



Board of Directors

Agenda

Clubhouse Four
Tuesday, September 24, 2019
6:00 p.m.

- 1) Call to Order/Pledge of Allegiance
- 2) Roll Call
- 3) President's Comments
- 4) Announcements/Service Awards/Staff Commendation
- 5) Seal Beach City Council Member's Update (pp. 1-8)
- 6) Health Care Advisory Board Update
- 7) Shareholder/Member Comments

Note: Foundation Shareholder/Members are permitted to make comments before the meeting business of the Board begins. The Open Meeting Act allows boards of directors to establish reasonable time limits for the open forum and for speakers to address the board. ([Civ. Code §4925\(b\)](#).) Time limits, per speaker, are limited to:

- 4 - minute limit per speaker, when there are no more than 15 speakers
- 3 – minute limit per speaker, 16 - 25 speakers
- 2 – minute limit per speaker, over 26 speakers

- 8) Consent Calendar (pp. 9-10)
- 9) Approval of Minutes
 - a) August 28, 2019 (pp. 11-32)
- 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 September GRF Board Report (Ms. Findlay, pp. 33-46)
 - ii) Ratify Emergency Action – Water Line, North Gate Road (Ms. Rapp, pp. 47-50)

b) Communications and ITS Committee

- i) Amend 20-5125-3, Communications/IT Committee Charter (Mr. Massetti, pp. 51-54)
- ii) Rescind 20-5118-3, ITS Committee Charter (Ms. Isom, pp. 55-58)

c) Facilities and Amenities Ad hoc Committee

- i) **TENTATIVE VOTE:** Amend 70-1406-1, Limitations on Use (Mr. Lukoff, pp. 59-66)
- ii) **TENTATIVE VOTE:** Adopt 70-1406-2, Limitation of Use, Fees (Ms. Heinrichs, pp. 67-74)
- iii) Conceptual Approval – Trust Property, Mini-Farm (Mrs. Perrotti, pp. 75-76)

d) Finance Committee

- i) Accept Month of August Financial Statements for Audit (Ms. Winkler, pp. 77-82)
- ii) Selection of Audit Firm – Financial Audit and Tax Preparation Services for 2020-2022 (Mr. Friedman, pp. 83-84)
- iii) Amend 40-5528-1, Refund of Excess Income (Mr. Dodero, pp. 85-86)
- iv) Amend 40-5540-1, Contingency Operating Fund (Mr. Massetti, pp. 87-90)
- v) **TENTATIVE VOTE:** 40-5061-2, Fees (Mr. Pratt, 91-96)

e) Mutual Administration Committee

- i) **TENTATIVE VOTE:** Adopt 50-1201-2, GRF Identification Cards, Fees (Ms. Gerber, pp. 97-98)

f) Physical Property Committee

- i) Reserve Funding Request – Administration and Amphitheater Building Roofs (Ms. Rapp, pp. 99-202)

g) Recreation Committee

- i) **FINAL VOTE:** Amend 70-1487.01-2, Recreational Vehicle Lot (RVL)-Schedule of Fees (Mrs. Perrotti, pp. 203-210)
- ii) Conceptual Approval – Learning Center (Ms. Snowden, pp. 211-212)
- iii) Amend 70-1445-1, Mission Park (Ms. Heinrichs, pp. 213-216)

h) Security, Bus & Traffic Committee

- i) Approve Contract – Citation Services (Mr. Pratt, pp. 271-231)

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, **October 22, 10:00 a.m.**, Clubhouse
Four

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A photograph of a woman with short, dark hair, wearing a red V-neck sweater over a white collared shirt. She is sitting in a medical office, looking down at a pair of glasses she is holding in her hands. In the background, there is a white wall and some medical equipment, including what looks like a blood pressure cuff on a stand.

Your Health Care Center, Your Way.

*Seal Beach Leisure World Health Care Center
September 10, 2019 Update*

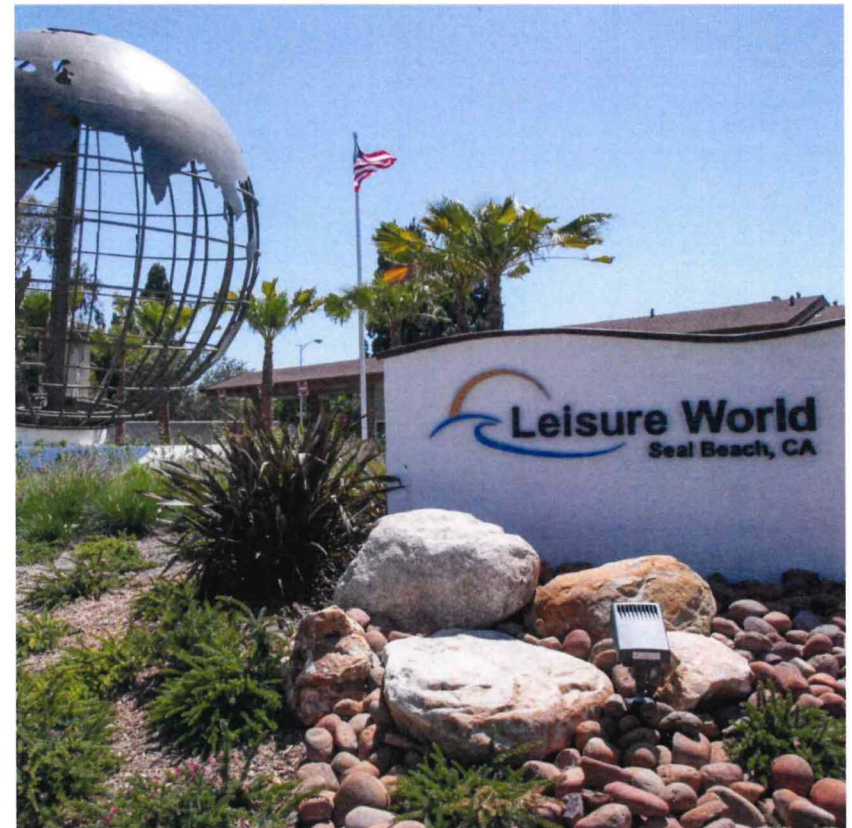


Serving the Leisure World Community

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

- Held Community Meet and Greet for Dr Christopher Chung and Sarah Yi on August 30
- Lecture Series with Alzheimer's OC: June through November
- Sponsorship of Summer Concert Series
- New Providers at the Health Care Center
 - Dr. Nora Oakley, Chiropractic (September)
 - Los Alamitos Orthopedics (September – begins this week)
 - Recruiting for new primary care physician, podiatrist, optometrist, behavioral health specialist

Leisure World Weekly

OPTUMCARE AT THE HCC

Meet new doctor Aug 30. at 10 a.m.

By Carson J. Blomquist
OptumCare

You can meet Dr. Chung, as well as other HCC providers, at a special meet-and-greet event on Friday, Aug. 30. The event will run from 10-noon. Light refreshments will be provided. All residents are welcome to attend.

The Health Care Center continues to grow, offering more specialists and primary care doctors than before. Recently, Dr. Christopher Chung joined the HCC after completing his medical residency and fellowship training. I sat down with Dr. Chung recently to learn more about his experiences.

Where did you grow up?

Dr. Chung: I was born and raised right here in Orange County, and I couldn't imagine living anywhere else!

Why did you pursue medicine?

Dr. Chung: It was because of my family. I watched and learned through our own experiences with a marvelous yet daunting medical system. Some experiences were good, others not so good. But they all helped me realize that, as a medical doctor, I could help other families and patients during the most crucial parts of their lives.

Where did you study medicine?

Dr. Chung: I attended Loma Linda University School of Medicine, then completed a Family Medicine Residency and an extra Geriatric Fellowship at Kaiser Permanente Los Angeles. I did not want to be anywhere but Southern California.

What do you like to do outside the office?

Dr. Chung: I enjoy spending time with my wife, family, and friends. I also try to stay pretty active by hiking, playing basketball, and golfing.

What is your philosophy as a doctor?

Dr. Chung: Serve my patients with the utmost compassion and in the safest way possible. I know patients don't fit into a specific formula or algorithm; everyone has different beliefs and needs. They deserve a doctor who will appreciate what makes that person unique.

Dr. Chung views health and healthcare as a journey, one which both the patient and doctor are part of. "I want to be part of my patient's journey through life and aging," he said. "I want to help my patients to be well and thrive so they can get back to what really matters most to them."

Dr. Christopher S. Chung is available for new patients. He is fluent in English and Korean. To make an appointment with him at the Health Care Center, call (562) 493-9581.



Join us for an evening of entertainment

The summer concert series is underway

Tonight's the Night! Gregory Wolfe as Rod Stewart is coming to Leisure World next week on August 29th. Have I Told You Lately that it's going to be a good time? Join us for a night of fun musical memories.

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

*one gift without any obligation

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Gregory Wolfe as Rod Stewart

- Leisure World Amphitheater
- Thursday, August 29th
- Show starts at 8 p.m.

by opening a visit with



OPTUMCARE AT THE HCC

Getting to know Sarah Yi

By Carson J. Blomquist
OptumCare

As the Health Care Center continues to grow, there are new types of providers available. Recently, Sarah Yi, a nurse practitioner, joined the HCC. I sat down with Sarah recently to learn more about nurse practitioners and her work.

What does a nurse practitioner do?

Sarah: A nurse practitioner does a lot of the same things a medical doctor does. I can see patients, diagnose them, treat them and prescribe medications.

Can you be a primary care provider?

Sarah: No. A patient still needs to have a primary care doctor. However, if patients prefer to see a nurse practitioner for most of their care, that's fine. They just have to see their primary care doctor once a year.

Where did you go for school?

Sarah: I did my undergrad at EWHU Women's University and St. Luke's Health Science College. For graduate schools, I went to Emory University and the Azusa Pacific University.

What is your philosophy as a healthcare provider?

Sarah: It's a privilege to make positive impacts on people's lives. When patients and providers have a special connection, they understand each other and can work towards the same goals, it makes healthcare more effective.

Sarah believes it's vital to find joy in one's work and for her, healthcare does just that. "Whenever I meet a patient, I get to learn new things," she said. "We can create those special connections together and that makes me happy to be here."

Sarah is fluent in English and Korean. To make an appointment with her at the Health Care Center, call 493-9581.

Upcoming events at the HCC:

Wednesday, Aug. 28: Cupcake decorating, brought to you by Alignment Health Plan, 10-11 a.m., conference room 1

Friday, Aug. 30: Meet some HCC providers, 10 a.m.-noon, conference room 1

Wednesday, Sept. 4: Sonus hearing aid cleaning, 9-10:30 a.m., conference room 2

Thursday, Sept. 5: Breast cancer Support Group, noon-1:30 p.m., conference room 2

Monday, Sept. 9: Diabetes Support Group, 10-11 a.m., conference room 1

Tuesday, Sept. 10: Alzheimer's Support Group, 10:00-11 a.m., conference room 2

Wednesday, Sept. 11: Laughing for the Health Of It, 1:30-2:30, conference room 2

Thursday, Sept. 12: Anxiety and Depression Support Group, 2-3 p.m., conference room 2

Friday, Sept. 13: California Telephone Access Program, 10 a.m.-noon, conference room 1

What's Coming Next

Clinic Operations and Services

- Dr. Mary Sherman retiring this fall
- Flu Clinic to be held October 18

Facility Update & Renovation Plan

- X-Ray installation, finalizing project plan and date
- Comprehensive renovation to begin in January
 - Permitting process

Other Items for Discussion

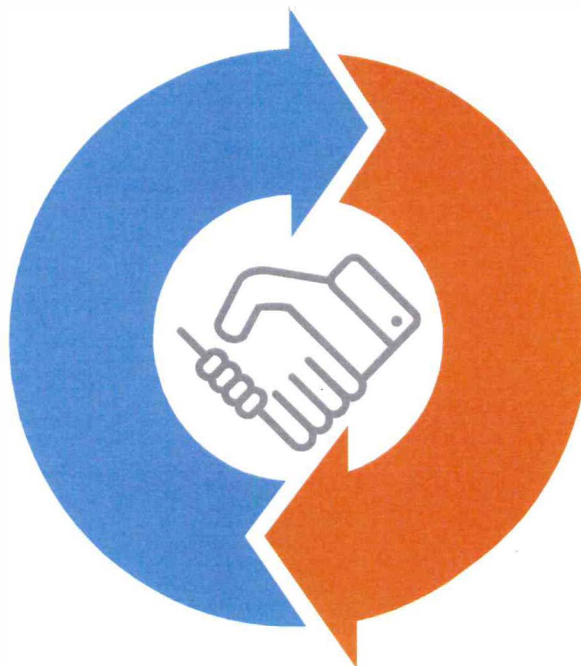
- Golden Age Foundation Gala; donations & sponsorships

Community Benefit Projects

Recommendation / Proposal

- OptumCare funding for a consultant with experience in designing gyms and related programs for seniors
 - Equipment recommendations
 - Optimal flooring
 - Program protocols for senior fitness

A Better Future Together!



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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 August 2019 Committee meetings:

- Minutes of the Recreation Committee Board Meeting of August 5, 2019
- Minutes of the Special Executive Committee Board Meeting of August 6, 2019
- Minutes of the Physical Property Committee Board Meeting of August 7, 2019
- Minutes of the Communications/IT Committee Board Meeting of August 8, 2019
- Minutes of the Executive Committee Board Meeting of August 9, 2019
- Minutes of the Security, Bus & Traffic Committee Board Meeting of August 14, 2019
- Minutes of the Finance Committee Board Meeting of August 19, 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
August 27, 2019**

CALL TO ORDER

President Linda Stone called the regular monthly meeting of the Board of Directors (BOD) of the Golden Rain Foundation (GRF) to order at 10:00 a.m., on Tuesday, August 27, 2019, in Clubhouse Four.

PLEDGE OF ALLEGIANCE

Jackie Dunagan, President of the President's Counsel and of Mutual Fifteen, led the Pledge of Allegiance.

ROLL CALL

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

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

PRESIDENTS COMMENTS

Today's agenda has 33 items of business - 235 pages, including attachments and exhibits! This is a big agenda and an important one because it also includes the 2020 Budget...a month early I might add. So, we have our work cut out for us today. I'm going to try and accomplish this without a lunch break.

First, I want to thank all staff, in particular Randy, for the hard work that they have put into the making of this budget. They have trimmed, re-evaluated, adjusted and then trimmed some more. I am very confident that the 2020 Budget that will be presented to you today is well planned, realistic, flexible, clearly communicated and meets the Board's 2019-2020 Goals.

Also in the agenda, you'll notice that there are several policies listed under the Recreation committee that have caused some negative feedback.

Please note that policies, rules and procedures are necessary because of a **minority** who wish to circumvent the system.

Golden Rain Foundation Board Meeting Minutes, August 27, 2019

If everyone played fair, it wouldn't necessary to make rules. For instance, a "club" of four members who wanted to reserve a clubhouse room every day have cloned themselves by changing their name and rotating their officers so that they can bypass the policy of a maximum of three reservation per week. They now have twelve reservations a week! Or the card group consisting of eight players that meets three days a week and yet only one person is a shareholder. Or the "club" that has three cabinet/lockers and yet GRF equipment is left cluttering the lobbies. Then there is the club that has two lockers and one is used for personal golf clubs. I could go on and on with examples, but I think you get the picture. Is this fair to all shareholders?

No of course not. That is why we must make rules so that staff can stop these abuses. Recreation handles between 900-1,000 clubhouse reservations a month and the numbers keep growing! I know that I don't have to remind you that all of us shareholders pay for the facilities and amenities as well as the ongoing repair and maintenance.

In an effort to be fair, the BOD must make sure that the facilities and amenities are available for use by the majority of the shareholders.

That's why head counts are so important. When you go to the gym, pool, golf course, table tennis, etc. you are asked to sign in.

Why? Well this helps to determine if the facility and amenity is getting the best use for the majority of the shareholders. It helps guide the BOD in making decisions on adding new amenities such as the Pickle-ball and Bocce Ball courts, renovating current amenities such as the swimming pool and golf course, re-organizing areas as trends change such as the popularity of glass fusion and beading over lapidary, etc.

We are landlocked and only have a limited amount of space to work with. The BOD must make the most of what we have and to that end we are sending out more and more surveys to determine what the majority wants.

As an example, I have shareholders stop me almost every day asking about the mini-farms and lamenting about how long the waiting list is (about 5 years). The mini-farms have currently 185 plots in use for a Leisure World population of over 9,000 and there is a waiting list of approximately 225. Yet many of the current plot holders have had their plot for up to twenty-seven years. Is this fair? Is this equitable? Is this the best use of 1.8 acres of Trust Property?

Change is not pleasant, but it is necessary. Leisure World has operated under a "that's the way it has always been – why change it". To quote John F. Kennedy "Change is the law of life. And those who look only to the past or present are certain to miss the future".

I have only mentioned a few of the sticky issues that the BOD is faced with on a weekly basis. Issues that cause a lot of concern with a minority of people...**a very vocal minority**. And unfortunately, almost all of the sensitive issues are under the Recreation Committee's purview. At the rate we are going, we will need to hold future Recreation committee meetings in the Amphitheater!! And now on to the business at hand.

ANNOUNCEMENTS

Ms. Stone MOVED, seconded by Ms. Hopewell and carried unanimously by the Board members present-

TO remove agenda item 11.e.i. and 11.e.ii. and return them to the Facilities and Amenities Review Committee for further review.

The GRF Board held an Executive Session of the GRF Board on Friday, August 2, 2019.

SERVICE ANNIVERSARIES

One employee was recognized with a service award.

Deanna Bennett

Administration Department

5 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 on the major projects and 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

Six members offered comments.

CONSENT CALENDAR – APPROVAL OF BOARD COMMITTEE MEETING MINUTES

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

Golden Rain Foundation Board Meeting Minutes, August 27, 2019

- 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

APPROVAL OF BOARD MEETING MINUTES

The minutes of the July 23 meeting was approved, as presented.

REPORTS

The Chair of the Facilities and Amenities Review (FAR) Ad hoc Committee updated the audience on the Committee's last meeting.

The Chair of the Management Services Review Ad hoc Committee advised that there was no meeting this month due to conflict with a Mutual meeting; the Management Services Review Ad hoc meeting date will be changed and all Mutual Presidents and the GRF Board are invited to attend the meetings.

The Chair of the Strategic Planning Ad hoc Committee advised that at the last meeting, the Committee discussed adding an item on all the Committee's agenda for items to be included in the SPAH Committee meeting. The Committee Chairs are invited to attend the September SPAH meeting.

NEW BUSINESS

General

Approve August GRF Board Report

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

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

TO approve the August GRF Board Report, as presented.

Architectural Design & Review Committee

Reserve Funding Request – Landscaping, Perimeter Wall Outside the Parking Lots, from the Amphitheater to Clubhouse Six

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

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.

Ms. Isom MOVED, seconded by Ms. Heinrichs-

TO 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, and authorize the President sign the contract.

Two Directors and the Executive Director spoke on the motion.

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

Operating Funding Request – Holiday Lighting Agreement

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 in agenda packet) 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.

Ms. Isom MOVED, seconded by Mr. Dodero-

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

Two Directors and the Executive Director spoke on the motion.

The motion was carried with two no votes (Isom, Snowden).

Amend 10-5160-3, ADRC Charter

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.

Mr. Dodero MOVED, seconded by Ms. Heinrichs -

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.

Two Directors spoke on the motion.

The motion was carried with three no votes (Findlay, Isom, Pratt).

Communications and ITS Committee

Amend 2-5125-3, Communications /IT Charter and Rescind 20-5118-3, IT Services (ITS) Committee Charter

Mr. Massetti MOVED, seconded by Ms. Rapp-

TO remove agenda items 11.c.i., Amend 20-5125-3, Communications/IT Committee Charter and 11.c.ii. Rescind 20-5118-3, IT Services (ITS) Committee and return them to the Communications/IT Committee for further review and include direction on expanding the cost center identities.

Eight Directors and the Executive Director spoke on the motion.

The motion was carried unanimously by the Directors present.

Executive Committee

Amend 30-1022-3, Petitions

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

Ms. Fekjar MOVED, seconded by Ms. Hopewell-

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.

One Director and the Executive Director spoke on the motion.

The motion was carried unanimously by the Directors present.

Adopt 30-1010-1, Authorized Spokesperson

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.

Mr. Pratt MOVED, seconded by Ms. Rapp-

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.

Four Directors and the Executive Director spoke on the motion.

The motion was carried unanimously by the Directors present.

Amend 30-5110-3, Executive Committee Charter

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

Ms. Gerber MOVED, seconded by Ms. Fekjar and carried unanimously by the Directors present-

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.

The motion was carried unanimously by the Directors present.

Approve GRF Directors' Handbook

At its meeting on August 9, 2019, the Executive Committee recommended the GRF Board of Directors amend the GRF Directors' Handbook.

Ms. Hopewell MOVED, seconded by Ms. Heinrichs

TO amend the GRF Directors' Handbook, updating Committee Charter numbers, amending the frequency of attendance at the Parking Rules Violation Panel, generally refining document language, and indicating that every motion requires a second.

Two Directors spoke on the motion.

The motion was carried with one abstention (Lukoff).

Facilities and Amenities Review Ad hoc Committee

FINAL VOTE: Amend 70-1406-1, Limitations on Use

This item was removed from the agenda and referred back to the Facilities and Amenities Review Ad hoc Committee for review and discussion.

FINAL VOTE: Adopt 70-1406-2, Limitations on Use, Fees

This item was removed from the agenda and referred back to the Facilities and Amenities Review Ad hoc Committee for review and discussion.

Finance Committee

Accept Month of July Financial Statements for Audit

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.

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

-

TO accept the July 2019 financial statements for audit.

Funds Transfer Request – Reserve Funds

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.

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

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.

The President called for a 10 minute break at 11:30 a.m.

Director Snowden was not in attendance.

CD Purchase Request – Reserves

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.

Ms. Rapp MOVED, seconded by Ms. Gerber -

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.

One Director spoke on the motion.

Ms. Snowden returned at 11:45 a.m.

The motion was carried unanimously by the Directors present.

CD Purchase Request – Capital Improvement Funds

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.

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

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.

Approve New Vendor, Lockbox Services

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 in agenda packet for pricing.

Ms. Massetti MOVED, seconded by Ms. Snowden -

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

One Director spoke on the motion.

The motion was carried unanimously by the Directors present.

Rescind 30-5519-3, Committee Budgeted Expenses

At its meeting on August 19, 2019, the Finance Committee recommended the GRF Board of Directors rescind 30-5519-3, Committee Budgeted Expenses.

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

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

Approve the GRF 2020 Operating Budgets

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 in the agenda packet.

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

TO approve the proposed 2020 Operating Budget, as presented in Exhibit A (in the agenda packet).

Six Directors and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board members present.

Governing Documents Committee

Approve Alpha Designation to Type Codes, New Document Numbers

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).

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

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

Two Directors spoke on the motion.

The motion was carried unanimously by the Directors present.

Mutual Administration Committee

Approve Bereavement Packet

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

Ms. Gerber MOVED, seconded by Ms. Fekjar-

TO approve the Bereavement Packet for distribution

Two Directors and the Executive Director spoke on the motion.

The motion was carried unanimously by the Directors present.

Amend 50-5165-3, Mutual Administration and Service Maintenance Charter

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.

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

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 Mutual Administration and Service Maintenance Committee.

Three Directors and the Executive Director spoke on the motion.

The motion was carried unanimously by the Directors present.

Rescind 50-5170-3, Service Maintenance Charter

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.

Mr. Doderio MOVED, seconded by Ms. Gerber and carried unanimously by the Directors present -

TO rescind 50-5170-3, Service Maintenance Committee Charter, as

the purpose, duties and limitations of the Service Maintenance

Committee have been combined with the 50-5165-3, Mutual Administration Committee.

Approve Installation of California Lottery, Self Service Ticket Machine

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.

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.

Ms. Snowden MOVED, seconded by Ms. Rapp-

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.

Seven Directors and the Executive Director spoke on the motion.

The motion was carried with two no votes (Dodero, Lukoff).

Mr. Dodero left the meeting at 12:20 p.m.

Physical Property Committee

Capital Funding Request – Shade Cover, Veterans' Plaza

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 and 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

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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.

Ms. Fekjar MOVED, seconded by Ms. Heinrichs-

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.

Two Directors spoke on the motion.

The motion was carried unanimously by the Directors present.

Reserve and Capital Funding Requests – Pool Complex Replacements and Renovations

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 in agenda packet).

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

Ms. Hopewell MOVED, seconded by Ms. Hopewell -

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 (in the agenda packet), 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.

One Director and the Executive Director spoke on the motion.

The motion was carried unanimously by the Directors present.

Reserve Funding Request – Replacement of Parking stall Street Markings

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 in agenda packet).

Mrs. Perrotti MOVED, seconded by Ms. Fekjar -

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.

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

The motion was carried unanimously by the Directors present.

Reserve Funding Request – Replacement of Interior Components of Clubhouse Six Leased Space (Apartment)

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 in 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

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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.

Mr. Lukoff MOVED, seconded by Ms. Hopewell -

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.

Two Directors and the Executive Director spoke on the issue.

The motion was carried unanimously by the Directors present.

Recreation Committee

Reserve Funding Request – Golf Tee Box Replacement

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. Proposals received included Eagle Golf Construction - \$67,545, United Golf, \$70,895, and Anguiano Lawn Care, \$103,680.

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.

Ms. Heinrichs MOVED, seconded by Ms. Fekjar-

TO 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 and authorize the President to sign the contract.

Four Directors and the Executive Director spoke on the motion.

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

Rescind 70-1201-1, Club Membership

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

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

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.

Adopt 70-1203-1, Membership of Clubs

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

Mrs. Perrotti MOVED, seconded by Ms. Heinrich -

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

One Director spoke on the motion.

Mr. Thompson MOVED, seconded by Mrs. Perrotti-

TO amend section 1.2.1.2 to add “or any local, state or federal laws or requirements”.

Two Directors spoke on the motion.

The amended motion was carried unanimously by the Directors present.

Approve Locker Use Agreement

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 in agenda packet), 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, as amended.

Ms. Snowden MOVED, seconded by Ms. Hopewell -

TO approve the Locker Use Agreement, as amended.

Four Directors spoke on the motion.

The motion was carried unanimously by the Directors present.

Approve Locker Agreement/Invoicing Cycle

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.

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

TO approve the Locker Agreement/Invoicing Cycle, as presented.

TENTATIVE VOTE: Amend 70-1487.01-2, Recreational Vehicle Lot (RVL) – Schedule of Fees

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 in the agenda packet).

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.

Ms. Hopewell MOVED, seconded by Ms. Winkler -

TO tentatively amend 70-1487.01-2, Recreational Vehicle Lot, 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.

Three Directors and the Executive Director spoke on the motion.

The motion was carried unanimously by the Directors present.

Security, Bus & Traffic Committee

Conceptual Approval – Contracted Off-Property Bus Service, Two Days per Week

Golden Rain Foundation Board Meeting Minutes, August 27, 2019

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 in the agenda packet) 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 in agenda packet).

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.

Mr. Pratt MOVED, seconded by Mr. Massetti -

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.

Fourteen Directors spoke on the motion.

The motion failed with eight no votes (Heinrichs, Hopewell, Perrotti, St. Aubin, Snowden, Stone, Thompson, Winkler) and one abstention (Findlay).

CONTROLLER'S REPORT

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

EXECUTIVE DIRECTOR'S REPORT

The Executive Director spoke throughout the proceedings.

BOARD MEMBER COMMENTS

Thirteen Board members spoke on the meeting proceedings.

ADJOURNMENT

The meeting was adjourned was at 1:48 p.m.

Linda Stone
GRF President
dfb

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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 SEPTEMBER GRF BOARD REPORT
DATE: SEPTEMBER 16, 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 September 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.



September 24, 2019

Approved Minutes

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

General – Approve August GRF Board Report

MOVED and duly approved the August GRF Board Report, as presented.

Architectural Design and Review Committee – Reserve Funding Request – Landscaping, Perimeter Wall Outside the Parking Lots, from the Amphitheater to Clubhouse Six

MOVED and duly approved to 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, and authorize the President sign the contract.

Architectural Design and Review Committee – Operating Funding Request – Holiday Lighting Agreement

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

Architectural Design and Review Committee – Amend 10-5160-3, ADRC Charter

MOVED and duly approved to amend 10-5160-3, ADRC 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.

Communications/IT Committee – Amend 20-5125-3, Communications/IT Committee Charter

MOVED and duly approved to remove this item from the agenda and return to the Communications/IT Committee for further review.

Communications/IT Committee – Rescind 20-5118-3, IT Services (ITS) Committee Charter

MOVED and duly approved to remove this item from the agenda and return to the Communications/IT Committee for further review.

Executive Committee – Amend 30-1022-3, Petitions

MOVED and duly approved 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.

Executive Committee – Adopt 30-1010-1, Authorized Spokesperson

MOVED and duly approved 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 – Amend 30-5110-3 Executive Committee Charter

MOVED and duly approved 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 – Approve Directors’ Handbook

MOVED and duly approved to amend the GRF Directors’ Handbook, updating Committee Charter numbers, amending the frequency of attendance at the Parking Rules Violation Panel, generally refining document language, and indicating that every motion requires a second.

Facilities and Amenities Review (FAR) Ad hoc Committee – **FINAL VOTE:** Amend 70-1406-1, Limitations on Use.

MOVED and duly approved to remove this item from the agenda and return to the Facilities and Amenities Review Committee for further review.

Facilities and Amenities Review (FAR) Ad hoc Committee - **FINAL VOTE:** Adopt 30-1406-2, Limitations on Use, Fees

MOVED and duly approved to remove this item from the agenda and return to the Facilities and Amenities Review Committee for further review.

Finance Committee – Accept July Financial Statements

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

Finance Committee – Approve Funds Transfer Request – Reserve Funds

MOVED and duly approved 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.

Finance Committee – Approve CD Purchase – Reserve Funds

MOVED and duly approved 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.

Finance Committee – Approve CD Purchase – Capital Improvement Funds

MOVED and duly approved 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.

Finance Committee – Approve New Vendor – Lockbox Services

MOVED and duly approved to accept the proposal submitted by ClickPay and to authorize the President to sign the proposal.

Finance Committee – Rescind 30-5519-3, Committee Budgeted Expenses

MOVED and duly approved to rescind 30-5119-3, Committee Budgeted Expenses, as it is no longer applicable.

Finance Committee – Approval of the Proposed 2020 Operating Budget

MOVED and duly approved the proposed 2020 Operating Budget, as presented in Exhibit A in the agenda packet.

Governing Documents Committee – Approve Alpha Designation to Type Codes, New Document Numbers

MOVED and duly approved the addition of an alpha designation, to be added to the document type codes, when necessary.

Mutual Administration Committee – Approve Bereavement Packet

MOVED and duly approved the Bereavement Packet for distribution.

Mutual Administration Committee – Amend 50-5165-3, Mutual Administration and Service Maintenance Committee Charter

MOVED and duly approved 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.

Mutual Administration Committee – Rescind 50-5170-3, Service Maintenance Committee Charter

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

Mutual Administration Committee – Approve Installation of California Lottery, Self-Serve, Ticket Machine

MOVED and duly approved 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.

Physical Property Committee – Capital Funding Request – Shade Cover, Veterans' Plaza

MOVED and duly approved 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.

Physical Property Committee – Reserve and Capital Funding Requests – Pool Complex Replacements and Renovations

MOVED and duly approved 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 in the agenda packet, 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.

Physical Property Committee – Reserve Funding Request – Replacement of Parking Stall Street Markings

MOVED and duly approved 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.

Physical Property Committee – Reserve Funding Request – Replacement Interior Components of Clubhouse Six Leased Space (Apartment)

MOVED and duly approved 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.

Recreation Committee – Reserve Funding Request – Golf Tee Box Replacement

MOVED and duly approved to award 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.

Recreation Committee – Rescind 70-1202-1, Club Membership

MOVED and duly approve 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 Committee – Adopt 70-1203-1, Membership of Clubs

MOVED and duly approved to adopt 70-1203-1, Membership of Clubs, incorporating the rules found in document 70-1203-1, Club Membership, effective October 1, 2019.

MOVED and duly approved to amend 70-1203-1, Member of Clubs, section 1.2.1.2 to add “or any local, state, or federal laws or requirements”.

Recreation Committee – Approve Locker Use Agreement

MOVED and duly approved the Locker Use Agreement, as presented.

Recreation Committee – Approve Locker Agreement/Invoicing Cycle

MOVED and duly approved the Locker Agreement/Invoicing Cycle, as presented.

Recreation Committee – **TENTATIVE VOTE**: Amend 70-1487.01.-2, Recreational Vehicle Lot (RVL) – Schedule of Fees

MOVED and duly TENTATIVELY approved to amend 70-1487.01-2, Recreational Vehicle Lot (RVL) – 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.

Security, Bus & Traffic Committee – Conceptual Approval – Contracted Off-Property Bus Service, Two Days per Week

The Motion failed 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 ppm 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.

Recap of GRF Committees' Activity

August 2019

August 21, 2019 Strategic Planning Ad hoc Committee

- CONCURRED to request Committee members bring future planning ideas to the next meeting.

August 23, 2019, Special Recreation Committee

- MOVED to recommend the GRF BOD approve the Locker Use agreement, as amended and add keywords Locker Use, Lockers, Locker Lease, and Locks.
- MOVED to recommend the GRF BOD approve the Locker Agreement/Invoicing Cycle, as presented;
- MOVED to recommend the GRF BOD rescind 70-1202-1, Club Membership, as presented, as the rules contained in this document have been incorporated into document 70-1203-1, Membership of Clubs;
- CONCURRED to refer 70-1471-1, Clubhouse Trophy and Plaque Display to the Recreation Department, for amendment, to be included on the October meeting agenda.

September 3, 2019, Recreation Committee

- CONCURRED to discuss Sunday Water Aerobics at the next Committee meeting and reviewed 40 pieces of correspondence;
- CONCURRED to request staff schedule a walkthrough of the RV Lot for October;
- MOVED to recommend to the GRF Board conceptually approve to allocate Trust Property as determined by the Recreation Committee for the mutual benefit of the Shareholder/Members in the establishment of locations to support the mission of GRF in providing resources for continued education. General improvements and enhancements to Trust property to accommodate the establishment of a Knowledge and Learning Center is a general estimate of \$75,000 to \$100,000, with a verbal commitment by the Golden Age Foundation to support a large portion of the estimated cost;
- MOVED to approve a 30-day trial period for the Bocce Ball Organization to use pop-up shade structures at the Bocce Ball Court, pending location and installation approval by the Recreation Department and review again after the 30-day trial period;
- MOVED to include the Recreation Committee Project Goals as part of the Executive Directors report going forward;
- CONCURRED to request staff schedule a walkthrough of Mission Park;
- MOVED to approve the Recreation Department, provide an area that is best suited for a Salvation Army donation truck to park for the drop-off of household items for donation ran by the Golden Age Foundation;
- CONCURRED to forward the following ideas to the Strategic Planning Ad Hoc Committee, and include this topic on the next Recreation Committee agenda for further discussion: cover and rebuild the Amphitheater; flex venue for concerts, dinner theater, movies, etc. - could also include underground parking, replace all A-frame buildings and rebuild with two story buildings, cover channel - could be used for parking, a retail center, theater, market, restaurant, salon, financial services, pet store, etc., Park and Ride Center - there will be more traffic and harder parking. Out-sourced bus for riding outside the community (fee based), Learning Center with community Wi-Fi to allow for off-site instructors to teach classes -shareholders could even attend classes from home, underground electric lines, better use of 1.8 Acre area – new clubhouse, additional pool, recreational area, property acquisition for new clubhouses, parking, movie theater, etc., renovate Security building at Main gate so that it doesn't look like a bus station, change Leisure World name;
- ADVISED that the Mini-farms will be discussed at the next Facilities and Amenities Review Ad hoc Committee meeting;
- CONCURRED to schedule a Special meeting to review the proposed Library Usage Governing Document, as well as the current Library policy; 2501-35, Community Facilities Library Patron Use;

- MOVED to recommend the GRF Board of Directors amend policy 70-1445-1, Mission Park, as presented;
- MOVED to implement the revisions (in parenthesis, add the cost center name after the cost center number wherever it appears in the document) to 70-5135-3, Recreation Committee Charter, as requested by the action of the GRF Board of Directors, as its meeting on August 27, 2019.

September 4, 2019, Governing Documents Committee

- CONCURRED to review Finance Department governing documents at the October meeting and review IT Department documents at the November meeting;
- CONCURRED to request the IT Supervisor bring back information on Power DMS to Search WordPress Plug In at the next Committee meeting;
- CONCURRED that "PURPOSE" is not a mandatory field; it will only be included when appropriate;
- MOVED to amend 60-5504-1, Insurance Requirements-Contractors, by adding keywords and forward to the Physical Property Committee, for final approval;
- MOVED to amend 60-5504.01-1, Insurance Requirements-Vendors, by adding keywords, as well as making a change to the document number (60-5504-1A) and forward to Physical Properties Committee for final approval;
- MOVED to amend 30-1001-5, Glossary of Terms, by adding keywords, a purpose step section and, upon formatting, forward to Executive Committee for final approval;
- MOVED to amend 50-1023-1, Pet Ownership Rules, by adding keywords and forward to Mutual Administration Committee for final approval;
- MOVED to amend 50-1201-1, GRF Identification Cards, by adding keywords, section headings and verbiage in the Purpose section, as well as extracting fees and adopting a new governing document (50-1201-2, GRF Identification Cards, Fees), and forward to Mutual Administration Committee for final approval;
- MOVED to amend 50-5536.01-1, Guest Passes, by adding keywords, section headings and verbiage in the Purpose section, as well as making a change in the document number (50-5536-1) and extracting fees and adopting a new governing document (50-5536-2, Guest Passes, Fees), and forward to Mutual Administration Committee for final approval;
- CONCURRED to review at the next Committee meeting: 50-1400-1, Co-occupants and Qualified Permanent Residents (QPR) Use of Clubhouses, 50-1610-3, GRF Membership Criteria, 50-1801-1, Use of Community Facilities, 50-2115-1, Copy and Supply Center Services and 50-2115A-2, Copy and Supply Center Fees.

September 4, 2019, Physical Property Committee

- CONCURRED to discuss correspondence pertaining to Mini-farms at the October Committee meeting;
- CONCURRED to refer correspondence pertaining to Trust Streets and Mutual Two parking on Monterey Road to the Physical Property Committee;
- CONCURRED to request the Recreation Committee to obtain the cost for a storage shed for the Hospitality entrance at Clubhouse Six;
- MOVED to recommend the GRF BOD award a contract to Howard's Roofing, for the Administration and Amphitheater roof replacements, for a base bid of \$431,687 and Greenwood Heating and Air, for the removal and re-installation of all HVAC equipment on roofs, for a cost of

\$12,800 resulting in a total cost not to exceed \$500,000, Reserve funding, pending Finance Committee review;

- CONCURRED to request the Recording Secretary send correspondence to Mutual One, carport seventeen and Mutual Ten, red curbs on Seaview, advising that all Trust Property street signs and markings are compliant with national standards;
- CONCURRED to forward the following ideas to the Strategic Planning Ad Hoc Committee: underground electrical on St. Andrews and other streets, cover the channel, rebuild the Amphitheater resulting in a flexible venue for concerts, diner theater, movies, etc., replace all A-frame buildings with multi-story buildings, property acquisition, relocate Mini-farms in order to better utilize space, energy alternatives-solar streets, bloom energy, information delivery system, community Wii, interactive kiosks, guided highways, teleporting; reconfiguration of St. Andrews at Northwood and North Gate to Northwood;
- MOVED to implement the revisions (in parenthesis, add the cost center name after the cost center number wherever it appears in the document) to 60-5130-3, Physical Properties Committee Charter, as requested by the action of the GRF Board of Directors, as its meeting on August 27, 2019.
- CONCURRED to forward the following ideas to the Strategic Planning Ad Hoc Committee: cover the channel, electrical underground, hi-tech inter-connectivity/hot spots, community WiFi, charging stations, Clubhouse A-frames, additional tree purchase, and purchase real estate;
- MOVED to select color COOL GREY, for the new Uniform Polo Shirts, for the IT and Administration Staff, with the proper GRF name tags added;
- MOVE to implement the revisions (in parenthesis, add the cost center name after the cost center number wherever it appears in the document) to 10-5160-3, Recreation Committee Charter, as requested by the action of the GRF Board of Directors, as its meeting on August 27, 2019.

September 5, 2019, Architecture and Design Review Committee

- MOVED to select lane lines, VIP-713 Cobalt Blue and water line, Titan-332 Sapphire, at the golf/pool area;
- CONCURRED to discuss the Cool Deck at the next Committee meeting;
- CONCURRED to discuss the wall murals, building Five, first floor, elevator lobby and Recreation Department office at the next Committee meeting;

September 6, 2019, Executive Committee

- CONCURRED to review the amended Member Code of Conduct document at the next Committee meeting;
- CONCURRED to review the suggested amendments to the Fleet Supervisor Position Description at the next Committee meeting;
- CONCURRED to discuss amendment of the Employee Handbook regarding Mutual Directors and GRF employment at the next Committee meeting;
- CONCURRED to remove the Senior Management Annual Review form from the agenda;
- MOVED to approve the wage/salary grade change to A37 of the Community Manager/Mutual Administration Manager position description;
- CONCURRED to request the position description be reviewed at the next Committee meeting, with salary benchmarking data;
- CONCURRED to remove the final three paragraphs from all position descriptions and include the information on an attached secondary sheet;
- CONCURRED to review the Roundtable meeting at the next Committee meeting and cancel the September Roundtable meeting;

- MOVED to implement the revisions of the GRF Board of Directors (in parenthesis add the cost center name after the cost center number wherever it appears in the document), as requested by the action of the GRF Board of Directors, at its meeting on August 27, 2019;
- CONCURRED to review post-offer, pre-employment physical requirement review for part-time employees.

September 9, 2019, Mutual Administration Committee

- CONCURRED to review the amended hazardous waste sections of the Bereavement Workbook, at the next Committee meeting;
- MOVED to form a sub-committee (three members from the Mutual Administration Committee and three members from the Presidents' Council) to revise the newly named Community Guide;
- CONCURRED to replenish supplies for the ID card renewal 2020, notify the residents by an LW News article, send additional notification, by flyer, in the year-end mail out and to the and change the expiration lettering to the color red;
- MOVED to approve the initial purchase of 500 blue lanyards and badge holders for the Members' ID renewal process;
- MOVED to recommend the Finance Committee review and determine if Capital Funds are available for the purchase of a sandblasting machine for the Service Maintenance Department, for a cost not to exceed \$7,500 and recommend the GRF BOD approve the purchase;
- MOVED to recommend the Finance Committee review and determine if Capital funds are available for the purchase of a paint mixer for the Service Maintenance Department, for a cost not to exceed \$8,500 and recommend the GRF BOD approve the purchase;
- MOVED to recommend the Finance Committee review and determine if Capital funds are available for the purchase of a mini trencher for the Service Maintenance Department, for a cost not to exceed \$11,557 and recommend the GRF BOD approve the purchase;
- MOVED to refer 50-5536-1, Gate Passes to the Security, Bus and Traffic Committee;
- MOVED to amend 50-1201-1, GRF Identification Cards, by adding verbiage in the Purpose section, accepting the keywords and section headings, as well as creating a new governing document, 50-1201-2, GRF Identification Cards, Fees, for recommendation of adoption by the GRF Board of Directors;
- MOVED to implement the revisions of the GRF Board of Directors (in parenthesis add the cost center name after the cost center number, in the first instance it occurs in the document), as requested by the action of the GRF Board of Directors, at its meeting on August 27, 2019;
- CONCURRED to forward SPAH the following agenda items, for their consideration: Leisure World name change, update financial qualifications, move bus station away from Main Gate, water reduction measures, including native plants in landscaping/replace laws, moisture sensors-controlled lawn sprinklers, require any remodel or sale of unit to install sensor-type faucets, low-flow toilets and LED lamps, on-site hazardous water disposal collection service ,fewer Mutual Boards/more successful mergers, Mini-farms to be managed by Recreation Dept. (wait list, verifying proper usage), Solar panels and energy storage systems for all buildings, and replace individual electric water heaters in all buildings with common gas-fired water boilers.

September 10, 2019, Facilities and Amenities Review Committee

- CONCURRED to request staff schedule a walkthrough of Clubhouse One to review the Woodshop, Billiards Room, and Historical Society and invite applicable Club Officers, Woodshop Supervisors, and staff;

- MOVED to recommend the GRF Board conceptually approve GRF's direct oversight over Trust Property commonly identified as 1.8 acres. Such conceptual approval is granted to provide Committee use of staff and general resources to draft a comprehensive plan covering the use of the 1.8 acres for the mutual benefit of a majority of GRF shareholders/Members;
- MOVED to recommend the GRF Board amend 70-1406-1, Limitations on Use, as amended;
- MOVED to recommend the GRF Board adopt 70-1406-2, Limitations on Use, Fees, as presented.

September 11, 2019, Security, Bus & Traffic Committee

- MOVED to recommend the GRF BOD award a contract to Complus Data Innovations, Inc. (COMPLUS);
- CONCURRED to forward the following items to the Strategic Planning Ad Hoc Committee: biometrics for access control, solar/charging stations, cover the channel and using it for other purposes, electrical underground, hi-tech inter connectivity, hot spots, community Wi-Fi, teleportation, guided highways, the way animals are monitored (animal placard), event entry for clubhouses (daily facility fees), lost shareholders (lanyard system and/or wrist), transportation (flying cars, self-driving cars), eliminate buses and use people movers, wind turbulence for Mutuels, making a change to clubhouse three – multi level, look for grants to assist and/or cover expenses in leisure world, change leisure world's name, move bus station, move on-site sales office to outside of the gate; for near to intermediate consideration: convenient individualized bus service on and off Leisure World property and for intermediate to long term consideration: Cover 300-foot pilot section of channel, using precast box culvert sections from Clubhouse Six to intersection to add 40 parking spaces and learn about covering entire channel with a walking park, single lane roundabout at Golden Rain and St. Andrews to calm traffic and improve pedestrian safety, Every vehicle inside Leisure World is identified and wirelessly reports its location and motion to master security map, GRF utilizes only electric vehicles; for longer term consideration: Cover rest of the channel using Box Culvert preformed concrete sections, a landscaped walking path/park on top - maybe a dog park on a portion, roving driverless buses and Continue to oversee provision of optimal service toward the safety, welfare and mobility of the Shareholders/Members and all qualified residents of the Seal Beach Leisure World Community.
- MOVED to amend 80-5145-3, Security Committee Charter, by implementing the revisions (in parenthesis, add the cost center name after the cost center number wherever it appears in the document), as requested by the action of the GRF Board of Directors, at its meeting on August 27, 2019.

September 12, 2019, Communications & IT Committee

- CONCURRED to approve distributing the GRF BOD summary and minutes immediately following the meetings, via LW Live;
- CONCURRED to request the Director of Communications and Technology provide the scope of work/project schedule on LW social media accounts; further discuss the phone system replacement at the next scheduled meeting; have the IT Supervisor present a proposal on Surveillance System at the next scheduled meeting; have the Recording Secretary denote the completed GRF BOD projects in red;
- CONCURRED to request the IT Supervisor present the age/gender demographics of the community at the next Committee meeting;
- MOVED to authorize the expenditure of up to \$2,500 to rent a lift, if needed, to facilitate the study for Ubiquiti airFiber installment and send it to the Finance Committee for approval;

- CONCURRED to forward Policy 5050-34, Digital Billboards, and Policy 5050.01-34, Request to Display on Digital Billboard, to the Governing Documents Committee as amended, and review it at the next Committee meeting;
- MOVED to approve the development an initiation of new bus stop signage to include space for advertising;
- MOVED to recommend the GRF BOD amend Policy 20-5125-3, Communications Committee Charter, as amended;
- CONCURRED to forward Policy 5050-34, Digital Billboards, and Policy 5050.01-34, Request for Display on Digital Billboard, to the Governing Documents Committee as amended;
- CONCURRED to review an updated Policy 2-2806-1, News Coverage and 2-2804-36, Community Newsletter Submissions at the next Committee meeting;
- DECLINED to rescind 2825-36, Special Columns, 2840.02-36, Deadlines, 2840.04-36, News Stories, 2840.06-36, Obituaries, 2840.07-36, News Photos, Policy 2840.08-36, News Coverage.

September 16, 2019, Finance Committee

- MOVED to recommend the GRF BOD accept, for audit, the financial statements for the month of August 2019, as presented by the Director of Finance and as reviewed by the Finance Committee;
- MOVED to recommend the GRF BOD accept the proposal from CliftonLarsonAllen (CLA), for audit and tax services for the 2020 through 2022 fiscal years;
- CONCURRED to forward the following items to the Strategic Planning Ad Hoc Committee for consideration: full time environmental employee, parking garage, GRF credit card, people mover, utilize large common areas, game room, revise governing documents including trust, grant writer, self-insurance fund, revenue retail, cover the channel, more conservation/environmental FTE, amphitheater rebuild;
- MOVED to uphold the request for waiver for an unpaid balance;
- MOVED to recommend the GRF BOD allocate Capital funding, for the purchase of a sand blasting machine for the Service Maintenance Department, for a cost not to exceed \$7,500, and forward this request to the GRF Board of Directors;
- MOVED to recommend to the GRF BOD allocate Capital funding, for the purchase of the Radia Paint Shaker for the Service Maintenance Department, for a cost not to exceed \$8,500, and forward this request to the GRF Board of Directors;
- MOVED to recommend the GRF BOD allocate Capital funding for the purchase of a mini trencher, for the Service Maintenance Department, for a cost not to exceed \$11,557, and forward this request to the GRF Board of Directors;
- MOVED to recommend the GRF BOD allocate Reserve funding for the Administration and Amphitheater buildings roofs, in an amount not to exceed \$500,000;
- MOVED to recommend the GRF BOD amend 30-5515-3, Committee Budgeted Expenses, as presented, by implementing the revisions (in parenthesis, add the cost center name after the cost center number wherever it appears in the document), as requested by the action of the GRF Board of Directors, at its meeting on August 27, 2019;
- MOVED to recommend the GRF BOD amend 40-5528-1, Refund of Access Income, as presented;
- MOVED to recommend the GRF BOD amend 40-5540-1, Contingency Operating Fund, as presented and upon further discussion, the Committee moved to amend 40-5540-1, Contingency Operating Fund, by restoring the first paragraph and deleting the two paragraphs that follow;
- MOVED to recommend the GRF BOD amend 40-5061-2, Fees, as presented;

- CONCURRED to review 40-5516-3, Committee Non-budgeted Expenses to the next Committee meeting.
-

Financial Recap

August 2019

Financial Recap – August 2019

As of the eight-month period ended August 2019, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$438,826.

Major variances are:

Wages, Taxes & Benefits	404,303	Favorable: Wages \$161K; P/R Taxes \$23K; Workers' Comp \$31K; Group Ins \$172K; 401(k) Match \$17K
Temporary Agency Fees	(142,204)	Unfavorable: Temporary help for key positions.
Supplies	41,120	Favorable: Low requisitions YTD
Professional Fees	(42,947)	Unfavorable: Litigation
Facilities Rentals & Maintenance	105,105	Favorable: Landscaping \$75K; Repairs & Maintenance \$14K; Service Contracts \$16K
Property & Liability Ins Prem	26,084	Favorable: Projected YE budget variance \$34K
Rental Income	(48,674)	Unfavorable: Lower unit sales than planned
Interest Income	104,681	Favorable: Actual yields > planned
News Advertising	(129,728)	Unfavorable: Budget planned more aggressive sales
Other Income	71,236	Favorable: Purchasing Processing Recovery \$35K; Lost Member ID Card \$11K; Fees \$23K

	Fund Balance	Allocated For Current Projects	Allocated For Future Projects	For details, see page
Reserve Funds				
Repairs & Replacements	\$10,017,499	\$1,810,457	\$8,207,042	7

	Fund Balance	Allocated Funds	Unallocated Funds	For details, see page
Capital Funds				
Capital Improvements	\$2,087,909	\$282,651	\$1,805,258	8

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

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: RANDY ANKENY, EXECUTIVE DIRECTOR
SUBJECT: RATIFY EMERGENCY REPLACEMENT - WATER LINE, NORTH GATE ROAD
DATE: SEPTEMBER 13, 2019
CC: FILE

On August 28, 2019, the copper water supply line to North Gate incurred a substantial failure, requiring emergency actions to replace the water line to maintain operations of North Gate and protect the sub-structure of the roadway.

The emergency service expenses, including replacement of underground water line and required street pairs and associate's materials and fittings, was \$5,300 (Exhibit A).

I move to ratify the emergency actions and related Reserves expenditures taken by the Executive Director to replace the underground copper water line at North Gate.

Exhibit A

The copper water line supply to the North Gate Guard House failed causing water to leak onto the street. The Service Maintenance Department isolated the problem and supplied temporary water to the Building until the repairs could be made. Two quotes for the replacement of the water line are as follows:

MJ Jurado \$5,300

911 Sewer Specialists \$9,645





911 Sewer Specialist

David Rudge
1661 Golden Rain Rd
Seal Beach, CA 90740

✉ davidr@wsb.com

ESTIMATE	#250
TOTAL	\$9,645.00

CONTACT US

25039 S Vermont Ave
HARBOR CITY, CA 90710

☎ (424) 243-5874
✉ 911sewerspecialist@gmail.com

ESTIMATE

Service	Amount
public works - Utility location Call California one call system (Dig Alert) in order to have underground utilities marked and receive a temporary dig alert permit.	
public works - Saw cut Saw cut a 3' x 3' section of concrete near the guard tower to expose existing water line	
Concrete Removal Jack hammer and remove concrete. Dump concrete at an approved disposal site	
Sewer - Shovel Excavation Hand dig 2 access pits: Access pit 1: near guard tower Access pit 2: in grass area near sidewalk	
Horizontal Directional Boring Use boring equipment in order to bore approximately 120' from access pit located in the grass area to access pit located near the guard tower. Push in approximately 120' of polyethylene water pipe rated for up to 250 psi. run tracer wire for location of plastic pipe.	
Plumbing Connect newly installed polyethylene pipe to copper pipe at each end of the pit.	\$95.00
Back fill Bed pipe with sand base material, back fill, and compact using native soil.	
Concrete Re-pour concrete that was removed.	
Total	\$8,550.00
Materials	Amount
Private Utility Location	\$1,000.00

8131 Electric Ave. • Stanton, CA 90680
Tel: 714-397-0143 • Fax: 714-827-2110
State Contractor's License #987670 - A

BID PROPOSAL and CONTRACT

Job# _____

Date 8/23/2019

Bid to GRF
1" copper water install

Location NORTH GATE GUARDS SLACK

Owner/Dev

We promise to furnish you labor and materials as noted below at the unit prices shown for the construction of

[illegible]

PRICES BASED ON	SACK TYPE	CONCRETE	VALID TO
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TOTAL	5,300.00
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ACCEPTED:



Golden Rain Foundation

Golden Rain Foundation

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: SEPTEMBER 16, 2019
CC: FILE

At its meeting on September 12, 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/ITS

Committee Charter

AMEND

Pursuant to state statute (**Corp. Code §7210; Corp. Code §7212(c)**) and Article VIII, ~~Section I~~ 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 as granted by the BOD, ~~or as stated within this policy.~~

In accordance with Article VIII Section I 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

2. PURPOSE:

Oversee the operations of the Communications Publications and ITS Departments.

