



Board of Directors

Agenda

Clubhouse Four

Tuesday, February 25, 2020, 10:00 a.m.

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

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

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

- 8) Consent Calendar (pp. 11-44)
 - a) Committee/Board meeting for the Month of January (pp. 11-12)
 - i) Minutes of the Recreation Committee Board Meeting of January 6, 2020
 - b) GRF Board of Directors Minutes, January 28, 2020 (pp. 13-26)
 - c) February GRF Board Report dated February 25, 2020 (pp. 27-36)
 - d) Accept Month of January Financial Statements for Audit (pp. 37-42)
 - e) Approve Reserve Funds Investment Purchase (pp. 43-44)
- 9) Reports
 - a) Facilities and Amenities Review (FAR) Ad hoc Committee
 - b) Management Services Review Ad hoc Committee
 - c) Strategic Planning Ad hoc Committee
 - d) Website Ad hoc Committee

- 10) New Business
 - a) General

- i) Reserve Funding Request – Roof Replacement Administration Building, Latent Construction Defects (Ms. Snowden, pp. 45-48)
 - ii) Conceptual Design Approval - Fitness Center (Mrs. Perrotti, pp. 49-50)
 - iii) Pool, Spa, and Locker Room Replacement Design Approval (Ms. Rapp, pp. 51-54)
- b) Executive Committee
 - i) GRF Healthcare Benefits Renewal (Ms. Gerber, pp. 55-58)
 - ii) Capital Funding Request – Administration Building, Vacant Office Repurpose (Ms. Winkler, pp. 59-60)
 - iii) Appoint Inspector of Elections for GRF and Mutual Elections (Ms. Rapp, pp. 61-68)
- c) Finance Committee
 - i) Approve Reserve Study Proposal (Ms. Winkler, pp. 69-72)
- d) Physical Property Committee
 - i) Reserve Funding Request –Pool/Golf Course Project (Ms. Heinrichs, pp. 73-78)
 - ii) Reserve Funding Request – Clubhouse Three, Knowledge & Learning Center, Rooms Nine and Ten (Ms. Snowden, pp. 79-84)
 - iii) Capital Funding Request – 1.8 Acres, Electrical and Lighting Addition (Ms. Isom, pp. 85-88)
 - iv) Operating Funding Request – Fire Protection Services Contract (Mr. Massetti, pp. 89-96)
 - v) Reserve Funding Request – Painting Projects (Exteriors: Clubhouse Four and Service Maintenance Buildings, Interior: Library and Friends of the Library Buildings) (Mr. Dodero, pp. 97-106)
 - vi) Capital Funding Request – Main Gate Improvements (Exit Area, Break Room and Kitchen Area) (Mr. Pratt, pp. 107-110)
 - vii) Reserve Funding Request – Clubhouse Four, Replace Flooring, Lapidary Room (Ms. Findlay, pp. 111-114)
 - viii) Reserve Funding Request – Administration Building, Replacement of HVAC Unit One (Mr. Lukoff, pp. 115-117)

11) Staff Reports

- i) Director of Finance's Report – Ms. Miller
- ii) Executive Director's Report – Mr. Ankeny

12) Board Member Comments

13) Next Meeting/Adjournment

Next regular GRF Board of Directors meeting, Tuesday, **March 24, 10:00 a.m.**, Clubhouse Four.

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Your Health Care Center, Your Way.

*Seal Beach Leisure World Health Care Center
February 11, 2020 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



002

Modern HealthCare with Heart

The Health Care Center of the Future



Your new Health Care Center coming soon

OptumCare® is proud to announce the launch of a comprehensive renovation to your Health Care Center. Look for these exciting changes:

- Modern waiting rooms, work stations and exam rooms designed to improve your care
- State of the art digital X-ray, ultrasound and DEXA scan (bone density)
- New wellness retreat
- Redesigned conference rooms for health care classes and support groups

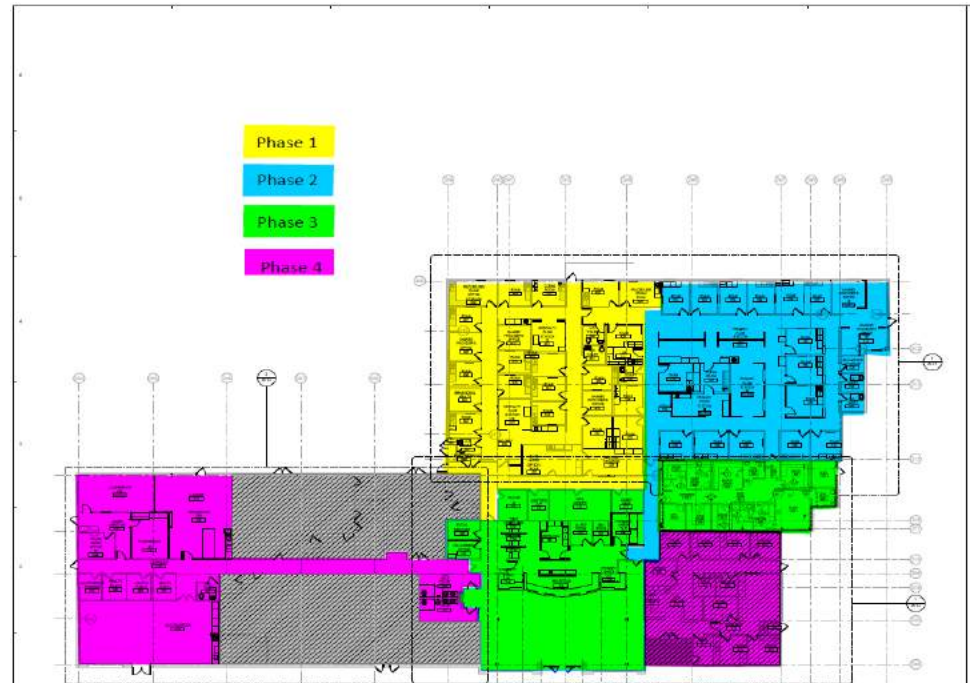
We'll be open throughout the renovation and are working to minimize any disruption in services. Thank you for your patience and support. Stay tuned for updates about how we're creating your Health Care Center, your way.



Health Care Center Updates

Comprehensive facility renovation

- HCC renovation is underway!
- **Reminder** – the health care center will remain open during construction
- Construction completed in 4 phases
 - February 2020 to August 2020
- Comprehensive communication plan for the community
 - Leisure World Weekly
 - Renderings



HCC Lobby / Front Desk

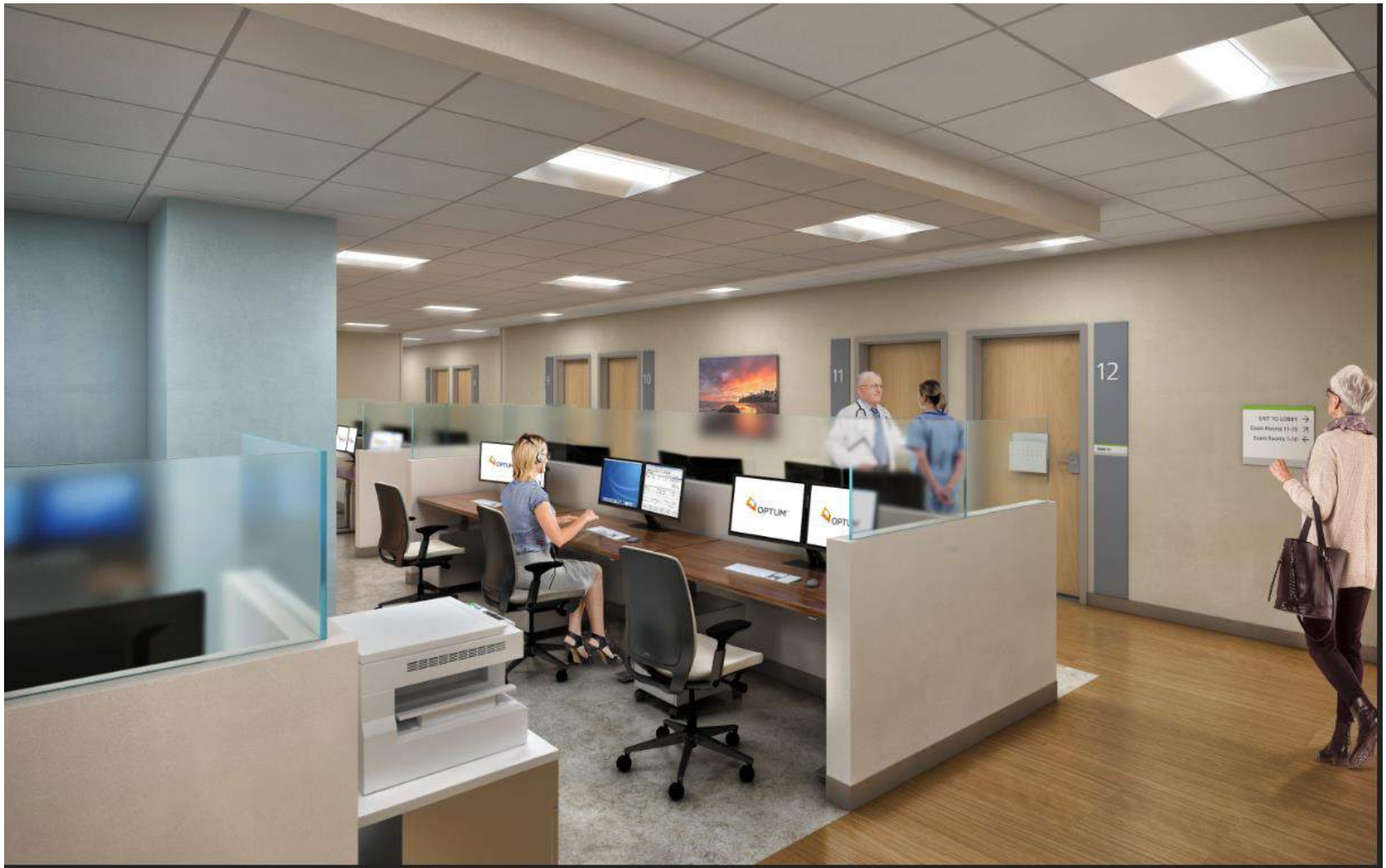


Lobby / Wellness Center / Internet Stations



900

Primary / Specialty Suite



007

Conference Room 1



800

What's Coming Next

- ***Upcoming classes/events***

- February 18th: Make the most of your doctor appointment (12pm, conf room 1)
- February 20th: Managing wounds (11am, conf room 1)
- February 23rd: Spring into action for diabetes (10am, conf room 1)
- Exploring a “Celebrity Chef” cooking class focusing on diabetic nutrition

- ***Onsite Providers***

- Dermatology increase onsite schedule
- Orthopedics returns on February 27th
- Podiatry, Urology, Psych discussions ongoing

A Better Future Together!



010

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 January 2020 Committee meeting:

- Minutes of the Recreation Committee Board Meeting of January 6, 2020

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, they are available upstairs at the Administration Office. Please see the receptionist.

Thank you.

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**BOARD OF DIRECTORS MEETING MINUTES
GOLDEN RAIN FOUNDATION
JANUARY 28, 2020**

CALL TO ORDER

Vice President Susan Hopewell 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, January 28, 2020, in Clubhouse Four.

PLEDGE OF ALLEGIANCE

Schelly Sustarsic, Mayor of the City of Seal Beach, led the Pledge of Allegiance.

ROLL CALL

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

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

PRESIDENTS COMMENTS

It does not seem possible that we are already a month into the New Year. I hope your new year is one of good health and doing the things that make you happy.

As many of you know, GRF President, Linda Stone, suffered a stroke in late December. I am very happy to report that she is home and doing well. She is taking a leave of absence from her GRF duties to concentrate on her recovery. If she works as hard at her recovery as she has for GRF and our community she will be back sitting here soon. I have visited with her several times and each time she has expressed overwhelming gratitude for the many cards, flowers and well-wishes she has received from GRF staff and our community. She has truly been touched by the love and support.

Misinformation is dangerous. It can breed anger, misunderstanding and hostility. Unfortunately, this has happened in our community due to the changes in requirements for Club instructors. We all have a duty to know the facts. Facts, while not always pleasant, are vital to making difficult decisions and understanding the reason for decisions. The facts about the status of clubs and instructors were outlined in an excellent article by Kathy Thayer, Assistant Recreation Manager, in the January 16 edition of the LW Weekly (page 3). If you haven't read it, please do. The facts about the insurance industry, the cancellation of Laguna Woods' insurance coverage and the

Golden Rain Foundation Board Meeting Minutes, January 28, 2020

GRF insurance coverage recommendations from our carrier have been shared at several GRF committee meetings. In Mr. Ankeny's report today he will, again, share the facts and realities of our insurance coverage. Mr. Ankeny has a duty to bring the facts to the Board. The GRF Board has a fiduciary responsibility to make decisions based on those facts to protect our assets. Assets are not just clubhouses, the golf course and bocce ball. Our most important asset is you, the GRF members. If we ignore our insurance carrier's recommendations our coverage costs could increase by \$500,000 to \$1,000,000. Who pays for that increase? You do. We all do – the Board members included. That increase would amount to \$6 to \$12 per month, per unit. This is not misinformation - these are the facts.

Some very exciting news to report is that in a few short weeks North Orange Continuing Education classes will be coming to Leisure World. I was so pleased to see the huge turnout for the presentation by their instructors earlier this month. There were over 400 members eager to learn about the new free classes coming to our Learning Center. Yes, I said FREE. The first round of classes will include painting, ceramics, mature driving, yoga, technology help, food and nutrition and staying mentally sharp. We are all anxiously awaiting the start of classes in the next few weeks. Did I mention these classes are free? How great is that? A huge thank you to the Recreation Committee and Recreation Department for their efforts in making this happen. And special recognition to Vanessa Morris, Library Operations Supervisor, for her leadership on this exciting new venture. Further information will be published in the LW Weekly.

And, now, on to the business of this meeting.

ANNOUNCEMENTS

Ms. Hopewell MOVED, seconded by Ms. Rapp—

TO remove GRF agenda item 10.f.i., Non-scheduled Reserve Funding – Replacement of Allen's Alley Wall, from the January 28, 2020 GRF Board agenda and return this matter to the Physical Property Committee for additional research, investigation and Communication with Mutual Three.

One Director and the Executive Director spoke on the motion.

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

The GRF Board did not hold any Executive Session meetings in January.

The Vice President announced that Leisure World was designated Best Senior Living as a result of Orange County's Best Times OC Readers' Choice 2019.

SERVICE ANNIVERSARIES

Norma Daniels	Security	10 years
Cathy Dailey	Stock Transfer Office	5 years

EMPLOYEES OF THE MONTH

The GRF Vice President and Chair of the Executive Committee introduced the Employees of the Months of November, December, and January:

Stephanie Louison	Administration	November
Marshall Kerr	Finance	December
Diane Schultze	Finance	January

EMPLOYEE OF THE YEAR, 2019

The GRF Vice President and Chair of the Executive Committee announced that Susan Flynn, Recreation Department, was selected as the 2019 Employee of the Year.

SEAL BEACH COUNCIL MEMBER'S REPORT

Seal Beach Council members Sandra Massa-Lavitt and Thomas Moore provided an update on the City of Seal Beach Council meeting. Mayor Sustartsic shared her positive experience participating in a mock election using a vote center presented by the Orange County Registrar's office.

HEALTH CARE CENTER ADVISORY BOARD UPDATE

Charity Kopp, Health Care Center Administrator, presented a report on the major projects, renovations, and staff searches 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

Ten members offered comments.

CONSENT AGENDA

The consent agenda included December Board Quorum Committee meeting minutes (Recreation Committee Board Meeting of December 2, 2019, Physical Property Committee Board Meeting of December 4, 2019, Security, Bus & Traffic Committee Board Meeting of December 11, 2019, and Executive Committee Meeting of December 13, 2019); minutes of the December 17, 2019 Board meeting, acceptance of the January 28, 2020 GRF Board Report, acceptance of the Month of December Financial Statements for Audit, and approval of Reserve Funds Investment purchase.

The Consent Calendar was adopted, as presented.

REPORTS

The Chair of the Facilities and Amenities Review (FAR) Ad hoc Committee updated the audience on the Committee's last meeting and advised that the consultant's report for the restaurant/bar is hoped to be received for inclusion in the next Recreation Committee meeting. Also, the consultant for the gym is evaluating our equipment and needs.

The Chair of the Management Services Review Ad hoc Committee advised the GRF Board will review the final document at the February Board meeting.

The Chair of the Strategic Planning Ad hoc Committee advised that the Committee will next meet in February to develop future projects, for the next five years, for review at the June GRF Planning Session.

The Chair of the Website Redesign Ad hoc Committee advised that the Committee met on January 21, 2020 to review responses to an earlier Request for Proposal formulated at its October 2019 meeting. The Committee elected to extend the Request for Proposal until January 31, 2020, as only one proposal has been received. It was suggested that the Committee may need to better define accessibility requirements to encourage bidders.

NEW BUSINESS

General

Conceptual Approval – Orange County Registrar, Onsite Voting Drop Box

The Orange County Registrar of Voters has approached GRF to seek interest in the hosting of a ballot drop off box (Exhibit A) in accordance with the Voters Choice to Act, upon Trust Property.

In review and consideration of this request, it has been determined Committee purview and, ultimately recommendation to the Board may fall within the scope of three (3) Committees (Physical Properties, Recreation and ADR Committees); the initial action deemed necessary is formal Board action to approve the use of Trust Property to host a ballot drop off box.

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Of note, a central, recognizable and accessible location with has been tentatively identified as the Southeast side of the onsite Post Office. Dimensions, appearance and frequently asked questions on the ballot drop off boxes were provided in Exhibit A.

Dependant on Board action on this matter, finalization and ultimate placement of the ballot drop off box would not be in time for the March Primary election. The Orange County Registrar Of Voters approval of the proposed location was attached as Exhibit B. The draft agreement was attached as Exhibit C.

Ms. Snowden MOVED, seconded by Mr. Dodero -

TO approve the use of Trust Property for the hosting of an Orange County Registrar of Voters ballot drop off box.

Six Directors and the Executive Director spoke on the motion.

The motion failed with three yes votes (Dodero, Thompson, Winkler).

Mr. Lukoff MOVED, seconded by Mrs. Perrotti-

TO refer the agenda item to the Executive Committee for oversight and authority on the Ballot Drop Off Box.

Mr. Lukoff and Mrs. Perrotti withdrew the motion and the second.

Ms. Hopewell MOVED, seconded by Mr. Lukoff-

TO forward a request to the Physical Property Committee to review Trust Property use for a pop-up voting box.

The Board concurred all remove all motions previously entertained on this agenda item.

Ms. Rapp MOVED, seconded by Ms. Isom –

TO direct the Executive Committee to review option of a pop-up voting site, that is easily accessible by bus, and report to the GRF Board of Directors no later than August 2020.

Three Directors and the Executive Director spoke on the motion.

The motion was carried unanimously by the Directors present.

Communications and ITS Committee

Golden Rain Foundation Board Meeting Minutes, January 28, 2020
Adopt 20-2806-2, Community Publications - Fees (FINAL VOTE)

At its meeting on December 12, 2019, the Communications/IT Committee recommended the GRF Board of Directors adopt 20-2806-2, Community Publications - Fees.

At its meeting of December 17, 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 December 19 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.

Two items of correspondence were received, regarding adoption of 20-2805-2, Community Publications - Fees, during the 28-day notification to the membership period and were attached in the agenda packet.

Mr. Massetti MOVED, seconded by Ms. Gerber -

TO adopt 20-2806-2, Community Publications – Fees, which sets forth fees and guidelines for obituary submissions and articles from religious organizations, as presented.

Eight Directors and the Executive Director spoke on the motion.

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

The President called for a ten minute break at 11:50 a.m.

Executive Committee

Adopt 30-5025-3, GRF Election Procedures (FINAL VOTE)

At its meeting on December 13, 2019, the Executive Committee recommended the GRF Board of Directors accept the amendments recommended by corporate counsel with the passage of Senate Bill 323, Common interest developments: Elections.

At its meeting of December 17, 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 December 19 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 30-5025-1, GRF Election Procedures,

during the 28-day notification to the membership period.

Ms. Winkler MOVED, seconded by Ms. Snowden -

TO amend 30-5025-3, GRF Election Procedures, accepting the amendments recommended by corporate counsel and by the Executive Committee, as presented.

Four Directors and the Executive Director spoke on the motion.

The motion was carried unanimously by the Directors present.

Amend 30-5028-3, GRF Director's Handbook

At its meeting on January 10, 2020, the Executive Committee recommended the GRF Board of Directors amend 30-5028-3, GRF Director's Handbook.

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

TO amend 30-5028-3, GRF Director's Handbook, which outlines the types of issues and projects the GRF Board is responsible for overseeing, the Board and Committee process and the teamwork required for managing the Trust Property and serving the Mutuals.

Facilities and Amenities Review Ad hoc Committee

Amend 70-1406-1, Limitations on Use (**FINAL VOTE**)

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.

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At its August 27, 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.

At its meeting of September 24, 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 September 26 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.

One item of correspondence was received, regarding amendment of 70-1406-1, Limitation on Use, during the 28-day notification to the membership period.

At its meeting on October 22, 2019, 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 November 5, 2019, the FAR Ad hoc Committee moved to recommend the Board of Directors amend the document by establishing criteria for who may use specified Trust Property, the addition of the Multi-use Court and Bocce Ball Court, updates of various Clubhouse Rules, an update of criteria for use of Clubhouse facilities by outside organizations, a reference to 70-1406-2, Limitations on Use, Fees, for fee information, and authorization for the Golden Age Foundation to use the hospitality area in any Clubhouse, on any holiday, for the benefit of the Members.

At its meeting of November 26, 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 November 28 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, Limitations on Use, during the 28-day notification to the membership period.

Mrs. Perrotti MOVED, seconded by Ms. Snowden -

TO amend 70-1406-1, Limitations on Use, as amended, establishing
criteria for who may use specified Trust Property, the addition of the

Golden Rain Foundation Board Meeting Minutes, January 28, 2020

Multi-use Court and Bocce Ball Courts, an update of various Clubhouse Rules, an update of criteria for use of Clubhouse facilities by outside organizations, a reference to 70-1406-2, Limitations on Use, Fees, for fee information, and authorization for the Golden Age Foundation to use the hospitality area in any Clubhouse, on any holiday, for the benefit of the Members, as presented.

Six Directors and the Executive Director spoke on the motion.

The motion was carried unanimously by the Directors present.

Amend 70-1406-2, Limitations on Use, Fees (FINAL VOTE)

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 for organizations using Trust property.

At its meeting of September 24, 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 September 26 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 70-1406-2, Limitation on Use, during the 28-day notification to the membership period.

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At its meeting on October 22 meeting, the Board of Directors moved to refer 70-1406-2, Limitation on Use, Fee, back to the FAR Ad Hoc Committee for review and discussion.

At its meeting on November 5, 2019, the FAR Ad Hoc Committee moved to recommend the GRF Board of Directors adopt 70-1406-2, Limitations on Use, Fees.

At its meeting of November 26, 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 November 28 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, Limitations on Use, Fees, during the 28-day notification to the membership period.

