



GOVERNING DOCUMENTS COMMITTEE

Agenda

Administration Conference Room
Wednesday, March 4, 2020
10:00 a.m.

1. **Call to Order/Pledge of Allegiance**
2. **Roll Call/Notice of Quorum**
3. **Chairs Announcements**
 - a. Introduction of Guests and Staff
 - Linda Stone, GRF President
 - Randy Ankeny, Executive Director
 - Daniel Fabian, IT Supervisor
 - Corina Mancilla, Recording Secretary
 - b. Rules of Order
 - c. Chairs Report
4. **Shareholder/Member Comments** *(Limited to 3 minutes per person)*
5. **Approval of Minutes**
 - a. Minutes of Regular Meeting, February 5, 2020 (pp. 1-6)
 - b. Minutes of the Special Meeting, February 26, 2020 (pp. 7-13)
6. **Correspondence (N/A)**
7. **Staff Reports**
 - a. Power DMS Administrator (p. 14)
8. **Subcommittee Reports (N/A)**
9. **Unfinished Business**
 - a. Establish Committee Review Priorities (Governing Documents): (p. 15)
 - i. Communications/IT Department
 - ii. Recreation Department
 - iii. Security Department
 - b. Power DMS – Training Update
 - c. By-laws – Discussion of the next stage
10. **New Business**
 - a. Mutual Policy Coding (pp. 16-33)
 - b. Identification of "Reviewed" when done by either owning committee or GDC

11. Governing Documents

- a. Adopt (N/A)
- b. Amend
 - i. Amend 20-2860-3, Advertising Rates (p. 34)
 - ii. Amend 20-5050-1, Digital Billboards (pp. 35-37)
 - iii. Amend 20-5050-4, Digital Billboard Display Request Form (pp. 38-39)
 - iv. Amend 20-5051-3, Website Management (pp. 40-41)
 - v. Amend 20-5583-3, Minibus Advertising (p. 42)
 - vi. Amend 20-5581-1, Communications Department Advertising Policy (pp. 43-44)
 - vii. Amend 20-5585-1, Advertising Policy (p. 45)
- c. Rescind (N/A)
- d. Review (N/A)

12. Future agenda items

13. President's Comments

14. Next Meeting

Wednesday, April 2, 2020 – 10:00 a.m.
Administration Conference Room

15. Adjournment



GOVERNING DOCUMENT COMMITTEE MINUTES

February 5, 2020

The meeting of the Governing Documents Committee was held on Wednesday, December 4, 2019 and was called to order at 10:00 a.m. by Chair Snowden, in the Administration Conference Room, followed by the Pledge of Allegiance.

Present: Ms. P. Snowden, Chair Ms. L. Findlay
 Ms. S. Hopewell, Vice-Chair

Absent: Mr. B. Lukoff
 Ms. J. St. Aubin

Staff and Guests: Mr. R. Ankeny, Executive Director
 Mr. D. Fabian, IT Supervisor
 Mrs. C. Mancilla, Recording Secretary
 Mrs. D. Bennett, Recording Secretary
 Ms. M. Kmiecik, Recording Secretary
 Ms. J. Isom, GRF Representative, Mutual Sixteen
 No Shareholder/Member

Chair Snowden greeted and welcomed everyone to the Governing Documents Committee meeting and introduced Foundation members, guests and staff.

CHAIR'S ANNOUNCEMENTS

Chair Snowden welcomed the Committee members, guests and staff, including Randy Ankeny, Executive Director; Daniel Fabian, IT Supervisor and Recording Secretary, Corina Mancilla.

SHAREHOLDER COMMENTS

One Shareholder/Member spoke on items on the agenda.

APPROVAL OF MINUTES

The minutes of the December 4, 2019, regular meeting were approved, as presented.

CORRESPONDENCE (N/A)

STAFF REPORTS

The Power DMS Administrator provided an updated monthly report.

SUBCOMMITTEE REPORTS (N/A)**UNFINISHED BUSINESS****Establish Committee Review Priorities**

It was the consensus of the Committee to review governing documents in the following order:

- i. Finance Department (continued from last month)
- ii. IT Department
- iii. Recreation Department
- iv. Security Department

Power DMS – Training Update

The Power DMS Administrator and the IT Supervisor provided an update on the training for the GRF recording secretaries.

The IT Supervisor provided a demo on the governing documents Website layout.

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Ms. Snowden and carried unanimously by the Committee members present–

TO add the word fees to the title of any document pertaining to fees.

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Ms. Findlay and carried unanimously by the Committee members present–

TO move 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.

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Ms. Snowden and carried unanimously by the Committee members present–

TO approve the launch of the new GRF governing document website page, upon re-sorting of the department sections.

NEW BUSINESS**By-laws – Discussion of the next stage**

The Executive Director provided information on By-laws. No Action was taken.