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 NEWS and ITS Department management monthly or whenever such meetings are deemed necessary, unless cancelled by the chair;

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

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;

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

3.8. Review monthly budget comparison for cost centers 236 (Communications Department) and 934 (Information Technology Services);

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

3.10. Originate and develop ideas, plans, and programs which are pertinent to these areas;



COMMUNICATIONS/ITS

Committee Charter

AMEND

- 3.11. Provide an initial approval and recommendation to the Finance Committee of the budget for cost centers 236 (Communications Department) and 934 (Information Technology Services), including Capital requests and upcoming Reserve replacements;
- 3.12. Review policies for cost centers 236 (Communications Department) and 934 (Information Technology Services) yearly and send recommended changes to the BOD for approval; and
- 3.13. 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.

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
<u>Amended:</u>	<u>27 Aug 19</u>				

Keywords:

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: COMMUNICATIONS COMMITTEE
SUBJECT: RESCIND 20-5118-3, ITS COMMITTEE CHARTER
DATE: SEPTEMBER 16, 2019
CC: FILE

At its meeting on September 12, 2019, the Communications/IT Committee recommended the GRF Board of Directors rescind 20-5118-3, ITS Committee Charter.

I move to 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	Rescinded:	

Keywords:

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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FACILITIES & AMENITIES REVIEW AD HOC COMMITTEE
SUBJECT: AMEND 70-1406-1, LIMITATIONS ON USE (**TENTATIVE VOTE**)
DATE: SEPTEMBER 12, 2019
CC: FILE

At its meeting on July 9, 2019, the Facilities and Amenities Review (FAR) Ad Hoc Committee recommended the GRF Board of Directors amend 70-1406-1, Limitations on Use, as amended by 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.

At its August 28, 2019 meeting, the Board of Directors moved to refer 70-1406-1, Limitation on Use, back to the FAR Ad hoc Committee for review and discussion.

At its meeting on September 10, 2019, the Facilities and Amenities Review (FAR) Ad Hoc Committee recommended the GRF Board of Directors amend 70-1406-1, Limitations on Use, as amended by extraction of the fee schedule – 70-1406-2, Limitations on Use, Fees., establishing criteria for who may use specified Trust Property, the addition of the Multi-use Court and Bocce Ball Court, and a reference to 70-1406-2, Limitations on Use, Fees, for fee information.

I move to amend 70-1406-1, Limitations on Use, as amended, pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on October 22, 2019.



Recreation

LIMITATIONS ON USE OF TRUST PROPERTY AMEND

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 ONLY 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;
- 1.7. Multi-use Court;
- 1.8. Bocce Ball Court.

~~1.6.~~ All other Trust facilities are provided for the use of GRF Members in good standing and their guests who are at least eighteen (18) years old except for private functions. Members must be present at all times when guests are using these facilities.

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.

(Jul 19)

GOLDEN RAIN FOUNDATION Seal Beach, California

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

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.

4.3. 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)

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

5.4. CLUBHOUSE RULES

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

- 5.1.4.1.** Clubhouse lobbies will be available for reservations with RD heads' approval. Lobby furniture may only be moved by custodial staff;
- 5.2.4.2.** Dining and kitchen facilities shall be cleaned by the reserving member after being used. (Policy 1411-50);
- 5.3.4.3.** 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;
- 5.4.4.4.** Clubhouse Three (3) BBQ's will be cleaned by the custodians;
- 5.5.4.5.** The regulation of the thermostats shall only be controlled by the custodian on



Recreation

LIMITATIONS ON USE OF TRUST PROPERTY **AMEND**

duty;

~~5.6.4.6.~~ Malfunctioning and/or damaged equipment shall be reported to the custodian or the RD;

~~5.7.4.7.~~ Items shall not be hung on window coverings or partitions at any time;

~~5.8.4.8.~~ 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;

~~5.9.4.9.~~ No push pins or tacks can be used on walls. Any cost to repair will be charged to reserving party;

~~5.10.4.10.~~ Items shall not be stored behind the stage drapes in Clubhouse Four (4), or in any other area of any clubhouse without RD approval;

~~5.11.4.11.~~ Decibel sound levels inside clubhouses and outdoor entertainment areas should not exceed eighty (80) decibels and will be monitored by staff on duty;

~~5.12.4.12.~~ Children under the age of eighteen (18) years shall remain under the constant visual supervision of an adult;

~~5.13.4.13.~~ No Smoking (Policy 1412.2-50);

~~5.14.4.14.~~ Only licensed Service or Emotional Support Animals', duly registered with Stock Transfer, are permitted in or on Trust property. (Policy 1023-33);

~~5.15.4.15.~~ 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;

~~5.16.4.16.~~ Any person, persons or activities which disturb an event shall be brought to the attention of the custodian or the SD;

~~5.17.4.17.~~ All damages, repairs or unusual cleaning costs shall be the responsibility of the reserving Member;

~~5.18.4.18.~~ Members shall notify the RD when a caterer will be used. (Policy 1431-50);

~~5.19.4.19.~~ Candles shall only be used in Trust facilities without carpeting; and

~~5.20.4.20.~~ GRF reserves the right to disallow the use of Trust property to any Member at any time.

6.5. 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.

7.6. ELIGIBLE CLUBS AND ORGANIZATIONS



Recreation

LIMITATIONS ON USE OF TRUST PROPERTY AMEND

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.~~6.1. The club or organization shall have a defined purpose. A current annual application, with bylaws attached, must be filed with the RD.

~~7.2.~~6.2. 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.~~6.3. The club or organization shall specify a regularly scheduled meeting time and place.

~~7.4.~~6.4. The RD shall be kept informed of any change of officers, By-laws or purpose of the club.

~~7.5.~~6.5. 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.~~6.6. Caregivers cannot belong to any club.

~~7.7.~~6.7. 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.~~6.7.1. If a club refuses to comply with the request, they can have their use of Trust property suspended until they do;

~~7.7.2.~~6.7.2. If the complaint is found to be valid, the club will be given 30 days to remedy;

~~7.7.3.~~6.7.3. 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.~~6.7.4. 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.~~6.7.5. A final appeal to the GRF Board, must be requested in writing to either the Executive Director or GRF President.

~~7.8.~~6.8. GRF reserves the right to disallow the use of any Trust property to any club or organization at any time.

8.7. USE OF CLUBHOUSE FACILITIES BY OUTSIDE ORGANIZATIONS

(Jul 19)

GOLDEN RAIN FOUNDATION Seal Beach, California



Recreation

LIMITATIONS ON USE OF TRUST PROPERTY AMEND

GRF Members in good standing 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 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.

9.8. GRF SPONSORED ACTIVITIES

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

10.9. HOURS

- ~~10.1.~~9.1. The clubhouses will be open for the use of Members and guests accompanying them from 7:30 am to 10:00 pm.
- ~~10.2.~~9.2. Hours of operation for the Exercise Room. Golf Course, and Swimming Pool will be determined administratively;
- ~~10.3.~~9.3. 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.~~9.4. The Exercise Room. Golf Course, and Swimming Pool will be closed Thanksgiving, Christmas and New Year's Day;
- ~~10.5.~~9.5. Any Trust facility may be closed at any time for maintenance;
- ~~10.6.~~9.6. No personal trainers are allowed in the Exercise Room;
- ~~10.7.~~9.7. 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;



Recreation

LIMITATIONS ON USE OF TRUST PROPERTY AMEND

- 198 **10.9.** Clubhouses One (1), Two (2), Four (4), Six (6), and building Five (5) will be
199 closed Christmas and New Year's Day. Exceptions are at the discretion of the
200 RD;
201 **10.10.** Clubhouses One (1), Two (2), Six (6), and building Five (5) will be closed
202 Thanksgiving Day. Exceptions are at the discretion of the RD;
203 **10.11.** Any permanent operational time change(s) must be approved by the
204 Recreation Committee.

11.10. NOTICE OF CLOSING

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

12.11. CHARGES

- 210 ~~12.1.~~ **11.1.** Charges will be assessed for clubs and/or private parties using Trust
211 facilities when the scheduled or actual use extends beyond the official hours, or
212 when additional help or special accommodations are is required. The rate to be
213 used is the lowest established billing rate currently in effect as determined and
214 published by the Accounting Office. In the event of overtime, a minimum of one
215 hour will be charged;

- 216 **11.2.** Parties requesting the use of meeting rooms will be required to pay all charges
217 for damages, repairs or unusual cleaning costs.

- 218 ~~12.2.~~ **11.3.** See 70-1406-2, Limitation on Use, Fees.

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		

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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 (**TENTATIVE VOTE**)
DATE: SEPTEMBER 12, 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.

At its meeting on September 10, 2019, the Facilities and Amenities Review (FAR) Ad Hoc Committee recommended the GRF Board of Directors adopt 70-1406-2, Limitations on Use, Fees, establishing fees to organizations using Trust property.

I move to adopt 70-1406-2, Limitations on Use, Fee, as presented, pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on October 22, 2019.

RECREATION**Limitations on Use of Trust Property, fees ADOPT**

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.

- a. Under one hundred (100) people: \$200.00 non-refundable fee.
- b. Up to two hundred (200) people: \$400.00 non-refundable fee.
- c. Up to three hundred (300) people: \$500.00 non-refundable fee.
- d. Up to four hundred (400) people: \$600.00 non-refundable fee.
- e. Up to 500 hundred (500) people: \$800.00 non-refundable fee.
- f. 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 ONLY 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);~~
- ~~1.6. Woodshops;~~
- ~~1.7. Multi-use Court;~~
- ~~1.8. Bocce Ball Court.~~

~~All other Trust facilities are provided for the use of GRF Members in good standing and their guests who are at least eighteen (18) years old except for private functions. Members must be present at all times when guests are using these facilities.~~

~~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.~~



RECREATION

Limitations on Use of Trust Property, fees **ADOPT**

- 41 approved attendant or supervisor;
 42 **2.2.** ~~Football, baseball, soccer, hockey, basketball and other contact sports may not~~
 43 ~~be played on GRF Trust property due to the possibility of injury to Members~~
 44 ~~and/or guests;~~
 45 **2.3.** ~~Risers may not be stacked upon one another for any activity in a clubhouse;~~
 46 ~~and~~
 47 **2.4.** ~~Use of skateboards, razor-type scooters, roller skates, hoverboards, a Segway~~
 48 ~~or roller blades is prohibited on all Trust property.~~
 49

50 ~~Caregivers may assist Members who use the facilities and remain with them, but they may not~~
 51 ~~use the above facilities themselves.~~
 52

3. 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)

- 57 **3.1.** ~~Will not be allowed for a four-week period prior to the GRF Arts and Crafts~~
 58 ~~Festival;~~
 59 **3.2.** ~~The maximum number of tables allowed shall be approved by the RD;~~
 60 **3.3.** ~~All items for sale must be sold by GRF Members; and~~
 61 **3.4.** ~~Operations will be monitored by the RD to ensure that all policies are followed.~~
 62

4. CLUBHOUSE RULES

65 ~~The following rules are to be posted in all clubhouses for the information and guidance~~
 66 ~~of all concerned:~~
 67

- 68 **4.1.** ~~Clubhouse lobbies will be available for reservations with RD heads' approval.~~
 69 ~~Lobby furniture may only be moved by custodial staff;~~
 70 **4.2.** ~~Dining and kitchen facilities shall be cleaned by the reserving member after~~
 71 ~~being used. (Policy 1411-50);~~
 72 **4.3.** ~~Clubhouse One (1) Picnic Area shall be cleaned by the reserving member~~
 73 ~~after being used, except for the BBQ, which shall be cleaned by the custodian~~
 74 ~~after it has cooled down;~~
 75 **4.4.** ~~Clubhouse Three (3) BBQ's will be cleaned by the custodians;~~
 76 **4.5.** ~~The regulation of the thermostats shall only be controlled by the custodian on~~
 77 ~~duty;~~
 78 **4.6.** ~~Malfunctioning and/or damaged equipment shall be reported to the custodian~~
 79 ~~or the RD;~~
 80 **4.7.** ~~Items shall not be hung on window coverings or partitions at any time;~~
 81 **4.8.** ~~Only masking tape shall be used to attach items to the walls — no other type of~~
 82 ~~adhesive is authorized. Push pins or tacks may be used to attach items to the~~
 83 ~~soundproofing panels;~~



RECREATION

Limitations on Use of Trust Property, fees ADOPT

- ~~4.9. No push pins or tacks can be used on walls. Any cost to repair will be charged to reserving party;~~
- ~~4.10. Items shall not be stored behind the stage drapes in Clubhouse Four (4), or in any other area of any clubhouse without RD approval;~~
- ~~4.11. Decibel sound levels inside clubhouses and outdoor entertainment areas should not exceed eighty (80) decibels and will be monitored by staff on duty;~~
- ~~4.12. Children under the age of eighteen (18) years shall remain under the constant visual supervision of an adult;~~
- ~~4.13. No Smoking (Policy 1412.2-50);~~
- ~~4.14. Only licensed Service or Emotional Support Animals', duly registered with Stock Transfer, are permitted in or on Trust property. (Policy 1023-33);~~
- ~~4.15. 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;~~
- ~~4.16. Any person, persons or activities which disturb an event shall be brought to the attention of the custodian or the SD;~~
- ~~4.17. All damages, repairs or unusual cleaning costs shall be the responsibility of the reserving Member;~~
- ~~4.18. Members shall notify the RD when a caterer will be used. (Policy 1431-50);~~
- ~~4.19. Candles shall only be used in Trust facilities without carpeting; and~~
- ~~4.20. GRF reserves the right to disallow the use of Trust property to any Member at any time.~~

5. 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.~~

6. 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 include the following:~~

- ~~6.1. The club or organization shall have a defined purpose. A current annual application, with bylaws attached, must be filed with the RD.~~
- ~~6.2. There shall be an annual business meeting, including election of at least three~~



RECREATION

Limitations on Use of Trust Property, fees ADOPT

~~(3) officers, and financial accounting to Members of the club or organization of all funds.~~

~~6.3. The club or organization shall specify a regularly scheduled meeting time and place.~~

~~6.4. The RD shall be kept informed of any change of officers, By laws or purpose of the club.~~

~~6.5. 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.~~

~~6.6. Caregivers cannot belong to any club.~~

~~6.7. 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:-~~

~~6.7.1. If a club refuses to comply with the request, they can have their use of Trust property suspended until they do;~~

~~6.7.2. If the complaint is found to be valid, the club will be given 30 days to remedy;~~

~~6.7.3. 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;~~

~~6.7.4. 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~~

~~6.7.5. A final appeal to the GRF Board, must be requested in writing to either the Executive Director or GRF President.~~

~~6.8. GRF reserves the right to disallow the use of any Trust property to any club or organization at any time.~~

7. USE OF CLUBHOUSE FACILITIES BY OUTSIDE ORGANIZATIONS

~~GRF Members in good standing 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 Member.~~

~~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.~~



RECREATION

Limitations on Use of Trust Property, fees **ADOPT**

~~8. GRF SPONSORED ACTIVITIES~~

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

~~9. HOURS~~

~~9.1. The clubhouses will be open for the use of Members and guests accompanying them from 7:30 am to 10:00 pm.~~

~~9.2. Hours of operation for the Exercise Room, Golf Course, and Swimming Pool will be determined administratively;~~

~~9.3. The Exercise Room, Golf Course, and Swimming Pool will be limited to Members. Caregivers or guests are not permitted to use these areas;~~

~~9.4. The Exercise Room, Golf Course, and Swimming Pool will be closed Thanksgiving, Christmas and New Year's Day;~~

~~9.5. Any Trust facility may be closed at any time for maintenance;~~

~~9.6. No personal trainers are allowed in the Exercise Room;~~

~~9.7. 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 Recreation Committee.~~

~~10. 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.~~

~~11. CHARGES~~

~~11.1. 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;~~

~~11.2. Parties requesting the use of meeting rooms will be required to pay all charges for damages, repairs or unusual cleaning costs.~~

~~11.3. See 70-1406-2, Limitation on Use, Fees.~~



RECREATION

Limitations on Use of Trust Property, fees **ADOPT**

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Document History

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Keywords:

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FACILITIES AND AMENITIES AD HOC COMMITTEE
SUBJECT: CONCEPTUAL APPROVAL - TRUST PROPERTY, MINI FARM
DATE: SEPTEMBER 9, 2019
CC: FILE

At the September 9, 2019 meeting of the Facilities and Amenities Ad hoc Committee, the Committee deliberated the use of Trust Property commonly referred to as the 1.8 acres. Of specific point of review by the Committee, under the Committee's Board directive:

To study and provide recommendations to the Board to support establishing and setting priorities for the preservation and improvement of Trust Property.

Primary usage of this portion of Trust property is under the general oversight of the Mini Farm Club. During Committee deliberation, it was noted:

- The mini farms have been under the direct oversight of the Mini Farm Club since January 1, 1997,
- Currently there exists a total of 182 plots,
- Use of an assign plot carries no time restrictions,
- Some plots have been used by the same assignee for more than 27 years,
- The average time on the waiting list for a plot is over 5 years,
- Current waiting list has over 236 Shareholders waiting for the opportunity for a plot.



Due to the limited availability of Trust Property, with a focus of the Committee to review and provide recommendations to the Board which represents the optimum use of Trust Property by a majority of the GRF Shareholders/Members, the Committee duly moved and approved to recommend to the Board conceptual approval to establish guidelines and practices to transfer oversight of the Mini Farms to GRF, per the terms and conditions of the Trust agreement.

Should the Board grant the conceptual approval, the Facilities and Amenities Committee shall provide general recommendations to applicable Committees to establish defined use of this portion of Trust property under the mission of GRF.

I move to conceptually approve GRF's direct oversight over Trust Property commonly identified as the 1.8 acres. Such conceptual approval is granted to provide Committee use of staff and general resources to draft a comprehensive plan covering the use of the 1.8 acres for the mutual benefit of a majority of GRF Shareholders/Members, for Board review and approval.



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 AUGUST FINANCIAL STATEMENTS
DATE: SEPTEMBER 24, 2019
CC: FILE

At the regularly scheduled meeting of the Finance Committee on September 16, 2019, the Committee, in accordance with Policy 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 August 2019 financial statements for audit.

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

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

Financial Recap – August 2019

As of the eight-month period ended August 2019, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$438,826.

Major variances are:

Wages, Taxes & Benefits	404,303	Favorable: Wages \$161K; P/R Taxes \$23K; Workers' Comp \$31K; Group Ins \$172K; 401(k) Match \$17K
Temporary Agency Fees	(142,204)	Unfavorable: Temporary help for key positions.
Supplies	41,120	Favorable: Low requisitions YTD
Professional Fees	(42,947)	Unfavorable: Litigation
Facilities Rentals & Maintenance	105,105	Favorable: Landscaping \$75K; Repairs & Maintenance \$14K; Service Contracts \$16K
Property & Liability Ins Prem	26,084	Favorable: Projected YE budget variance \$34K
Rental Income	(48,674)	Unfavorable: Lower unit sales than planned
Interest Income	104,681	Favorable: Actual yields > planned
News Advertising	(129,728)	Unfavorable: Budget planned more aggressive sales
Other Income	71,236	Favorable: Purchasing Processing Recovery \$35K; Lost Member ID Card \$11K; Fees \$23K

	Fund Balance	Allocated For Current Projects	Allocated For Future Projects	For details, see page
Reserve Funds				
Repairs & Replacements	\$10,017,499	\$1,810,457	\$8,207,042	7

	Fund Balance	Allocated Funds	Unallocated Funds	For details, see page
Capital Funds				
Capital Improvements	\$2,087,909	\$282,651	\$1,805,258	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	26,455	
	Non-Restricted Funds	903	
	Receivables	930,103	
	Prepaid expenses	149,314	
	Inventory of maintenance supplies	<u>522,841</u>	
	Total Current Assets		1,629,616
	Designated deposits		
1211000	Contingency Operating Fund	700,000	
	Reserve Fund	10,017,499	
1212500	Capital Improvement Fund-GRF	<u>2,087,909</u>	
	Total designated deposits		12,805,408
	Notes Receivable		
1411000	Notes Receivable	<u>34,719</u>	
	Total Notes Receivable		34,719
	Fixed Assets		
	Land, Building, Furniture & Equipment	36,798,446	
	Less: Accumulated Dep'n	<u>(23,020,879)</u>	
	Net Fixed Assets		13,777,567
	Other Assets		<u> </u>
	Total Assets		<u><u>28,247,310</u></u>

P.O. Box 2069
Seal Beach CA 90740

Description			
Liabilities & Equity			
Current Liabilities:			
	Accounts payable	437,239	
	Project Commitments	112,651	
	Prepaid Deposits	9,775	
	Accrued payroll & payroll taxes	443,453	
	Unearned Income	108,218	
	Accrued expenses	97,223	
	Accrued property taxes	73,370	
	Total Current Liabilites	1,281,928	
	Total Liabilities		1,281,928
Equity			
Mutuals' Beneficial Interest			
3211000	Contingency Operating Reserve Equity	700,000	
3212000	Reserve Equity	9,913,873	
3394000	Capital Fund Equity	2,078,884	
3310000	Beneficial Interest in Trust	12,509,536	
	Total Mutuals' Beneficial Interest		25,202,293
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	(363,508)	
	Total Excess Income		(363,508)
3920000	Dep'n & Amortization		(4,131,555)
	Net Stockholders' Equity		26,965,382
	Total Liabilities & Stockholders' Equity		28,247,310

Golden Rain Foundation
Cash Flow Activity - All Reserves
For the Period Ended August 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		833,335			833,335
Funded: Amenities Fees collected	(384)	715,650	715,650		1,431,300
Funded: M17 Lease Fees collected	(25)	5,821	5,821		11,641
Funded: Interest on Funds		69,097	4,265		73,362
Progress Payments on CIP					-
Expenditures		(1,079,154)	(280,831)		(1,359,986)
Commitments		(260,174)			(260,174)
Transfers to/from Funds	150,000			(150,000)	-
Interest Income Allocation					-
Net Monthly Activity				125,358	125,358
Balance 08/31/2019	700,000	10,017,499	2,087,909	903	12,806,311
 Net Activity	 150,000	 284,574	 444,904	 (24,642)	 854,836

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

SELECTED BALANCE SHEET ITEMS

	Current Balance	Prior Month	Increase (Decrease)
Cash In Bank	27,358	557,579	(530,221)
Current Assets	14,435,024	14,501,401	(66,377)
Current Liabilities	1,281,928	1,669,339	(387,411)
Current Ratio	11.26	8.69	
Designated Deposits:	12,805,408	12,464,873	340,535
Reserve Fund			
Liability & Disaster Insurance Fund			
Capital Improvement Fund			
Contingency Operating Fund			

RESULT OF OPERATIONS

Current Month	Actual	Budget	Variance	%
Income	1,696,275	1,423,667	272,608	19.15
Expense	1,722,911	1,496,699	(226,212)	(15.11)
Excess Income or (Expense)	(26,636)	(73,032)	46,396	
Year To Date	Actual	Budget	Variance	%
Income	12,406,530	11,350,550	1,055,980	9.30
Expense	12,067,827	11,450,674	(617,153)	(5.39)
Excess Income or (Expense)	338,703	(100,124)	438,827	

Full Time Equivalents		
For the Month	Average YTD	Planned - 2019
157.30	159.36	169.09



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE (CM)
SUBJECT: SELECTION OF AUDIT FIRM – FINANCIAL AUDIT & TAX
PREPARATION SERVICES FOR 2020 - 2022
DATE: SEPTEMBER 24, 2019
CC: FILE

At the regularly scheduled meeting of the Finance Committee on September 16, 2019, the Committee duly moved to recommend the Golden Rain Foundation Board of Directors accept the proposal from CliftonLarsonAllen (CLA), for annual financial audit and tax preparation services, for the fiscal years 2020 through 2022. A recap of pricing received during the proposal period is shown in Exhibit A.

I move to accept the proposal from CliftonLarsonAllen (CLA), for annual financial audit and tax preparation services, for the fiscal years 2020 through 2022.

2019 Audit Bids Received

CliftonLarsonAllen	2020	2021	2022
Financial Audit for GRF and all Mutual Corporations with tax returns	141,000	146,000	151,000
401(k) Audit	8,500	9,000	9,200
Total	<u>149,500</u>	<u>155,000</u>	<u>160,200</u>

Squar Milner	2020	2021	2022
Financial Audit for GRF and all Mutual Corporations	76,000	77,800	81,450
Tax Returns	2,700	2,835	2,975
401(k) Audit	12,000	12,600	13,200
Total	<u>90,700</u>	<u>93,235</u>	<u>97,625</u>

Weinberg & Company, P.A.	2020	2021	2022
Financial Audit for GRF and all Mutual Corporations with tax returns	145,000	155,000	165,000
401(k) Audit	10,000	12,500	15,000
Total	<u>155,000</u>	<u>167,500</u>	<u>180,000</u>

KPMG	2020	2021	2022
Financial Audit for GRF and all Mutual Corporations	175,000	182,000	190,000
Tax Returns	136,000	141,000	146,000
401(k) Audit	18,000	19,000	20,000
Total	<u>329,000</u>	<u>342,000</u>	<u>356,000</u>



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE
SUBJECT: AMEND 40-5528-1, REFUND OF EXCESS INCOME
DATE: SEPTEMBER 16, 2019
CC: FILE

At its meeting on September 16, 2019, the Finance Committee recommended the GRF Board of Directors amend 40-5528-1, Refund of Excess Income.

I move to amend 40-5528-1, Refund of Excess Income, clarifying “fiscal year, operations budget” income as the subject and amending the approved methods to eliminate excess income, as presented.

FINANCE

40-5528-1

Refund of Excess Income AMEND



The Golden Rain Foundation (GRF) shall eliminate its excess fiscal year, operations budget income by one of the following methods:

1. Funding requirements under 40-5540-1, Contingency Operating Fund; or

~~4.2.~~ Refund the entire amount to the Mutual Corporations; or

~~2.3.~~ Retain an amount for future unbudgeted expenses; Transfer to Reserves; or

~~3.4.~~ A combination of Options 1, 2 and 3.

Should the GRF elect to retain an amount for future unbudgeted expenditures, the total accumulated amount so retained shall not exceed the limit authorized by the Board per Policy 5540-31, Contingency Operating Fund.

Document History

Adopted:	01 Sep 76	Amended:	09 Feb 82	Revised:	13 Aug 85
Effective:	31 Dec 85	Amended:	23 Feb 88	Amended:	19 May 98
Amended:	16 Mar 99	Rewritten:	20 Aug 02	Amended:	28 Oct 14
Amended:	23 Oct 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: FINANCE COMMITTEE
SUBJECT: AMEND 40-5540-1, CONTINGENCY OPERATING FUND
DATE: SEPTEMBER 16, 2019
CC: FILE

At its meeting on September 16, 2019, the Finance Committee recommended the GRF Board of Directors amend 40-5540-1, Contingency Operating Fund.

I move to amend 40-5540-1, Contingency Operating Fund, updating the authorized uses of the fund, increasing the maximum balance to \$1,000,000, directing the Finance Committee to make an annual recommendation to the GRF Board pertaining to the maximum balance, establishing levels of authority to draw on the fund and updating how the fund may be replenished, as presented.

Contingency Operating Fund AMEND

The Contingency Operating Fund (the Fund), although an extension of the general operating fund, is maintained as a separate fund. Its sole purpose is to cover cash flow situations where cash levels from the general operating fund become insufficient to cover operating expenses.

1. AUTHORIZED USES OF THE FUND

- 1.1. Due to a timing issue, a significantly large budgeted expenditure is required to be paid before enough funds have been collected through monthly assessments;
- 1.2. Due to a timing issue, a significantly large prepaid expense, such as the annual insurance renewal, is required to be paid when cash demands exceed cash supply.
- 1.3. In the unlikelihood of unanticipated significantly large unbudgeted expenses causing the operating fund to be depleted, such as an insurance claim deductible, lawsuits, fines enacted by the state of federal government, and liabilities incurred as an employer, the Fund can be used to continue paying normal operating expenses.

2. THE FUND WILL BE REGULATED AS FOLLOWS:

- 2.1. The fund shall maintain a maximum balance of ~~\$700,000~~ \$1,000,000.
- 2.2. The amount in the fund will be reviewed annually during budget study by the GRF Finance Committee with a recommendation to the Board to determine if maximum balance under section 2.1 is reasonable with general industry trends in the areas of risk and liability ~~further payments into the fund will be needed for the following fiscal year.~~
 - ~~2.2.1. The Finance Committee will provide recommendation to the Board for additional funding based upon preexisting and potential risk assessments.~~
- 2.3. Necessary draws from this fund will be determined by the Director of Finance solely to meet with provisions under 1.1 and 1.2 of this governing document.
- ~~2.3.~~2.4. Necessary draws from this fund under section 1.3, shall require the approval of the Board of Directors.
- 2.5. The Fund shall be replenished using:
 - 2.5.1. General operating funds when the general operating fund has enough funds to do so without creating a low cash flow situation as determined by the Director of Finance.
 - 2.5.2. Under 40-5528-1, Refund of Excess Income.
 - ~~2.4.~~2.5.3. Capital Funds upon approval of the Board of Directors.
 - ~~2.5.~~2.6. The Director of Finance will report the status of this fund monthly as part of the

FINANCE

40-5540-1

Contingency Operating Fund AMEND



financial report delivered to the members of the Finance Committee.

Document History

Adopted: 23 Oct 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: FINANCE COMMITTEE
SUBJECT: AMEND 40-5061-2, FEES (TENTATIVE VOTE)
DATE: SEPTEMBER 16, 2019
CC: FILE

At its meeting on September 16, 2019, the Finance Committee recommended the GRF Board of Directors amend 40-5061-2, Fees.

I move to amend 40-5061-2, Fees, increasing the amenities fee to twenty-five (25) times the monthly GRF Assessment, updating the cost center numbers and including the cost center names, pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on October 22, 2019.

Fees AMEND

The following schedule of fees is established by the Golden Rain Foundation (GRF).

1. FACILITIES AND AMENITIES (AMENITIES) FEE:

- 1.1. Each owner, co-owner, co-occupant non-owner, or qualified permanent resident is required to pay a one-time, non-refundable Amenities fee.
- 1.2. The Amenities fee for an owner, co-owner, co-occupant non-owner or qualified permanent resident represents a use fee for access and use of the Trust facilities, amenities, and participation in GRF activities.
- 1.3. Non-resident co-owners do not pay an Amenities fee and have no right to use any of the facilities or amenities except as a guest of a Member.
- 1.4. The Amenities fee is calculated as twenty-five~~four~~ (25~~4~~) times the monthly GRF assessment and rounded up to the nearest dollar. The Amenities fee is reviewed annually and is implemented on January 1st of each year.
- 1.5. Existing GRF Member (owner & co-owner), co-occupant non-owner(s) and qualified permanent resident(s) may transfer from one unit to another without having to pay the Amenities fee again. They have thirty (30) days to complete the transfer.
- 1.6. If they are out of the community for more than thirty (30) days, a new Amenities fee will need to be paid.
- 1.7. The Amenities fee shall be allocated as follows:
 - 1.7.1. Fifty percent (50%) into the GRF Capital Improvement Fund.
 - 1.7.2. Fifty percent (50%) into the GRF Reserve Fund.

2. PAYMENT OF AMENITIES FEE:

- 2.1. New Members are encouraged to pay the Amenities fee in full at the close of the purchase escrow. By California statute, GRF has established a finance plan to pay the Amenities fee over a seven-year period for those Members who wish to finance the fee.
- 2.2. Members who opt to finance the payment of their Amenities fee must complete a Promissory Installment Note and agree to the terms of the Note.
 - 2.2.1. If a Member opts to finance the Amenities fee, the Member shall pay a one-time upfront payment of twenty-five percent (25%) of the total Amenities fee at the close of Escrow and make seven (7) equal annual installment payments of the remaining balance. Each annual payment will be due and payable on the anniversary of the date of purchase until the principal amount, including

**Fees** **AMEND**

the finance charge, is paid in full.

2.2.2. The annual finance charge on matured, unpaid amounts shall be one percent (1%) per month (APR of 12%) paid annually on the outstanding balance.

2.2.3. In the event that a unit changes ownership before the Amenities fee is paid in full, the balance due must be paid before transfer is complete.

2.2.4. All co-occupant non-owners and qualified permanent residents must pay the Amenities fee in advance without an option to finance.

3. MEMBERSHIP CERTIFICATE AND MUTUAL STOCK CERTIFICATE PROCESSING FEE:

3.1. GRF shall issue one membership and one stock certificate per unit. They may contain one or more names.

3.2. A certificate processing fee of two hundred fifty dollars (\$250) will be charged in advance each time the certificates are changed or altered to cover the cost of preparing, recording and/or replacing either or both certificates.

3.3. The certificate processing fee will be waived when a shareholder/member elects to remove a deceased co-owner from the title and have new certificates issued. The fee will be waived only within one (1) year of the owner's death and will not be waived for other transfer requests such as the replacement of lost certificates, or the addition or removal of Member owners or non-resident co-owner(s).

3.4. The Certificate processing fee shall be allocated to Cost Center **533** (Stock Transfer).

4. TRANSFER FEE – IN ESCROW:

The seller of a Mutual share of stock shall pay a transfer fee of five hundred dollars (\$500) to cover the cost of transferring ownership(s). The fee shall be allocated to Cost Center **533** (Stock Transfer).

5. NON – OWNER, CO-OCCUPANT PROCESSING FEE

Non – Owner, Co-Occupant Processing fee of one hundred dollars (\$100) shall be charged to cover the actual set up and processing costs and shall be allocated to Cost Center **533** (Stock Transfer).

Fees AMEND**6. MUTUAL CORPORATION FEES**

Each Mutual represents a fully independent corporation and as such may establish fees applicable to the Mutual. GRF operates as the management company for the Mutuals and will, as part of its duties, apply Mutual Fees in accordance with established Mutual policies (See the 7000 Policy Series).

7. STOCK TRANSFER LEGAL REVIEW OF TRUST FEES

7.1. Upon a requested transfer of stock ownership by a Trust, either by the sale of a unit or an in-house ownership transfer, Probate Code §18100.5 delegates to the GRF the right to request the current acting trustee or successor trustee to provide either a certification of trust, or a copy of the trust. The following procedures will be implemented.

7.1.1. Any trustee or successor trustee seeking to transfer the ownership of a mutual unit, either by the sale of the unit through escrow or an in-house ownership transfer, will be required to provide the Stock Transfer Office a Certification of Trust, or, a copy of the Trust document for the GRF attorney to review prior to any completed transfer of ownership.

7.1.2. The Stock Transfer Office shall not proceed with any sale or transfer of ownership via a trust document prior to the GRF attorney reviewing the trust and providing in writing a letter of release allowing the Stock Transfer Office to proceed.

7.1.3. In an effort to offset the cost of the required GRF attorney review, there shall be assessed to the trustee or successor trustee, a fee of one hundred twenty-five dollars (\$125) representing the attorney's fee and GRF's pro-rated staff time, to be collected at the time of the trust review.

7.1.4. Legal Review of Trust Fees shall be allocated to Cost Center 533 (Stock Transfer).

8. LESSEE ANNUAL AMENITIES FEE – MUTUAL 17 ONLY

8.1. The GRF annual Lessee Amenities fee is a required use fee for access to the Trust facilities, amenities, and participation in GRF activities. The Lessee fee is calculated at twenty-five percent (25%) of the GRF annual assessment rounded up to the nearest dollar for each occupant.



Fees

AMEND

- 8.2.** The required annual Lessee Amenities fee payment is due and payable in full on the date of the lease agreement. No monthly payments can be made.
- 8.3.** If delinquent, the Lessee shall pay damages to reimburse GRF for its expense and overhead in collecting the payment as follows:
- 8.3.1.** A twenty-five dollar (\$25) late fee, and
- 8.3.2.** Interest at one percent (1%) per month (APR of 12%) from the original date due until the date the full payment is received.
- 8.4.** In addition to late fees, for each check from a Lessee that a bank returns for any reason, the Lessee must pay a twenty-five dollar (\$25) returned check fee, and all bank charges assessed against the association.
- 8.5.** If a Lessee becomes more than ninety (90) days delinquent, the Lessee will receive a 30-day notice of GRF's intent to suspend the right to use GRF amenities and Trust facilities, including driving privileges upon GRF Trust streets. GRF may also refer the Lessee account to an attorney or collection agency for appropriate action. All fees incurred by an attorney or collection agency to recover the delinquent amounts will be assessed to the Lessee.
- 8.6.** GRF reserves the right to collect the delinquent account for the Amenities fee from Lessor.
- 8.7.** Lessee Amenities fees shall be allocated as stated in Section 1.7.
- 9.** The fee for verifying Powers of Attorney and Court Orders will be seventy-five dollars (\$75) per document, per review, and shall be allocated to Cost Center 533 (Stock Transfer).
- 10.** The fee for additional Leisure World maps will be one dollar (\$1) per map (shareholders excluded).
- 11.** All Fees are subject to annual review and are subject to change.



Fees **AMEND**

Document History

Adopted:	21 Apr 70	Amended:	31 Aug 73	Amended:	20 Nov 73
Amended:	19 Aug 75	Amended:	31 Aug 77	Amended:	16 Jun 81
Rescinded:	20 Oct 81 (Amendments passed 16 Jun 81)				
Amended:	16 Dec 86 (Effective 01 Jan 87)				
Amended:	21 Jul 87 (Effective 01 Aug 87)				
Amended:	20 Sep 88 (Effective 01 Jan 89)				
Amended:	21 Nov 89				
Amended:	16 Nov 93 (Effective 01 Dec 93)				
Amended:	18 Nov 03 (Effective 01 Jan 04)				
Amended:	15 May 07 (Effective 01 Jul 07)				
Amended:	17 July 12 (Effective 01 Sept 12)				
Amended:	22 Apr 14 (subheading correction only)				
Amended:	28 Oct 14 (Effective 01 Jan 2015)				
Amended:	27 Oct 15 (Effective 01 Jan 2016)				
Amended:	27 Dec 16 (Effective 01 Jan 2017)				
Amended:	23 May 17 (Effective 01 each year)				
Amended:	19 Dec 17	Amended:	17 Dec 18	Amended:	23 Apr 19
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: ADOPT 50-1201-2, GRF IDENTIFICATION CARDS, FEES (**TENTATIVE VOTE**)
DATE: SEPTEMBER 12, 2019
CC: FILE

At its meeting on September 4, 2019, the Governing Documents Committee reviewed document 50-1201-1, GRF Identification Cards, adding keywords and section heading, and recommended the Mutual Administration further amend 50-1201-1 by adding verbiage in the Purpose section, as well as consider extracting fees referenced in the document and creating a new governing document, 50-1201-2, for adoption.

At its meeting on September 9, 2019, the Mutual Administration Committee moved to extract the fees referenced in the document and recommended the GRF Board of Directors adopt 50-1201-2, GRF Identification Cards, Fees.

I move to adopt 50-1201-2, GRF Identification Cards, Fees, as presented, pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on October 22, 2019.



STOCK TRANSFER

ADOPT

GRF Identification Cards, Fees

1. UPON SALE OR DEATH

Upon the sale of the unit or the death of a member, co-occupant, or renter/tenant, the GRF identification card shall be surrendered to the Stock Transfer Office. If the ID card is not surrendered, a fee of \$500 will be assessed against the unit. In the case of a deceased member, the fee may be waived. When the Security Department retrieves a GRF identification card, for whatever reason, it shall be surrendered to the Stock Transfer Office immediately.

2. LOST OF STOLEN CARD

For lost or stolen GRF identification cards, members, co-occupants, or renter/tenants may obtain a replacement card by:

2.1. Paying a \$20 fee for the first replacement;

2.1.1. Subsequent replacements will be a \$50 fee each. The Mutual Board of Directors will be notified when a card is lost a third or subsequent time within 24 months of the first replacement.

3. WAIVER OF FEES

Waiving of fee or fees is at the sole discretion of the Finance Committee.

Document History

Adopted:

Keywords: ID Card Identification Card Membership Card Fees



BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTIES COMMITTEE (MW)
SUBJECT: RESERVE FUNDING REQUEST - ADMINISTRATION AND AMPHITHEATER BUILDINGS ROOFS
DATE: SEPTEMBER 6, 2019
CC: FILE

The Physical Property Department was tasked with obtaining cost to re-roof the Administration and Amphitheater Buildings, an estimated 29,400 square feet of total roofing. AWS Consultants provided specifications (see Exhibit A) for this task and the project was sent out to bid. A total of six roofing contractors attended the bidding conference and we received four bids (see detail in Exhibit B):

CONTRACTOR	BASE BID	DAYS TO COMPLETE
Howard Roofing	\$431,687	45
Tecta America Corp.	\$573,300	75
OM Roofing Inc.	\$611,976	90
4 Seasons	\$987,930	125

Also required for this project will be the removal and re-installation of all HVAC equipment, including the replacement of one original unit. A cost was provided by Greenwood Heating and Air, our contractor of record, for a cost not to exceed \$12,800.

Note: the reserve study only called out for resurfacing of the roofs (an additional layer of foam). The recommendation from our roofing consultant was complete removal and replacement (see Exhibit C, Reserve Study Components).

Staff recommends a 10% contingency for any unseen items and wood replacement for this project.

At its meeting on September 4, 2019, the Physical Property Committee reviewed the scope of work, costs, and contractors for this project. The Committee unanimously moved to recommend the GRF Board award contracts to Howard Roofing and Greenwood Heating and Air, including contingencies, for a cost not to exceed \$500,000, after review by the Finance Committee.

Howard Roofing	\$431,687
Greenwood Heating and Air	\$ 12,800
Contingencies	\$ 55,513
Total Project Cost not to exceed	\$500,000

At its regularly scheduled meeting on September 16, 2019, the Finance Committee reviewed funding for this replacement and determined funding was available.

I move to award contracts to Howard Roofing for the roof replacement at the Administration and Amphitheater buildings, for a base bid cost of \$431,687, and to Greenwood Heating and Air, for the removal and re-installation of all HVAC equipment on these roofs, for a cost of \$12,800 (including the replacement of one original unit), and contingency of \$55,513, for a total cost not to exceed \$500,000, Reserve Funding, and authorize the President to sign the contracts.

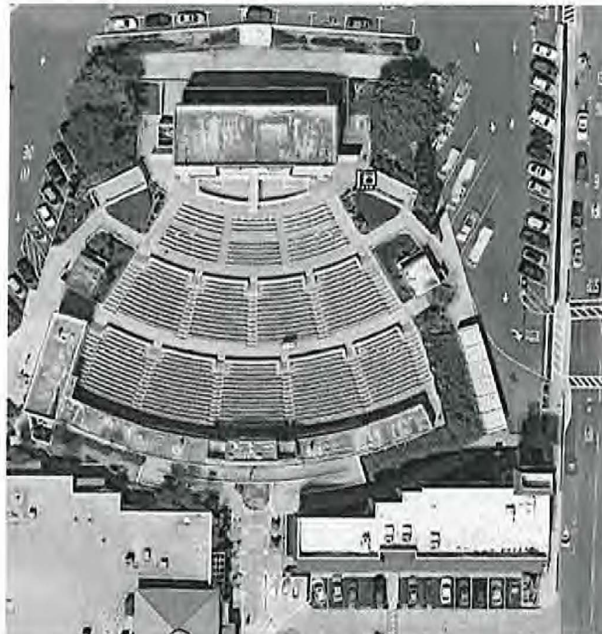
Golden Rain Foundation Leisure World

Seal Beach, California

Administration and Amphitheatre Buildings

Roofing Specifications

February 2019



AWS CONSULTANTS INCORPORATED
2030 EAST 4TH STREET SUITE 206E, SANTA ANA, CA 92705
OFFICE (888) 245-6675 (714) 835-2301 FAX (714) 835-2320

DIVISION 00

PROCUREMENT AND CONTRACTING REQUIREMENTS

SECTION 00 01 10- TABLE OF CONTENTS

Division 00 -- Procurement and Contracting Requirements

- Section 00 01 10 - Table of Contents
- Section 00 73 10 - Supplemental General Conditions
- Section 00 74 10 - Special Conditions

Division 01 -- General Requirements

- Section 01 10 00 – Summary
- Section 01 20 00 – Price and Payment Procedures
- Section 01 30 00 - Administrative Requirements
- Section 01 50 00 - Temporary Facilities and Controls
- Section 01 60 00 - Product Requirements
- Section 01 70 00 - Execution and Closeout Requirements
- Section 01 78 00 - Closeout Submittal

Division 02 – Existing Conditions

- Section 02 41 00 – Demolition

Division 06 – Wood, Plastics, and Composites

- Section 06 10 00 – Rough Carpentry
- Section 06 20 00 – Finish Carpentry

Division 07 -- Thermal and Moisture Protection

- Section 07 41 13 – Standing -Seam Metal Roof Panels
- Section 07 51 13 – Built-up Roofing
- Section 07 62 00 - Sheet Metal Flashing and Trim

Division 09 -- Finishes

- Section 09 24 00 – Portland Cement Plastering

Division 22 -- Plumbing

- Section 11 14 26.13 – Roof Drains

Detail Photos

Detail Drawings

Map of Seal Beach Leisure World

Project Map

Building Aerials & Legend

SECTION 00 73 10 – SUPPLEMENTAL GENERAL CONDITIONS

PART 1 - GENERAL

1.1 SUPPLEMENTAL GENERAL CONDITIONS

1.1.1 The Supplemental Conditions is attached following this page.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 00 73 10 – SUPPLEMENTAL GENERAL CONDITIONS

SUPPLEMENTAL GENERAL CONDITIONS

PROJECT IDENTIFICATION

PROJECT NAME: Golden Rain Foundation - Administration Building and Amphitheatre Roofing
PROJECT NUMBER: GRF-012019
SITE ADDRESS: P.O. Box 2069
Seal Beach, CA 90740

SUPPLEMENTAL CONDITIONS

The following Supplemental Conditions shall be incorporated into the General Conditions of the Construction Contract (Agreement):

1. All building permits required for the work shall be obtained and posted onsite at each building, before starting any work.
2. The Owner and Owner's representative will be named additional insureds and provided with correct documentation prior to job start.
3. Owner's representative must be notified 24 hours in advance, via Fax or phone call prior to starting work.
4. Inclement Weather: Rainy day schedules must be submitted in writing and approved by owner's representative via Fax on the morning the rain day is requested.
5. No change is to be made in specifications or installation method without express approval by authorized representative of the owner. Protect yourself and ask for it in writing.
6. All correspondence and information pertinent to the job, prior to start and in progress must be submitted in writing. The Owners or owner's representative will honor no oral agreements. All written requests will be answered in a timely fashion.
7. The contractor shall provide trained and skilled workmen at all times, who are experienced with the product(s) being installed. Any worker proven to be incompetent, or who refuses to cooperate with the owner's representative inspector(s) shall be promptly dismissed from the project on request of owner's representative.
8. The Project must be fully staffed daily until completion. Owner's representative must be notified if the installing crew needs to leave the work site prior to 4 PM on any regular workday.
9. Work must be completed within the agreed number of working days, or per agreed contract schedule. Liquidated damages of \$300.00 per day will be deducted by project owner from the funds due to the contractor for each additional day over the agreed completion date.
10. Whenever there are three or more crews working onsite, the contractor is required to provide a full-time (non-working) superintendent, who shall be onsite during working hours. When less than 3 crews are working, each crew shall have a foreman who is authorized to make corrections or changes required by the consultants. A copy of the project manual, including all addendums, addendum attachments, and post bid modification must be onsite during working hours. The superintendent and/or foreman must be able to read and understand the project manual.
11. No contractor/sub-contractors shall make any arrangements outside the scope of this contract without prior authorization given by owner's representative.
12. If conditional lien releases are submitted with a invoice, a joint check will be made to the contractor and supplier or subcontractor. All invoices must be submitted for owner's representative review prior to payment.



SECTION 00 74 10 – SPECIAL CONDITIONS

PART 1 - GENERAL

1.1 SPECIAL CONDITIONS

1.1.1 The Special Conditions is attached following this page.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SPECIAL CONDITIONS

SPECIAL CONDITIONS

PROJECT IDENTIFICATION

PROJECT NAME: Golden Rain Foundation - Administration Building and Amphitheatre Roofing

PROJECT NUMBER: GRF-012019

SITE ADDRESS: P.O. Box 2069
Seal Beach, CA 90740

CONDITIONS

The following Special Conditions regarding the Site and Project referenced above may impact bidding.

1. Where demolition is specified, all materials are to be hauled away the same day.
2. All new material shall be placed with cones and safety tape in the location approved by owner's representative. Cones must be 24" tall min. All material left on the job site must be coned and taped off at the end of every day. Material not placed in proper location shall be moved upon notification by owner's representative. If material not moved within a reasonable amount of time, the contractor will be back-charged for such movement at whatever the cost is to be deducted by the Owner.
3. All structures are to be secured to a weather-tight condition at end of every workday. Contractor will provide a 24-hour emergency phone number for water entry problems. The contractor will not bill any extra charge for this service calls. owner's representative will make every attempt to contact the contractor. However, if no response is received within one hour, owner's representative will hire a repair service and charge back to the contractor.
4. No loud radios. No dogs allowed. No alcohol or illegal drugs.
5. Toilet facilities are to be provided by each contractor/sub-contractor at their own expense. No one is to request facilities of owner or tenant on property.
6. Electric power shall be provided by each contractor/sub-contractor at his own expense.
7. Degrading and/or offensive clothing worn on job site is not permitted. owner's representative reserves the right to request any worker to replace clothing in question, and/or told not to wear again on the project. owner's representative is the sole judge of such matters.
8. Prior to any payment, warranties and permits (finalized by City) must be submitted to owner's representative.



DIVISION 01 - GENERAL REQUIREMENTS

SECTION 01 10 00 – SUMMARY

PART 1 - GENERAL

1.1 Summary of Work

- 1.1.1 Project Name: Golden Rain Foundation – Leisure World Administration and Amphitheatre Bldgs Roofing.
- 1.1.2 Owner's Name: Golden Rain Foundation.
- 1.1.3 The Project consists of removal and replacement of steep and low slope roofing on Administration Building and Amphitheatre Buildings at Leisure World, Seal Beach, CA.
 - 1.1.3.1 Contractor shall furnish all labor and materials and provide all equipment and manpower necessary to perform all work, finished and complete, for the various parts of the construction in accordance with the bid documents.
 - 1.1.3.2 All repairs must be finished to blend with adjacent surfaces.
 - 1.1.3.3 All work must meet code and product manufacturer requirements and must be applied per manufacturer's written instructions.
 - 1.1.3.4 All new wood specified to be painted will receive one coat of primer followed by two coats of paint.
 - 1.1.3.5 Include all cost for required permits in base bid prices.
- 1.1.4 The contractor shall include in base bid price for steep slope roofing at the Administration Building:
 - 1.1.4.1 Work to include replacing all asphalt shingle roof sections physically attached to the Administration Building with Standing-Seam Metal Roof Panels.
 - 1.1.4.2 Removal and disposal of existing roof and removable roof components to bare deck per section 02 41 00 of these specifications.
 - 1.1.4.3 Provide two hours for termite inspection and treatment by others after removal of old roof and before new roof installation.
 - 1.1.4.4 Application of underlayment per section 07 41 13 of these specifications.
 - 1.1.4.5 All new metal flashings and storm collars.
 - 1.1.4.6 All new edge metal starter and rakes. New 24-gauge metal cap at shed roof ridges. Edge metal must lap gutters and fascia a minimum of 2". Metal caps must lap roofing a minimum of 3" and slope towards low slope roofing.
 - 1.1.4.7 As needed temporary fasten gutters in place. After removal of existing roofing refurbish existing gutters by removing and replacing existing sealants and painting interior of gutters with rust inhibitor. Refasten gutters as needed following installation of new standing seam metal panel roofing.
 - 1.1.4.8 Install new z-bar metal along lower roof sections This work to include:
 - 1.1.4.8.1 Break out stucco 12" – 18" to effectuate repair
 - 1.1.4.8.2 Install 1" x backing
 - 1.1.4.8.3 Install new 26 GA "Z" Bar, corners to be soldered units. Z-bar shall be installed high enough to allow roof membrane to turn up wall minimum of 8".