Ms. Heinrichs MOVED, seconded by Ms. Rapp-

TO adopt 70-1406-2, Limitations on Use, Fee, as presented,
establishing fees for outside organizations using Trust Property, as
presented.

One Director spoke on the motion.

The motion was carried unanimously by the Directors present.

Finance Committee

Amend 40-2230-3, Authorized Signatories

At the regularly scheduled meeting of the Finance Committee on January 16, 2020, the Committee recommended the GRF Board of Directors amend 40-2230-3, Authorized Signatories.

Mr. Dodero MOVED, seconded by Mr. Massetti -

TO amend 40-2230-3, Authorized Signatories, specifying the
number of signatories required on all disbursements and checks for
payment of money in the name of the Golden Rain Foundation.

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

The motion was carried unanimously by the Directors present.

Physical Property Committee

Non-scheduled Reserve Funding – Lock Wall Failure, Canoe Brook/Allen's Alley Wall

The GRF Board of Directors concurred to remove this item from the agenda and refer it to the Physical Property Committee for further review.

Recreation Committee

Amend 70-1400-1, Co-occupants and Qualified Permanent Residents (QPR), Use of Clubhouses

At its meeting on January 6, 2020, the Recreation Committee recommended the GRF Board of Directors amend 70-1400-1, Co-occupants and Qualified Permanent Residents (QPR), Use of Clubhouses.

Mr. Lukoff MOVED, seconded by Ms. Rapp-

TO amend 70-1400-1, Co-occupants and Qualified Permanent Residents (QPR), Use of Clubhouses, which reassigns the document to the Recreation Department rather than the Stock Transfer Office, updates document language, establishes Mutual approval of Qualified Permanent Residents (QPR), establishes that non-resident health care providers shall be required to obtain Service Passes and are not entitled to use any Trust facilities, and clarification of Mutual Seventeen lessees' usage of Trust Property facilities.

Four Directors spoke on the motion.

The motion was carried unanimously by the Directors present.

Adopt 70-2504-2, Library Fees **(FINAL VOTE)**

At its special meeting on September 23, 2019, the Recreation Committee recommend the GRF Board of Directors adopt 70-2504-2, The Library, Fees.

At the October 22, 2019, meeting of the GRF Board of Directors, the Board moved to return the document to the Recreation Committee for further review.

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At its meeting on November 4, 2019, the Recreation Committee moved to recommend the GRF Board of Directors adopt 70-2504-2, The Library, Fees.

At its meeting of November 26, 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 November 28 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 70-2504-2, Library Fees during the 28-day notification to the membership period.

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

TO adopt 70-2504-2, The Library, Fees, which sets forth the fees associated with late charges, lost or damaged materials, and library services, as presented.

Adopt 70-1447-1, Use of Community Facilities, Mini-Farms - Rules

At its meeting on November 4, 2019, the Recreation Committee reviewed 70-1447-1, Use of Community Facilities – Mini Farm - Rules and recommended the GRF Board of Directors adopt the document.

At its meeting of November 26, 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 November 28 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.

Two items of correspondence were received, regarding adoption of 70-1447-1, Use of Community Facilities, Mini-Farm Rules, during the 28-day notification to the membership period and were attached in the agenda packet.

Mrs. Perrotti MOVED, seconded by Ms. Winkler-

TO adopt 70-1447-1, Use of Community Facilities – Mini Farm - Rules, setting forth the rules for fair and equitable use of the Mini Farm area; the policy, as presented, shall go into effect on January

1, 2021. During the subsequent time period, the Recreation Committee and staff shall completely develop all required policies, operational guidelines, and plans to execute and enforce the policy, as presented. I further move to authorize the Recreation Committee and staff to issue all required due notices, including, but not limited to notice of existing violations and safety concerns, notices of pending changes in operations and procedures, as deemed in the best interest of the Recreation Committee to fulfill 70-1447-1, as presented.

Four Directors and the Executive Director spoke on the motion.

The motion was carried with three recusals (Hopewell, Isom, Perrotti).

Security, Bus & Traffic Committee

Amend 80-5538-1, Bus Safety Rules

At its meeting on December 11, 2019, the Security, Bus & Traffic Committee recommended the GRF Board of Directors amend 80-5538-1, Bus Safety Rules.

Mr. Pratt MOVED, seconded by Mr. Dodero -

TO amend 80-5538-1, Bus Safety Rules, which identifies the type of hand-pulled carts allowed on the buses at the driver's discretion, adds "assistive devices" to the items that must not protrude into the aisle, establishes a prohibition of pets, except for registered service animals on the buses, specifies the rules for transporting pets on the minibuses, for GRF approved pet event days, and affirms the bus drivers' authority.

Three Directors and the Executive Director spoke on the motion.

The motion was carried unanimously by the Directors present.

CONTROLLER'S REPORT

The Finance Director provided a financial report earlier in the meeting and advised that the financial statements have been submitted to the auditors, for review.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director spoke throughout the proceedings. He updated the Board and audience on the pool lockers and the restaurant/bar consultant's report. Mr. Ankeny read from a prepared statement explaining how the maintenance of the current acceptability status with the insurance carrier influenced decisions pertaining to club instructors; the full statement can be found in the January 6, 2020 Recreation Committee agenda packet.

BOARD MEMBER COMMENTS

Fifteen Board members spoke on the meeting proceedings.

ADJOURNMENT

The meeting was adjourned was at 1:15 p.m.

Susan Hopewell
Vice President
dfb 01.28.20

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



February 25, 2020

Approved Consent Agenda

MOVED and duly approved to adopt the Consent Agenda: Committee/Board meeting minutes for the month of November, as presented; minutes of the December 17, 2019 Golden Rain Foundation (GRF) Board of Directors (BOD), as amended; the January 2020 GRF Board Report as presented; the financial statements, December 2019, for audit; and approved Reserve Funds Investment Purchase.

General -Conceptual Approval – Orange County Registrar, Onsite Voting Drop Box

MOVED and failed to approve the use of Trust Property for the hosting of an Orange County Registrar of Voters ballot drop off box.

MOVED and duly approved to direct the Executive Committee to review option of a pop-up voting site, that is easily accessible by bus, and report to the GRF Board of Directors no later than August 2020.

Communications/IT Committee – **FINAL VOTE:** Adopt 20-2806-2, Community Publications - Fees

MOVED and duly approved to adopt 20-2806-2, Community Publications - Fees, which sets forth fees and guidelines for obituary submissions and articles from religious organizations, as presented.

Executive Committee – **FINAL VOTE:** Amend 30-5025-3, GRF Election Procedures

MOVED and duly approved to amend 30-5025-3, GRF Election Procedures, accepting the amendments recommended by corporate counsel and with the Executive Committee, as presented.

Executive Committee – Amend 30-5028-3, GRF Director's Handbook

MOVED and duly approved to amend 30-5028-3, GRF Director's Handbook, which outlines the types of issues and projects the GRF Board is responsible for overseeing, the Board and Committee process and the teamwork required for managing the Trust Property and serving the Mutuals.

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

MOVED and duly approved to amend 70-1406-1, Limitations on Use, as amended, establishing criteria for who may use specified Trust Property, the addition of the Multi-use Court and Bocce Ball Courts, an update of various Clubhouse Rules, an update of criteria for use of Clubhouse facilities by outside organizations, a reference to 70-1406-2, Limitations on Use, Fees, for fee information, and authorization for the Golden Age Foundation to use the hospitality area in any Clubhouse, on any holiday, for the benefit of the Members, as presented.

Facilities and Amenities Review Ad hoc Committee – **FINAL VOTE:** Adopt 70-1406-2, Limitations on Use, Fees

MOVED and duly approved to adopt 70-1406-2, Limitations on Use, Fees, as presented, establishing fees for outside organizations using Trust Property, as presented.

Finance Committee – Amend 40-2230-2, Authorized Signatories

MOVED and duly approved to amend 40-2230-3, Authorized Signatories, specifying the number of signatories required on all disbursements and checks for payment of money in the name of the Golden Rain Foundation.

Physical Property Committee – Non-scheduled Reserve Funding – Replacement of Allen’s Alley Wall

MOVED and duly approved to remove agenda item 10.f.i., Non-scheduled Reserve Funding – Replacement of Allen’s Alley Wall, from the January 28, 2020 GRF Board agenda and return this matter to the Physical Property Committee for additional research, investigation and Communication with Mutual Three.

Recreation Committee – Amend 70-1400-1, Co-occupants and Qualified Permanent Residents (QPR), Use of Clubhouses

MOVED and duly approved to amend 70-1400-01, Co-occupants and Qualified Permanent Residents (QPR), Use of Clubhouses, which reassigns the document to the Recreation Department rather than the Stock Transfer Office, updates document language, establishes Mutual approval of Qualified Permanent Residents (QPR), establishes that non-resident health care providers shall be required to obtain Service Passes and are not entitled to use any Trust facilities, and clarification of Mutual Seventeen lessees’ usage of Trust Property facilities.

Recreation Committee – **FINAL VOTE:** Amend 70-2504-2, Library Fees

MOVED and duly approved to adopt 70-2504-2, The Library, Fees, which sets forth the fees associated with late charges, lost or damaged materials, and library services, as presented.

Recreation Committee – **FINAL VOTE:** Adopt 70-1447-1, Use of Community Facilities, Mini-Farm – Rules

MOVED and duly approved to adopt 70-1447-1, Use of Community Facilities – Mini Farm - Rules, setting forth the rules for fair and equitable use of the Mini Farm area; the policy, as presented, shall go into effect on January 1, 2021. During the subsequent time period, the Recreation Committee and staff shall completely develop all required policies, operational guidelines and plans to execute and enforce the policy as presented.

MOVED and duly approved to authorize the Recreation Committee and staff to issue all required due notices, including, but not limited to notice of existing violations and safety concerns, notices of pending changes in operations and procedures as deemed in the best interest of the Recreation Committee to fulfill Policy 70-1447-1, as presented.

Security, Bus & Traffic Committee –Amend 80-5538-1, Bus Safety Rules

MOVED and duly approved to amend 80-5538-1, Bus Safety Rules, which identifies the type of hand-pulled carts allowed on the buses at the driver’s discretion, adds “assistive devices” to the items that must not protrude into the aisle, establishes a prohibition of pets, except for registered service animals on the buses, specifies the rules for transporting pets on the buses, for GRF approved pet event days, and affirms the bus drivers’ authority.

February 3, 2020, Recreation Committee

- MOVED to approve the general specifications of the upper Amphitheater Loft, as presented, and to forward the specifications to the Physical Property Committee to fully develop the scope of work and seek proposals as needed to fulfill the scope of work;
- CONCURRED to take no action on the concessions review until closer to the contract end date;
- CONCURRED to establish a Mini Farm Subcommittee. The following members and staff were appointed: Ms. K. Rapp, Ms. P. Snowden, Ms. I. Heinrichs, Mr. B. Lukoff, Lynn Baidack, and Vanessa Morris;
- CONCURRED to support the idea of holding Alzheimer screenings through the Alzheimer's Family Center and recommend the Member Resources and Assistant Liaison work with the Assistant Recreation Manager to reserve a meeting space;
- CONCURRED to request the Assistant Recreation Manager address the topic of event approval with the American Legion;
- MOVED to conceptually approve a commemorative/donation support wall at the pool and request the Executive Director work with Lynn Baidack to draft a formal proposal for review at the next committee meeting;
- CONCURRED to request the Assistant Recreation Manager draft a contest to name the Golf Course, for Committee Review, at the next meeting;
- CONCURRED to discuss 70-1406-1, Limitations on Use, at the next Committee meeting.

February 5, 2020, Governing Documents Committee

- MOVED to add the word fees to the title of any document pertaining to fees;
- MOVED that it is each GRF Committee's responsibility to ensure that any GRF governing document cite the appropriate cross-reference(s) to any other related GRF governing documents (rules, fees, procedures, etc.) when the governing document comes before the GRF Committee for action;
- CONCURRED to approve the launch of the new GRF governing document website page, upon re-sorting of the department sections;
- MOVED to amend 40-3326-1, Purchasing Warehouse Guidelines for Mutual Inventory and Non-Inventory Purchases, by making the Non-substantial changes and approved, as final;
- MOVED to amend 40-2920-3, Budget Controls, by accepting the suggested red line amendments as well as clarifying the highlighted sections and forward to the Finance Committee for approval;
- MOVED to amend 40-5340-1, Capital Improvement Fund, by making the Non-substantial changes and approved, as final;
- MOVED to approve 40-5528-1, Refund of Excess Income, as reviewed;
- CONCURRED to review at the next meeting Amend 40-5520-1, Reserves, Amend 40-5540-1, Contingency Operating Fund, Amend 40-5516-3, Committee Non-Budgeted Expense, and amend 40-5061-2, Fees.

February 5, 2020, Physical Property Committee

- MOVED to recommend the GRF Board approve an additional \$750,000 reserve funding to make the needed replacement and repairs of deficiencies at the Pool/Golf Course Facility, pending Finance Committee review;
- MOVED to approve the completion of #931-19m 1.8 Acres – Gate Replacement and #936-19, Clubhouse Three-Automatic Door Replacements;

- MOVED to allow MJ Jurado to continue with previously approved demolition work prior to the additional funds being approved at the GRF Board meeting to avoid holding up the Pool Project by three weeks;
- CONCURRED to discuss Alternative Energy-Microgrids at the next meeting;
- MOVED to recommend the GRF Board approve the renovation of Clubhouse Three room 9 for the purpose of creating Knowledge and Learning Center based on the scope of work presented, including contingencies for assistive listening devices and unforeseen items, for a total cost not to exceed \$110,000, pending Finance Committee review;
- MOVED to recommend the GRF Board approve the renovation of Clubhouse Three room 10 for the purpose of creating Knowledge and Learning Center based on the scope of work presented, including contingencies for assistive listening devices and unforeseen items, for a total cost not to exceed \$205,000, pending Finance Committee review;
- CONCURRED to decline CARE's request to install laminate flooring in place of carpet and to have the floors professionally cleaned by Innovative Cleaning Services;
- MOVED to accept the donation of a park bench from the Sunshine Club and place it at Clubhouse Two, and send a letter of thanks to the Sunshine Club;
- CONCURRED to discuss alternative energy at an upcoming meeting;
- CONCURRED to approve the scope of Upper Amphitheater Loft work at the February 3 meeting to be presented at the March Physical Property Committee to review costs;
- MOVED to recommend the GRF Board award a contract to Schlick Services to install a 400-amp electric panel at the 1.8 area with seven new light poles and fixtures including conduit for video surveillance and adding \$4,000 in contingencies for permits and any unforeseen needs, for a total cost not to exceed \$ 43,677, Capital Funding, pending Finance Committee review;
- MOVED to recommend the GRF Board award a contract to National Fire Protection to service and maintain Trust Property Fire Protection Equipment ,for a three-year period, at a total cost not to exceed \$15,246, Operating funding;
- MOVED to conceptually approve the donation for the purpose of installing a new ramp or lift to the top of the Amphitheater, pending review by an engineer;
- MOVED to recommend the GRF Board approve the exterior painting of Clubhouse Four and the Service Maintenance buildings and interior painting of the Library and Friends of the Library buildings, including a 5% contingency, for a total cost not to exceed \$34,388, Reserve Funding;
- MOVED to recommend the GRF Board approve the Service Maintenance Department to make improvements at the Security Main Gate; Break Room, Kitchen Area and Exit Office for a total cost not to exceed \$17,440 Capital funding, pending Finance Committee review;
- MOVED to recommend the GRF Board approve the replacement of flooring in the Lapidary room of Clubhouse Four ,for a cost not to exceed \$10,000, Reserve funding, pending review by the Finance Committee;
- MOVED to recommend the GRF Board approve the replacement of HVAC unit #1 by Greenwood Heating & Air for a total cost not to exceed \$4,200, Reserve funding, and authorize the Executive Director initiate the contract prior to the Board meeting to avoid holding up the roofing project.

February 6, 2020, Architecture and Design Review Committee

- CONCURRED to take no action pending presentation of a sample of a recycle/waste bin at the next scheduled meeting;
- CONCURRED to request the Facilities Director bring back additional pot and plant samples for Veteran's Plaza to the next scheduled meeting;
- MOVED to accept the donation of a Sculpture, from the Perrotti Family, and to include, at GRF cost, a plaque recognizing the Perrotti Family's donation;

- MOVED to approve the design change of the resource rack, located in the lower lobby of Building Five, to a wall-mounted unit, approved by ADRC standards and authorize the Recreation Manager to place the order;
- CONCURRED to request the Facilities Director bring back additional flooring samples for Clubhouse Three, Room Nine, Learning Center, to the next scheduled meeting;
- MOVED to approve the Heavy-Duty Stacking Chair, in Navy, with the silver mist frame, as part of the approved furniture for general use;
- MOVED to approve and inform Optum Care that the donation of the furniture from the lobby of the Health Care Center (HCC) would be welcomed and authorize the Executive Director to work with the HCC in finalizing the arrangements for the possible donation;
- MOVED conceptually approve, in addition to the approved exterior finishes of the Pool area, the finishes for a wall, with similar finishes as the donation wall located at the Amphitheater; with the Architectural Design and Review Committee's conceptual approval, the Executive Director will present the approved concept to the Recreation Committee, for formulation of plans to actualize the pool wall.

February 10, 2020, Mutual Administration Committee

- MOVED to amend 50-1023-1, GRF Pet Ownership Rules, accepting the keywords assigned by the Governing Document Committee (Pet, ESA, and Service Animals);
- CONCURRED to refer Mutual Permission Temporary Carport and Mutual Street Parking Permit to President's Council for review and send revised pages five and six of the Application & Approval, Co-Occupant to the President of Mutual Seventeen.

February 11, 2020, Facilities and Amenities Review Ad hoc Committee

- CONCURRED to take no action regarding Clubhouse One – Storage, pending a determination from the Restaurant/Bar Sub-committee;
- CONCURRED to take no action regarding Woodshop Space Designer/Architect, pending a determination from the Restaurant/Bar Sub-committee;
- CONCURRED to amend the draft kitchen use survey, as discussed and request the Assistant Recreation Manager distribute the survey to Clubs that regularly met in Clubhouse Three.

February 12, 2020, Security, Bus & Traffic Committee

- CONCURRED to take no action and bring back to the next scheduled meeting the following governing documents: 80-1920-1, Traffic Rules and Regulations, 80-1925-1, Traffic Rules and Regulations – Enforcement on Trust Property, 80-1927-1, Trust Property Parking Rules and Enforcement, 80-1927-2, Trust Property Parking Rules and Enforcement, Fees, 80-1927-3;
- Trust Property Parking Rules and Enforcement, Procedures, 80-1928-1, Golf Carts Parking Rules and Regulations, 80-5536.01-1, Guest Passes.

February 13, 2020, Communications & IT Committee

- MOVED to support the Executive Director's decision on upgrading internet services in Clubhouses Two and Three in the amount not to exceed \$1,500, pending proper documentation from the IT Supervisor;
- CONCURRED to move production date of the Community Guide to the second week of July. The Committee also concurred to invite LW Weekly advertising person, Sylvia King, to the next scheduled Committee meeting to discuss the advertising;
- CONCURRED to request staff to obtain and present information on the most frequent fits pertaining to the sections of LW Weekly;

- CONCURRED to request the IT Supervisor present more detailed list of the bids for the phone system at the next scheduled meeting;
- CONCURRED to request the Director of Communication and Technology summarize gathered feedback on LW map and present the updated map at the next scheduled Committee meeting;
- MOVED to forward a funding request to the Finance Committee and Board of Directors for Tecnavia standard package for \$5,800, with the exact dollar amount to be provided by the Executive Director;
- CONCURRED to request the GRF attorney review the section 2.2. Limitations Related to Coverage of Election Candidates of Policy 20-2806-1, Community Publications, for possible revisions.

February 14, 2020, Finance Committee

- CONCURRED to authorize the Purchasing Manager, to process the lockers received through the approved surplus equipment procedure;
- MOVED and recommended the GRF Board accept for audit and forward to the GRF Board the financial statements for period ending January 2020, as presented by the Director of Finance and as reviewed by the Finance Committee;
- MOVED and recommended the GRF Board authorize the purchase of brokered CDs through Morgan Stanley (\$735,000) and US Bancorp (\$1,265,000) totaling \$2,000,000 of reserve funds, with terms ranging from six (6) months to eighteen (18) months at the prevailing interest rates at the time of purchase and at the discretion of the financial advisor;
- MOVED to recommend the GRF Board accept the Loyalty Update Plan pricing, as presented in the proposal submitted by Association Reserves, for the preparation of a reserve study update with site visit for the budget year 2021 followed by two updates with no site visits for budget years 2022 and 2023;
- MOVED to deny the refund of the first installment of the promissory note and certificate preparation fee, totaling \$1,013.50 and to forgive the remaining balance due on the promissory note;
- MOVED to deny the refund of the Co-Occupant fee, in the amount of \$1,678, as presented on the agenda;
- DETERMINED that Capital Funds, in the amount of \$315,000, are available and have placed a temporary hold on these funds, pending Board action on the proposed project, for clubhouse three learning center: Room Nine, for the purpose of creating a Knowledge and Learning Center, based on the scope of work (Exhibit A), including contingencies for assistive listening devices and unforeseen items, for a total cost not to exceed \$110,000 and Room Ten, for the purpose of creating a Knowledge and Learning Center, based on the scope of work (see exhibit A), including contingencies for assistive listening devices and unforeseen items, for a total cost not to exceed \$205,000, as being recommended to the Board by the Physical Property Committee, per the Committees action request of February 6, 2020, Clubhouse Three, Learning Center;
- DETERMINED that Capital Funds, in the amount of \$43,677, are available and have placed a temporary hold on these funds, pending Board action on the proposed project, for the installation of electrical and lighting, as being recommended to the Board by the Physical Property Committee, per the Committees action request of February 6, 2020, 1.8 acres electrical and lighting;

- DETERMINED that Capital Funds, in the amount of \$17,440, are available and have placed a temporary hold on these funds, pending Board action on the proposed project, for the revisions at the main gate and approve the Service Maintenance Department to make improvements (break room, kitchen area and exit office), as being recommended to the Board by the Physical Property Committee, per the Committees action request of February 6, 2020, revisions at the main gate;
- ALLOCATED Capital Funding, for office rehabilitation expenses for technology purchases and office furniture for the repurposing of the vacant office, on the second floor of the Administration Building, not to exceed \$2,000, and forward this request to the GRF Board of Directors;
- DETERMINED that Reserve Funds, in the amount of \$750,000, are available and have placed a temporary hold on these funds, pending Board action on the proposed project, to complete the replacement of the swimming pool, hot pool shower room refurbishment, as being recommended to the Board by the Physical Property Committee, per the Committees action request of February 6, 2020, pool/golf course project, for a total cost of \$1,550,000;
- DETERMINED that Reserve Funds, in the amount of \$10,000, are available and have placed a temporary hold on these funds, pending Board action on the proposed project, to replace existing flooring in the Lapidary room of Clubhouse Four, as being recommended to the Board by the Physical Property Committee, per the Committees action request of February 6, 2020, Clubhouse four, lapidary room flooring;
- CONCURRED to review Amend 40-2920-3, Budget Controls and Amend 40-5523-1, Accounts Receivable Collections at the next scheduled meeting.