Member/Shareholder – Definition

The Executive Director provided information on Member/Shareholder – Definition.

GOVERNING DOCUMENTSAmend 40-3326-1, Purchasing Warehouse Guidelines for Mutual Inventory and Non-Inventory Purchases

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Ms. Snowden and carried unanimously by the Committee members present–

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.

Amend 40-2920-3, Budget Controls

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Ms. Findlay and carried unanimously by the Committee members present–

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.

Amend 40-5340-1, Capital Improvement Fund

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Ms. Findlay and carried unanimously by the Committee members present–

TO amend 40-5340-1, Capital Improvement Fund, by making the Non-substantial changes and approved, as final.

Amend 40-5523-1, Accounts Receivable Collections

The Committee discussed 40-5523-1, Accounts Receivable Collections and requested clarification from the Finance Department of accounts receivable customers.

Amend 40-5528-1, Refund of Excess Income

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Ms. Snowden and carried unanimously by the Committee members present–

TO approved 40-5528-1, Refund of Excess Income, as reviewed.

It was the consensus of the Committee to take no action and bring back to the next scheduled meeting, the following governing documents:

- 40-5520-1, Reserves
- 40-5540-1, Contingency Operating Fund
- 40-5516-3, Committee Non-Budgeted Expense
- 40-5061-2, Fees

FUTURE AGENDA ITEMS

The Committee concurred to add as future agenda items:

- Mutual Policy Coding (request Mutual Administration Director to attend the March scheduled meeting)
- Identification of "Reviewed" when done by either owning committee or GDC

PRESIDENT’S COMMENTS

The President was not available to provide comments at the time of the meeting.

ADJOURNMENT

Chair Snowden adjourned the meeting at 12:06 p.m.

Paula Snowden, Chair
GOVERNING DOCUMENTS

cm 02.05.20



GOVERNING DOCUMENTS COMMITTEE

SUMMARY REPORT
Wednesday, February 5, 2020
10:00 a.m.

Action/Request	Person Resp.	Cmte. Referral	F C	B O D	Comments
<p>1. POWER DMS The Committee moved to add the word fees to the title of any document pertaining to fees.</p> <p>The Committee 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.</p> <p>The Committee approved the launch of the new GRF governing document website page, upon re-sorting of the department sections.</p>	Recording Secretary				
<p>2. GOVERNING DOCUMENTS:</p> <p><u>Amend 40-3326-1, Purchasing Warehouse Guidelines for Mutual Inventory and Non-Inventory Purchases</u></p> <p>The Committee move 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.</p> <p><u>Amend 40-2920-3, Budget Controls</u></p> <p>The Committee move 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.</p>	Recording Secretary Recording Secretary				



SPECIAL GOVERNING DOCUMENT COMMITTEE MINUTES

February 26, 2020

The meeting of the Special Governing Documents Committee was held on Wednesday, February 26, 2020 and was called to order at 1:13 p.m. by Chair Snowden, in the Administration Conference Room, followed by the Pledge of Allegiance.

Present: Ms. P. Snowden, Chair Ms. L. Findlay
 Ms. S. Hopewell, Vice-Chair

Absent: Ms. J. St. Aubin
 Mr. B. Lukoff
 Ms. L. Stone, Ex-Officio

Staff and Guests: Mrs. C. Mancilla, Recording Secretary
 No Shareholders/Members

Chair Snowden greeted and welcomed everyone to the Governing Documents Committee meeting and introduced Foundation members, guests and staff.

Ms. Findlay arrived at 1:12 pm

CHAIR'S ANNOUNCEMENTS

Chair Snowden welcomed the Committee members and Recording Secretary, Corina Mancilla.

SHAREHOLDER COMMENTS

No Shareholders present at the time of the meeting.

GOVERNING DOCUMENTS

Amend 40-5520-1, Reserves

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Ms. Findlay and carried unanimously by the Committee members present—

TO amend 40-5520-1, Reserves, by adding keywords as well as making the Non-substantial changes and approved, as final.

Amend 40-5540-1, Contingency Operating Fund

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Ms. Findlay and carried unanimously by the Committee members present–

TO amend 40-5540-1, Contingency Operating Fund, by adding sections headings as well as making the Non-substantial changes and approved, as final.

Amend 40-5516-1, Committee Non-Budgeted Expense

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Ms. Findlay and carried unanimously by the Committee members present–

TO amend 40-5516-1, Committee Non-Budgeted Expense, by making the Non-substantial changes and approved, as final.

Amend 40-5061-2, Fees

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Ms. Findlay and carried unanimously by the Committee members present–

TO amend 40-5061-2, Fees, by adding keywords as well as making the Non-substantial changes and approved, as final.

Amend 20-2806-1, Community Publications

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Ms. Findlay and carried unanimously by the Committee members present–

TO amend 20-2806-1, Community Publications, by making the Non-substantial changes and approved, as final.