- 1.1.4.8.4 Install new lath / bib into existing
 - 1.1.4.8.5 Re-stucco per industry standards using 3 step curing process utilizing scratch, brown and finish coat. Use Acryl60 or Thoroseal additive to stucco and to treat existing stucco at cold joints per manufacturer's instructions
 - 1.1.4.8.6 Paint stucco area and fog finish blending with wall.
 - 1.1.4.9 Standing-Seam Metal Roof Panels installed per manufacture's installation instructions and section 07 41 13 of these specifications. Roof system to match appearance of adjacent Health Care Center building.
- 1.1.5 The contractor shall include in base bid price for all low slope roofing at Administration Building and Amphitheatre Complex Buildings:
 - 1.1.5.1 Administration Building
 - 1.1.5.1.1 Main Roof
 - 1.1.5.1.2 Tower Roof
 - 1.1.5.2 Amphitheatre Complex Buildings
 - 1.1.5.2.1 Amphitheatre (Upper & Lower Roofs)
 - 1.1.5.2.2 West Bathroom Roof
 - 1.1.5.2.3 News Office Roof
 - 1.1.5.2.4 Auxiliary Building Roof
 - 1.1.5.2.5 East Bathroom Roof
 - 1.1.5.3 Malarkey Hybrid roof specification M5-WU-AIB-H with manufacturer's 25-year NDL material and labor warranty. See Section 07 51 13 – Built-up Roofing
 - 1.1.5.4 All cost and fees required to procure the manufacturer's 25-year "NDL" warranty. Notify manufacturer's representative at completion of roof replacement on each building. Notify owner's representative as soon as manufacturer's inspections are scheduled.
 - 1.1.5.5 Removal and disposal of existing roof and removable roof components to bare deck per section 02 41 00 of these specifications.
 - 1.1.5.6 Contractor to provide two hours for termite inspection and treatment by others after removal of old roof and before new roof installation.
 - 1.1.5.7 New 24-gauge edge metal at draining edges with fully soldered transition & termination flanges. Edge metal face must match the profile of existing metal or wall. Edge metal must lap wall a minimum of 3".
 - 1.1.5.8 New lead flashings or fabric reinforced EZ Seal Liquid Membrane flashings at pipe penetrations in roof membrane. Including round pipe supports for equipment screens, antenna, lighting, etc. Ensure round pipe supports do not have open ends which can allow water into pipe and into building. Repair as needed.
 - 1.1.5.9 New sheet metal enclosure flashing for A/C coolant lines penetrating roof membrane. See Detail Photo #18 for typical location use Detail Drawings BUR-17 & 17S. Include construction of wood curb. Rerouting of coolant lines are not included in base bid price.
 - 1.1.5.10 New coping or fascia metal cap to match existing metal cap's dimension and thickness. Terminations shall have flanges integrated into the wall. See Section 07 62 00 - Sheet Metal Flashing and Trim. Metal caps must have continuous waterproof membrane beneath and shall not be fastened through horizontal surfaces. If contractor determines existing metal cap can be reused, submit change order credit for owner approval.
 - 1.1.5.11 Refurbish existing roof drains, See section 22 14 26.3.
 - 1.1.5.12 New metal scuppers to match existing. Scuppers must have 4" inch flanges at roof membrane and slope towards discharge. Have continues seal to wall around throat at discharge side and turned down at discharge end to form drip edge.

- 1.1.5.13 It is the intention of the contract that there be no additional costs. If an existing counter-flashing is rusted, missing, in poor condition, or of insufficient height or length the contractor shall replace it in the base price. This work to include:
 - 1.1.5.13.1 Break out stucco 12" – 18" to effectuate repair
 - 1.1.5.13.2 Install 1" x backing
 - 1.1.5.13.3 Install new 26 GA "Z" Bar, corners to be soldered units. Z-bar shall be installed high enough to allow roof membrane to turn up wall minimum of 8".
 - 1.1.5.13.4 Install new lath / bib into existing
 - 1.1.5.13.5 Re-stucco per industry standards using 3 step curing process utilizing scratch, brown and finish coat. Use Acryl60 or Thoroseal additive to stucco and to treat existing stucco at cold joints per manufacturer's instructions
 - 1.1.5.13.6 Paint stucco area and fog finish blending with wall.
- 1.1.5.14 The roofing contractor shall comply with all OSHA requirements on this job.
- 1.1.5.15 Roofers Mastic shall not be permitted for any exposed surface.
- 1.1.5.16 Roof insulation or cover boards are not included in the low slope scope of work or base bid price. Detail drawings are intended to illustrate the proper application of the remaining pertinent components.
- 1.1.6 The contractor shall include in base bid price for low slope roofing at Administration Building:
 - 1.1.6.1 Removal & disposal of coping metal cap along top of parapet walls. Including SPF applied to coping metal.
 - 1.1.6.2 Raise HVAC platforms to minimum 8" height above top of roof at platform crickets. See Detail Photos #1 & #2 This work shall include:
 - 1.1.6.2.1 Temporarily supporting HVAC units
 - 1.1.6.2.2 Removal of existing sleepers. Construction of wood framed platforms on existing platforms. Platforms shall have new sheet metal covers over continuous membrane with separate removable perimeter sheet metal counter flashing.
 - 1.1.6.3 Construction of wood framed curbs around ducts penetrating the roof. Curbs shall have sheet metal cover or PVC boot that counter flashes the BUR roof membrane at the curb and mechanically secured tightly around ducts using a stainless-steel draw band. Approved sealant must be applied between duct and curb cover before securing with draw band. Additional sealant shall be applied along the edge of the cover and duct after secured with draw bands. All sealants must be applied per sealant manufacture's product data sheet and written application instructions. Contract shall submit sealant PDS and application instructions for owner's approval before starting work.
 - 1.1.6.3.1 Provide crickets at equipment platforms and curbs around duct penetrations.
 - 1.1.6.4 Provide fabric reinforced EZ Seal Liquid Membrane flashing around upper roof (tower) roof drain discharges at lower roof. See Detail Photo #6. Provide splash blocks or other protection at drain discharges.
 - 1.1.6.5 Provide pipe stand-off for mounting antenna. Mount pipe stand-off to structural member and provide pipe flashing. See Detail Photo #7. Submit shop drawing for owner approval before starting work.
 - 1.1.6.6 Provide waterproof anchors for mounting Unistrut and poles to parapet wall. See Detail Photo #8. Provide permanent protection wherever Unistrut or poles contact parapet wall membrane. Submit shop drawing for owner approval before starting work.

- 1.1.7 The contractor shall include in base bid price for low slope roofing at the Amphitheatre Building in the Amphitheatre Complex:
- 1.1.7.1 Provide tapered insulation crickets to improve drainage on lower roof section. See Detail Photos #9 & #10. Submit shop drawing for owner approval before starting work.
 - 1.1.7.2 Remove and dispose of surface mounted counter flashing (reglet) at lower roof section. See Detail Photo #11. Provide and install new surface mounted counter flashing matching the existing counter flashing dimensions and thickness. If contractor determines existing counter flashing can be reused, submit change order credit for owner approval.
 - 1.1.7.3 Construction of wood framed curbs around turbine vents at lower roof section. See Detail Photo #12. Curbs must have minimum 8" height above finished roof and shall have sheet metal cover that counter flashes the BUR roof membrane at the curb and accepts existing turbines. Sheet metal cover shall slope towards outer edges. Submit shop drawing for owner approval before starting work.
 - 1.1.7.4 Provide fabric reinforced EZ Seal Liquid Membrane flashings where ladders are mounted to coping / fascia metal cap. See Detail Photo #13
 - 1.1.7.5 Provide fabric reinforced EZ Seal Liquid Membrane flashings at outrigger supports penetrating roof membrane. See Detail Photo #15. Move outrigger as needed to perform roof work. Provide protection wherever outrigger saddle contacts roof components including wall membrane and metal coping cap.
 - 1.1.7.6 Remove and dispose of antenna/pole support if no longer in use or provide EZ Seal Liquid Membrane flashings at anchor points. See Detail Photo #16
- 1.1.8 The contractor shall include in base bid price for low slope roofing at the Auxiliary Building in the Amphitheatre Complex:
- 1.1.8.1 Provide membrane protection below HVAC condenser pads. See Detail Photo #17. Include at all roof top condensers.
 - 1.1.8.2 Provide membrane protection below all ballasted antenna mounts contacting roof. This includes pole mounted antenna and satellite dishes. See Detail Photo #20
 - 1.1.8.3 Provide new lead flashings or fabric reinforced EZ Seal Liquid Membrane flashing at round antenna supports. See Detail Photo #22. Lead flashings must have stainless steel draw bands and formed fillet in lead above draw band to receive sealant. Ensure antenna pole and supports do not have open ends which can allow water into pipe and into building. Repair as needed.
 - 1.1.8.4 Provide transition flashing between edge metal and wall coping/fascia metal cap. See Detail Photo #21. Submit shop drawing for owner approval before starting work.
 - 1.1.8.5 Remove and set aside for reuse curb mounted power and static vents. Reinstall after new roof has been installed on curbs. Extend curbs as needed to obtain minimum 8" height. See Detail Photo #23. Work shall not include interior finishes such as gypsum board or fire taping.
 - 1.1.8.6 Provide fabric reinforced EZ Seal Liquid Membrane flashings where wall members protrude through the top of the fascia metal cap. See Detail Photos #24, #25, & #26. Condition occurs on front and back sides of building.

- 1.1.9 The contractor shall include in base bid price for low slope roofing at the News Office Building in the Amphitheatre Complex:
 - 1.1.9.1 Provide membrane protection below HVAC condenser pads.
 - 1.1.9.2 Remove and set aside for reuse curb mounted vent. Reinstall after new roof has been installed on curb. Extend curb as needed to obtain minimum 8" height. Work shall not include interior finishes such as gypsum board or fire taping.
 - 1.1.9.3 Provide fabric reinforced EZ Seal Liquid Membrane flashings where lighting mounts to top of metal coping cap.
- 1.1.10 The contractor shall provide the following unit prices, on the bid form, for additional work as directed by owner's representative. Price is to include all labor and materials required. (Do not include in base bid price).
 - 1.1.10.1 Price (per 4' x 8' sheet) for the replacement of any deteriorated or otherwise damaged plywood sheeting to match existing.
 - 1.1.10.2 Price (per lineal foot) for the replacement of any deteriorated or otherwise damaged fascia to match existing. New fascia must be painted with primer and two coats of exterior grade paint before loading on roof. All miters to be set in elastomeric sealant.
 - 1.1.10.3 Lump sum, unit price for HVAC related work on the Administration Building's low slope roof. Work shall include:
 - 1.1.10.3.1 Disconnect plenum boxes above roof line. See Detail Photo #3
 - 1.1.10.3.2 Disconnect gas piping, electrical conduit, and condensation lines as needed to perform roof replacement. See Detail Photos #3 & #5.
 - 1.1.10.3.3 Extend all pipe penetrations as needed to allow for proper roof flashing installation. See Detail Photos #3 & #4
 - 1.1.10.3.4 Re-install plenum boxes and make watertight
 - 1.1.10.3.5 Reconnect gas piping, electrical conduit, and condensation lines using new components as needed. This includes reconnecting lines that were disconnected before roof work started. See Detail Photo #5.
 - 1.1.10.4 Lump sum, unit price to disconnect and move or remove electrical conduit and junction boxes as needed to perform roof replacement at the amphitheater roof. See Detail Photo #14. Reconnect and mount electrical conduit and junction boxes. All penetrations through parapet membrane must be water tight. Work shall include providing and installing junction box covers. Provide roof membrane protection as needed. Submit shop drawing for owner approval before starting work.
 - 1.1.10.5 Lump sum, unit price for HVAC condenser related work on the low slope roof at the Auxiliary and News Office Building in the Amphitheatre Complex. Work shall include:
 - 1.1.10.5.1 All HVAC condenser units.
 - 1.1.10.5.2 Testing of systems before roof work begins. Provide written report to owner.
 - 1.1.10.5.3 Evacuate coolant from lines. Rerouting of coolant lines, where they penetrate through the roof membrane, to conform with flashing at sheet metal enclosure. See Detail Photo #18 for typical location use Detail Drawing BUR 17 & 17S
 - 1.1.10.5.4 Recharge system.
 - 1.1.10.5.5 Testing of systems after completion of roof work. Provide written report to owner.
 - 1.1.10.6 Lump sum, unit price to disconnect and move or remove condensation lines, electrical conduit, cables and junction boxes, including mounts for lighting, antenna etc., as needed to perform roof replacement at the auxiliary building in the amphitheater complex. See Detail Photo #19. Reconnect condensation lines, electrical conduit,

cables and mount electrical conduit and junction boxes, etc. All penetrations through parapet membrane must be water tight. Work shall include providing and installing junction box covers and Dura Blok pipe supports. Provide roof membrane protection as needed. Submit flashing shop drawings for owner approval before starting work.

1.1.10.7 Price, for each, to replace roof drain.

1.1.10.8 Man hour rate for miscellaneous labor requested by owner.

1.1.10.9 Material mark up for miscellaneous material and equipment requested by owner.

1.2 Contract Description

1.2.1 Contract Type: A single prime contract based on a Stipulated Price as described in bid documents.

1.2.2 Owner Occupancy

1.2.2.1 Golden Rain Foundation intends to continue to occupy the existing building during the entire construction period.

1.2.2.2 Schedule the Work to accommodate Golden Rain Foundation occupancy.

1.2.3 Contractor Use Of Site And Premises

1.2.3.1 Construction Operations: as determined at pre-bid conference.

1.2.3.2 Provide access to and from site as required by law and by Golden Rain Foundation

1.2.3.2.1 Emergency Building Exits During Construction: Keep all exits required by code open during construction period; provide temporary exit signs if exit routes are temporarily altered.

1.2.3.2.2 Do not obstruct roadways, sidewalks, or other public ways without permit.

1.2.3.3 Utility Outages and Shutdown:

1.2.3.3.1 Prevent accidental disruption of utility services to other facilities.

1.2.4 Work Restrictions:

1.2.4.1 Access to and Use of Site: Monday through Friday 7:30am to 4:30pm and as restricted by local ordinances.

1.2.5 Project Utility Sources:

1.2.5.1 Water: Public utility.

1.2.5.2 Electrical Power: Public utility.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 10 00 – SUMMARY

SECTION 01 20 00 – PRICE AND PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 Payment Procedures: See Contract

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 20 00 – PRICE AND PAYMENT PROCEDURES

SECTION 01 30 00 - ADMINISTRATIVE REQUIREMENTS

PART 1 - GENERAL

1.1 Project Management and Coordination: Owner's agent OWNER'S REPRESENTATIVE

1.2 Construction Progress Documentation: See Contract

1.3 Submittal Procedures: See 01 60 00, 01 78 00, and product specifications for submittals required.

1.3.1 Submittals for Review: Shop drawings, product data, and samples,

1.3.1.1 Small Sheets, 8-1/2 x 11 inches maximum:

1.3.1.1.1 Number of copies required by submitter,

1.3.1.1.2 One copy for project record.

1.3.1.1.3 One copy which will be retained.

1.3.1.2 Large Sheets, 36 x48 inches maximum

1.3.1.2.1 One reproducible transparency.

1.3.1.2.2 Number of copies required by submitter.

1.3.1.2.3 One copy for project record.

1.3.1.2.4 One copy which will be retained.

1.3.1.3 Samples: Two of each, unless more are specified, one of which will be retained for project record, for review only for aesthetic characteristics or color or finish selection.

1.3.2 Submittals for Information: Certificates and certifications, test reports, a. Copies: Two.

1.3.3 Preparing Submittals:

1.3.3.1 Submit related information together or in appropriate sequence; submit all information required for an individual review together.

1.3.3.2 If verification of field conditions is required, do not submit until verified.

1.3.3.3 Do not make requests for deviations from contract documents via shop drawings, product data, or samples; deviations will not be valid unless specifically approved under specified modification procedures.

1.3.3.4 Coordinate with other submittals and with construction schedule.

1.3.3.5 For submittals for review, allow minimum of 15 days for review, excluding transit time.

1.3.3.6 Use a standard transmittal form; identify project entities involved, and relevant contract document drawing, detail, or specification.

1.3.3.7 Number each initial submittal with sequential number; number resubmissions with original number plus sequential alphabetic suffix.

1.3.3.8 Manufacturers' Standard Printed Data: Cross out inapplicable data or otherwise annotate to show applicable products, options, models, etc.

1.3.3.9 Clearly mark changes from previous submissions.

1.3.3.10 Provide space for review/approval stamps.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 30 00 - ADMINISTRATIVE REQUIREMENTS

SECTION 01 50 00 - TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

- 1.1 Temporary Utilities:** Provide and pay for all electrical power required for construction purposes.
- 1.2 Construction Facilities:** Provide all facilities required for construction purposes.
- 1.3 Temporary Construction:** Provide all temporary construction required for construction purposes.
- 1.4 Construction Aids:** Provide all tools, cranes, lifts, etc., required for construction purposes.
- 1.5 Vehicular Access and Parking:** Comply with regulations relating to use of streets and sidewalks, access to emergency facilities, and access for emergency vehicles.
- 1.6 Temporary Barriers and Enclosures:** Provide all barriers and enclosures required for construction purposes.
- 1.7 Temporary Controls:** Provide all controls required for construction purposes.
- 1.8 Signs:** No signs allowed on site without Golden Rain Foundation permission except those required by law.
- 1.9 Removal of Temporary Facilities, Utilities, and Controls:** Prior to Substantial Completion, remove, clean up, restore existing facilities used to original condition, restore permanent facilities used to specified condition, and repair damage.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 50 00 - TEMPORARY FACILITIES AND CONTROLS

SECTION 01 60 00 - PRODUCT REQUIREMENTS

PART 1 - GENERAL (Not Used)

PART 2 - PRODUCTS

2.1 Basic Product Requirements:

- 2.1.1 Salvage: Do not use materials or equipment removed from existing premises, unless specifically allowed or required.
- 2.1.2 Multiple Instances of Same Item: Use the same brand name product for each instance of the same item.
- 2.1.3 Warranties: Provide all warranties offered by manufacturers and as specified.

2.2 Product Options:

- 2.2.1 Products Specified by Reference Standards or by Description Only: Use any product meeting those standards or description.
- 2.2.2 Products Specified by Naming One or More Manufacturers: Use a product of one of the manufacturers named and meeting other requirements of specifications; substitutions are not allowed unless specifically indicated.
- 2.2.3 Products Specified by Naming One or More Brand Name Products: Use one of the brand name products named; substitutions are not allowed unless specifically indicated,
- 2.2.4 Where Substitutions are Allowed and Manufacturers or Brands are Named: Submit request for substitution for any manufacturer or product not named,
- 2.2.5 The burden of proof is on the proposer; substitutions will not be considered if they are indicated or implied only on shop drawings or other submittals.
- 2.2.6 Substitution Consideration Period: Within 30 days after contract award.

PART 3 - EXECUTION

3.3 Product Submittals Required:

- 3.3.1 Design Data: For each assembly specified to be designed or engineered by manufacturer or fabricator, submit calculations or test reports showing compliance with design criteria; or, for engineering design, submit certification by licensed professional engineer; or as specified; submit for review.
- 3.3.2 Shop Drawings: As required.
- 3.3.3 Product Data: On each product specified; include manufacturer's catalog data showing compliance and installation instructions.
- 3.3.4 Samples: For each product for which color, pattern, texture, or other optional characteristics must be selected and are not specified.
- 3.3.5 Warranties: Submit specimen warranty for review; submit actual warranty at project closeout.
- 3.3.6 Operation and Maintenance Data: See 01 78 00.

- 3.4 Product Delivery Requirements: Transport and handle in accordance with manufacturer's instructions; inspect promptly upon delivery; handle by methods that prevent soiling and damage.**
- 3.5 Product Storage and Handling Requirements; Store and protect in accordance with manufacturer's instructions, with packaging, seals, and labels intact; store in manner required to prevent damage.**

END OF SECTION 01 60 00 - PRODUCT REQUIREMENTS

SECTION 01 70 00 - EXECUTION AND CLOSEOUT REQUIREMENTS

PART 1 - GENERAL (Not Used)

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 Examination:

- 3.1.1 Before starting work, verify that substrates are ready for and capable of supporting subsequent work.
- 3.1.2 Verify that field dimensions that would affect installation are as required.

3.2 Preparation:

- 3.2.1 Conduct preinstallation meetings to familiarize installers and others affected with procedures for installation and protection after installation.
- 3.2.2 Before starting work, prepare substrates and surfaces by cleaning and patching, as required, and as recommended by manufacturer of product to be installed.
- 3.2.3 Remove debris from areas of installation.

3.3 Execution;

- 3.3.1 Install products in manner specified and as required or recommended by manufacturer; if manufacturer's instructions conflict with contract documents, request clarification before proceeding.
- 3.3.2 Comply with specified standards as minimum quality, except where more stringent tolerances or other specified requirements indicate higher standards or more precise workmanship.
- 3.3.3 Have work performed by persons qualified to produce specified quality.
- 3.3.4 Install products level, straight, plumb, and in correct location, within tolerances specified, if any.
- 3.3.5 Install fixtures and fittings plumb and level and nicely aligned with each other and with finish materials.
- 3.3.6 Where one product covers another, install so covered product is completely concealed.
- 3.3.7 Where a product covers an opening, install so opening is completely covered.
- 3.3.8 Install sequential work in proper order; fit subsequent work to previous work neatly.
- 3.3.9 Where subsequent work alters previous work, replace and refinish previous work to correct condition.
- 3.3.10 Do not permanently enclose waste materials, debris, or rubbish in finished work.
- 3.3.11 In finished areas, conceal pipes within the construction, unless otherwise indicated.
- 3.3.12 Secure products in place with positive anchorage devices designed and sized to withstand reasonably anticipatable loads, stresses, vibration, and distortion.

3.4 Penetrating Items: Cut holes in previous and existing work as required to fit, unless otherwise indicated.

- 3.4.1 Conceal holes in finished work; use escutcheons unless otherwise indicated.
- 3.4.2 Fire-Rated Assemblies: Seal openings around penetrations.
- 3.4.3 Sound-Rated Assemblies: Pack openings around penetrations with noncombustible material.

- 3.4.4 Other Assemblies: Make airtight seal around openings.
- 3.4.5 If openings have been made too large, patch with matching materials to original condition before sealing or covering.

3.5 Remodeling Existing Work:

- 3.5.1 Where new work abuts existing work, align new work, with smooth and even transition.
- 3.5.2 Where existing finished work is cut so that a smooth transition with new work is not possible, terminate existing work along a straight line at a natural division.
- 3.5.3 Where existing work is to be refinished, finish as specified all visible surfaces in space, unless otherwise indicated.
- 3.5.4 Trim existing wood doors as necessary to clear new floor finish.

3.6 Cutting and Patching:

- 3.6.1 Cut new and existing work as little as possible, using appropriate tools that do as little damage as possible; obtain expert assistance for materials sensitive to damage.
- 3.6.2 Structural Work: Obtain approval prior to cutting.
- 3.6.3 Patch new work after cutting, to specified condition using specified materials; patch existing work to original or matching condition.
- 3.6.4 Finish Surfaces: Match adjacent finish without visible differences; if matching is not possible, refinish entire unit or continuous surface to nearest natural intersection or break, using the same finish.

3.7 Selective Demolition;

- 3.7.1 Cut portions to be removed neatly; make holes as small as possible; cut flat surfaces on straight lines.
- 3.7.2 Do not endanger structural members by cutting.

3.8 Cleaning:

- 3.8.1 Remove temporary labels, stains, and spots.
- 3.8.2 During construction, keep all project areas and site free of waste materials, debris, and rubbish.
- 3.8.3 Place waste materials, debris, and rubbish in containers provided every day.
- 3.8.4 Final Cleaning:
 - 3.8.4.1 Clean interior and exterior surfaces exposed to view and equipment.
 - 3.8.4.2 Polish transparent and glossy surfaces.
 - 3.8.4.3 Vacuum clean carpet and other soft surfaces; broom clean other floors.
 - 3.8.4.4 Clean equipment, clean filters, and clean strainers.
 - 3.8.4.5 Clean light bulbs and lamps.
 - 3.8.4.6 Broom clean exterior paved areas; rake clean landscaped areas.

3.9 Protecting Installed Construction: Once work is installed, protect from damage due to subsequent construction operations whether or not relevant to installed work.

- 3.9.1 If necessary for complete protection, provide temporary coverings, warning signs, or barriers.
- 3.9.2 Positively protect sensitive finishes with durable materials capable of preventing damage, securely fastened.

- 3.9.3 Where possible avoid the need for traffic over sensitive materials like waterproofing, roofing, plantings, finished floorings, by proper sequencing of work; if traffic is unavoidable follow manufacturer's recommendations for protection, at a minimum.
- 3.9.4 Prohibit storage of materials on finished work.
- 3.9.5 Remove protective materials prior to final cleaning.

END OF SECTION 01 70 00 - EXECUTION AND CLOSEOUT REQUIREMENTS

SECTION 01 78 00 - CLOSEOUT SUBMITTALS

PART 1 - GENERAL

1.1 Operation and Maintenance Data:

1.1.1 Products, Including Finishes, Moisture-Protection Materials, and Weather-Exposed Materials:

1.1.1.1 Manufacturer's catalog sheets, marked to clearly identify products actually used and data applicable to actual installation.

1.1.1.2 Complete operation, adjustment, shut-down, troubleshooting, cleaning, preventative maintenance, inspection, and repair instructions and precautions, prepared especially for project if necessary, incorporating manufacturer's recommendations and diagrams.

1.2 Warranties: Execute in duplicate, notarize, and mark with applicable specification number.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 78 00 - CLOSEOUT SUBMITTALS

END OF DIVISION 01 – GENERAL REQUIREMENTS

DIVISION 02 – EXISTING CONDITIONS

SECTION 02 41 00 - DEMOLITION

PART 1 - GENERAL

1.1 SECTION INCLUDES

- 1.1.1 The Work covered by this Section shall consist of furnishing all labor, equipment, supplies, materials and supervision necessary to accomplish demolition as indicated in specifications. In particular;
 - 1.1.1.1 Removal and disposal of existing low and steep slope roofing.
 - 1.1.1.2 Removal and disposal of stucco to facilitate, installation of z-bar flashings, and flashing of through wall penetrations.
 - 1.1.1.3 Removal and disposal of existing coping metal wall caps and metal fascia caps.

1.2 SCOPE

- 1.2.1 All materials, where called for in specs or drawings shall be stripped clean including pulling nails.
- 1.2.2 Contractor shall protect all landscape including plywood cover as needed to protect lawns and sprinklers.
- 1.2.3 Prime contractor must have his superintendent or foreman on site at the start of any demolition to verify each location, scope of work, and oversee start of process.

1.3 REQUIREMENTS

- 1.3.1 All Work identified which requires removal by the Contractor shall be removed as part of the basic Contract.
- 1.3.2 All existing materials removed by the Contractor as required by the Contract shall become property of the Contractor and shall be removed from the site at the Contractor's expense, the same day.
- 1.3.3 Tear-off sub-contractors shall be CSLB licensed and insured as per contract

PART 2 - PRODUCTS

2.1 MATERIALS

- 2.1.1 Temporary Protection: Minimum 6 mil thick sheet polyethylene or 5.1 mil thick all purpose reinforced tarp; provide weights to retain sheeting in position.

2.2 EQUIPMENT

- 2.2.1 Products and equipment routinely required for removal and disposal of this type include:
 - 2.2.1.1 Roof cutter.
 - 2.2.1.2 Means of conveyance across and off the roof to the ground level,

- 2.2.1.3 Chutes or enclosures for confined transport of roofing debris to minimize dust and scattering of materials beyond the disposal containers, vehicles, etc.
- 2.2.1.4 Magnetic Sweepers
- 2.2.1.5 Other products and tools, as approved by Consultant, required for a safe and orderly removal and conveyance off said site.

PART 3 - EXECUTION

3.1 MATERIAL REMOVAL

- 3.1.1 The Contractor shall accomplish any required demolition in such a manner as to minimize interference with adjacent building areas, & inconvenient to residents. Any and all damages to adjacent areas caused by the Contractor during demolition to be corrected at the Contractor's expense.
- 3.1.2 The use of equipment or wrecking devices shall be subject to the approval of the building owner; however, such approval does not relieve the contractor of responsibilities described herein.
- 3.1.3 The contractor shall review and visually survey areas marked for demolition before beginning demolition
- 3.1.4 Limit size of work sections to safeguard adjacent materials, structures, etc. and to minimize dust and noise. Contractor shall furnish necessary protection from the weather.
- 3.1.5 Protect existing facilities from damage during work. Do not overload existing pavement, curbs, sidewalk, planted earthen areas, etc., or new or existing construction with demolition debris, equipment, vehicles or containers, etc...
- 3.1.6 Pass over paved areas, around project perimeter of each building, and around dumpster with magnetic sweepers and clean up all fasteners, nails or any foreign objects through out the day and close of each day.
- 3.1.7 Demolition adjacent to areas to remain shall be performed in a neat manner with straight lines to facilitate tie-ins of replacement materials. Demolition shall be performed by personnel familiar with the replacement of materials being removed. Excessive demolition, as determined by Owner, shall be replaced with similar and equal materials at Contractor's expense.
- 3.1.8 Contractor shall maintain required safety precautions during performance of work, including strict compliance with all applicable EPA and OSHA guidelines and regulations. The Contractor shall provide and maintain protected ingress and egress at all times.
- 3.1.9 Clean the ground around the dumpster twice daily, at mid-day and again at the end of the work day. Includes the removal of any material, debris or packaging as strewn about the site or adjacent areas. Debris must be restrained as such is created.
- 3.1.10 During demolition, the site shall be maintained in an acceptable state of cleanliness. All materials removed shall be loaded on trucks and hauled away the same day to a legal dump site. All dump fees and costs are included in the basic contract price.
- 3.1.11 Due to unacceptable water intrusion during the execution of the project, the Contractor shall:
 - 3.1.11.1 Continuously monitor all work to ensure that at no time are more areas exposed than can be made completely watertight prior to water intrusion due to sudden rains, damage caused by the Contractor to existing piping, or ponding water.

- 3.1.11.2 At all times maintain a sufficiently sized, experienced crew with readily available materials to insure the above. At no time leave exposed areas unattended without making appropriate watertight repairs.
- 3.1.11.3 Provide continuous and effective protection of building contents and interior areas from water or debris by use of acceptable sheet materials and methods during this project. Coordinate these activities with the owner's representative.

END OF SECTION 02 41 00 - DEMOLITION

END OF DIVISION 02 – EXISTING CONDITIONS

DIVISION 06 - WOOD, PLASTICS, AND COMPOSITES

SECTION 06 10 00 - ROUGH CARPENTRY

PART 1 - GENERAL (Not Used)

PART 2 - PRODUCTS

2.1 Lumber Standards;

- 2.1.1 Comply with PS 20-2005 and grading rules of Western Wood Products Association (WWPA).
- 2.1.2 Mark each piece of lumber with grade stamp, identifying agency, species, grade, moisture content, and mill, except provide certificates for exposed lumber.
- 2.1.3 Provide dressed lumber, S4S, unless rough lumber is specifically indicated.
- 2.1.4 Moisture content per WWPA.

2.2 Concealed Dimension Lumber

2.2.1 Studs:

- 2.2.1.1 Species: Any allowed under grading rules.
- 2.2.1.2 Species: Provide Douglas fir.
- 2.2.1.3 Grade: Construction.

2.2.2 Joists, Rafters, Posts, and Small Beams (Sizes Up to 4 x 16):

- 2.2.2.1 Machine stress-rated (MSR) as follows:
 - 2.2.2.1.1 Minimum Extreme Fiber Stress In Bending (Fb): See Engineer's specifications psi.
 - 2.2.2.1.2 Minimum Modulus of Elasticity (E): See Engineer's specifications ksi.
- 2.2.2.2 Grade; See Engineer's specifications.
- 2.2.2.3 Species and Grade: As Indicated for each location. See Engineer's specifications.]

2.3 Exposed Dimension Lumber:

2.3.1 Studs:

- 2.3.1.1 Species: Provide Douglas fir.
- 2.3.1.2 Grade: Select.

2.3.2 Joists, Rafters, Posts, and Small Beams (Sizes Up to 4 x 16):

- 2.3.2.1 Species; Provide Douglas fir.
- 2.3.2.2 Grade: Select.
- 2.3.2.3 Species and Grade: As indicated for each location. See Engineer's specifications.

2.4 Construction Panels:

2.4.1 Structural:

- 2.4.1.1 APA Rated Roof Sheathing: Exposure Class Exterior, Structural I; span rating of 24/0 in.
- 2.4.1.2 APA Rated Wall Sheathing: Exposure Class Exterior, Structural I; span rating of 24/0 in.
- 2.4.1.3 Plywood Wall Sheathing: PS 1-2007, Grade C-D, Exposure I

2.5 Accessories;

2.5.1 Fasteners: Hot-dipped galvanized for exterior and high humidity locations, untreated steel elsewhere.

2.5.2 Joist Hangers: Hot dipped galvanized steel.

2.5.3 Building Paper. Spun bonded; Tyvek or equal.

2.6 Wood Treatment: Comply with AWPA U1 -2007,

2.6.1 Preservative Pressure Treatment: Use Category appropriate to application, using waterborne preservative.

PART 3 - EXECUTION

3.1 Installation

3.1.1 Framing; Comply with member sizes, spacing, configurations, fastener sizes, and fastener spacing as indicated, but not less than required by code.

3.1.2 Construction Panels:

3.1.2.1 Structural Sheathing: Orient perpendicular to framing, with ends staggered over firm bearing, and secure by nails or screws; staples are not permitted.

3.1.2.1.1 Exterior sheathing board to have firm contact with framing members (no gaps)

3.1.2.1.2 Exterior-grade plywood shall be installed with a minimum of 1/6 Inch (3 mm) gap along all panel edges and ends.

3.1.2.1.3 Exterior sheathing boards to be installed per the manufacturer's recommendations and building code requirements,

3.1.2.1.4 Protect the exterior sheathing board, once installed, from climatic conditions, until the installation of the stucco system.

END OF SECTION 06 10 00 - ROUGH CARPENTRY

SECTION 06 20 00 - FINISH CARPENTRY

PART 1 - GENERAL (Not Used)

PART 2 - PRODUCTS

2.1 Standards:

- 2.1.1 Woodwork Quality Level: Comply with AWI/AWMAC Quality Standards Illustrated Economy grade.

2.2 Interior Hardwood Standing and Running Trim;

- 2.2.1 Species: Kiln-dried clear, white hardwoods.
- 2.2.2 Cut: Plain sliced.
- 2.2.3 Texture: Smooth surfaced.

2.3 Exterior fascia and railings;

- 2.3.1 Green lumber will not be acceptable for replacement fascia.
- 2.3.2 In matching existing fascia consider dimensions, finish (i.e. rough saw), voids, and knot holes.
- 2.3.3 Replace existing handrail component like for like.

2.4 Fasteners: Hot-dipped galvanized for exterior and high humidity locations, untreated steel elsewhere.

2.5 Fabrication: Shop assemble Items to greatest possible extent

PART 3 – EXECUTION

3.1 Installation of exterior fascia and railing;

- 3.1.1 Fascia; All corners to be mitered and set in approved sealant.
- 3.1.2 Painting; all replacement wood shall be primed and painted with two coats of paint on all six sides.

END OF SECTION 06 20 00 - FINISH CARPENTRY

END OF DIVISION 06 - WOOD, PLASTICS, AND COMPOSITES

DIVISION 07 – THERMAL AND MOISTURE PROTECTION

SECTION 07 41 13 - STANDING-SEAM METAL ROOF PANELS

PART - 1 GENERAL

1.1 SECTION INCLUDES

- 1.1.1 The work in this section consists of providing all roofing materials, labor, equipment, services, and roofing accessories to complete the standing-seam metal roof panel system on the steep slope roofs of the Administration Building.

1.2 RELATED DOCUMENTS

- 1.2.1 Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.3 ACTION SUBMITTALS

- 1.3.1 Product Data: For each type of product.
 - 1.3.1.1 Include construction details, material descriptions, dimensions of individual components and profiles, and finishes for each type of panel and accessory.
- 1.3.2 Drawings:
 - 1.3.2.1 Include fabrication and installation layouts of metal panels; details of edge conditions, joints, panel profiles, corners, anchorages, attachment system, trim, flashings, closures, and accessories; and special details.
 - 1.3.2.2 Accessories: Include details of the flashing, trim, and anchorage systems, at a scale of not less than 1-1/2 inches per 12 inches.
- 1.3.3 Samples for Verification: For each type of exposed finish required, prepared on Samples of size indicated below.
 - 1.3.3.1 Metal Panels: 12 inches long by actual panel width. Include clips, fasteners, closures, and other metal panel accessories.

1.4 INFORMATION SUBMITTALS

- 1.4.1 Qualification Data: For Installer.
- 1.4.2 Product Test Reports: For each product, for tests performed by a qualified testing agency.
- 1.4.3 Field quality-control reports.
- 1.4.4 Sample Warranties: For special warranties.

1.5 CLOSEOUT SUBMITTALS

- 1.5.1 Maintenance Data: For metal panels to include in maintenance manuals.
- 1.5.2 Completed manufacturer and contractor warranties

1.6 QUALITY ASSURANCE

- 1.6.1 All applicable requirements of the manufacturer's Specification Manual are hereby incorporated by this reference. Any conflicts or ambiguities between this specification section, the manual, and any other documents pertaining to this project shall be brought to the attention of the primary manufacturer and the Owner's representative before the proposal is submitted. In the event that such questions are not resolved before bid date, it is understood that the Roofing Contractor will base his bid on the more stringent specification requirements.
- 1.6.2 Prior to the award of the contract, the Roofing Contractor shall furnish satisfactory evidence of his status as a qualified applicator, a list of successfully completed projects of similar scope, and all financial information as requested. Roofing Contractor must be an approved applicator by Roofing Materials Manufacturer.
- 1.6.3 Installer Qualifications: An entity that employs installers and supervisors who are trained and approved by manufacturer.
- 1.6.4 Mockups: Build mockup in place to verify selections made under Sample submittals and to demonstrate aesthetic effects and set quality standards for fabrication and installation.
 - 1.6.4.1 Build mockup of typical roof area and eave, including fascia, as shown on approved submittals, including attachments, underlayment, and accessories.
 - 1.6.4.2 Approval of mockups does not constitute approval of deviations from the Contract Documents contained in mockups unless Architect specifically approves such deviations in writing.

1.7 DELIVERY, STORAGE, AND HANDLING

- 1.7.1 Deliver components, metal panels, and other manufactured items so as not to be damaged or deformed. Package metal panels for protection during transportation and handling.
- 1.7.2 Unload, store, and erect metal panels in a manner to prevent bending, warping, twisting, and surface damage.
- 1.7.3 Stack metal panels horizontally on platforms or pallets, covered with suitable weathertight and ventilated covering. Store metal panels to ensure dryness, with positive slope for drainage of water. Do not store metal panels in contact with other materials that might cause staining, denting, or other surface damage.
- 1.7.4 Retain strippable protective covering on metal panels during installation.

1.8 FIELD CONDITIONS

- 1.8.1 Weather Limitations: Proceed with installation only when existing and forecasted weather conditions permit assembly of metal panels to be performed according to manufacturers' written instructions and warranty requirements.

1.9 COORDINATION

- 1.9.1 Coordinate sizes and locations of roof curbs, equipment supports, and roof penetrations with actual equipment provided.
- 1.9.2 Coordinate metal panel installation with rain drainage work, flashing, trim, construction of soffits, and other adjoining work to provide a leak-proof, secure, and noncorrosive installation.

1.10 WARRANTY

1.10.1 Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace components of metal panel systems that fail in materials or workmanship within specified warranty period.

1.10.1.1 Failures include, but are not limited to, the following:

1.10.1.1.1 Structural failures including rupturing, cracking, or puncturing.

1.10.1.1.2 Deterioration of metals and other materials beyond normal weathering.

1.10.1.2 Warranty Period: Two years from date of Substantial Completion.

1.10.2 Special Warranty on Panel Finishes: Manufacturer's standard form in which manufacturer agrees to repair finish or replace metal panels that show evidence of deterioration of factory-applied finishes within specified warranty period.

1.10.2.1 Exposed Panel Finish: Deterioration includes, but is not limited to, the following:

1.10.2.1.1 Color fading more than 5 Hunter units when tested according to ASTM D 2244.

1.10.2.1.2 Chalking in excess of a No. 8 rating when tested according to ASTM D 4214.

1.10.2.1.3 Cracking, checking, peeling, or failure of paint to adhere to bare metal.

1.10.2.2 Finish Warranty Period: 20 years from date of Substantial Completion.

1.10.3 Special Weather tightness Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace standing-seam metal roof panel assemblies that fail to remain weathertight, including leaks, within specified warranty period.

1.10.3.1 Warranty Period: 20 years from date of Substantial Completion.

1.11 PROJECT MEETINGS

1.11.1 Pre-construction meeting.

1.11.1.1 Prior to the start of the roof installation and after completion of the deck substrate, the Roofing Contractor will hold a job-site meeting and roof tour to review the work scope of work.

1.11.1.2 Authorized representatives of the Owner, the General Contractor, the metal panel installer, metal panel manufacturer's representative and other Subcontractors whose work complements, penetrates, or is mounted on the roof or will use the roof as a work platform, will be in attendance. Owner's roof consultants will be present.

1.11.1.3 The agenda for the meeting shall include:

1.11.1.3.1 A review of the submittals.

1.11.1.3.2 Distribution of approved submittals.

1.11.1.3.3 A walkover inspection of the roof.

1.11.1.3.4 Selection of staging and storage locations.

1.11.1.3.5 Review and finalize construction schedule and verify availability of materials, Installer's personnel, equipment, and facilities needed to make progress and avoid delays.

1.11.1.3.6 Review methods and procedures related to metal panel installation, including manufacturer's written instructions.

1.11.1.3.7 Examine support conditions for compliance with requirements, including alignment between and attachment to structural members.

- 1.11.1.3.8 Review structural loading limitations of deck, purlins and rafters during and after roofing.
 - 1.11.1.3.9 Review flashings, special details, drainage, penetrations, equipment curbs, and condition of other construction that affect metal panels.
 - 1.11.1.3.10 Review governing regulations and requirements for insurance, certificates, and tests and inspections if applicable.
 - 1.11.1.3.11 Review temporary protection requirements for metal panel systems during and after installation.
 - 1.11.1.3.12 Review procedures for repair of metal panels damaged after installation.
 - 1.11.1.3.13 Document proceedings, including corrective measures and actions required, and furnish copy of record to each participant.
- 1.11.2 Final Inspection: Following the completion of the work, a Final Inspection shall be scheduled by Owner's Representative, the metal panel installer and metal panel manufacturer's representative. Metal panel installer shall have enough men and materials on hand to make corrections during final inspection. Any uncompleted work shall be noted on a Punch List.

PART - 2 PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- 2.1.1 Energy Performance: Provide roof panels according to one of the following when tested according to CRRC-1:
 - 2.1.1.1 Three-year, aged solar reflectance of not less than 0.55 and emissivity of not less than 0.75.
- 2.1.2 Wind-Uplift Resistance: Provide metal roof panel assemblies that comply with UL 580 for wind-uplift-resistance class indicated.
 - 2.1.2.1 Uplift Rating: UL 90.
- 2.1.3 Thermal Movements: Allow for thermal movements from ambient and surface temperature changes by preventing buckling, opening of joints, overstressing of components, failure of joint sealants, failure of connections, and other detrimental effects. Base calculations on surface temperatures of materials due to both solar heat gain and nighttime-sky heat loss.
 - 2.1.3.1 Temperature Change (Range): 120 deg F, ambient; 180 deg F, material surfaces.

2.2 STANDING-SEAM METAL ROOF PANELS

- 2.2.1 General: Provide factory-formed metal roof panels designed to be installed by lapping and interconnecting raised side edges of adjacent panels with joint type indicated and mechanically attaching panels to supports using concealed clips in side laps. Include clips, cleats, pressure plates, and accessories required for weathertight installation.
 - 2.2.1.1 Steel Panel Systems: Unless more stringent requirements are indicated, comply with ASTM E 1514.
- 2.2.2 Vertical-Rib, Seamed-Joint, Standing-Seam Metal Roof Panels: Formed with vertical ribs at panel edges and a flat pan between ribs; designed for sequential installation by mechanically attaching panels to supports using concealed clips located under one side of panels, engaging opposite edge of adjacent panels, and mechanically seaming panels together.
 - 2.2.2.1 Manufacturers: Basis of Design is Centria Architectural Systems. Subject to compliance with requirements, other available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
 - 2.2.2.1.1 AEP Span; a BlueScope Steel Company.

- 2.2.2.1.2 Architectural Metal Systems.
- 2.2.2.1.3 Berridge Manufacturing Company.
- 2.2.2.2 Metallic-Coated Steel Sheet: Zinc-coated (galvanized) steel sheet complying with ASTM A 653/A 653M, G90 coating designation, or aluminum-zinc alloy-coated steel sheet complying with ASTM A 792/A 792M, Class AZ55 (Class AZM150) coating designation; structural quality. Pre-painted by the coil-coating process to comply with ASTM A 755/A 755M.
 - 2.2.2.2.1 Nominal Thickness: 0.028 inch.
 - 2.2.2.2.2 Exterior Finish: Two-coat fluoropolymer.
 - 2.2.2.2.3 Color: Aged Copper #5444.
- 2.2.2.3 Clips: One-piece fixed to accommodate thermal movement.
 - 2.2.2.3.1 Material: 0.028-inch- nominal thickness, zinc-coated (galvanized) steel sheet.
- 2.2.2.4 Joint Type: As standard with manufacturer.
- 2.2.2.5 Panel Coverage: Match existing Clubhouse Building's roof panels.
- 2.2.2.6 Panel Height: 2.0 inches.

2.3 UNDERLAYMENT MATERIALS

- 2.3.1 Self-Adhering, High-Temperature Underlayment: Provide self-adhering, cold-applied, sheet underlayment, a minimum of 30 mils thick, consisting of slip-resistant, polyethylene-film top surface laminated to a layer of butyl or SBS-modified asphalt adhesive, with release-paper backing. Provide primer when recommended by underlayment manufacturer.
 - 2.3.1.1 Thermal Stability: Stable after testing at 240 deg F; ASTM D 1970.
 - 2.3.1.2 Low-Temperature Flexibility: Passes after testing at minus 20 deg F; ASTM D 1970.
 - 2.3.1.3 Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
 - 2.3.1.3.1 Grace Construction Products; W.R. Grace & Co. -- Conn.; Ultra.
 - 2.3.1.3.2 Owens Corning; Weather-Lock Metal High Temperature Underlayment.

2.4 MISCELLANEOUS MATERIALS

- 2.4.1 Miscellaneous Metal Sub-framing and Furring: ASTM C 645; cold-formed, metallic-coated steel sheet, ASTM A 653/A 653M, G90 coating designation or ASTM A 792/A 792M, Class AZ50 coating designation unless otherwise indicated. Provide manufacturer's standard sections as required for support and alignment of metal panel system.
- 2.4.2 Panel Accessories: Provide components required for a complete, weathertight panel system including trim, copings, fasciae, mullions, sills, corner units, clips, flashings, sealants, gaskets, fillers, closure strips, and similar items. Match material and finish of metal panels unless otherwise indicated.
 - 2.4.2.1 Closures: Provide closures at eaves and ridges, fabricated of same metal as metal panels.
 - 2.4.2.2 Backing Plates: Provide metal backing plates at panel end splices, fabricated from material recommended by manufacturer.
 - 2.4.2.3 Closure Strips: Closed-cell, expanded, cellular, rubber or crosslinked, polyolefin-foam or closed-cell laminated polyethylene; minimum 1-inch- thick, flexible closure strips; cut or pre-molded to match metal panel profile. Provide closure strips where indicated or necessary to ensure weathertight construction.
- 2.4.3 Flashing and Trim: Provide flashing and trim formed from same material as metal panels as required to seal against weather and to provide finished appearance. Locations include, but are

not limited to, eaves, rakes, corners, bases, framed openings, ridges, fasciae, and fillers. Finish flashing and trim with same finish system as adjacent metal panels.

- 2.4.4 Panel Fasteners: Self-tapping screws designed to withstand design loads.
- 2.4.5 Panel Sealants: Provide sealant type recommended by manufacturer that are compatible with panel materials, are non-staining, and do not damage panel finish.
 - 2.4.5.1 Sealant Tape: Pressure-sensitive, 100 percent solids, gray polyisobutylene compound sealant tape with release-paper backing. Provide permanently elastic, non-sag, nontoxic, non-staining tape 1/2-inch-wide and 1/8 inch thick.
 - 2.4.5.2 Joint Sealant: ASTM C 920; elastomeric polyurethane or silicone sealant; of type, grade, class, and use classifications required to seal joints in metal panels and remain weathertight; and as recommended in writing by metal panel manufacturer.
 - 2.4.5.3 Butyl-Rubber-Based, Solvent-Release Sealant: ASTM C 1311.

2.5 FABRICATION

- 2.5.1 General: Fabricate and finish metal panels and accessories at the factory, by manufacturer's standard procedures and processes, as necessary to fulfill indicated performance requirements demonstrated by laboratory testing. Comply with indicated profiles and with dimensional and structural requirements.
- 2.5.2 Provide panel profile, including major ribs and intermediate stiffening ribs, if any, for full length of panel.
- 2.5.3 Fabricate metal panel joints with factory-installed captive gaskets or separator strips that provide a weathertight seal and prevent metal-to-metal contact, and that minimize noise from movements.
- 2.5.4 Sheet Metal Flashing and Trim: Fabricate flashing and trim to comply with manufacturer's recommendations and recommendations in SMACNA's "Architectural Sheet Metal Manual" that apply to design, dimensions, metal, and other characteristics of item indicated.
 - 2.5.4.1 Form exposed sheet metal accessories that are without excessive oil canning, buckling, and tool marks and that are true to line and levels indicated, with exposed edges folded back to form hems.
 - 2.5.4.2 Sealed Joints: Form non-expansion, but movable, joints in metal to accommodate sealant and to comply with SMACNA standards.
 - 2.5.4.3 Conceal fasteners and expansion provisions where possible. Exposed fasteners are not allowed on faces of accessories exposed to view.
 - 2.5.4.4 Fabricate cleats and attachment devices from same material as accessory being anchored or from compatible, noncorrosive metal recommended in writing by metal panel manufacturer.
 - 2.5.4.4.1 Size: As recommended by SMACNA's "Architectural Sheet Metal Manual" or metal panel manufacturer for application, but not less than thickness of metal being secured.

2.6 FINISHES

- 2.6.1 Protect mechanical and painted finishes on exposed surfaces from damage by applying a strippable, temporary protective covering before shipping.
- 2.6.2 Appearance of Finished Work: Variations in appearance of abutting or adjacent pieces are acceptable if they are within one-half of the range of approved Samples. Noticeable variations in same piece are unacceptable. Variations in appearance of other components are acceptable if they are within the range of approved Samples and are assembled or installed to minimize contrast.
- 2.6.3 Steel Panels and Accessories:
 - 2.6.3.1 Two-Coat Fluoropolymer: AAMA 621. Fluoropolymer finish containing not less than 70 percent PVDF resin by weight in color coat. Prepare, pretreat, and apply coating to exposed metal surfaces to comply with coating and resin manufacturers' written instructions.

PART - 3 EXECUTION

3.1 EXAMINATION

- 3.1.1 Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for installation tolerances, metal panel supports, and other conditions affecting performance of the Work.
 - 3.1.1.1 Examine solid roof sheathing to verify that sheathing joints are supported by framing or blocking, and that installation is within flatness tolerances required by metal roof panel manufacturer.
 - 3.1.1.1.1 Verify that air- or water-resistive barriers have been installed over sheathing or backing substrate to prevent air infiltration or water penetration.
- 3.1.2 Examine roughing-in for components and systems penetrating metal panels to verify actual locations of penetrations relative to seam locations of metal panels before installation.
- 3.1.3 Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- 3.2.1 Miscellaneous Supports: Install sub-framing, furring, and other miscellaneous panel support members and anchorages according to ASTM C 754 and metal panel manufacturer's written recommendations.

3.3 UNDERLAYMENT INSTALLATION

- 3.3.1 Self-Adhering Sheet Underlayment: Apply primer if required by manufacturer. Comply with temperature restrictions of underlayment manufacturer for installation. Apply at locations indicated below, wrinkle free, in shingle fashion to shed water, and with end laps of not less than 6 inches staggered 24 inches between courses. Overlap side edges not less than 3-1/2 inches. Extend underlayment into gutter trough. Roll laps with roller. Cover underlayment within 14 days.
 - 3.3.1.1 Apply over the entire roof surface.
- 3.3.2 Flashings: Install flashings to cover underlayment to comply with requirements specified in Section 076200 "Sheet Metal Flashing and Trim."

3.4 METAL PANEL INSTALLATION

- 3.4.1 General: Install metal panels according to manufacturer's written instructions in orientation, sizes, and locations indicated. Install panels perpendicular to supports unless otherwise indicated. Anchor metal panels and other components of the Work securely in place, with provisions for thermal and structural movement.
 - 3.4.1.1 Shim or otherwise plumb substrates receiving metal panels.
 - 3.4.1.2 Flash and seal metal panels at perimeter of all openings. Fasten with self-tapping screws. Do not begin installation until air- or water-resistive barriers and flashings that will be concealed by metal panels are installed.
 - 3.4.1.3 Install screw fasteners in predrilled holes.
 - 3.4.1.4 Locate and space fastenings in uniform vertical and horizontal alignment.
 - 3.4.1.5 Install flashing and trim as metal panel work proceeds.
 - 3.4.1.6 Locate panel splices over, but not attached to, structural supports. Stagger panel splices and end laps to avoid a four-panel lap splice condition.
 - 3.4.1.7 Align bottoms of metal panels and fasten with blind rivets, bolts, or self-tapping screws. Fasten flashings and trim around openings and similar elements with self-tapping screws.
 - 3.4.1.8 Provide weathertight escutcheons for pipe- and conduit-penetrating panels.

