81,505
USA Shade & Fabric Structures	\$26,986

Both contractors exclude permit fees in their proposals; staff recommends a \$3,000 contingency for this project.

At its regular meeting on August 7, 2019, the Physical Property Committee reviewed cost and the bidding contractors and unanimously recommended the Board award a contract USA Shade & Fabric Structures to install a 25' x 60' shade structure, at Veterans Plaza, based on ADRC approved color selections, at a cost of \$26,986 (including \$3,000 in contingency funds), plus the cost of any permit fees.

At its regular meeting on August 19, 2019, the Finance Committee reviewed available Capital funding for this project, and resolved funding is available.

I move to award a contract to USA Shade & Fabric Structures, for the installation of a 25' x 60' shade structure, at Veterans Plaza, based on ADRC approved color selections, at a cost not to exceed \$26,986 and add a \$3,000 contingency to cover permit fees and any unexpected expense, for a total cost of \$29,986, Capital funding, and authorize the President to sign the contract.



USA SHADE
& Fabric Structures®

Leisure World Shade Structure

7/22/2019


Proposal Prepared For:
Golden Rain Foundation
PO Box 2069
Seal Beach, CA 90740

AZ: 289388 CA: 989458 LA: 61718 NV: 78724
NM: 383826 TN: 68712 DIR: 1000003533

www.usa-shade.com

| 800-966-5005

Structure Pricing

Joined Hip Shade Structure				
UNIT IMAGE	UNIT DETAILS			
	Unit Quantity:	1	Foundations By	USA Shade
	Unit Type:	Joined Hip	Grout Installation	USA Shade
	Structure Size:	25 ft. x 60 ft.	Footing Type:	Drilled Pier
	USA Shade Model Number	401.5	Base Attachment:	PIH - Embed
	Entry Height:	10 ft.	Anchor Bolts:	N/A
	No of Columns:	6	Concrete Cutting:	Included
	No of Fabric Tops:	2	Dirt Removal:	Included
	Fabric Type:	Colourshade_FR	Surface Type:	Concrete
	Fabric Color:	TBD	NOTES	
	Steel Finish:	Coastal Primer w/ Powder Coating		
Steel Color:	TBD			
PRICE				
\$26,985.95	Electrical Provisions:	N/A		
	Cable/HDW Finish:	Galvanized		
	Concept No:	N/A		



ACCESS/MISC.			
QTY	ITEM	DETAILS	COST
TOTAL FOR ACCESS/MISC ITEMS:			\$0.00

PRICING TOTALS:	
Unit Total	Included
Accessories/Miscellaneous	Included
Shipping/Handling	Included
SUBTOTAL	Included
Sales Tax (7.75%)	Included
Engineering	Included
Installation	Included
TOTAL PRICE	\$26,985.95

PAYMENT TERMS:	
(1) Upon execution of the Agreement (Deposit)	50%
(2) Upon delivery of Unit(s)	
(3) Upon completion of assembly/installation	In Full
(4) Other (specify):	
NOTES:	

USA SHADE reserves the right to implement a surcharge for significant increases in raw materials, including the following, but not limited to: fuel, steel, fabric, and concrete. Proposal pricing is only valid for 30 days due to the fluctuation in pricing. Due to recent significant increases experienced in raw steel and fabric materials, it may be necessary to order, invoice, and receive payments for steel and fabric as soon as final sizing can be determined.

ENGINEERING REQUIREMENTS		NOTES
Building Code	CBC 2016	If spread footings are required due to unforeseen underground obstacles, a change order will be issued.
Wind Load	115 mph	
Snow Load	5 psf	
Drawing Size	24 X 36	
No. of Sealed Drawings	3	
Calculations Required	Yes	

INCLUSIONS / EXCLUSIONS					
INCLUDED	EXCLUDED	ENGINEERING REQUIREMENTS	INCLUDED	EXCLUDED	INSTALLATION - MISCELLANEOUS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sealed Drawings & Calculations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Prevailing Wage / Certified Payroll
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Permit Submittal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Union Wages
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Permit Fee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fencing
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DSA Submittal & Fees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Curb Repair
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Design and Engineering of Structure	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Landscape Repair
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Design and Engineering of Foundation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Demolition (Existing Structures)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reactions and Loads for attachment to Walls, Rooftops, or Other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Payment and Performance Bonds
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Foundation Location and Elevation Survey	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Special Inspection Fees



Date: 7/22/2019

Proposal for USA SHADE & Fabric Structures

Project Information:				Sales Information:	
Purchaser:	Golden Rain Foundation	Contact:	David Rudge	Sales Rep:	Ben Cover
Project Name:	Leisure World Veterans Plaza	Phone:	(562) 431-6586, ext. 365	Phone:	(949) 466-4413
Quote No:	BC593	Email:	davidr@lwsb.com	Email:	bcover@usa-shade.com
PO No:		Fax:		Fax:	

Billing Information:		Shipping Information:		Jobsite Information:	
Golden Rain Foundation		SOUTHERN CALIFORNIA		Veterans Park	
PO Box 2069		1085 N. Main Street, Suite C		1421 Northwood Road	
Seal Beach		Orange		Seal Beach	
CA		CA		CA	
90740		92867		90740	
Contact:	David Rudge	Contact:	Ben Cover	Contact:	David Rudge
Phone	(562) 431-6586, ext. 365	Phone	(949) 466-4413	Phone	(562) 431-6586, ext. 365
Email:	davidr@lwsb.com	Email:	bcover@usa-shade.com	Email:	davidr@lwsb.com
Fax:		Fax:		Fax:	

CORPORATE ADDRESS:
2580 Esters Blvd., Suite 100
DFW Airport, TX 75261

MAILING ADDRESS:
P.O. Box 3467
Coppel, TX 75019

REMITTANCE ADDRESS:
P.O. Box 734158
Dallas, TX 75373-4158

SOUTHERN CALIFORNIA:
1085 N. Main Street, Suite C
Orange, CA 92867

NORTHERN CALIFORNIA:
927 Enterprise Way, Suite A
Napa, CA 94558

ARIZONA:
2452 W. Birchwood Ave, Suite 112
Mesa, AZ 85202

LAS VEGAS:
6225 S. Valley View Blvd., Suite 1
Las Vegas, NV 89118

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DMR.

UNDER TENSION

7831 15th St.
Westminster, CA. 92683
Phone (714) 379 -0011
mike@ocshadesails.com
Lic#: 850359

9-14-2018
Estimate Proposal for



Mark Weaver
Facilities Director
Golden Rain Foundation
PO Box 2069, Seal Beach, CA 90740
☎ (562) 431-6586, ext. 301 | ✉ markw@lwsb.com | 🌐 www.lwsb.com

Thank you for inviting DMR to be involved in Estimating a Shade Sail Structure for your Outdoor Courtyard Area Project. As you know, our Tensioned Fabric or Tensile Structures are unique and make a dynamic statement.

This Document is a Good Faith Estimate of the costs to provide certain products and or services. It is not a binding agreement. This Estimate expires in 90 days.

This Estimate is based on DMR Designing, Engineering and Installing 2-5 Custom Shade Sails including 6-10 Engineered Post, Brackets, and Stainless Steel mounting hardware as listed below in 2 different Options.

Fabricator Qualifications:

DMR has been specializing in the design, engineering and construction of Patio Shade Structures, Roll up Sun Shades, Shade Fabric Panels and Shade Enclosures since 1991. **DMR** has been a qualified Shade Sail distributor since 2001. Shade Sails has been installed all over the world and offer a unique and advanced shade concept.

DMR is a California Licensed contractor and is fully bonded and insured with an A+ rating with the Contractors State License Board. The team here at **DMR** consists of qualifying representatives specializing in Engineered Fabric Tension Structures and can provide CAD design drawings, "ROMER" reverse engineering data, CAD material testing, architectural renderings, full fabrication shop consisting of CNC machines and operators, certified welders and an on staff quality control specialist.

Option #1

Fabrication and installation of the Shade Sail membranes for Concept Design #4:

Scope of work:

Provide the services of a licensed structural engineer to Determine reaction loading of the Shade Sails at the required attachment points at the posts. Provide Structural Engineering calculations (California licensed and sealed) with drawings for all attachment points along with Shade Sail details. Engineering will include design of the posts and their Fabrication and installation of Shade Sail membranes.