February 14, 2020, Executive Committee

- CONCURRED to discuss the correspondence in Executive Session;
- MOVED to recommend the GRF BOD appoint Accurate Voting Services as the Inspectors of Election for the 2020 GRF and Mutual BOD elections, as set forth in 30-5025-3;
- MOVED to recommend to the GRF Board of Directors renewal of the following GRF employee benefit plans for the plan year beginning April 1, 2020, ending March 31, 2021: Anthem Blue Cross Medical Low and High HMO plans, Guardian Dental HMO and PPO plans, Guardian VSP Vision plan, Guardian Basic Life and AD&D Insurance plan, Guardian Long Term Disability plan, Guardian Accident and Critical Illness Plan, Guardian Voluntary Life plan, VPI Voluntary Pet Insurance plan, reimbursement of up to \$500 hospitalization cost, annually, per employee, and Flexible Spending Account plan;
- CONCURRED to authorize the Executive Director to request labor counsel provide a legal opinion, pertaining to Mutual and/or GRF Board members experiencing a conflict of interest if also an employee of GRF;
- MOVED to authorize a pop-up voting site, easily accessible by bus;
- MOVED to forward a request to the Finance Committee in February 2020 to review the availability of Capital Funding, not to exceed \$2,000, for office rehabilitation expenses for technology purchases and office furniture, for the repurposing of the vacant office on the second floor of the Administration Building and recommend the GRF BOD approve the rehabilitation expenses;
- CONCURRED to review the following GRF Governing Documents at the March meeting: 30-1021-1, Posting of Signs on Trust Property, 30-1220-1, Sub-committee Resident Specialist, 30-5020-1, Organization of the Board, 30-5092-1, Code of Ethics 30-5092.01-1, BOD Censure Procedure.

February 18, 2020, Special Recreation Committee

- MOVED to recommend the GRF Board conceptually approve the proposed design concept for the expansion and enhancement of the Fitness Center, and authorize the Physical Property, Recreation, and Architectural Design Review Committees to take all required actions to finalize all plans and specifications and to fully develop all costs for the proposed project and forward a request to the Finance Committee to determine if funding is available. Upon securing funding bring the completed project plan back to the GRF Board for final approval;
- MOVED to recommend the GRF Board approve the design concepts, as presented, for the replacement of the Pool, Spa, and Locker Rooms, required by the uncovered presence of numerous critical latent construction defects and then authorize the Physical Property, Recreation and Architectural Design Review Committees to take all required actions under a budget, as approved by the GRF Board, to complete the replacement of the Pool, Spa, and Locker Rooms as quickly as reasonably possible.

February 18, 2020, Special Physical Property Committee

- MOVED to recommend the GRF Board conceptually approve the proposed design concept for the expansion and enhancement of the Fitness Center, and authorize the Physical Property, Recreation, and Architectural Design Review Committees to take all required actions to finalize all plans and specifications and to fully develop all costs for the proposed project and forward a request to the Finance Committee to determine if funding is available. Upon securing funding bring the completed project plan back to the GRF Board for final approval;
- MOVED to recommend the GRF Board approve the design concepts, as presented, for the replacement of the Pool, Spa, and Locker Rooms, required by the uncovered presence of numerous critical latent construction defects and then authorize the Physical Property, Recreation and Architectural Design Review Committees to take all required actions under a budget, as approved by the GRF Board, to complete the replacement of the Pool, Spa, and Locker Rooms as quickly as reasonably possible.

February 18, 2020, Website Redesign Committee

- CONCURRED to request the IT Supervisor follow-up on the “Revize” proposal, contacting its current customers for feedback and request a demo system for the new LWSB website.

February 19, 2020, Strategic Planning Ad hoc Committee

- CONCURRED to accept the newly formatted future visions spreadsheet, as presented;
- CONCURRED to remove the following line items (listed by row number): 10. Maximizing use of Trust Property; 12. Move On-site Sales Office outside the gate; 13. Parking Garage; 19. On-site hazardous waste disposal and collection service; 29. A giant display screen on the wall next to the Amphitheater; 40. GRF credit card (VISA/MC); 41. Innovations/Technology.
- CONCURRED to amend the following line items (listed by row number): 7. Add “(by 2044)”, 8. Change “legal” to “paralegal”; 16. Break into four line items for clubhouses 1, 2, 3, and 4; 22. Change “reduction to “conservation”; 23. Change to “Implement environmental programs”; 31. Change “of long term use” to “and enhancement”.
- CONCURRED to review the priority levels at the next meeting.

Financial Recap – January 2020

As of the one-month period ended January 2020, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$101,692.

Major variances are:

Wages, Taxes & Benefits	50,622	Favorable: Wages \$33K; P/R Taxes \$5K; Workers' Comp \$4K; Group Ins \$9K
Temporary Agency Fees	(12,614)	Unfavorable: Temporary help for key positions.
Supplies	17,815	Favorable: Timing of expenditures for later months
Professional Services	11,636	Favorable: Timing of expenditures for later months
Rental Income	9,293	Favorable: Actual unit sales exceeded budget

	Fund Balance	Allocated For Current Projects	Allocated For Future Projects	For details, see page
Reserve Funds				
Repairs & Replacements	\$10,653,033	\$1,815,777	\$8,837,256	7

	Fund Balance	Allocated Funds	Unallocated Funds	For details, see page
Capital Funds				
Capital Improvements	\$2,527,790	\$174,099	\$2,353,691	8

Total year-to-date approved unbudgeted operating expenses are \$0.



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 JANUARY 2020 FINANCIAL STATEMENTS
DATE: FEBRUARY 25, 2020
CC: FILE

At the regularly scheduled meeting of the Finance Committee on February 14, 2020, the Committee, in accordance with Governing Document 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 January 2020 financial statements for audit.

I move to accept the January 2020 financial statements for audit.

Financial Recap – January 2020

As of the one-month period ended January 2020, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$101,692.

Major variances are:

Wages, Taxes & Benefits	50,622	Favorable: Wages \$33K; P/R Taxes \$5K; Workers' Comp \$4K; Group Ins \$9K
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	Fund Balance	Allocated Funds	Unallocated Funds	For details, see page
Capital Funds				
Capital Improvements	\$2,527,790	\$174,099	\$2,353,691	8

Total year-to-date approved unbudgeted operating expenses are \$0.

P.O. Box 2069
Seal Beach CA 90740

Description			
	Current Assets:		
	Cash & cash equivalents	106,425	
1122000	Non-Restricted Funds	12,533	
	Receivables	604,212	
	Prepaid expenses	449,427	
	Inventory of maintenance supplies	462,022	

	Total Current Assets		1,634,619
	Designated deposits		
1211000	Contingency Operating Fund	700,000	
	Reserve Fund	10,653,033	
1212500	Capital Improvement Fund-GRF	2,527,790	

	Total designated deposits		13,880,823
	Notes Receivable		
1411000	Notes Receivable	40,094	

	Total Notes Receivable		40,094
	Fixed Assets		
	Land, Building, Furniture & Equipment	37,452,973	
	Less: Accumulated Dep'n	(23,429,462)	

	Net Fixed Assets		14,023,511
	Other Assets		-----
	Total Assets		29,579,047
			=====

P.O. Box 2069
Seal Beach CA 90740

Description			
Liabilities & Equity			
Current Liabilities:			
	Accounts payable	270,990	
	Project Commitments	611,903	
	Prepaid Deposits	10,675	
	Accrued payroll & payroll taxes	446,355	
	Unearned Income	93,983	
	Accrued expenses	181,008	
	Accrued property taxes	26,926	

	Total Current Liabilites	1,641,840	
	Total Liabilities		1,641,840
Equity			
Mutuals' Beneficial Interest			
3211000	Contingency Operating Reserve Equity	700,000	
3212000	Reserve Equity	10,062,642	
3394000	Capital Fund Equity	2,505,294	
3310000	Beneficial Interest in Trust	13,186,447	

	Total Mutuals' Beneficial Interest		26,454,383
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	(80,319)	
3910000	Excess Income / (Expense) Prior Year	473,861	

	Total Excess Income		393,542
3920000	Dep'n & Amortization		(5,168,869)
	Net Stockholders' Equity		27,937,207

	Total Liabilities & Stockholders' Equity		29,579,047
			=====

Golden Rain Foundation
Cash Flow Activity - All Reserves
For the Period Ended January 31, 2020

	Contingency Operating Fund	Reserve Fund	Capital Improvement Fund	Nonrestricted Funds	Total
Balance 12/31/2019	700,000	10,526,625	2,477,743	28,151	13,732,519
Funded: Assessments		108,337			108,337
Funded: Amenities Fees collected	(40)	71,894	71,894		143,788
Funded: M17 Lease Fees collected	(18)	4,410	4,410		8,820
Funded: Interest on Funds		26,059	2,005		28,063
Progress Payments on CIP					-
Expenditures		(66,292)	(28,262)		(94,554)
Commitments		(18,000)			(18,000)
Transfers to/from Funds					-
Interest Income Allocation					-
Net Monthly Activity				(15,618)	(15,618)
Balance 01/31/2020	700,000	10,653,033	2,527,790	12,533	13,893,356
Net Activity	-	126,407	50,047	(15,618)	160,836

Golden Rain Foundation
Quick Balance Sheet Analysis
For the Period Ended January 31, 2020

SELECTED BALANCE SHEET ITEMS

	Current Balance	Prior Month	Increase (Decrease)
Cash In Bank	118,958	450,738	(331,780)
Current Assets	15,515,442	15,627,765	(112,323)
Current Liabilities	1,641,840	1,982,684	(340,844)
Current Ratio	9.45	7.88	
Designated Deposits:	13,880,823	13,704,368	176,455
Reserve Fund			
Liability & Disaster Insurance Fund			
Capital Improvement Fund			
Contingency Operating Fund			

RESULT OF OPERATIONS

Current Month	Actual	Budget	Variance	%
Income	1,457,796	1,375,588	82,208	5.98
Expense	1,451,373	1,470,857	19,484	1.32
Net Materials Recovery(Pass Thru)	0	0	0	
Excess Income or (Expense)	6,423	(95,269)	101,692	
Year To Date	Actual	Budget	Variance	%
Income	1,457,796	1,375,588	82,208	5.98
Expense	1,451,373	1,470,857	19,484	1.32
Net Materials Recovery(Pass Thru)	0	0	0	
Excess Income or (Expense)	6,423	(95,269)	101,692	

Full Time Equivalents		
For the Month	Average YTD	Planned - 2019
153.27	153.27	170.50



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE (CM)
SUBJECT: RESERVE FUNDS INVESTMENT PURCHASE
DATE: FEBRUARY 25, 2020
CC: FILE

At the regularly scheduled meeting of the Finance Committee on February 14, 2020, 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 the GRF Board authorize the purchase of brokered CDs through Morgan Stanley (\$735,000) and US Bancorp (\$1,265,000) totaling \$2,000,000 of reserve funds, with terms ranging from six (6) months to eighteen (18) months, at the prevailing interest rates at the time of purchase and at the discretion of the financial advisor.

I move to approve the purchase of brokered CDs through Morgan Stanley (\$735,000) and US Bancorp (\$1,265,000) totaling \$2,000,000 of reserve funds, with terms ranging from six (6) months to eighteen (18) months, at the prevailing interest rates at the time of purchase and at the discretion of the financial advisor.

Reserve Funds Investment Ladder as February 10, 2020

Term	Maturity Month	Investment Amount	Rate	Loc
0	Mar-20	1,035,000	1.90%	U/M
1	Apr-20	246,000	2.35%	U
2	May-20	500,000	2.40%	M
3	Jun-20	245,000	2.85%	U
4	Jul-20	778,000	1.95%	U/M
8	Aug-20	735,000	1.75%	M
6	Sep-20	490,000	1.75%	M
7	Oct-20	246,000	2.40%	U
8	Nov-20	490,000	2.35%	M
9	Dec-20	852,224	1.75%	U/M
10	Jan-21	245,000	1.70%	U
11	Feb-21	865,000	1.76%	U/M
12	Mar-21	-		
13	Apr-21	245,000	1.76%	U
14	May-21	485,000	1.50%	U
15	Jun-21	-		
16	Jul-21	245,000	3.15%	U
17	Aug-21	140,000	1.60%	U
18	Sep-21	-		
19	Oct-21	245,000	1.80%	U
20	Nov-21	-		
21	Dec-21	-		
22	Jan-22	-		
23	Feb-22	-		
24	Mar-22	-		
25	Apr-22	-		
26	May-22	-		
27	Jun-22	-		
28	Jul-22	-		
29	Aug-22	-		
30	Sep-22	-		
31	Oct-22	-		
32	Nov-22	-		
33	Dec-22	-		
34	Jan-23	-		
35	Feb-23	-		
36	Mar-23	-		



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTY COMMITTEE (MW)
SUBJECT: RESERVE FUNDING REQUEST - ROOF REPLACEMENT, ADMINISTRATION BUILDING, LATENT CONSTRUCTION DEFECTS
DATE: FEBRUARY 14, 2020
CC: FILE

The GRF Board approved the replacement of the Administration Building Roof along with the Amphitheater Building roofs allowing for contingencies in the amount of \$55,513. The contingencies used for this project are as follows:

Change Orders For Trust Buildings				
Number	Date	Building	Description	Amount
			Approved contingencies	\$ 55,513
1	10/21/2019	Amph	Crickets and cover board	\$ (6,201)
2	12/27/2019	All	Completion Date Extension To 3/20/2020 due to weather	N/A
2	1/6/2020	Aux 1/2	Plywood, crickets and cover board	\$ (10,979)
3	1/13/2020	Aux 1/2	Plywood, crickets and cover board	\$ (11,882)
4	1/21/2020	Aux	Additional Roof Drain Over Server Room	\$ (2,975)
5	1/21/2020	Amph	Two Overflow Drains	\$ (7,485)
6	1/24/2020	Admin	Custom Metal Roof Color	\$ (4,965)
estimate		Admin	Termite repair estimate (not used as of this date)	\$ (20,000)
			Balance 2/18/2020	\$ (8,974)
1 GW	2/14/2020	Admin	Greenwood fabricate supply and return ducting, raise electrical and gas (not approved or used as of this date)	\$ 12,372
7	2/18/2020	Admin	Replace all sheathing, replace all vents(not approved or used as of this date)	\$ 16,227
			Needed change orders (1GW and & 7)	\$ 28,599

Greenwood's change order #1, Howard Roofing's change order #7, and estimated termite repairs will exceed the contingencies allotted for the project.

When disassembling the HVAC units on the roof of the Administration Building, Greenwood uncovered rusted out plenums, ducting, and electrical repairs needed to reinstall the HVAC units, as indicated in Greenwood change order #1. The Physical Property Department recommends additional Reserve funding, in the amount of \$12,327.

When stripping off the roof of the Administration Building, latent construction defects were uncovered, as well as the need to replace all plywood sheathing, as called out in Howard Roofing's change order #7, lump some of \$16,227. The Physical Property Department recommends additional funding in the amount of \$16,227.

I move to approve an additional \$37,573, Reserve funding, in contingencies for Roof Project #927-19, resulting in a total of \$93,068 (\$55,513 BOD approved funding) of contingencies for the project, and authorize the Physical Property Chair to approve the change orders.

GREENWOOD

HEATING & AIR INC.

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

QUOTE

DATE

2/14/20

QUOTE#

0000016265

BILL TO:

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

*Unit #1 on roof from left to right:	9,000.00
Additional items needed to upgrade side shot package units to down shot as follows:	
- Disconnect and remove the supply plenum's leaving only the supply and return ducts on roof top. Disposal of the metal plenum's as needed.	
- Installation of 6 new metal curbs.	
- Fabricate supply and return round to square transition boxes for each unit, install and seal.	
- Relocate/extend all 6 gas lines to reach the package unit inlet.	
- At this time we will replace gas valve and flex hose with new.	
- Raise the gas lines off the roof line to a minimum of 6" for proper clearance on flashings where needed. To be determined after the tare off.	
- Relocate/extend the electrical to reach package unit including installation of "J" box at the electrical supply. New box to be water proof with cover.	
- At this time the service disconnects will also be replaced with new including fuses to match each unit data plate.	
- New electrical whips to each unit shall be installed connecting the new "J" box to new service disconnects.	
- Relocate/extend low voltage as needed to reach new location.	
Cost for the MMF curbs, total 6.	3,372.00

*Price to be adjusted as needed at roof tear off for any unseen.

Your signature will authorize us to proceed with the above work. Please sign and return via email or fax to 714-821-0338

signature

Date

Email:greenwoodheat-air@att.net

Lic#945655

TOTAL

\$12,372.00

GOLDEN RAIN FOUNDATION
PHYSICAL PROPERTY DEPARTMENT
POST OFFICE BOX 2069
SEAL BEACH, CA 90740

CHANGE ORDER # #7

Mutual # _____ Unit # _____

PROPOSAL SUBMITTED BY:

JOB ADDRESS:

Howard Roofing Co.

Administration Bldg.
13531 ST Andrew Dr.
Seal Beach Ca.

WE PROPOSE TO PERFORM THE FOLLOWING WORK, CHANGES OR DELETIONS:

- #1- Re Sheet entire Low slope roof area Approx 5000 SQF with new 1/2" Structural 1 Ply Plywood over the existing Plywood and nail using the same nailing pattern is the existing for the price of \$12,388.00
- #2- Provide and install 16-14"x18" soffit vents with 4" flange and cover (16) remaining openings with 24 Ga. Galv. metal
For the price of \$3839.00

PAYMENT WILL BE MADE BY:

LUMP SUM: \$ 16,227.00 TOTAL AMOUNT TO BE ADDED TO THE CONTRACT PRICE FOR THE COST OF THE EXTRA WORK.

DELETION: \$ N/A TOTAL AMOUNT TO BE DELETED FROM THE CONTRACT PRICE FOR THE ABOVE NOTED DELETION.

YOUR SIGNATURE BELOW SIGNIFIED YOUR ACCEPTANCE

Frank Zander

CONTRACTOR'S SIGNATURE

2-18-20

DATE

RESIDENT'S SIGNATURE

DATE

MUTUAL DIRECTOR'S SIGNATURE

DATE

Mark Hansen

INSPECTOR'S SIGNATURE

2.18.2020

DATE



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTY AND RECREATION COMMITTEES
SUBJECT: FITNESS CENTER EXPANSION AND ENHANCEMENT, DESIGN APPROVAL
DATE: FEBRUARY 18, 2020
CC: FILE

At the special joint meeting of the Physical Property and Recreation Committees, on February 18, 2020, the Committee reviewed the design concept (Exhibit A) for the expansion and enhancement of the Fitness Center.

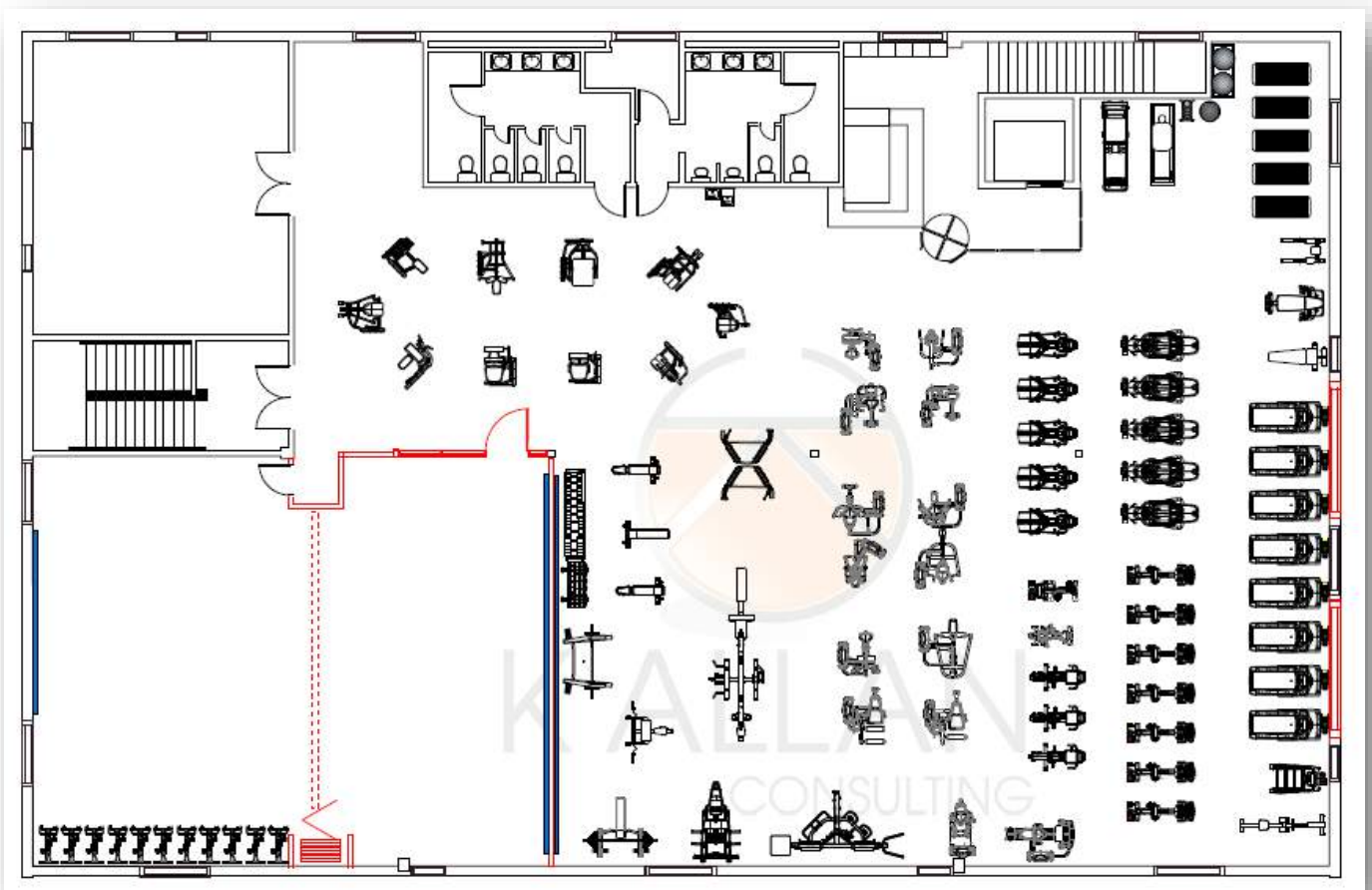
The proposed design took into consideration general user feedback, accommodating multi-use of the amenity.

I move to conceptually approve the design concept (in the agenda packet as Exhibit A) for the expansion and enhancement of the Fitness Center and authorize the Physical Property, Recreation and Architectural Design Review Committees to take all required actions to finalize all plans and specifications and to fully develop all costs for the proposed project. Upon securing all required costs, request the availability of Reserve and Capital funds from the Finance Committee. With the Finance Committee's determination of available funding, recommend the GRF Board review and approve the design concept.