- 3.4.2 Fasteners:
 - 3.4.2.1 Steel Panels: Use stainless-steel fasteners for surfaces exposed to the exterior; use galvanized-steel fasteners for surfaces exposed to the interior.
- 3.4.3 Anchor Clips: Anchor metal roof panels and other components of the Work securely in place, using manufacturer's approved fasteners according to manufacturers' written instructions.
- 3.4.4 Metal Protection: Where dissimilar metals contact each other or corrosive substrates, protect against galvanic action as recommended in writing by metal panel manufacturer.
- 3.4.5 Standing-Seam Metal Roof Panel Installation: Fasten metal roof panels to supports with concealed clips at each standing-seam joint at location, spacing, and with fasteners recommended in writing by manufacturer.
 - 3.4.5.1 Install clips to supports with self-tapping fasteners.
 - 3.4.5.2 Install pressure plates at locations indicated in manufacturer's written installation instructions.
 - 3.4.5.3 Seamed Joint: Crimp standing seams with manufacturer-approved, motorized seamer tool so clip, metal roof panel, and factory-applied sealant are completely engaged.
 - 3.4.5.4 Watertight Installation:
 - 3.4.5.4.1 Apply a continuous ribbon of sealant or tape to seal joints of metal panels, using sealant or tape as recommend in writing by manufacturer as needed to make panels watertight.
 - 3.4.5.4.2 Provide sealant or tape between panels and protruding equipment, vents, and accessories.
 - 3.4.5.4.3 At panel splices, nest panels with minimum 6-inch end lap, sealed with sealant and fastened together by interlocking clamping plates.
- 3.4.6 Accessory Installation: Install accessories with positive anchorage to building and weathertight mounting and provide for thermal expansion. Coordinate installation with flashings and other components.
 - 3.4.6.1 Install components required for a complete metal panel system including trim, copings, corners, seam covers, flashings, sealants, gaskets, fillers, closure strips, and similar items. Provide types indicated by metal roof panel manufacturers; or, if not indicated, types recommended by metal roof panel manufacturer.
- 3.4.7 Flashing and Trim: Comply with performance requirements, manufacturer's written installation instructions, and SMACNA's "Architectural Sheet Metal Manual." Provide concealed fasteners where possible and set units true to line and level as indicated. Install work with laps, joints, and seams that will be permanently watertight and weather resistant.
 - 3.4.7.1 Install exposed flashing and trim that is without buckling and tool marks, and that is true to line and levels indicated, with exposed edges folded back to form hems. Install sheet metal flashing and trim to fit substrates and achieve waterproof and weather-resistant performance.
 - 3.4.7.2 Expansion Provisions: Provide for thermal expansion of exposed flashing and trim. Space movement joints at a maximum of 10 feet with no joints allowed within 24 inches of corner or intersection. Where lapped expansion provisions cannot be used or would not be sufficiently weather resistant and waterproof, form expansion joints of intermeshing hooked flanges, not less than 1 inch deep, filled with mastic sealant (concealed within joints).
- 3.4.8 Pipe Flashing: Form flashing around pipe penetration and metal roof panels. Fasten and seal to metal roof panels as recommended by manufacturer.

3.5 ERECTION TOLERANCES

- 3.5.1 Installation Tolerances: Shim and align metal panel units within installed tolerance of 1/4 inch in 20 feet on slope and location lines as indicated and within 1/8-inch offset of adjoining faces and of alignment of matching profiles.

3.6 FIELD QUALITY CONTROL

- 3.6.1 Manufacturer's Field Service: Engage a factory-authorized service representative to test and inspect metal roof panel installation, including accessories. Report results in writing.
- 3.6.2 Remove and replace applications of metal roof panels where tests and inspections indicate that they do not comply with specified requirements.
- 3.6.3 Additional tests and inspections, at Contractor's expense, are performed to determine compliance of replaced or additional work with specified requirements.
- 3.6.4 Prepare test and inspection reports.

3.7 CLEANING AND PROTECTION

- 3.7.1 Remove temporary protective coverings and strippable films, if any, as metal panels are installed, unless otherwise indicated in manufacturer's written installation instructions. On completion of metal panel installation, clean finished surfaces as recommended by metal panel manufacturer. Maintain in a clean condition during construction.
- 3.7.2 Replace metal panels that have been damaged or have deteriorated beyond successful repair by finish touchup or similar minor repair procedures.

END OF SECTION 07 41 13 - STANDING-SEAM METAL ROOF PANELS

SECTION 07 51 13 - BUILT-UP ROOFING

PART 1 - GENERAL

1.1 SECTION INCLUDES

- 1.1.1 Provide five-ply fiberglass reinforced membrane roofing system with a modified cap sheet (B.U.R. as noted on the Drawings). Provide complete with related flashings, scuppers, cant strips, and performing such incidental or other work as may be necessitated by these operations.
- 1.1.2 Preparation of substrate to receive roofing materials.
- 1.1.3 Roof membrane application.
- 1.1.4 Surfacing application.
- 1.1.5 Roof flashing application.
- 1.1.6 Incorporation of sheet metal flashing components and roofing accessories into the roof system.

1.2 RELATED SECTIONS

- 1.2.1 Division 1 – General Requirements
- 1.2.2 Section 02 41 00 – Demolition
- 1.2.3 Section 07 62 00 - Flashing and Sheet Metal.
- 1.2.4 Section 22 14 26.23 – Roof Drains

1.3 REFERENCES

- 1.3.1 ASTM D 312 - Asphalt Used in Roofing.
- 1.3.2 ASTM D 4586 – Modified Asphalt Roof Cement.
- 1.3.3 ASTM D 2178 – Fiberglass Ply Sheets
- 1.3.4 ASTM D 4601 – Fiberglass Base Sheet
- 1.3.5 ASTM E 108 – Fire Resistance Testing
- 1.3.6 NRCA - Roofing and Waterproofing Manual.
- 1.3.7 INTERTEK TESTING SERVICES – Fire Resistance Directory, Current Edition

1.4 SUBMITTALS

- 1.4.1 Submit product data, samples, shop drawings, and installer certification.

- 1.4.2 Submit product data indicating membrane and bitumen materials, base flashing materials, insulation, cover board, accessories and manufacturer's installation instructions and details.
- 1.4.3 Samples: Submit 8"x 11" samples of each color of mineral surface cap sheet for approval.
- 1.4.4 Shop Drawings:
 - 1.4.4.1 Submit manufacturer approved shop drawings for flashings including pipe penetrations, edge metal, coping metal, equipment platforms, drains, scuppers, roof and parapet wall assemblies, interfaces and terminations with adjacent building elements.
 - 1.4.4.2 Submit shop drawings of tapered insulation system for approval; show direction and amount of slope, cricket locations, lengths and details.
- 1.4.5 Installer Certification: Submit certification from manufacturer of membrane roofing system certifying that installer is approved by manufacturer for installation of specified roofing system.
- 1.4.6 Submit manufacturer's certificate under provisions that products and installed system meet or exceed specified requirements.

1.5 QUALITY ASSURANCE

- 1.5.1 Manufacturer: Company specializing in manufacturing the products specified in this Section with minimum five years documented experience.
- 1.5.2 Applicator: Company specializing in applying bituminous roofing with minimum five years documented experience and approved by materials manufacturer.
- 1.5.3 Work of this Section to conform to NRCA Roofing and Waterproofing Manual and manufacturer's instructions. It is the responsibility of the applicator to address any conflicts or disparities between NRCA requirements and manufacturer's requirements.
- 1.5.4 Materials: Provide only top quality materials of manufacturer, certified as to type and weight conformance with specifications. All materials shall be manufactured or recommended by the Roofing System manufacturer.
- 1.5.5 For asphalt bitumen provide label on each container, indicating flash point (FP), finished blowing temperature (FBT), softening point (SP), equiviscous temperature (EVT) and type of asphalt.
- 1.5.6 Contractor will be responsible for coordinating pre-roofing conference at least one week prior to initiation of roofing work. Manufacturer representative, foreman for roofing contractor, estimator for roofing contractor, architect, owner representative, sheet metal contractor, general contractor and other required parties must be present to discuss the execution of the work.

1.6 REGULATORY REQUIREMENTS

- 1.6.1 Conform with applicable requirements of Uniform Building Code for roof assembly fire hazard requirements.
- 1.6.2 Fire Hazard Classification: ASTM E 108, UL or Intertek Class A Fire Hazard Classification.

1.7 DELIVERY, STORAGE, AND HANDLING

- 1.7.1 Deliver products in manufacturer's original containers, dry, undamaged, with seals and labels intact. Store products in weather protected environment, clear of ground and moisture. Cover material so as to prevent condensation beneath covering.
- 1.7.2 Stand roll materials on end. Store materials and equipment in a manner to avoid significant and/or permanent deflection of deck. Spread loads of roofing materials on roof structures to avoid damage to existing structure. Use protective plywood as required. No material shall be stored on new roofing.

1.8 ENVIRONMENTAL REQUIREMENTS

- 1.8.1 Precautions: Install roofing only when correct temperatures for asphalt can be maintained; apply no roofing when deck surface temperature is less than 45 degrees F. Install no roofing material when water in any form is present on roof deck surface, or when materials are damp or wet. Proceed with roofing work only when existing and forecasted weather conditions will permit work to be performed in accordance with manufacturer's recommendations and warranty requirements.
- 1.8.2 Temporary Roofing: When adverse job conditions or weather conditions prevent permanent roofing and associated work from being installed in accordance with requirements, and it is determined by Contractor that roofing cannot be delayed because of need for job progress or protection of other work, proceed with installation of temporary roofing, per requirements of the roofing manufacturer.

1.9 WARRANTY

- 1.9.1 Watertightness: Membrane roofing system, including membrane type base flashing, roof insulation, and roofing accessories, is part of the watertight integrity of the project and as such shall be warranted for Five years by the Roofing Contractor.
- 1.9.2 Manufacturer's Warranty: Submit executed copy of roofing manufacturer's No Dollar Limit Warranty agreement for 25 years total from the date of final acceptance by the Owner.

PART 2 - PRODUCTS

2.1 MANUFACTURER

- 2.1.1 The Malarkey Roofing M5-WU-AIB-H roofing system specified herein is the basis of design for all roofing assemblies. The structural deck, method of attachment and installation will be specific to each roofing assembly identified.
- 2.1.2 Other approved System Manufacturers:
 - 2.1.2.1 Siplast.
 - 2.1.2.2 Intec.
 - 2.1.2.3 Approved Equal.

2.2 ROOF DECK INSULATION AND MEMBRANE MATERIALS

- 2.2.1 Rosen Sheet;
- 2.2.2 Cover Board: N/A

- 2.2.3 Base sheet (1-layer): Asphalt coated fiberglass base sheet, ASTM D 4601, Malarkey #515 Standard Fiberglass Base Sheet. 27.5 lbs. per square.
- 2.2.4 Inter-Ply (3-layers): Asphalt coated fiberglass ply sheet, ASTM D 2178, Type VI. Malarkey #506 Premium Fiberglass Ply Sheet. 8.4 lbs. per ply/25.2 lbs. per square.
- 2.2.5 Cap Sheet (1-layer): SBS Modified Polyglass reinforced, mineral cap sheet, ASTM D 3909, Malarkey #601 High Performance Premium SBS Cap Sheet, 100 lbs. per square.
 - 2.2.5.1 Dove White CRRC listed (SRI: 29)
- 2.2.6 Flashing Ply (1-layer): Asphalt coated fiberglass ply sheet, ASTM D 4601, Type I, Malarkey #501 Premium SBS Fiberglass Ply/Base Sheet, 30.7 lbs. per ply/per square.
- 2.2.7 Flashing Surface Ply (1-layer): SBS Modified fiberglass reinforced, mineral cap sheet ASTM D 3909, Malarkey #601 SBS Cap Sheet, 100lbs. per square.
- 2.2.8 Interply Adhesive: ASTM D 312, Type III. Trumbull or equal, 25 lbs. (+/- 20%) nominal per interply mopping.

2.3 BITUMINOUS MATERIALS

- 2.3.1 Asphalt Bitumen: Roofing asphalt conforming to ASTM D312, Type III. Trumbull.
- 2.3.2 Asphaltic Primer: Comply with ASTM D 41. Malarkey #706 AsphaltPrimer.
- 2.3.3 Asphalt Plastic Cement, Modified: Comply with ASTM D 4586. Malarkey #709 Plastic Roof Cement.
- 2.3.4 Lead plate for embedment in drain construction: 4 Lb. Min. Lead.

2.4 MISCELLANEOUS MATERIALS

- 2.4.1 Cants Strips: Perlite. Manville.
- 2.4.2 Mechanical Fasteners: (add fasteners information)

2.5 ROOFING ASSEMBLY SUMMARIES:

- 2.5.1 Roof deck: 1/2" Exterior grade plywood.
- 2.5.2 Substrate: Roof deck must be clean, dry, smooth, and structurally sound to receive the new roofing system. Drainage must be incorporated in the design to prevent ponding water.
- 2.5.3 Base sheet (1) is to be mechanically attached to the roof decking using 1" round or square tin or steel cap roofing nailed, designed to secure asphalt rolled roofing membranes.
- 2.5.4 Inter-ply (3), Type VI fiberglass ply sheets, set in hot asphalt at the rate of 25 lbs (+/- 20%) per ply, per square over the base sheet.
- 2.5.5 SBS Cap sheet (1) set in hot asphalt at the rate of 25 lbs (+/- 20%) per square, over the interplies.

- 2.5.6 Flashing reinforcement, fiberglass reinforced ply sheet and surface ply of SBS reinforced cap sheet, set in hot asphalt, at all flat to vertical transitions.

PART 3 - EXECUTION

3.1 EXAMINATION

- 3.1.1 Verify that surfaces and site conditions are ready to receive work. Verify that deck is supported and secured.
- 3.1.2 Verify that roof openings, curbs, pipes, sleeves, ducts, and vents through roof are solidly set.
- 3.1.3 Beginning of installation means installer accepts substrate.

3.2 PROTECTION

- 3.2.1 Protect building surfaces against damage from roofing work. Provide protection under kettles when damage to area may occur. Provide safety barriers and other protection devices as needed to protect property and people.

3.3 PREPARATION

- 3.3.1 Accurately layout work surfaces for materials application. Verify acceptability of substrate for roofing. Lay felts perpendicular to the incline starting at the low point of the roof.
- 3.3.2 Provide material to substrate as required to produce an even substrate that will maintain the required slope for drainage.

3.4 GENERAL INSTALLATION REQUIREMENTS

- 3.4.1 All drains, projections and edges shall be installed in strict accordance with practices set forth in the NRCA Roofing Manual or manufacturer of membrane. All mechanical equipment requiring fastening shall be fastened with hex head screws with neoprene washers.
- 3.4.2 Cooperate with inspection and testing agencies engaged or required to perform services in connection with roofing system installation.
- 3.4.3 Asphalt Bitumen Heating: Heat and apply bitumen in accordance with equiviscous temperature method ("EVT Method") as recommended by NRCA. Do not raise temperature above minimum normal finished blowing temperature necessary to attain EVT (+25 F or 14 C) at point of application more than one hour prior to time of application. Discard bitumen which has been held at temperature exceeding finished blowing temperature (FBT) for a period exceeding three hours. Determine flash point, finished blowing temperature and EVT of bitumen, either by information from bitumen producer or by suitable tests, and determine maximum fire-safe handling temperature and do not exceed that temperature in heating bitumen; but in no case heat bitumen to a temperature higher than 25 F (14 C) below flash point. Inter-ply moppings of asphalt shall be a nominal 25 lbs. Per 100 Sq.Ft.
- 3.4.4 Cants: Provide cants at all intersections with vertical surfaces. Install in accurate lengths, cut to suit conditions; miter all corners and intersections.
- 3.4.5 Provide cut-offs at end of each day's work, to cover exposed felts and insulation. Remove cut-offs before resuming work.

3.5 ROSEN SHEET

- 3.5.1 Include in base price. Provide deduction if not required

3.6 COVER BOARD APPLICATION

- 3.6.1 N/A

3.7 UTILITY BOARD APPLICATION;

- 3.7.1 N/A

3.8 MEMBRANE APPLICATION

- 3.8.1 Bitumen Mopping Weights: For interply mopping, and other moppings, except as otherwise indicated, apply bitumen at the nominal rate of 25 lbs. of asphalt (+ 25% on a total job average basis) per 100 sq. ft. between plies.
- 3.8.2 Base Sheet: Turn up all cant strips and down all roof edges. Install all base sheets so that the water is over or parallel to, but never against the laps. Lap 2" on all sides, 6" on all ends. Nail all side laps with 1" cap fasteners at 9" centers and install 2 rows of nails at 18" centers along a line of 12" from each edge. Install with no buckles.
- 3.8.3 Inter-Plies: Install fiberglass ply sheets in accordance with manufacturer's recommendations, or as specified, whichever is more stringent. Install so that the water flows over or parallel to, but never against the laps. Install the sheets to the correct exposure as described in the current edition of the Malarkey Specification Manual. Embed ply sheets in a uniform mopping of hot asphalt applied at the nominal rate of 25 lbs (+/- 25%) per ply per square. Install with no voids, wrinkles, or buckles. Broom all plies to assure adhesion.
- 3.8.4 Flashings: Install primed flashings (lead, metal, scuppers, ECT) in a layer of plastic roof cement on top of the inter-ply and stripped off with two plies of reinforcement, feathering each ply 3" from the edge of the flange and corresponding ply.
- 3.8.5 Cap Sheet: After the completion of the inter-plies, striping plies to all flashings and the installation of the base flashing reinforcement, install the cap sheet surfacing. Install so the water flows over or parallel to, but never against the laps. Cut cap sheet into 1/3's and allow to fully relax before installing. Adhere cap sheet in a uniform mopping of hot asphalt applied at the nominal rate of 25lbs. per square. Use a heavy roller or broom the newly installed cap sheet to promote adhesion between the mopping asphalt and the bottom surface of the cap sheet.

3.9 MEMBRANE BASE FLASHING

- 3.9.1 Membrane Base Flashing: Base flashing stripping ply(s) is to be installed over the inter-ply before the installation of the surfacing. Stripping ply(s) are to extend 3" beyond the toe of the cant and up the vertical surface of all flat to vertical transitions (curbs, walls, roof top equipment, act.) Install the specified cap sheet base flashing extending 6" beyond the toe of the cant and up the vertical surface. Terminate the base flashing as shown in the manufacturers roofing details.

END OF SECTION 07 51 13 - BUILT-UP ROOFING

SECTION 07 62 00 - SHEET METAL FLASHING AND TRIM

PART 1 - GENERAL

1.1 SECTION INCLUDES

- 1.1.1 Fabricated sheet metal items, including flashings, counter flashings, and coping metal caps.
- 1.1.2 The extent of sheet metal work is indicated on the drawings and by provisions of this section and is defined to include lead and galvanized metal flashing related to the new roof system. All existing metals are to be replaced with new.
- 1.1.3 This section includes all labor, materials, equipment and related services necessary to furnish and install roof related metal components required to complete the work specified herein, and/or on the drawings
- 1.1.4 Preparation and repair of existing sheet metal.

1.2 REFERENCE STANDARDS

- 1.2.1 ASTM A 653/A 653M - Standard Specification for Steel Sheet, Zinc-Coated (Galvanized)
- 1.2.2 Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process; 2007.
- 1.2.3 ASTM B 32 - Standard Specification for Solder Metal; 2004.
- 1.2.4 SMACNA (ASMM) - Architectural Sheet Metal Manual; Sheet Metal and Air Conditioning Contractors' National Association; 2003.

1.3 QUALITY ASSURANCE

- 1.3.1 Perform work in accordance with SMACNA Architectural Sheet Metal Manual requirements and standard details, except as otherwise indicated.
- 1.3.2 A licensed sheet metal contractor or the skilled employees of the contractor shall accomplish all work of this section.
- 1.3.3 Refer to general requirements pertaining to quality control.
- 1.3.4 Alignment and elevation of installed sheet metal will be checked by Contractor and the Consultant. Contractor shall promptly make any corrections requested.
- 1.3.5 Prepare and paint all metals for inspection by consultants before loading.
- 1.3.6 The contractor shall provide his own Quality Control thru his supervision
- 1.3.7 Withdrawal tests of installed fasteners may be required if attachment is in question.

1.4 GUARANTEE

- 1.4.1 Work performed under this section shall be included in the Contractor's guarantee specified elsewhere in these documents.

1.5 PRE-INSTALLATION CONFERENCE

- 1.5.1 Convene one week before starting work of this section.

1.6 DELIVERY, STORAGE, AND HANDLING

- 1.6.1 Stack material to prevent twisting, bending, and abrasion, and to provide ventilation. Slope metal sheets to ensure drainage.
- 1.6.2 Prevent contact with materials that could cause discoloration or staining.

PART 2 - PRODUCTS

2.1 SHEET MATERIALS

- 2.1.1 Bonderized Galvanized Steel: ASTM A 653/A 653M, with G90/Z275 zinc coating; minimum 0.02 inch thick base metal.
- 2.1.2 Bonderized Galvanized Iron: Shall be 24-gauge or as otherwise specified or shown on the drawings, meeting ASTM A-525, G-90 coating designation.
- 2.1.3 All removable flashings shall be replaced including T-tops. Pipe jacks, dormers, etc., and replaced with new. T-tops & dormers shall have rodent protection screens except at dryer vent outlets.
- 2.1.4 Pipe Flashings for BUR roofs shall be pre-manufactured with 3# lead.

2.2 ACCESSORIES

- 2.2.1 Fasteners
 - 2.2.1.1 Exposed Fasteners: Stainless steel, with soft neoprene washers.
 - 2.2.1.2 Fasteners such as nails, screws, bolts, etc., shall be of same material as flashings on which they are used. They shall be of type and size as shown on the drawings or specified herein.
 - 2.2.1.3 Sheet Metal to Wood:
 - 2.2.1.3.1 Exposed Application - Screws shall be stainless steel No. 8 minimum, shall penetrate wood blocking minimum 1-1/2 inches and shall have watertight stainless steel/neoprene washers under head. The installed withdrawal resistance shall be a minimum of 150 pounds per screw.
 - 2.2.1.4 Sheet Metal to Sheet Metal: Self-tapping sheet metal screws of 1/2- inch length and a minimum #3 diameter.
- 2.2.2 Paint
 - 2.2.2.1 Primer: Zinc chromate type.
 - 2.2.2.2 Protective Backing Paint: Zinc molybdate alkyd.
 - 2.2.2.3 Paint for sheet metal shall be one of the following, or pre-approved equal:
 - 2.2.2.3.1 Benjamin Moore
 - 2.2.2.3.1.1 First coat - Iron clad galvanized metal latex primer.
 - 2.2.2.3.1.2 Second and third coats - MoorGard Latex Paint.
 - 2.2.2.3.2 Fuller-O'Brien
 - 2.2.2.3.2.1 First coat - Red Iron Primer

- 2.2.2.3.2.2 Second and third coats - Weather King II.
- 2.2.2.4 Other Paints may be approved, submit to Consultants before using.
- 2.2.3 Sealant:
 - 2.2.3.1 Elastomeric sealant shall be a low modulus, high performance, one part polyurethane conforming to Federal Specification No. TT-5-00230C Type II, Class A, such as Mameco Vulkem 921 or Sikaflex-15LM, RainBuster.
 - 2.2.3.2 Elastomeric cement shall conform to ASTM Specification D 4586-86.
- 2.2.4 New galvanized metal shall be bonderized.
- 2.2.5 Soldering flux shall conform to Federal Specification O-F-506C, Type I, A or B.
- 2.2.6 Solder: ASTM B 32; Sn50 (50/50) type.

2.3 FABRICATION

- 2.3.1 Shop-fabricate all items requiring soldering or welding, unless approved otherwise.
- 2.3.2 Sheet metal work shall be of material and gauge specified, and shaped to install in strict conformance with details on drawings or on approved shop drawings.
- 2.3.3 Form sheet metal work lines, rises, and angles sharp and true. Reinforce all metal flashing corners. Plane surfaces shall be free from waves or buckles.
- 2.3.4 Form sections true to shape, accurate in size, square, and free from distortion or defects.
- 2.3.5 Form pieces in longest possible lengths.
- 2.3.6 Hem exposed edges on underside 1/2 inch, except drip; miter and seam corners.
- 2.3.7 Form material with flat lock seams, except where otherwise indicated. At moving joints, use sealed lapped, bayonet-type or interlocking hooked seams.
- 2.3.8 Use approved sealant where necessary to make a watertight installation, including foam backer rod where necessary to make a good sealant joint.
- 2.3.9 All seams located in major (hog) valleys shall be hemmed and fully soldered prior to installation.
- 2.3.10 Form all corner, transition and termination pieces as a single unit, and do not extend less than 4 inches nor more than 12 inches in any direction.
- 2.3.11 All metal deck flanges shall be at least 4 inches wide. Vertical counter flashing flanges shall be at least 3 inches wide unless otherwise specified.
- 2.3.12 All T-Top vents shall:
 - 2.3.12.1 Be 24 gauge soldered at all seams
 - 2.3.12.2 Have soldered end caps on both sides.
- 2.3.13 Fabricate vertical faces with bottom edge formed outward 1/4 inch (6 mm) and hemmed to form drip.
- 2.3.14 Soldering:
 - 2.3.14.1 Pre-trim edges of sheet metals before soldering is begun, and make a hemmed connection for all hog valleys.
 - 2.3.14.2 Apply flux and begin soldering immediately.

- 2.3.14.3 Soldering shall be done slowly with well-heated soldering irons until the seams are thoroughly heated and the solder has been completely sweated through the full width of the seams.
- 2.3.14.4 After soldering, all acid flux residue shall be removed with solution of washing soda in water.
- 2.3.15 Painting:
 - 2.3.15.1 Prepare metal surfaces to be painted by removing all dust, dirt, oil, grease, wax, asphalt stains, or any other contamination or condition that would adversely affect the performance of the coating. Follow the procedures outlined in Structural Steel Painting Councils SSPC-SP2 (Hand Tool Cleaning) and SSPC-SP1 (Solvent Cleaning). The use of bonderized metal items will eliminate acid etching/cleaning.
 - 2.3.15.2 Clean and prepare galvanized metals. Apply primer and two finish coats as recommended by the paint manufacturer.

PART 3 – EXECUTION

3.1 EXAMINATION

- 3.1.1 Verify deck termination and base flashings are in place, sealed, and secure.

3.2 REMOVAL OF EXISTING

- 3.2.1 Removal is to be coordinated so that existing system and newly installed work is watertight at the end of each day's work.
- 3.2.2 Removed materials need not be salvaged, unless specifically required for reuse.
- 3.2.3 Remove or cut existing work to extent necessary to join new work to existing construction and otherwise complete the work.
- 3.2.4 Remove flashings at roof-to-wall carefully, and preserve the Z-Bar for later use.

3.3 PREPARATION

- 3.3.1 Verify that surfaces to receive sheet metal are smooth, clean, and have no free water present in any form.
- 3.3.2 Clean, straighten and repair existing Z-Bar for reuse.
- 3.3.3 Before fabrication of sheet metal, verify shapes and dimensions of surfaces to be covered.
- 3.3.4 Surfaces to receive elastomeric sealant shall be thoroughly cleaned and primed per manufacturer's recommendations.
- 3.3.5 Install starter and edge strips, and cleats before starting installation.
- 3.3.6 Back paint concealed metal surfaces with protective backing paint to a minimum dry film thickness of 15 mil.

3.4 INSTALLATION

- 3.4.1 All replacement metal to be new.
- 3.4.2 Integrate coping metal caps, edge metal flashings, and z-bar flashing ends into vertical surfaces with fully soldered saddle boots. Flanges of saddle boots must be installed in weather board fashion with adjacent waterproofing membrane and surfaces.
- 3.4.3 Secure flashings in place using concealed fasteners. Fastening through the top of horizontal metal surfaces is not acceptable.
- 3.4.4 Apply approved sealant between metal flashings.
- 3.4.5 Fit flashings tight in place. Make corners square, surfaces true and straight in planes, and lines accurate to profiles.
- 3.4.6 Solder metal joints for full metal surface contact. After soldering, wash metal clean with neutralizing solution and rinse with water.

3.5 FIELD QUALITY CONTROL

- 3.5.1 Inspection will involve surveillance of work during installation to ascertain compliance with specified requirements.
- 3.5.2 Refer to general requirements pertaining to quality control.
- 3.5.3 Alignment and elevation of installed sheet metal will be checked by Contractor and the Consultant. Contractor shall promptly make any corrections requested.
- 3.5.4 Withdrawal tests of installed fasteners may be required if attachment is in question.
- 3.5.5 Contractor shall provide color samples to Consultant for owner approval before painting metals. Color matching is very important to the owner.

3.6 CLEAN-UP

- 3.6.1 Clean surfaces of flux, scraps, dirt, and other blemishes after the work is completed.

END OF SECTION 07 62 00 - SHEET METAL FLASHING AND TRIM

END OF DIVISION 07 – THERMAL AND MOISTURE PROTECTION

DIVISION 09 - FINISHES

SECTION 09 24 00 - PORTLAND CEMENT PLASTERING

PART 1 - GENERAL

1.1 SUMMARY

- 1.1.1 This Section includes exterior Portland cement plaster work (stucco) on metal lath plaster bases as required:
 - 1.1.1.1 To install coping and z-bar termination boots.
 - 1.1.1.2 To modify, replace, or install new z-bar counter flashings.
- 1.1.2 Replace plaster and paper backing at stucco breakout

1.2 SUBMITTALS

- 1.2.1 Product Data: For each type of product indicated.

1.3 DELIVERY, STORAGE, AND HANDLING

- 1.3.1 Store materials inside under cover and keep them dry and protected against damage from weather, direct sunlight, surface contamination, corrosion, construction traffic, and other causes.

1.4 PROJECT CONDITIONS

- 1.4.1 Comply with ASTM C 926 requirements.
- 1.4.2 Exterior Plasterwork:
 - 1.4.2.1 Apply and cure plaster to prevent plaster drying out during curing period. Use procedures required by climatic conditions, including moist curing, providing coverings, and providing barriers to deflect sunlight and wind.
 - 1.4.2.2 Apply plaster when ambient temperature is greater than 40 deg F.
 - 1.4.2.3 Protect plaster coats from freezing for not less than 48 hours after set of plaster coat has occurred.
- 1.4.3 Factory-Prepared Finishes: Comply with manufacturer's written recommendations for environmental conditions for applying finishes.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- 2.1.1 In other Part 2 articles where titles below introduce lists, the following requirements apply to product selection:
 - 2.1.1.1 Products: Subject to compliance with requirements, provide one of the products specified.
 - 2.1.1.2 Manufacturers: Subject to compliance with requirements, provide products by one of the manufacturers specified.

2.2 METAL LATH

- 2.2.1 Expanded-Metal Lath: ASTM C 847 with ASTM A 653/A 653M, G60, hot-dip galvanized zinc coating.
 - 2.2.1.1 Manufacturers:
 - 2.2.1.1.1 Alabama Metal Industries Corporation (AMICO).
 - 2.2.1.1.2 California Expanded Metal Products Company (CEMCO).
 - 2.2.1.1.3 Dale/Incor.
 - 2.2.1.1.4 Western Metal Lath & Steel Framing Systems.
 - 2.2.1.1.4.1 Diamond-Mesh Lath: Flat. Weight: 2.5 lb/sq. yd..
- 2.2.2 Wire-Fabric Lath:
 - 2.2.2.1 Manufacturers:
 - 2.2.2.1.1 Davis Wire Corporation.
 - 2.2.2.1.2 Jaenson Wire Company.
 - 2.2.2.1.3 Keystone Steel & Wire.
 - 2.2.2.1.4 K-Lath; Division of Georgetown Wire.
 - 2.2.2.1.4.1 Welded-Wire Lath: ASTM C 933; self-furring. Weight: 1.4 lb/sq. yd..
- 2.2.3 Paper Backing: FS UU-B-790, Type I Grade D, Style 2 vapor-permeable paper. Provide 2 layers, lapped, at exterior locations.

2.3 ACCESSORIES

- 2.3.1 General: Comply with ASTM C 1063 and coordinate depth of trim and accessories with thicknesses and number of plaster coats required.
- 2.3.2 Zinc and Zinc-Coated (Galvanized) Accessories:
 - 2.3.2.1 Manufacturers:
 - 2.3.2.1.1 Alabama Metal Industries Corporation (AMICO).
 - 2.3.2.1.2 California Expanded Metal Products Company (CEMCO).
 - 2.3.2.1.3 Dale/Incor.
 - 2.3.2.1.4 Western Metal Lath & Steel Framing Systems.
 - 2.3.2.2 Foundation Weep Screed and Z-Bar: Fabricated from hot-dip galvanized steel sheet, ASTM A 653/A 653M, G60 zinc coating.
 - 2.3.2.3 Cornerite: Fabricated from metal lath with ASTM A 653/A 653M, G60, hot-dip galvanized zinc coating.
 - 2.3.2.4 External-Corner Reinforcement: Fabricated from metal lath with ASTM A 653/A 653M, G60, hot-dip galvanized zinc coating.
 - 2.3.2.5 Casing Beads: Fabricated from zinc-coated (galvanized) steel; square-edged style; with expanded flanges.

2.4 MISCELLANEOUS MATERIALS

- 2.4.1 Water for Mixing: Potable and free of substances capable of affecting plaster set or of damaging plaster, lath, or accessories.
- 2.4.2 Fiber for Base Coat: Alkaline-resistant glass or polypropylene fibers, 1 /2 inch long, free of contaminants, manufactured for use in Portland cement plaster.
- 2.4.3 Steel Drill Screws: For metal-to-metal fastening, ASTM C 1002 or ASTM C 954, as required by thickness of metal being fastened; with pan head that is suitable for application; in lengths required to achieve penetration through joined materials of not fewer than three exposed threads.
- 2.4.4 Fasteners for Attaching Metal Lath to Substrates: Complying with ASTM C 1063.

- 2.4.5 Penetration, Z-bar flashings, and Stucco Weep Screed Flashing: Comply with the following:
 - 2.4.5.1 Basis of Design Product: Vycor V40 Weather Barrier Strips manufactured by Grace Construction Products.
 - 2.4.5.2 Material: Manufacturer's standard self-adhered flashing comprising two waterproofing materials, rubberized asphalt and cross-laminated polyethylene. Minimum system thickness: 40 mils.

2.5 PLASTER MATERIALS

- 2.5.1 Portland Cement: ASTM C 150, Type I. Color for Finish Coats: Gray.
- 2.5.2 Lime: ASTM C 206, Type S; or ASTM C 207, Type S.
- 2.5.3 Sand Aggregate: ASTM C 897.
- 2.5.4 Finish Coat Aggregate: "Fine" sand (20-30 sieve size sand).

2.6 PLASTER MIXES

- 2.6.1 General: Comply with ASTM C 926 for applications indicated. Fiber Content: Add fiber to base-coat mixes after ingredients have mixed at least two minutes. Comply with fiber manufacturer's written instructions for fiber quantities in mixes, but do not exceed 1 lb of fiber/cu, ft, of cementitious materials. Reduce aggregate quantities accordingly to maintain workability.
- 2.6.2 Base-Coat Mixes for Use over Metal Lath: Scratch and brown coats for three-coat plasterwork as follows: Portland Cement Mixes:
 - 2.6.2.1 Scratch Coat: For cementitious material, mix 1 part Portland cement and 0 to 3/4 parts lime. Use 2-1/2 to 4 parts aggregate per part of cementitious material (sum of separate volumes of each component material).
 - 2.6.2.2 Brown Coat: For cementitious material, mix 1 part Portland cement and 0 to 3/4 parts lime. Use 3 to 5 parts aggregate per part of cementitious material (sum of separate volumes of each component material).
 - 2.6.2.3 Job-Mixed Finish-Color Coat Mixes: Portland Cement Mix: For cementitious materials, mix 1 part Portland cement and 3/4 to 1-1/2 parts lime. Use 1-1/2 to 3 parts aggregate per part of cementitious material (sum of separate volumes of each component material).

PART 3 - EXECUTION

3.1 EXAMINATION

- 3.1.1 Examine areas and substrates, with Installer present, and including welded hollow-metal frames, cast-in anchors, and structural framing, for compliance with requirements and other conditions affecting performance. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- 3.2.1 Protect adjacent work from soiling, spattering, moisture deterioration, and other harmful effects caused by plastering.

3.3 INSTALLING, STUCCO SCREED

- 3.3.1 Install stucco screed minimum 2 1/2 inches below top of slab. Cut and fit all corners of stucco stop and screed.

3.4 INSTALLING, Z-BAR FLASHING

- 3.5 Install z-bar flashing high enough to allow roof membrane to turn a minimum 8 inches up walls. Cut and fit all corners of z-bar.

3.6 INSTALLING, PAPER BACKING

- 3.6.1 Install paper backing tying into existing paper in shingle fashion with a minimum 6 inch lap.

3.7 INSTALLING METAL LATH

- 3.7.1 Expanded-Metal Lath: Install according to ASTM C 1063.

3.8 INSTALLING ACCESSORIES

- 3.8.1 Install according to ASTM C 1063 and at locations indicated on Drawings.
- 3.8.2 Reinforcement for External Corners: Install lath-type external-corner reinforcement at exterior locations.

3.9 MISCELLANEOUS MATERIALS

- 3.9.1 Penetration, Z-bar, and Stucco Screed Flashing: Install flashing where construction elements penetrate paper backing and along stucco screed or z-bar. Membrane flashing along stucco will be 12" high continuous piece of self adhered bitumen sheet membrane behind plaster and in front of metal at stucco screed. Seal penetrations to prevent passage of moisture.

- 3.9.2 Use additive to prep old plaster to receive new plaster.

3.10 PLASTER APPLICATION

- 3.10.1 General: Comply with ASTM C 926.

3.10.1.1 Do not deviate more than plus or minus 1/4 inch in 10 feet from a true plane in finished plaster surfaces, as measured by a 10-foot straightedge placed on surface.

3.10.1.2 Grout hollow-metal frames, bases, and similar work occurring in plastered areas, with base-coat plaster material, before lathing where necessary. Except where full grouting is indicated or required for fire-resistance rating, grout at least 6 inches at each jamb anchor.

3.10.1.3 Finish plaster flush with metal frames and other built-in metal items or accessories that act as a plaster ground, unless otherwise indicated. Where casing bead does not terminate plaster at metal frame, cut base coat free from metal frame before plaster sets and groove finish coat at junctures with metal.

3.10.1.4 Provide plaster surfaces that are ready to receive field-applied finishes indicated.

- 3.10.2 Plaster Finish Coats: Apply to provide finish to match existing.

3.11 CUTTING, BLENDING, AND PATCHING

- 3.11.1 Cut, patch, replace, and repair plaster as necessary to accommodate other work and to restore cracks, dents, and imperfections. Repair or replace work to eliminate blisters, buckles, crazing and check cracking, dry outs, efflorescence, sweat outs, and similar defects and where bond to substrate has failed.

- 3.11.2 Paint stucco repair area and fog finish blending with wall.

3.12 CLEANING AND PROTECTION

- 3.12.1 Remove temporary protection and enclosure of other work. Promptly remove plaster from doorframes, windows, and other surfaces not indicated to be plastered. Repair floors, walls, and other surfaces stained, marred, or otherwise damaged during plastering.

3.13 WARRANTY

- 3.13.1 Warranty all work against defects for two years.

END OF SECTION 09 24 00- PORTLAND CEMENT PLASTERING

END OF DIVISION 09 – FINISHES

DIVISION 22 - PLUMBING

SECTION 22 14 26.13 - ROOF DRAINS

PART 1 – GENERAL

1.1 RELATED DOCUMENTS:

- 1.1.1 Section 01 10 00 – Summary
- 1.1.2 Section 07 51 13 – Built-up Roofing
- 1.1.3 Section 07 62 00 - Sheet Metal Flashing and Trim

1.2 GENERAL:

- 1.2.1 Existing drains will be re-worked, re-flashed, and deteriorated components replaced.
- 1.2.2 At start of each workday, drains within daily work area shall be plugged. Plugs to be removed at end of each workday or before arrival of inclement weather
- 1.2.3 All drains will require new flashing lead.

PART 2 – PRODUCTS

2.1 DRAIN ACCESSORIES

- 2.1.1 Replacement parts should be from same manufacturer of original drain.
- 2.1.2 Metal flashing:
 - 2.1.2.1 ASTM B29-79(1984), four lb. sheet lead.

PART 3 – EXECUTION

3.1 DRAINS

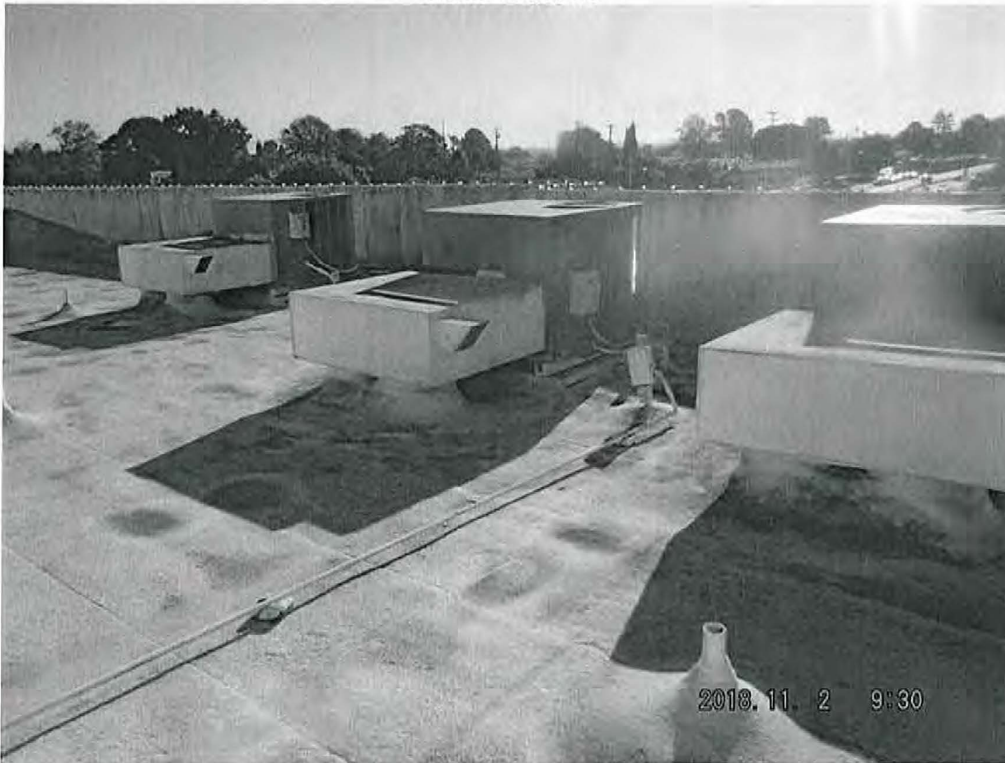
- 3.1.1 Test existing drain and plumbing for leakage and provide owner with testing results. Only proceed if existing drain and plumbing passes test.
- 3.1.2 Remove flashing collar. Clean and prepare for re-installation. If broken, replace.
- 3.1.3 Install tapered edge strip around drain to create 48" x 48" sump. Miter corners. Seal top of tapered edge to drain rim with fiberglass mesh embedded between alternate courses of asphalt mastic.
- 3.1.4 Install multi-ply roofing or stripping plies into sump and onto drain rim.
- 3.1.5 Apply 1/16-inch uniformly thick layer of asphalt mastic to surface receiving lead flashing.
- 3.1.6 Set single piece lead flashing (30" square minimum) in mastic centered over drain, extend lead six inches beyond drain rim. Neatly dress lead with wood block.
- 3.1.7 Prime lead with asphalt primer.

- 3.1.8 Install two plies fiberglass roof ply embedded in alternate courses of hot melt adhesive over primed lead. Stripping plies shall extend two and four inches beyond edge of lead.
- 3.1.9 Reclamp flashing collar to drain in bed of mastic. If bolts are broken, drill and retap. If ladder clamps are installed, replace clamps.
- 3.1.10 Neatly cut lead within drain at rim, remove.
- 3.1.11 Install strainer.

END OF SECTION 22 14 26.13 – ROOF DRAINS

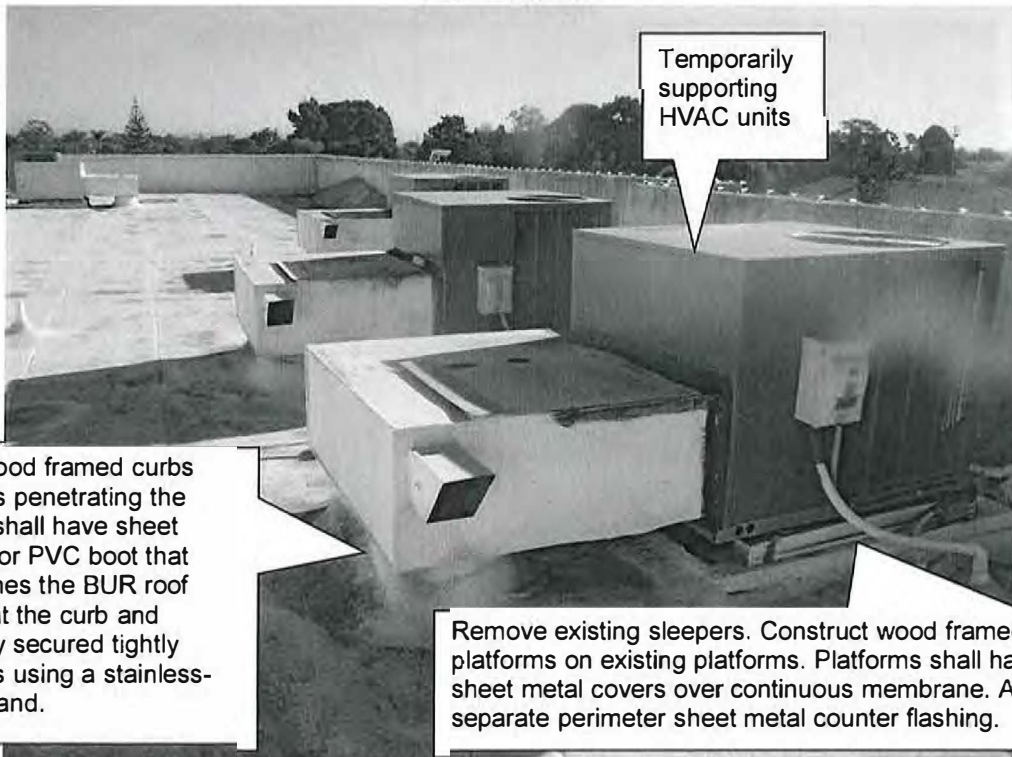
END OF DIVISION 22 - PLUMBING

Detail Photo #1



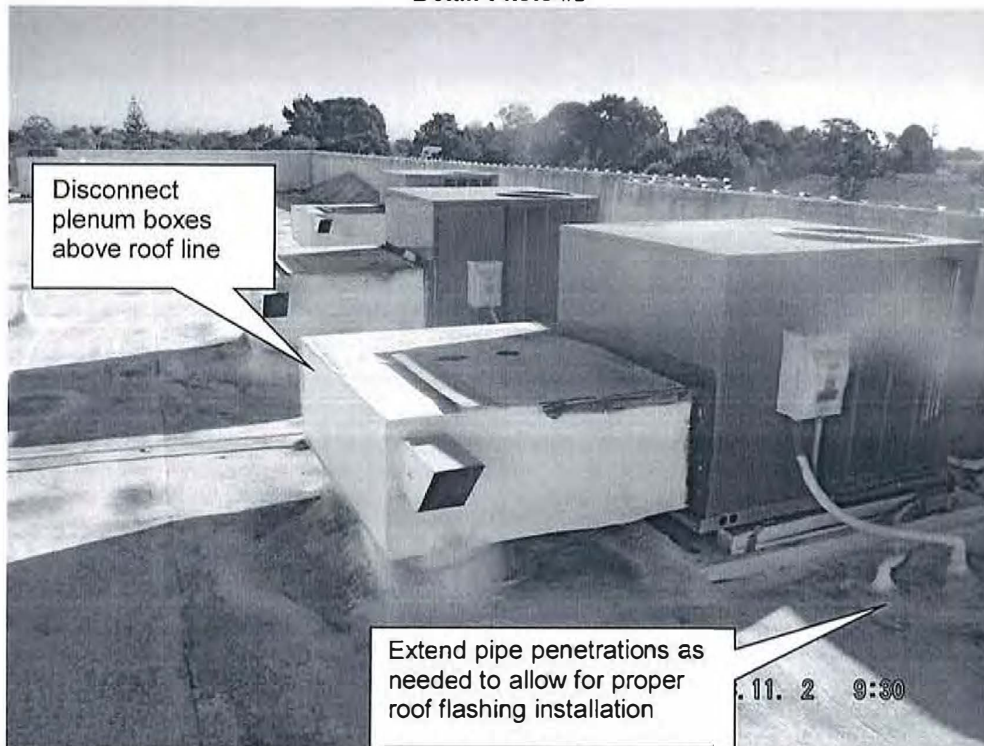
HVAC on Administration Building

Detail Photo #2



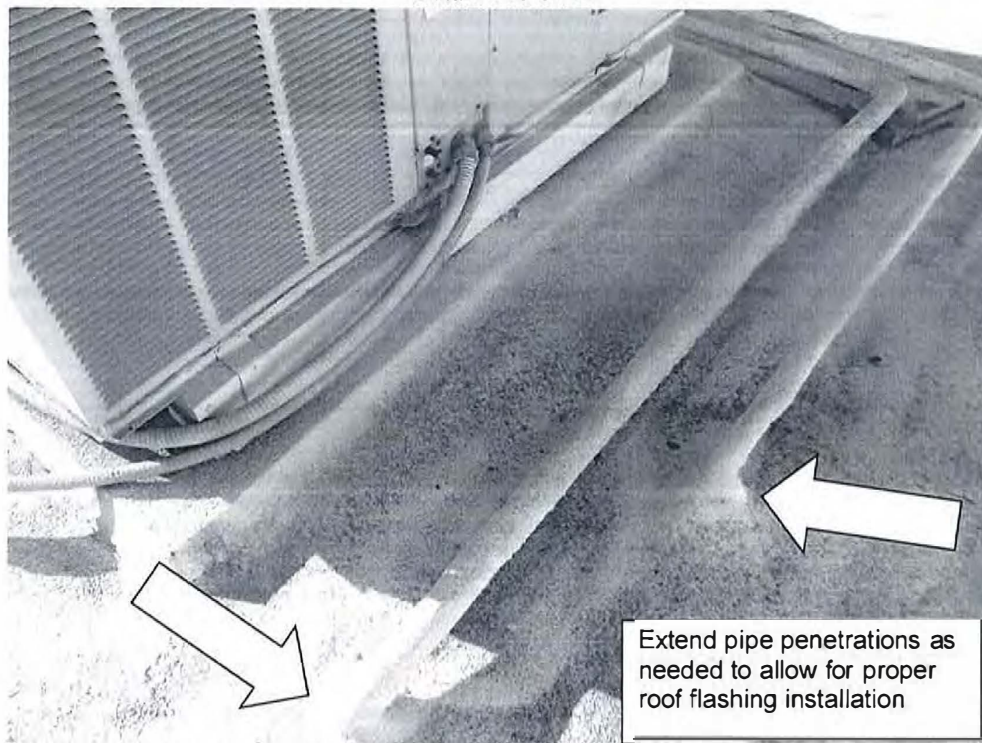
Work included in Administration Building's low slope roofing base bid price

Detail Photo #3



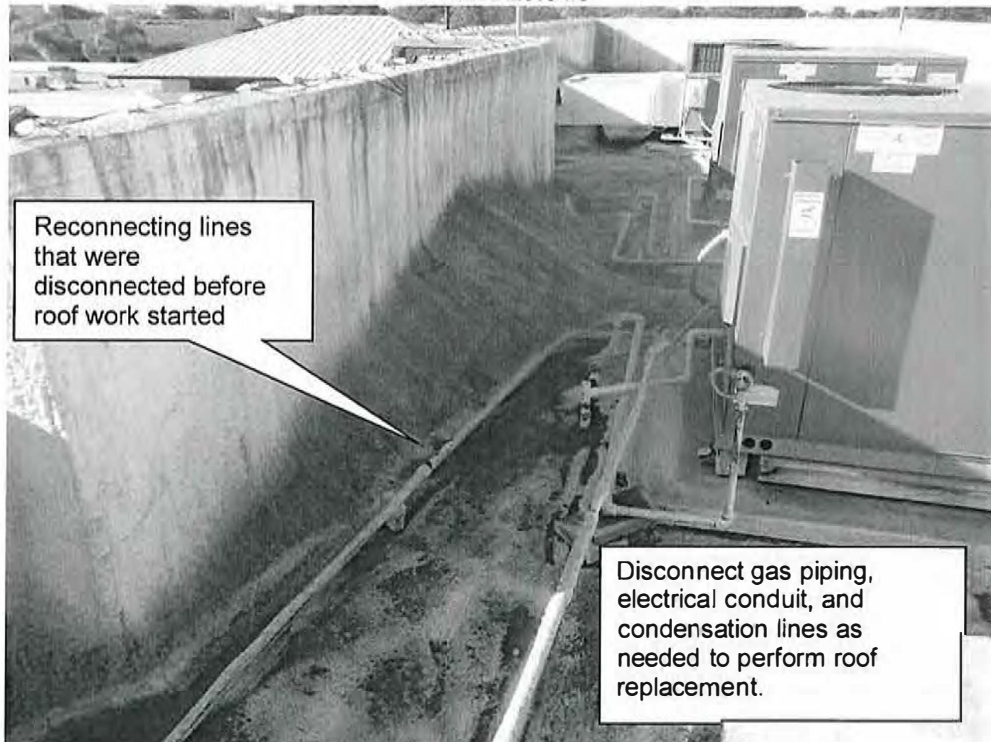
Work included in unit price for HVAC related work on the Administration Building's low slope roof

Detail Photo #4



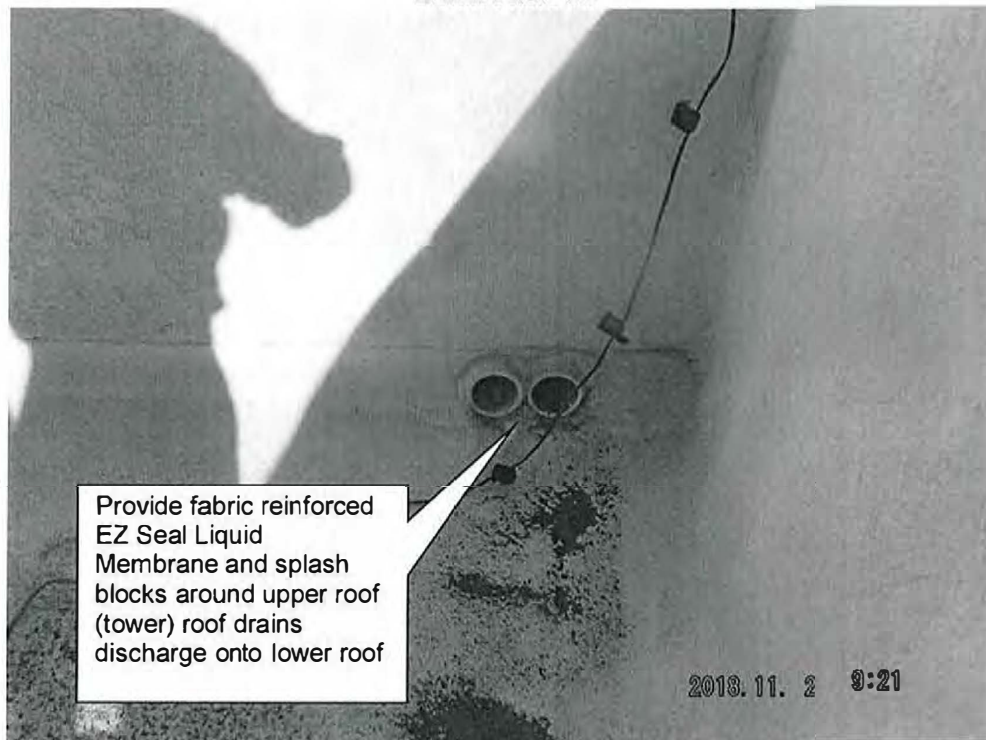
Work included in unit price for HVAC related work on the Administration Building's low slope roof