- A) Multiple site visits as required for the approval of 2 Custom Shade Sails as per Design, 6 Posts, including Footings and concrete and access for services to be provided.
- B) Provide 6 Custom Fabricated Pinnacle Coated Post with welded Post Caps, Nelson Studs, Rebar Cages (if required) (Color TBD) as called out by our Engineered Specs.
- C) Provide the services to Saw Cut 6 Locations in the existing Concrete Slab at Post Locations.
- D) Provide the services to Auger 6 Footings and properly remove Spoils.
- E) Provide the Crane service to set 6 custom fabricated Post into their appropriate footings.
- F) Provide the services to install concrete into 6 footings.
- G) Provide and install all Stainless Steel hardware including, Turnbuckles, Thru-Bolts, Eye Bolts, D-Shackles, Perimeter Cable and liter cable catch lines as called out by our Engineer Specs.
- H) Take accurate measurements for 2 Custom Hypar Shade Sails as per design in our Webbing or Cable Style Sails with stainless steel corner rings.
- I) Shade Sails to be fabricated in our Commercial Grade Class A Fire Rated Monotec 370 fabric, (color = TBD) or any of our other available colors of High Density Polyethylene knit offered by Polyfab, FR-Comshade, Comtex or Monotec.
- J) Installation (rigging) of 2 New Custom Shade Sails onto their fixing points.

For A Job Cost of

\$76,905.00

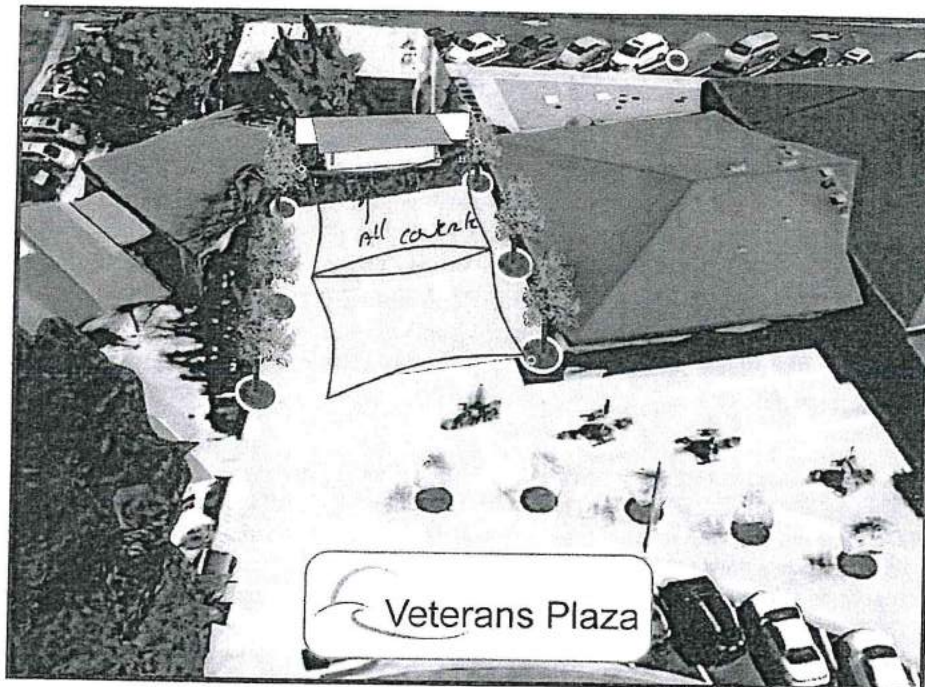
+ Engineering fees of \$4,500.00

For A Total Job Cost of

\$81,405.00

This proposal, along with all drawings, sketches and photos are strictly confidential and remain the property of DMR until confirmation of your order is received. They may not be copied, reproduced or manufactured from without our written permission.

Option #1 Concept Design #4



Hypar Concept Image Idea





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 AND CAPITAL FUNDING REQUESTS - SWIMMING POOL
REPLACEMENTS AND RENOVATIONS
DATE: AUGUST 12, 2019
CC: FILE

The Physical Property Department was tasked with obtaining cost for the upgrades and betterments of the swimming pool, shower rooms and golf starter areas. The Department used the scope of work reviewed by the Recreation Committee (see Exhibit A).

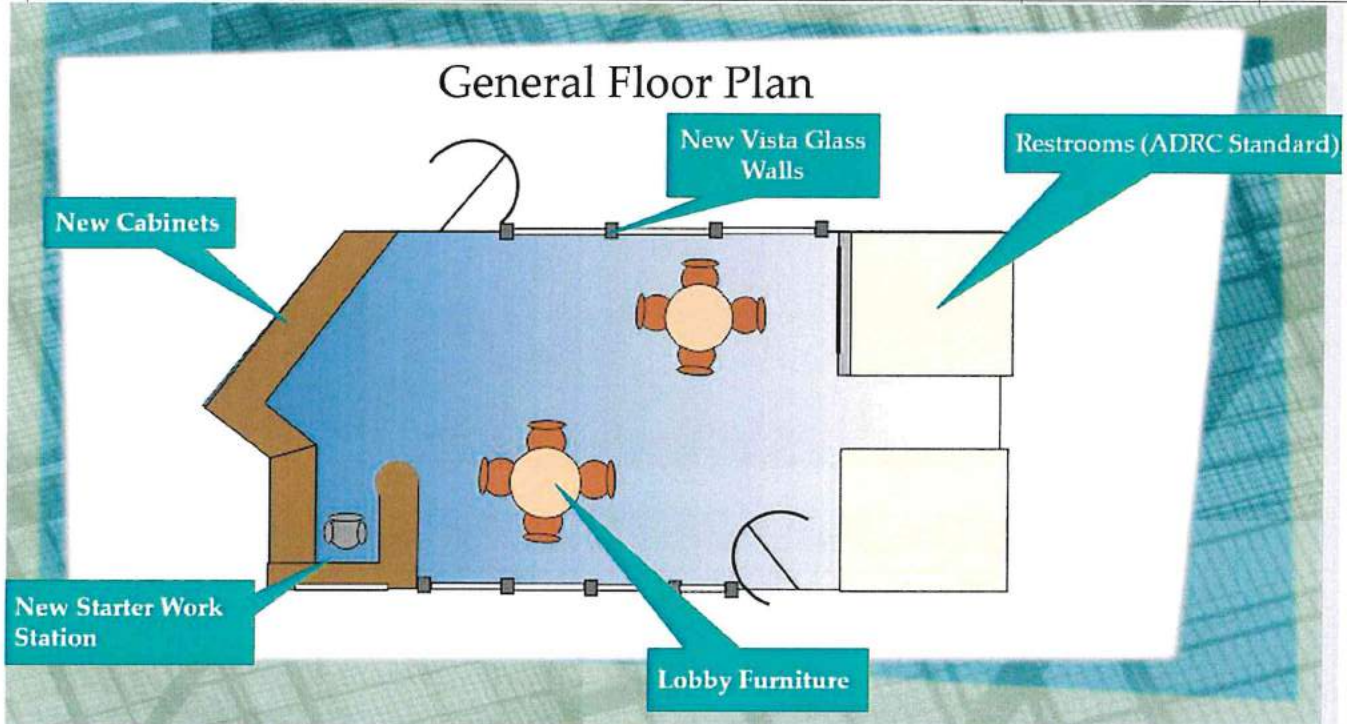
A budget of \$750,000, based on Exhibit A would be required; current Reserve funding in the Reserve Study is \$555,065 (see Exhibit B); \$194,935 of Capital funding would be needed.

At its August 7, 2019 meeting, the Physical Property Committee reviewed the scope of work, timeline, contractors and cost for the project. The Committee moved to recommend the GRF Board approve Capital/Reserve Funding, in the amount not to exceed a total of \$750,000, based on the scope of work called out in Exhibit A, for the renovations of the swimming pool and areas, pending Finance Committee review.

At its regular meeting on August 19, 2019, the Finance Committee reviewed available Reserve and Capital funding for this project, and resolved funding is available.

I move to approve Capital/Reserve Funding in the amount not to exceed a total of \$750,000 based on the scope of work called out in Exhibit A, current Reserve funding is \$555,065, Capital funding needed would be \$194,935, and authorize the President sign any contracts and the Executive Director make the needed purchases for the Renovations of the Swimming Pool and area, after Finance Committee review.