Exhibit A

General Fitness Center Expansion and Enhancement

Design Concept





Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTY AND RECREATION COMMITTEES
SUBJECT: POOL, SPA AND LOCKER ROOM REPLACEMENT, DESIGN APPROVAL
DATE: FEBRUARY 18, 2020
CC: FILE

At the special joint meeting of the Physical Property and Recreation Committees on February 18, 2020, the Committees reviewed the design concepts (Exhibits A and B) for the necessary replacement of the pool, spa and locker rooms, required by the uncovered presence of numerous critical latent construction defects during the demolition phase of the renovation project.

The proposed design takes into consideration general user feedback, accommodating multi-use of the amenity.

I move to approve the design concepts (Exhibit A and B) for the replacement of the Pool, Spa and Lockers Room, required by the uncovered presence of numerous critical latent construction defects and authorize the Physical Property, Recreation and Architectural Design Review Committees to take all required actions under a budget, as approved by the Board, to complete the replacement of the Pool, Spa and Locker Rooms, as quickly as reasonably possible.

Exhibit A

Spa and Pool replacement

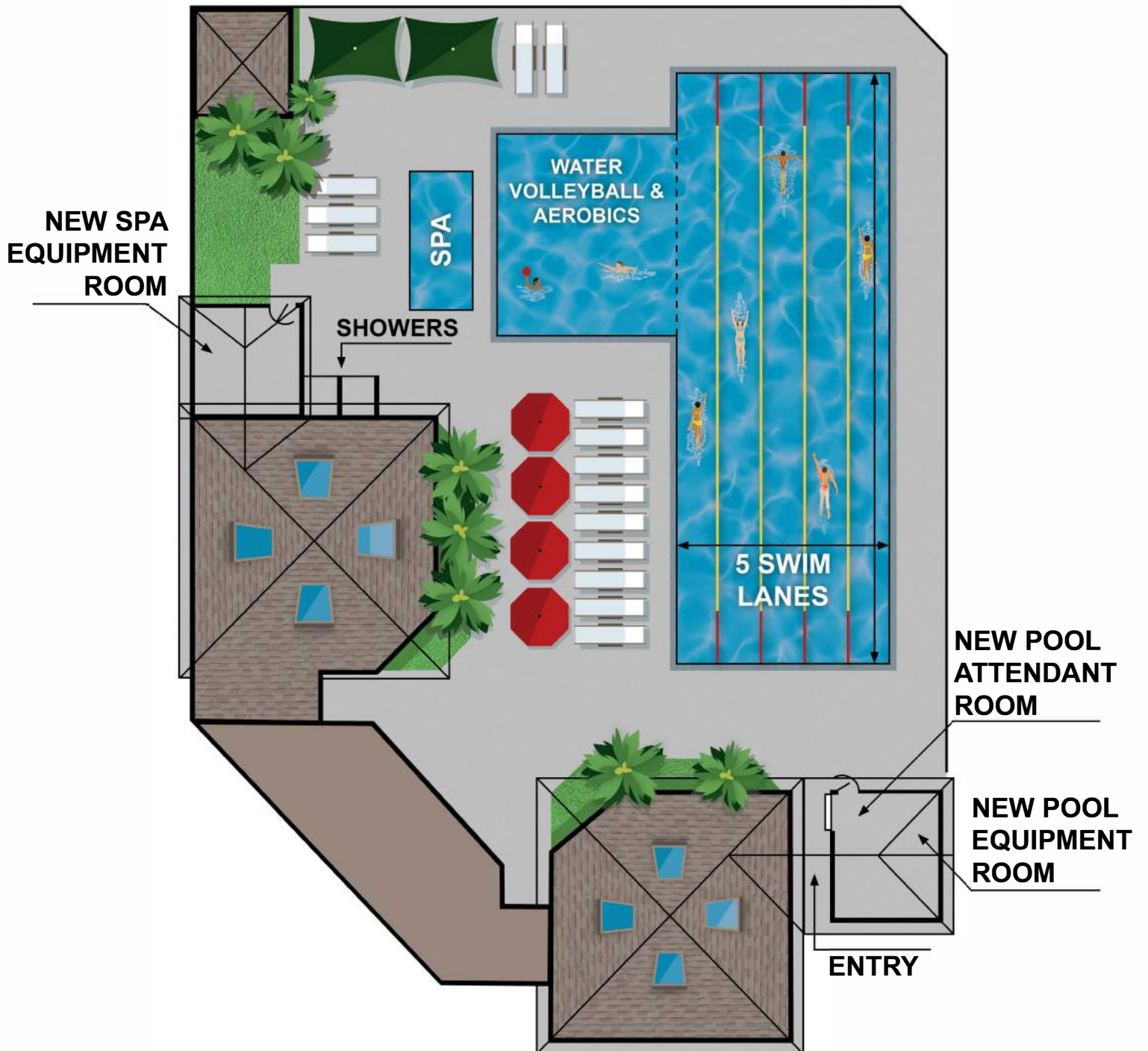
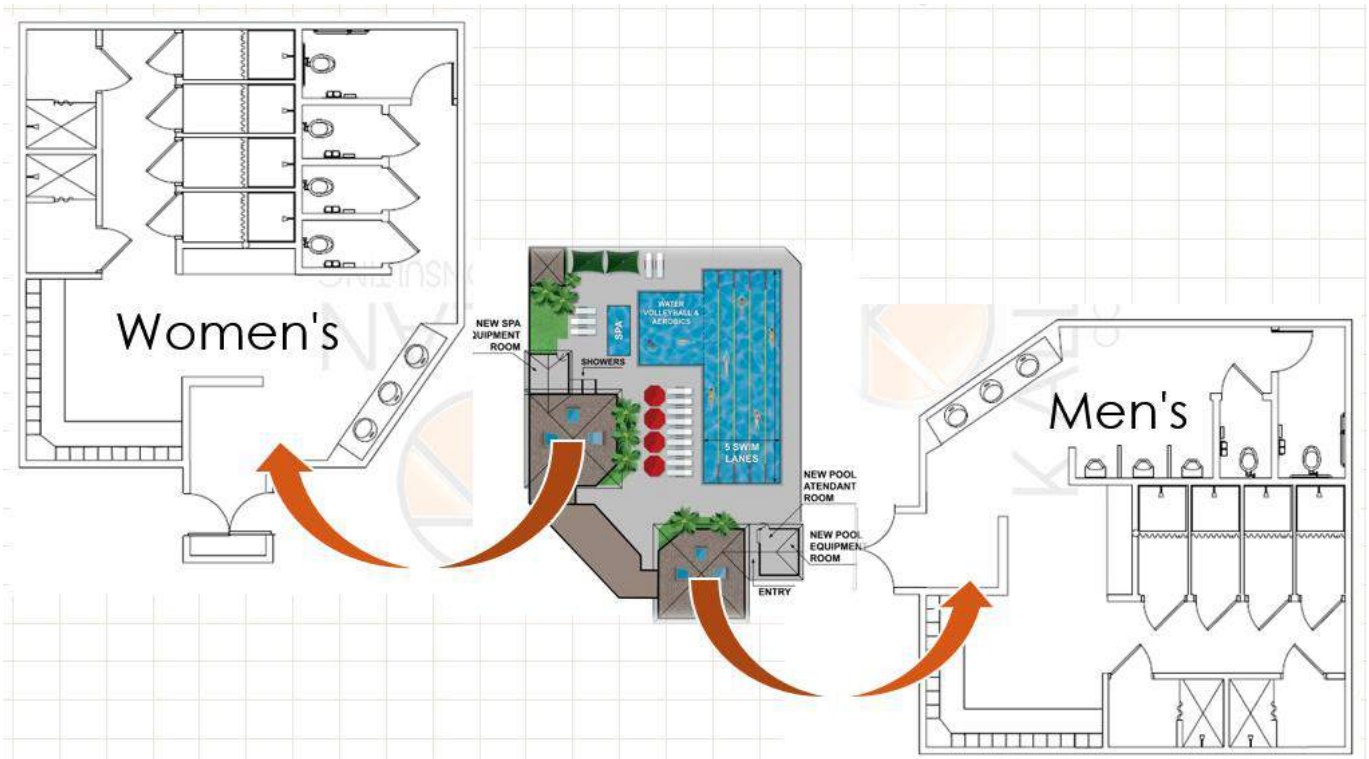


Exhibit B

Locker Room replacement



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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: EXECUTIVE COMMITTEE
SUBJECT: GRF HEALTHCARE BENEFITS RENEWAL
DATE: FEBRUARY 14, 2020

The annual review of the Foundation's employee group benefit contracts has been completed from April 1, 2020, through March 31, 2021. The information was provided by the Foundation's insurance broker, Burnham Benefits. The cost to the Foundation, services provided to our employees, plan design, customer service of each carrier, and the access to care were considered.

The health insurance market has continued to see low double-digit increases, up to 12%, as assumed in the 2020 approved budget.

Medical Insurance

Our incumbent carrier, Anthem Blue Cross, gave us an initial renewal quote for the 2020-2021 plan year with a 12% increase in rates for our current plans. GRF staff and broker requested the best renewal possible with an outcome overall increase to 9.4% with a \$30,000 premium credit to be applied to April 2020 invoice.

Beginning with our 2016 plan year, the Foundation elected a Kaiser plan with modifications to the copays to mitigate premium increases, including a \$500 copay for hospitalization. GRF chose to offset the additional out-of-pocket expenses to employees by establishing a fund to reimburse the first \$500 for any employee or covered dependent.

Dental, Life, Long Term Disability (LTD), Accidental Death & Dismemberment (AD&D) and Employee Assistance Program (EAP)

The renewal from Guardian for Dental, Life, LTD, AD&D, and the EAP coverage has provided GRF with a rate-pass (no change) for both the PPO and HMO coverage since our 2018-2019 plan years and an additional rate pass for 2020-2021 plan year. We also received quotes from other carriers such as Anthem Blue Cross to band the dental, vision, and medical plans with a single carrier. Anthem Blue Cross quoted a rate for decrease of 1.9% (\$316) for the managed dental plan and 7.3% (\$1,740) decrease to the PPO plan, however, the network of dental providers for this plan would require many of our employees to change dental providers to retain coverage, causing a service disruption to many of our employees.

Vision Insurance

Guardian's renewal proposal for VSP Vision coverage with identical coverage as our current plan was quoted at a rate-pass (no change) for the premium. Anthem Blue Cross (EyeMed) offered a proposed similar plan with a 15% (\$2,201) decrease for one year; however, this could cause a disruption of service to our employees.

Employee Paid Insurances

The renewal of the basic life insurance from the Guardian also allows the renewal of the voluntary life coverage offered to employees. The renewal offers identical coverage as our expiring Plans with a rate-pass in the premium. This coverage is 100% paid by the employee. The voluntary plan will also eliminate the benefit reduction at age 65.

Accident Insurance, which pays specified amounts for claims such as hospital admission, fractures, etc., and Critical Illness Insurance, which pays specified amounts if a covered person is diagnosed with specific serious conditions such as cancer, stroke, or a heart attack. Both of these plans also offer a Wellness Benefit, which pays \$50 for each wellness test or exam the covered person has during the year.

The renewal of the pet insurance with VPI Pet offers the same coverage as our current Plan. This coverage is 100% paid by our employees.

Renewing these additional voluntary plans allows GRF to add to its benefits package at no cost to the Foundation.

Flexible Spending Account

This is an account that allows employees to make a contribution on a pre-tax basis to be used to pay for Health Care or Dependent Care (daycare) expenses depending on the type of account.

In 2020, employees can contribute up to \$2,750 for Health Care expenses, and up to \$5,000 for Dependent Day Care expenses annually based on the IRS guidelines.

This benefit was first offered to GRF employees for the 2017 benefit year and we have 13 employees contributing to the plan.

Recommendation

It is the recommendation of the Executive Director and the Human Resources Director that:

- The current Medical Plans be renewed with Anthem Blue Cross,
- The Dental HMO, PPO, VSP Vision, Life, Long Term Disability, AD&D, and the Employee Assistance Plans be renewed with Guardian;
- The employee paid Voluntary Life Plan to be renewed with Guardian;
- The employee paid Voluntary Accident and Critical Illness Plans to be renewed; and
- The employee paid Pet Insurance Plan to be renewed with VPI Pet.
- The Foundation continues the Flexible Spending Account benefit for its eligible employees.

- The Foundation continues to set aside \$500 per employee per plan year to reimburse any employee for the first \$500 of hospitalization costs they incur for themselves or a covered dependent to offset the employees' out of pocket costs.
- The Foundation continues to offer a Section 125 Premium Only Plan to reduce the payroll tax liabilities for GRF and its employees.

Based on the current employee/employer premium sharing split on the Medical, Dental, and Vision Plans and the 100% employer premium on the Life, AD&D, LTD, and Employee Assistance Program Plans, there are sufficient funds in the 2020 Budget to accommodate the recommended Plans.

Healthcare Budget/Costs April 1, 2020, to December 31, 2020				
GL Category	2020	Proposed Rates (less employee contributions)	Amount Over (Under) Budget	
	April to December	April to December	Based on Current Coverage Levels	
6143000 Medical	\$ 569,349	\$ 522,333	\$ (47,016)	-8.3%
6143300 Dental	\$ 13,196	\$ 13,196	\$ -	0.0%
6143500 Vision	\$ 8,609	\$ 8,604	\$ (5)	-0.1%
6145000 Life	\$ 26,055	\$ 26,050	\$ (5)	0.0%
Total Amount	\$ 617,209	\$ 570,183	\$ (47,026)	-8%

I move to approve the renewal of the following GRF employee benefit plans for the plan year beginning April 1, 2020, and ending March 31, 2021:

- Anthem Blue Cross Medical Low and High HMO Plans
- Guardian Dental HMO and PPO Plans
- Guardian VSP Vision Plan
- Guardian Basic Life and AD&D Insurance Plan
- Guardian Long Term Disability Plan
- Guardian Accident and Critical Illness Plan
- Guardian Employee Assistance Plan
- Guardian Voluntary Life Plan

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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: EXECUTIVE COMMITTEE
SUBJECT: CAPITAL FUNDING REQUEST - ADMINISTRATION BUILDING VACANT OFFICE REPURPOSE
DATE: FEBRUARY 14, 2020
CC: FILE

The second floor of the Administration Building contains the offices of the GRF President, Administration, Human Resources, and Mutual Administration departments.

With the consistent need for privacy and the lack of small meeting space, it is suggested that the vacant office of second floor Administration Building be remodeled to accomplish the following:

- Provide additional office space for Human Resources to use for new hire orientation, interviews, employment center
- Provide additional private meeting space for Mutual Administration and Administrative Building staff.

In order to update the office space, the following items have been priced by IT and will need to be purchased and installed:

- Dell OptiPlex 9020
- Apple TV 4K
- Logitech KB/M
- TV Mount
- 3 office chairs

At its meeting on February 14, 2020, the Finance Committee reviewed funding for the project and determined Capital funding is available.

I move to approve the office rehabilitation expenses for technology purchases and office furniture for the repurposing of the vacant office on the second floor of the Administration Building, Capital Funding, not to exceed \$2,000.



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: EXECUTIVE COMMITTEE
SUBJECT: APPOINT ELECTION INSPECTOR FOR GRF AND MUTUAL BOARD ELECTIONS
DATE: FEBRUARY 25, 2019

Governing Document 30-5025-3, Election Procedures, states that the Executive Committee (EC) “will recommend that the Board appoint the election services company as its Inspector(s) of Election.”

At its meeting on September 26, 2017, the Golden Rain Foundation (GRF) Board unanimously awarded a contract to Accurate Voting Services to perform the general election services for the GRF and Mutual corporations for years 2018, 2019 and 2020.

At its meeting on February 14, 2019, the EC unanimously voted to recommend the Board appoint Accurate Voting Services as the Inspectors of Election.

I move to appoint Accurate Voting Services as the Inspectors of Election for the 2020 GRF and Mutual Board of Directors elections, in the amount of \$16,166.50, as set forth in Governing Document 30-5025-3, Election Procedures, and authorize the President to sign the contract.

ACTION OF THE GRF BOD, SEPTEMBER 26, 2017 RE: ELECTION SERVICES CONTRACT

Executive Committee

Approve Election Services Contract

The recent 2017 annual election season was the third year of a three-year contract with Accurate Voting Services, Inc. (AVS). The Golden Rain Foundation has contracted with AVS for its election services since 2007. Staff was instructed to request a proposal for the 2018, 2019 and 2020 elections from its incumbent provider. AVS's proposal sets forth the specifications of the election services. As usual, the proposal does NOT include variables such as staffing needs, postage, the weight of packets and number of returned ballots. Postage is paid under separate agreement. AVS's proposal is 2018 - \$36,363.80, 2019 - \$37,272.40, 2020 - \$36,363.80, **Total: \$110,000.**

Due to its history of providing satisfactory professional election services to this community, it is suggested that the Board award the 2018, 2019 and 2020 election services contract to Accurate Voting Services. Appropriate funds will be allocated for these elections. The election service bid history and the 2018, 2019 and 2020 Elections Proposal were attached in the agenda packet.

At its meeting on September 8, 2017, the Executive Committee unanimously recommended the Board award a contract to the incumbent provider of election services.

Mrs. Reed MOVED, seconded by Ms. Hopewell -

TO award a contract to Accurate Voting Services, Inc. to perform the general election services of the Golden Rain Foundation and the Mutual Corporations for the years 2018, 2019 and 2020, at a cost of \$110,000, plus photocopying, postage and staffing needs.

Three Directors and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board members present.

Accurate Voting Services, Inc.

Inspector of Election Services Contract—2020 Elections

This Agreement is entered into on _____ 20__ __, by and between GOLDEN RAIN FOUNDATION a California nonprofit mutual benefit corporation ("Association") and ACCURATE VOTING SERVICES, INC., A California Corporation ("AVS").

1. Association consisting of 9,740 units for Mutual and GRF elections, operates as a homeowners association in Orange County, California, and is required to hold annual and special membership meetings, as necessary, so as to obtain the Association's membership votes.
2. AVS shall act as Association's agent, hereunder, and provide independent Inspector of Election services as mandated under California Civil Code section 1363.03 and Association's duly adopted Election procedures, a copy of which will be attached to this Contract after execution, as Exhibit "B".
3. AVS shall, in consideration of the fees payable as set forth herein, provide Inspector of Election services at Association's Annual Election on a date and time to be determined by the parties herein.
4. AVS's Inspectors shall be licensed, bonded and insured Notary Publics.
5. As consideration for the herein referenced Inspector of Election services to be provided by AVS, Association shall pay to AVS an initial setup fee of \$1,800.00 election material and processing fee, the sum of \$2.95 per unit per mailing, plus hourly Inspector fees, and all other costs and expenses related to such services, which are set forth on Exhibit "A" hereto, in accord with the following payment schedule:
 - a. A non-refundable deposit of \$16,166.50 (*which will be applied to the total costs*) shall be paid upon the execution of this Contract. This amount represents 50% of materials and the set up fee. Check to be made payable to Accurate Voting Services, Inc. (EIN 20-4223214);
 - b. The balance of all setup and per unit charges shall be billed upon the mailing of balloting materials to the membership;
 - c. All Inspectors of Election charges and other costs shall be billed subsequent to the completion of the election or vote. All invoices are due and payable upon receipt. Outstanding balances shall, thirty (30) days from the date of invoice, accrue interest at the rate of 1.5% monthly (18% per annum).
6. AVS shall provide services as Inspector of Elections in accord with the rules and regulations adopted by Association. AVS shall not provide legal services to Association, and shall not be responsible for determining compliance with the Association's rules and regulations, with California law, or any other regulations. In the event Association fails to adopt, or does not possess Election procedures, AVS will provide services to the Association as shall be agreed upon.
7. Association shall indemnify and hold harmless AVS, its directors, officers, employees, and agents from and against any and all claims, liabilities, costs, suits, losses, damages and attorneys fees, which result from AVS's performance of this Contract, except those caused by the gross negligence and/or willful misconduct of AVS.

8. Any controversy or claim arising out of, or related to, this Contract shall be settled by binding arbitration, which will take place in Orange County, California. The arbitration proceedings shall be conducted by JAMS, and the arbitrator shall be chosen by mutual agreement of the parties. The arbitrator's award will be final, and judgment thereon may be entered in any court of competent jurisdiction. Parties shall each bear their costs of any such arbitration proceedings.
9. This Contract is the entire agreement between the parties, and it may not be modified except by writing signed by both parties.
10. Failure of Association to pay invoices promptly shall result in AVS being released from its obligation to complete the Election process and any further obligations to Association.
11. The President or Secretary or other executing officer of the Association warrants that it/they is/are executing this Contract under full authority of the Board of Directors of the Association, and any person executing this Agreement for AVS so warrants his or her authority to do so. The Contract will endure the benefit of, and constitute a binding obligation on, the contracting parties and their respective successors and assigns.
12. This Contract will be construed under the laws of the State of California, and no party may delegate or assign its rights or duties under this Contract without the prior written consent of the other.

GOLDEN RAIN FOUNDATION

Date: _____

By: _____

Its: _____

By: _____

Its: _____

ACCURATE VOTING SERVICES, INC.

Date: _____

By: _____

Its: _____

ACCURATE VOTING SERVICES, INC.—2020 Elections **STANDARD ELECTION SERVICES—MULTIPLE BALLOTS:**

ACCOUNT SET UP:

Open client files, calendar and confirm election dates
Design and generate custom election ballots and envelopes
for 16 Mutual Elections and 8 Golden Rain Elections totaling customization
of 24 Individual Ballots and Envelopes

Custom Ballots shall include election of officers as well as any special
election measures required for each mutual

Outgoing Envelopes to indicate "Official Mutual Election Ballot Enclosed" or "Official GRF Election Ballot Enclosed" as specified for each election	24 Mutuels	75.00	\$ 1,800.00
--	------------	-------	-------------

PROCESSING OF ELECTION MATERIALS:

Print, stuff and mail custom ballots and envelopes (3)
Address all questions and election challenges from membership,
Address all questions from Administrative staff,
Receive and securely store all returned ballots,
Prepare ballots for tabulation at election meeting

9,740 Units	2.95	<u>28,733.00</u>
-------------	------	------------------

*(Additional ballots and envelopes as needed on
election day will be provided at no charge.)*

\$ 30,533.00

ATTENDANCE AT MEETING:

Open polls and register voters; Address membership re: election
procedures at meeting; Determine when polls close;
Open returned envelopes; Count and tabulate all votes;
Provide immediate election results at
15 Mutual Elections and 1 GRF Election

16 Mutuels 1 GRF

One Inspector of Election @ \$150.00 per hour and	150.00	16 meetings	5,100.00
One Assistant Inspector of Election @ \$60.00 per hour	60.00	16 meetings	2,040.00
Minimum Staff of one Inspector of Election and One Assistant Inspector of Election required for 2 hours per election			

*Staffing to be determined based on the size and complexity of
each election. Additional staff as required will be billed @ \$60.00
per hour per staff member.*

TOTAL MINIMUM HOURLY ATTENDANCE AT ALL ELECTIONS	\$ 7,140.00
--	-------------

TOTAL FOR PROCESSING STANDARD ELECTION MATERIALS AND
MINIMUM HOURLY ATTENDANCE AT ALL ELECTIONS

<u>\$ 37,673.00</u>

OPTIONAL ENCLOSURES WITH BALLOT:

Print, stuff and mail election-related materials (candidate statement(s), meeting notice(s), etc.) as requested for each election @.20 per page

**THE FOLLOWING GOODS AND SERVICES ARE INCLUDED
IN THIS BID AT NO ADDITIONAL COST:**

- Travel time, mileage and attendance at all pre-planning election meetings
- Travel time and mileage to and from all elections
- Color coordination of ballots and envelopes
- Multiple measures printed on ballots
- Custom-designing of "branded" Mutual and GRF envelopes
- Additional election packages (ballot and envelopes) brought to each election
- Storage of completed election materials for the twelve (12) month challenge period
- Packaging and shipping fee to return the completed election materials to GRF

Accurate Voting Services, Inc

Post Office Box 6117
Laguna Niguel, CA 92607-6617

Invoice

Date	Invoice #
1/30/2020	DB 13-3770

Bill To

Golden Rain Foundation
Accounts Payable
PO Box 3519
Seal Beach, CA 90740

ATTENTION:

Description	Hours/Qty	Rate	Amount
Required Deposit for Inspector of Election Services per AVS Contract 2020 Elections		16,166.50	16,166.50
RECEIPT OF DEPOSIT IS REQUIRED TO SECURE REQUESTED ELECTION DATE		Total	\$16,166.50

Phone #	(949) 588-8500
---------	----------------

Fax #	(949) 588-8501
-------	----------------

Make all checks payable to ACCURATE VOTING SERVICES, INC. TAX ID NO. 20-4223214
Due and Payable upon receipt. Outstanding balances shall, thirty (30) days from date of
invoice, accrue interest at the rate of 1.5% monthly (18% per annum)

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE (CM)
SUBJECT: RESERVE STUDY PROPOSAL
DATE: FEBRUARY 25, 2020
CC: FILE

For the past three years, the Golden Rain Foundation (GRF) has used the services of Association Reserves for completing a reserve study. For the budget year 2021, a site-visit reserve study is required to be completed, in accordance with California Civil Code 5550. It is the practice of GRF to have two no-site visit updates for the next two years following the site-visit update. Reserve study reports are prepared in the year preceding the budget year to which it pertains.