Chair Snowden called in for a fifteen-minute break at 2:30 p.m.

Amend 20-2806-2, Community Publications – Fees

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Ms. Snowden and carried unanimously by the Committee members present–

TO amend 20-2806-2, Community Publications – Fees, by adding keywords as well as making the Non-substantial changes and approved, as final.

After further discussion, Ms. Hopewell MOTIONED, seconded by Ms. Findlay and carried unanimously by the Committee members present–

TO forward 20-2806-2, Community Publications – Fees, to the Communications Committee with the recommendation to add the actual rate for classifieds to sections 1.4.1. and 1.4.2. and delete “*Contact LW Weekly office for details”.

Amend 20-2841-2, Graphic Design Services

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Ms. Findlay and carried unanimously by the Committee members present–

TO amend 20-2841-2, Graphic Design Services, by making the Non-substantial changes and approved, as final.

Amend 20-2850-3, Advertising Commissions

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Ms. Findlay and carried unanimously by the Committee members present–

TO amend 20-2850-3, Advertising Commissions, by making the Non-substantial changes and approved, as final.

Amend 20-2861-1, Advertising for Estate and Patio Sales

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Ms. Findlay and carried unanimously by the Committee members present–

TO amend 20-2861-1, Advertising for Estate and Patio Sales, by making the Non-substantial changes and approved, as final.

Amend 20-2866-1, Bilingual Advertising

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Ms. Findlay and carried unanimously by the Committee members present–

TO approved 20-2866-1, Bilingual Advertising, as presented.

Amend 20-5045-3, Board Member Use of Foundation Equipment

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Ms. Findlay and carried unanimously by the Committee members present–

TO approved 20-5045-3, Board Member Use of Foundation Equipment, as presented.

Amend 20-5046-3, Records Management Procedures

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Ms. Findlay and carried unanimously by the Committee members present–

TO amend 20-5046-3, Records Management Procedures, by making the Non-substantial changes and approved, as final.

After further discussion, Ms. Hopewell MOTIONED, seconded by Ms. Findlay and carried unanimously by the Committee members present–

TO forward 20-5046-3, Records Management Procedures, to the Communications Committee, for indication of when various steps will be conducted under sections 5.5.2., 5.4.3. and 5.5.5. and more specific information as to when the actions are required.

It was the consensus of the Committee to take no action and bring back to the next scheduled meeting, the following governing documents:

- Amend 20-2860-3, Advertising Rates
- Amend 20-5050-1, Digital Billboards
- Amend 20-5050-4, Digital Billboard Display Request Form
- Amend 20-5051-3, Website Management
- Amend 20-5581-1, Communications Department Advertising Policy
- Amend 20-5583-3, Minibus Advertising
- Amend 20-5585-1, Advertising Policy

FUTURE AGENDA ITEMS

The Committee concurred not to add future agenda items.

PRESIDENT'S COMMENTS

The President was not available to provide comments at the time of the meeting.

ADJOURNMENT

Chair Snowden adjourned the meeting at 3:38 p.m.

Paula Snowden, Chair
GOVERNING DOCUMENTS

cm 02.26.20



GOVERNING DOCUMENTS COMMITTEE

SUMMARY REPORT
Wednesday, February 26, 2020
1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	F C	B O D	Comments
<p>1. GOVERNING DOCUMENTS:</p> <p><u>Amend 40-5520-1, Reserves</u></p> <p>The Committee moved to amend 40-5520-1, Reserves, by adding keywords as well as making the Non-substantial changes and approved, as final.</p> <p><u>Amend 40-5540-1, Contingency Operating Fund</u></p> <p>The Committee moved to amend 40-5540-1, Contingency Operating Fund, by adding sections headings as well as making the Non-substantial changes and approved, as final.</p> <p><u>Amend 40-5516-1, Committee Non-Budgeted Expense</u></p> <p>The Committee moved to amend 40-5516-1, Committee Non-Budgeted Expense, by making the Non-substantial changes and approved, as final.</p> <p><u>Amend 40-5061-2, Fees</u></p> <p>The Committee moved to amend 40-5061-2, Fees, by adding keywords as well as making the Non-substantial changes and approved, as final.</p> <p><u>Amend 20-2806-1, Community Publications</u></p> <p>The Committee moved to amend 20-2806-1, Community Publications, by making the Non-substantial changes and approved, as final.</p>	<p>Recording Secretary</p> <p>Recording Secretary</p> <p>Recording Secretary</p> <p>Recording Secretary</p> <p>Recording Secretary</p>				