PRELIMINARY COSTS	\$ 750,000	
RESERVE FUND REQUEST	\$ 555,065	
CAPITAL FUND REQUEST	\$ 194,935	
	\$ 750,000	



INTERIOR - GOLF		PRICE	
1	Remove and Replace carpet with ADRC approved	\$ 5,000	REC/ADRC
2	Remove and Replace tile in bathrooms	\$ 8,000	
3	Paint (Walls and Ceilings)	\$ 1,800	
4	Replace all lighting with energy efficient LED	\$ 5,000	REC/ADRC
5	Complete renovation of men's and women's restrooms	\$ 20,000	
6	Remove Pool and Golf side walls and install glass store front walls with 36" wide single panel glass door on each side. Bronze frame to match Clubhouse 4	\$ 12,000	
	Sub Total	\$ 51,800	

Proposed General Concept



Current

EXTERIOR - GOLF		PRICE	ADRC
1	R&R concrete (grading and drainage) ADRC approved finish	\$ 43,000	ADRC
2	Remove and replace Landscape	\$ 12,000	
3	Add Vista walls	\$ 10,000	
4	Add Slump stone retaining wall approved by ADRC	\$ 5,400	
5	Add power for vending machines	\$ 1,500	
6	Add exterior lighting	\$ 300	
7	Replace Patio Furniture	\$ 7,500	
8	Replace water cooler	\$ 1,200	
9	Remove solar system	\$ 3,500	
10	Paint buildings	\$ 5,000	
11	Exterior Bulletin Boards	\$ 1,120	
12	Signage	\$ 2,500	
	Misc.		
EXTERIOR GOLF TOTAL		\$ 93,020	

PRELIMINARY POOL BUDGET

EXHIBIT A

		PRICE	
DECK REPLACEMENT - CONCRETE			
1	Removal & disposal of 7,049sq/ft of existing concrete and sod. Over-excavate to 6" to 7" below finished grade.	\$ 31,720	
2	Install 460lf of commercial drainage system below grade with brass drain grates	\$ 9,200	
3	Keep pool and spa plumbing under pressure during deck work	\$ 2,500	
4	Replace 6 skimmers during deck replacement	\$ 13,200	
5	Install 32 new non-slip deck depth markers and "No Diving" markers around pool & spa	\$ 1,900	
6	Install 7,049 sq/ft of 4" thick, natural gray concrete with salt finish, steel reinforced with #3 rebar at 18" oc, and expansion/control joints to minimize cracks	\$ 84,588	
7	Install 1- 15LF step	\$ 650	
8	Install auto-fill in pool and spa	\$ 3,000	
9	Install 8 new 3 bend hand rails and 2 sets of grab rails	\$ 7,200	
10	Install mastic around perimeter of pool and spa and in all necessary expansion joints	\$ 1,900	
11	Demo and build new wall around pool open with wrought iron to golf course	\$ 32,000	
12	These fees do not include the cost of any City or County permit fees and processing costs that may be required. Most cities do not require permits and the cities that do have different charges. This cost is a placeholder	\$ 3,500	
TOTAL		\$ 191,358	
1	Pool Volleyball Equipment	\$ 1,500	
2	Pool Furniture - Tables	\$ 3,600	
3	Pool Furniture - Chairs	\$ 12,800	
4	Pool Furniture - Chaise Lounge and side tables	\$ 16,800	
5	Pool Furniture - Umbrellas	\$ 2,800	
6	Pool Furniture - Umbrella Base	\$ 2,800	
		\$ 40,300	
1	Roofs	\$ 45,000	
2	Contingency	\$ 75,000	
3	Pool Locker Rooms	\$ 72,594	

EXHIBIT B

Fiscal Year	2019	2020	2021	2022	2023
1302 Cap Sheet Roof - Replace	\$0	\$0	\$0	\$0	\$7,372
1308 Comp Shingle Roof - Replace	\$0	\$0	\$0	\$0	\$0
Mission Park					
361 Park Lights - Replace	\$0	\$0	\$0	\$0	\$0
380 Court Lights - Replace	\$0	\$0	\$0	\$0	\$0
412 Park Furnishings - Replace	\$0	\$0	\$0	\$0	\$0
460 Shade Structure - Replace	\$0	\$0	\$0	\$0	\$0
512 Vinyl Site Fencing - Replace	\$0	\$0	\$0	\$0	\$0
1400 Signage - Replace/Refurbish	\$0	\$0	\$0	\$0	\$0
1600 Pickle Ball Courts - Re-Paint	\$0	\$0	\$0	\$0	\$0
1622 Basketball Backboard - Replace	\$0	\$0	\$0	\$0	\$0
1630 Bocce Ball Court - Resurface	\$0	\$0	\$0	\$0	\$0
Pool Area					
340 Solar System Panels - Replace	\$0	\$0	\$31,827	\$0	\$0
346 Solar Storage Tanks - Replace	\$0	\$0	\$13,792	\$0	\$0
948 Lockers - Replace	\$0	\$0	\$10,715	\$0	\$0
951 LG Bathrooms - Major Refurbish	\$0	\$0	\$339,488	\$0	\$0
951 SM Bathrooms - Major Refurbish	\$0	\$0	\$4,350	\$0	\$0
1110 Interior Surfaces - Repaint	\$0	\$0	\$5,305	\$0	\$0
1115 Exterior Surfaces - Repaint	\$0	\$0	\$7,957	\$0	\$0
1200 Pool Deck - Repair/Replace	\$0	\$0	\$79,568	\$0	\$0
1202 Pool - Resurface & Re-tile	\$0	\$0	\$53,045	\$0	\$0
1202 Pool Coping - Replace	\$0	\$0	\$15,914	\$0	\$0
1203 Spa - Resurface	\$0	\$0	\$10,609	\$0	\$0
1206 Pool/Spa Filters - Replace	\$0	\$0	\$7,957	\$0	\$0
1210 Pool Heater - Replace	\$0	\$0	\$0	\$0	\$0
1211 Spa Heater - Replace	\$0	\$0	\$0	\$0	\$0
1214 Pool/Spa Pumps - Replace	\$3,700	\$0	\$0	\$0	\$0
1218 Chlorinators - Replace	\$0	\$0	\$0	\$0	\$4,615
1238 ADA Pool Lift - Replace	\$0	\$0	\$20,157	\$0	\$0
1240 Pool Area Furniture - Refurbish	\$0	\$0	\$0	\$0	\$5,234
1240 Pool Area Furniture - Replace	\$0	\$0	\$0	\$0	\$0
1245 Pool Cover - Replace	\$0	\$0	\$0	\$0	\$5,628
1302 Flat Roof - Replace	\$0	\$0	\$7,957	\$0	\$0
1308 Comp Shingle Roof - Replace	\$0	\$0	\$22,279	\$0	\$0
Golf Course					
518 Course Chain Link Fence - Replace	\$0	\$0	\$0	\$0	\$0
601 Carpet - Replace	\$0	\$0	\$3,501	\$0	\$0
942 Rubber Surface - Replace	\$0	\$0	\$0	\$0	\$0
1010 Golf Course Greens	\$25,000	\$25,750	\$26,523	\$27,318	\$28,138
1700 Bridge - Repair/Replace	\$0	\$0	\$0	\$0	\$0
Maintenance Yard					
307 Hydraulic Lift - Replace	\$0	\$0	\$0	\$0	\$0
316 Fuel Leak Detection System- Replace	\$0	\$0	\$0	\$0	\$0
316 Waste Oil Storage Tank	\$0	\$0	\$0	\$0	\$0
510 Wood Fence - Replace	\$0	\$0	\$0	\$0	\$0
601 Carpet - Replace	\$0	\$0	\$0	\$0	\$0
612 Laminate Flooring - Replace	\$0	\$0	\$0	\$0	\$0
900 Kitchen - Remodel	\$0	\$0	\$0	\$0	\$0
928 Carpenter Shop Equipment	\$0	\$0	\$0	\$0	\$0
928 Welding Shop Equipment	\$0	\$0	\$0	\$0	\$0
960 Office/Warehouse Furnishings	\$0	\$0	\$0	\$0	\$0
960 Purchasing Office Furnishings	\$0	\$0	\$0	\$0	\$0
960 Purchasing Warehouse Facility	\$0	\$0	\$0	\$0	\$0
960 Storage/Wk Area Furnishings	\$0	\$0	\$0	\$0	\$0
965 Miscellaneous Building Replacement	\$0	\$43,415	\$0	\$0	\$0
1120 Corrugated Metal Siding - Replace	\$0	\$0	\$0	\$0	\$0
1132 Metal Roof - Replace	\$0	\$0	\$0	\$0	\$0
1330 Gutter System - Replace	\$0	\$0	\$0	\$0	\$0
1890 Relocate Underground Tank	\$150,000	\$0	\$0	\$0	\$0
Service Maintenance					
832 Roll-Up Doors - Replace	\$0	\$39,140	\$0	\$0	\$0
904 Ice Machine - Replace	\$0	\$5,305	\$0	\$0	\$0
951 Bathrooms - Refurbish	\$0	\$51,500	\$0	\$0	\$0
1110 Interior Surfaces - Repaint	\$0	\$2,781	\$0	\$0	\$0
1115 Exterior Surfaces- Repaint	\$0	\$12,360	\$0	\$0	\$0
Resale Office					