At the regularly scheduled meeting of the Finance Committee on February 14, 2020, the Committee passed a motion to recommend to the GRF Board the acceptance of the Loyalty Update Plan pricing, as presented in the proposal submitted by Association Reserves, for the preparation of a reserve study update with site visit, for the budget year 2021, followed by two updates with no site visits for budget years 2022 and 2023. See Exhibit A.

I move to accept the Loyalty Plan pricing, as presented in the proposal submitted by Association Reserves, Exhibit A, for the preparation of a reserve study update with site visit for the budget year 2021, followed by two updates with no site visits for budget years 2022 and 2023, totaling \$9,600 per year, to be charged to each respective year's operating budget.



January 21, 2020

26608 - 3a

Golden Rain Foundation - LWSB

c/o Carolyn Miller
Director of Finance
Somewhere
Seal Beach CA

History with our organization

Report Exp. Date: - DEC 31 2020

Level of Service: NSV

% Funded: 85.8%

Subject: Bid Options for 6,608 units in Seal Beach, CA

Dear Ms. Miller,

Thank you for being a "Loyalty Update Plan" client for the past three years. It's been our privilege to have served as your Reserve planning partner! Enclosed is a Reserve Study Update proposal for the upcoming fiscal year, along with a new three-year Loyalty Update Plan Agreement for your consideration.

Our Loyalty Update Plan clients enjoy the benefit of always having a current Reserve Study! By teaming up with us again, you can be assured of **three** more consecutive Reserve Studies reflecting any changes to the Component List, Reserve Fund Strength (% Funded), and 30-year Funding Plan.

Annual Reserve Study Updates provide Associations with financial stability through Board & Manager transitions and help ensure timely common area repairs & replacements. It only takes one year for a "current" Reserve Study to become outdated and for the risk of Special Assessment to increase.

There are many **unique benefits** to continuing to partner with Association Reserves:

- We've completed **over 45,000 Reserve Studies** throughout California & the United States
- Your Study will be prepared by a credentialed **Reserve Specialist™** (RS) in accordance with **National Reserve Study Standards™**
- Your free **Video Explanation of Results** will help you better understand the report
- Your free **Funding Analysis Software** will allow you to compare various "what-if" scenarios
- Your report will be **completed on time** and deliverables will be posted online for easy, **24/7 access**
- Free preparation of **CA state Disclosure Form 5570 is included** with your Reserve Study!

We appreciate the opportunity to continue our partnership. Please take a look at the different levels of service outlined on the following pages. To get started, simply sign & return the Agreement(s).

Sincerely,

Sean Andersen, RS
President

sandersen@reservestudy.com



☐ **Single year engagements** < Check here and circle fee associated with the desired Level of Service/Turnaround

Level of Service	Economy Fee	Standard Fee	Rush Fee
	8 week	5 week	2 week
Reserve Study FULL (with Site Visit) Component List is developed from a full set of new measurements. Report includes full-color photographic inventory.	\$32,000.00	\$40,000.00	\$60,000.00
Reserve Study Update-WSV (with Site Visit) Component List from a prior professional Reserve Study is updated, based on visual observations, but no re-measuring. Report includes full-color photographic inventory.	\$19,200.00	\$24,000.00	\$36,000.00
Reserve Study Update-NSV (no Site Visit) Component List from a prior professional Reserve Study is updated, based on a series of interviews. Report does not include a photographic inventory.	\$6,400.00	\$8,000.00	\$12,000.00

Note = A "FULL" Reserve Study is not necessary if a credible Reserve Study with measurements (prepared by Association Reserves or another company) is available for updating.

☐ **Loyalty Update Plan** < Check here to save time & stabilize your budget with this popular "Flat Fee" option
Includes one With-Site-Visit Reserve Study Update and two No-Site-Visit Reserve Study Updates delivered over three consecutive years with an Economy (8) week turnaround.



Flat Fee \$9,600/year

☐ **Do-it-Yourself (DIY) Reserve Study** < Check here to receive our " Do-it-Yourself " Reserve Study Kit
\$349 1 - week turnaround

Prices are valid for 90 days

Agreement between Association Reserves & Golden Rain Foundation - LWSB



1. Please, indicate the nature of this agreement

☐ Single Year Engagement ☐ Loyalty Update Plan ☐ Do-it-Yourself Reserve Study Fee \$ _____
For the FY beginning ____/ ____/ ____ Turnaround Time ____ weeks

2. Obtain a Boardmember signature

We, the undersigned, understand that the Reserve Study being prepared will identify and address the normal deterioration of properly built and installed components with predictable life expectancies, inspecting for construction defects, performing destructive testing to search for hidden issues (such as plumbing or electrical problems), environmental hazards (asbestos, radon, lead, etc.), or unpredictable acts of nature are all outside our scope of work. We understand that the above Fee is based on the accuracy of how the Association was described to Association Reserves in our Request for Proposal. If this is not found to be a true representation of our common area maintenance responsibilities, Association Reserves reserves the right to negotiate an adjusted fee for our services. Association Reserves liability in any matter involving this Reserve Study is limited to our Fee for services rendered. We will respond to a request for revision for up to 60 days following delivery of our Report.

Print Name: _____ Company/Title: _____
Signature: _____ Date: _____



3. Return this Agreement to us, along with a check made payable to Association Reserves

in the amount of \$ _____.*

* All professional Reserve Studies (Single Year Engagement or Loyalty Update Plan) require a 50% deposit, with balance due upon delivery. The "Do-it-Yourself" Reserve Study requires 100% payment upon start-up.

Exhibit A
"Loyalty Update Plan" Agreement
26608 - 3a, Golden Rain Foundation - LWSB

Services Provided: Association Reserves [AR] will perform one With-Site-Visit Reserve Study Update and two No-Site-Visit Reserve Study Updates, in any order, delivered over three consecutive years. The studies will be prepared in accordance with National Reserve Study Standards, pursuant to the schedule and scope of work indicated below:

Year	FY Reporting	Period Ending	Level of Service
1	DEC-31	2020	FULL WSV NSV
2	DEC-31	2021	FULL WSV NSV
3	DEC-31	2022	FULL WSV NSV



Upon each completion, all Reserve Study related files will be posted online for password-protected viewing and printing.

Fees: Client agrees to pay AR an annual fee of \$9,600 for these services. A 50% deposit is due upon start-up of each year's Reserve Study. The final 50% is due and payable upon delivery. Consulting services (i.e., custom analysis, meeting attendance, revisions, etc.) outside the scope of this Reserve Study agreement will be billed on an hourly basis, inclusive of out of pocket costs incurred related to such consulting services, and are due upon receipt of invoice.

Term: The term of this agreement is one year. However, this agreement shall automatically renew for consecutive one-year terms, up to a maximum of three (3) years, unless and until the Client gives AR written notice of non-renewal at least thirty (30) days prior to the expiration of any given one-year term.

Non-Renewal Fee: Client understands and agrees that the annual fee for this agreement is based on the expectation that the agreement shall be renewed for three (3) consecutive one-year terms. Although the Client is entitled not to renew this agreement after any given one-year term, if the Client chooses to do so, the Client agrees to pay AR a non-renewal fee of \$9,600 payable concurrently with the giving of the notice of non-renewal as described above.

Modification & Waiver: This agreement cannot be modified or waived except by a writing signed by both parties.

Assignment: This agreement shall not be assignable by either party, without the written consent of the other.

Indemnity: Client agrees to indemnify AR and to hold AR harmless from and against any and all liability, loss, damage, claim and expense, including reasonable attorney's fees and expenses, that may be incurred by AR arising out of or related to Client's breach of this agreement, Client's violation of any law or regulation, and/or Client's intentional misconduct or gross negligence.

Execution: By signing below, Client is indicating Client's agreement to all of the terms & conditions of this agreement. Client has the full right, power, and authority to enter into and be bound by the terms and conditions of this agreement and to perform Client's obligations under this agreement without the approval or consent of any other party. The person signing this agreement on behalf of Client represents and warrants that he/she has the authority to do so.

Agreement dated _____ between:

Client: Golden Rain Foundation - LWSB

Represented by _____

Title _____ Company _____

Signature _____

**-and- Association Reserves
Orange County Regional Office**

Sean Andersen, RS
President

Return via email
or FAX (949) 481-0516

Association Reserves

www.reservestudy.com



BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTY COMMITTEE (MW)
SUBJECT: RESERVE FUNDING REQUEST – POOL/GOLF COURSE PROJECT
DATE: FEBRUARY 10, 2020
CC: FILE

The Golden Rain Foundation Board approved improvements and upgrades to the Pool and Golf Course Building at its August 27, 2019 meeting, as described below. During the demo process, many deficiencies were discovered (see attached Exhibit B).

Golden Rain Foundation Board Meeting Minutes, August 27, 2019, 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.

Golden Rain Foundation Board Meeting Minutes, November 26, 2019, Ms. Rapp MOVED, seconded by Mrs. Perrotti approve an additional \$15,000 of funding (\$12,500 Reserves Funds and \$2,500 Capital Funds) for the golf patio portion of the project, as approved at the August 27, 2019 meeting of the GRF Board, for the replacement of the area drainage pipes, underground electrical, associated area irrigation and the building awning and the installation of a retaining wall around the Magnolia tree and authorize the President to sign any associated agreements and/or authorize the Executive Director to initiate the purchases as required for the completion of these noted additional projects. One Director and the Executive Director spoke on the motion. The motion was carried unanimously

As evident by Exhibit B, the conditions exposed exceed the approved scope of work. Of importance, as these conditions are uncovered, all remedial actions must be performed in accordance with generally accepted construction practices, as well as meet all applicable building and safety codes. The additional cost to proceed with this project are described in Exhibit A.

At its meeting on February 5, 2020, the Physical Property Committee (PPC) reviewed the costs associated with the deficiencies uncovered during the demo process and the direction on how to proceed. The PPC unanimously resolved to recommend the Board approve additional Reserve Funding, in an amount not to exceed \$750,000, to replace both pools, equipment and rooms, refurbish the locker rooms, as needed, and replace all needed utilities as called out in Exhibit A, pending review by the Finance Committee (FC).

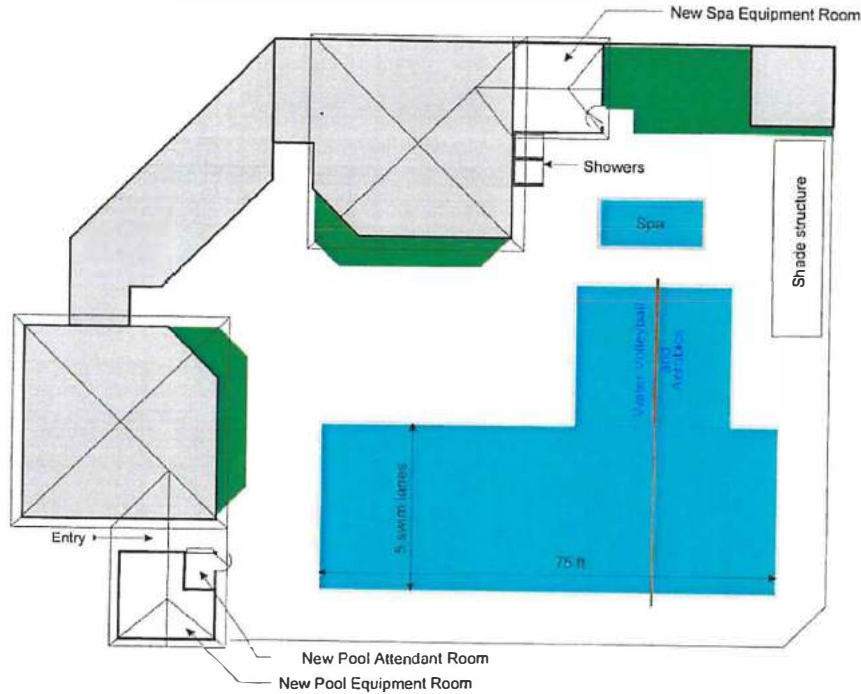
At its meeting on February 14, 2020, the FC reviewed this request and determined Reserve funding is available.

I move to approve additional Reserve funding, not to exceed \$750,000, to replace both pools, equipment and rooms, refurbish the locker rooms, as needed, and replace all needed utilities as called out in Exhibit A, and authorize the President sign the required contracts for the project.

EXHIBIT A

PRELIMINARY POOL BUDGET

RESERVE FUND REQUEST	\$ 555,065
CAPITAL FUND REQUEST	\$ 194,935
Board Approved Pool/Golf Funds	\$ 750,000
Approved Additional Funds	\$ 15,000
	\$ 765,000
Competed - Golf Shop, Site Work, and Necessary Change Orders	\$ (294,208)
Remaining Unused Funds	\$ 470,792



1	New Pool - No plans approved plans from the County	\$ 303,000
2	New Pool - Equipment	\$ 90,000
3	Site Utilities - Sewer, Electrical, Gas	\$ 75,000
4	Locker Room Architectural and Engineering Fees	\$ 40,000
5	Pool Locker Rooms - No plans approved by City	\$ 250,000
6	Landscape	\$ 85,000
7	Roof - Flat	\$ 20,858
8	Locker Rooms Standing Seam	\$ 145,000
9	8 - Skylights in Locker Room Roofs	\$ 9,500
	Projected Cost for Pool and Locker Rooms	\$ 1,018,358
	Remaining Unused Funds	\$ (470,792)
	Additional Funds Requested less Contingency	\$ 547,566
10	Contingency - Without approved plans by the City or County	\$ 202,434
	Total Additional Funds Request based on current data	\$ 750,000
	Projected Total Cost	\$ 1,515,000

EXHIBIT B

Pool and Spa

Demolition and removal of the decking has currently identified;

- Gas lines, Electrical lines and Drainage. (Not to code or safety hazard)
 - Complete replacement of gas lines
 - Complete replacement of electrical
 - Complete replacement of all drainage lines
- Structural concerns
 - Portions of block walls at women's locker room exterior and spa equipment require removal and replacement as the block wall were built on the deck, no footings were installed.
 - Roof over spa equipment, no proper support and footings for the support post were installed.
 - Spa equipment area requires full replacement
 - Pool attendants shack, full replacement required. Structure collapsed when moving due to wet rot and termite damage
 - Pool shell, pool may require structural review upon draining.
 - Spa shell may be compromised;
 - Structural repairs are required.
 - Possible replacement
- Replacement of components not installed to code
 - Pool and Spa lighting
 - Pool and Spa plumbing

Men's & Women's Locker Rooms

Interior Walls

Wall structures were fully compromised (wet rot), when tile was being removed, the walls collapsed. Some repairs to the wall were expected, not the total failure.

- Plans - architectural and engineering now required
- Building permits – now required
- Code updates, may be required (including Title 24 specifications)

Plumbing

- Full replacement of all water lines
- Full replacement of all sewer lines
- Plans - architectural and engineering now required
- Building permits – now required

Flooring

- Concrete floor is compromised, 2-3" of concrete was floated over the original floor.
- Full removal of the concrete floor is required, for the replacement of the water and sewer lines
- Plans - architectural and engineering now required
- Building permits – now required

General

- Key are of concern, due to the replacement requirements now identified, will Title 24 requirements be imposed. In addition to the above:
 - HVAC may be required
 - Insulating the building may be required
 - Windows may be required
 - Structural improvements may be required
 - Fire sprinklers may be required
 - Replacement of electrical and lighting may be required

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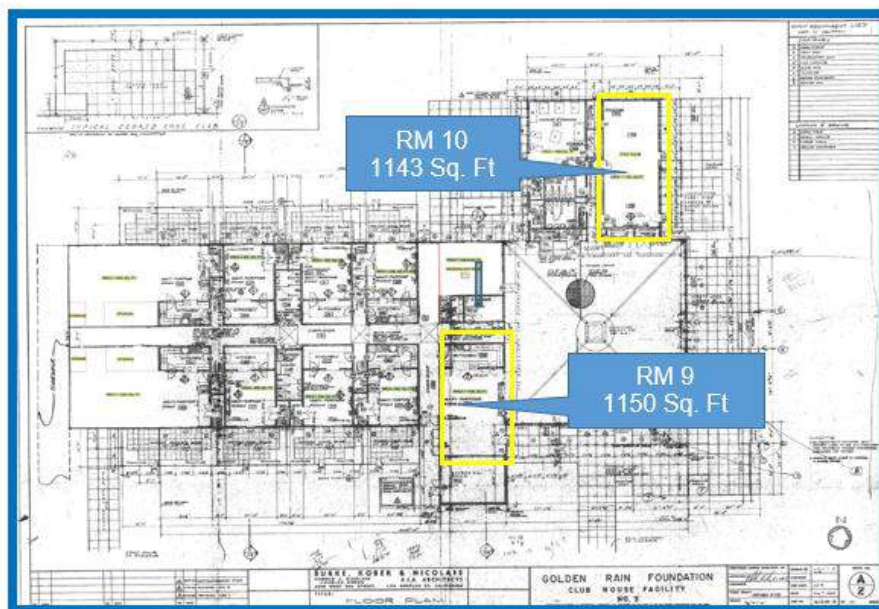
Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTY COMMITTEE (MW)
SUBJECT: RESERVE FUNDING REQUEST - CLUBHOUSE THREE, KNOWLEDGE & LEARNING CENTER, ROOMS NINE AND TEN
DATE: FEBRUARY 11, 2020
CC: FILE

It has been requested by the Recreation Committee to obtain costs to modify Trust Property amenities located at Clubhouse Three, Rooms nine and ten, to accommodate various types of educational classes. The Physical Property Department collaborated with IT Services and the Library Departments to collectively obtain costs for this project. The costs are broken down into Room Nine and Room Ten, respectively (see Exhibit A).

Location, Clubhouse 3, Rooms 9 and 10



At its meeting on February 5, 2020, the Physical Property Committee (PPC) review the costs associated with the project and resolved to recommend the GRF Board approve Capital Funding, in an amount not to exceed \$315,000.

At its meeting on February 14, 2020 the Finance Committee reviewed funding for the project and determined Reserve funding is available.

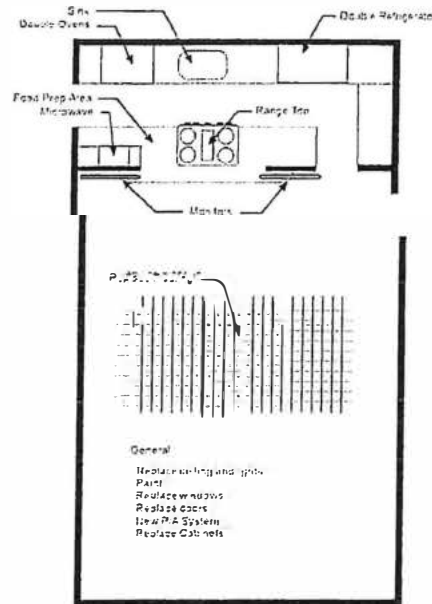
I move to approve Capital Funding, in an amount not to exceed \$315,000, for the upgrades and betterments for the Knowledge and Learning Center at Clubhouse Three:

- Room Nine, for the purpose of creating a Knowledge and Learning Center, based on the scope of work presented (Exhibit A), including contingencies for assistive listening devices and unforeseen items, for a total cost not to exceed \$110,000,
- Room Ten, for the purpose of creating a Knowledge and Learning Center, based on the scope of work presented (Exhibit A), including contingencies for assistive listening devices and unforeseen items, for a total cost not to exceed \$205,000,

and to authorize the President sign the contracts and Physical the Property Chairperson authorize any contingency funds.