GOVERNING DOCUMENTS COMMITTEE

<p><u>Amend 20-2806-2, Community Publications – Fees</u></p> <p>The Committee moved to amend 20-2806-2, Community Publications – Fees, by adding keywords as well as making the Non-substantial changes and approved, as final.</p> <p>The Committee moved to forward 20-2806-2, Community Publications – Fees, to the Communications Committee with the recommendation to add the actual rate for classifieds to sections 1.4.1. and 1.4.2. and delete “*Contact LW Weekly office for details”.</p>	Recording Secretary	Communications				
<p><u>Amend 20-2841-2, Graphic Design Services</u></p> <p>The Committee moved to amend 20-2841-2, Graphic Design Services, by making the Non-substantial changes and approved, as final.</p>	Recording Secretary					
<p><u>Amend 20-2850-3, Advertising Commissions</u></p> <p>The Committee moved to amend 20-2850-3, Advertising Commissions, by making the Non-substantial changes and approved, as final.</p>	Recording Secretary					
<p><u>Amend 20-2861-1, Advertising for Estate and Patio Sales</u></p> <p>The Committee moved to amend 20-2861-1, Advertising for Estate and Patio Sales, by making the Non-substantial changes and approved, as final.</p>	Recording Secretary					
<p><u>Amend 20-2866-1, Bilingual Advertising</u></p> <p>The Committee moved to approved 20-2866-1, Bilingual Advertising, as presented.</p>	Recording Secretary					
<p><u>Amend 20-5045-3, Board Member Use of Foundation Equipment</u></p> <p>The Committee moved to approved 20-5045-3, Board Member Use of Foundation Equipment, as presented.</p>	Recording Secretary					
<p><u>Amend 20-5046-3, Records Management Procedures</u></p> <p>The Committee moved to amend 20-5046-3, Records Management Procedures, by making the Non-substantial changes and approved, as final.</p>	Recording Secretary					

GOVERNING DOCUMENTS COMMITTEE

<p>The Committee moved to forward 20-5046-3, Records Management Procedures, to the Communications Committee, for indication of when various steps will be conducted under sections 5.5.2., 5.4.3. and 5.5.5. and more specific information as to when the actions are required.</p> <p>It was the consensus of the Committee to take no action and bring back to the next scheduled meeting, the following governing documents:</p> <ul style="list-style-type: none"> • Amend 20-2860-3, Advertising Rates • Amend 20-5050-1, Digital Billboards • Amend 20-5050-4, Digital Billboard Display Request Form • Amend 20-5051-3, Website Management • Amend 20-5581-1, Communications Department Advertising Policy • Amend 20-5583-3, Minibus Advertising • Amend 20-5585-1, Advertising Policy 	Recording Secretary	Communications			
<p>FUTURE AGENDA ITEMS: The Committee concurred not to add future agenda items.</p>					Recording Secretary



STAFF REPORT

TO: GOVERNING DOCUMENTS COMMITTEE
FROM: POWER DMS ADMINISTRATOR (CM)
SUBJECT: GOVERNING DOCUMENTS (POWER DMS) – MONTHLY REPORT
DATE: FEBRUARY 27, 2020
CC: FILE

ACCOMPLISHMENTS AS OF FEBRUARY 2020

- The new Website layout has been made public and available to the public
- Individually provided the first part of training to the Recording Secretaries
- Currently in continuously training on Power DMS

Document Committees	Department	Current Policies	Priority
Architectural Design & Review		1	Done
Communications & IT	Communications IT	19 7	<ol style="list-style-type: none"> 1. 20-2860-3, Advertising Rates 2. 20-5050-1, Digital Billboards 3. 20-5050-4, Digital Billboard Display Request Form 4. 20-5051-3, Website Management 5. 20-5583-3, Minibus Advertising 6. 20-5581-1, Communications Department Advertising Policy 7. 20-5585-1, Advertising Policy
Executive	Administration	19	
Finance	Finance	17	<ol style="list-style-type: none"> 1. 40-5520-1, Reserves 2. 40-5540-1, Contingency Operating Fund 3. 40-5516-3, Committee Non-Budgeted Expense 4. 40-5061-2, Fees
Mutual Administration	Mutual Admin Service Maint Stock Transfer	2 1 7	Done
Physical Property	Community Facilities	5	Done
Recreation	Library Recreation	2 32	
Security, Bus & Traffic	Bus Security	2 13	

LWSB Policy

Renumbering

Home	Policies	Contact	Policy Renumbering	
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DRAFT

NUMBER RANGE	CATEGORY	NUMBER OF UNIQUE POLICIES
7000	ACCOUNTING AND FISCAL	23
7050	APPLIANCES AND FIXTURES	6
7100	ARCHITECTURAL STANDARDS	17
7150	BUILDING MODIFICATIONS	7
7250	COMMON AREAS	2
7300	CONTRACTORS	9
7350	CONTRACTUAL OBLIGATIONS	1
7450	GOLDEN RAIN FDN	2
7475	INSPECTIONS	6
7525	MUTUAL COUNCILS	2
7550	MUTUAL OPERATIONS	25
7600	PEST CONTROL & WILDLIFE	3

