



Board of Directors

Agenda

Clubhouse Four

Tuesday, October 27, 2020, 10:00 a.m.

Via Live Stream

To view the live GRF Board meeting:

- Go to www.lwsb.com
- Click on the [Live GRF Board meeting tab](#).
- The live streaming uses YouTube live and terminates at the close of the meeting

- 1) Call to Order/Pledge of Allegiance
- 2) Roll Call
- 3) President's Comments
 - a) Announcements
- 4) Seal Beach City Council Member's Update
- 5) Health Care Advisory Board Update (pp. 1-12)
- 6) Shareholder/Member Comments
 - a) Written, submitted prior to meeting
 - b) Verbal, via live streaming

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

- 7) Consent Calendar (pp. 13-40)
 - a) Committee/Board meetings for the Month of September (pp. 13-14)
 - i) Minutes of the Recreation Committee Board Meeting of September 8, 2020
 - ii) Minutes of the Communications/IT Committee Board Meeting of September 10, 2020
 - iii) Minutes of the Finance Committee Board Meeting of September 21, 2020
 - b) GRF Board of Directors Minutes, September 29, 2020 (pp. 15-22)
 - c) Special GRF Board of Directors Minutes, October 5, 2020 (pp. 23-24)
 - d) October GRF Board Report, dated October 27, 2020 (pp. 25-32)
 - d) Accept Financial Statements, September 2020, for Audit (pp. 33-40)

8) Reports

- a) Covid-19 Ad hoc Committee
- b) Strategic Planning Ad hoc Committee
- c) Website Ad hoc Committee

9) New Business

a) General

- i) Approve 70-1448-3D, Emergency Operational Procedures – Amphitheater, Phase One (Ms. Snowden, pp. 41-44)
- ii) Establishment of an Ad hoc Committee (Ms. Snowden, pp. 45-48)
- iii) Approve 30-5095-4, Fitness Center Release/Waiver (Mrs. Perrotti, pp. 49-52)

b) Architectural Design & Review Committee

- i) Reserve Funding Request – Carwash/Service Maintenance Area, Replace Landscaping (Ms. Heinrichs, pp. 53-64)

c) Communications/IT Committee

- i) Capital Funding Request – Paramount WorkPlace Solutions (Ms. Isom, pp. 65-80)

d) Consent Calendar: COVID-19 Ad hoc Committee (Ms. Hopewell, pp. 81-132)

- i) Approve 70-1448-1, Emergency Operational Rule (pp. 81-82)
- ii) Approve 70-1449-1, Emergency Operational Rule – Face Mask (pp. 83-84)
- iii) Approve 70-1448-3E, Emergency Operational Procedures – Pool and Spa, Phase One (pp. 85-90)
- iv) Approve 70-1448-3F, Emergency Operational Procedures – Fitness Center, Phase One (pp. 91-94)
- v) Approve 70-1448-3G, Emergency Operational Procedures – Friends of the Library, Phase One (pp. 95-98)
- vi) Approve 70-1448-3H, Emergency Operational Procedures – Leisure World Library, Phase One (pp. 99-102)
- vii) Approve 70-1448-3J, Emergency Operational Procedures – Clubhouses One and Two, Poolrooms, Phase One (pp. 103-106)
- viii) Approve 70-1448-3K, Emergency Operational Procedures — Clubhouses One and Two, Woodshops, Phase One (pp. 107-110)
- ix) Approve 70-1448-3L, Emergency Operational Procedures — Clubhouse Three, Sewing Room, Phase One (pp. 111-114)