Detail Photo #5



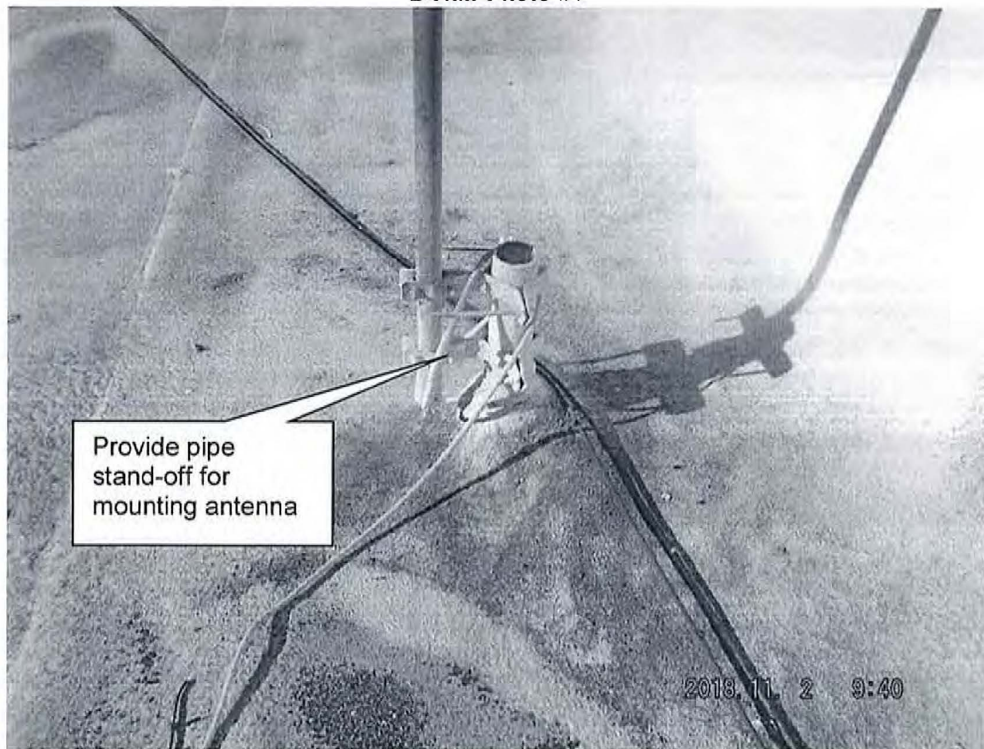
Work included in unit price for HVAC related work on the Administration Building's low slope roof

Detail Photo #6



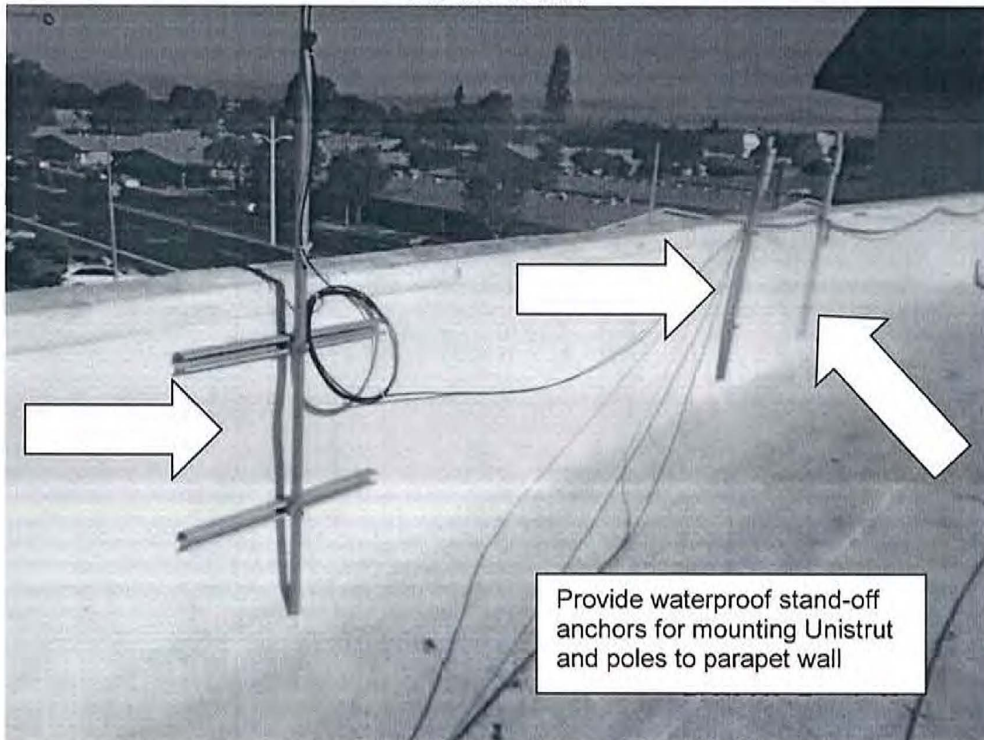
Work included in base bid price on the Administration Building's low slope roof

Detail Photo #7



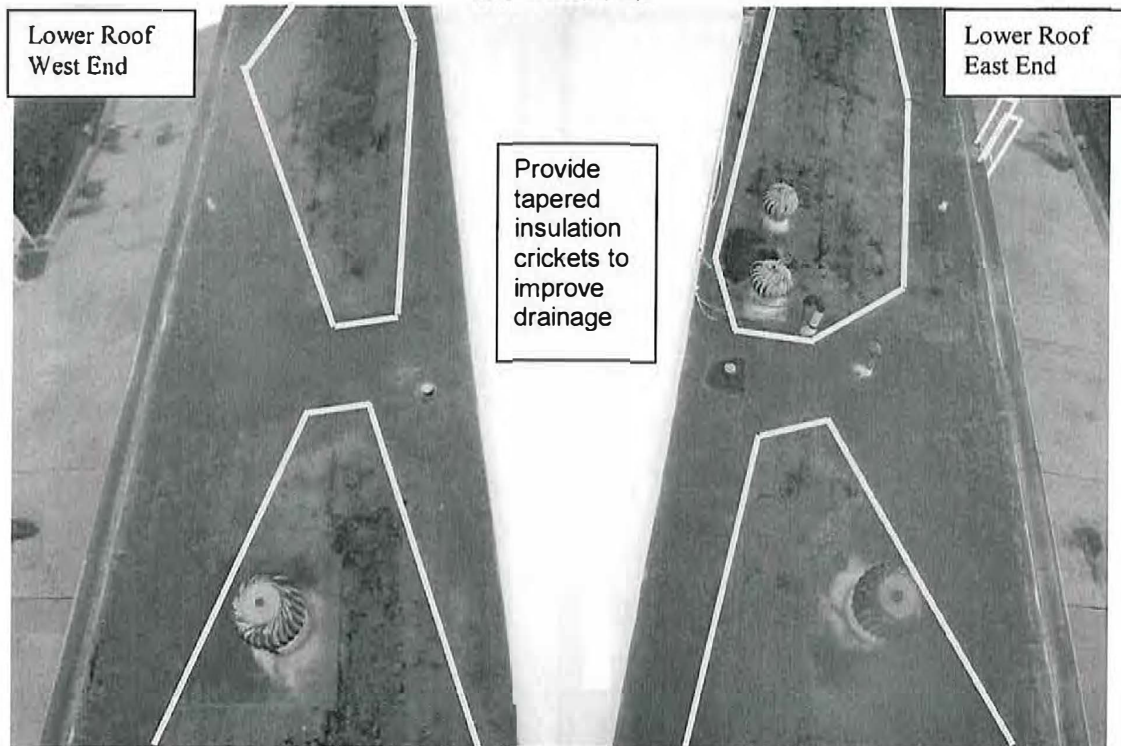
Work included in base bid price on the
Administration Building's low slope roof

Detail Photo #8



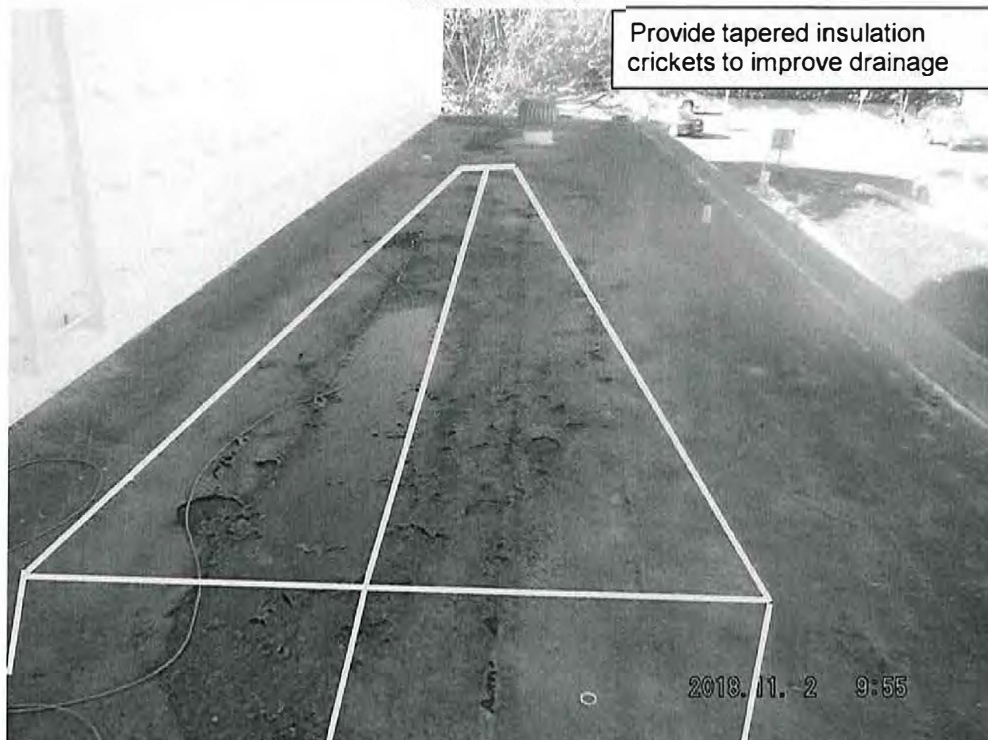
Work included in base bid price on the
Administration Building's low slope roof

Detail Photo #9



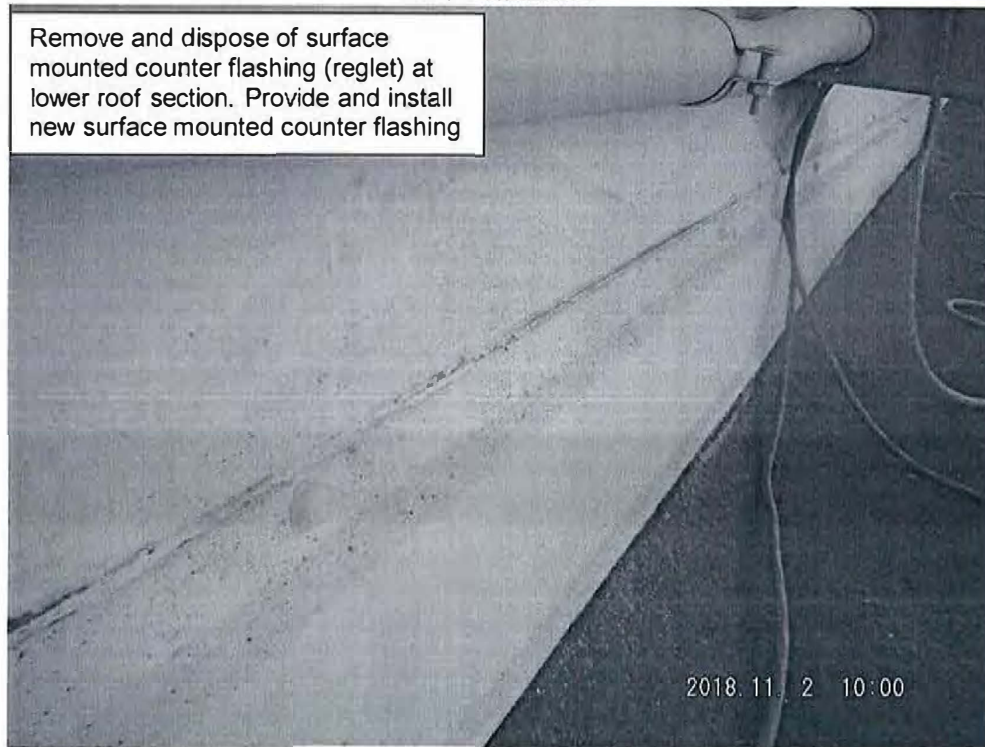
Work included in base bid price on the
Amphitheatre low slope roof

Detail Photo #10



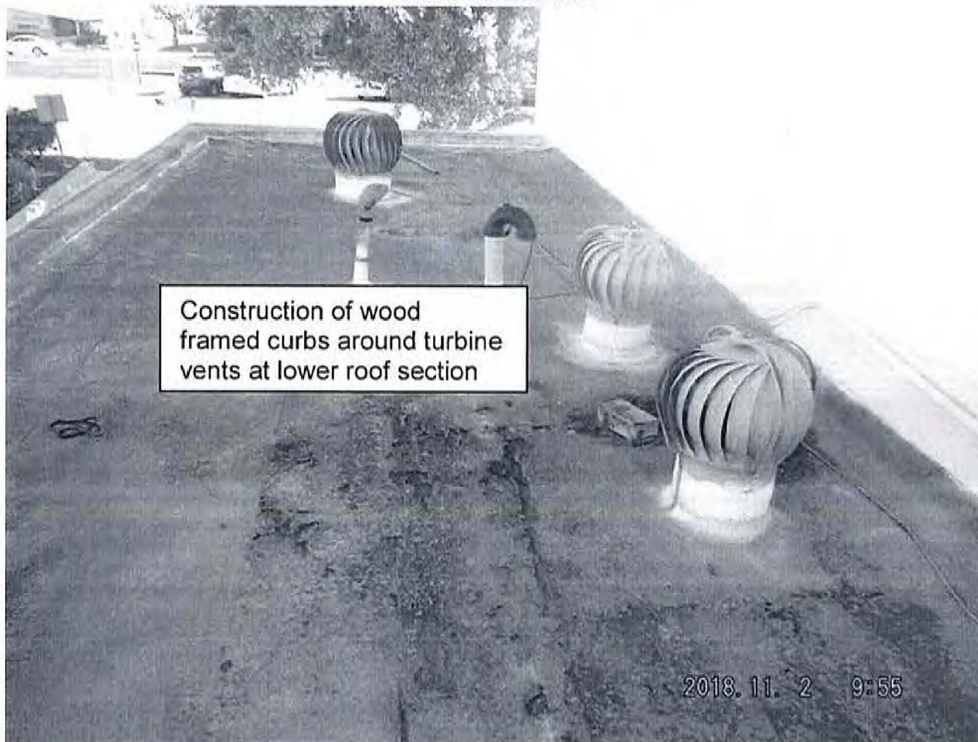
Work included in base bid price on the
Amphitheatre low slope roof

Detail Photo #11



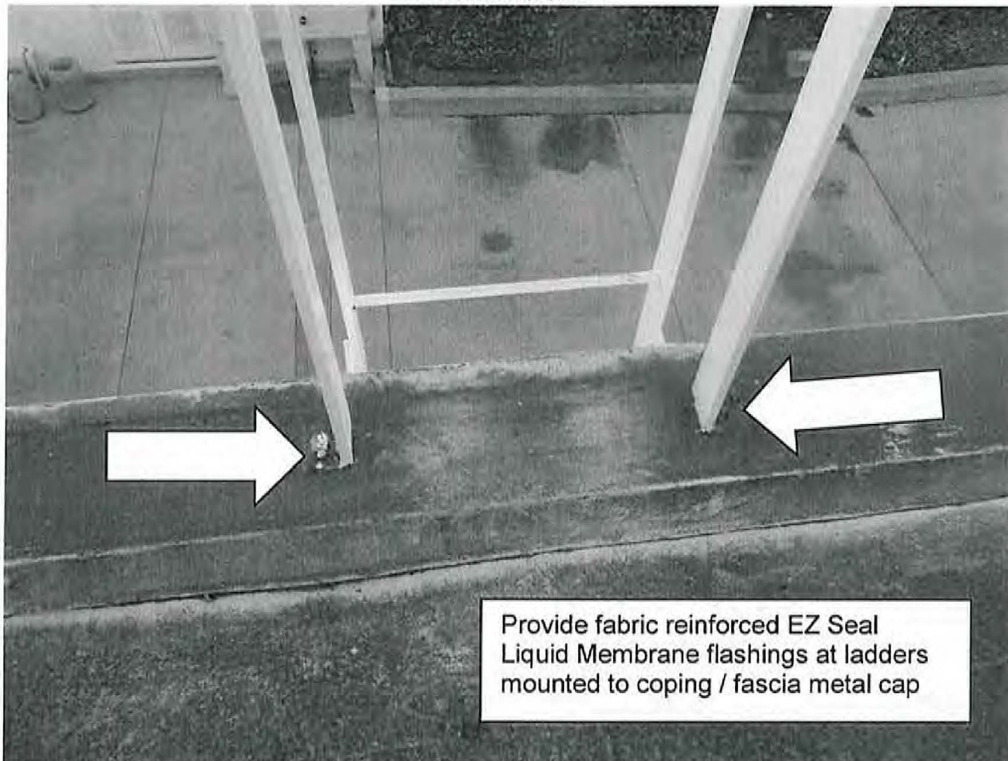
Work included in base bid price on the
Amphitheatre low slope roof

Detail Photo #12



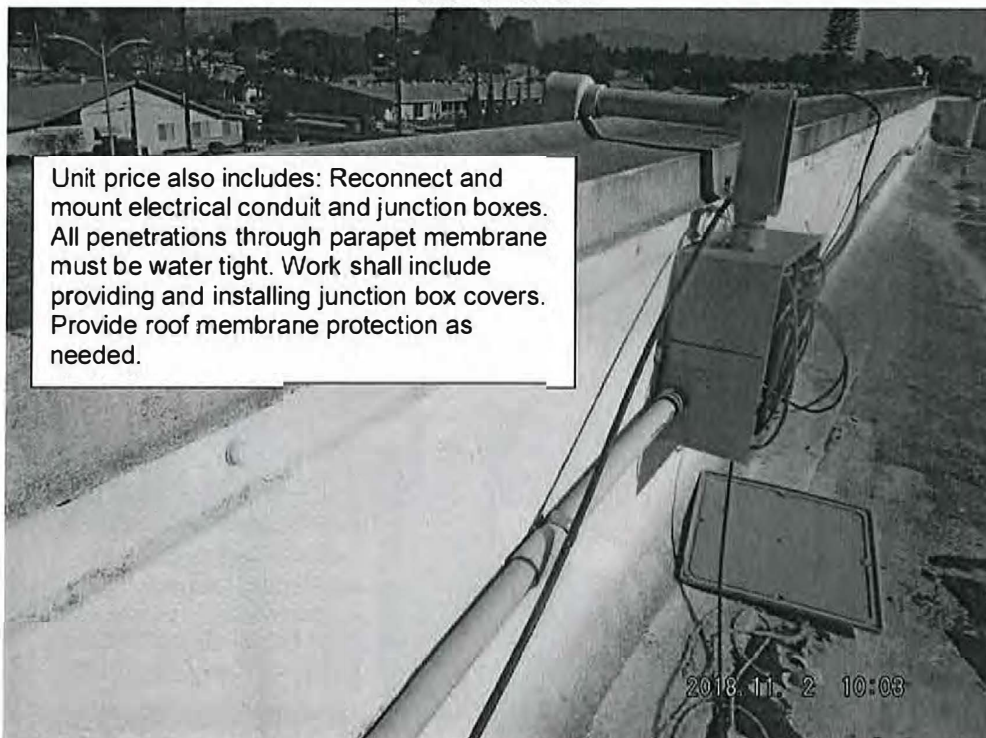
Work included in base bid price on the
Amphitheatre low slope roof

Detail Photo #13



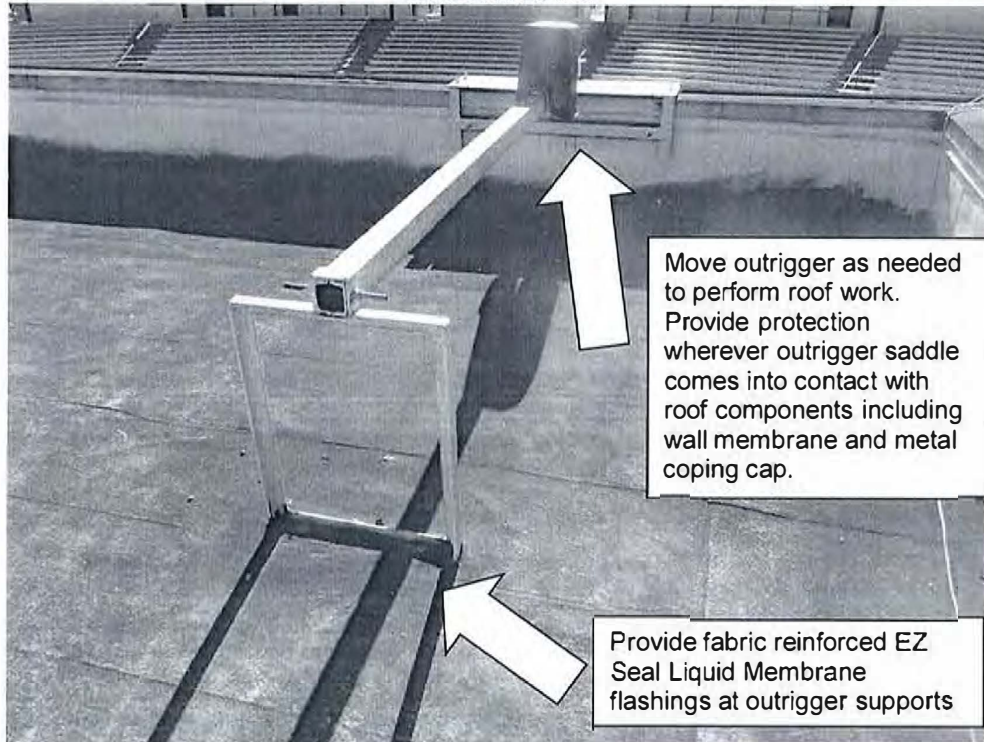
Work included in base bid price on the Amphitheatre low slope roof

Detail Photo #14



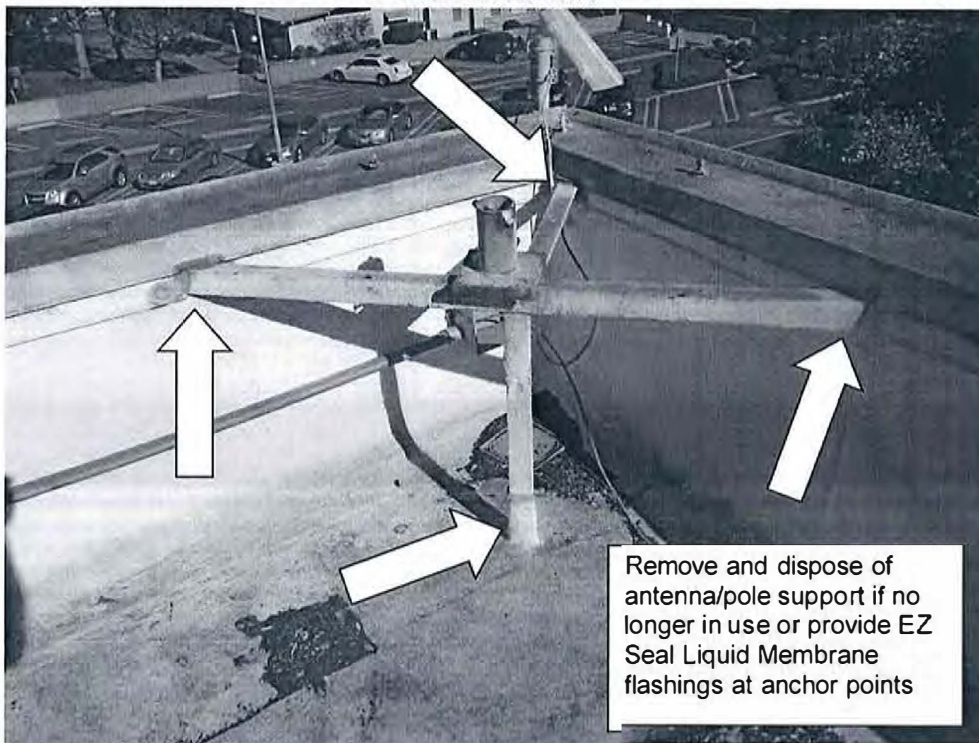
Work included in lump sum unit price to disconnect and move or remove electrical conduit and junction boxes as needed to perform roof replacement at the amphitheater roof

Detail Photo #15



Work included in base bid price on the Amphitheatre low slope roof

Detail Photo #16



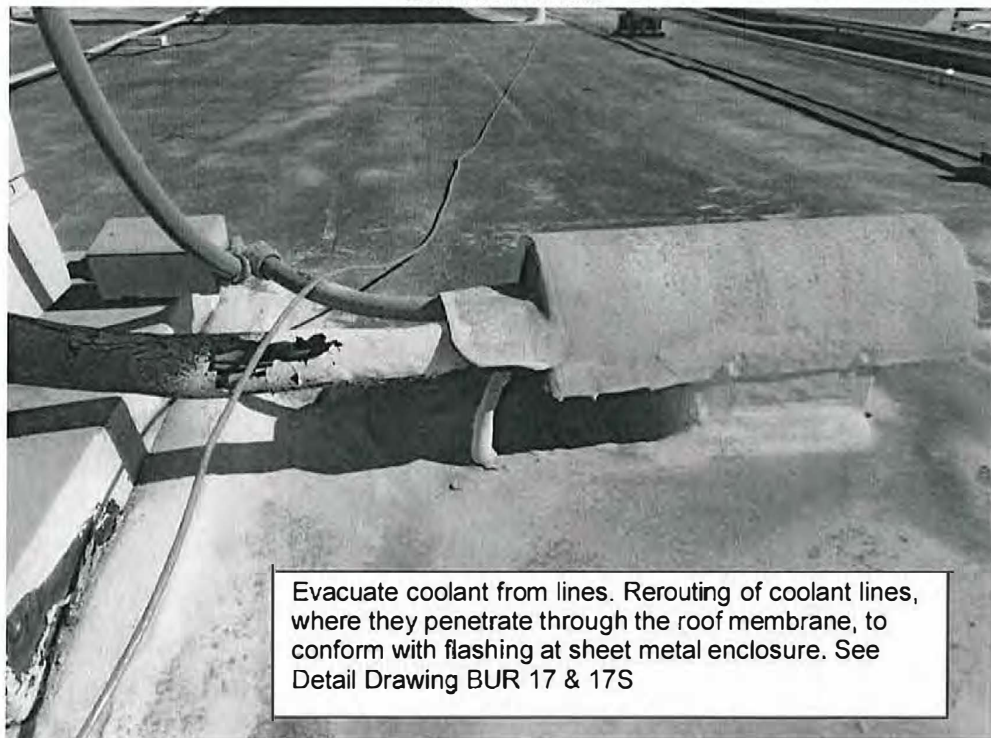
Work included in base bid price on the Amphitheatre low slope roof

Detail Photo #17



Work included in base bid price on the
Auxiliary Building low slope roof

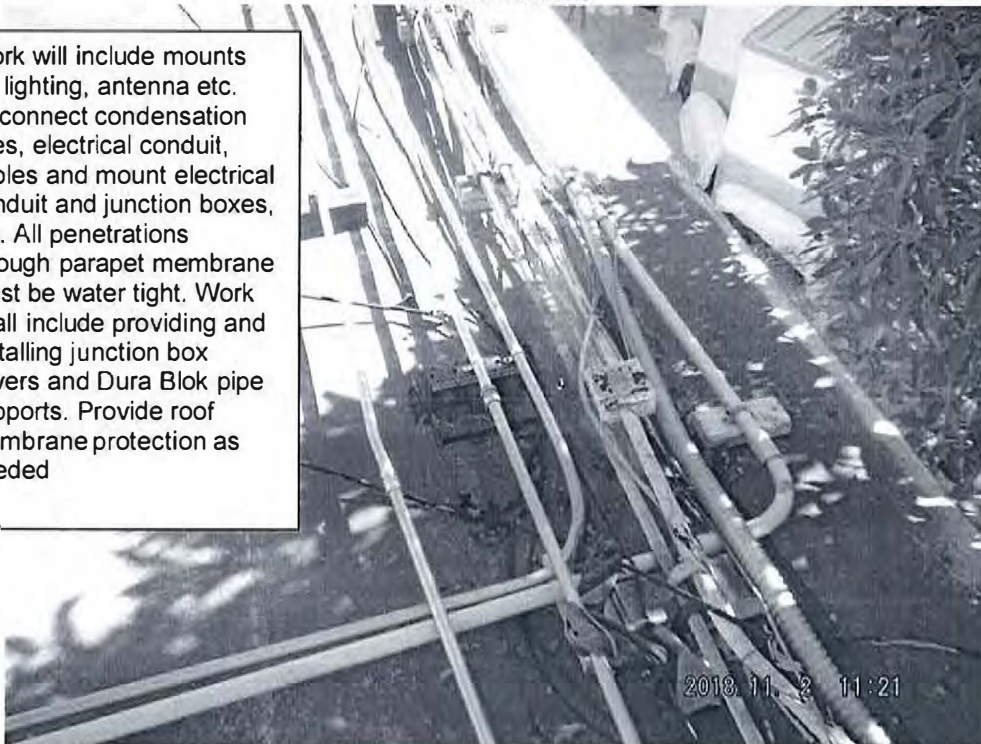
Detail Photo #18



HVAC condenser work included in lump sum unit price on the
Auxiliary Building low slope roof

Detail Photo #19

Work will include mounts for lighting, antenna etc. Reconnect condensation lines, electrical conduit, cables and mount electrical conduit and junction boxes, etc. All penetrations through parapet membrane must be water tight. Work shall include providing and installing junction box covers and Dura Blok pipe supports. Provide roof membrane protection as needed



Lump sum, unit price to disconnect and move or remove lines on the Auxiliary Building low slope roof

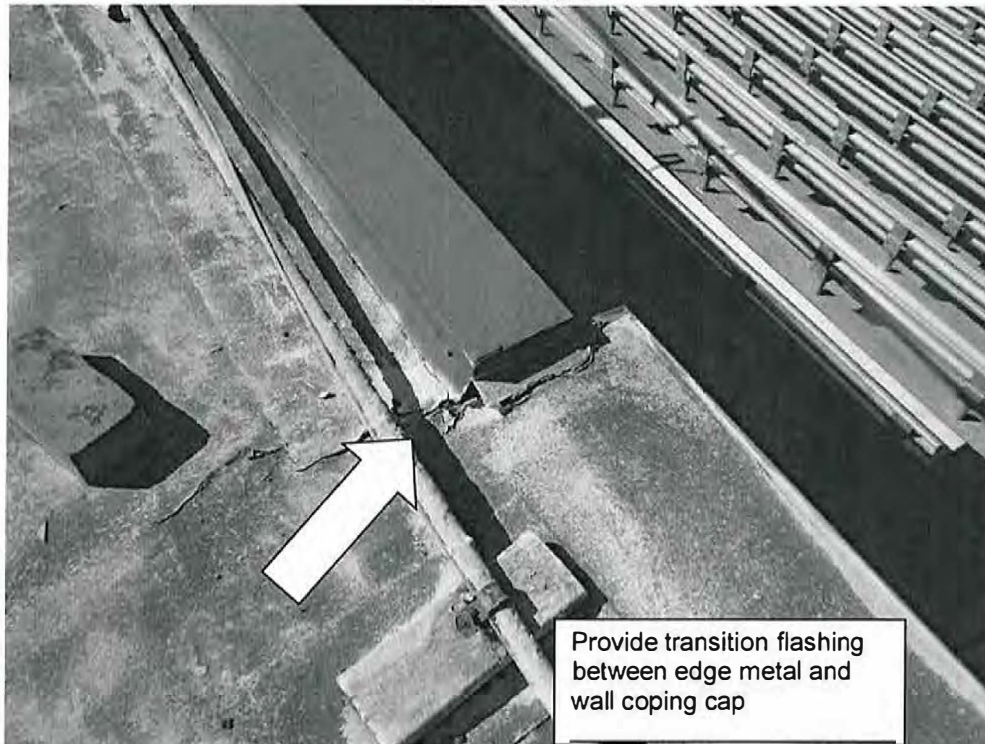
Detail Photo #20

Provide membrane protection below all ballasted antenna mounts contacting roof



Work included in base bid price on the Auxiliary Building low slope roof

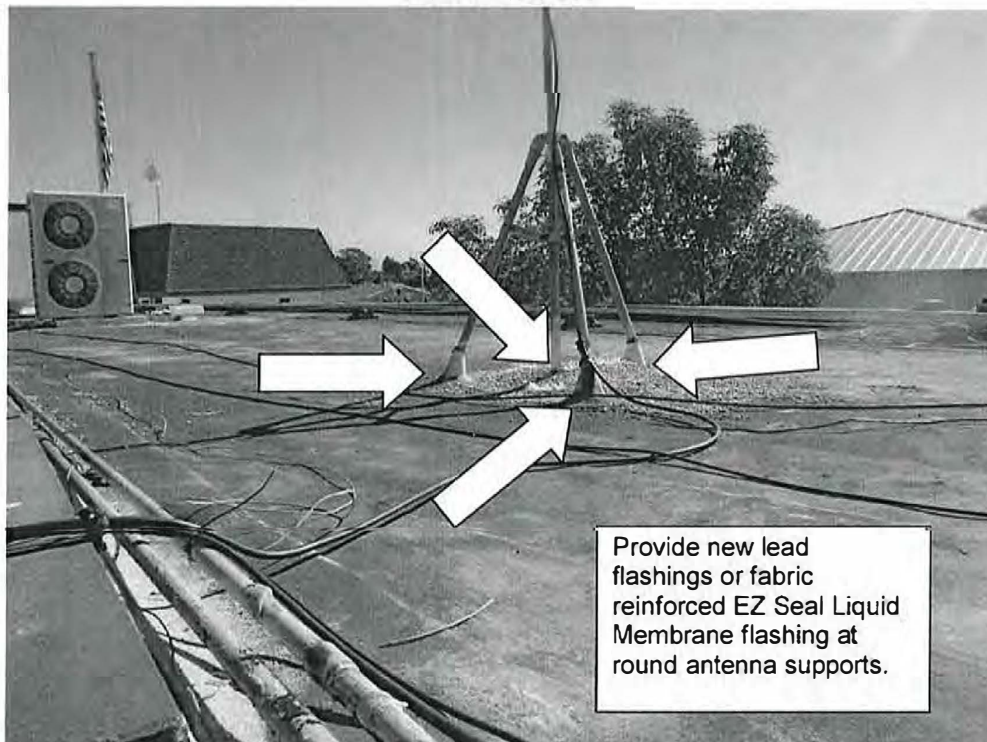
Detail Photo #21



Provide transition flashing
between edge metal and
wall coping cap

Work included in base bid price on the
Auxiliary Building low slope roof

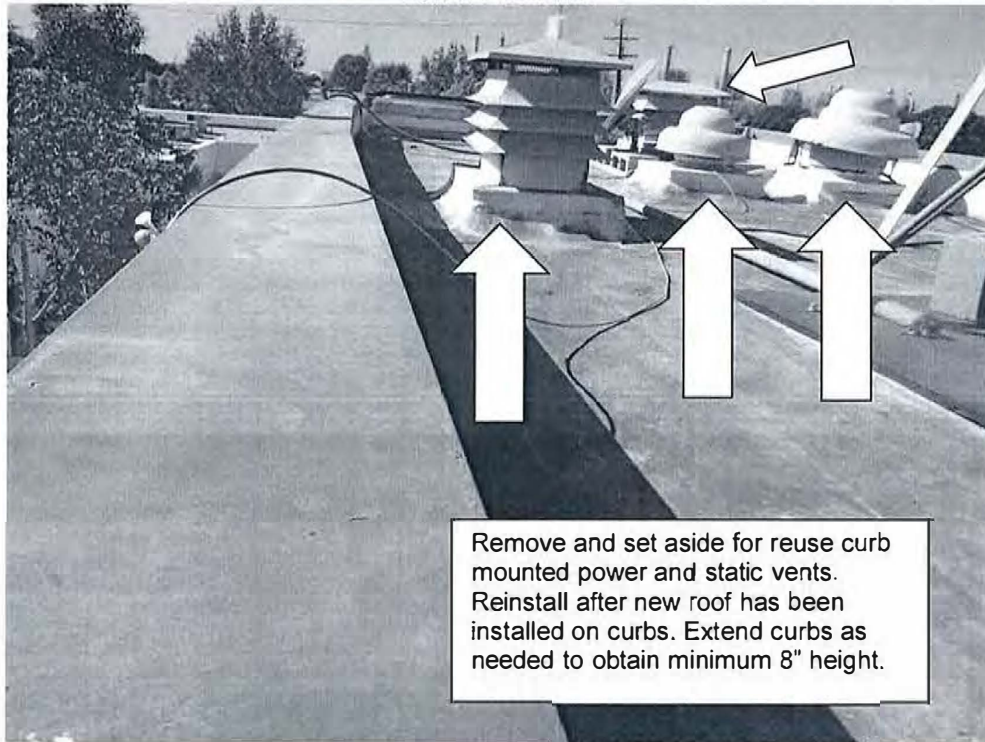
Detail Photo #22



Provide new lead
flashings or fabric
reinforced EZ Seal Liquid
Membrane flashing at
round antenna supports.

Work included in base bid price on the
Auxiliary Building low slope roof

Detail Photo #23



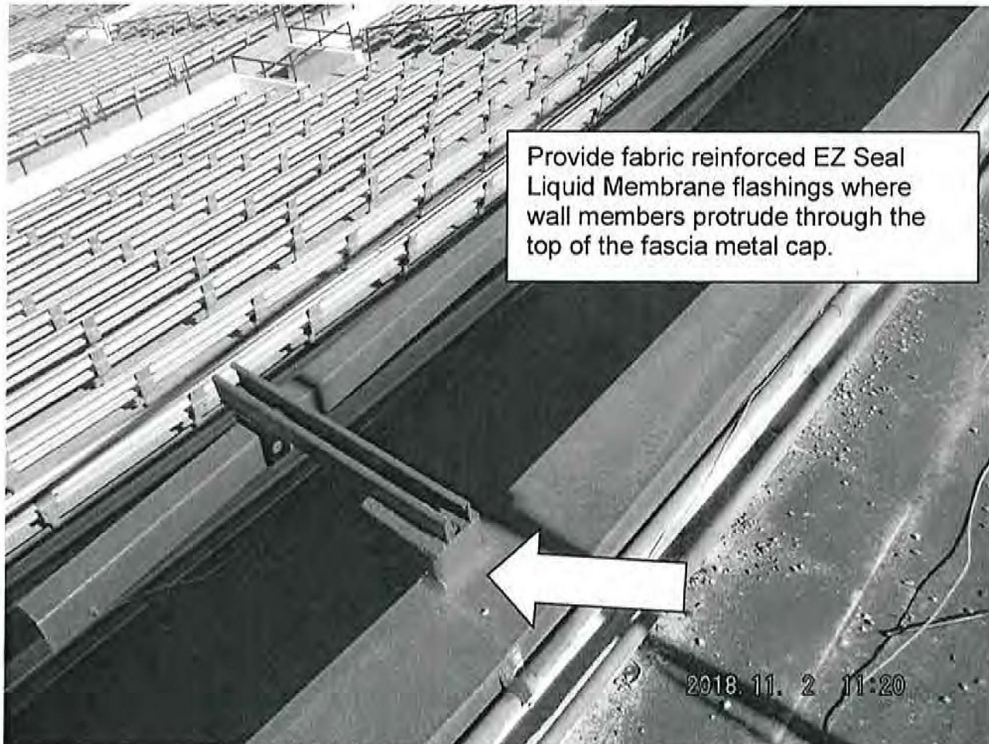
Work included in base bid price on the
Auxiliary Building low slope roof

Detail Photo #24



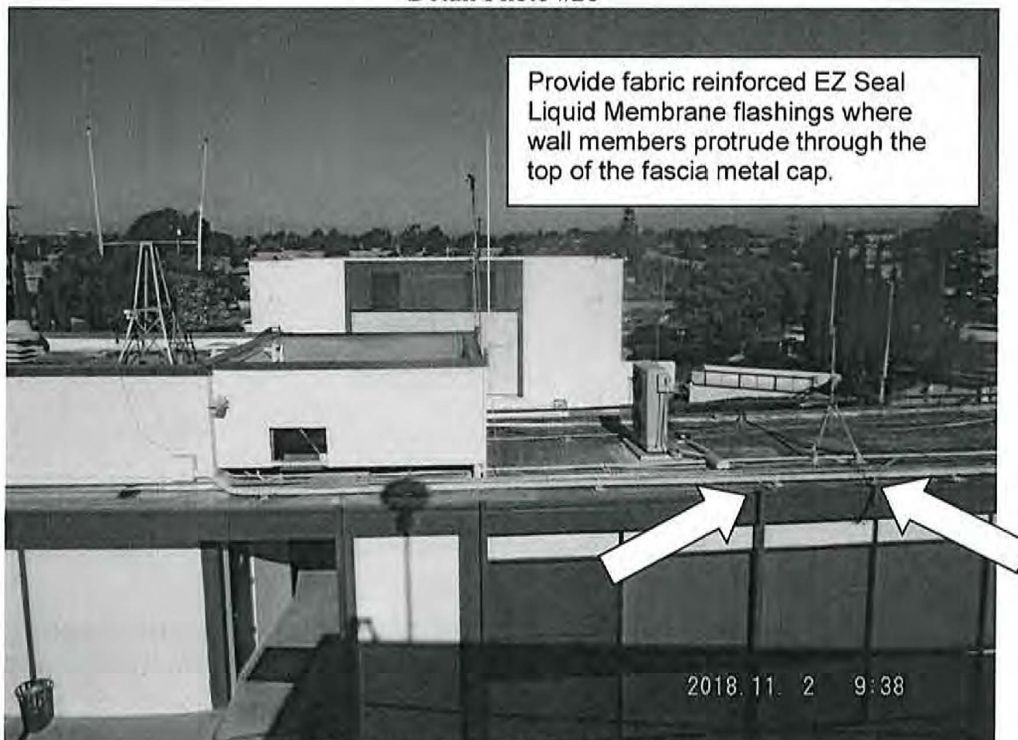
Work included in base bid price on the
Auxiliary Building low slope roof

Detail Photo #25

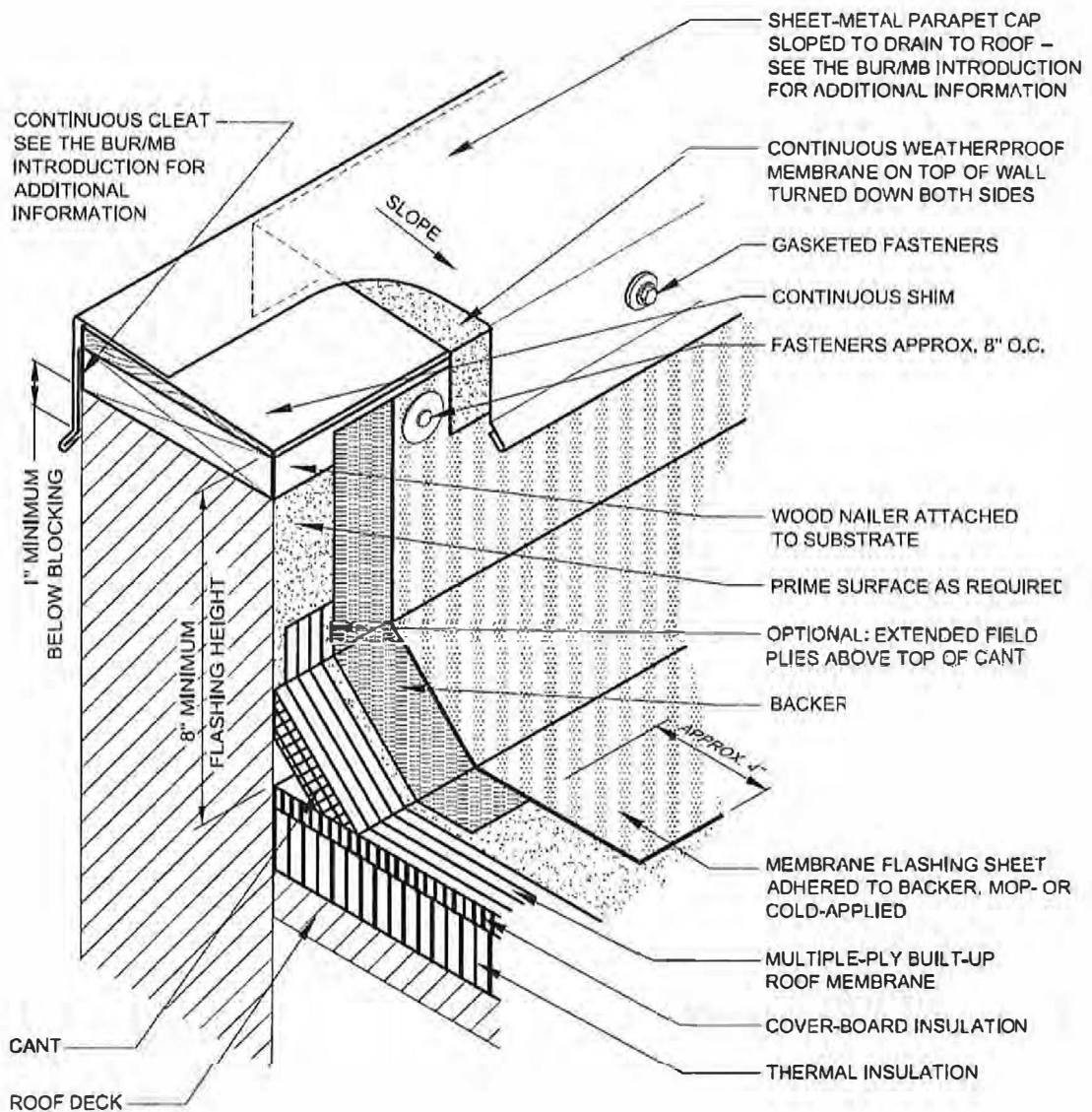


Work included in base bid price on the
Auxiliary Building low slope roof

Detail Photo #26



Work included in base bid price on the
Auxiliary Building low slope roof



NOTES:

1. THIS DETAIL SHOULD BE USED ONLY WHEN THE ROOF DECK IS SUPPORTED BY THE WALL. DETAIL BUR-B SHOULD BE USED FOR NONWALL-SUPPORTED DECK.
2. IN LIEU OF EXTENDED BASE FLASHING, INSTALL CONTINUOUS SHEET MEMBRANE LINER.
3. REFER TO THE ARCHITECTURAL SHEET METAL SECTION OF THE NRCA ROOFING AND WATERPROOFING MANUAL FOR JOINERY AND SECUREMENT OPTIONS FOR SHEET METAL.
4. REFER TO THE BUR/MB INTRODUCTION FOR ADDITIONAL INFORMATION.

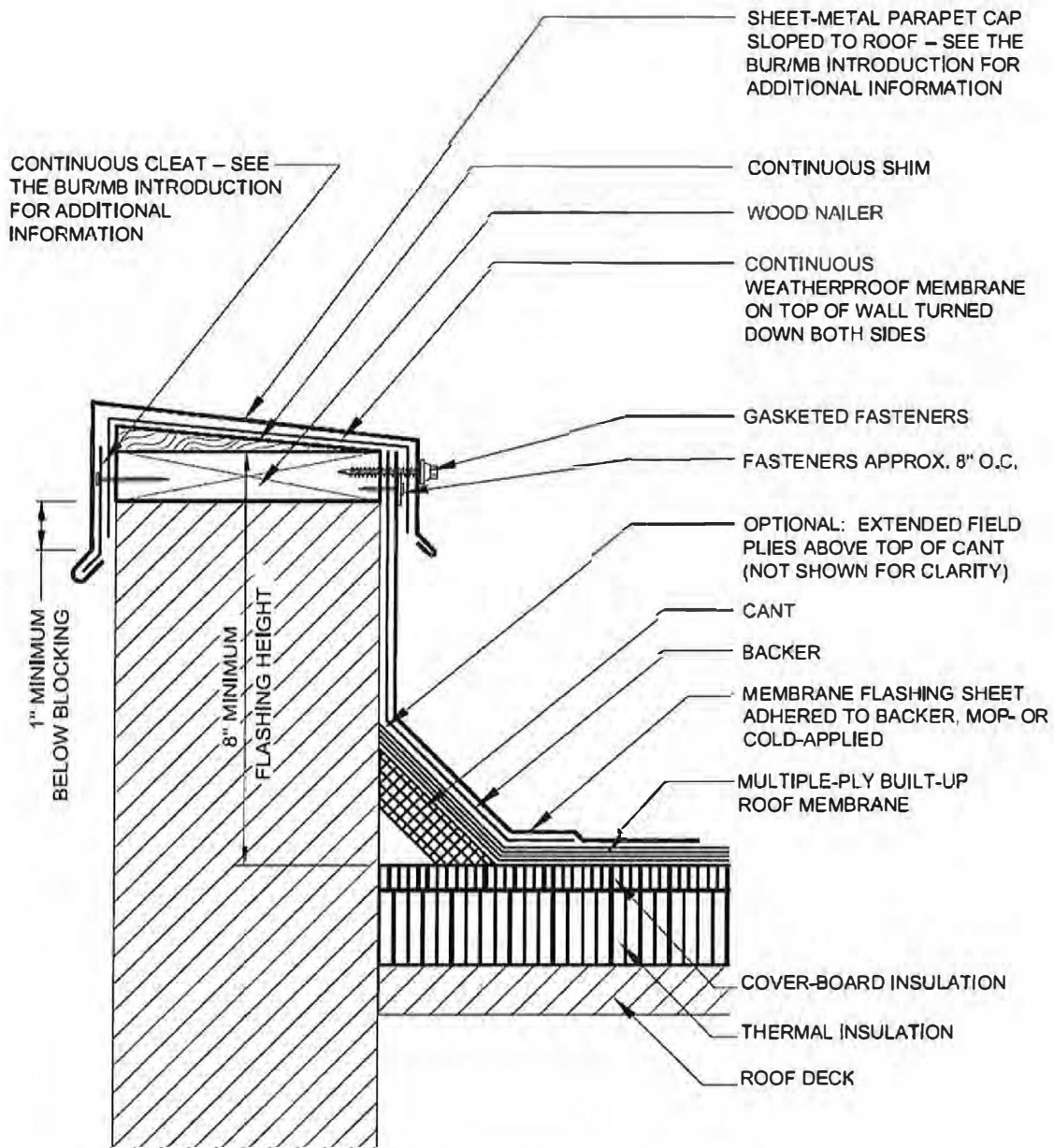


MOP- OR COLD-APPLIED BASE FLASHING AT PARAPET WALL WITH METAL CAP (COPING)

2007

NOT DRAWN TO SCALE

BUR-1



NOTES:

1. THIS DETAIL SHOULD BE USED ONLY WHEN THE ROOF DECK IS SUPPORTED BY THE WALL, DETAIL BUR-6 SHOULD BE USED FOR NONWALL-SUPPORTED DECK.
2. IN LIEU OF EXTENDED BASE FLASHING, INSTALL CONTINUOUS SHEET MEMBRANE LINER.
3. REFER TO THE ARCHITECTURAL SHEET METAL SECTION OF THE NRCA ROOFING AND WATERPROOFING MANUAL FOR JOINERY AND SECUREMENT OPTIONS FOR SHEET METAL.
4. REFER TO THE BUR/MB INTRODUCTION FOR ADDITIONAL INFORMATION.