7650	PHYSICAL PROPERTY	3
7700	PROCEDURE	9
7750	SHAREHOLDER REGULATIONS	17
7900	TRAFFIC	6

7000 ACCOUNTING AND FISCAL

NEW NUMBER	COMMON POLICY NAME	OLD MUTUAL POLICY NUMBERS
	Accounts Receivable	7340
	Audit Expense	7301
	Authorization for Landscape/Grounds Expenses	7311.14
	Banking Resolution	7306.01 , 7306.02, 7306.03, 7306.04, 7306.05, 7306.06, 7306.07, 7306.08, 7306.09, 7306.10, 7306.11, 7306.12, 7306.14, 7306.15, 7306.16, 7306.17
	Billings to Mutuals	7332
	Capital Accounts	7302
	Cash Disbursements	7335, 7335.09, 7335.12

	Cashier Service	7341
	Depreciation - Straight Line Method	7305
	Escape Tax Deposit	7709-01, 7709-01.09
	Financial Reports	7337
	Financing Capital Projects	7304
	Impounds	7331, 7331.01, 7331.02, 7331.09, 7331.15
	Impounds – Property Taxes	7330.01
	Income Items and Their Distribution	7333, 7333.05, 7333.09
	Investment Records	7334
	Mutual Budgets	7310, 7310.09
	Patronage Refunds	7320
	Plumbing Stoppages	7503, 7503.02, 7503.03, 7503.09, 7503.11
	Replacement Reserve	7621, 7622, 7622.01, 7622.02, 7622.09, 7622.12, 7622.14, 7622.16
	Shareholders’ Interest	7336, 7336.05, 7336.09
	Signature Requirements on Checks	7307

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7050 APPLIANCES AND FIXTURES

NEW NUMBER	COMMON POLICY NAME	OLD MUTUAL POLICY NUMBERS
	Ceiling Fans	7403-07
	Installation of Bathtubs	7403-02
	Jacuzzi-type Tubs	7413.01, 7413.02, 7413.03, 7413.04, 7413.06, 7413.07, 7413.08, 7413.09, 7413.10, 7413.11, 7413.12, 7413.14, 7413.15, 7413.17
	Microwave Ovens	7403-06
	SmartBurners	7426.01, 7426.04, 7426.05, 7426.08
	Washers and Dryers in Units	7407.01, 7407.02, 7407.03, 7407.04, 7407.06, 7407.07, 7407.08, 7407.09, 7407.10, 7407.11, 7407.12, 7407.15, 7407.16, 7407.17

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7100 ARCHITECTURAL STANDARDS

NEW NUMBER	COMMON POLICY NAME	OLD MUTUAL POLICY NUMBERS
	Architectural Standards	7480.12.01, 7480.12
	Bay Windows	7495, 7495.01, 7495.09, 7495.12, 7495.14, 7495.16
	Common Entry Walkways	7496.01
	Decorative Exterior Wall Finishes and Gates	7494.12, 7498.01
	Filled Concrete Block and Footings	7494
	Flag Poles	7572.01, 7572.03, 7572.06, 7572.12, 7572.14, 7572.15, 7572 R
	Liners for Decorative Block Walls	7494.01
	Patio Roof Covers	7493, 7493.07
	Rain Gutters	7491.03, 7491.09
	Satellite Dish	7574.01, 7574.03, 7574.04, 7574.07, 7574.08, 7574.09, 7574.10, 7574.11, 7574.12, 7574.14, 7574.16, 7574.17, 7574

	Installation	R, 7574.16R, 7574.17R
	Secondary Carport Cabinets	7435.10, 7435.12
	Side Door for End Units	7497.01
	Sign Resolution	7570
	Walkway Light Covers	7573

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7150 BUILDING MODIFICATIONS

NEW NUMBER	COMMON POLICY NAME	OLD MUTUAL POLICY NUMBERS
	Air Conditioning/HVAC/Heat Pump Units	7499.01, 7499.02, 7499.03, 7499.04, 7499.05, 7499.06, 7499.07, 7499.08, 7499.09, 7499.10, 7499.11, 7499.12, 7499.14, 7499.15, 7499.16
	Building Alterations or Additions	7403-00, 7403-00.01, 7403-01.08, 7403-00.09, 7421.02, 7421.08, 7481.12, 7485.12
	Exterior Paint	7418