PRELIMINARY POOL SCHEDULE

	Action	Days	Start	Complete
PP	Physical Property Committee Approval to send RFP for Pool			Wednesday, July 3, 2019
PP	Physical Property Committee Contractor Selection	14		Wednesday, August 7, 2019
PP	Board Approval			Tuesday, August 27, 2019
Pool	Long Lead Items Ordered 12 weeks	84	Monday, August 12, 2019	Monday, November 4, 2019
TBD	OC Health 2-6 Weeks	63	Monday, September 2, 2019	Monday, November 4, 2019 Add 3 wks total 9
TBD	Remove Trees	2	Monday, November 4, 2019	Wednesday, November 6, 2019
	Demo Wall	3	Monday, November 4, 2019	Thursday, November 7, 2019
Pool	Drain Pool	1	Monday, November 4, 2019	Tuesday, November 5, 2019
Pool	Demo Pool 1-4 days	3	Tuesday, November 5, 2019	Friday, November 8, 2019
Pool	Demo Clean up 1-2 days	2	Monday, November 11, 2019	Wednesday, November 13, 2019
Pool	Demo Inspection 1-2 days	2	Wednesday, November 13, 2019	Friday, November 15, 2019
	Remove Deck 1-2 days	4	Friday, November 15, 2019	Tuesday, November 19, 2019
Pool	General Plumbing & Electrical (install skimmers, lights, equipment) 1-1 1/2 weeks	14	Wednesday, November 20, 2019	Wednesday, December 4, 2019
Pool	Replumb drains if necessary up to 2 weeks	14	Wednesday, November 20, 2019	Wednesday, December 4, 2019
Pool	Install Waterline Tile 1-1 1/2 weeks	14	Wednesday, November 20, 2019	Wednesday, December 4, 2019
Pool	Install Deck 2-4 weeks	35	Wednesday, November 20, 2019	##### Add 1 week
Pool	Fill Pool and water chemistry	7	Thursday, December 26, 2019	Thursday, January 2, 2020

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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 - REPLACEMENT OF PARKING STALL
STREET MARKINGS
DATE: AUGUST 8, 2019
CC: FILE

It has been requested to mark all Trust Property parking spots adjacent to curbs with T and L markings, as described in the picture below (CAMUTCD compliant). A proposal from MJ Jurado was obtained for this task, at a cost not to exceed \$18,270 (see attached quote).



I move to award a contract to MJ Jurado to mark all Trust Property parking spots adjacent to curbs, with T's and L's, at a cost not to exceed \$18,270, Reserve funding, and authorize the President to sign the contract.



Ph: (714) 397-0143
Fax: (714) 827-2110

Lic.# 987670

Proposal

Date	Estimate #
7/18/2019	17-0601

ATTN:

Golden Rain Foundation
13533 Seal Beach Blvd.
Seal Beach Ca 90740

Project			
T's & L's MUTCD Layout			
Description	Qty	Rate	Total
Black Out & Stripe T's & L's Per MUTCD Standards , Located On Following Streets , Monterey ,Merion,Interlachen ,Canoe Brook, Cedar Crest, Alderwood, Fresh Meadow, Pelham & Thunderbird.	1	18,270.00	18,270.00
*Exclusions: Demo grading, water, permits, surveys, approved plans, soils tech, inspections, underground utilities that may be damaged during excavation, all work or items furnished by others.			
We can schedule this work to meet your production requirements. Thank you for your consideration. We trust we can be of service. Michael J. Jurado			Total \$18,270.00

Approved By: _____

Date: _____



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTY COMMITTEE (MW)
SUBJECT: CLUBHOUSE SIX-AMBULANCE ROOM
DATE: AUGUST 8, 2019
CC: FILE

An inspection of the ambulance room in Clubhouse Six was performed to determine its condition. It was noted the floor covering, painting and window covering are need of replacement to maintain this area. Bids were obtained by contractors to perform these tasks and are as follows:

Coast Factory Blinds - Install roller shades pearl white	\$ 618
Advance Painting - Paint interior	\$1,400
Bixby Plaza Flooring - Floor replacement blue carpet squares	\$3,450
Contingency funds	\$ 500
 Total cost	 \$5,968

All items are ADRC approved.

At its regular meeting on August 7, 2019 the Physical Property Committee reviewed cost and the bidding contractors and unanimously moved to recommend the GRF Board approve Reserve funds, in the amount not to exceed \$5,968, to install new blinds, paint and replace the flooring in the Ambulance Room, at Clubhouse Six, after review by the Finance committee.

At its regular meeting on August 19, 2019, the Finance Committee reviewed available Reserve funding for this project, and resolved funding is available.

I move to approve Reserve funds, in the amount not to exceed \$5,968, to install new blinds, paint and replace the flooring in the Ambulance Room at Clubhouse Six and authorize the President to sign the contract.

COAST FACTORY BLINDS

Advance Custom Paint, Inc.

Juan Herrera
11710 Ryerson Ave
Downey, CA 90241
Phone: (562) 706-8305
Lic. # 888003

Proposal

Bill To:

Ambulance Rm
Seal Beach, CA 90740
ATTN: George Hurtado

Job Address:

Ambulance Rm
Seal Beach, CA 90740

Date

05/9/19



Job Description		Total
Sand and paint Ambulance Ro0m complete		
Price		\$1,400,00

Price includes labor and materials.

Thank you for considering us to paint your project.

George Hurtado

From: Cheryl Doyle <cheryl@bixbycarpets.com>
Sent: Wednesday, April 17, 2019 3:34 PM
To: George Hurtado
Subject: Ambulance bay quote

The following is a price for the project at the Ambulance Bay

Furnish and install Mannington Carpet Tiles Style - Portela #3401 St. Croix size 24" x 24"

Price includes...

Pull up and disposal of VCT tiles

Standard floor prep

New 4 " black cove base

Glue down Installation

Tax

\$3,450

Thank you for the opportunity!

Cheryl Doyle
Bixby Plaza Carpets & Flooring
10831 Los Alamitos Blvd.
Los Alamitos, Ca 90720
562 493-3678



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE
SUBJECT: RESERVE FUNDING REQUEST - GOLF COURSE T-BOX REPLACEMENT BIDS
DATE: AUGUST 20, 2019
CC: FILE

The Recreation Department was requested to review the replacement of nine (9) tees on the golf course. The following companies were solicited to provide bids to replace the existing nine (9) greens due to age and condition.

Company	Proposal
Eagle Golf Construction	\$67,545
United Golf	\$70,895
Anguiano Lawn Care	\$103,680

Proposals Attached

In review of the proposals, based upon the qualification and industry expertise, staff recommends Eagle Golf Construction Inc. as the contractor to replace all nine (9) golf T-boxes, in the amount of \$70,923 (\$67,545 + 5% contingency, \$3,378, possible irrigation and unforeseen required due to age and condition of the T-boxes), from Reserve funding.

On August 5, 2019, the Recreation Committee approved Eagle Golf Construction to replace nine (9) T-boxes on the golf course, in the amount of \$70,923, from Reserves funds, and send to the Finance Committee to approve the funding.

At its August 19, 2019 meeting, the Finance Committee reviewed available Reserve funding for this proposal and resolved funding is available.

I move approve a contract with Eagle Golf Construction, for the replacement of the nine (9) golf course T-Boxes, in the amount \$70,923, from Reserve Funds.

# Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
1116 Wood Surfaces - Repaint	5	4	\$3,000
1121 Wood - Repair	40	11	\$13,000
1302 Cap Sheet Roof - Replace	20	4	\$6,550
1308 Comp Shingle Roof - Replace	25	6	\$20,000
Mission Park			
361 Park Lights - Replace	20	19	\$8,900
380 Court Lights - Replace	20	19	\$21,800
412 Park Furnishings - Replace	10	9	\$20,000
460 Shade Structure - Replace	10	9	\$5,000
512 Vinyl Site Fencing - Replace	25	24	\$6,000
1400 Signage - Replace/Refurbish	10	9	\$5,000
1600 Pickle Ball Courts - Re-Paint	6	5	\$30,000
1622 Basketball Backboard - Replace	20	19	\$7,500
1630 Bocce Ball Court - Resurface	10	9	\$5,000
Pool Area			
340 Solar System Panels - Replace	15	2	\$30,000
346 Solar Storage Tanks - Replace	18	2	\$13,000
948 Lockers - Replace	20	2	\$10,100
951 LG Bathrooms - Major Refurbish	20	2	\$320,000
951 SM Bathrooms - Major Refurbish	20	2	\$4,100
1110 Interior Surfaces - Repaint	10	2	\$5,000
1115 Exterior Surfaces - Repaint	10	2	\$7,500
1200 Pool Deck - Repair/Replace	30	2	\$75,000
1202 Pool - Resurface & Re-tile	10	2	\$50,000
1202 Pool Coping - Replace	20	2	\$15,000
1203 Spa - Resurface	5	2	\$10,000
1206 Pool/Spa Filters - Replace	10	2	\$7,500
1210 Pool Heater - Replace	10	7	\$24,000
1211 Spa Heater - Replace	10	7	\$3,800
1214 Pool/Spa Pumps - Replace	5	0	\$3,700
1218 Chlorinators - Replace	10	4	\$4,100
1238 ADA Pool Lift - Replace	15	2	\$19,000
1240 Pool Area Furniture - Refurbish	5	4	\$4,650
1240 Pool Area Furniture - Replace	10	8	\$7,200
1245 Pool Cover - Replace	5	4	\$5,000
1302 Flat Roof - Replace	15	2	\$7,500
1308 Comp Shingle Roof - Replace	25	2	\$21,000
Golf Course			
518 Course Chain Link Fence - Replace	30	11	\$15,000
601 Carpet - Replace	5	2	\$3,300
942 Rubber Surface - Replace	15	13	\$9,000
1010 Golf Course Greens	1	0	\$25,000
1700 Bridge - Repair/Replace	30	20	\$25,000
Maintenance Yard			
307 Hydraulic Lift - Replace	10	5	\$18,000
316 Fuel Leak Detection System- Replace	30	25	\$82,000
316 Waste Oil Storage Tank	30	25	\$22,000
510 Wood Fence - Replace	18	7	\$3,800
601 Carpet - Replace	10	7	\$3,250