Room 9

- 1150 Square Feet
- Room to be designated Multi-Purpose
- Key feature to be added to accommodate knowledge and learning – Display Instructional and Demonstration Kitchen



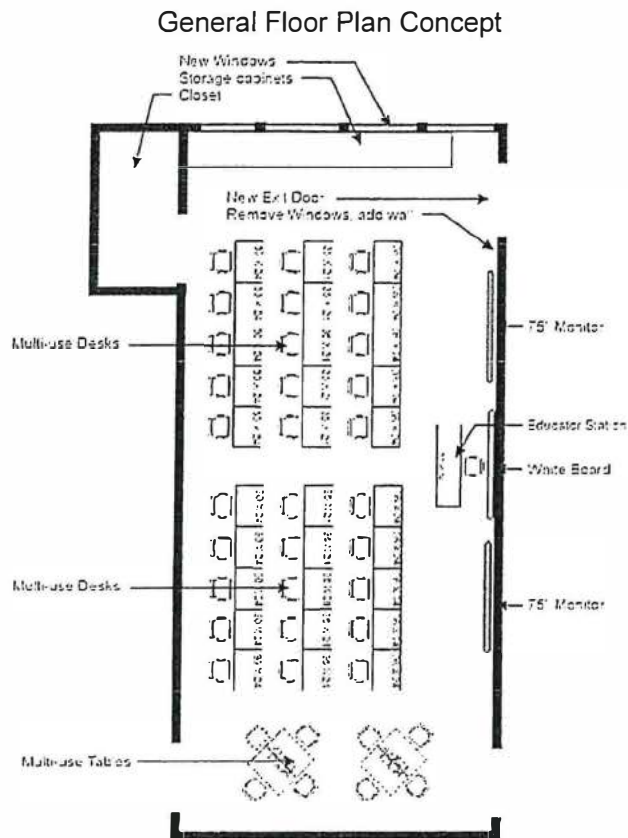
General Specifications

- | | |
|--|----------|
| 1. Replace linoleum flooring | \$8840 |
| a. Remediation may be required | |
| b. ADRC selection required | |
| 2. Replace windows and doors | \$7,040 |
| a. ADRC approved standard | |
| b. Exterior door to have an ADA approved opener | \$3,500 |
| 3. Remove acoustic ceiling finish and add LED lighting | \$5,860 |
| a. Remediation will be required | \$1,500 |
| b. ADRC approved standard lighting | |
| c. Light switches to be on 3 banks and dimmable | |
| 4. Remove and replace kitchen complete | \$49,520 |
| a. ADRC section required | |
| b. Add range vent | |
| c. Appliance and equipment selection to be supported by instructor input | |
| 5. Replace audio, add video equipment, and surveillance cameras | \$5,700 |
| a. Add ceiling speakers | |
| b. Replace amplifier | |
| c. Replace wireless microphone system (4 channels) | |
| 6. Add worktables and chairs | \$11,000 |

Total cost room 9 with contingency **\$110,000**

Room 10

- 1143 Square Feet
 - Square Footage does not include closet space
- Room to be designated as a Knowledge and Learning Room
- Room, furnishing and support equipment to be optimized to provide a multi-use, multi-function classroom



General Specifications

1. Remove linoleum flooring, replace with matching carpet \$5,000
 - a. Remediation may be required
 - b. ADRC approved carpet
 - c. Existing carpet may be required to be replaced (die lots variations)
2. Replace exterior, interior doors and windows \$12,940
 - a. ADRC approved standard
 - b. One exterior door to be equipped with an ADA approved opener \$3,500
3. Remove acoustic ceiling finish and existing lighting \$2,000
 - a. Remediation will be required
4. Remove windows and relocate door on east wall, stucco and drywall to finish \$36,000
 - a. ADRC approved standard
 - b. Finish ceiling knock down finish and flush mount LED lighting
 - c. Light switches to be on 3 banks and dimmable

- | | |
|--|-------------|
| 5. Replace audio equipment | \$5,400 |
| a. Replace amplifier | |
| b. Replace wireless microphone system (4 channels) | |
| i. One channel to be a hands-free microphone | |
| c. Add hearing impaired equipment or support systems | |
| 6. Add workstations, display monitors, and cameras to show teaching station | \$39,600 |
| a. 2, 80" plus monitors | |
| b. Provide cable TV service to monitors | |
| c. Add networking service | |
| 7. Add electrical as needed | |
| a. Floor electrical and data service to desk locations will be required | \$16,431 |
| 8. Add furnishing and support equipment | \$53,324 |
| a. selection to be supported by instructor input | |
| b. Desks to be suitable as computer stations as well as general use desks | |
| 9. Add secure storage cabinets as possible throughout the room | |
| 10. Add surveillance and security system | \$800 |
| 11. Ensure WiFi has suitable bandwidth, upgrade as needed | \$150/month |
| 12. Repaint room | \$750 |
| 13. Replace window coverings (if required) | |
| 14. Add a large white board behind the teaching station, with an option to use a digital white board (Smart Board) | \$ 9,500 |

The above list constitutes general requirements, professional consultant, instructor as well as possible codes update may modify requirements.

Total cost room 10 with contingency **\$205,000**

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Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTY COMMITTEE (MW)
SUBJECT: CAPITAL FUNDING REQUEST - 1.8 ACRES ELECTRICAL AND LIGHTING ADDITION
DATE: FEBRUARY 11, 2020
CC: FILE

The Physical Property Committee (PPC) requested staff provide cost to bring in electrical, lighting and video surveillance to the area known as 1.8 acres.

Two quotes were received to install a 400-amp electric panel, seven new light poles and fixtures, as well as conduits for future video surveillance, to the 1.8 area. Both quotes exclude permit fees, drawings and engineering. The bids received are as follows:

- Schlick Services \$39,677
- Jim Bergin Electric \$42,999

At its regularly scheduled meeting on February 5, 2020, the PPC reviewed the bidder's quotes and the scope of work for the project. The Committee unanimously resolved to recommend the GRF Board award a contract to Schlick Services to install a 400-amp electric panel at the 1.8 area with seven new light poles and fixtures including conduit for video surveillance and adding \$4,000 in contingencies for permits and any unforeseen needs, for a total cost not to exceed \$43,677, Capital Funding, pending Finance Committee review.

At its meeting on February 14, 2020, the Finance Committee reviewed funding for this project and determined Capital funds are available.

I move to award a contract to Schlick Services to install a 400-amp electric panel at the 1.8 area with seven new light poles and fixtures including conduit for video surveillance and adding \$4,000 in contingencies for permits and any unforeseen needs, for a total cost not to exceed \$ 43,677, Capital funding, and to authorize the President sign the contracts and Physical Property Chairperson authorize any contingency funds.

Schlick Services, Inc.

P.O.Box 6829
Santa Ana, CA 92706
714-541-6292
Fax 714-541-6293

Estimate

Date	Estimate #
8/26/2019	002921

Leisure World Seal Beach
Golden Rain Foundation
P.O. Box 3519
SEAL BEACH, CA 90740

W.O. #	Attention	Fax #	Page #	Gate...	Key #	KS/KS
	Mark W.	562-431-5316				
DESCRIPTION					Total	
<p>JOB SITE : One Point Eight Acres</p> <p>RE: Installation of a 400 amp , single phase switch gear meter service.</p> <p>INCLUDING</p> <ol style="list-style-type: none"> 1) All underground service and wiring 2) As well as a 1 " low voltage conduits for cameras and security 3) (1) 400 amp switch gear panel with distribution 4) Consolidate panel into the new service 5) Installation of (7) new light posts and fixtures approximately 75 LF apart along existing sidewalk as marked 6) Replace damaged asphalt and sidewalks 7) clean up job site <p>Option A : 400 amp switch gear</p> <p>** NOTE: SCE requiring load caulk's before he is willing to ok the spot</p> <p>EXCLUSIONS:</p> <ol style="list-style-type: none"> 1) Traffic plates 2) Permit fees <p>PAYMENT SCHEDULE</p> <p>Terms and conditions of acceptance: This document becomes a binding contract. Proposal void after 60 days. Terms of payment: 30 days unless otherwise stipulated on this form. Liability is limited to the amount stated on the approved contract. Interest of 1.5% per month after 30 days. Contractor's License #BC-10 HIC 753-406</p>					39,677.00	
<p>Authorized Signature _____</p>				<p>Date ____/____/____</p>		Total

Schlick Services, Inc.

P.O.Box 6829
Santa Ana, CA 92706
714-541-6292
Fax 714-541-6293

Estimate

Date	Estimate #
8/26/2019	002921

Leisure World Seal Beach
Golden Rain Foundation
P.O. Box 3519
SEAL BEACH, CA 90740

W.O. #	Attention	Fax #	Page #	Gate...	Key #	KS/KS
	Mark W.	562-431-5316				
DESCRIPTION					Total	
40% TO START - Special order equipment - \$16,000.00 60% UPON COMPLETION - \$23,677.00						
** ELECTRICAL MATERIAL LEAD TIME 35 DAYS PLUS						
NOTE: There may be additional work required to complete the project that is not visible before repairs are started. Any extra material or labor will be billed on a time and material basis.					0.00	
** Exclusions : Drawings, Engineering, Permits, and or Other Related Fees.					39,677.00	
<p>Terms and conditions of acceptance: This document becomes a binding contract. Proposal void after 60 days. Terms of payment: 30 days unless otherwise stipulated on this form. Liability is limited to the amount stated on the approved contract. Interest of 1.5% per month after 30 days. Contractor's License #BC-10 HIC 753-406</p>						
Authorized Signature _____				Date ____/____/____	Total	\$39,677.00

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Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTY COMMITTEE (MW)
SUBJECT: OPERATING FUNDING REQUEST - FIRE PROTECTION SERVICE CONTRACTS
DATE: FEBRUARY 25, 2020
CC: FILE

The fire protection service for Trust Property will require action in March 2020. The Physical Property Department sent out a request for proposal (RFP) for this service to fourteen vendors; six bids were received for a three-year contract and are as follows:

Fire Protection Services 2020, 2021, 2022 Project #934-19

Company	3-year total
National Fire Protection	\$ 15,246.00
All American Fire Systems	\$ 24,192.00
Cintas Fire Protection	\$ 30,862.75
Bay Alarm	\$ 35,640.00
VFS Fire & Security Services	\$ 42,005.00
Western States Fire Protection	\$ 42,050.00

The current cost for this service with All American Fire Systems is \$20,670, for the previous three year term.

The Physical Property Committee, at its regularly scheduled meeting on February 5, 2020, reviewed the bids and considered the companies bidding. The Committee unanimously resolved to recommend the Board award a three year contract to National Fire Protection, to service and maintain Trust Property fire protection equipment, for a three-year period, at a total cost of \$15,246.

I move to award a contract to National Fire Protection, to service and maintain Trust Property fire protection equipment, for a three-year period, at a total cost of \$15,246.00, Operating funding, and authorize the President to sign the contract.

CONTRACTOR LICENSE NO. CA 974433 TYPE OF LICENSE C-16

FORM OF PROPOSAL
COMMUNITY FACILITIES
FIRE PROTECTION SERVICES 2020, 2021, 2022
PROJECT #934-19
IN SEAL BEACH LEISURE WORLD

P. O. Box 2069
Seal Beach, CA 90740

Gentlemen:

The undersigned proposes to furnish all labor, material, and equipment as required for Fire Protection Services for the Community Facilities at Leisure World - Seal Beach, as described in the Request for Proposal dated November 13, 2019.

TOTAL for 2020 SIX THOUSAND FOUR HUNDRED TWELVE DOLLARS

Written in words

\$ 6,412-

Written in figures

TOTAL for 2021 FOUR THOUSAND FOUR HUNDRED SEVENTEEN DOLLARS

Written in words

\$ 4,417-

Written in figures

TOTAL for 2022 FOUR THOUSAND FOUR HUNDRED SEVENTEEN DOLLARS

Written in words

\$ 4,417-

Written in figures

TOTAL LUMP SUM BID for
3 years (2020, 2021, 2022) FIFTEEN THOUSAND TWO HUNDRED FORTY-SIX DOLLARS

Written in words

\$ 15,246-

Written in figures

November 13, 2019 Project #934-19 Community Facilities Fire Protection Services

REQUEST FOR BID

GOLDEN RAIN FOUNDATION

COMMUNITY FACILITIES
FIRE PROTECTION SERVICES 2020, 2021, 2022
PROJECT # 934-19

IN SEAL BEACH LEISURE WORLD

Prepared By:

Golden Rain Foundation
Physical Property Department
P. O. Box 2069
Seal Beach, CA 90740

November 13, 2019

Scope of Work

A. Ansul UL 300 Restaurant Fire Suppression Systems

Services required semi annually

March 2020 & September 2020

March 2021 & September 2021

March 2022 & September 2022

Conduct semi annual testing, inspection and certification of four Ansul UL 300 restaurant fire suppression systems at Clubhouses One, Two and Four.

Clubhouse 1 = 1 system

Clubhouse 2 = 2 systems

Clubhouse 4 = 1 system

Upon completion of each inspection and test, a signed inspection and test report shall be forwarded to GRF.

B. Fire Extinguishers

Services required annually:

September 2020

September 2021

September 2022

Conduct annual testing, inspection and certification of 208 Fire Extinguishers per Exhibit A

Possible extra charges, if necessary

1. Fire Extinguisher 6 year breakdown
2. Fire Extinguisher 12 yr hydrostatic testing
3. Additional Extinguisher Parts – gauges, valve stems, control heads, handles etc.
4. New 2.5 lb. fire extinguisher cost
5. New 5 lb. to 10 lb. fire extinguisher cost
6. Service call

C. Fire Sprinkler Systems

Services required quarterly:

March 2020, June 2020, September 2020, December 2020

March 2021, June 2021, September 2021, December 2021

March 2022, June 2022, September 2022, December 2022

Five Year Service Dates:

September 2020

Conduct quarterly and five year fire sprinkler system testing and certification at Amphitheater, Clubhouse 2 and Clubhouse 6

- 1. Quarterly Certification and Test of Fire Sprinkler System –
Conduct quarterly test of sprinkler system and certify per NFPA 25 and State of California Title 19 requirements.**
- 2. Five year Certification and Test of Fire Sprinkler System –
Conduct five year test of sprinkler system and certify per NFPA 25 and State of California Title 19 requirements.**

Upon completion of each inspection and test, a signed inspection and test report shall be forwarded to GRF.

D. Fire Hose Hydro Static Testing

Services required every 3 years:

September 2021

Conduct three year Hydrostatic Testing, inspection and certification of:

Clubhouse 1 (2 hoses)

Clubhouse 2 (2 hoses)

Clubhouse 3 (2 hoses)

Clubhouse 4 (2 hoses)

E. Fire Alarm Systems

Services required annually:

September 2020

September 2021

September 2022

Conduct annual testing of Fire Alarm Monitoring System Panels –

Conduct diagnostic tests of control panel equipment, auxiliary/monitoring functions, functional test of audible and visual signaling devices and smoke/heat/duct detectors and pull stations at the Administration Building and Clubhouses 1, 2, 3, 4, 5, and 6.

Also, maintain cell phone service for Clubhouses 1, 2, 3, and 4

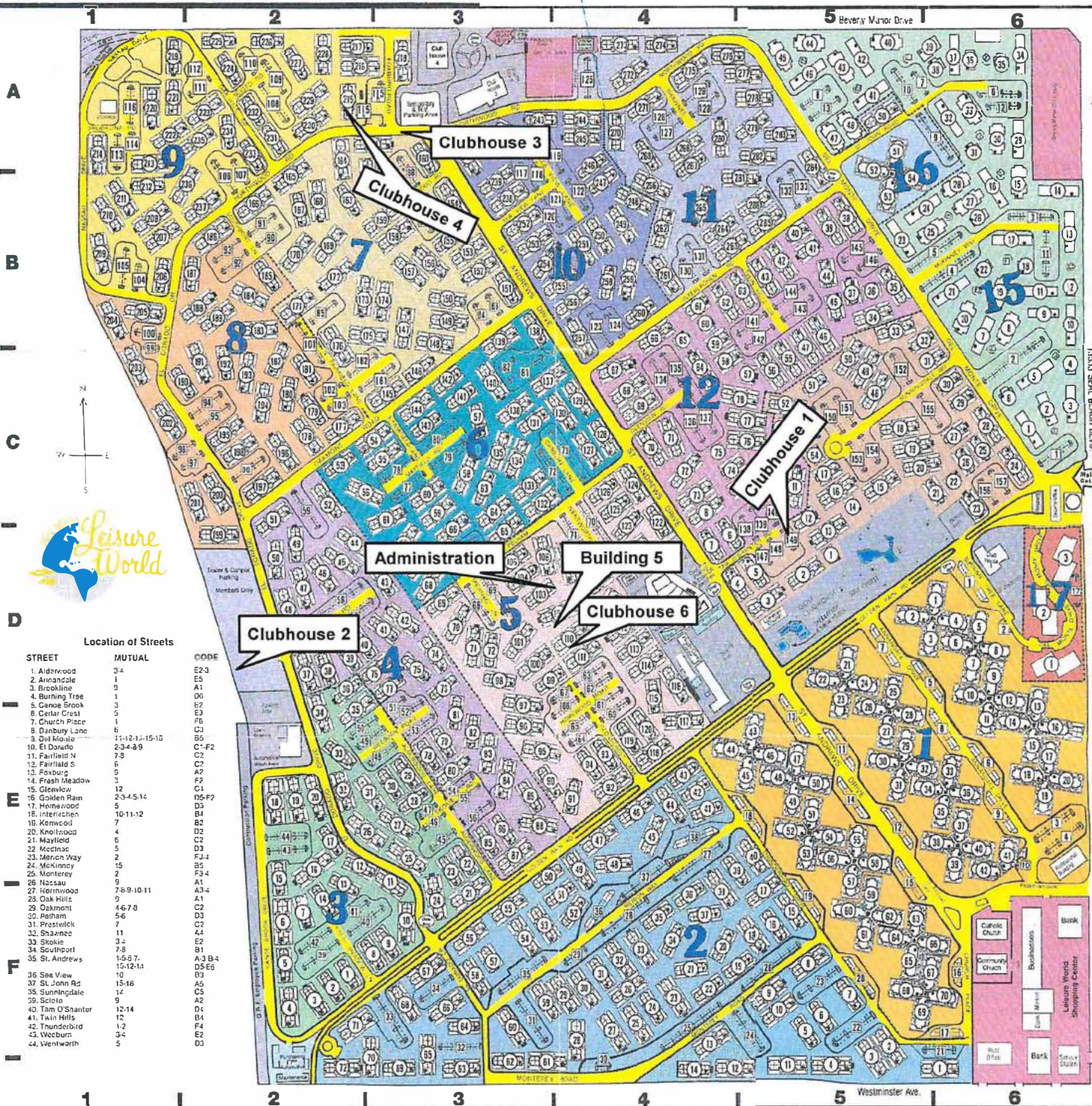
Upon completion of each inspection and test, a signed inspection and test report shall be forwarded to GRF.

Exhibit A

GRF Fire Extinguisher Count

Clubhouse 1	1880 Golden Rain Road	8	5lb-10lb
Clubhouse 2	13861 El Dorado Road	7	5lb-10lb
Clubhouse 3	1421 Northwood Road	13	5lb-10lb
Clubhouse 4	1419 Northwood Road	5	5lb-10lb
Clubhouse 5	1661-C Golden Rain Road	10	5lb-10lb
Clubhouse 6	1661-E Golden Rain Road	5	5lb-10lb
Administration	13531 St. Andrews Road	9	5lb-10lb
Administration	13531 St. Andrews Road	1	20 lbs Dry
Amphitheater	13521 St. Andrews Road	6	5lb-10lb
Resale's Office	1901 Golden Rain Road	2	5lb-10lb
Leisure World News	13521 St. Andrews Road	10	5lb-10lb
Golf Course/Swim Pool	13580 St. Andrews Road	4	5lb-10lb
Library	2300 Beverly Manor	4	5lb-10lb
Friends Bookstore	2300 Beverly Manor	3	5lb-10lb
Security Main Gate	13533 Seal Beach Blvd.	4	5lb-10lb
Security St. Andrews Gate	1920 St. Andrews Street	1	5lb-10lb
North Gate	2300 Beverly Manor	1	5lb-10lb
Service Maintenance	1280 Golden Rain Road	32	5lb-10lb
Automotive		81	2 ½ lbs
Purchasing & Automotive		<u>2</u>	<u>20 lbs Dry</u>
		208	Total

GOLDEN RAIN FOUNDATION ADMINISTRATION BUILDING / CLUBHOUSES MAP





BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTY COMMITTEE (MW)
SUBJECT: RESERVE FUNDING REQUEST – PAINTING PROJECTS – CLUBHOUSE FOUR, SERVICE MAINTENANCE & LIBRARY
DATE: FEBRUARY 12, 2020
CC: FILE

The exterior of Clubhouse Four and the Service Maintenance buildings, as well as the interiors of the Library and Friends of the Library buildings, are scheduled for painting. The Physical Properties Department requested proposals for the work and they are as follows:

Hutton Painting	\$62,600
Certa Pro Painters	\$32,750

A 5% contingency is requested for the project (\$1,638).

At its meeting on February 5, 2020, the Physical Property Committee (PPC) reviewed the costs associated with the project and resolved to recommend the GRF Board approve the exterior painting of Clubhouse Four and the Service Maintenance buildings and interior painting of the Library and Friends of the Library buildings, including a 5% contingency, for a total cost not to exceed \$34,388, Reserve Funding.

Note: \$34,700 is included in the 2020 Reserve Study for these areas.

I move to award a contract to Certa Pro Painters, for the exterior painting of Clubhouse Four and the Service Maintenance buildings, as well as the interior painting of the Library and Friends of the Library buildings, for a total cost not to exceed \$34,388, including a 5% contingency (\$1,638), Reserve funding, and authorize the President sign the contract and Physical Property Chairperson authorize any contingency funds.