	Flooring	7403.15, 7403.17, 7403.15A, 7403.17A 7405.01, 7405.04, 7405.07, 7405.09, 7405.10, 7405.11, 7405.12, 7405.15, 7405.16
	Lock Resolution	7504.G, 7504.17
	Skylights & Sola Tubes	7403-03, 7403-04, 7403-04.04, 7403-04.07, 7403-04.08, 7403- 04.12, 7403-05, 7403.G.08, 7419.15, 7465.01, 7465.05, 7465.06, 7465.07, 7465.16,
	Solar Panel Installation	7414.02, 7414.07, 7511.07
	Standard Plans and Specifications – Remodeling	7490-00, 7490-16
	Waterbeds	7412

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7250 COMMON AREAS

NEW NUMBER	COMMON POLICY NAME	OLD MUTUAL POLICY NUMBERS
	Common Areas for Exclusive Private Use of Shareholder	7406.08
		7507.01, 7507.02, 7507.04,

	Electric Cart Pad	7507.06, 7507.07, 7507.10, 7507.11, 7507.12, 7507.14, 7507.15, 7507.16
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7300 CONTRACTORS

NEW NUMBER	COMMON POLICY NAME	OLD MUTUAL POLICY NUMBERS
	Contract Signing Procedure	7400
	Contractor License	7401, 7401.00.12
	Contractors/Vendors Liability for Damages	7408.01, 7408.03, 7408.07, 7408.09, 7408.12, 7408.17
	Licensed and Insured Contractors List	7401-01, 7401-01.17
	New Plan Concepts and Changes	7411, 7411.12
	Performance Bond	7490-PB.15, 7490-PB.16
	Roof & Attic Access	7491.02
	Standard Contract	7490-01
	Working Hours – Contractors, Vendors and Shareholders	7402, 7402.01, 7402.05, 7402.12, 7402.14, 7402.15, 7402.17

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7350 CONTRACTUAL OBLIGATIONS

NEW NUMBER	COMMON POLICY NAME	OLD MUTUAL POLICY NUMBERS
	Regulatory Agreement with FHA	7910

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7450 GOLDEN RAIN FDN

NEW NUMBER	COMMON POLICY NAME	OLD MUTUAL POLICY NUMBERS
	Distribution Services	7720
	Messenger Service	7740

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7475 INSPECTIONS

NEW	COMMON POLICY NAME	OLD MUTUAL POLICY NUMBERS
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NUMBER		
	Fire/Safety Inspection	7410, 7410.05, 7410.09, 7410.12, 7410.17
	Interior Electrical Panel Inspection and Maintenance	7433.09, 7433.11
	Inspection of Vacant, Unoccupied or Occasional - Use Units	7531.01, 7531.03, 7531.04, 7531.11, 7531.14
	Inspection Service - Building Alterations	7490-03
	Listing Inspections	7708
	Unsanitary Premises and Fire Loading Conditions	7551.G
	Withdrawal Inspection	7530, 7530.07, 7530.09

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7525 MUTUAL COUNCILS

NEW NUMBER	COMMON POLICY NAME	OLD MUTUAL POLICY NUMBERS
	Physical Property Council Bylaws	7812
	Presidents' Council Bylaws	7811

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7550 MUTUAL OPERATIONS

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	Governing Document Compliance	7585.12, 7585.12.01, 7585.14, 7585.17
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	owner Residency - Inheriting Share of Stock	7545
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		7471.09,
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7900 TRAFFIC

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End of Categories

Revised 2017-11-19

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COMMUNICATIONS

Advertising Rates

1
2 The policy of the Golden Rain Foundation (GRF) is that advertising rates will be
3 competitive with advertising rates in the surrounding community, taking into consideration
4 the uniqueness of our community with respect to the Shareholder/ members and their
5 desirability as potential customers of advertisers.

6
7 1. The Communications Department Head will semi-annually review the advertising
8 rates in use and recommend to the Communications Committee any rate changes
9 for the approval of the Committee and the GRF Board of Directors.

10
11 2. This policy shall include advertising rates for the following:

12
13 **2.1. Display Advertising;**

14
15 Printed or digital advertising such as banners or other ad formats made of
16 text, images, video, and audio, used or deliver general advertisements
17 and brand messages.

18
19 **2.2. Classified Advertising;**

20
21 Printed or digital advertising that allows private individuals or businesses
22 to solicit sales for products and service (headings such as Accounting,
23 Automobiles, Clothing, Farm Produce, For Sale, For Rent, etc.).

24
25 **2.3. Outdoor Advertising;**

26
27 Any advertising done outdoors that publicizes business's products and
28 services. Types of outdoor advertising include billboards, bus benches,
29 interiors and exteriors of buses, taxis and business vehicles, and signage
30 posted on the exterior of any brick-and-mortar location and

31
32 **2.4.** Any other revenue producing medium (such as sponsorships, etc.).
33

Document History

Adopted: 15 Aug 77	Amended: 18 Sep 79	Amended: 15 Jan 91
Amended: 26 Jan 16	Amended: 22 May 18	Amended: 23 Jul 19

Keywords: Communication Advertising

34



ITS

Digital Billboards

1. PURPOSE

This document establishes rules to display informational content on the digital billboards of Leisure World Seal Beach.