EAGLE GOLF
CONSTRUCTION, INC.
EST. 2002

June 11, 2019

Proposal #35-2019

Mr. David Rudge
Property Manger
Leisure World Golf Course
13533 Seal Beach Blvd.
Seal Beach, CA 90740

Ref: Leisure World GC 2019 Tee Renovations

Dear David,

Eagle Golf Construction, Inc. is presenting this proposal for the renovation of (9) existing tees at Leisure World Golf Course. This proposal is based on information and measurements provided during an onsite visit with you on May 31, 2019.

Mobilization \$ 2,000.00 *(not part of unit pricing)*

This proposal includes the following:

1. Removal of existing turf to be stock piled in adjacent parking lot and hauled off site.
2. Roto-till work area to breakup any remaining root zone material.
3. Rough grade and alien (9) existing tees balancing soil as needed between tees.
4. Provide and place 4" of "TLC II" Tee Sand on newly aligned tee surfaces.
5. Laser level tee surfaces with laser-controlled grading tractor.
6. Finish grade and trim all tees to a sodding ready condition.
7. Provide and spread 15-15-15 starter fertilizer over affected areas.
8. Provide and install up to (21,000 sf.) of West "Tifway 419" Hybrid Bermuda sod.
9. Water and roll new sod one time with 800 lbs. sod roller.

Total cost of described work including labor, equipment, and materials: \$67,544.97

Notes:

1. If tees are finished without tee sand reduce proposal cost to \$45,127.73
2. Any irrigation heads that needs to be relocated will be paid for using unit pricing.
3. If this project requires multiple phases additional mobilization cost will need apply.



June 26, 2019

David Rudge
Physical Property Manager
Golden Rain Foundation
PO Box 2069, Seal Beach, CA 90740

Reference: *Golf Course - Tee Renovation*

We are pleased to submit our proposal for the Renovation of Tee's at, Liesure World, Seal Beach, CA. Our bid is based on plans provided by you and our site visit on 5/28/19. The following is our pricing, terms and qualifications.

PROJECT COST

Description	Qty	units	cost	Ext.
Stripping and removal of Sod to onsite location	15,000	sf	\$ 0.21	\$ 3,150.00
Import of tee sand	250	ton	\$ 42.00	\$ 10,500.00
Amending Tee Sand w/ organics	50	cy	\$ 75.00	\$ 3,750.00
Grading & Shaping Tee Box's	15,000	sf	\$ 1.95	\$ 29,250.00
Sodding Tee Boxes (419 Bermuda or similar)	15,000	sf	\$ 0.62	\$ 9,300.00
Removal of spoils from site	10	Loads	\$850.00	\$ 8,500.00
			sub Total	\$ 64,450.00
			Contingency 10%	\$ 6,445.00
			Total	<u>\$70,895.00</u>

Optional

Tree Root Removal on tees (by others)

- Price includes:

- Removal of demo'd green waste & project spoils (to be stockpiled on site).
- Supply of up to 250 ton of washed plaster sand amended with 25 cy of organics
- Minor shaping to produce leveling of tee boxes
- Sodding with 419 Bermuda or equal.

2195 Faraday Ave, Suite E, Carlsbad, CA. 92009
Office: (760) 347-6161 Fax: (760) 347-6165



We thank you for considering United GLI, Inc. for this scope of work and look forward to the opportunity of working with you on this project.

Sincerely,

A handwritten signature in black ink, appearing to read "AJC", is written over a horizontal line.

Anthony J. Cunzio
President

Anguiano Lawn Care, Inc.
P.O.B. 2849, SEAL BEACH, CA 90740
(562) 493-1113

PROPOSAL FOR SERVICES

APRIL 26, 2018
MARK WEAVER, FACILITIES DIRECTOR
TERRY DELEON, RECREATION MANAGER
GOLF COURSE NINE TEE BOX REBUILD

This is a proposal for the following job at the given location as described:

QUANTITY	DESCRIPTION	RATE	AMOUNT
APPROX 16' x 40' (640 SQ FT) PER TEE BOX X 9 = 5760 TOTAL SQ FT	REMOVE 4" OF EXISTING TEE BOX TURF, INSTALL 2" OF BLENDED SAND, 2" OF BLENDED SOIL AMENDMENT FOLLOWED BY APPROX 640 SQ FT PER TEE BOX 'TIFGREEN' BRAND BERMUDA SOD (AVAILABLE IN ONLY 2' X 4' WITHOUT THE USE OF A RENTED SOD INSTALLER UNIT). INCLUDES LABOR AND MATERIAL	5760 X \$18.00 PER SQ FT	\$103,680.00
	CHECK ALL IRRIGATION		

TOTAL:

\$103,680.00



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE
SUBJECT: RESCIND 70-1202-1, CLUB MEMBERSHIP
DATE: AUGUST 16, 2019
CC: FILE

At its Special meeting on August 23, 2019, the Recreation Committee recommended the GRF Board of Directors rescind 70-1202-1, Club Membership.

I move to rescind 70-1202-1, Club Membership, as the rules contained in this document have been incorporated into document 70-1203-1, Membership of Clubs.



RECREATION

Club Membership

RESCIND

- 1.1. Membership of all clubs, organizations, societies and groups using Golden Rain Foundation clubhouses and/or recreational facilities shall be limited to legal resident of LeisureWorld.
- 1.2. The Recreation Department is responsible for maintaining a record of all recognized clubs and organizations using the Trust facilities. They shall report annually in May to the Recreation Committee on the status of all clubs and organizations.
- 1.3. Club members have the right to invite guests to meetings of any club or organization held in the clubhouses. Guests must be accompanied by a legal resident of Leisure World. Guests can not constitute a majority of the group.
- 1.4. Guests who are not legal residents of Leisure World may not be active club members or hold office.
- 1.5. Caregivers cannot be a member of any club but may attend club meetings with their employer when on duty. A current caregiver badge must be worn at all times when on duty.

Document History

Adopted: 27 Aug 65	Amended: 18 May 71	Amended: 19 Dec 72
Amended: 16 May 78	Amended: 31 Jan 95	Amended: 22 Apr 14
Amended: 13 Apr 17	Amended: 24 Apr 18	Amended: 23 Jul 19

Keywords:



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE
SUBJECT: ADOPT 70-1203-1, MEMBERSHIP OF CLUBS
DATE: AUGUST 16, 2019
CC: FILE

At its Special meeting on August 23, 2019, the Recreation Committee recommended the GRF Board of Directors adopt 70-1203-1, Membership of Clubs.

I move to adopt 70-1203-1, Membership of Clubs, incorporating the rules found in document 70-1202-1, Club Membership., effective October 1, 2019.



RECREATION

ADOPT

Membership of Clubs

1. PURPOSE

To establish guidelines, procedures, and rules to assist GRF Members in forming and maintaining clubs recognized by the Golden Rain Foundation (GRF).

Resident Clubs that meet the criteria below will be recognized by GRF as Leisure World Seal Beach (LWSB) Clubs and thus are permitted, in their own Club name, use GRF Community Facilities and Services and other special privileges.

Any person lawfully on GRF property attending a Club function who is not a Member of GRF, is a "guest".

Although recognized LWSB Clubs are afforded special status and privileges by GRF, such Clubs are entirely independent of and not under the control of or affiliated entities of GRF and therefore GRF assumes no liability for their acts, whatsoever.