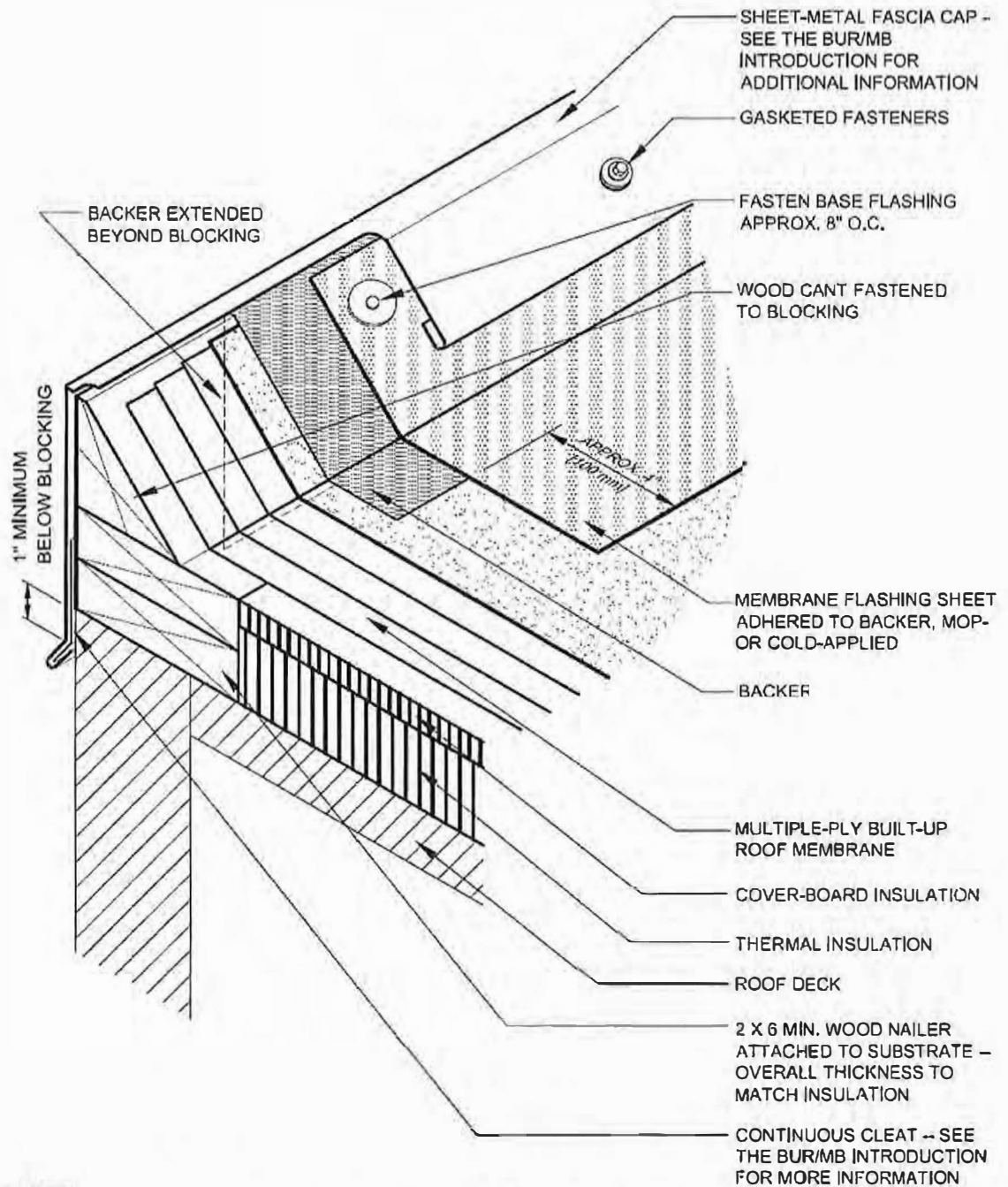


**MOP- OR COLD-APPLIED BASE FLASHING AT
PARAPET WALL WITH METAL CAP (COPING)**

2007

NOT DRAWN TO SCALE

BUR-1S



NOTES:

1. REFER TO THE ARCHITECTURAL SHEET METAL SECTION OF THE NRCA ROOFING AND WATERPROOFING MANUAL FOR JOINERY AND SECUREMENT OPTIONS FOR SHEET METAL.
2. REFER TO THE BUR/MB INTRODUCTION FOR ADDITIONAL INFORMATION.



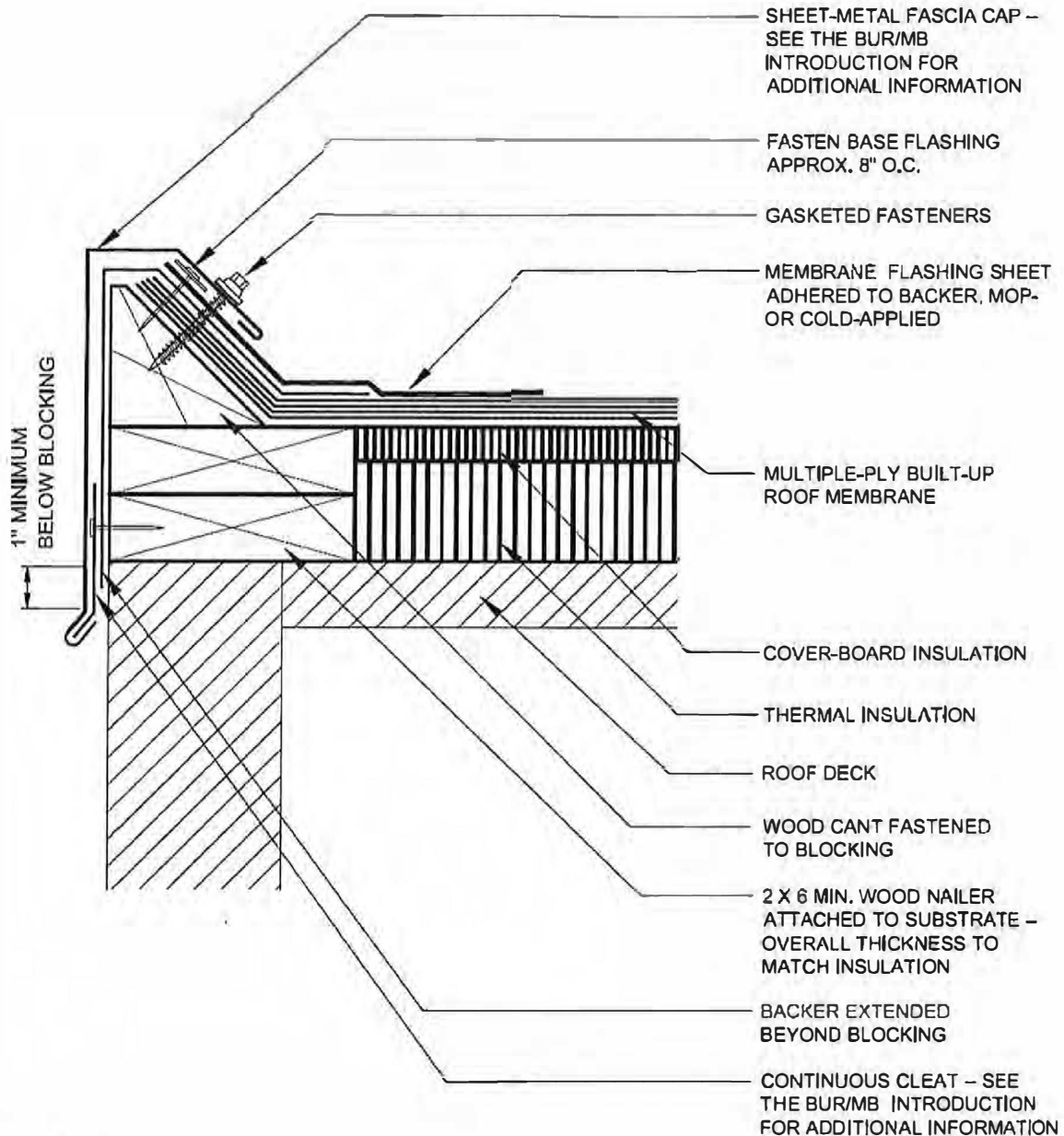
**NATIONAL
ROOFING
CONTRACTORS
ASSOCIATION**

**MOP- OR COLD-APPLIED FLASHING AT
RAISED PERIMETER EDGE WITH METAL FLASHING
(FASCIA CAP)**

2007

NOT DRAWN TO SCALE

BUR-2



NOTES:

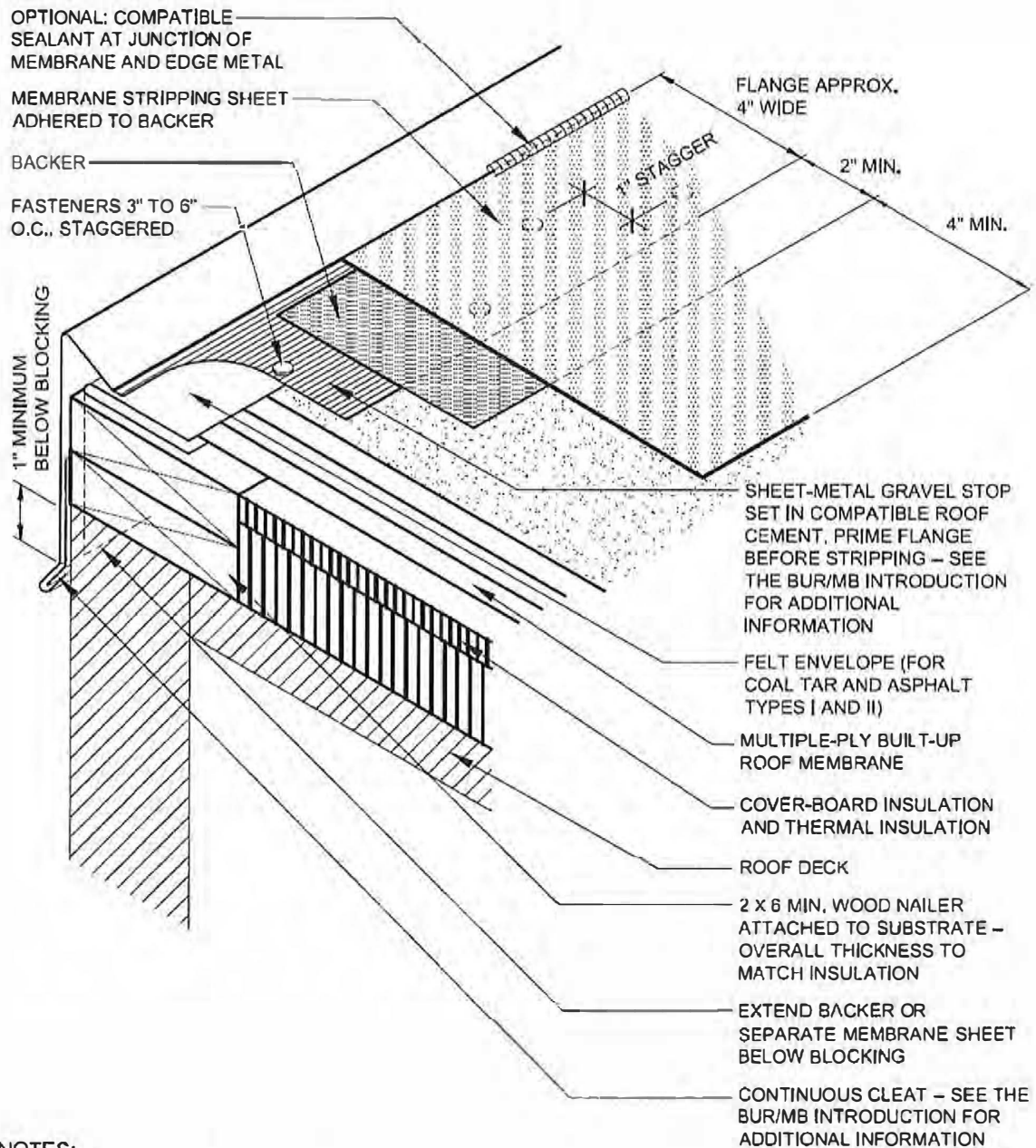
1. REFER TO THE ARCHITECTURAL SHEET METAL SECTION OF THE NRCA ROOFING AND WATERPROOFING MANUAL FOR JOINERY AND SECUREMENT OPTIONS FOR SHEET METAL.
2. REFER TO THE BUR/MB INTRODUCTION FOR ADDITIONAL INFORMATION.



**MOP- OR COLD-APPLIED FLASHING AT
RAISED PERIMETER EDGE WITH METAL FLASHING
(FASCIA CAP)**
2007

NOT DRAWN TO SCALE

BUR-2S



NOTES:

1. NRCA SUGGESTS AVOIDING (WHERE POSSIBLE) FLASHING DETAILS THAT REQUIRE RIGID METAL FLANGES TO BE EMBEDDED OR SANDWICHED INTO THE ROOF MEMBRANE. (SEE BUR-2 FOR THE PREFERRED PERIMETER CONSTRUCTION.)
2. WHEN USING A GRANULE CAP SHEET AS SURFACING, THE METAL FLANGE AND ASSOCIATED STRIPPING PLIES CAN BE INSTALLED BENEATH THE CAP SHEET.
3. REFER TO THE ARCHITECTURAL SHEET METAL SECTION OF THE NRCA ROOFING AND WATERPROOFING MANUAL FOR JOINERY AND SECUREMENT OPTIONS FOR SHEET METAL.
4. REFER TO THE BUR/MB INTRODUCTION FOR ADDITIONAL INFORMATION.

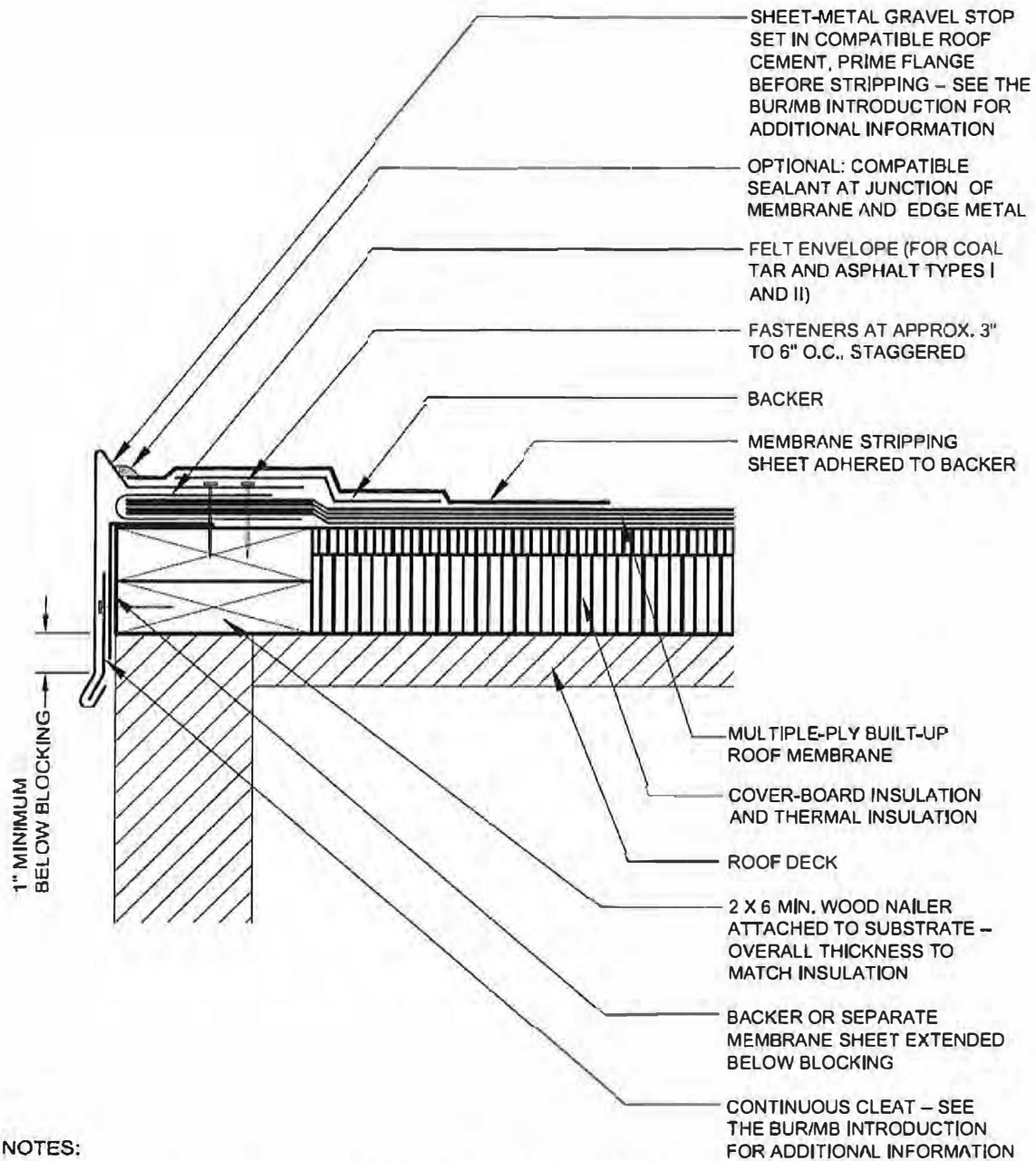


FLASHING AT EMBEDDED EDGE METAL (GRAVEL STOP)

2007

NOT DRAWN TO SCALE

BUR-3



NOTES:

1. NRCA SUGGESTS AVOIDING (WHERE POSSIBLE) FLASHING DETAILS THAT REQUIRE RIGID METAL FLANGES TO BE EMBEDDED OR SANDWICHED INTO THE ROOF MEMBRANE, (SEE BUR-2 FOR THE PREFERRED PERIMETER CONSTRUCTION.)
2. WHEN USING A GRANULE CAP SHEET AS SURFACING, THE METAL FLANGE AND ASSOCIATED STRIPPING PLIES CAN BE INSTALLED BENEATH THE CAP SHEET.
3. REFER TO THE ARCHITECTURAL SHEET METAL SECTION OF THE NRCA ROOFING AND WATERPROOFING MANUAL FOR JOINERY AND SECUREMENT OPTIONS FOR SHEET METAL.
4. REFER TO THE BUR/MB INTRODUCTION FOR ADDITIONAL INFORMATION.

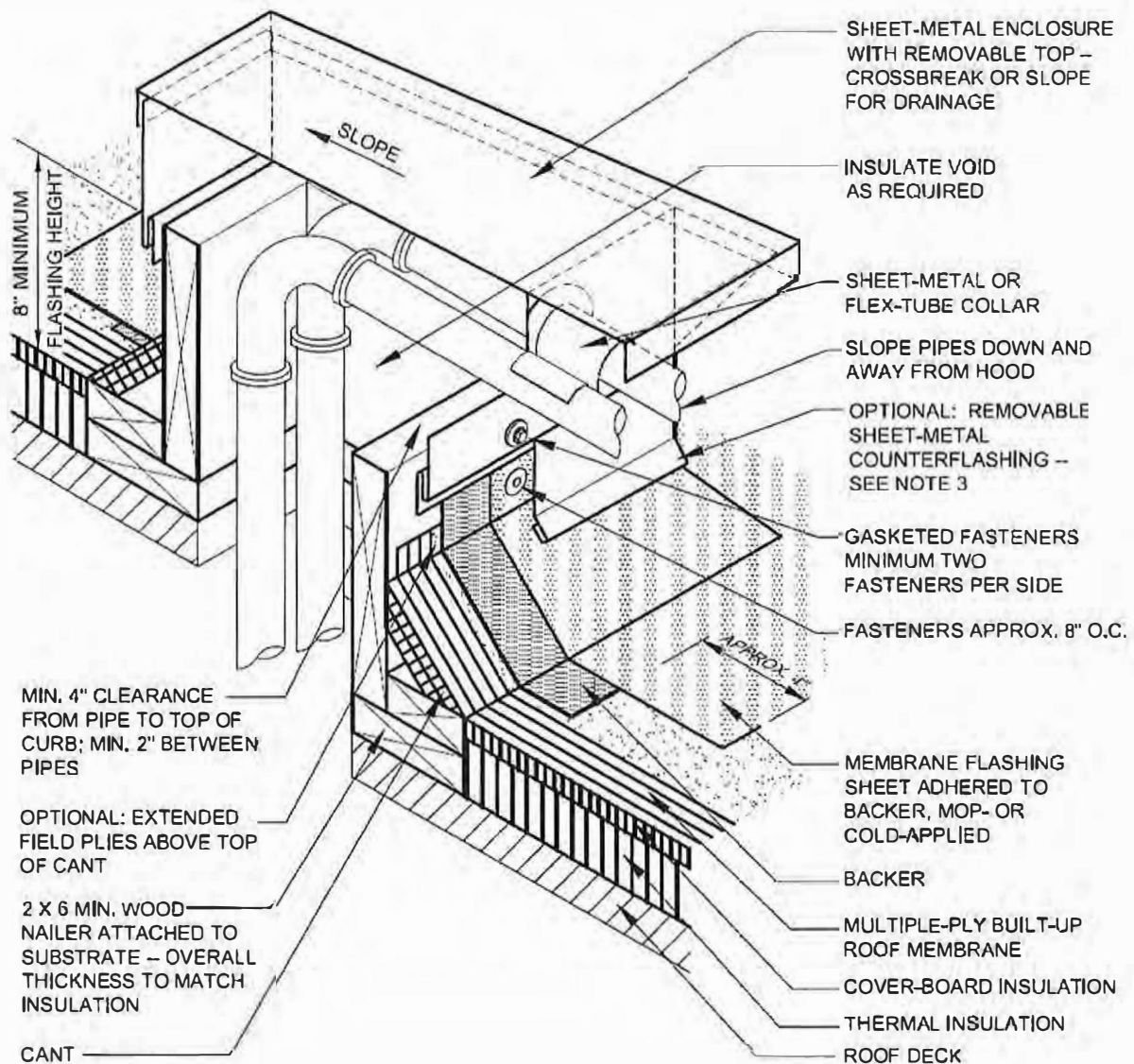


FLASHING AT EMBEDDED EDGE METAL (GRAVEL STOP)

2007

NOT DRAWN TO SCALE

BUR-3S



NOTES:

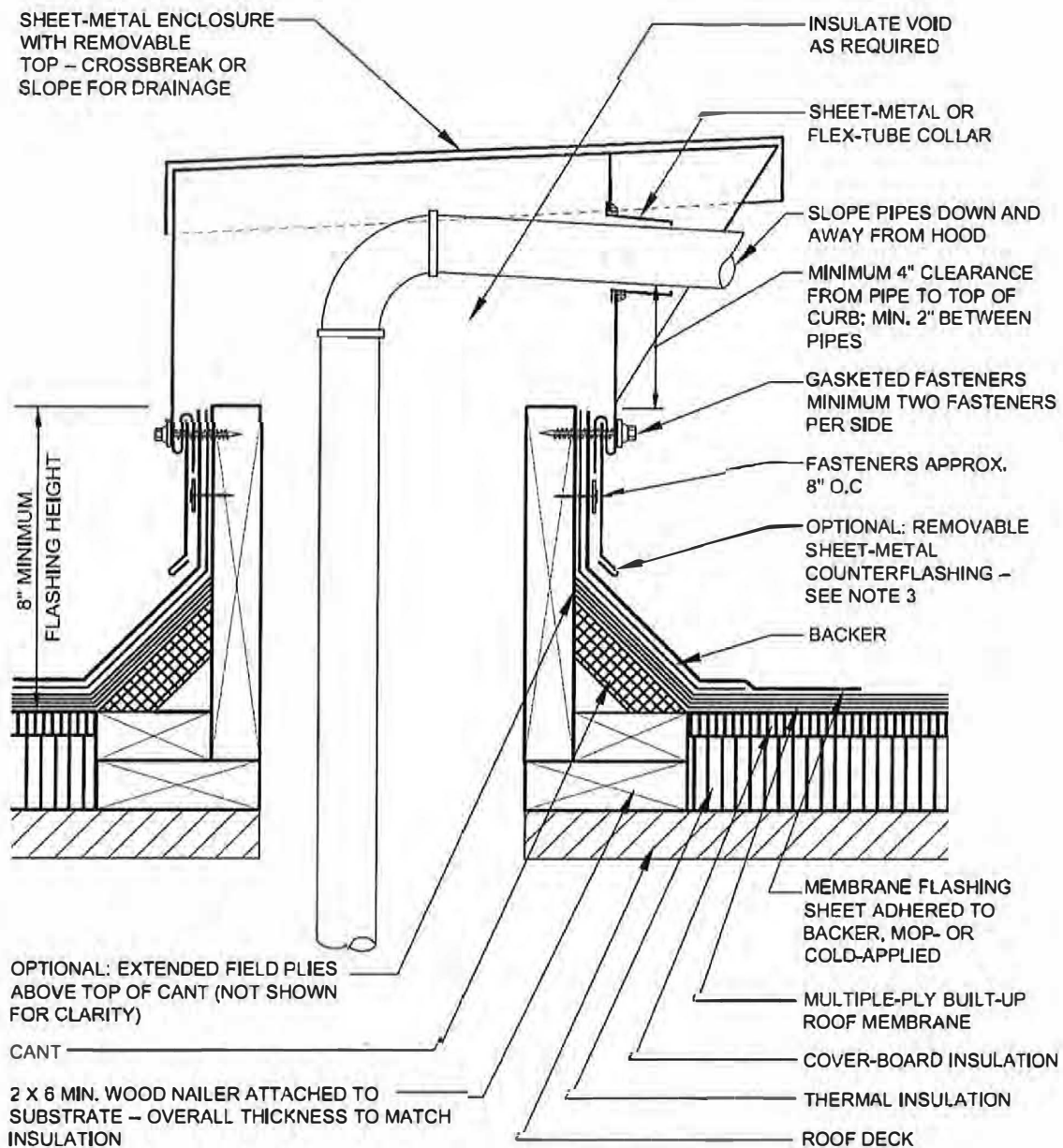
1. THIS DETAIL ILLUSTRATES ANOTHER METHOD OF ELIMINATING PITCH POCKETS AND AN OPTIONAL METHOD OF GROUPING PIPING THAT MUST PENETRATE THE ROOF.
2. MANY MANUFACTURERS OFFER PREFABRICATED BOOTS AND OTHER MATERIALS FOR THIS PURPOSE. SPECIFICS ON THESE PROPRIETARY DESIGNS VARY GREATLY, AND INDIVIDUAL MANUFACTURERS' SPECIFICATIONS SHOULD BE CONSULTED FOR THEIR USE.
3. WHERE THE SHEET-METAL ENCLOSURE OVERLAPS THE BASE FLASHING AT LEAST 3 INCHES, THE REMOVABLE SHEET-METAL COUNTERFLASHING IS NOT REQUIRED.
4. REFER TO THE BURMB INTRODUCTION FOR ADDITIONAL INFORMATION.



**MOP- OR COLD-APPLIED FLASHING AT
SHEET-METAL ENCLOSURE FOR PIPING THROUGH
ROOF DECK**
2007

NOT DRAWN TO SCALE

BUR-17



NOTES:

1. THIS DETAIL ILLUSTRATES ANOTHER METHOD OF ELIMINATING PITCH POCKETS AND AN OPTIONAL METHOD OF GROUPING PIPING THAT MUST PENETRATE THE ROOF.
2. MANY MANUFACTURERS OFFER PREFABRICATED BOOTS AND OTHER MATERIALS FOR THIS PURPOSE. SPECIFICS ON THESE PROPRIETARY DESIGNS VARY GREATLY, AND INDIVIDUAL MANUFACTURERS' SPECIFICATIONS SHOULD BE CONSULTED FOR THEIR USE.
3. WHERE THE SHEET-METAL ENCLOSURE OVERLAPS THE BASE FLASHING AT LEAST 3 INCHES, THE REMOVABLE SHEET-METAL COUNTERFLASHING IS NOT REQUIRED.
4. REFER TO THE BUR/MB INTRODUCTION FOR ADDITIONAL INFORMATION.

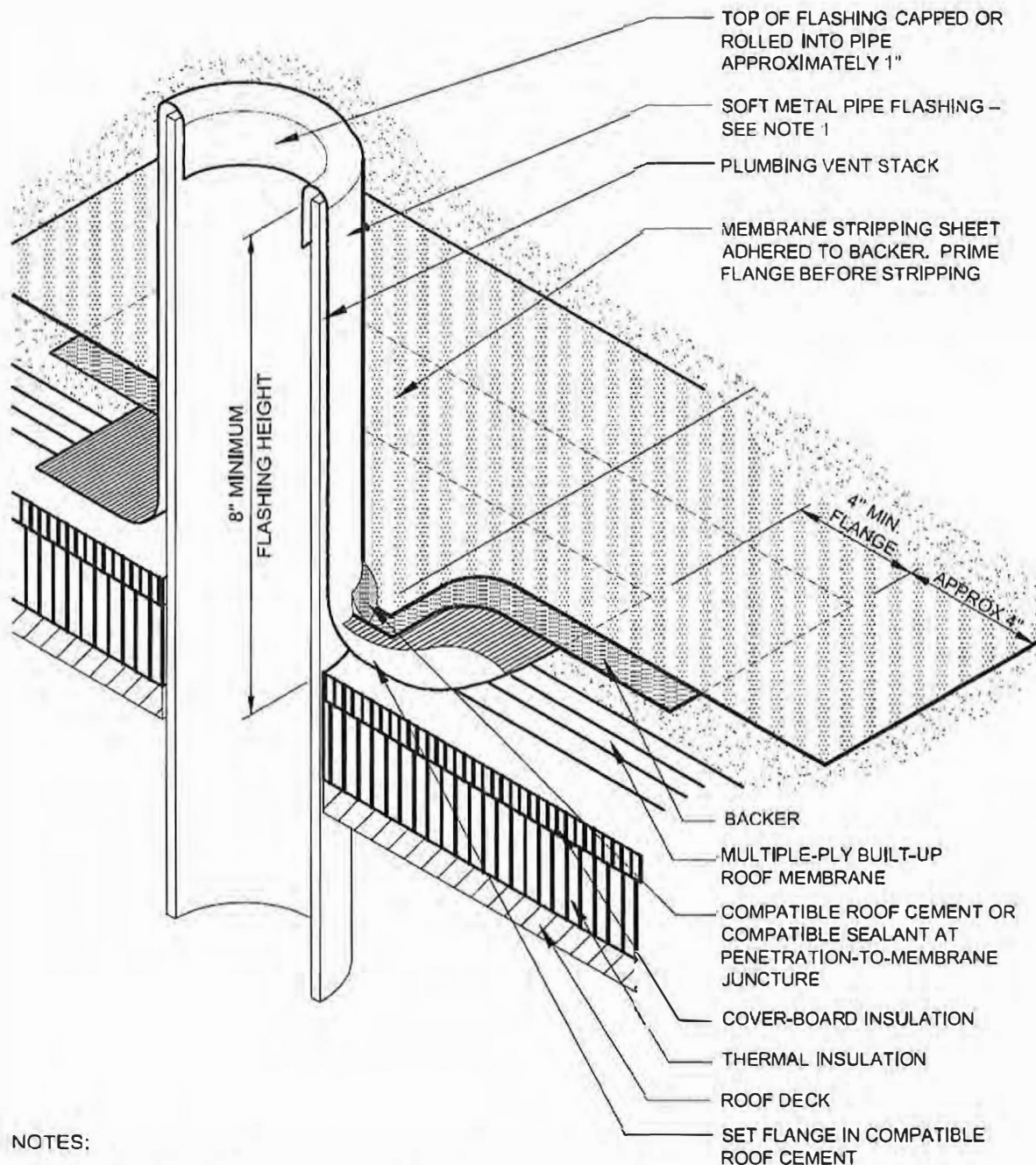


MOP- OR COLD-APPLIED FLASHING AT SHEET-METAL ENCLOSURE FOR PIPING THROUGH ROOF DECK

2007

NOT DRAWN TO SCALE

BUR-17S



NOTES:

1. SOFT METAL PIPE FLASHING:
-SHEET LEAD: MINIMUM OF 2 1/2 LB. PER SQUARE FOOT OR
-SHEET COPPER: MINIMUM 16 OZ.
2. IF USING COPPER FLASHING OVER AN IRON OR STEEL PIPE, INSERT A SEPARATOR SHEET (E.G., ASPHALT-SATURATED ROOFING FELT) WRAPPED AROUND PIPE TO SEPARATE THE COPPER FLASHING FROM DIRECT CONTACT WITH PIPE TO REDUCE GALVANIC ACTION.
3. VENT STACKS AND OTHER PIPES SHOULD HAVE A MINIMUM OF 12 INCHES OF CLEARANCE ON ALL SIDES FROM WALLS, CURBS AND OTHER PROJECTIONS TO FACILITATE PROPER FLASHING. SEE THE BUR/MB INTRODUCTION FOR ADDITIONAL INFORMATION.
4. REFER TO THE BUR/MB INTRODUCTION FOR ADDITIONAL INFORMATION.

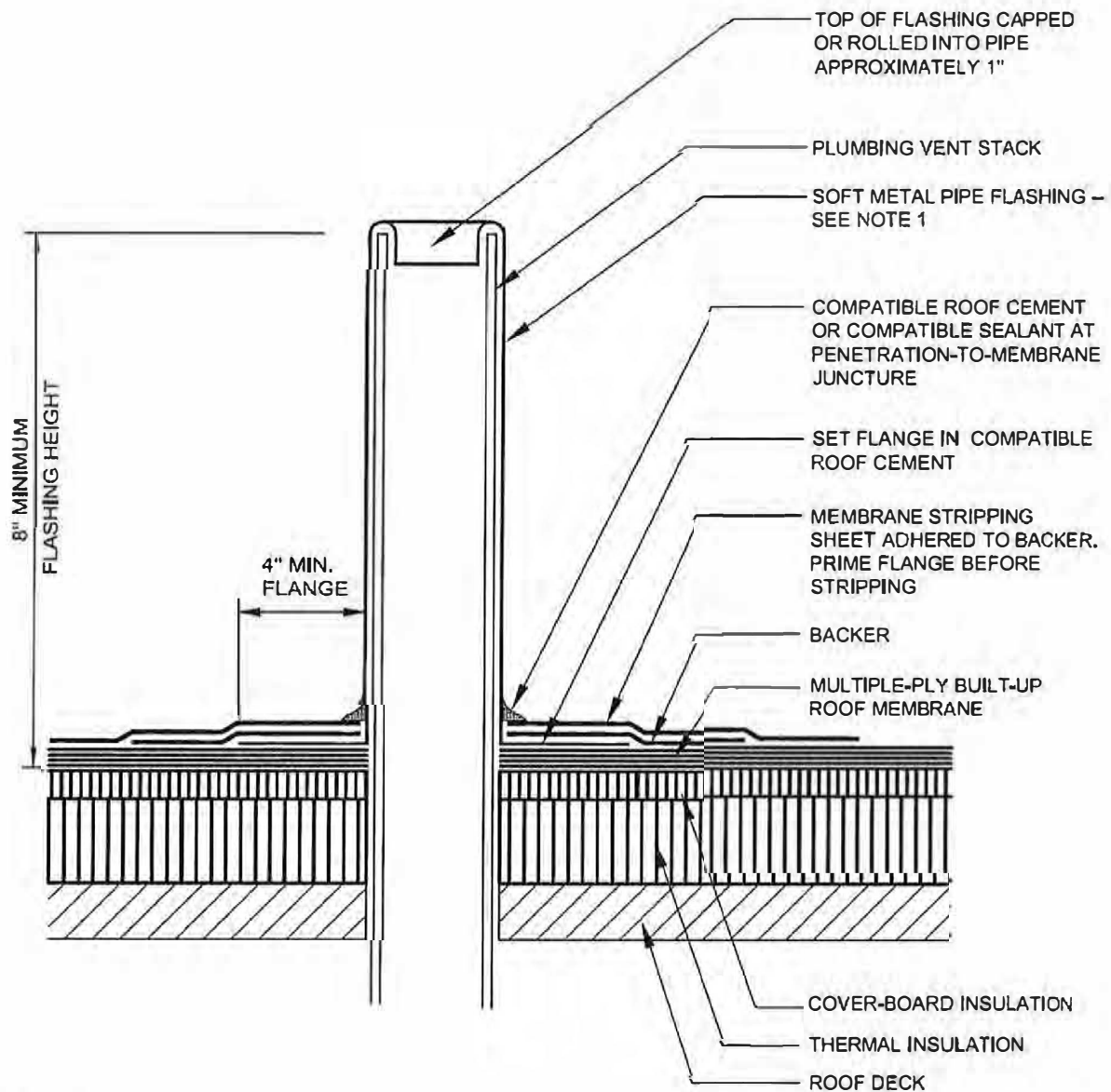


PLUMBING VENT

2007

NOT DRAWN TO SCALE

BUR-19



NOTES:

1. SOFT METAL PIPE FLASHING:
-SHEET LEAD: MINIMUM OF 2 1/2 LB. PER SQUARE FOOT OR
-SHEET COPPER: MINIMUM 16 OZ.
2. IF USING COPPER FLASHING OVER AN IRON OR STEEL PIPE, INSERT A SEPARATOR SHEET (E.G., ASPHALT-SATURATED ROOFING FELT) WRAPPED AROUND PIPE TO SEPARATE THE COPPER FLASHING FROM DIRECT CONTACT WITH PIPE TO REDUCE GALVANIC ACTION.
3. VENT STACKS AND OTHER PIPES SHOULD HAVE A MINIMUM OF 12 INCHES OF CLEARANCE ON ALL SIDES FROM WALLS, CURBS AND OTHER PROJECTIONS TO FACILITATE PROPER FLASHING. SEE THE BUR/MB INTRODUCTION FOR ADDITIONAL INFORMATION.
4. REFER TO THE BUR/MB INTRODUCTION FOR ADDITIONAL INFORMATION.

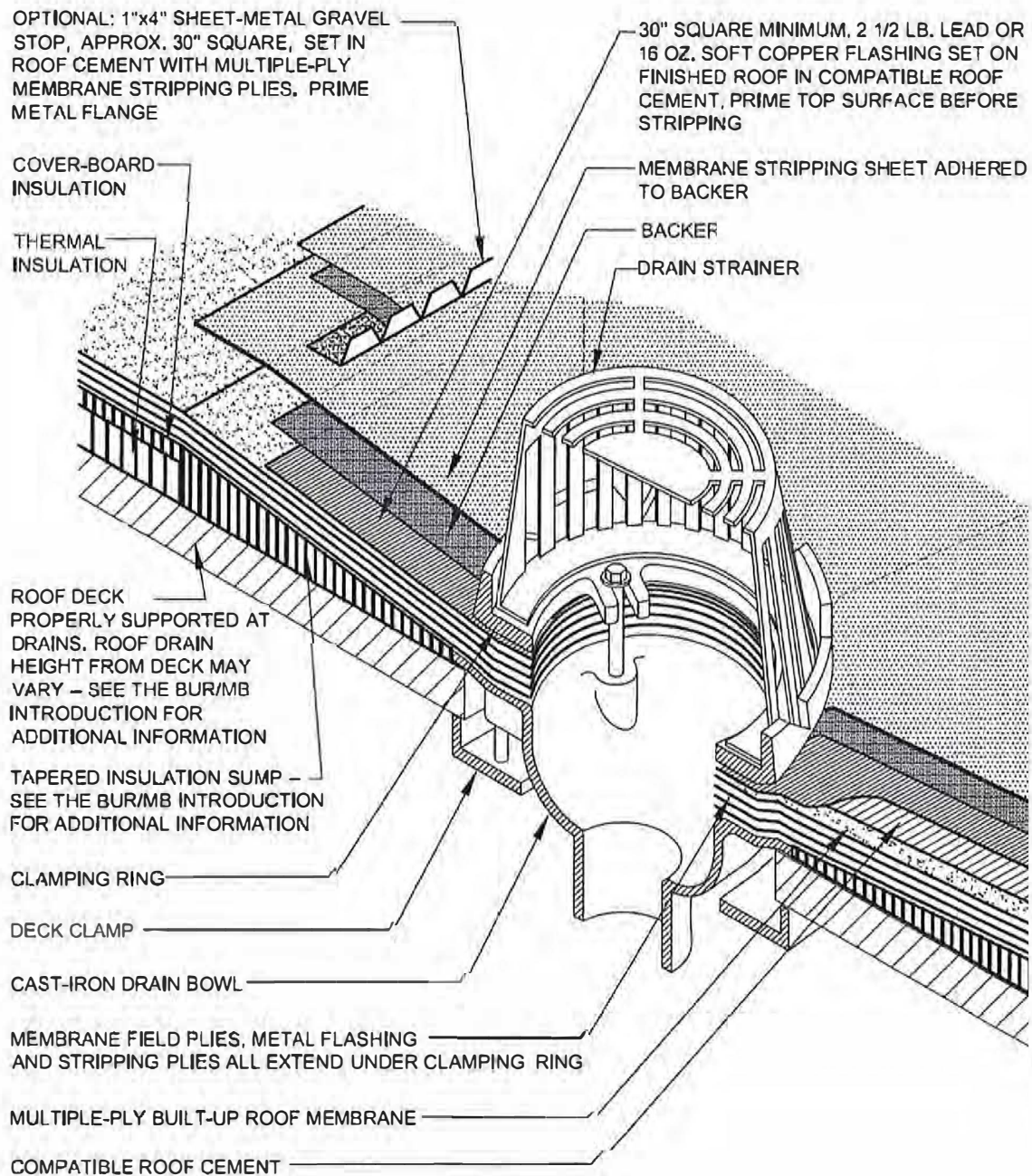


PLUMBING VENT

2007

NOT DRAWN TO SCALE

BUR-19S



NOTES:

1. THE USE OF A METAL DECK SUMP PAN IS NOT RECOMMENDED. HOWEVER, DRAIN RECEIVER/BEARING PLATES ARE APPLICABLE WITH SOME PROJECTS.
2. DO NOT APPLY COAL TAR OR DEAD-LEVEL ASPHALT INTO DRAIN SUMP.
3. THE DESIGNER SHOULD CONSIDER INSULATING THE DRAIN COMPONENTS BELOW THE DECK TO PREVENT POTENTIAL CONDENSATION.
4. REFER TO THE BUR/MB INTRODUCTION FOR ADDITIONAL INFORMATION.

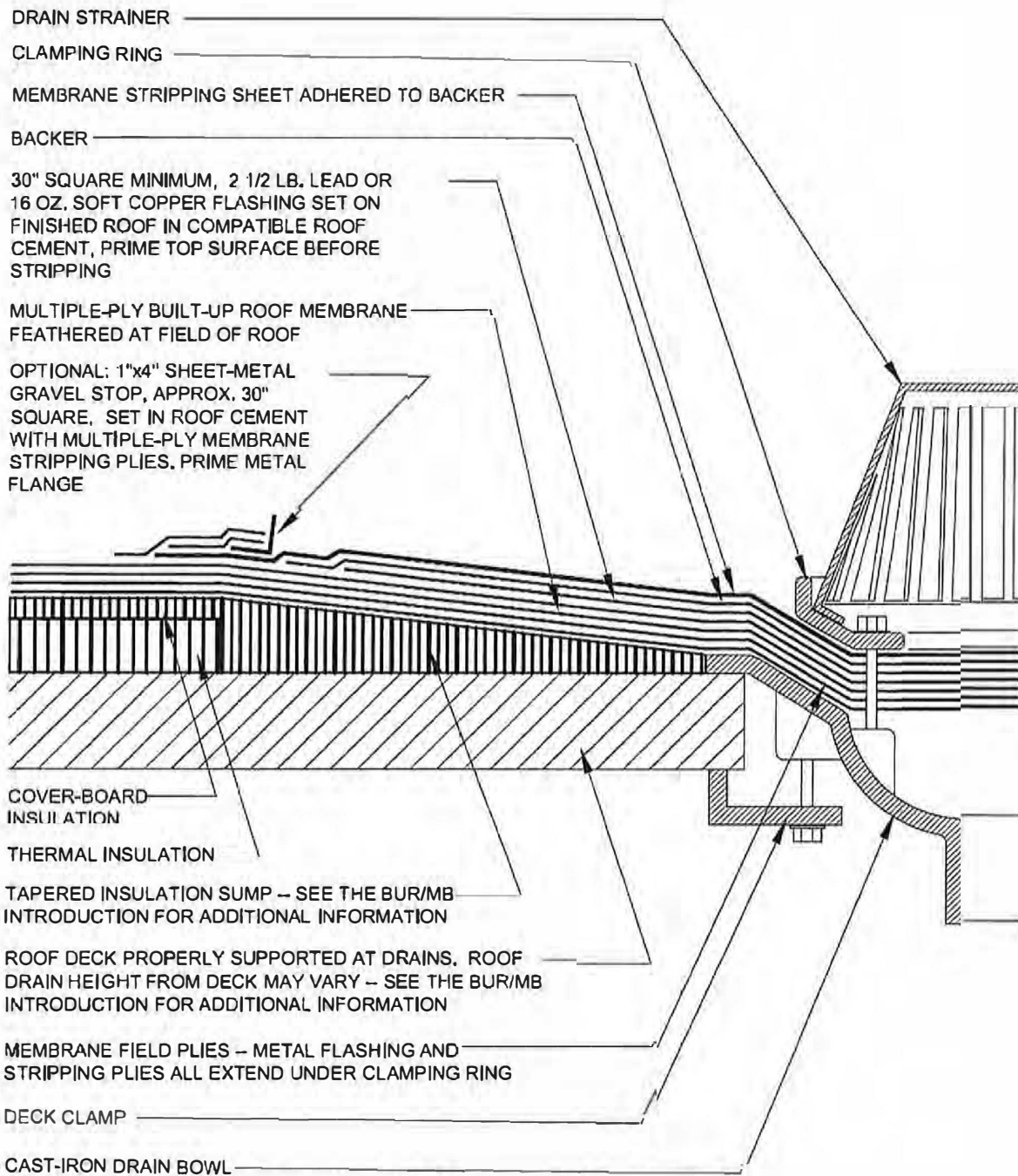


ROOF DRAIN

2007

NOT DRAWN TO SCALE

BUR-22



NOTES:

1. THE USE OF A METAL DECK SUMP PAN IS NOT RECOMMENDED, HOWEVER, DRAIN RECEIVER/BEARING PLATES ARE APPLICABLE WITH SOME PROJECTS.
2. DO NOT APPLY COAL TAR OR DEAD-LEVEL ASPHALT INTO DRAIN SUMP.
3. THE DESIGNER SHOULD CONSIDER INSULATING THE DRAIN COMPONENTS BELOW THE DECK TO PREVENT POTENTIAL CONDENSATION.
4. REFER TO THE BUR/MB INTRODUCTION FOR ADDITIONAL INFORMATION.

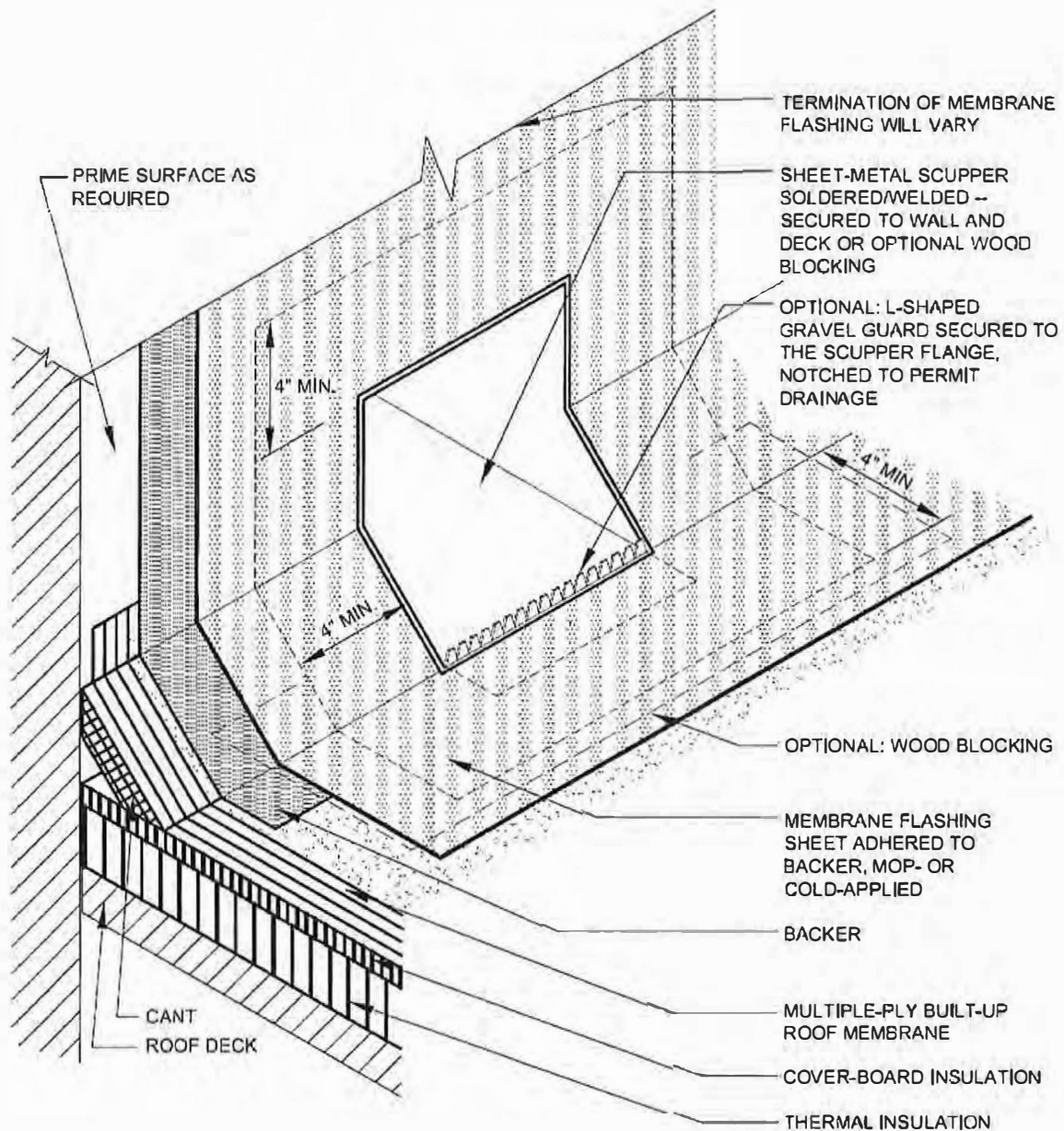


ROOF DRAIN

2007

NOT DRAWN TO SCALE

BUR-22S



NOTES:

1. THIS DETAIL SHOULD BE USED ONLY WHEN THE ROOF DECK IS SUPPORTED BY THE WALL.
2. CONDUCTOR HEAD TO BE 1 INCH MINIMUM BELOW BOTTOM OF THROUGH-WALL SCUPPER.
3. REFER TO THE ARCHITECTURAL SHEET METAL SECTION OF THE NRCA ROOFING AND WATERPROOFING MANUAL FOR JOINERY AND SECUREMENT OPTIONS FOR SHEET METAL.
4. REFER TO THE BUR/MB INTRODUCTION FOR ADDITIONAL INFORMATION.

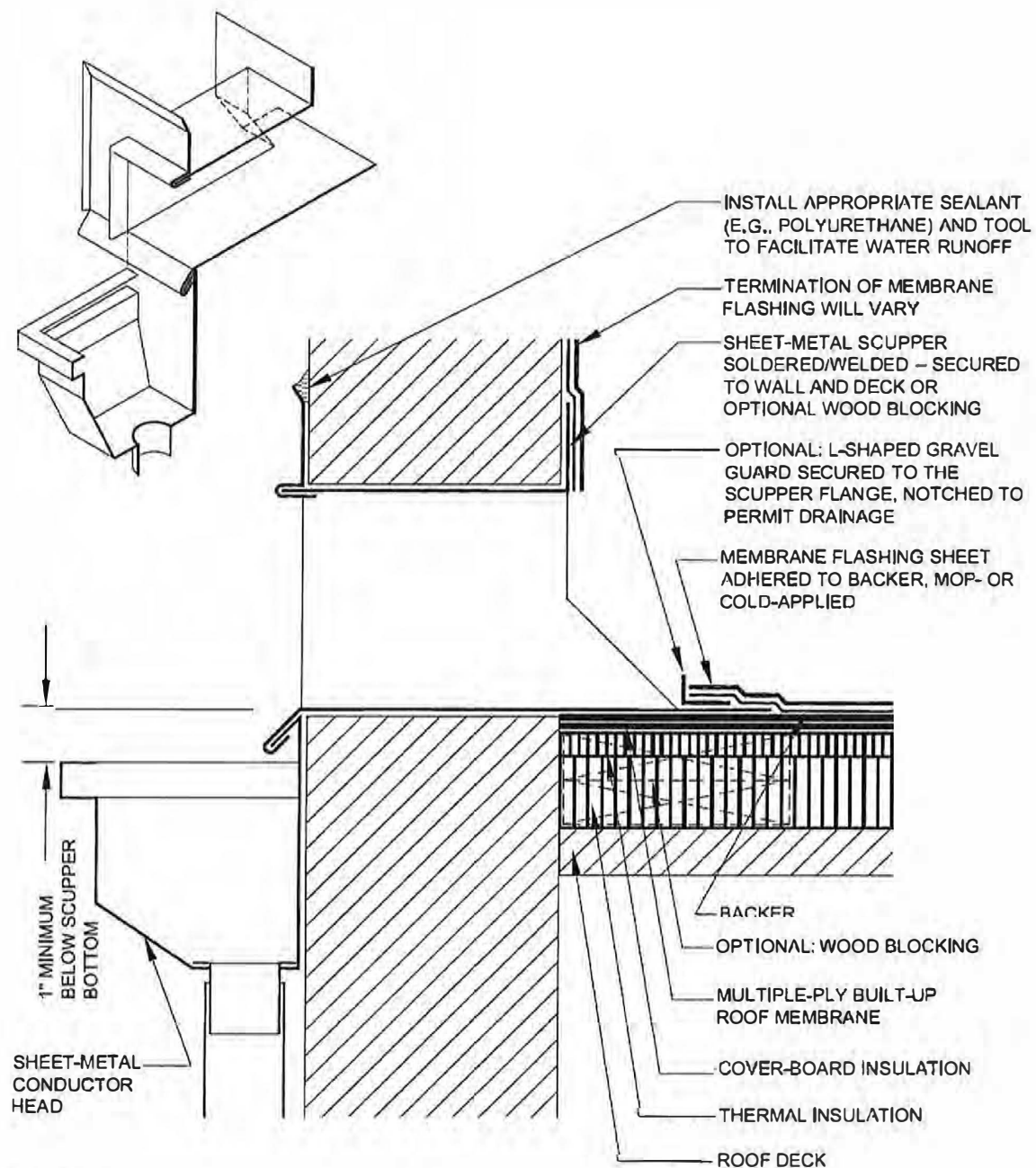


MOP- OR COLD-APPLIED BASE FLASHING AT THROUGH-WALL SCUPPER

2007

NOT DRAWN TO SCALE

BUR-24



NOTES:

1. THIS DETAIL SHOULD BE USED ONLY WHEN THE ROOF DECK IS SUPPORTED BY THE WALL.
2. CONDUCTOR HEAD TO BE 1 INCH MINIMUM BELOW BOTTOM OF THROUGH-WALL SCUPPER.
3. REFER TO THE ARCHITECTURAL SHEET METAL SECTION OF THE NRCA ROOFING AND WATERPROOFING MANUAL FOR JOINERY AND SECUREMENT OPTIONS FOR SHEET METAL.
4. REFER TO THE BUR/MB INTRODUCTION FOR ADDITIONAL INFORMATION.