2. TYPES OF INFORMATION TO DISPLAY

The Communications/Information Technology Services (COMM/ITS) Department is responsible for maintaining the Digital Billboards and accepts the following types of documents for display:

- 2.1. Community Notices
- 2.2. GRF Notices
- 2.3. Recreation Department Events
- 2.4. Club Events
- 2.5. Public Service Announcements (PSAs)

3. REQUIREMENTS FOR POSTING ON THE DIGITAL BILLBOARD

The following relate to posting documents on the Digital Billboards:

- 3.1. Required documentation:
 - 3.1.1. A "Request for Display on Digital Billboard" form (20-5050-4) must be completed and accompanied by the document to be displayed.
 - 3.1.2. The document must be approved by the Recreation Department for club events.
- 3.2. Approved content may be posted no earlier than two weeks prior to the event, and will be removed the day following the event.
- 3.3. Priorities for display will be given to free events of community interest and fee-based community events, if acceptable.
- 3.4. The digital billboards will not be available to display any business-related or sales content or fundraising functions.
- 3.5. Any exceptions will be determined by the Communications Committee.

4. CLUB REQUIREMENTS FOR DIGITAL BILLBOARD DISPLAY SUBMISSIONS

Any GRF club in good standing (Determined by the Recreation Department) may advertise on the Digital Billboards events of interest to the community under the following conditions:



ITS

Digital Billboards

- 82 **5.5.** Submitted graphic files are reviewed for accuracy in dimensions, quality of pictures
- 83 and overall design esthetics.
- 84 **5.6.** Artwork with low quality images or photos that appear pixelated, blurred or
- 85 distorted is not acceptable.
- 86 **5.7.** GRF is not responsible for proofreading, image quality/resolution and/or correcting
- 87 errors.
- 88 **5.8.** GRF reserves the right to reject artwork without further explanation.
- 89
- 90

Document History

Adopted: 28 Mar 17	Reviewed: 08 Feb 18	Amended: 12 Sep 19
Amended: 10 Oct 19	Amended: 26 Nov 19	

Keywords: Digital Billboards

- 91
- 92
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ITS

Digital Billboard Display Request Form

REQUEST FOR DISPLAY ON DIGITAL BILLBOARD

The following types of documents may be displayed on the Digital Billboard:

Community Notices; GRF Notices; Recreation Department Events; Club Events and Public Service Announcements (PSAs). Club events must be approved by the Recreation Department.

The following form must accompany Digital Billboard display submissions for club events. Fill out the form, printing clearly, and attach the display submission. It must be approved by the Recreation Department.

Today's Date:	
Requestor's Name:	
Mutual/Unit:	
Phone Number:	
Club/Organization Name:	
Event Name:	
Event Start Date:	
Event End Date:	
Approval:	
Approval Date:	

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ITS

Digital Billboard Display Request Form

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Document History

Adopted: 28 Mar 17	Amended: 23 Jul 19	Amended: 10 Oct 19
Amended: 26 Nov 19		

18

Keywords: Digital Billboard



Website Management

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1. PURPOSE

This policy aims to:

- 1.1.** Clearly explain the roles and responsibilities of all parties involved in online content management;
- 1.2.** Ensure best practice in content management and usability principles are established and adopted by the Golden Rain Foundation (GRF); and
- 1.3.** Outline processes for online content review, maintenance and development on our Internet website by the Information Technology Services (ITS) Department.

2. DEFINITIONS

2.1. Accessibility

Information on our website will be accessible to our Members, vendors and the public.

2.2. Content Author

Authorized personnel and/or persons allowed to submit online content to the ITS Department:

- 2.1.1.** Recording Secretaries: Minutes and Agenda;
- 2.1.2.** Executive Coordinator/Administrative Secretary: Policies, Reports, Calendars, Meeting Announcements;
- 2.1.3.** Recreation Manager: Club Information, Club Events, Recreational Activities and Public Service Announcements (PSAs);
- 2.1.4.** Publications Manager: Publications, Announcements, PSA's, Photography, Logos (GRF), Advertising (Marketplace tab only), Videos
- 2.1.5.** Facilities Director Notification of Construction of Construction, Utilities Information and Trust Property Information;
- 2.1.6.** Executive Director: Publications, Announcements, PSA's, and Photography; and
- 2.1.7.** GRF President: Publications, Announcements, PSA's, and Photography.

2.3. ITS Department

ITS Department is responsible for the online content maintenance submitted by authorized Content Author(s). ITS works with the content authors to manage the development and maintenance of online content on our website, to ensure content remains current and of value to the community.



Website Management

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3. RESPONSIBILITIES

3.1. Content Authors

Content Authors are responsible for creating and maintaining content relevant to their work area. Content Authors are only to submit online content as stated in Section 2.2, "Content Author."