1.1. In order to be considered a GRF LWSB Club, the following requirements must be met:

1.1.1. All Club members must be GRF members and LWSB residents.

1.1.2. A GRF Member shall sponsor the Club by a written declaration to the Recreation Department stating:

1.1.2.1. The purpose - explain how the purpose and activities of the club has the potential to enrich and/or benefit the community;

1.1.2.2. Acknowledging the GRF Membership requirement;

1.1.2.3. Names, addresses and phone numbers of Club members.

1.1.3. The Club must meet a minimum of 4 times a year or may be considered disbanded by the Recreation Department.

1.1.4. Club governing documents must incorporate GRF Policies, Rules and Procedures by reference and require compliance therewith as a condition for membership in the Club through inclusion of the following statement:

"The Rules, Policies and Procedures of the Golden Rain Foundation Leisure World Seal Beach are hereby incorporated by reference into the rules for membership in_(Name of Club), and compliance therewith is expressly made a requirement for membership."

1.1.5. If a Club does not have a lease, it does not have exclusive use of any GRF amenity unless approved by the Recreation Department for an activity, such as a tournament.

1.1.6. Clubs may not advertise to the general public or through social

RECREATION**ADOPT****Membership of Clubs**

media in general circulation outside of LWSB with the implication that there is participation in any activities by non-residents.

1.1.7. The Club must provide to the GRF Recreation Department:

1.1.7.1. A written declaration signed by the officers of the Club that the Club is in compliance with all applicable requirements set forth in this policy;

1.1.7.2. Submit a current membership roster;

1.1.7.3. Current list of officers including their contact information;

1.1.7.4. The number of room reservations requested per month.

This information is due yearly on the anniversary date of the Club.

Any Club providing a false declaration or not meeting the above requirements may have its approved status suspended or other sanctions imposed by GRF.

1.2. The following requirements must be met for a Club to be recognized by GRF:

1.2.1. Within ten (10) working days of receipt of the request to form a Club, the Recreation Department shall confirm that:

1.2.1.1. The proposed Club is not a duplicate of an existing Club, formed primarily for the purpose of securing additional clubhouse privileges. The RD shall have the discretion to determine the validity of the request, and

1.2.1.2. The proposed purpose and membership requirements do not conflict with any Laws or the Rules, Policies and Procedures of GRF, and

1.2.1.3. The stated purpose and activities of the proposed Club have the potential to enrich and/or benefit the community.

1.2.2. Upon satisfactory findings, the Recreation Department shall send the Club's application to the GRF Recreation Committee for approval. This approval will permit the Club to use community facilities. The appropriate number of room reservations for the Club is at the discretion of the Recreation Department.

1.2.3. If the findings do not justify the establishment of a new Club, the GRF Member applicant shall be promptly notified in writing by the Recreation Department, and may appeal the decision in writing to the GRF Recreation Committee which shall review the application and written appeal and render its decision to the applicant in writing. If the GRF Recreation Committee also denies

ADOPT

the application, the applicant may appeal the decision to the GRF Board of Directors, whose decision shall be final.

- 1.3.** The Recreation Department is responsible for maintaining a record of all recognized Clubs and Organizations using Trust facilities. They shall report annually in May to the Recreation Committee on the status of all Clubs and Organizations.
- 1.4.** Clubs using “Instructors” who receive remuneration for their activities are subject to the following:
 - 1.4.1.** Instructors must show evidence of liability insurance for their activity;
 - 1.4.2.** Instructors must sign a waiver of liability to the GRF;
 - 1.4.3.** Instructors must provide certification to teach the proposed activity;
 - 1.4.4.** Instructors must provide a valid City of Seal Beach Business License, in accordance with Chapter 5.10 of the Seal Beach Municipal Code;
 - 1.4.5.** Instructors must provide a Recreation Department Attendance Sheet for every session they teach in LWSB. This attendance sheet must be submitted to the Recreation Department immediately after each session. Failure to do so, may result in the inability to teach classes in LWSB;
 - 1.4.6.** Instructors are subject to a possible room usage fee.
- 1.5.** The number of guests may not exceed 50% of attendance by GRF members at meetings of any Club or Organization held in the Clubhouses. Guests must be accompanied by the legal resident that extended the invitation to be a guest in LWSB. This LWSB resident must remain with the guest during all activities, functions and meetings. Guests cannot constitute a majority of the group.
- 1.6.** Reservations for a Club shall not be shared with any individuals, other Clubs, Service or Religious Organizations. To do so will result in the forfeiture of the Club’s standing reservation.
- 1.7.** Caregivers cannot be a member of any Club but may attend Club meetings with their employer (a GRF Member) when on duty. A current Caregiver badge must be worn at all times when on duty.

Adopted:

Keywords: Club Instructors Guests
Membership



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: RECREATION DEPARTMENT
SUBJECT: APPROVE LOCKER USE AGREEMENT
DATE: JULY 29, 2019
CC: FILE

At its regularly scheduled meeting on July 23, 2019, the GRF Board of Directors duly moved and approved to adopt document 70-1433-3 (Trust Property Locker Rules and Regulations). Subsequently, a Locker Use Agreement was created (attached), pursuant to the document's specifications.

At its regularly scheduled meeting on August 19, 2019, the Finance Committee reviewed the agreement, at the request of the Recreation Committee. The Finance Committee moved to return the agreement to the Recreation Committee for further review.

At its Special meeting on August 23, 2019, the Recreation Committee recommended that the GRF Board of Directors approve the Locker Use Agreement.

I move to approve the Locker Use Agreement, as presented.

Locker Use Agreement

THIS AGREEMENT dated as of _____ 2019 between Golden Rain Foundation (hereinafter referred to as GRF) and the _____ Club/Organization/Corporation (hereinafter referred to as The Club)

WHEREAS:

GRF wishes to grant access to Locker # _____, also referred to herein as the Premises and Trust Property, located in Clubhouse ____ to the Club, Mutual, or Organization under the conditions set forth hereinafter to The Club

NOW THEREFORE:

1. GRF hereby grants to the Club, a temporary right, during the term of this agreement, for the Club, its members and assigns to use the above-referenced locker during regularly scheduled Clubhouse hours for the sole purpose of storing The Club's supplies necessary for conducting The Club's regularly scheduled meetings. The Club expressly agrees to the following provisions:
 - a. The term of this Agreement shall be One (1) year, commencing on _____ 20____ and terminating on _____ 20____, however the Club shall have the option to renew this lease annually as long as the Club remains in good standing and in compliance with this Agreement;
 - b. The rental fee for the term of this Agreement shall be \$5.00 (five dollars);
 - c. The Club agrees to use only the locks supplied by the Recreation Department and to be responsible for its return on termination of the lease;
 - d. The Club or its members shall not operate as a business;
 - e. Shall comply with GRF policies and procedures at all times, and specifically the procedures attached hereto;
 - f. Shall not do, bring or keep anything in or about Trust property in general and the locker specifically that will cause the increase of premiums and/or cancellation of any GRF insurance;
 - g. Shall comply with the Club Bylaws and statement of services provided;
 - h. Shall not use Trust property in any manner that will constitute waste, nuisance, or unreasonable annoyance to other users of Trust property, or in any manner that violates the law;
 - i. Shall be responsible for any and all personal property and equipment it stores within Trust property during the term of the Agreement;
 - j. GRF shall not bear any responsibility for any of Club personal property and equipment stored at the Premises;
 - k. Any dissolution, merger or consolidation of the Club shall be deemed an involuntary assignment and shall constitute a default. GRF shall have the right to terminate this Agreement, in which case the access to the locker will be rescinded;
 - l. Shall be liable for any damage to Trust Property resulting from the acts or omissions of Club, its members, guests or any of its authorized representatives, Club shall not voluntarily assign or encumber its interest in the locker, or allow any other person or entity to occupy or use all or any part of the Trust property, without first obtaining

GRF's written consent. Any assignment or encumbrance, without GRF's consent shall be voidable and, at GRF's election, shall constitute a default. No consent to any assignment or encumbrance shall constitute a further waiver of the provisions of this paragraph;

- m. The Club and its members, on behalf of their heirs, executors, successors, and assigns, agree to release, acquit, and forever discharge and hold harmless, indemnify and defend GRF and its past, present and future Board members, contractors, agents, managers and employees of and from any and all claims, actions, causes of action, lawsuits, class action lawsuits, demands, rights, damages, costs, loss of service, expenses, liabilities, debts, judgments, including reasonable attorneys' fees and costs, and compensation whatsoever, which the undersigned now has or which may hereafter accrue on account of or in any way growing out of any and all known and unknown, foreseen and unforeseen claims, damages, and any other matters pertaining to the Club use or misuse (or the GRF Board's approval of the use) of the Premises and for or by reason of any actual or alleged infringement of a third party's copyright, patent or trademark related to the Club use of the Premises;
- n. It is expressly understood and agreed between the Parties that GRF retains exclusive ownership of the locker and may terminate this right with due notice of thirty (30) days.