Fiscal Year	2020	2021	2022	2023	2024
Service Maintenance					
832 Roll-Up Doors - Replace	\$0	\$0	\$0	\$0	\$0
904 Ice Machine - Replace	\$0	\$0	\$0	\$0	\$0
951 Bathrooms/Locker Rm - Refurbish	\$0	\$0	\$0	\$0	\$0
1110 Interior Surfaces - Repaint	\$0	\$0	\$0	\$0	\$0
1115 Exterior Surfaces- Repaint	\$12,000	\$0	\$0	\$0	\$0
Resale Office					
601 Carpet - Replace	\$0	\$0	\$0	\$0	\$15,757
900 Kitchen - Remodel	\$0	\$0	\$0	\$0	\$0
951 Bathrooms - Major Refurbish	\$0	\$0	\$0	\$0	\$5,065
1110 Interior Surfaces - Repaint	\$0	\$0	\$0	\$0	\$4,615
1116 Wood Surfaces - Repaint	\$0	\$3,502	\$0	\$0	\$0
1150 Wood Surfaces - Repair	\$0	\$0	\$0	\$0	\$0
1308 Comp Shingle Roof - Replace	\$0	\$0	\$0	\$0	\$0
1400 Real Estate Office Signage - Replac	\$0	\$0	\$0	\$4,917	\$0
Security Office					
601 Carpet - Replace	\$0	\$36,050	\$0	\$0	\$0
603 Linoleum Floor - Replace	\$0	\$7,725	\$0	\$0	\$0
900 Kitchen - Remodel	\$0	\$0	\$0	\$0	\$0
951 Bathrooms - Major Refurbish	\$0	\$0	\$0	\$0	\$0
960 Office Furnishings - Replace	\$0	\$25,750	\$0	\$0	\$0
1110 Ceiling Panels - Repaint	\$0	\$7,725	\$0	\$0	\$0
1110 Interior Surfaces - Repaint	\$0	\$8,498	\$0	\$0	\$0
1115 Exterior Flatwork - Repaint	\$0	\$0	\$0	\$0	\$10,749
1150 Wood Surfaces - Repair	\$0	\$0	\$0	\$0	\$0
1308 Comp Shingle Roof - Replace	\$0	\$0	\$0	\$52,451	\$0
1330 Gutter System - Repair/Replace	\$0	\$0	\$0	\$3,715	\$0
Combined Assets					
302 Generators - Replace	\$0	\$0	\$0	\$0	\$0
303 HVAC Systems - Replace	\$75,000	\$77,250	\$79,568	\$81,955	\$84,413
303 Space Heaters - Replace	\$0	\$0	\$0	\$0	\$0
328 Plumbing - Refurbish	\$0	\$0	\$0	\$0	\$0
329 Admin Dist. Piping - Replace	\$0	\$0	\$0	\$0	\$0
329 Amphitheater Dist. Piping - Replace	\$0	\$0	\$0	\$0	\$0
329 Library Dist Piping - Replace	\$0	\$0	\$0	\$0	\$0
329 Resale Office Dist Piping - Replace	\$0	\$0	\$0	\$0	\$0
329 Security Dist. Piping - Replace	\$0	\$0	\$0	\$0	\$0
330 Water Dist Main Water Valves - Repl	\$15,000	\$15,450	\$15,914	\$16,391	\$16,883
332 Water Heaters - Replace	\$0	\$0	\$0	\$11,474	\$0
350 Exhaust Fans - Replace	\$0	\$0	\$30,766	\$0	\$0
385 Walkway Light Fixtures - Replace	\$0	\$0	\$0	\$0	\$0
430 Drinking Fountains - Replace	\$0	\$0	\$0	\$46,441	\$0
439 Outdoor Furnishings - Replace	\$0	\$0	\$17,505	\$0	\$0
439 Patio Furn & Waste Cans - Replace	\$0	\$0	\$0	\$0	\$0
800 Exterior Doors - Replace	\$31,000	\$31,930	\$32,888	\$33,875	\$34,891
917 Audio-Visual Equipment - Replace	\$0	\$0	\$0	\$0	\$9,285
970 CCTV Camera System - Replace	\$0	\$0	\$77,446	\$0	\$0
1400 Building Signage - Replace	\$0	\$0	\$0	\$0	\$0
1860 Fire Alarm Systems - Replace	\$0	\$0	\$0	\$0	\$0
Infrastructure					
201 Asphalt (Parking Lot) - Resurface	\$0	\$0	\$0	\$0	\$0
201 Asphalt (Phase 1) - Resurface	\$0	\$0	\$0	\$0	\$0
201 Asphalt (Phase 2) - Resurface	\$0	\$0	\$0	\$0	\$0
201 Asphalt (Phase 3) - Resurface	\$0	\$0	\$0	\$0	\$0
201 Asphalt (Phase 4) - Resurface	\$450,000	\$0	\$0	\$0	\$0
201 Asphalt (Phase 5) - Resurface	\$0	\$0	\$1,909,620	\$0	\$0
201 Asphalt Clubhouse 2 - Resurface	\$41,500	\$0	\$0	\$0	\$0
202 Asphalt (Parking Lot) - Repair/Seal	\$101,000	\$0	\$0	\$0	\$113,676
202 Asphalt (Phase 1) - Repair/Seal	\$0	\$0	\$0	\$0	\$168,826
202 Asphalt (Phase 2) - Repair/Seal	\$0	\$0	\$0	\$0	\$168,826
202 Asphalt (Phase 3) - Repair/Seal	\$0	\$0	\$0	\$163,909	\$0
202 Asphalt (Phase 4) - Repair/Seal	\$0	\$0	\$0	\$0	\$0
202 Asphalt (Phase 5) - Repair/Seal	\$0	\$0	\$0	\$0	\$0
360 Crosswalk Lights - Replace	\$0	\$0	\$0	\$0	\$0
360 Street Lights Backup Battery - Repl	\$0	\$0	\$0	\$0	\$0
360 Traffic Light Poles - Replace	\$0	\$0	\$0	\$0	\$0
361 Large Pole Lights - Replace	\$0	\$0	\$0	\$0	\$0
367 Marquee - Replace	\$0	\$0	\$0	\$0	\$0

Fiscal Year	2020	2021	2022	2023	2024
927 Billiard Tables - Replace	\$0	\$0	\$0	\$13,659	\$0
928 Woodshop Equipment	\$41,000	\$0	\$0	\$0	\$0
933 Piano - Replace	\$0	\$0	\$0	\$0	\$0
933 Piano (New) - Replace	\$0	\$0	\$0	\$0	\$0
950 CH2 Miscellaneous Replacement	\$0	\$659,200	\$0	\$0	\$0
1308 Asphalt Shingle Roof - Replace	\$130,000	\$0	\$0	\$0	\$0
1330 Gutter System - Replace	\$16,000	\$0	\$0	\$0	\$0
Clubhouse #3					
601 Carpet - Replace	\$0	\$0	\$0	\$0	\$2,983
603 Flooring - Replace	\$0	\$0	\$0	\$0	\$0
900 Kitchens - Remodel	\$0	\$0	\$0	\$0	\$135,061
916 Window Treatments - Replace	\$0	\$0	\$0	\$0	\$0
920 Auditorium Furnishings - Replace	\$0	\$0	\$0	\$0	\$0
920 Meeting Room Furnishings - Replace	\$0	\$0	\$0	\$0	\$0
930 Sewing Equipment - Replace	\$0	\$0	\$0	\$0	\$10,130
930 Sewing Room - Remodel	\$0	\$0	\$0	\$8,469	\$0
933 Pianos - Replace	\$0	\$0	\$0	\$0	\$0
933 Pianos (New) - Replace	\$0	\$0	\$0	\$0	\$0
951 Bathrooms - Remodel	\$0	\$0	\$0	\$0	\$0
1110 Interior Surfaces - Repaint	\$0	\$0	\$0	\$0	\$0
1115 Stucco - Repaint	\$0	\$0	\$0	\$0	\$0
1116 Wood Surfaces - Repaint	\$0	\$0	\$0	\$20,215	\$0
1121 Wood Siding - Replace	\$0	\$0	\$0	\$0	\$0
1302 Flat Roof - Recoat	\$0	\$0	\$0	\$0	\$0
1302 Flat Roof - Replace	\$0	\$0	\$0	\$0	\$0
1308 Asphalt Shingle Roof - Replace	\$0	\$0	\$0	\$136,591	\$0
1330 Gutter System - Replace	\$0	\$0	\$0	\$12,020	\$0
1350 Skylights - Replace	\$0	\$0	\$0	\$3,497	\$0
Clubhouse #4					
370 New Lighting - Replace	\$0	\$0	\$0	\$0	\$0
603 Vinyl Flooring - Replace	\$0	\$0	\$0	\$0	\$0
612 Laminate Flooring - Replace	\$0	\$0	\$0	\$0	\$0
901 Kitchen Appliances - Replace	\$0	\$0	\$0	\$0	\$0
920 Built In Benches - Replace	\$0	\$0	\$0	\$0	\$0
920 Conference Room Furnishings	\$0	\$0	\$0	\$0	\$0
920 Phase 1-3 Renovations	\$0	\$0	\$0	\$0	\$0
920 Stage Hydraulic Lift - Replace	\$0	\$0	\$0	\$0	\$0
923 Room Divider - Replace	\$0	\$0	\$0	\$0	\$0
925 Technology Enhancement	\$0	\$0	\$12,519	\$0	\$0
927 Ceramics Equipment - Replace	\$0	\$0	\$0	\$0	\$0
927 Ceramics Room Furnishings - Replace	\$0	\$0	\$0	\$4,043	\$0
928 Art Room Furnishings - Replace	\$0	\$0	\$0	\$4,152	\$0
929 Lapidary Room Equipment - Replace	\$0	\$0	\$41,375	\$0	\$0
933 Piano (New) - Replace	\$0	\$0	\$0	\$0	\$0
933 Pianos - Replace	\$0	\$0	\$0	\$0	\$0
940 Art/Lapidary Cabinetry - Replace	\$0	\$0	\$0	\$25,679	\$0
951 Bathrooms - Remodel	\$0	\$0	\$0	\$0	\$0
1110 Interior Surfaces - Repaint	\$0	\$0	\$0	\$0	\$0
1115 Stucco - Repaint	\$10,000	\$0	\$0	\$0	\$0
1116 Wood Trim - Repaint	\$7,700	\$0	\$0	\$0	\$0
1302 Flat Roof - Recoat	\$0	\$0	\$0	\$0	\$19,696
1302 Flat Roof - Replace	\$0	\$0	\$0	\$0	\$0
1308 Asphalt Shingle Roof - Replace	\$0	\$0	\$0	\$0	\$68,093
1330 Gutter System - Replace	\$0	\$0	\$0	\$7,649	\$0
Building #5					
136 Staircase Decks - Repair	\$0	\$0	\$0	\$0	\$0
150 Walkway Deck - Resurface	\$0	\$0	\$0	\$13,659	\$0
465 Entry Awning - Replace	\$0	\$0	\$3,395	\$0	\$0
505 Wood Railings - Replace	\$0	\$0	\$0	\$0	\$0
601 Carpet - Replace	\$0	\$27,295	\$0	\$0	\$0
612 Laminate Flooring - Replace	\$0	\$0	\$0	\$0	\$0
902 Cafe Furnishings - Replace	\$0	\$0	\$0	\$0	\$0
906 Kitchen Cabinetry - Replace	\$0	\$0	\$0	\$0	\$0
920 1st Floor Rec Offices Furn - Replac	\$0	\$0	\$0	\$0	\$0
920 Distribution Office Furnishings	\$0	\$0	\$0	\$0	\$0
920 Offices Furnishings - Replace	\$0	\$0	\$103,438	\$0	\$0
922 Copy Cntr & Security - Refurb	\$0	\$0	\$0	\$0	\$0
922 Tri-Fold Machine - Replace	\$0	\$0	\$0	\$0	\$0
951 Bathroom Fixtures - Replace	\$0	\$0	\$0	\$0	\$0

Fiscal Year	2020	2021	2022	2023	2024
960 Library Furnishings - Replace	\$0	\$0	\$0	\$0	\$0
1110 Interior Surfaces - Repaint	\$5,000	\$0	\$0	\$0	\$0
1115 Stucco - Repaint	\$0	\$0	\$0	\$0	\$0
1116 Wood Surfaces - Repaint	\$0	\$0	\$0	\$3,387	\$0
1121 Wood - Repair	\$0	\$0	\$0	\$0	\$0
1302 Cap Sheet Roof - Replace	\$0	\$0	\$0	\$7,376	\$0
1308 Comp Shingle Roof - Replace	\$0	\$0	\$0	\$0	\$0
Mission Park					
361 Park Lights - Replace	\$0	\$0	\$0	\$0	\$0
380 Court Lights - Replace	\$0	\$0	\$0	\$0	\$0
412 Park Furnishings - Replace	\$0	\$0	\$0	\$0	\$0
460 Shade Structure - Replace	\$0	\$0	\$0	\$0	\$0
505 Iron Fence & Gates - Replace	\$0	\$0	\$0	\$0	\$0
512 Vinyl Site Fencing - Replace	\$0	\$0	\$0	\$0	\$0
1400 Signage - Replace/Refurbish	\$0	\$0	\$0	\$0	\$0
1600 Pickle Ball Courts - Re-Paint	\$0	\$0	\$0	\$0	\$34,891
1622 Basketball Backboard - Replace	\$0	\$0	\$0	\$0	\$0
1630 Bocce Ball Court - Resurface	\$0	\$0	\$0	\$0	\$0
Pool Area					
340 Solar System Panels - Replace	\$0	\$0	\$0	\$0	\$0
346 Solar Storage Tanks - Replace	\$0	\$0	\$0	\$0	\$0
948 Lockers - Replace	\$0	\$0	\$0	\$0	\$0
951 LG Bathrooms - Major Refurbish	\$0	\$0	\$0	\$0	\$0
951 SM Bathrooms - Major Refurbish	\$0	\$0	\$0	\$0	\$0
1110 Interior Surfaces - Repaint	\$0	\$0	\$0	\$0	\$0
1115 Exterior Surfaces - Repaint	\$0	\$0	\$0	\$0	\$0
1200 Pool Deck - Repair/Replace	\$0	\$0	\$0	\$0	\$0
1202 Pool - Resurface & Re-tile	\$0	\$0	\$0	\$0	\$0
1202 Pool Coping - Replace	\$0	\$0	\$0	\$0	\$0
1203 Spa - Resurface	\$0	\$0	\$0	\$0	\$11,368
1206 Pool/Spa Filters - Replace	\$0	\$0	\$0	\$0	\$0
1210 Pool Heater - Replace	\$0	\$0	\$0	\$0	\$0
1211 Spa Heater - Replace	\$0	\$0	\$0	\$0	\$0
1214 Pool/Spa Pumps - Replace	\$0	\$0	\$0	\$0	\$4,277
1218 Chlorinators - Replace	\$0	\$0	\$0	\$0	\$0
1238 ADA Pool Lift - Replace	\$0	\$0	\$0	\$0	\$0
1240 Pool Area Furniture - Refurbish	\$0	\$0	\$0	\$0	\$5,402
1240 Pool Area Furniture - Replace	\$0	\$0	\$0	\$0	\$0
1245 Pool Cover - Replace	\$0	\$0	\$0	\$0	\$7,541
1302 Flat Roof - Replace	\$0	\$0	\$0	\$0	\$0
1308 Comp Shingle Roof - Replace	\$0	\$0	\$0	\$0	\$0
Golf Course					
518 Course Chain Link Fence - Replace	\$0	\$0	\$0	\$0	\$0
601 Carpet - Replace	\$0	\$3,502	\$0	\$0	\$0
942 Rubber Surface - Replace	\$0	\$0	\$0	\$0	\$0
1010 Golf Course Greens	\$0	\$0	\$27,583	\$0	\$29,263
1010 Golf Course T-Boxes - Refurbish	\$0	\$0	\$0	\$28,411	\$0
1700 Bridge - Repair/Replace	\$0	\$0	\$0	\$0	\$0
1710 Lake Water Fountain - Replace	\$0	\$0	\$0	\$0	\$5,853
Maintenance Yard					
307 Hydraulic Lift - Replace	\$0	\$0	\$0	\$0	\$20,822
316 Fuel Leak Detection System- Replace	\$0	\$0	\$0	\$0	\$0
316 Waste Oil Storage Tank	\$0	\$0	\$0	\$0	\$0
510 Wood Fence - Replace	\$0	\$0	\$0	\$0	\$0
601 Carpet - Replace	\$0	\$0	\$0	\$0	\$0
612 Laminate Flooring - Replace	\$0	\$0	\$0	\$0	\$0
900 Break Rm Kitchen - Remodel	\$0	\$0	\$0	\$0	\$0
928 Carpenter Shop Equipment	\$0	\$0	\$0	\$0	\$0
928 Welding Shop Equipment	\$0	\$0	\$0	\$0	\$0
960 Office/Warehouse Furnishings	\$0	\$0	\$0	\$0	\$0
960 Purchasing Office Furnishings	\$0	\$0	\$0	\$0	\$0
960 Purchasing Warehouse Facility	\$0	\$0	\$0	\$0	\$12,381
960 Storage/Wk Area Furnishings	\$0	\$0	\$0	\$0	\$0
965 Miscellaneous Building Replacement	\$0	\$0	\$0	\$0	\$0
1120 Corrugated Metal Siding - Replace	\$0	\$0	\$0	\$0	\$0
1132 Metal Roof - Replace	\$0	\$0	\$0	\$0	\$0
1330 Gutter System - Replace	\$0	\$0	\$0	\$0	\$0
1890 Relocate Underground Tank	\$0	\$0	\$0	\$0	\$0

CertaPro Painters®**Exterior Proposal**

Job #: JOB-1255-1387
Date 02/04/2020

PREPARED FOR

George Hurtado
Clubhouse 4

1419 Northwood Rd
Seal Beach, CA 90740

(714) 335-7137

PREPARED BY

Pat Wade
Franchise Owner

714-861-9170
pwade@certapro.com

CertaPro of Huntington Beach
(714) 840-7142
HuntingtonBeach@certapro.com
<http://huntington-beach.certapro.com>
16787 Beach Bl. #200
Huntington Beach, CA 92647

Contractor License: CA Lic # 942824
Full Worker's Compensation Coverage
Regency Business Insurance Solutions - 949-393-4311

PRICE SUMMARY

Base Price:	\$32,750.00
Subtotal:	\$32,750.00
Total:	\$32,750.00
Balance	\$32,750.00

PROJECT SUMMARY**Included in the price above:**

- Clubhouse 4 Exterior - Rough stucco, man doors, bollards, trash enclosure cmu exterior, light posts, mullions, wrought iron railing, window trims, lockers, bike racks, & all prep.
- Friends of the Library - Walls, ceilings, windows, & doors.
- Main Library - Walls, ceilings, & doors (includes the two restrooms and their doors)
- Maintenance Yard - Metal siding, cargo container, patio covers, window security bars, doors, roll up doors, bollards, handrails, sheds & benches.
- We will power wash all exterior surfaces clean using water, scrape all loose paint, and then patch and spot prime as needed.
- All interior surfaces will be patched, sanded and spot primed as needed.
- All unpainted surfaces interior and exterior will be masked and protected throughout the painting process to ensure a clean and tidy job.

Notes:

It is our understanding the books in the library will be removed from the shelves prior to commencing the paint job. We will paint around any shelves and brackets mounted to the wall.

We are not painting the roofs at the maintenance yard.

- Move all belongings, sheds, etc. away from the house or inside
- Previously unpainted surfaces

PREPARATION

- Caulk all previously caulked gaps and cracks in order to seal out moisture and drafts.
- Full scrape to all loose and peeling paint and stucco remaining after the power wash.
- Power wash using water to remove all loose dirt, oily residue, loose paint, mold, mildew, etc.
- Stucco - Repair to all cracks, gaps and holes with flexible caulking and stucco patch as required.
- Sanding to degloss where necessary to promote adhesion of the top coat.
- Trenching - We will trench approx. 2" where allowable.

Standard Level of Prep

Unless stated otherwise in pictures and/or text in this proposal, this project is priced to include our standard level of prep. This includes the following:

- Wash or wipe down surfaces being painted.
- Scrape and sand loose and peeling paint. Please Note** Scraping and sanding may not result in a smooth finish. There may be cavities where paint was removed. If you'd like those areas smoothed out or filled, this is an additional level of prep which can be done but at an additional cost called feather sanding.
- Spot prime bare wood, stucco and metal in areas being painted.
- Caulking to all previously caulked gaps & cracks.
- Stucco repair to all cracks, gaps and holes with flexible caulking and stucco patch as required.

This level of prep DOES NOT include (Unless specified otherwise in this proposal) the following:

- Wood replacement
- Fixing imperfections that require feather sanding and bondo application.
- Caulking to areas not previously caulked.
- Stripping existing surface coating.
- Sanding rough sawn wood to appear smooth.

Power washing: To remove dirt, algae, mildew and degraded or damaged wood fibers so the new finish coat will adhere properly. This step is for cleaning...not paint removal. Homes with loose paint will have many chips on the ground after washing which we can not remove until everything dries out. Small chips are impossible to rake out of the grass and planting beds so we will do our best to get them out but there will be some residue left over. Power washing will not remove oxidation stains from gutters and downspouts.

CLEAN-UP

To be completed daily and in full upon job completion.

Daily - All ladders down and stacked. Tools & equipment stored properly each evening in acceptable, safe location determined by the customer and the Site Manager.

A full clean up will be done upon completion to make sure your property is "presentable" when the work is complete (including sweeping and vacuuming paint chips).

NOTES

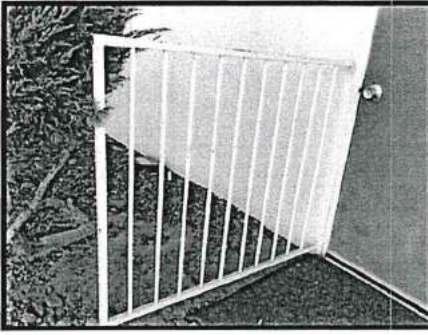
Customer Service Commitment: The goal for this job is to provide the best customer experience possible. This is accomplished by being friendly and courteous, by making the client feel part of the process with daily updates and excellent communication, by doing things right the first time, and by respecting your property. We recognize that we are guests, and respect the privilege.

Warranty on all work: We warranty all of our work for 2 years against blistering and peeling. This is not just a "handshake" warranty, this is a legal document.

Change Orders: Any changes to the scope of work detailed above, or to the color or gloss level of the paint to be used, requires customer sign-off on a change order form and will result in additional charges to cover time and materials if necessary.

Unforeseen conditions cannot be predicted, and therefore are not included in this bid, should something outside the scope of work be encountered, we will notify you and proceed upon your approval.

Note about Multi Coat Failures - In the event of a multi coat failure this will not be covered under any type of warranty. While we take every precaution to try and recognize any potential issues in most cases it is impossible to foresee the previous coatings releasing as a result of the our coating being applied. This is a result of the most recent coating having a stronger adhesion than previous coatings and or the base substrate and/or coating failing.



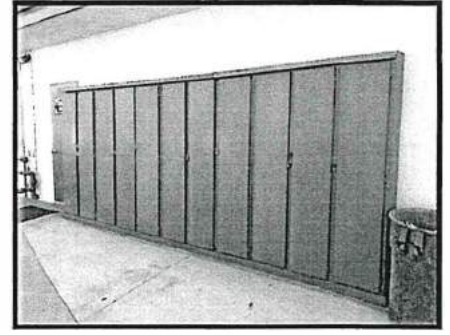
Clubhouse 4 Exterior

The small railing is included to be repainted



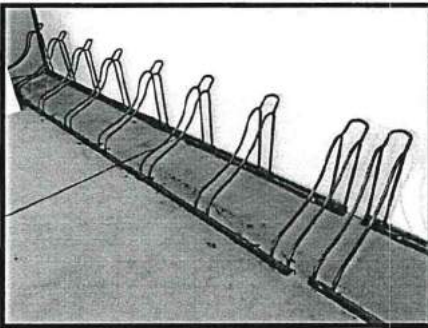
Clubhouse 4 Exterior

The exterior windows are included to be repainted



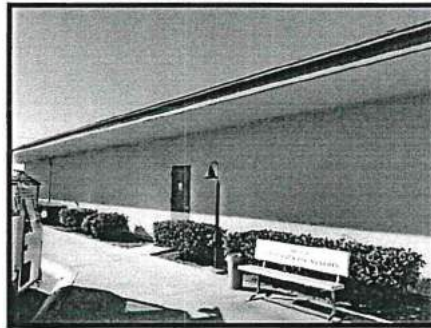
Clubhouse 4 Exterior

The lockers are to be repainted



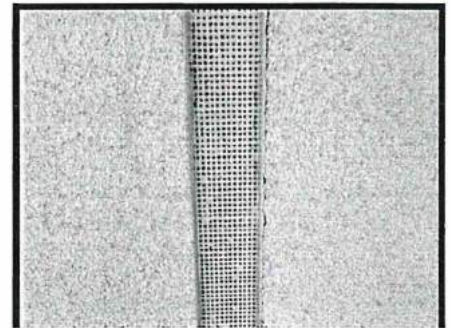
Clubhouse 4 Exterior

The bike racks will get repainted



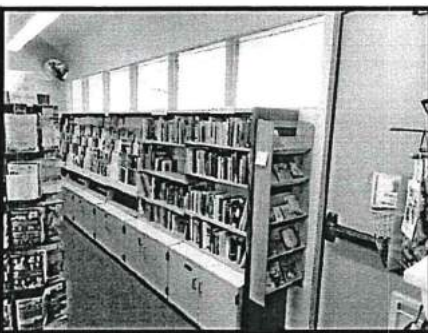
Clubhouse 4 Exterior

All stucco and fascia are included to be repainted



Clubhouse 4 Exterior

View of current conditions, the previous paint job has clogged alot ...