3.2. Homepage Content

Any changes to the Homepage Content will be determined by the Communications Committee.

Document History

Adopted: 28 Mar 17 Amended: 23 May 17 Amended: 23 Jul 19

Keywords: ITS Information Website
Technology
Services

12



COMMUNICATIONS

Minibus Advertising

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Space is available on the minibuses for advertising.

- 1. The Managing Editor of the Golden Rain NEWS is responsible to assign staff to sell minibus advertising space.
- 2. Space rates are established in compliance with Policy 2860, Advertising Rates.
- 3. The Controller is responsible for the collection of minibus advertising accounts.
- 4. Income from minibus advertising will be credited to the Golden Rain NEWS (cc 36).

Document History

Adopted: 25 Apr 68	Amended: 20 Apr 71	Amended: 21 Aug 73
Amended: 18 Sep 79	Amended: 15 Jan 91	Amended: 23 Jul 19

Keywords: Communication Advertising Minibus

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COMMUNICATIONS

Communications Department Advertising Policy

1
2 **1.** The following standard terms and conditions apply to all advertising orders placed with
3 GRF (The Publisher).
4

5 **1.1.** “GRF” / “The Publisher” - Golden Rain Foundation.

6 **1.2.** “Ad(s)” means the advertising media specified in an applicable Schedule.

7 **1.3.** “Advertiser” means the Party or Parties designated in a Schedule that desire to have
8 Ads placed on Media Properties.

9 **1.4.** “Media Properties” means one or more printed and/or electronic and/or other media
10 distribution channels (e.g., email, bus signs, sponsorships) designated in an
11 applicable Schedule.

12 **1.5.** “Schedule” means a schedule identifying the applicable Advertiser and Publisher,
13 Media Properties and Ad(s).
14

2. TERMS OF PAYMENT

15
16
17 The following standard terms and conditions apply to all advertising orders placed
18 with GRF (The Publisher):
19

20 **2.1.** Advertiser shall be invoiced by The Publisher on a monthly or weekly basis upon
21 completion of the calendar month or week in which the advertising was published
22 unless stated otherwise in the applicable Schedule.

23 **2.2.** Net 30: The Publisher’s payment terms are Net 30 days from the date of invoice.

24 **2.3.** 2% /10 Net 30: 2% discount can be issued to Advertiser only if payment is received
25 in full within 10 days from invoice date.

26 **2.4.** Late fee of 1.5% of the unpaid balance will be assessed at the end of each month
27 after Net 30 term of the date of the invoice.

28 **2.5.** All sums payable by Advertiser to The Publisher are net and exclude agency
29 fees/commissions or any photography or graphic design / artwork that might be
30 needed.

31 **2.6.** Non-payment of invoices, deposits or advertising orders is NOT regarded as
32 cancellation and the advertiser will still be held liable for the full advertising rate
33 as booked.
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COMMUNICATIONS

Communications Department Advertising Policy

39 **3. RIGHTS & RESPONSIBILITIES**

40

41 **3.1.** In addition to any other rights, The Publisher or Head of Department on
 42 behalf of the Publisher may:

43

44 **3.1.1.** immediately remove Advertiser's Ad(s) in the event of non-payment
 45 by Advertiser within outlined time period;

46 **3.1.2.** limit credit if the account if the Advertiser's account is delinquent;

47 **3.1.3.** refuse Ads placement if the Advertiser's account is delinquent.

48

49 **4.** Director of Finance is responsible for establishing the accounts receivable procedure and
 50 routine collection of accounts with the assistance of the Head of Communication
 51 Department.

52

Document History

Adopted: 15 Feb 72	Amended: 21 Aug 73	Amended: 15 Jan 91
Amended: 14 Dec 93	Amended: 16 May 95	Amended: 24 Sep 13
Amended: 22 May 18	Amended: 23 Jul 19	

Keywords: Communication Advertising

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COMMUNICATIONS

Advertising Policy

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The policy of the Foundation is to publish and distribute a newspaper to the members of the Foundation which will serve the best interests of all members of the community.

The general policy of advertising is to accept all advertising except:

1. Medical or paramedical practitioners providing goods or services which are inimical to the interests of Foundation members.
2. Contractors not licensed in the City of Seal Beach, or who are not properly licensed or insured in the opinion of the Community Facilities Manager.
3. Any advertiser selling goods or services who has obtained leads or entry to Seal Beach Leisure World by way of trick, subterfuge or innuendo.
4. Any provider of goods or services who seeks to advertise in a manner which would be untruthful, misleading or in any way detrimental to the general good of the Golden Rain Foundation and its members.

Document History

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Keywords: Communication Advertising

20 (Retyped 2/2/00 to replace Physical Property Manager with Community Facilities Manager)