IN WITNESS WHEREOF this Agreement has been executed by the parties hereto as of the date first written above.

BY: _____

Authorized Club Officer Title

BY: _____

Authorized Golden Rain Foundation Representative Title

Document History

Adopted:

Keywords: Locker Use Lockers Locker Lease Locks

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Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: RECREATION DEPARTMENT
SUBJECT: APPROVE LOCKER AGREEMENT/INVOICING CYCLE
DATE: JULY 29, 2019
CC: FILE

At its regularly scheduled meeting on July 23, 2019, the GRF Board of Directors meeting duly moved and approved to adopt document 70-1433-3, Trust Property Locker Rules and Regulations.

The Recreation Department (RD) provided the Finance Department (FD) with an alphabetized, Master List of clubs with lockers, identifying their locker number and clubhouse, the name of the club president, their Mutual and apartment number, and the date the Locker Use Agreement was executed. The RD recommends that the locker agreements be processed at the rate of one clubhouse per month, to afford adequate time for staff in both departments, to facilitate compliance with the 250+ clubs currently registered. The FD would then invoice the clubs per annum, the month prior to the expiration of their Agreement.

At its regularly scheduled meeting on August 19, 2019, the Finance Committee reviewed the invoicing cycle, at the request of the Recreation Committee. The Finance Committee concurred to return the document to the Recreation Committee for further review.

At its Special meeting on August 23, 2019, the Recreation Committee recommended that the GRF Board of Directors approve the Locker Agreement/Invoicing Cycle.

I move to approve the Locker Agreement/Invoicing Cycle, as presented.

CLUB NAME	PRESIDENT'S NAME	MUTUAL	UNIT	#	CH1	CH2	CH3	CH4	CH6	PAID
ABILENE CLUB	TERRY OTTE	06-0000	060I	30		#J #R	LOBBY #102			
ACE HIGH POKER CLUB	ROY MITTELSTEADT	05-0000	111I	31			R-6 #1 #60			
ALL SEASONS	LEILA CLAUDIO	01-0000	028C	30						
AMERICAN LATINO CLUB	MARIA RODRIGUEZ	02-0000	025H	31	#D #5					
AMERICAN LEGION AUXILIARY	JEAN SUDBECK	14-0000	022D	30	C-9-11	Corr #27	#22			
AMERICAN LEGION POST 327	RICHARD CARSON	12-0000	072E	31			R-3 #47			
ART LEAGUE	SUSAN RALSTON	15-0000	001J	30			CORR #15 #38	#32		
ASSEMBLY OF GOD	SAM PAWLAK	11-0000	284C	31			R-4 #2	#7 #15 #28		
ASTRONOMY CLUB	CARL JOHN ROGERS	02-0000	047B	31				#26		
BAPTIST CHURCH	FRANK VAN DORNIS	11-0000	286B	31				#19 #27		
BEST TIME BUNCO	GAIL LEVITT	04-0000	081L	30			R-5 #3			
BOWLING CLUB	PHYLLIS FAIRCHILD	05-0000	105J	31			R-8 #103			
BRIDGE - ACBL	TED WIEBER	08-0000	183B	31			CORR #6			
BRIDGE- FRIDAY CLUB	JANE TACHINE	01-0000	012B	30			R-3 #5			
BRIDGE- LADIES BRIDGE										
BRIDGE- MONDAY BRIDGE										
BRIDGE -THURSDAY BRIDGE	GAIL MANDELL	15-0000	023P	30			R-5 #5			
BRIDGE-BURNING TREE DUPLICATE	FRED REKER	06-0000	135D	31			R-8 #102			
BRITANNIA CLUB	ERIC DODD	12-0000	006L	30			R-6 #58			
BUNCO BABES	SHIRLEY FRENCH	11-0000	263I	31			CORR #31			
COMBINED BRIDGE	PAULINE FITZSIMONS	01-0000	031F	31	#25 & #26					
DELIGHTFUL DOZEN	EVELYN INGRAM	11-0000	280L	30	#3					
PAN -BRIDGE OF HOPE	ANITA ROSENSTEIN	15-0000	011G	30			#105 R-9 #8			



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE
SUBJECT: **TENTATIVE VOTE:** AMEND 70-1487.01-2, RECREATIONAL VEHICLE LOT,
SCHEDULE OF FEES
DATE: AUGUST 20, 2019
CC: FILE

In accordance with Civil Code §5600, Boards may impose fees in an amount necessary to defray the costs for which it is levied. As a part of the annual budgeting cycle, a general review of the expenses versus revenue received for Shareholder/Member leases of Trust Property associated with the operation of the area commonly referred to as the RV Lot, was performed (Exhibit A).

Based upon the current rates of:

- 20 foot or less space = \$120.00 per year (120 total spaces)
- 21 foot to 30-foot space = \$150.00 per year (133 total spaces)
- 31 foot and above = \$240.00 per year (86 total spaces)
- RV Club Lease space = \$1.00 per year (1 space)

There exists a revenue to expense gap of an estimated \$13,902. To offset this gap, increasing the annual space lease fee by \$50, as leases expire, is recommended.

Please note: Any fee increase would not have an immediate effect in balancing expenses to revenue as 70% plus of the spaces are still under the original 5-year agreement, which will be expiring in 2 years.

I move to tentatively amend Policy 70-1487.01-2 Recreational Vehicle Lots Schedule of Fees, for the required 28 day notice of proposed change under Civil Code §4360(a). Final action on the proposed amendment will be held at the September 24, 2019 GRF Board meeting.

Exhibit A

Existing Spaces and Associated Space Fees as of July 2019

Space	Number	Annual Fee	Total
18ft Spaces	26		
20ft Spaces	32		
Total to 20ft	58	\$120	\$6,960
22ft Spaces	6		
23ft Spaces	1		
24ft Spaces	39		
25ft Spaces	1		
26ft Spaces	40		
28ft Spaces	18		
29ft Spaces	4		
30ft Spaces	24		
Total 21 to 30ft	133	\$150	\$19,950
31ft Spaces	1		
32ft Spaces	1		
34ft Spaces	17		
35ft Spaces	7		
37ft Spaces	16		
40ft Spaces	44		
Total 31 to 40ft	86	\$240	\$20,640
RV Club	1	\$1	\$1
Total Stalls	278	Revenue	\$47,551

Estimated RV Lot Expenses

Expense	Item	Notes
\$14,926	CC847	
\$2,400	Finance	Invoice processing
\$31,302	Recreation (Staff)	RV Staff and Supervision and Management
\$9,125	Security	Estimated at 1 hour per day @\$25
\$1,200	Admin	Admin Staff time
\$2,500	Reserves	General allocation
\$61,453	Total	
\$47,551	Current Revenue	
\$13,902	Revenue gap	
\$50	Gap divided number of stalls	

Recreation AMEND**RECREATIONAL VEHICLE LOT (RVL) - SCHEDULE OF FEES AND MONETARY FINES****SCHEDULE OF FEES AND MONETARY FINES FOR NOTICE OF VIOLATION****1. Fees****a. Annual Space Lease Fee**

- i. 10 foot to 20 foot parking space **\$170**
- ii. 21 foot to 30 foot parking space **\$200**
- iii. 31 foot to 40 foot parking space **\$290**

2.Monetary Fines

	First Offense	Second/Subsequent Offense
#001 HAZARDOUS MATERIAL	\$50.00	\$50.00
#002 JACK SUPPORT	\$50.00	\$50.00
#003 ILLEGAL JACK	\$50.00	\$50.00
#004 FLAT TIRE	FIX-IT - TEN (10) DAYS	\$50.00
#005 MAINTENANCE OR REPAIR	\$100.00	\$200.00
#006 TORN, WORN OUT RV COVERS	FIX-IT - TEN (10) DAYS	\$50.00
#007 FAILURE TO PROVIDE REGISTRATION PAPERWORK	CANCELLATION OF LEASE	
#008 EXPIRED REGISTRATION	FIX-IT - TEN (10) DAYS	AFTER 10 DAYS CANCELLATION OF LEASE

(Jul 19)

GOLDEN RAIN FOUNDATION Seal Beach, California

RECREATIONAL VEHICLE LOT (RVL) - SCHEDULE OF FEES AND MONETARY FINES

#009 NO VALID RVL ID STICKER	FIX-IT - TEN (10) DAYS	AFTER 10 DAYS CANCELLATION OF LEASE
#010 UTILIZING QRV AS LIVING QUARTERS	MAY CAUSE CANCELLATION OF LEASE	
#011 CLUTTER	\$50.00	\$100.00