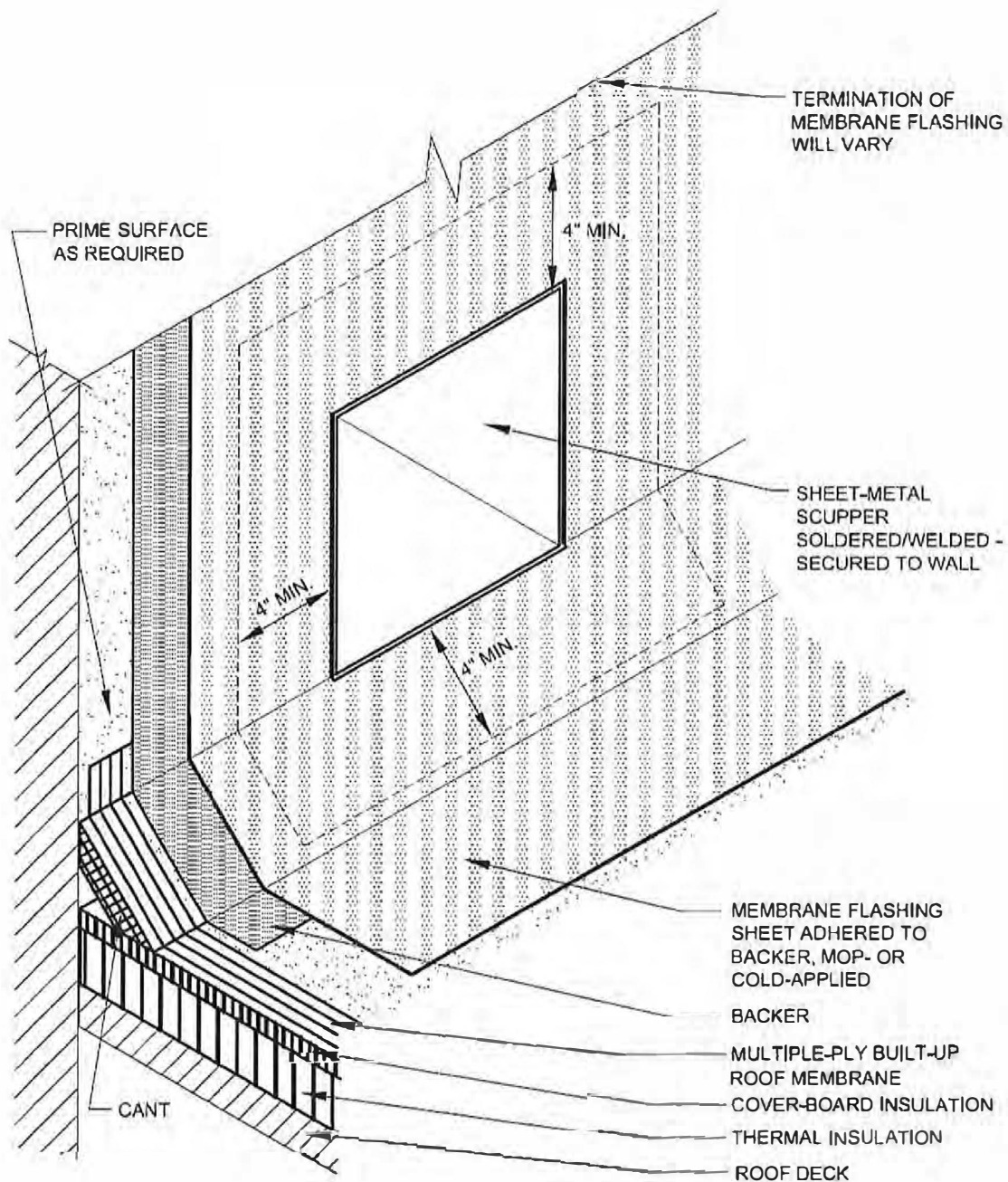


MOP- OR COLD-APPLIED BASE FLASHING AT THROUGH-WALL SCUPPER

2007

NOT DRAWN TO SCALE

BUR-24S



NOTES:

1. THIS DETAIL SHOULD BE USED ONLY WHEN THE ROOF DECK IS SUPPORTED BY THE WALL.
2. REFER TO THE ARCHITECTURAL SHEET METAL SECTION OF THE NRCA ROOFING AND WATERPROOFING MANUAL FOR JOINERY AND SECUREMENT OPTIONS FOR SHEET METAL.
3. REFER TO THE BUR/MB INTRODUCTION FOR ADDITIONAL INFORMATION.



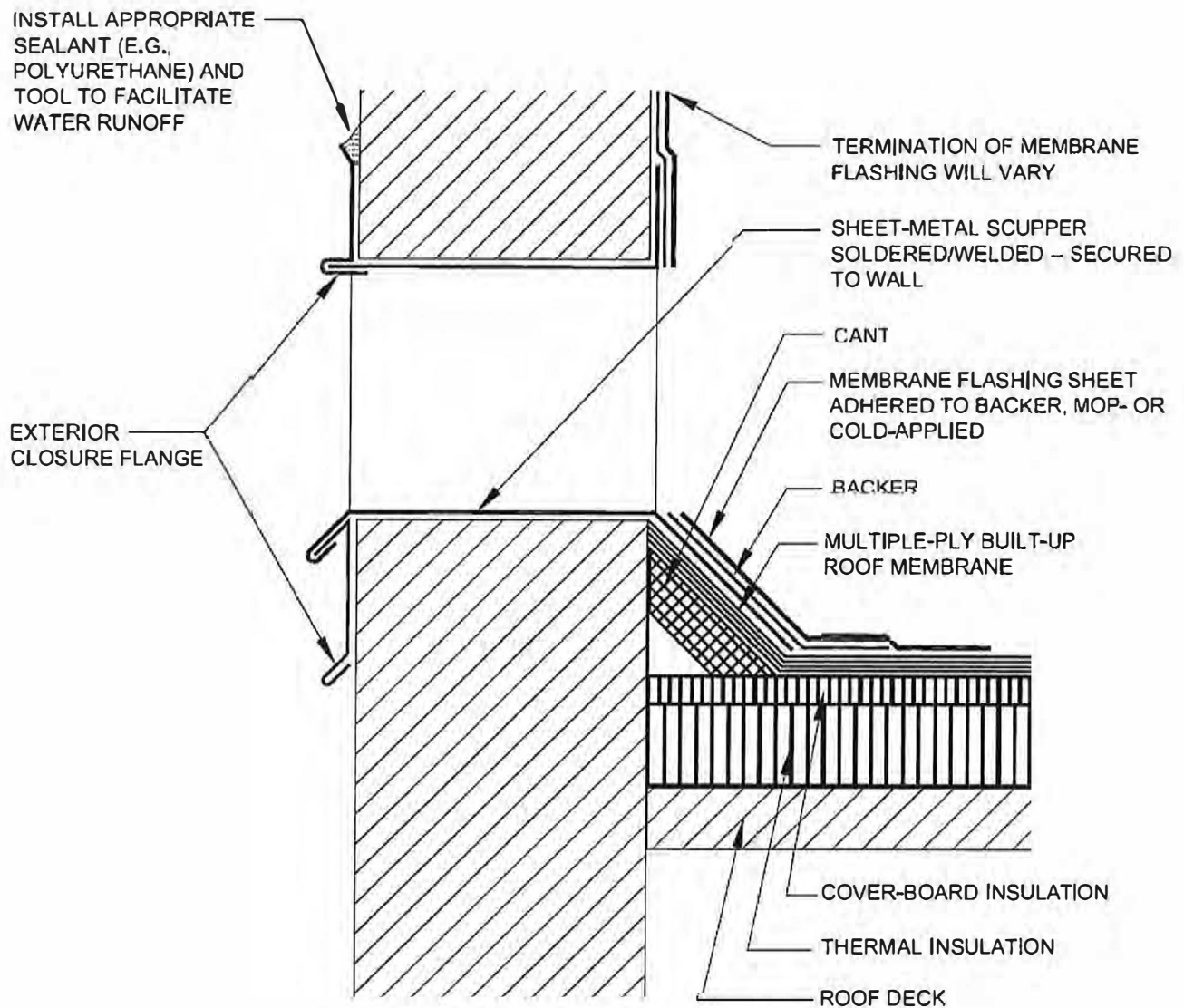
**NATIONAL
ROOFING
CONTRACTORS
ASSOCIATION**

**MOP- OR COLD-APPLIED BASE FLASHING AT
OVERFLOW SCUPPER**

2007

NOT DRAWN TO SCALE

BUR-25



NOTES:

1. THIS DETAIL SHOULD BE USED ONLY WHEN THE ROOF DECK IS SUPPORTED BY THE WALL.
2. REFER TO THE ARCHITECTURAL SHEET METAL SECTION OF THE NRCA ROOFING AND WATERPROOFING MANUAL FOR JOINERY AND SECUREMENT OPTIONS FOR SHEET METAL.
3. REFER TO THE BUR/MB INTRODUCTION FOR ADDITIONAL INFORMATION.

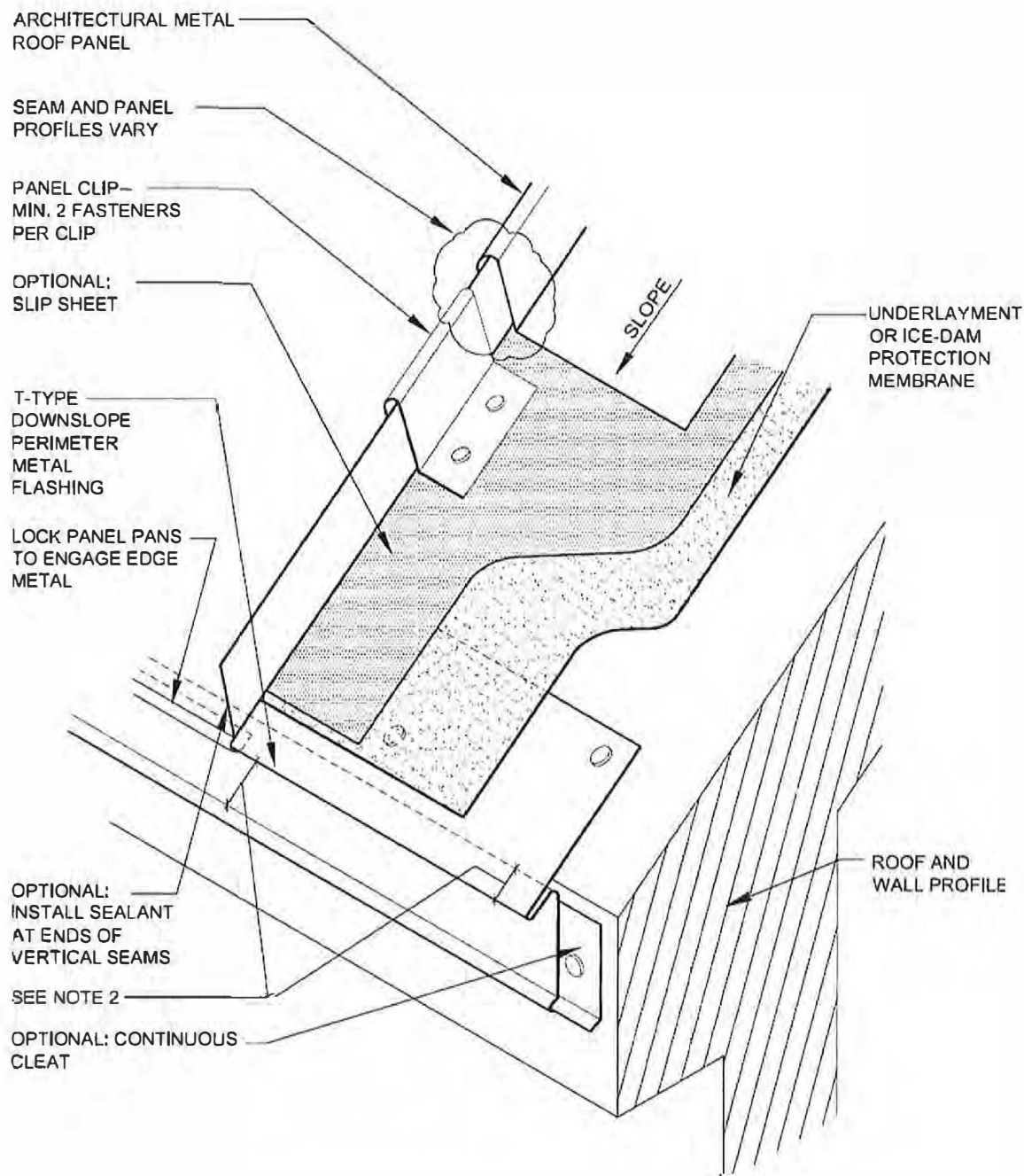


MOP- OR COLD-APPLIED BASE FLASHING AT OVERFLOW SCUPPER

2007

NOT DRAWN TO SCALE

BUR-25S



NOTES:

1. SPECIFIC FASTENING REQUIREMENTS ARE NOT INDICATED AS THEY VARY FROM SYSTEM TO SYSTEM DEPENDING ON PANEL MANUFACTURER'S REQUIREMENTS, WIND ZONE AND BUILDING CODE.
2. DIMENSIONS SHOULD ACCOMMODATE EXPECTED MOVEMENT.
3. REFER TO THE AM/STM/SVM INTRODUCTION FOR PERIMETER EDGE-METAL THICKNESS AND CLEAT RECOMMENDATIONS.
4. REFER TO THE AM/STM/SVM INTRODUCTION FOR ADDITIONAL INFORMATION.

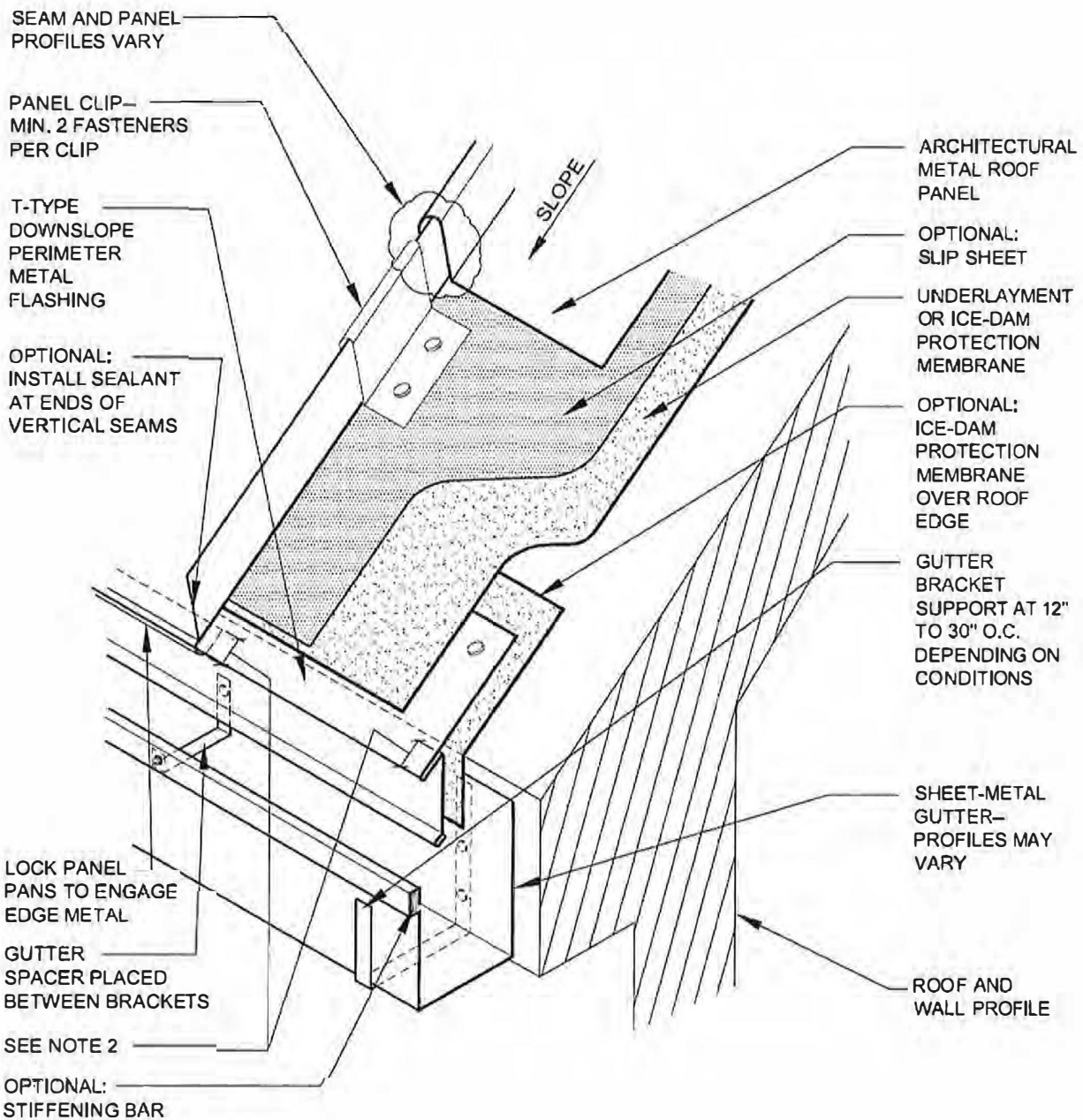


EAVE FLASHING

2008

NOT DRAWN TO SCALE

AM-1



NOTES:

1. SPECIFIC FASTENING REQUIREMENTS ARE NOT INDICATED AS THEY VARY FROM SYSTEM TO SYSTEM DEPENDING ON PANEL MANUFACTURER'S REQUIREMENTS, WIND ZONE AND BUILDING CODE.
2. DIMENSIONS SHOULD ACCOMMODATE EXPECTED MOVEMENT.
3. GUTTER PROFILE AND SIZE VARY ACCORDING TO ROOF AREA SIZE, ROOF SLOPE, BUILDING CODE AND REGIONAL PRACTICES.
4. VARIOUS COMBINATIONS OF SUPPORT BRACKETS, SUPPORT BRACKETS AND SPACERS, OR SPACER HANGERS CAN BE USED.
5. REFER TO THE AM/STM/SVM INTRODUCTION FOR PERIMETER EDGE-METAL THICKNESS AND CLEAT RECOMMENDATIONS.
6. REFER TO THE AM/STM/SVM INTRODUCTION FOR ADDITIONAL INFORMATION.

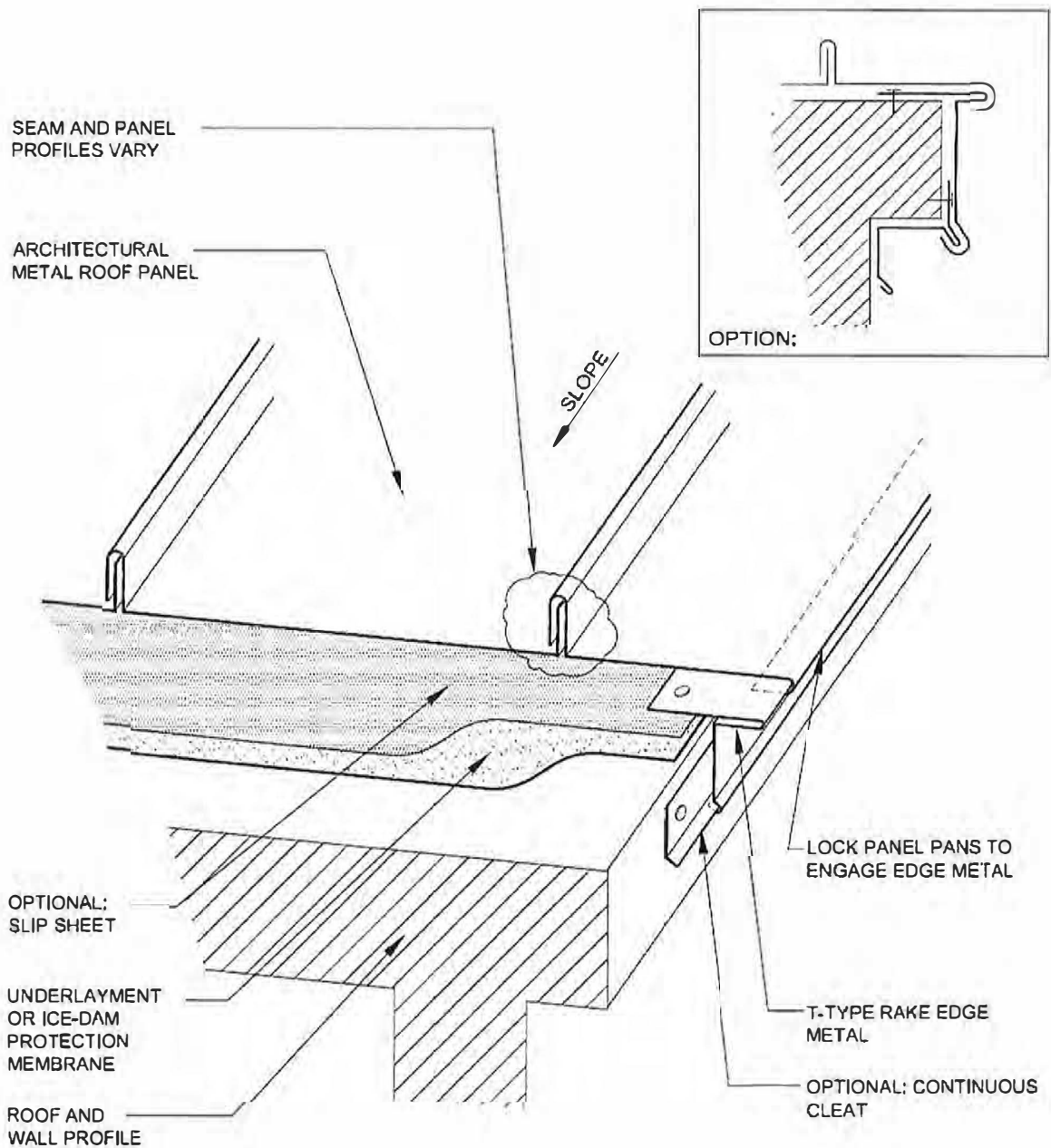


EAVE FLASHING WITH GUTTER

2008

NOT DRAWN TO SCALE

AM-2



NOTES:

1. SPECIFIC FASTENING REQUIREMENTS ARE NOT INDICATED AS THEY VARY FROM SYSTEM TO SYSTEM DEPENDING ON PANEL MANUFACTURER'S REQUIREMENTS, WIND ZONE AND BUILDING CODE,
2. REFER TO THE AM/STM/SVM INTRODUCTION FOR PERIMETER EDGE-METAL THICKNESS AND CLEAT RECOMMENDATIONS,
3. REFER TO THE AM/STM/SVM INTRODUCTION FOR ADDITIONAL INFORMATION.



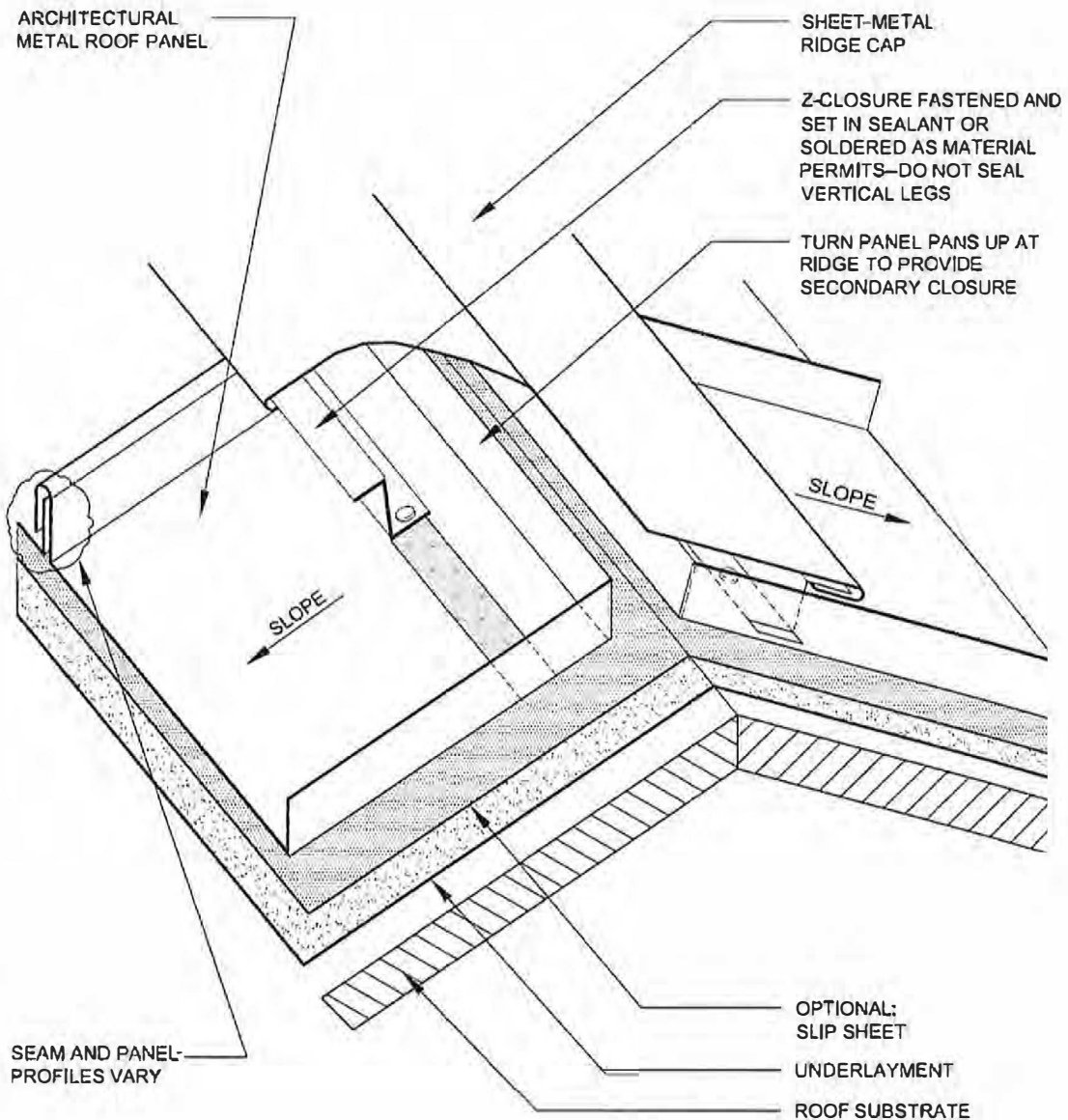
**NATIONAL
ROOFING
CONTRACTORS
ASSOCIATION**

RAKE EDGE FLASHING

2008


NOT DRAWN TO SCALE

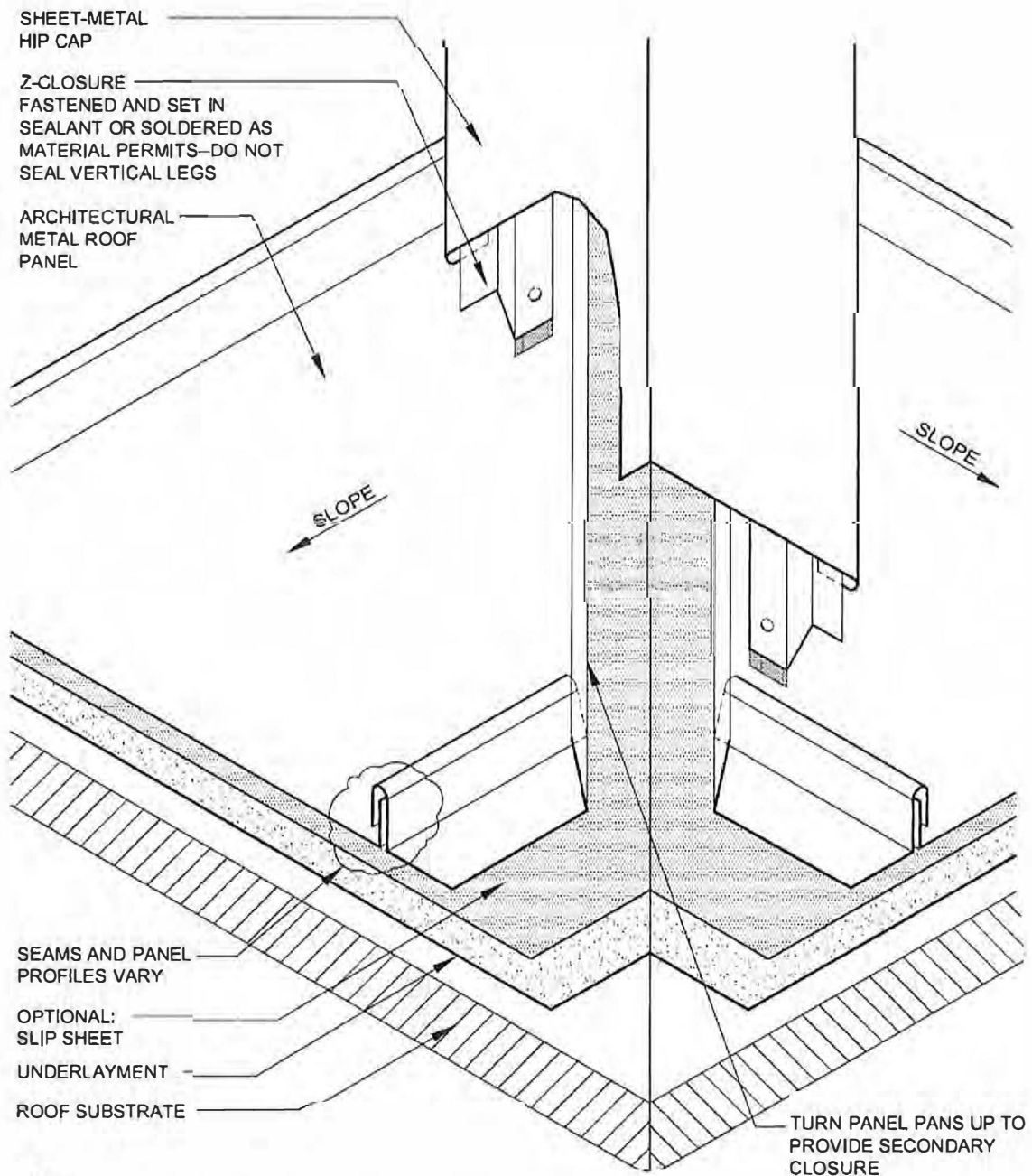
AM-3



NOTES:

1. SPECIFIC FASTENING REQUIREMENTS ARE NOT INDICATED AS THEY VARY FROM SYSTEM TO SYSTEM DEPENDING ON PANEL MANUFACTURER'S REQUIREMENTS, WIND ZONE AND BUILDING CODE.
2. THIS METHOD OF FLASHING FIXES THE PANELS ALONG THE RIDGE IF THE Z-CLOSURE IS FASTENED THROUGH TO THE ROOF DECK.
3. REFER TO THE AM/STM/SVM INTRODUCTION FOR ADDITIONAL INFORMATION.

 NATIONAL ROOFING CONTRACTORS ASSOCIATION	RIDGE CAP FLASHING		AM-4
	2008	NOT DRAWN TO SCALE	



NOTES:

1. SPECIFIC FASTENING REQUIREMENTS ARE NOT INDICATED AS THEY VARY FROM SYSTEM TO SYSTEM DEPENDING ON PANEL MANUFACTURER'S REQUIREMENTS, WIND ZONE AND BUILDING CODE.
2. THIS METHOD OF FLASHING FIXES THE PANELS ALONG THE HIP IF THE Z-CLOSURE IS FASTENED THROUGH TO THE ROOF DECK.
3. REFER TO THE AM/STM/SVM INTRODUCTION FOR ADDITIONAL INFORMATION.



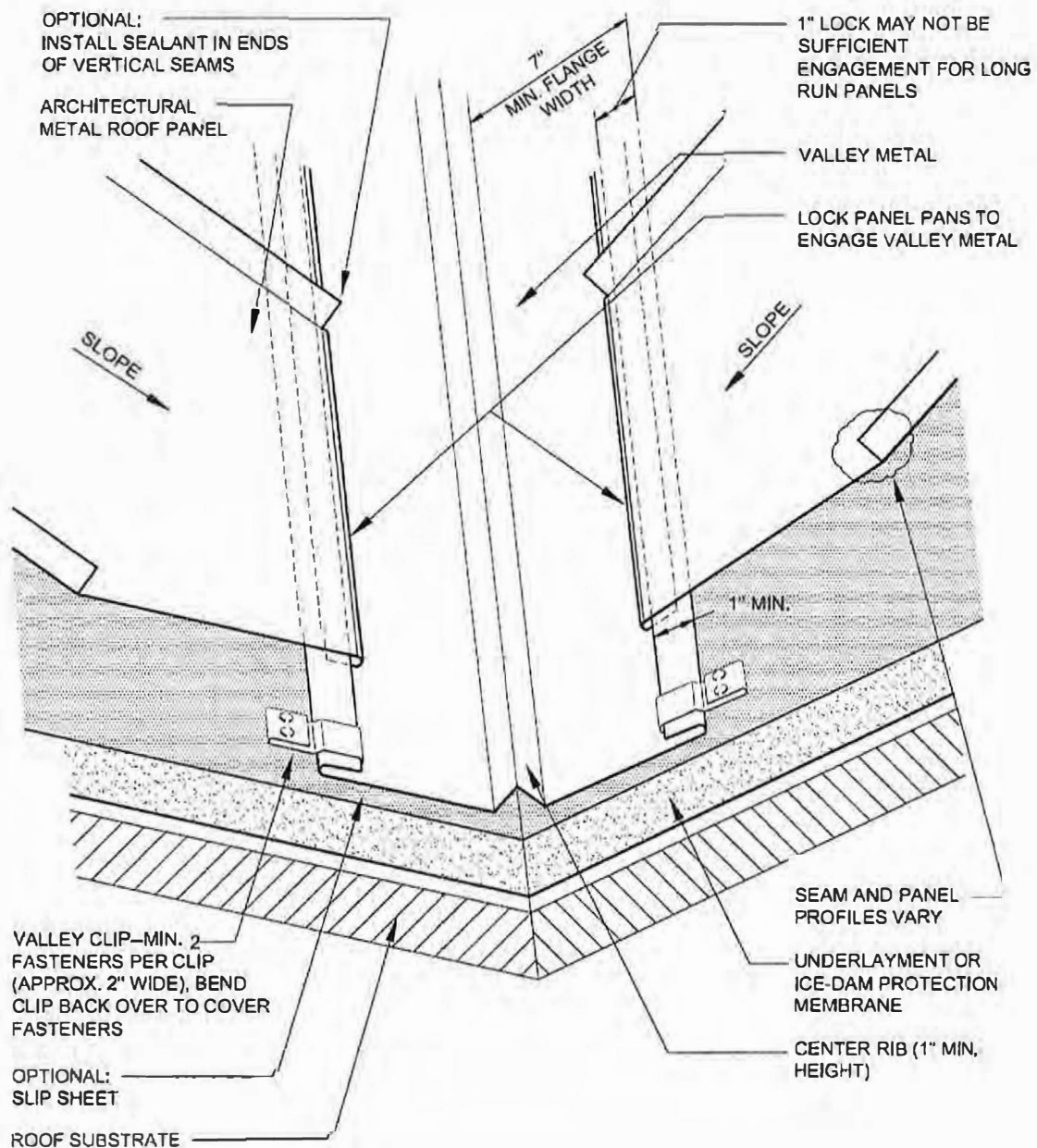
**NATIONAL
ROOFING
CONTRACTORS
ASSOCIATION**

HIP CAP FLASHING

2008

NOT DRAWN TO SCALE

AM-6



NOTES:

1. SPECIFIC FASTENING REQUIREMENTS ARE NOT INDICATED AS THEY VARY FROM SYSTEM TO SYSTEM DEPENDING ON PANEL MANUFACTURER'S REQUIREMENTS, WIND ZONE AND BUILDING CODE.
2. WHERE ICE FORMATION IS EXPECTED, MINIMUM ROOF SLOPE FOR THIS VALLEY IS 6:12 (27 DEGREES).
3. DIMENSIONS FOR VALLEY METAL WIDTH MAY VARY ACCORDING TO PANEL LENGTHS AND GEOGRAPHIC CONSIDERATIONS.
4. REFER TO THE AM/STM/SVM INTRODUCTION FOR ADDITIONAL INFORMATION.

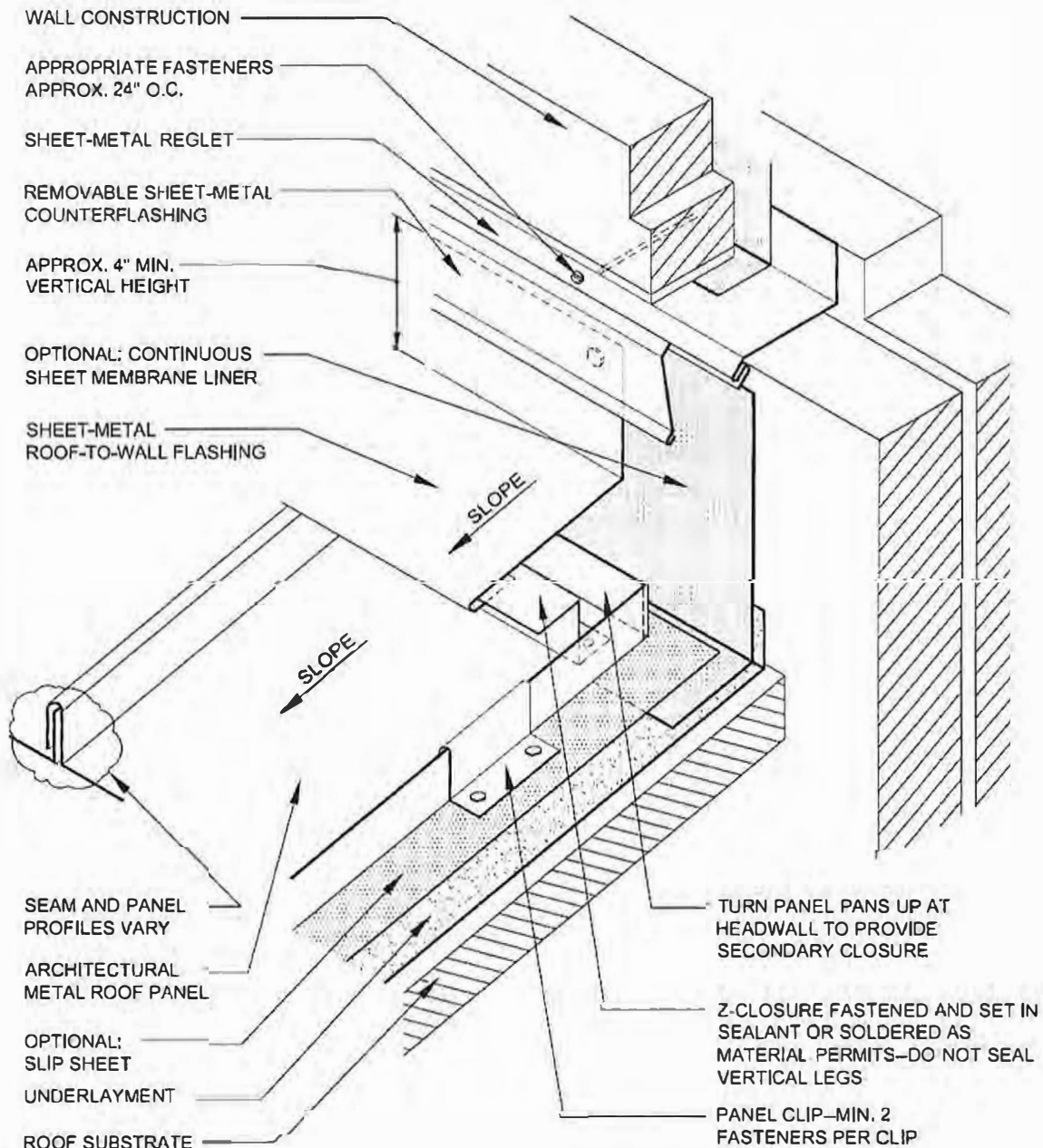


OPEN METAL VALLEY

2008

NOT DRAWN TO SCALE

AM-7



NOTES:

1. SPECIFIC FASTENING REQUIREMENTS ARE NOT INDICATED AS THEY VARY FROM SYSTEM TO SYSTEM DEPENDING ON PANEL MANUFACTURER'S REQUIREMENTS, WIND ZONE AND BUILDING CODE.
2. THIS METHOD OF FLASHING FIXES THE PANELS ALONG THE UPSLOPE END OF THE ROOF DECK IF THE Z-CLOSURE IS FASTENED THROUGH TO THE DECK.
3. REFER TO THE AM/STM/SVM INTRODUCTION FOR ADDITIONAL COUNTERFLASHING OPTIONS.
4. REFER TO THE AM/STM/SVM INTRODUCTION FOR ADDITIONAL INFORMATION.

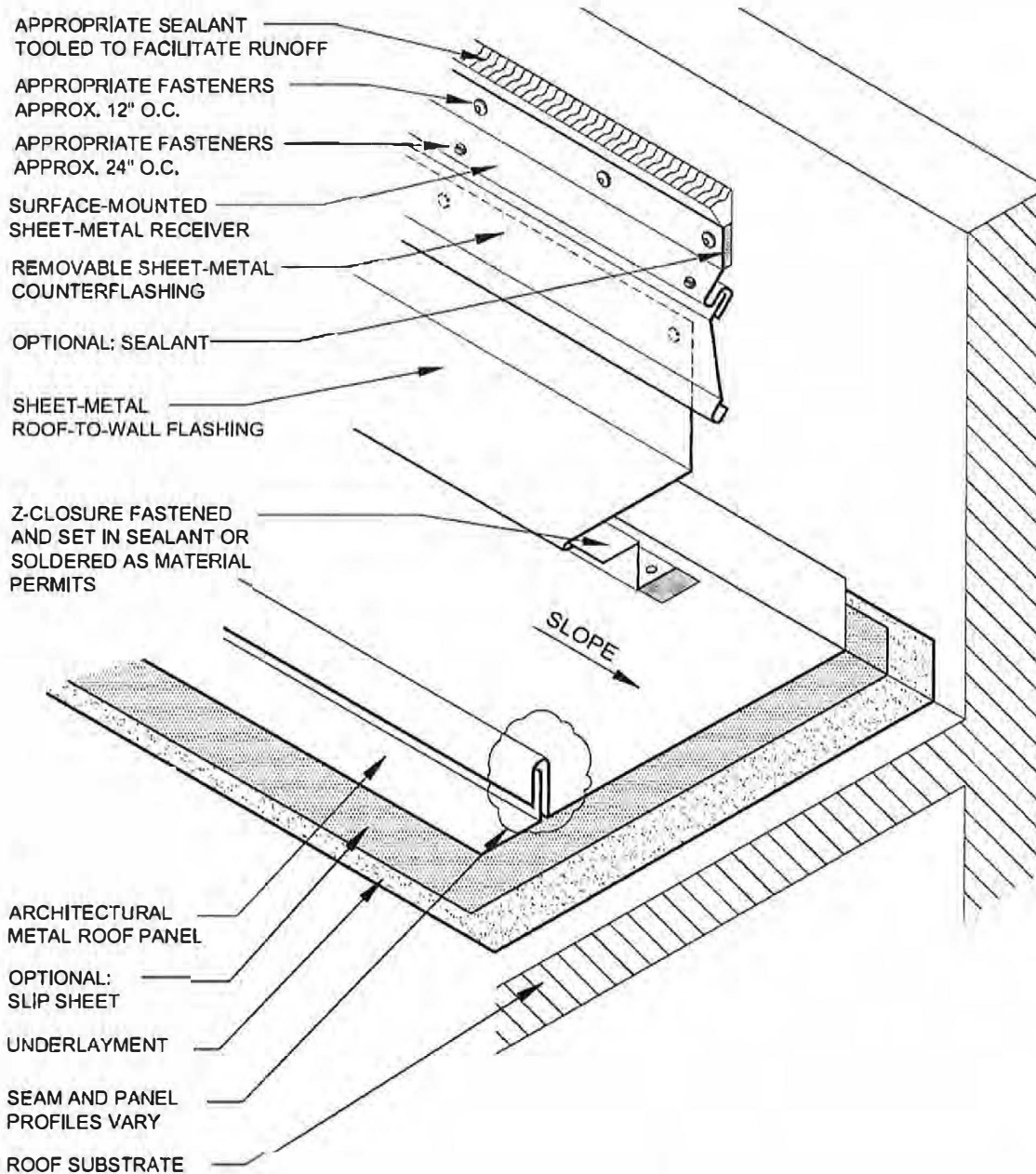


ROOF-TO-WALL (HEADWALL) TRANSITION

2008

NOT DRAWN TO SCALE

AM-8



NOTES:

1. THIS DETAIL SHOULD BE USED ONLY WHERE THE DECK IS SUPPORTED BY THE ABUTTING WALL.
2. SPECIFIC FASTENING REQUIREMENTS ARE NOT INDICATED AS THEY VARY FROM SYSTEM TO SYSTEM DEPENDING ON PANEL MANUFACTURER'S REQUIREMENTS, WIND ZONE AND BUILDING CODE.
3. THIS DETAIL MAY BE USED WITH "STARTER" AND "END" PANELS.
4. REFER TO THE AM INTRODUCTION FOR ADDITIONAL COUNTERFLASHING OPTIONS.
5. THIS DETAIL FIXES THE PANEL IF THE Z-CLOSURE IS FASTENED TO THE ROOF SUBSTRATE.
6. REFER TO THE AM/STM/SVM INTRODUCTION FOR ADDITIONAL INFORMATION.



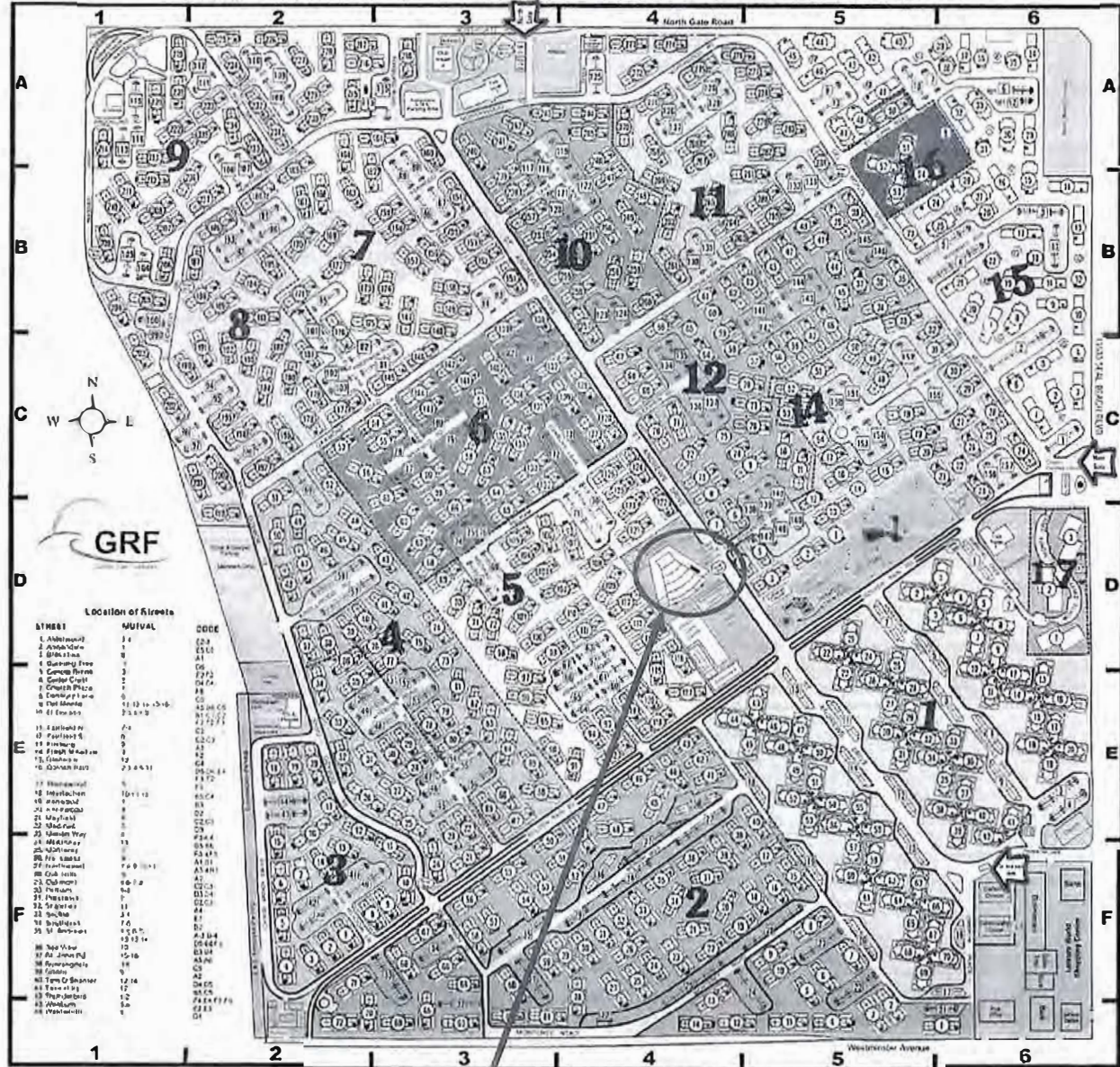
ROOF-TO-WALL (SIDEWALL) TRANSITION

2008

NOT DRAWN TO SCALE

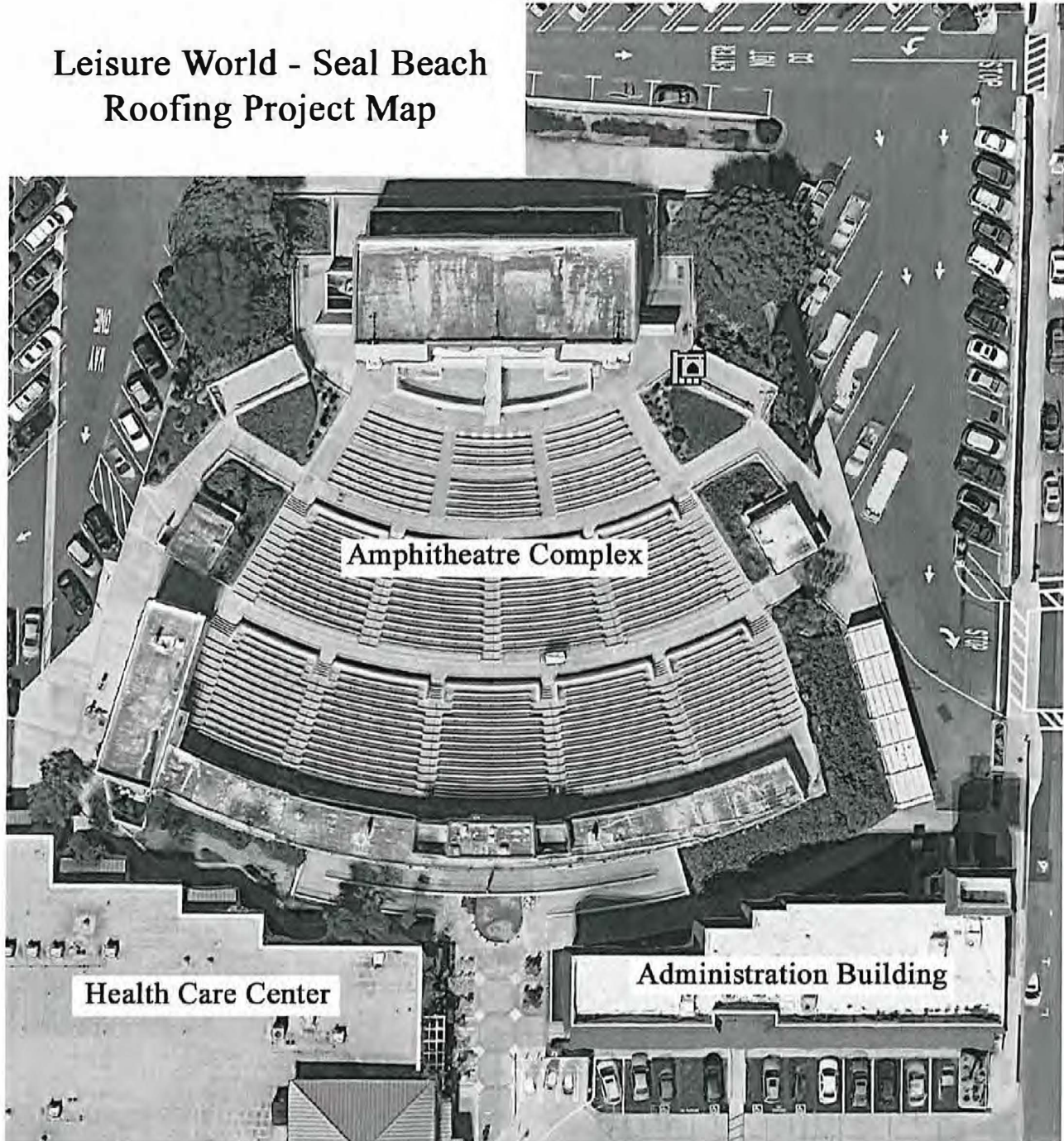
AM-9

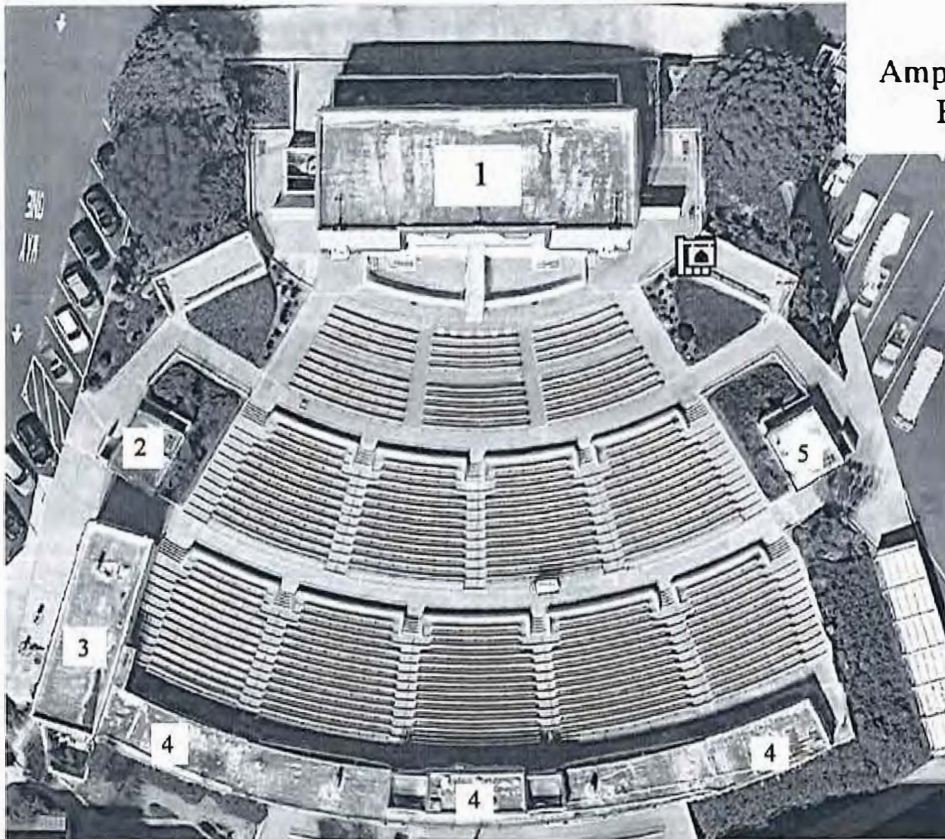
COMPLETE MAP OF SEAL BEACH LEISURE WORLD



Roof Project Site

Leisure World - Seal Beach Roofing Project Map





Amphitheatre Complex Building Legend

- 1 Amphitheatre
- 2 West Bathroom
- 3 News Office
- 4 Auxiliary Building
- 5 East Bathroom

Administration Building



GREENWOOD

HEATING & AIR INC.

www.GreenwoodHeatandAir.com
8940 Electric St. Cypress, CA 90630 ph 714-821-7070

QUOTE

DATE	QUOTED
7/31/19	0000014568

CLIENT

Golden Rain
P.O. Box 2069
Seal Beach CA 90740

JOB ADDRESS

GRF - Administrative Building
Administrative Building
Seal Beach CA 90740

ESTIMATOR	PHONE NUMBER
	562-431-6586 x

DESCRIPTION	AMOUNT
<p>Estimate to disconnect bring units off roof top, store and reload on roof plus reconnect including replacement of one unit.</p> <p>- Test each piece of equipment in both heating and cooling making sure each system is working to manufacture spec. Included will be our data sheet for each unit. (This check up will be done day before units are removed. We recommend one of your representative be onsite to see our check up being performed.) Each unit should work in heating and cooling. When unit is in cooling we should have a minimum of 17 degrees delta "T" between supply and return at the plenum.</p> <p>- Disconnect all six units prep for transport to our shop.</p> <p>- Cap off any electrical or drains as needed to allow roofers to work.</p> <p>- Hire the proper crane to lift off and reload units after new roof has been installed.</p> <p>- Reconnect each unit including high voltage electrical, low voltage control wiring and plenum's.</p> <p>- Apply duct sealant at each plenum making sure all seams are water tight.</p> <p>- Paint all the supply and return plenum's to match package units, (Rheem grey.)</p> <p>- Replace all 6 service disconnects as a preventative maintenance.</p> <p>- Run systems in both heating and cooling making sure all is working to spec.</p> <p>- Note, we have also included the replacement of the oldest unit on the roof with a new Rheem system to match in BTU capacity.</p> <p>Please indicate here if you would like Greenwood to pull city permits for your project. Greenwood charges a flat fee of \$150.00 to prepare all plans, specs, paperwork and the trip to city to pull permit. The actual cost of the permit is reimbursed to Greenwood on your installation invoice along with the above fee. Initial X_____</p> <p>or You will be responsible for all permits initial X_____.</p> <p>Your signature will authorize us to proceed with the above work. Please sign and return via email or fax to 714-821-0338</p> <p>signature _____ Date _____</p>	12,800.00
<p>Email:greenwoodheat-air@att.net Lic#945655</p>	
<p>TOTAL \$12,800.00</p>	

BID FORM

Having carefully examined the Instructions to Bidders (RCI Form A002), Bid Documents, and having become familiar with all aspects, both existing and proposed, affecting the work entitled:

PROJECT IDENTIFICATION

PROJECT NAME: Golden Rain Foundation - Leisure World - Administration and Amphitheatre Roofs

PROJECT NUMBER: GRF-012019

SITE ADDRESS: _____

Seal Beach, CA

The undersigned proposes to furnish all labor and materials and provide all equipment and manpower necessary to perform all work for the various parts of the construction in accordance with the above referenced documents for the considerations of the following amount(s):

BASE BID:

Removal and replacement of steep and low slope roofing on the Administration Building and removal and replacement of low slope roofing on five (5) buildings within the Amphitheatre Complex

FOUR HUNDRED THIRTY-ONE THOUSAND SIX HUNDRED EIGHTY-SEVEN AND 00/100. Dollars (\$ 431,687.00)
(Including state and local taxes).

