

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



January 28, 2020

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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.

**Recap of GRF Committees' Activity**

**January 2020**

**CANCELLED: January 1, 2020, Governing Documents Committee**

**CANCELLED: January 2, 2020, Architecture and Design Review Committee**

**January 6, 2020, Recreation Committee**

- MOVED recommend that the Recreation Committee grants a variance to the commercial use prohibition and permits Golden Age Foundation to sponsor and facilitate a periodic bicycle repair service event, provided by Velofix, at the Clubhouse Two parking lot, the scheduling of such events to be coordinated with the Recreation Department, pending receipt of all required insurance paperwork;
- MOVED approve the general specifications as amended and 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. Upon finalization of all relevant costs, staff is directed to forward the project to the Finance Committee for funding and upon securing funding, forward the action to the GRF Board for final approval;
- CONCURRED to request the Recreation Director bring back additional information pertaining to Concessions, for further review;
- MOVED to request staff collect cost to have a consultant professionally evaluate the space;
- CONCURRED to approve the 2020 GRF Valentine's Day Dance;
- MOVED to recommend the GRF Board amend 70-1400-1, Co-occupants and Qualified Permanent Residents (QPR) Use of Clubhouses, as amended.

**January 7, 2020, Physical Property Committee**

- MOVED to approve the completion of project #920-19, Clubhouse Six – Ambulance Room;
- CONCURRED to request the Executive Director draft a request to the GRF Board for conceptual approval to place a ballot drop box inside the community;
- MOVED to recommend the GRF Board approve the removal of 1,250' of existing block wall and replace with 6' high chain link fence with PVC privacy slats by Quality Fence Company Inc. for a total cost of \$79,680 and add \$4,320 in contingencies for a total cost of \$84,000, Reserve funding, pending review by the Finance Committee;
- MOVED to direct staff to source all applicable cost to fulfill the general specifications for Clubhouse Three, Learning Center, for Committee review at the February meeting;
- CONCURRED to discuss 2020 Street Replacement at the February meeting;
- CONCURRED to decline the Mutual Five's request to close the walkway wall opening, as presented, and requested the Facilities Director contact the Mutual Board;
- CONCURRED to direct staff to bring cost, for review, for 1.8 Electrical at the February meeting;

- 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;
- MOVED to request staff remove the speed bump at the St. Andrew's Gate due to the installation of a stop sign, Operating funding;
- CONCURRED to direct staff to review the six bids opened for Fire Protection Services for 2020-2022 and bring a recommendation to the February meeting.

**January 8, 2020, Security, Bus & Traffic Committee**

- MOVED to initiate a new policy to define the number of guests that may be added to the "anytime preferred" access list is 4; such policy shall include a form which clearly states the requesting party, relationship to the shareholder and a signature line in which the Shareholder acknowledges that the Shareholder is solely responsible to the actions of their guests;
- MOVED to authorize Committee Member Isom to collaborate with Communications and IT Director to finalize the entry pass, adding a field for driver's license information;
- CONCURRED to take no action regarding 50-5536.01-1, Guest Passes and review at the next Committee meeting;
- MOVED to recommend the GRF BOD approve 80-5538-1, Bus Safety Rules, as amended;
- CONCURRED to take no action and bring back to the next scheduled meeting the following governing documents: 80-5536-1, Guest Passes, 80-1920-1, Traffic Rules and Regulations, 80-1925-1, Traffic Rules and Regulations – Enforcement on Trust Property, 80-1927-1, Parking Rules for Trust Property, 80-1928-1, Golf Carts Parking Rules and Regulations.

**January 9, 2020, Communications & IT Committee**

- CONCURRED to request the IT Supervisor present the quotes from the providers (Superwire, Fonality, and Vonage) on one spreadsheet for review at the February meeting;
- CONCURRED to move forward with three social media platforms – Facebook, Instagram and Twitter, and have the Director of Communication & Technology provide the Committee with an update on proposed handles, and the Executive Director acquire the available domain;
- CONCURRED to summarize the changes for LW Community map for discussion at the February meeting;
- CONCURRED to review the Community Guide cover options at the February meeting.