Friends of the Library

The windows shown here are included to be repainted



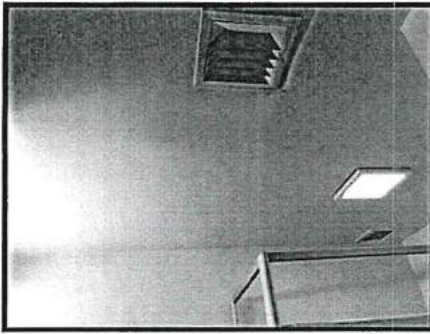
Friends of the Library

All nail holes and damages will be patched and spot primed



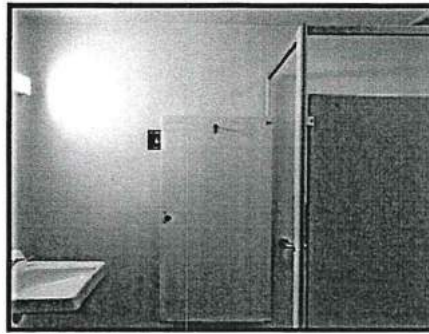
Friends of the Library

The ceiling is included to be repainted



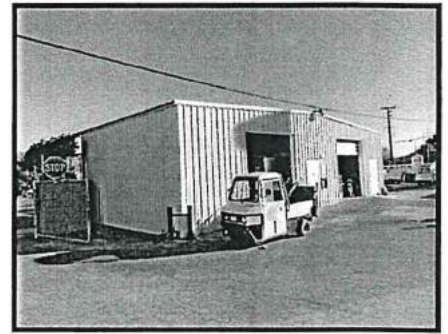
Main Library

View of the bathroom ceiling and walls to be repainted



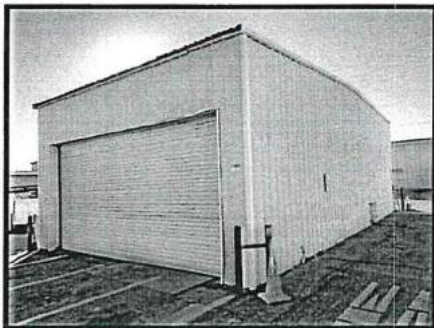
Main Library

Another view of the bathroom walls to be repainted



Maintenance Yard

View of the exterior metal siding to be spot primed and painted



Maintenance Yard

The roll up door is included to be prepped and painted



Maintenance Yard

The safety red bollards are included to be repainted



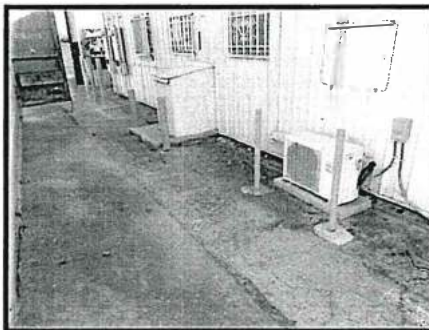
Maintenance Yard

View of more exterior siding to be prepped and painted



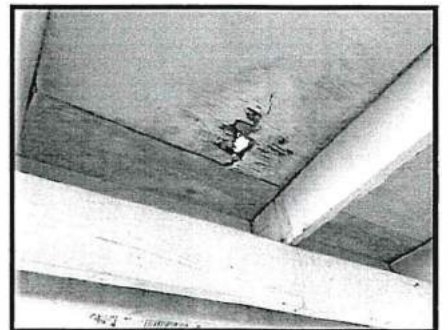
Maintenance Yard

The wrought iron security window grids are included to be repainted



Maintenance Yard

The bollards are to be sanded down and repainted



Maintenance Yard

This damage is not included to be repaired

NOTICE OF CANCELLATION

YOU MAY CANCEL THIS TRANSACTION, WITHOUT ANY PENALTY OR OBLIGATION, WITHIN THREE BUSINESS DAYS FROM THE ABOVE DATE. IF YOU CANCEL, ANY PROPERTY TRADED IN, ANY PAYMENTS MADE BY YOU UNDER THE CONTRACT OR SALE, AND ANY NEGOTIABLE INSTRUMENT EXECUTED BY YOU WILL BE RETURNED WITHIN TEN BUSINESS DAYS FOLLOWING RECEIPT BY THE SELLER OF YOUR CANCELLATION NOTICE, AND ANY SECURITY INTEREST ARISING OUT OF THE TRANSACTION WILL BE CANCELLED. IF YOU CANCEL, YOU MUST MAKE AVAILABLE TO THE SELLER AT YOUR RESIDENCE IN SUBSTANTIALLY AS GOOD CONDITION AS WHEN RECEIVED, ANY GOODS DELIVERED TO YOU UNDER THIS CONTRACT OR SALE; OR YOU MAY, IF YOU WISH, COMPLY WITH THE INSTRUCTIONS OF THE SELLER REGARDING THE RETURN SHIPMENT OF THE GOODS AT THE SELLER'S EXPENSE AND RISK. IF YOU DO MAKE THE GOODS AVAILABLE TO THE SELLER AND THE SELLER DOES NOT PICK THEM UP WITHIN TWENTY DAYS OF THE DATE OF CANCELLATION, YOU MAY RETAIN OR DISPOSE OF THE GOODS WITHOUT ANY FURTHER OBLIGATION. IF YOU FAIL TO MAKE THE GOODS AVAILABLE TO THE SELLER, OR IF YOU AGREED TO RETURN THE GOODS AND FAIL TO DO SO, THEN YOU REMAIN LIABLE FOR PERFORMANCE OF ALL OBLIGATIONS UNDER THE CONTRACT. TO CANCEL THIS TRANSACTION, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE, OR SEND A TELEGRAM TO:

Name of Seller CertaPro of Huntington Beach

DATE OF TRANSACTION _____

NOT LATER THAN MIDNIGHT OF _____

I HEREBY CANCEL THIS TRANSACTION

(Buyer's Signature)

(Date)

LIMITED TWO YEAR WARRANTY

Subject to the limitation set forth below, for a period of 24 months from the date of completion of the work described on the front of this contract, the Independent Franchise Owner named on the front of this contract (the "Contractor") will repair peeling, blistering or chipping paint resulting from defective workmanship.

THIS LIMITED WARRANTY DOES NOT COVER:

- Any work where the Contractor did not supply the paint or other materials.
- Any work which was not performed by the Contractor.
- Varnished surfaces.
- Surfaces made of, or containing, galvanized metal.
- The cost of paint required to perform the repairs.
- Repairs to horizontal surfaces or any surface that, by virtue of its design permits moisture to collect. Surfaces include, but are not limited to, decks, railings, stairs, porches, roofs and wood gutters.
- Exact paint match as environmental conditions will affect the color and finish of all paints over time.
- Any repairs which are necessitated as a result of a defect in the paint regardless of whether the paint was supplied by the Contractor or the customer.
- Bleeding caused by knots, rust or cedar.
- Cracks in drywall, plaster or wood.
- Peeling, blistering or chipping where they are caused by:
 - mill-glazing from smooth cedar
 - ordinary wear and tear.
 - abnormal use or misuse.
 - peeling of layers of paint existing prior to the work performed by the Contractor.
 - structural defects.
 - settling or movement.
 - moisture content of the substrate.
 - abrasion, mechanical damage, abrasive cleaning, abuse or damage resulting from use of chemicals or cleaning agents or exposure to harmful solids, liquids or gases.
 - damage or defects caused in whole or in part by reason of fire, explosion, flood, acts of God, extreme weather conditions, misuse, alteration, abuse, vandalism, negligence, or any other similar causes beyond the control of the Contractor.

Repairs under this limited warranty will be performed only on the specific areas where peeling, blistering or chipping has occurred and only to the level of surface preparation described in the preparation section of the Contract.

FOR THIS WARRANTY TO BE VALID, YOU MUST:

- Pay the full contract price.
- Retain a copy of the original contract.
- Retain a copy of your cancelled check or other evidence of payment in full.
- Pay for all materials used to perform the repairs.
- Make the property accessible to the Contractor, or his employees, to perform the repairs.

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTY COMMITTEE (MW)
SUBJECT: CAPITAL FUNDING REQUEST - MAIN GATE IMPROVEMENTS (EXIT AREA, BREAK ROOM AND KITCHEN AREA)
DATE: FEBRUARY 12, 2020
CC: FILE

It has been requested to make modifications at the Security Main Gate offices (Exhibit A). The Service Maintenance Department provided the material cost to make improvements at the break room, kitchen area and exit office, estimated not to exceed \$17,440.

I move to approve improvements at the Security Main Gate (break room, kitchen area and exit office), to be carried out by the Service Maintenance Department as called out in Exhibit A, for a cost not to exceed \$17,440, Capital funding, and authorize the Executive Director to issue the work order.

Revisions at Main Gate

General Goals

- To provide a suitable working environment for the Director of Security to operate from at the Main Gate.
- To allow the Director of Security to be in direct contact with and accessible by Security Staff

Recommendations

1. Break Room

- a. Remove all storage cabinets and furnishings
- b. Remove flooring, replace with ADRC approved carpet squares
- c. Add electrical and networking outlets as needed
- d. Paint all walls
- e. Replace lighting with LED and ceiling panels as needed
- f. Install modular ADRC approved workstation (Plans Pending)
- g. Install window covering, ADRC approved wood blinds
- h. Add PC and workstation equipment in including wall monitor
- i. Add desk chair and 2 office chairs (repurposed existing chairs if possible, into room)



Current Room

2. Kitchen Area

- a. Remove and as possible repurpose storage cabinet and top
- b. Add table height countertop 24" wide length of wall match existing laminate
- c. Add upper cabinets length of wall at suitable height to allow the countertop to be used for dining, such upper cabinets to have the Microwave and Toaster Oven built in.
- d. Replace window coverings with ADRC approved blinds



Current Room

3. Exit Office

- a. Remove flooring, replace with ADRC approved carpet squares
- b. Add storage cabinetry in a size as large as possible with an approved charging station (see one at Service Maintenance)
- c. Remove existing citation desk, install modular ADRC approved workstation (Plans Pending)



Current Charging Station

Notes

- 1. Existing flooring (gray tire squares) in lobby and hallway should be replaced (provide cost)
- 2. Deputy Security Chief and main work room would greatly benefit from
 - a. New flooring
 - b. New workstations

GRF Service Maintenance Department

Approximate Materials Cost

Date: 01-28-20

To: Mark Weaver; Facilities Director

From: Ruben G. Gonzalez; Facilities Manager

Subject: ESTIMATE

Location: Security (Main Gate)

Itemized List for Material(s)

Disclaimer; Please note this is an ESTIMATE only any unforeseen items may increase the total cost of the job.

ESTIMATE for all the require materials for the Break Room, Kitchen Area and Exit office Upgrades

1- \$6,300.00; Break Room; items a b c d e f g h i

2- \$3,500.00; Kitchen Area; items a b c d

3- \$5,400.00; Exit Office; items a b c

4- \$2,240.00 Notes; New blue carpet squares for the Lobby and Hallway area included

Materials: \$17,440.00

This information applies only to the job described above, is valid for thirty (30) days and does not include additional materials or labor that may be required due to any unforeseen problems that arise once the job has begun.

If you would like the above work to be performed by the Service Maintenance Department, please complete the information below and return this form to the Service Maintenance Department. Valid for thirty (30) days only

Please make arrangements to perform the above work.

My anticipated completion date is: _____
(You will be notified of the starting date)

Notes: _____

Print Name: _____

Signature: _____

Telephone Number: _____

Mutual Number: _____
(If applicable)

cc: Supervisor
Department Manager
Executive Director (as needed)



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTY COMMITTEE (MW)
SUBJECT: RESERVE FUNDING REQUEST - CLUBHOUSE FOUR - LAPIDARY ROOM FLOORING
DATE: FEBRUARY 12, 2020
CC: FILE

During the refurbishment of the Lapidary Room in Clubhouse Four it was discovered the flooring is beyond repair.



The cost was obtained by the Physical Property Department to replace the floor with the same type of flooring VCT (Vinyl Composition Tile), and is as follows:

Cornerstone Flooring	\$8,684
Best Flooring	no bid
Stoneway	no bid

At its meeting on February 5, 2020, the Physical Property Committee (PPC) reviewed the costs for this replacement and the time constraints involved with the club activities and resolved to recommend the GRF Board approve the replacement of flooring, in the Lapidary Room of Clubhouse Four, for a cost not to exceed \$10,000, Reserve funding, pending review by the Finance Committee.

At its meeting on February 14, 2020, the Finance Committee reviewed funding for the project and determined Reserve funds are available.

I move to award a contract to Cornerstone Flooring, to replace the flooring in the Lapidary Room of Clubhouse Four, for a cost not to exceed \$8,684, and add contingencies of \$1,316, for a total project cost not to exceed \$10,000, Reserve funding, and to authorize the President to sign the contracts and Physical Property Chairperson authorize any contingency funds.



Cornerstone Carpet and Floors Inc.
10779 LOS ALAMITOS BLVD
LOS ALAMITOS, CA 90720 US
562-799-8200
jim@ocfloorguy.com

Estimate

ADDRESS

C/O George Hurtado
Golden Rain Foundation
1280 Golden Rain Road
Seal Beach, CA 90740

ESTIMATE # 1575

DATE 02/03/2020

SALES REP

Russ

PRODUCT/SERVICE	QTY	RATE	AMOUNT
Project Site - Club House 4 - Lapidary Work Room			
VCT	1,350	1.97	2,659.50
Armstrong Vinyl Composition Tile			
Standard Excelon Collection, Series Imperial Texture			
Color - To Be Selected, Size 1/8" x 12' x 12"			
1280 Net SF x 5% overage = 30 ctns at 45 SF each = 1350			
Cove Base	180	1.95	351.00
Provide & Install 4" cove base w/ toe.			
Color to be selected			
Cove base adhesive 30 oz tubes (4)			
Sundry items	6	32.85	197.10
Web Crete - Floor Leveler			
Delivery			100.00
Delivery Charge			
Labor	1,280	1.50	1,920.00
Necessary proper removal of existing VCT & associated glue / mastic.			
Prep existing sub floor as required.			
Note - Dust will occur during removal (dust proofing by others) - Per G.H.			
Installation Labor	1,280	1.37	1,753.60
Install New Vinyl Composition Tile			
Services	1,280	1.33	1,702.40
Let New VCT sit for 12/24 Hours to allow adhesive to dry.			
Cleanl New VCT.			
Apply (2) Coats of Sealer & Polish			

In the interest of providing the lowest prices to our customers, our pricing includes a 3.0% cash discount, assuming you are paying by cash or check. If you choose to pay by credit card, your cash discount is nullified and will be added back to your total payment.

**Deposit on contract / Balance upon completion
(to be paid to installers before they leave)

Thanks For The Opportunity

TOTAL

\$8,683.60

Includes - Material, Installation & Tax = \$6.78 SF

Accepted By

Accepted Date

In the interest of providing the lowest prices to our customers, our pricing includes a 3.0% cash discount, assuming you are paying by cash or check. If you choose to pay by credit card, your cash discount is nullified and will be added back to your total payment.

****Deposit on contract / Balance upon completion**
(to be paid to installers before they leave)



Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTY COMMITTEE (MW)
SUBJECT: RESERVE FUNDING REQUEST – ADMINISTRATION BUILDING,
REPLACEMENT OF HVAC, UNIT #1
DATE: FEBRUARY 12, 2020
CC: FILE

During the roof removal process at the Administration Building, one additional rooftop A/C heating unit was identified as being beyond repair (unit #1) and the unit should be replaced during the roofing project.

Note: A/C Heating unit #5 is already scheduled for replacement within the approved roofing project.

Funding in the amount of \$75,000 has been allocated in the Reserve Study for all HVAC systems in 2020 (Exhibit A); as of this date, \$0 have been used. The GRF contractor of record is Greenwood Heating & Air. They have quoted a cost of \$4,200 to replace unit #1 (Exhibit B).

At its meeting on February 5, 2020, the Physical Property Committee (PPC) unanimously resolved to recommend the GRF Board approve the replacement of HVAC unit #1, by Greenwood Heating & Air, for a total cost not to exceed \$4,200, Reserve funding, and authorize the Executive Director initiate the request to avoid delaying the roofing project.

I move to approve the replacement of the rooftop HVAC, unit #1, at the Administration Building, for a cost not to exceed \$4,200, Reserve funding, and authorize the Executive Director to initiate the request and authorize the President to approve the agreement.

EXHIBIT A

Fiscal Year	2020	2021	2022	2023	2024
Service Maintenance					
832 Roll-Up Doors - Replace	\$0	\$0	\$0	\$0	\$0
904 Ice Machine - Replace	\$0	\$0	\$0	\$0	\$0
951 Bathrooms/Locker Rm - Refurbish	\$0	\$0	\$0	\$0	\$0
1110 Interior Surfaces - Repaint	\$0	\$0	\$0	\$0	\$0
1115 Exterior Surfaces- Repaint	\$12,000	\$0	\$0	\$0	\$0
Resale Office					
601 Carpet - Replace	\$0	\$0	\$0	\$0	\$15,757
900 Kitchen - Remodel	\$0	\$0	\$0	\$0	\$0
951 Bathrooms - Major Refurbish	\$0	\$0	\$0	\$0	\$5,065
1110 Interior Surfaces - Repaint	\$0	\$0	\$0	\$0	\$4,615
1116 Wood Surfaces - Repaint	\$0	\$3,502	\$0	\$0	\$0
1150 Wood Surfaces - Repair	\$0	\$0	\$0	\$0	\$0
1308 Comp Shingle Roof - Replace	\$0	\$0	\$0	\$0	\$0
1400 Real Estate Office Signage - Replac	\$0	\$0	\$0	\$4,917	\$0
Security Office					
601 Carpet - Replace	\$0	\$36,050	\$0	\$0	\$0
603 Linoleum Floor - Replace	\$0	\$7,725	\$0	\$0	\$0
900 Kitchen - Remodel	\$0	\$0	\$0	\$0	\$0
951 Bathrooms - Major Refurbish	\$0	\$0	\$0	\$0	\$0
960 Office Furnishings - Replace	\$0	\$25,750	\$0	\$0	\$0
1110 Ceiling Panels - Repaint	\$0	\$7,725	\$0	\$0	\$0
1110 Interior Surfaces - Repaint	\$0	\$8,498	\$0	\$0	\$0
1115 Exterior Flatwork - Repaint	\$0	\$0	\$0	\$0	\$10,749
1150 Wood Surfaces - Repair	\$0	\$0	\$0	\$0	\$0
1308 Comp Shingle Roof - Replace	\$0	\$0	\$0	\$52,451	\$0
1330 Gutter System - Repair/Replace	\$0	\$0	\$0	\$3,715	\$0
Combined Assets					
302 Generators - Replace	\$0	\$0	\$0	\$0	\$0
303 HVAC Systems - Replace	\$75,000	\$77,250	\$79,568	\$81,955	\$84,413
303 Space Heaters - Replace	\$0	\$0	\$0	\$0	\$0
328 Plumbing - Refurbish	\$0	\$0	\$0	\$0	\$0
329 Admin Dist. Piping - Replace	\$0	\$0	\$0	\$0	\$0
329 Amphitheater Dist. Piping - Replace	\$0	\$0	\$0	\$0	\$0
329 Library Dist Piping - Replace	\$0	\$0	\$0	\$0	\$0
329 Resale Office Dist Piping - Replace	\$0	\$0	\$0	\$0	\$0
329 Security Dist. Piping - Replace	\$0	\$0	\$0	\$0	\$0
330 Water Dist Main Water Valves - Repl	\$15,000	\$15,450	\$15,914	\$16,391	\$16,883
332 Water Heaters - Replace	\$0	\$0	\$0	\$11,474	\$0
350 Exhaust Fans - Replace	\$0	\$0	\$30,766	\$0	\$0
385 Walkway Light Fixtures - Replace	\$0	\$0	\$0	\$0	\$0
430 Drinking Fountains - Replace	\$0	\$0	\$0	\$46,441	\$0
439 Outdoor Furnishings - Replace	\$0	\$0	\$17,505	\$0	\$0
439 Patio Furn & Waste Cans - Replace	\$0	\$0	\$0	\$0	\$0
800 Exterior Doors - Replace	\$31,000	\$31,930	\$32,888	\$33,875	\$34,891
917 Audio-Visual Equipment - Replace	\$0	\$0	\$0	\$0	\$9,285
970 CCTV Camera System - Replace	\$0	\$0	\$77,446	\$0	\$0
1400 Building Signage - Replace	\$0	\$0	\$0	\$0	\$0
1860 Fire Alarm Systems - Replace	\$0	\$0	\$0	\$0	\$0
Infrastructure					
201 Asphalt (Parking Lot) - Resurface	\$0	\$0	\$0	\$0	\$0
201 Asphalt (Phase 1) - Resurface	\$0	\$0	\$0	\$0	\$0
201 Asphalt (Phase 2) - Resurface	\$0	\$0	\$0	\$0	\$0
201 Asphalt (Phase 3) - Resurface	\$0	\$0	\$0	\$0	\$0
201 Asphalt (Phase 4) - Resurface	\$450,000	\$0	\$0	\$0	\$0
201 Asphalt (Phase 5) - Resurface	\$0	\$0	\$1,909,620	\$0	\$0
201 Asphalt Clubhouse 2 - Resurface	\$41,500	\$0	\$0	\$0	\$0
202 Asphalt (Parking Lot) - Repair/Seal	\$101,000	\$0	\$0	\$0	\$113,676
202 Asphalt (Phase 1) - Repair/Seal	\$0	\$0	\$0	\$0	\$168,826
202 Asphalt (Phase 2) - Repair/Seal	\$0	\$0	\$0	\$0	\$168,826
202 Asphalt (Phase 3) - Repair/Seal	\$0	\$0	\$0	\$163,909	\$0
202 Asphalt (Phase 4) - Repair/Seal	\$0	\$0	\$0	\$0	\$0
202 Asphalt (Phase 5) - Repair/Seal	\$0	\$0	\$0	\$0	\$0
360 Crosswalk Lights - Replace	\$0	\$0	\$0	\$0	\$0
360 Street Lights Backup Battery - Repl	\$0	\$0	\$0	\$0	\$0
360 Traffic Light Poles - Replace	\$0	\$0	\$0	\$0	\$0
361 Large Pole Lights - Replace	\$0	\$0	\$0	\$0	\$0
367 Marquee - Replace	\$0	\$0	\$0	\$0	\$0

GREENWOOD

HEATING & AIR INC.

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

EXHIBIT A

QUOTE

DATE

1/28/20

INVOICE #

0000016280

BILL TO:

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

QUAN

DESCRIPTION

AMOUNT

1.00

Cost for the additional package unit needing to be replaced (Unit #1) Rheem 4 ton has pack 3 phase model # RGEA14048CTA101AA. Unit needs to be replaced due to age and corroded fins on condenser coil. This price includes the \$400.00 mitigation fee from state.

4,200.00

**Must be installed at same time as roof.

Note:

Unit #5 on roof from left to right: **Already approved in a previous proposal**

Your signature will authorize us to proceed with the above work. Please sign and return via email or fax to 714-821-0338

signature

Date

TOTAL

\$4,200.00

Email:greenwoodheat-air@att.net

Lic#945655

TOTAL

61
117