Base Bid Breakdown

Steep slope roofing at the Administration Building \$ 145,744.00

Estimated squares of steep slope roofing. 60 Squares.

Low slope roofing at Administration Building \$ 104,406.00

Estimated squares of low slope roofing. 64 Squares.

Low slope roofing at five (5) Amphitheatre Complex Buildings \$ 181,537.00

Estimated squares of low slope roofing. 117 Squares.



COMPLETION DATE:

The undersigned agrees, if awarded the contract, work shall be completed within 45 working days ("time for completion"). The Undersigned further agrees that the owner may retain, from the compensation otherwise due, the sum of \$300.00 for each calendar working day (Monday through Friday) expiring beyond "time for completion", this sum not to be construed as a penalty, but as a fixed, agreed liquidated damages amount which the owner shall sustain in case of failure of the undersigned to complete the work within the time stipulated. The "time for completion" will be extended by each Excusable Delay as stipulated in the Construction Contract.

GENERAL LIABILITY INSURANCE:

Indicate here if your policy:

Includes "Open Roof Exclusion" YES or NO

Is "Claims Made" or "Occurrence"

ADDENDA ACKNOWLEDGMENT:

Receipt of Addenda (List by number and date appearing on Addenda):

Addendum # _____ Date: _____

Addendum # _____ Date: _____

Addendum # _____ Date: _____

EXECUTION OF BID:

NAME OF BIDDING COMPANY: HOWARD ROOFING COMPANY, INC.

TYPE OF CORPORATE ENTITY: CORPORATION

EXECUTED BY: FRANCISCO SANCHEZ - GENERAL MANAGER

ADDRESS: 245 N. MOUNTAIN VIEW AVE.

POMONA, CA 91767

TELEPHONE: 909-622-5598

FAX: 909-623-2927

E-MAIL: FSanchez@howardroofing.com

STATE LICENSE NUMBER: 475568

FEIN: 98-3902188

SIGNATURE: Francisco Sanchez



Howard Roofing	Steep Slope Administration Building	\$	145,744
	Low Slope Administration Building	\$	104,406
	Low Slope at five buildings of Amphitheater complex . News, Amphitheater, two bathrooms and back buildings of Amphitheater	\$	181,537
	Base Bid Total	\$	431,687
Tecta America Corp	Steep Slope Administration Building	\$	172,800
	Low Slope Administration Building	\$	148,500
	Low Slope at five buildings of Amphitheater complex . News, Amphitheater, two bathrooms and back buildings of Amphitheater	\$	252,000
	Base Bid Total	\$	573,300
OM Roofing Inc.	Steep Slope Administration Building	\$	74,849
	Low Slope Administration Building	\$	185,325
	Low Slope at five buildings of Amphitheater complex . News, Amphitheater, two bathrooms and back buildings of Amphitheater	\$	351,802
	Base Bid Total	\$	611,976
4 Seasons	Steep Slope Administration Building	\$	225,390
	Low Slope Administration Building	\$	365,345
	Low Slope at five buildings of Amphitheater complex . News, Amphitheater, two bathrooms and back buildings of Amphitheater	\$	397,195
	Base Bid Total	\$	987,930

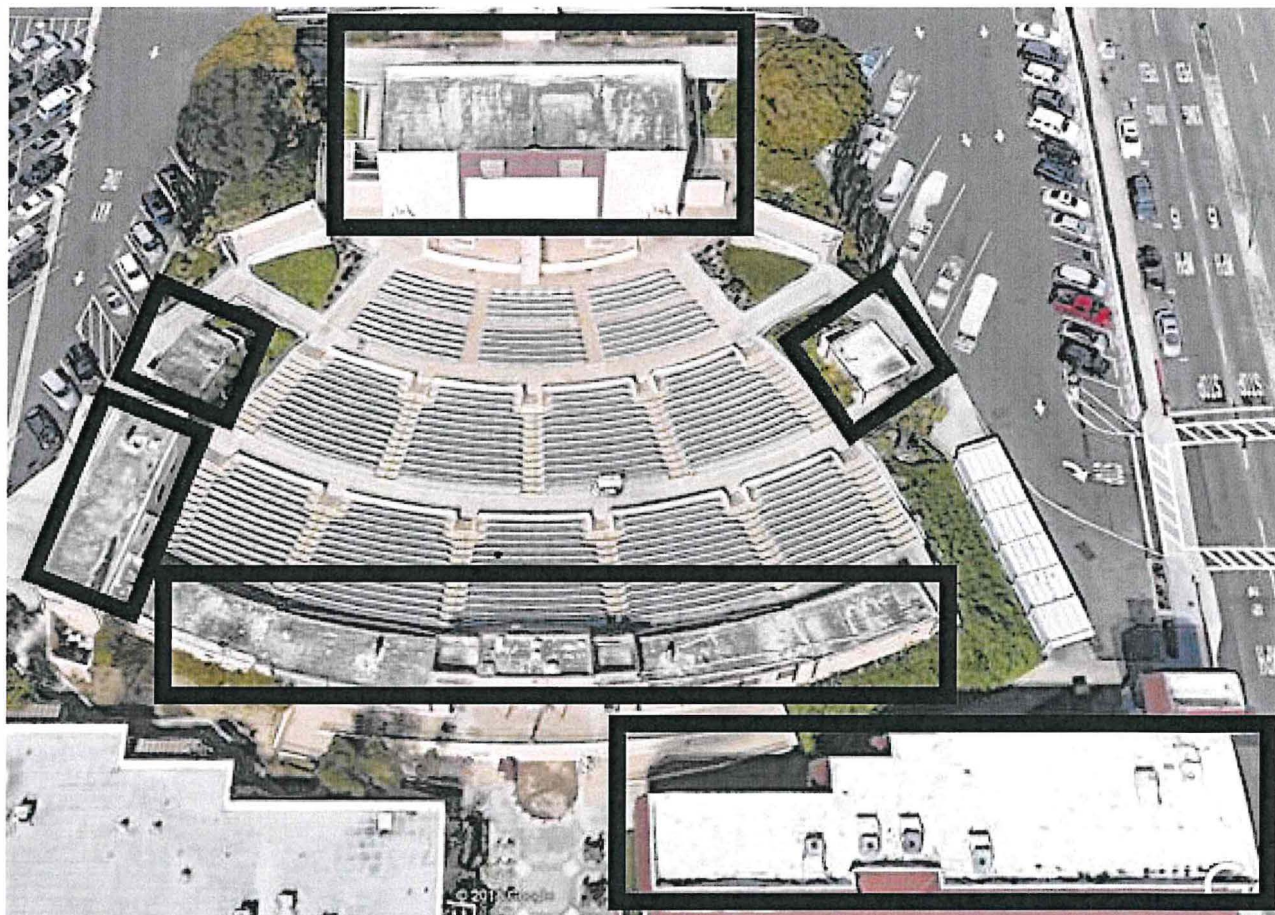


EXHIBIT C

# Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
1800 Elevator - Modernize	25	6	\$100,000
1802 Elevator Cab - Remodel	20	10	\$8,250
Amphitheater			
317 Sewage Ejection Pump - Replace	15	2	\$7,650
317 Sewage Pumps - Replace	15	9	\$7,500
317 Storm Pumps - Replace	10	2	\$5,050
361 Large Pole Lights - Replace	18	11	\$5,100
505 Brown 3' Iron Railing - Replace	25	9	\$12,000
505 Brown Single Iron Railing - Replace	25	9	\$3,600
505 White 3' Iron Railing - Replace	25	9	\$13,000
505 White Single Pipe Railing - Replace	25	9	\$20,000
601 Carpet - Replace	8	1	\$6,700
603 Vinyl Squares Floor - Replace	30	0	\$14,000
608 Hardwood Stage Floor - Replace	30	26	\$58,000
610 Hardwood Floor - Refurbish	10	6	\$14,000
814 Blast Doors - Replace	25	1	\$100,000
910 News Room - Remodel	12	7	\$12,000
916 Amateur Radio Equipment	10	1	\$7,650
916 Amateur Radio Room Furnishings	15	1	\$2,750
918 Emergency Operations Center	15	1	\$6,000
920 Theater Bleachers - Replace	30	19	\$460,000
920 Theater Club Furnishings - Replace	15	1	\$5,600
920 Theater Drapery - Replace	10	9	\$37,700
920 Theater Lighting - Replace	30	1	\$74,000
920 Theater Rigging - Replace	30	26	\$27,500
920 Theater Sound - Replace	20	19	\$120,000
921 Ad/Production Room Facility	15	11	\$47,500
922 Amphitheater Office Furnishings	15	5	\$11,000
925 Projector/DVD Player - Replace	10	7	\$10,900
926 Main Server - Replace	7	6	\$100,000
933 Pianos - Replace	30	11	\$27,000
951 Bathrooms - Major Refurbish	30	3	\$110,000
970 Camera System - Replace	12	11	\$15,500
1101 Doors - Repaint	5	4	\$2,600
1110 Interior Surfaces - Repaint	10	5	\$15,000
1113 Metal Surfaces - Repaint	5	5	\$4,100
1115 Exterior Flatwork - Repaint	10	5	\$18,000
1116 Wood Surfaces - Repaint	5	5	\$8,800
1302 Cap Sheet Roof - Re-coat	10	0	\$15,000
1302 Cap Sheet Roof - Replace	20	10	\$125,000
Library			
601 Carpet - Replace	8	2	\$22,000
605 Tile Floor - Replace	30	16	\$4,350
924 Patron Management System	10	5	\$6,850
951 Bathrooms - Major Refurbish	20	6	\$14,000
951 Friends of Library Bathrm - Refurb	20	6	\$2,800
960 Library Furnishings - Replace	15	13	\$120,000
1110 Interior Surfaces - Repaint	10	1	\$2,000
1115 Stucco - Repaint	10	9	\$7,500

Executive Summary

26608-1

#	Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
Administration Building				
601	Carpet - Replace	8	6	\$22,000
605	Tile Floor - Replace	30	12	\$5,150
924	Sans Audit Equipment	8	5	\$34,000
924	Sans Audit Equipment Wi-Fi	8	5	\$61,000
926	Back-up Server - Replace	7	0	\$50,000
951	Bathrooms - Major Refurbish	20	1	\$75,000
960	2nd Floor Remodel Projects	15	10	\$43,000
960	Accounting/Admin Furnishings - Repl	15	12	\$75,000
960	Conference Room	15	4	\$14,000
960	GRF Board Room - Remodel	15	4	\$5,350
960	Stock Trans & Finance Work Stations	25	23	\$31,000
960	Stock Transfer Kitchenette	15	11	\$8,250
1110	Interior Surfaces - Repaint	10	8	\$20,000
1115	Stucco - Repaint	10	9	\$6,500
1116	Wood Surfaces - Repaint	5	4	\$4,900
1302	Cap Sheet Roof - Re-coat	10	0	\$10,000
1302	Cap Sheet Roof - Replace	20	6	\$19,500
1800	Elevator - Modernize	25	24	\$80,600
1802	Elevator Cab - Remodel	12	11	\$12,000
Clubhouse #1				
303	Space Heater - Replace	24	17	\$2,600
361	Pole Lights - Replace	20	0	\$9,850
370	Lg Interior Lights - Replace	20	19	\$12,000
601	Carpet - Replace	10	2	\$13,500
603	Vinyl Flooring - Replace	20	2	\$45,000
901	Kitchen Appliances - Replace	20	6	\$67,000
920	Ballroom Furnishings - Replace	15	11	\$31,000
920	Historical Society Furniture - Repl	15	4	\$14,000
920	Lobby Furnishings - Replace	15	11	\$16,500
927	Billiard Rooms - Remodel	15	4	\$5,700
927	Billiard Tables - Replace	15	6	\$15,500
930	Woodshop Equipment - Replace	10	0	\$40,000
933	Piano - Replace	30	29	\$5,000
951	Bathrooms - Remodel	20	9	\$46,500
1110	Interior Surfaces - Repaint	10	8	\$26,000
1115	Stucco - Repaint	10	2	\$10,700
1116	Wood Surfaces - Repaint	5	2	\$10,350
1121	Wood Siding - Replace	30	9	\$60,500
1308	Asphalt Shingle Roof - Replace	25	21	\$120,000
1330	Gutter System - Replace	25	6	\$6,800
1350	Skylights - Replace	25	6	\$9,500
1621	Shuffleboard Equipment - Replace	15	4	\$16,500
Clubhouse #2				
316	Sewer Ejection System - Replace	15	12	\$145,000
361	Pole Lights - Replace	20	0	\$4,600

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Golden Rain Foundation

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Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE
SUBJECT: **FINAL VOTE:** AMEND 70-1487.01-2, RECREATIONAL VEHICLE LOT,
SCHEDULE OF FEES
DATE: SEPTEMBER 12, 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.

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 70-1487.01-2, Recreational Vehicle Lots, Schedule of Fees, during the 28-day notification to the membership period.

I move to amend Policy 70-1487.01-2, Recreational Vehicle Lots, Schedule of Fees, as presented.

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



Recreation **AMEND**

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

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Recreation **AMEND**

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



Recreation **AMEND**

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

	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	

Document History

Adopted: 27 Feb 18

Keywords:

(Jul 19)

GOLDEN RAIN FOUNDATION Seal Beach, California



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE
SUBJECT: CONCEPTUAL APPROVAL, USE OF TRUST PROPERTY, KNOWLEDGE AND LEARNING CENTERS
DATE: SEPTEMBER 4, 2019
CC: FILE

At the September 3, 2019 meeting of the Recreation Committee, the Committee reviewed the Educational Class survey results (Exhibit A).

After general review and discussion of the survey and the mission of GRF, it was the general position of the Committee that the survey results supported the need to allocate and to modify Trust Property amenities to accommodate various types of educational classes.

The general scope of a project to provide Educational and Instructional Classes would include, but not be limited to:

- Use of Trust Properties Amenities for Educational and Instructional Classes,
- Modification of Trust Property Clubhouse space, including equipment needs, cost estimated at \$75,000 to \$100,000, dependent upon final scope of work,
- Recreation Committee and Staff interaction and support to provide instructors,
- Provide the Golden Age Foundation the opportunity to review any reasonable proposal to provide financial support in the area of equipment needs in a Knowledge and Learning Center for the benefit of the communities' Shareholder/Members.

I move to conceptually approve the modification of Trust Property to provide the opportunity to provide a variety of general Educational and Instructional classes for the benefit of the Shareholder/Members. The Recreation Committee is directed to finalize a general scope of modifications, furnishings and equipment needs to support the operations of ongoing education and instruction and provide all details and costs to the Board for final approval.

Course Type	Number of people interested	Number of blanks	Total number of submissions	Percentage of people interested based on total number of submissions
Art Appreciation	192	506	698	27%
Computer Science	364	334	698	52%
Cooking	268	430	698	38%
Current Events	169	529	698	24%
Health	396	302	698	56%
Science	149	549	698	21%
History	237	461	698	33%
Religion	82	616	698	11%
Literature	170	528	698	24%
Writing	119	579	698	17%
Music Appreciation	182	516	698	26%
Craft & DIY	284	414	698	40%
Money/Economics	151	547	698	21%
Language	170	528	698	24%
Photography	142	556	698	20%
Film Appreciation	148	550	698	21%



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE
SUBJECT: AMEND 70-1445-1, MISSION PARK
DATE: SEPTEMBER 5, 2019
CC: FILE

At its meeting on September 3, 2019, the Recreation Committee recommended the GRF Board of Directors amend 70-1445-1, Mission Park.

I move to amend 70-1445-1, Mission Park, changing the beginning hour of operation to 8:00 a.m., from 9:00 a.m.

MISSION PARK AMEND

1. The Recreation Department is responsible for fair and equitable use of the Mission Park area for Clubs and Private Party Reservations.

- 1.1. The barbeque area will be available for reservations through the Reservations Office,
- 1.2. Private Parties are responsible for all clean up after their event and failure to do so could result in the forfeiture of your deposit,
- 1.3. Clubs are responsible for all clean up after their event and failure to do so could result in loss of privileges.,
- 1.4. The Multi Use court game area is available on a first come first served basis. Must be reserved for special events or tournaments with the Reservations Office.

2. **HOURS OF OPERATION**

89:00 a.m. to 8:00 p.m. seven (7) days a week.

3. **MULTI-USE FACILITY RULES**

- 3.1. The Multi-use facilities are for the recreational use of Golden Rain Foundation (GRF) shareholders/members only,
- 3.2. Clubs may provide a trainer periodically. The approved trainer must be registered with the Recreation Department,
- 3.3. Legal residents are required to show their Resident identification upon request,
- 3.4. Participants must sign in upon entering,
- 3.5. Players should consult their medical professional before playing in order to avoid inherent dangers of exercising and the risk of personal injury,
- 3.6. In order to avoid injury, players should perform appropriate warm-up and cool-down exercises when using the Multi-use Courts,
- 3.7. Athletic-type non-marking footwear must be worn on the Multi-use Courts. Dress shoes, penny loafers, open-toed shoes, backless shoes, or similar footwear is not permitted,
- 3.8. Food or glass containers are not permitted on the courts at any time,
- 3.9. One person cannot hold a court in the Multi-use Court area,
- 3.10. Bicycles must be parked in bike racks. They are not permitted in Mission Park or on the Multi-use Courts,
- 3.11. The following are prohibited in Mission Park and on the Multi-use Courts:

MISSION PARK**AMEND**

- 3.11.1.** Skateboards
 - 3.11.2.** Roller skates, roller blades and scooters
 - 3.11.3.** Remote control devices
 - 3.11.4.** Bicycles and golf carts
- 3.12.** No chewing gum in Multi-use Courts. No food or beverages allowed in Multi-use Courts. Water is allowed in an acceptable container. Eating and drinking permitted in designated Mission Park area only,
- 3.13.** No animals allowed in Mission Park, exception: Qualified Service Animals only, no animals allowed on the Multi-use Courts at any time,
- 3.14.** No smoking is allowed in Mission Park or on Multi-use Courts,
- 3.15.** Golden Rain Foundation (GRF) is not responsible for any lost or stolen items,
- 3.16.** When a session has ended, leave the Multi-use Courts promptly, so the next scheduled activity can begin,
- 3.17.** Tournaments on the Multi-use Courts can only be scheduled by the Golden Rain Foundation (GRF) Recreation Department,
- 3.18.** The following actions are cause for immediate dismissal from the facility and may result in temporary or permanent loss of privileges:
 - 3.18.1.** Disorderly conduct
 - 3.18.2.** Inappropriate behavior
 - 3.18.3.** Abuse of facility or equipment
 - 3.18.4.** Abuse of GRF and custodial staff
 - 3.18.5.** Disregard of GRF Policies
- 3.19.** Golden Rain Foundation (GRF) programs always take precedence over reservations. GRF will try to post notices in advance of the scheduled closings however this may not always be possible.

4. COURT SAFETY

- 4.1.** Don't overplay your current physical condition,
- 4.2.** Keep hydrated,
- 4.3.** If a ball comes onto your court, STOP PLAY AT ONCE. Do the same if you hear, BALL ON COURT,
- 4.4.** If you hit a ball into another court, immediately call out loudly: BALL ON COURT,
- 4.5.** If a ball is going towards another court, do NOT chase it ONTO the other court, and let the other people stop play and retrieve the ball,
- 4.6.** If you are crossing an active court to get onto or (vacate) court or to (leave) a court, wait until their current point is over. Ask them for permission to

MISSION PARK AMEND

cross their court. This is both an etiquette and a safety issue, but it is included here, as it is obviously unsafe to do otherwise,

- 4.7.** If a ball breaks, safely remove it from the court,
- 4.8.** If ANYTHING falls on the court, quickly remove it,
- 4.9.** If you see someone who displays signs of dizziness, weakness, or lack of concentration notify Security right away,
- 4.10.** If someone falls on the court, all play STOPS. If that person is injured, call Security immediately. If the player is unable to get themselves up, DO NOT assist them, as this may cause further injury. They should remain where they are until assessed by paramedics,
- 4.11.** Use of Mission Park facilities like all other Golden Rain Foundation (GRF) facilities is at your own risk.,
- 4.12.** In case of emergency call Golden Rain Foundation (GRF) Security Department at (562) 594-4754. **If life threatening emergency, call 911.**

Document History

Adopted: 24 Jul 18 Amended: 23 Apr 19 Amended: 23 Jul 19

Keywords:



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: SECURITY, BUS AND TRAFFIC COMMITTEE
SUBJECT: CITATION SERVICES VENDOR
DATE: SEPTEMBER 12, 2019
CC: FILE

At its meeting on September 12, 2019, the Security, Bus & Traffic Committee recommended the GRF Board of Directors award a contract to Complus Data Innovations, Inc. (COMPLUS) for citation services.

I move to award a contract to Complus Data Innovations, Inc. (COMPLUS), for parking enforcement citation equipment and supplies, for a term of 3 years beginning at the end of a 90 day implementation period after the signing of the contract, with no upfront costs or fees, and authorize the President to sign the contract.

AGREEMENT BY AND BETWEEN
Seal Beach-Leisure World, CA (CLIENT)
AND
COMPLUS DATA INNOVATIONS, INC. (COMPLUS)

FASTTRACK™ SERVICES AGREEMENT

This **FastTrack™ Services Agreement** (this “Agreement”) is made and entered into on _____, by and between Complus Data Innovations, Inc. (“COMPLUS”), with offices at 120 White Plains Road, Tarrytown, New York 10591, and Seal Beach-Leisure World, CA (“CLIENT”), with offices at 13533 Seal Beach Blvd. Seal Beach, CA 90740.

RECITALS

WHEREAS, COMPLUS is the developer and provider of the **FastTrack™** Parking Ticket Management System, a password-protected software application for the processing of parking tickets and permit payments that COMPLUS makes available for client use through a network connection (“**FastTrack™**”);

- WHEREAS, COMPLUS is a provider of certain Equipment related to parking ticket processing;
- WHEREAS, COMPLUS is the developer and provider of certain Software related to the Equipment; and
- WHEREAS, CLIENT desires to access and use **FastTrack™** and use the Equipment and related Software.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is acknowledged, the parties hereto agree as follows:

AGREEMENT

1. Access Rights to **FastTrack™**.

- (a) Subject to and conditioned on CLIENT’s compliance with the terms and conditions of this Agreement, COMPLUS hereby authorizes CLIENT to access and use **FastTrack™** through the Client Portal during the Term, solely in connection with CLIENT’s business. **FastTrack™** is authorized for use and is not sold to CLIENT. CLIENT acknowledges that **FastTrack™** is the sole property of COMPLUS and that nothing in this Agreement grants any right, title or interest in or to (including any license under) any intellectual property rights in or relating to **FastTrack™**, whether expressly, by implication, estoppel or otherwise. All right, title and interest in and



to **FastTrack™** are and will remain with COMPLUS, including any changes, modifications or enhancements to **FastTrack™** that are requested by CLIENT during the Term.

- (b) COMPLUS shall use commercially reasonable efforts to provide CLIENT the services described on Schedule I of this Agreement in accordance with the terms and conditions hereof, including services related to hosting, managing, operating, maintaining and making **FastTrack™** available to CLIENT for remote electronic access and use by CLIENT. COMPLUS will provide CLIENT with remote access to **FastTrack™** through CLIENT's network connection to a specific Citrix-based portal (the "Client Portal"). The Client Portal may only be installed on a limited number of authorized machines as indicated on Schedule I of this Agreement ("Authorized Machines"). COMPLUS shall use commercially reasonable efforts to provide access to **FastTrack™** 23 1/2 hours per day, seven days a week. Notwithstanding the foregoing, **FastTrack™** will be unavailable daily from 2:00 a.m. until 2:30 a.m. Eastern Time due to daily maintenance. COMPLUS will not be responsible for any downtime arising in connection with the Internet service providers, utilities companies and/or CLIENT's internal network.
- (c) Use of the Client Portal is subject to the terms of this Agreement. Access to the Client Portal is for the sole purpose of providing CLIENT access to **FastTrack™**. Within the Client Portal, CLIENT may create user specific accounts ("User Accounts") for the individuals authorized by CLIENT to use **FastTrack™** through the Client Portal ("Authorized Users"). The number of Authorized Users that may access **FastTrack™** through the Client Portal at any one time shall be limited to the specific number of licensed **FastTrack™** sessions set forth on Schedule I of this Agreement ("Sessions").
- (d) CLIENT shall (i) be responsible for creating and managing User Accounts for the Authorized Users, (ii) be responsible for ensuring that all Authorized Users comply with the terms and conditions of this Agreement, (iii) be responsible for the accuracy, quality and legality of Client Data and the means by which CLIENT acquires Client Data, (iv) use commercially reasonable efforts to prevent unauthorized access to or use of the Client Portal or **FastTrack™**, and notify COMPLUS promptly of any such unauthorized access or use and (v) use **FastTrack™** only in accordance with the terms of this Agreement and all applicable laws and government regulations.

2. Equipment and Software.

- (a) COMPLUS will provide to CLIENT all handhelds, phones or printers and other equipment (collectively, the "Equipment") and the associated pre-installed COMPLUS proprietary ticket issuance software ("Software"), each as listed on Schedule I of this Agreement. Subject to and conditioned on CLIENT's compliance with the terms and conditions of this Agreement, COMPLUS hereby grants CLIENT a limited license to use the Software during the Term, solely in connection with CLIENT's use of the Equipment and **FastTrack™** and solely in connection with CLIENT's business. CLIENT acknowledges that the Equipment and the Software are the sole property of COMPLUS and that nothing in this Agreement grants any right, title or interest in or to (except for the limited license granted in this Section 2(a)) any intellectual property rights in or relating to the Equipment or the Software, whether expressly, by implication, estoppel or otherwise. All right, title and interest in and to the Equipment and the Software are and will remain with COMPLUS, including any

changes, modifications or enhancements to the Equipment or the Software that are requested by CLIENT during the Term.

- (b) Upon receipt, CLIENT shall promptly acknowledge, on the form attached as Exhibit A, receipt of all such Equipment and Software and that such Equipment and Software are in good working order. CLIENT acknowledges that the Equipment and the Software are the property of COMPLUS, and CLIENT agrees to exercise reasonable care of the Equipment and the Software while such Equipment and Software are in CLIENT's possession.
- (c) COMPLUS will be responsible for the maintenance and repairs of the Equipment resulting from normal use. Repairs, which in the reasonable opinion of COMPLUS are required as a result of an accident, neglect or misuse of the Equipment (including, without limitation, a repair arising from or in connection with the use by CLIENT of software other than the Software provided by COMPLUS and/or use of the Equipment by CLIENT other than in connection with **FastTrack™**) shall be made at the sole expense of CLIENT. All costs and expenses related to the repair or replacement of the Equipment that is required as the result of an accident, neglect or misuse will be billed to CLIENT. This includes, but is not limited to, the actual cost of the repair or replacement of the Equipment, along with shipping expenses, travel expenses and labor costs (each, if required). Travel expenses, if required, must be pre-approved by CLIENT before repairs will be scheduled.
- (d) CLIENT shall (i) be responsible for ensuring that all CLIENT users of the Equipment and the Software comply with the terms and conditions of this Agreement, (ii) be responsible for the accuracy, quality and legality of Client Data and the means by which CLIENT acquires Client Data, (iii) use commercially reasonable efforts to prevent unauthorized access to or use of the Equipment and the Software, and notify COMPLUS promptly of any such unauthorized access or use and (iv) use the Equipment and the Software only in accordance with the terms of this Agreement and all applicable laws and government regulations.

3. Authorization Limitations and Restrictions. CLIENT shall not, and shall not permit any other person to, access or use **FastTrack™**, the Equipment or the Software except as expressly permitted by this Agreement. All rights not expressly authorized or granted to CLIENT by this Agreement are reserved for COMPLUS. For purposes of clarity and without limiting the generality of the foregoing, CLIENT shall not, except as this Agreement expressly permits:

- (a) copy, modify or create derivative works or improvements of **FastTrack™** or the Software;
- (b) rent, lease, lend, sell, sublicense, assign, distribute, publish, transfer or otherwise make available **FastTrack™** or the Software to any person, including on or in connection with the Internet or any time-sharing, service bureau, software as a service, cloud or other technology or service;
- (c) reverse engineer, disassemble, decompile, decode, adapt or otherwise attempt to derive or gain access to the source code of **FastTrack™** or the Software, in whole or in part;
- (d) bypass or breach any security device or protection used by **FastTrack™** or the Software or access or use **FastTrack™** other than by an Authorized User through the use of his or her own then valid User Account;
- (e) input, upload, transmit or otherwise provide to or through **FastTrack™** or the Software, any information or materials that are unlawful or injurious or contain, transmit or activate any harmful code;
- (f) damage, destroy, disrupt, disable, impair, interfere with or otherwise impede or harm in any manner



FastTrack™, the Software or COMPLUS' provision of services to any third party, in whole or in part;

- (g) remove, delete, alter or obscure any trademarks, specifications, documentation, EULA, warranties or disclaimers, or any copyright, trademark, patent or other intellectual property or proprietary rights notices from **FastTrack™**, the Equipment or the Software;
- (h) access or use **FastTrack™**, the Equipment or the Software in any manner or for any purpose that infringes, misappropriates or otherwise violates any intellectual property right or other right of any third party (including by any unauthorized access to, misappropriation, use, alteration, destruction or disclosure of the data of any other COMPLUS client) or that violates any applicable law;
- (i) access or use **FastTrack™** or the Software for purposes of competitive analysis of **FastTrack™** or the Software, the development, provision or use of a competing software service or product or any other purpose that is to COMPLUS' detriment or commercial disadvantage; or
- (j) otherwise access or use **FastTrack™**, the Equipment or the Software beyond the scope of the authorization granted under [this](#) Agreement.

4. Equipment Repairs; Software Modifications. Repairs to the Equipment or re-installation and/or modification of the Software, which are required as a result of changes, modifications or enhancements made by or on behalf of CLIENT, shall be made at the sole expense of CLIENT. This includes, but is not limited to, the actual cost of the repair or replacement of such Equipment, along with shipping expenses, travel expenses and labor costs (each, if required). Travel expenses, if required, must be pre-approved by CLIENT before repairs will be scheduled.

5. Additional Services. Additional services requested by CLIENT that are not described in this Agreement must be submitted in writing by CLIENT to COMPLUS. COMPLUS will prepare a statement of work along with a detailed cost estimate to be approved in writing by CLIENT prior to the implementation of said changes or additions. This includes, but is not limited to, requests for additional Equipment, installation of additional Sessions, CLIENT requested changes, modifications or enhancement to FastTrack™ or the Software or changes, modifications or enhancements and/or relocation of the Equipment or the Client Portal.

6. Exclusive Provider; Responsibilities. CLIENT will use COMPLUS as its exclusive provider for the processing of parking tickets. CLIENT will be responsible for (i) the entry of all handwritten parking tickets into the Client Portal, unless otherwise set forth on Schedule I of this Agreement, (ii) all other non-processing functions related to parking tickets, including the updating and disposition of parking tickets and (iii) the accuracy of the information and Client Data related to such tickets. For the avoidance of doubt, COMPLUS shall not be responsible or liable for the validity or accuracy of any Client Data or information provided to COMPLUS by CLIENT, including, without limitation, the information on the parking tickets.



7. Compliance with Laws and Regulations. COMPLUS agrees to maintain **FastTrack™** to conform in all material respects to all federal, state and local laws and regulations. COMPLUS shall use commercially reasonable efforts to perform nightly tape backups and to mirror its data center off-site for disaster recovery purposes.

8. Reporting.

- (a) COMPLUS will use commercially reasonable efforts to furnish CLIENT with or provide CLIENT access to digital copies of the following reports on a monthly basis:
 - Aging of Account Receivables;
 - Officer and PEO Performance Reports;
 - Detail of Outstanding Tickets;
 - Year to Date Paid Summary Report.
- (b) To the extent CLIENT desires additional reporting beyond the reports described in Section 8(a), CLIENT must submit a written request to COMPLUS describing CLIENT's additional reporting needs. COMPLUS will use good faith efforts to evaluate such request and, if applicable, will prepare a statement of work that will include what reporting/report(s) may be provided by COMPLUS, a cost estimate for any work required to create or implement such reporting/report(s) and an estimated schedule to perform such work. CLIENT must approve each such statement of work in writing prior to any work commencing to create or implement such reporting/report(s).
- (c) If requested by CLIENT, COMPLUS will prepare all Delinquent Notices and Notice of Violations for outstanding tickets issued to vehicles bearing State of California plates and out-of-state plates (to the extent allowed by each state's DMV) to the last known registered owner(s). CLIENT will be responsible for postage of such notices. COMPLUS shall prepare and CLIENT shall approve any and all language contained in such notices. State agency approval will also be obtained where applicable. Such notices shall comply with state rules and regulations in all material respects.

9. Training; Support. Throughout the Term, COMPLUS will provide training at CLIENT's offices for **FastTrack™**, the Equipment and the Software. COMPLUS will provide reference manuals describing the features and operations of **FastTrack™**, the Equipment and the Software. COMPLUS will provide updates to the system as they become available. Throughout the Term, COMPLUS will provide support assistance from field supervisors and by telephone at no charge to CLIENT during the hours of 8:30 a.m. to 5:00 p.m. (Eastern Time) Monday through Friday (with the exception of all state and nationally recognized holidays).

10. Indemnity.

- (a) CLIENT agrees to indemnify, defend and hold harmless COMPLUS, its officers, agents and employees, from any claims, controversies, lawsuits, liabilities or expenses incurred by or brought against COMPLUS by third parties in any way related to COMPLUS' service and/or this Agreement, except where said claims,



controversies or lawsuits are the result of the gross negligence or willful misconduct on the part of COMPLUS. This provision shall survive the termination of this Agreement.

- (b) COMPLUS agrees to indemnify, defend and hold harmless CLIENT, its officers, agents and employees from any claims, controversies, lawsuits, liabilities or expenses incurred by or brought against CLIENT by third parties in any way related to COMPLUS' gross negligence or willful misconduct in the performance of its services under this Agreement. This provision shall survive the termination of this Agreement.

11. Fees. CLIENT agrees to the fee schedule set forth on Schedule II of this Agreement, for the use of **FastTrack™**, the Equipment and the Software. Invoices will be submitted on a monthly basis, payable within thirty (30) days upon receipt.

12. Payment Processing. COMPLUS uses Parking Ticket Payment, LLC for all online credit card processing. Parking Ticket Payment, LLC is a Level 1 Service Provider solely dedicated to providing a method to collect online payments for all of COMPLUS' clients. COMPLUS shall not be responsible or liable for the security of cardholder data that is processed and transmitted through the Parking Ticket Payment, LLC web sites on CLIENT's behalf and for maintaining all applicable PCI DSS requirements.

13. Upon the execution by both parties of this Agreement, a ninety (90) day period for the implementation of the services described on Schedule 1 shall commence. This Agreement will remain in effect for a period of three (3) years beginning on the earlier of (i) the date on which the implementation of the Services is complete or (ii) the end of the ninety (90) day implementation period (such date, the "Effective Date", and such three (3) year term, the "Initial Term"). On the third (3rd) anniversary of the Effective Date, and on each anniversary date thereafter, this Agreement will automatically renew for a one (1) year period upon the same terms and conditions (the "Renewal Term") (the Initial Term and each Renewal Term collectively, the "Term"). If either CLIENT or COMPLUS does not wish for any such renewal, such party must notify the other party in writing of its intention not to renew this Agreement no later than ninety (90) days prior to any such anniversary date, in which case this Agreement shall terminate on such anniversary date. In the event of termination, CLIENT will return to COMPLUS within ten (10) days of the termination of this Agreement all Equipment, peripherals, manuals and all other materials provided to CLIENT by COMPLUS, all of which shall be returned to COMPLUS in good working order. In the event of termination, and provided that there are no outstanding invoices and CLIENT has returned all equipment in good working order, CLIENT will be provided with, at no cost, a computer database containing parking ticket information compiled for CLIENT by COMPLUS during the Term.

14. Proprietary Rights



- (a) All right, title and interest in and to **FastTrack™**, the Equipment and the Software, including all intellectual property rights therein, are and will remain with COMPLUS. CLIENT has no right, license or authorization with respect to **FastTrack™**, the Equipment or the Software, except as expressly set forth in Section 1(a) or Section 2 of this Agreement. All other rights in and to **FastTrack™**, the Equipment or the Software are expressly reserved by COMPLUS.
- (b) As between CLIENT and COMPLUS, CLIENT is and will remain the sole and exclusive owner of all right, title and interest in and to all Client Data, including all intellectual property rights relating thereto, subject to the rights and permissions granted in Section 14(c).
- (c) CLIENT hereby irrevocably grants all such rights and permissions in or relating to Client Data: (i) to COMPLUS and COMPLUS' employees, agents or independent contractors as are necessary or useful to provide FastTrack™, the Equipment or the Software and (ii) to COMPLUS as are necessary or useful to enforce this Agreement or to exercise its rights and perform its obligations under this Agreement.

15. Confidentiality of Information.

- (a) Each of COMPLUS and CLIENT agrees to comply with state and federal regulations regarding the confidentiality of information. Each of COMPLUS and CLIENT further agrees that, except as otherwise expressly provided herein, the information provided by CLIENT and/or the DMV, including the names and addresses and associated information of persons and entities that have received tickets ("Client Data"), shall remain confidential and shall not be sold or shared with any other non-party, company or entity for any purpose, including, but not limited to, marketing, sales, solicitations, collection agencies and/or credit bureaus. This Section 15 shall survive the termination of this Agreement.
- (b) As used herein, "Confidential Information" means all confidential information disclosed by a party (the "Disclosing Party") to the other party (the "Receiving Party"), whether orally or in writing, that is designated as confidential or that reasonably should be understood to be confidential given the nature of the information and the circumstances of disclosure. Confidential Information of CLIENT shall include Client Data; Confidential Information of COMPLUS shall include **FastTrack™** and its related documentation and the Software; and Confidential Information of each party shall include the terms and conditions of this Agreement, as well as business and marketing plans, technology and technical information, product plans and designs and business processes disclosed by the Disclosing Party to the Receiving Party. Confidential Information (other than Client Data) shall not include information that (i) is or becomes generally known by the public without breach of any obligation owed to the Disclosing Party, (ii) was rightfully known to the Receiving Party without restriction on use or disclosure prior to such information's being disclosed or made available to the Receiving Party in connection with this Agreement, (iii) was or is received by the Receiving Party on a non-confidential basis from a third party that was not or is not, at the time of such receipt, under any obligation to maintain its confidentiality or (iv) was or is independently developed by the Receiving Party without reference to or use of any Confidential Information.
- (c) The Receiving Party shall use the same degree of care that it uses to protect the confidentiality of its own confidential information of like kind (but in no event less than reasonable care) and agrees (i) not to use any Confidential Information of the Disclosing Party for any purpose outside the scope of this Agreement and (ii) except as otherwise authorized by the Disclosing Party in writing, to limit access to Confidential Information of the Disclosing Party to those of its employees, contractors and agents who need such

access for purposes consistent with this Agreement and who have signed confidentiality agreements with the Receiving Party containing protections no less stringent than those herein.

- (d) If the Receiving Party is required to disclose any Confidential Information by any law, regulation, subpoena, order, decree or decision or other process of law, the Receiving Party will provide the Disclosing Party with prior written notice and a reasonable opportunity to seek a protective order and the Receiving Party shall furnish only that portion of the Confidential Information that the Receiving Party is advised by counsel is required to be disclosed by all applicable laws and regulations.

16. Relationship of the Parties. COMPLUS is an independent contractor, and neither COMPLUS nor its staff shall be deemed to be employed by CLIENT.

17. Governing Law; Submission to Jurisdiction. This Agreement and the rights and obligations of the parties and their successors and assigns hereunder shall be interpreted, construed and enforced in accordance with the laws of the State of Delaware without regard to its choice and/or conflict of laws provisions. Any legal action resulting from, arising under, out of or in connection with, directly or indirectly, this Agreement shall be commenced exclusively in any Delaware state court located in New Castle County, Delaware. All parties to this Agreement hereby submit themselves to the jurisdiction of any such court, and agree that service of process on them in any such action, suit or proceeding may be effected by the means by which notices are to be given under this Agreement. In the event of litigation by a party hereto to enforce its rights hereunder, the prevailing party shall be entitled to recover its reasonable attorneys' fees, costs and expenses.

18. Notices. All notices, requests, demands and other communications required or permitted hereunder shall be in writing and shall be deemed to have been duly given if delivered by hand, email or mailed, express, certified or registered mail, return receipt requested, with postage prepaid, or sent priority next day delivery by a nationally recognized overnight courier service that regularly maintains records of items picked up and delivered to the parties at the addresses first set forth above or to such other person or address as a party shall notify the other in writing. Notices delivered personally, by mail or by email shall be deemed communicated as of the date of actual receipt and notices sent by courier shall be deemed communicated as of the date one (1) business day after pick-up.

19. Tax Exemption. CLIENT is a tax exempt entity under the rules of the Internal Revenue Service and will provide COMPLUS with a copy of its tax exempt status upon request.

20. Disclaimer of Warranties. ACCESS TO **FastTrack™**, THE EQUIPMENT AND ANY RELATED MATERIALS (INCLUDING THE SOFTWARE) IS PROVIDED "AS IS" AND, TO THE EXTENT PERMITTED BY LAW, COMPLUS HEREBY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHER, AND COMPLUS SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A



PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT, AND ALL WARRANTIES ARISING FROM COURSE OF DEALING, USAGE OR TRADE PRACTICE. WITHOUT LIMITING THE FOREGOING, COMPLUS MAKES NO WARRANTY OF ANY KIND THAT **FastTrack™**, THE EQUIPMENT OR ANY RELATED MATERIALS (INCLUDING THE SOFTWARE) OR ANY PRODUCTS OR RESULTS OF THE USE THEREOF, WILL MEET CLIENT'S OR ANY OTHER PERSON'S REQUIREMENTS, OPERATE WITHOUT INTERRUPTION, ACHIEVE ANY INTENDED RESULT, BE COMPATIBLE OR WORK WITH ANY SOFTWARE, SYSTEM OR OTHER SERVICES OR BE SECURE, ACCURATE, COMPLETE, FREE OF HARMFUL CODE OR ERROR FREE.

21. Limitations of Liability. Any claim that can be brought by CLIENT under or relating to this Agreement must be brought within one (1) year of the action or omission underlying such claim. NEITHER PARTY SHALL BE LIABLE HEREUNDER FOR ANY INDIRECT, SPECIAL OR CONSEQUENTIAL LOSS OR DAMAGES OR LOST PROFITS OR LOST SAVINGS, EVEN IF THE OTHER PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. EXCEPT FOR INDEMNIFICATION OBLIGATIONS HEREUNDER, IN NO EVENT SHALL EITHER PARTY'S AGGREGATE LIABILITY FOR ANY MATTER ARISING OUT OF THE SUBJECT MATTER OF THIS AGREEMENT, WHETHER IN CONTRACT, TORT OR OTHERWISE, EXCEED THE AMOUNT OF THE FEES PAID BY CLIENT TO COMPLUS UNDER THIS AGREEMENT. EXCEPT AS OTHERWISE EXPRESSLY PROVIDED IN THIS AGREEMENT, THE REMEDIES PROVIDED HEREIN ARE THE PARTIES' SOLE AND EXCLUSIVE REMEDIES.

22. Entire Agreement. This instrument contains the entire agreement between the parties as to the subject matter herein and supersedes all prior agreements, whether oral or written, between the parties hereto. This Agreement may be modified only by a written instrument signed by all the parties hereto.

23. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which taken together shall constitute one and the same agreement. Delivery of an executed counterpart of this Agreement by facsimile shall be equally as effective as delivery of a manually executed counterpart of this Agreement.

24. E-Sign Disclosure and Consent. If this Agreement is to be executed electronically, CLIENT hereby agrees as follows:

- (a) CLIENT hereby gives its affirmative consent to execute this Agreement and to receive any related records and communications electronically. By consenting, CLIENT also represents that it has full authority to execute this Agreement electronically under applicable local law and regulations, including any under any applicable municipal procurement requirements.
- (b) CLIENT may withdraw its consent to receive records and communications electronically by contacting COMPLUS in the manner described in Section 18 of this Agreement. CLIENT's withdrawal of consent will cancel CLIENT's agreement to receive electronic records and communications. Withdrawal of consent to



future use of electronic signatures or receipt of records and communications electronically will not revoke electronic execution of this Agreement or any prior agreement or invalidate receipt of records in electronic format prior to such withdrawal. CLIENT may request a paper copy of any records and communications by contacting COMPLUS in the manner described in Section 18 of this Agreement.

- (c) CLIENT is responsible for providing COMPLUS with true, accurate and complete contact information, including an email address, and maintaining and updating promptly any changes in such contact information. CLIENT may update its contact information by contacting COMPLUS in the manner described in Section 18 of this Agreement.
- (d) COMPLUS reserves the right, in its sole discretion, to discontinue the provision of electronic records and communications, or to terminate or change the terms and conditions on which COMPLUS provides electronic records and communications. COMPLUS will provide CLIENT with notice of any such termination or change as required by law.
- (e) CLIENT acknowledges and agrees that CLIENT's consent to electronic records and communications is being provided in connection with a transaction affecting interstate commerce that is subject to the federal Electronic Signatures in Global and National Commerce Act (the "Act"), and that CLIENT and COMPLUS both intend that the Act apply to the fullest extent possible to validate the parties' ability to conduct business by electronic means. CLIENT agrees that, in consenting to electronic signatures and records, CLIENT will not challenge the validity of this Agreement solely on the basis that it was executed electronically.

The signing of the enclosed copy and returning to COMPLUS will indicate CLIENT's acceptance of this Agreement, and the terms and conditions contained herein.

Accepted by:

	COMPLUS DATA INNOVATIONS, INC.	Seal Beach-Leisure World, CA
SIGNATURE		
NAME	Ariel Kunar	
TITLE	Chief Executive Officer	
DATE		



SCHEDULE I TO THE FASTTRACK™ SERVICES AGREEMENT

SERVICES:

COMPLUS shall use commercially reasonable efforts to provide CLIENT the following services:

- Hosting, managing, operating, maintaining and making **FastTrack™** available to CLIENT for remote electronic access and use by CLIENT.
- Hosted portal to support online and phone payment options.
- Nationwide registered owner name retrieval (where legally permitted)
- Generating and Mailing of Notices
- Conversion of ticket data to FastTrack System
- Lockbox/Mail in Payment Processing
- Data Entry of all manual/book tickets
- Training & Support for life of contract

EQUIPMENT:

The following Equipment and Software will be provided to CLIENT for the sole purpose of parking ticket issuance and processing.

Name	QTY
N5 Batteries	2
N5 Carry Case	2
N5 Screen Protector	2
N5 Strap	2
N5 with scanner & dock	2
FastTrack Software License(s)	2

AUTHORIZED MACHINES: The Client Portal may only be installed on two (2) authorized machines.



SCHEDULE II TO THE FASTTRACK™ SERVICES AGREEMENT

FEE SCHEDULE:

Description	Fee
Parking Ticket Management System	7% of revenue collected OR \$1.40 per ticket issued (whichever is greater)
Secondary/Advanced Collections - includes any ticket paid more than 2 years from ticket issue date	30% of revenue collected
Parking Permit Management System	\$3.50 per permit issued
Postage	reimbursable to Complus
Handheld Ticket Stock	reimbursable to Complus
Data Plans	included

Warning Tickets: In the event that CLIENT elects to issue warning tickets, COMPLUS will bill CLIENT \$1.45 for each issued warning ticket issued.

DMV Fees: DMV Fees are paid for by COMPLUS. However, COMPLUS reserves the right to pass along to CLIENT, and CLIENT agrees to pay COMPLUS, any increases charged by the various DMV agencies to provide registered owner's names and addresses after the first (1st) year of this Agreement.

COMPLUS and its affiliates have developed and programmed **FastTrack™** and are solely responsible for its functionality, and to make any and all necessary changes to ensure it conforms to all federal, local and State of NY laws, rules and regulations, as well as any and all banking rules and regulations that pertain to all forms of credit card payment, including VISA, MASTERCARD and Discover.

Processing Fee Schedule for Online Payments:

- \$3.50 per parking ticket/code violation paid through COMPLUS' web interface.
- 3.5% per permit payment paid through COMPLUS' web interface.



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The term "Processing Fee" as referenced in this Agreement a fee paid by the end user of the online payment service for parking ticket payment and permit payment transactions.

COMPLUS may change this processing fee schedule upon no less than thirty (30) days written notice to CLIENT, and CLIENT may terminate the credit card payment provisions of this Agreement if CLIENT notifies COMPLUS in writing prior to the effective date of such fee schedule change of its election to so terminate such provisions (which termination will be effective on such effective date).

COMPLUS will be the credit card merchant for these transactions and CLIENT will only be responsible for allowing chargebacks to be withdrawn from the account in the event a cardholder requests to have the transaction reversed according to credit card rules, regulations and timetables and to allow for the chargeback fee to also be withdrawn from the account under the same rules, regulations and timetables. For chargeback transactions, any tickets that were paid for said transactions will be reinstated in **FastTrack™** and become subject to further collection efforts.

Equipment Fees:

Any handheld that becomes lost or stolen will be the sole responsibility of the CLIENT and will be billed to the CLIENT at a cost of \$4,500 per unit.