**January 10, 2020, Executive Committee**

- MOVED to redact corporate counsel information from any GRF Governing Documents;
- CONCURRED to change the time of the January GRF BOD meeting from 6 p.m. to 10 a.m.;
- CONCURRED to schedule the afternoons of March 25 and 26, in the Administration conference room, to informally meet with GRF representative candidates;
- MOVED to recommend the GRF BOD approve the amended (including assignment of a document number) GRF Director Document, as amended by the Executive Committee;
- CONCURRED to review the following GRF Governing Documents at the February 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.

### **January 13, 2020, Mutual Administration Committee**

- CONCURRED to accept the times for inclusion in the Stock Transfer Office's Welcome Packet to new members, as amended to remove the GRF Notice of Disclosure;
- CONCURRED to discuss the Legal Requirement to Include Printed GRF and Mutual Documents in the Welcome Packet at the February meeting;
- MOVED to amend the Power of Attorney Notice and Disclosure, as amended;
- CONCURRED to approve the maintenance of Resource Racks within the Library and Building 5; the Executive Director will forward a request to the Architectural Design and Review Committee (ADRC), to review an alternative design for the racks.

### **January 14, 2020, Facilities and Amenities Review Ad hoc Committee**

- No action taken at the meeting.

### **CANCELLED: January 15, 2020, Strategic Planning Ad hoc Committee**

### **January 16, 2020, Finance Committee**

- MOVED to authorize the Finance Director, write off \$1,000 of an uncollectible news advertiser account;
- MOVED and recommended the GRF Board accept for audit and forward to the GRF Board the preliminary financial statements for period ending December 2019, 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 Bancorp (\$900,000) and Morgan Stanley (\$100,000) totaling \$1,000,000 of reserve funds, with terms ranging from twelve to eighteen months at the prevailing interest rates at the time of purchase and at the discretion of the financial advisor;
- MOVED to inform the Board that the Finance Committee has determined Non-scheduled Reserve Funds, in the amount of \$87,847, are available and have placed a temporary hold on these funds, pending Board action on the proposed, to replace the existing block wall with a chain link fence, as being recommended to the Board by the Physical Property Committee, per the Committees action request of January 7, 2020, Allan's Alley wall replacement;
- MOVED and recommended the GRF Board amend 40-2230-3, Authorized Signatories, as amended.

### **January 21, 2020, Website Redesign Committee**

- MOVED to extend the RFP submission deadline to two more weeks (January 31<sup>st</sup>), and collect remaining bids, excluding ADA compliance, for a website. The Committee requested the Director of Communication and Technology obtain a revised bid from "Revize" that would include ADA compliance fees and provide the Committee with a definition of ADA for a website and the difference between ADA and WCAG.

### **CANCELLED: January 23, 2020, Management Services Review Ad hoc Committee**



Preliminary

**Financial Recap – December 2019**

As of the twelve-month period ended December 2019, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$500,683.

Major variances are:

Wages, Taxes & Benefits	653,645	Favorable: Wages \$289K; P/R Taxes \$52K; Workers' Comp \$36K; Group Ins \$245K; 401(k) Match \$29K
Temporary Agency Fees	(263,959)	Unfavorable: Temporary help for key positions.
Facilities Rentals & Maintenance	69,551	Favorable: Landscaping \$77K; Bldg & Equip Maint. (\$23K); Service Contracts \$15K
Interest Income	148,190	Favorable: Actual yields > planned
News Advertising	(245,621)	Unfavorable: Budget planned more aggressive sales
Other Income	139,611	Favorable: Purchasing Processing Recovery \$54K; Lost Member ID Card \$20K; Other Fees \$65K

	Fund Balance	Allocated For Current Projects	Allocated For Future Projects	For details, see page
<b>Reserve Funds</b>				
Repairs & Replacements	\$10,526,625	\$1,808,594	\$8,718,031	7

	Fund Balance	Allocated Funds	Unallocated Funds	For details, see page
<b>Capital Funds</b>				
Capital Improvements	\$2,477,743	\$200,607	\$2,277,136	8

Total year-to-date approved unbudgeted operating expenses are \$44,428.