**RECREATIONAL VEHICLE LOT (RVL) - SCHEDULE OF FEES AND MONETARY FINES**

	First Offense	Second/Subsequent Offense
#012 UNAUTHORIZED STORAGE OUTSIDE QRV	\$50.00	\$100.00
#013 UNAUTHORIZED VEHICLE IN SPACE	\$50.00	\$100.00
#014 QRV USED AS A STORAGE UNIT, BUSINESS OR WORKSHOP	\$50.00	\$100.00
#015 GENERATOR RUNNING UNATTENDED	\$50.00	\$100.00
#016 NON-APPROVED STORAGE UNIT ERECTED IN SPACE	\$50.00	\$100.00
#017 QRV INOPERABLE	FIX-IT - TEN (10) DAYS	AFTER 10 DAYS CANCELLATION OF LEASE
#018 FAILURE TO NOTIFY GRF OF QRV CHANGES TO THE OWNERSHIP, REGISTRATION, INSURANCE, ADDRESS, PHONE NUMBER, OR EMERGENCY CONTACT	FIX-IT TEN (10) DAYS	AFTER 10 DAYS CANCELLATION OF LEASE
#019 ALTERATION OR RE-PROGRAMMING OF REMOTE OR DUPLICATION OF KEYS	CANCELLATION OF LEASE	
#020 QRV SLIDE OUT EXTENDED FOR MORE THAN ONE DAY	\$50.00	\$100.00



RECREATIONAL VEHICLE LOT (RVL) - SCHEDULE OF FEES AND MONETARY FINES

13

	First Offense	Second/Subsequent Offense
#021 QRV EXCESS SPEED LIMIT IN RVL	\$25.00	\$50.00
#022 OFF ROAD VEHICLE DRIVEN IN RVL	\$25.00	\$50.00
#023 PARKING AT CHARGING STATION IN EXCESS OF 24 HOURS	\$50.00	\$100.00
#024 VIOLATION OF DUMP STATION PROCEDURES	\$50.00	\$100.00
#025 SALE OF QRV BY SOMEONE OTHER THAN OWNER	\$100.00	\$200.00
#026 FOR SALE SIGN ON QRV IN RVL	\$20.00	\$20.00
#027 PETS IN RVL	\$25.00	\$50.00
#028 WILLFUL DESTRUCTION OF GRF PROPERTY IN THE RVL	CANCELLATION OF LEASE	

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Document History

Adopted: 27 Feb 18

Keywords:

15

(Jul 19)

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Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: SECURITY BUS AND TRAFFIC COMMITTEE
SUBJECT: CONCEPTUAL APPROVAL, CONTRACTED TWO (2) DAY A WEEK OFF-PROPERTY BUS SERVICE
DATE: AUGUST 15, 2019
CC: FILE

At the July 10, 2019 Security Bus and Traffic Committee (SBTC), the Committee directed staff to research options for a contracted off-property bus service provider (Exhibit A) to take over the operation of the recently canceled off-site bus service due to proposed substantial insurance cost increases, required for the continuation of off-property bus service by GRF.

At the August 14, 2019 meeting of the SBTC, the Committee reviewed the staff report, noting three (3) transportation shuttle service companies were contacted with only Secure Transportation providing a proposal (Exhibit B).

Before the Committee can reasonably continue to seek the required staff time investment in the gathering of relevant information and negotiations, Board conceptual approval is sought for GRF to provide two (2) day a week, contracted, off-property bus service, at an estimated cost of \$67,800 annually (.86 papm). Should the Board grant the conceptual approval, funding would be allocated within the 2020 operational budget and the Committee will work with staff to fully develop terms and conditions of a contract with Secure Transportation, including any recommendations for the establishment of a reasonable use fee, for review and consideration by the Board at the 2019 September Board meeting.

I move to conceptually approve contracted off-property bus service, at an estimated annual expense of \$67,800, incorporating the expense into the 2020 operational budget, for an additional .86 papm and direct the Security Bus and Traffic Committee to finalize contractual terms and conditions and present options for consideration for a rider use fee, for presentation at the September 2019 GRF Board meeting.

Exhibit A

Off-property bus service is defined as transportation to the Trader Joe/Marina Pacifica Mall shopping areas and the 99 Cents Only store. Bus service to these shopping and entertainment areas was available for Shareholder/Members on Monday, Wednesday and Friday, from a central Leisure World location at the Amphitheater Bus Hub.

The following general areas were the focus of the Committee's deliberations:

- Off-property bus service can be considered an amenity provided by GRF
- Bus transportation is:
 - More efficient
 - Reduces the number of vehicles on the road
 - Lowers household expenses by not requiring a personal vehicle
 - Increase mobility and access to individuals without a driver's license
 - Safer and secure
- Cost of contracted services
- Number of Shareholder/members currently using the service and possibility to continue to grow bus ridership
- Consideration into a reasonable fee for the use of the off-property bus service



7-30-19

Grant Winford
Leisure World
PO Box 2069,
Seal Beach, CA 90740

Dear Grant,

We have assessed the data you sent over via emails and your program's parameters to build an initial price quote. The parameters we discussed are as follows:

1. Secure Transportation will operate 1 dedicated ADA compliant shuttle at least 6 hours per day on Monday, Wednesday and Friday, servicing your facility located in Seal Beach, driving approximately 60 miles a day.
2. Per our policies and training, Secure Transportation will hire 1 driver to operate the shuttle service.
3. Any required patient escorts to be provided by your program employees.
4. Vehicles can be parked onsite at no charge.
5. For the sake of this initial quote, Secure Transportation assumes there will be no governmental or agency compliancy costs incurred in operating your program fleet.

Please be assured that we have the employees, assets, training and programs in place to meet your transportation needs.

By contracting your transportation program with Secure Transportation, your staff will be actively involved in how your program operates via the following improvements:

1. Wheelchair-bound participants are secured by a 7-point tie down system including shoulder belts and all shuttles are equipped with emergency supplies.
2. Secure Transportation has numerous safety training programs in place as well as an entire hierarchy of managers who oversee driver recruitment, vehicle maintenance and passenger safety at no extra cost to your program.
3. Vehicles undergo pre and post safety testing.
4. Secure Transportation maintains a Quality Assurance Database that tracks all incidents, accidents and emergencies, ensuring that we track and correct issues which may arise and report findings to your staff.

5. 5 million dollar Auto and General liability insurance coverage covers your participants door-through door and helps protect your program from deep pocket liability claim.
6. Drivers will be uniformed, wear photo identification and be trained in and/or entered into the following programs:
 - 3rd Party Physical Exam
 - National Sex Offenders Registry Investigation Background Check
 - Field and Class Room Training
 - CPR/First Aid
 - Hepatitis B Vaccination
 - Passenger Sensitivity Training
 - Defensive and safe driving techniques
 - Safety standards Training
 - HIPAA Compliance
 - Sexual Harassment Training
 - Blood Borne Pathogen Training
 - Tuberculosis Awareness Training
 - Fire Extinguisher Training
 - Fire Emergencies Training

Secure Transportation doesn't view our clients as contracts representing revenue, but rather as trusted partners in offering life-sustaining transportation to your program Participants. Our flexible, customer-comes-first philosophy has grown Secure Transportation into one of the highest quality providers of Non-Emergency Medical Transportation services in the country.

We want to extend an invitation to your key managers to visit our corporate office in Long Beach, California so you may meet our key management and review our GPS dispatching system, training modules, and maintenance systems.

Secure Transportation looks forward to meeting your Participant care needs in a cost-conscious, safe, and reliable manner. If you have any questions, or would like additional information, please feel free to contact me anytime.

Sincerely,
Gerard Linsmeier
Vice President of Business Development
Secure Transportation

Transportation Rates

Term of Contract

The term of an Agreement would be for a period of thirty-six (36) months and would automatically renew for successive periods of twelve (12) months. Customer must notify Contractor within 90 days of the expiration of the current term in order to cancel contract. If Customer does not notify Contractor within 90 days of the term expiration, contract will continue for another twelve (12) month term.

Projected Fleet Size

Secure Transportation estimates your program will require 1 ADA compliant wheelchair shuttle to operate services.

Project Pricing

The flat rate per month per vehicle pricing rates presented below include all the costs associated with your transportation program such as:

- Management Payroll, Training, Recruitment, Uniforms
- Driver Payroll, Management Payroll, Training, Recruitment
- GPS Dispatch Systems, Computers, Routers, etc.
- Auto and General Liability Insurance
- Vehicle Registration Fees, Smog Fees
- Vehicle signage for program identification/advertisement (standard logo process, not full vehicle wraps)

Pricing Option 1: Secure provides driver and vehicle to operate 3 days a week - \$6,850/month per vehicle

Pricing Option 2: Secure provides driver and vehicle to operate 2 days a week - \$5,650/month per vehicle

This proposal is good for 30 days.