- x) Approve 70-1448-3M, Emergency Operational Procedures — Clubhouse Four, Art Studio, Phase One (pp. 115-118)
- xi) Approve 70-1448-3N, Emergency Operational Procedures — Clubhouse Four, Ceramics Studio, Phase One (pp. 119-122)
- xii) Approve 70-1448-3O, Emergency Operational Procedures — Clubhouse Four, Lapidary Studio, Phase One (pp. 123-126)
- xiii) Approve 70-1448-3P, Emergency Operational Procedures — Veterans' Plaza, Phase Two (pp. 127-132)

e) Finance Committee

- i) Approve RV Lot Lease (Mr. Friedman, pp. 133-140)
- ii) **TENTATIVE VOTE:** Adopt 40-5523-2, Accounts Receivable Collections – Fees (Ms. Damoci, pp. 141-142)
- iii) Amend 40-2920-3, Budget Controls (Mr. Massetti, pp. 143-148)
- iv) **TENTATIVE VOTE:** Amend 40-5061-2, Fees (Mr. Pratt, pp. 149-154)
- v) Amend 40-5115-3, Finance Committee Charter (Mr. Melody, pp. 155-158)
- vi) Amend 40-5523-1, Accounts Receivable Collections (Ms. Isom, pp. 159-160)

f) Physical Property Committee

- i) Capital Funding Request – Amphitheater Loft Location (Ms. Rapp, pp. 161-172)
- ii) Capital Funding Request – Clubhouse Three, Storage Closet Addition (Ms. Heinrichs, pp. 173-176)
- iii) Reserve Funding Request – Paving Project, Foxburg Road (pp. Mr. Massetti, pp. 177-180)
- iv) Reserve Funding Request – Trust Property Improvement, Safety Fence Replacement (Mr. Melody , pp. 181-184)

g) Recreation Committee

- i) Cancellation of Scheduled and Budgeted 2020 Recreation Programs Due to COVID-19 (Mrs. Perrotti, pp. 185-186)
- ii) Approve Naming of Golf Course (Ms. Levine, pp. 187-188)
- iii) Approve Mini Farm Lease/Plan (Mr. Doderio, pp. 189-204)
- iv) **TENTATIVE VOTE:** Adopt 70-1451-1, Fitness Center Rules (Ms. Gerber, pp. 205-208)
- v) **TENTATIVE VOTE:** Amend 70-1406-1, Limitations on Use of Trust Property – Rules (Ms. Rapp, pp. 209-216)

- vi) **TENTATIVE VOTE:** Amend 70-1412-2-1, Smoking Prohibition (Ms. Gerber, pp. 217-218)
- vii) Amend 70-1422-3, Marquee Usage (Mr. Slutsky, pp. 219-220)
- viii) Amend 70-1423-2, Bulletin Board Usage (Mr. Friedman, pp. 221-224)
- ix) **TENTATIVE VOTE:** Amend 70-1447-1, Use of Community Facilities, Mini Farm – Rules (Ms. Snowden, pp. 225-236)
- x) Amend 70-2609-1, GRF Equipment (Mr. Dodero, pp. 237-238)
- h) Security, Bus & Traffic Committee
 - i) **TENTATIVE VOTE:** Adopt 80-1930-1, Traffic – Rules (Mr. Pratt, pp. 239-244)
 - ii) **TENTATIVE VOTE:** Adopt 80-1930-3, Traffic – Procedures (Ms. Snowden, pp. 245-246)
 - iii) **TENTATIVE VOTE:** Adopt 80-1937-1, Parking – Rules (Mr. Massetti, pp. 247-254)
 - iv) **TENTATIVE VOTE:** Rescind 80-1920-1, Traffic Rules and Regulations (Ms. Stone, pp. 255-268)
 - v) **TENTATIVE VOTE:** Rescind 80-1925-1, Traffic Rules and Regulations - Enforcement on Trust Property (Ms. Levine, pp. 269-272)
 - vi) **TENTATIVE VOTE:** Rescind 80-1927-1, Parking Rules for Trust Property (Mrs. Damoci, pp. 273-288)
 - vii) **TENTATIVE VOTE:** Rescind 80-1928-1, Golf Cart and Low Speed Vehicles Rules (Mr. Slutsky, pp. 289-292)
- i) Website Ad hoc Committee
 - i) Capital Funding Request – Approve Contract with StormBrain (Ms. Isom, pp. 293-294)
- 10) Board Member Comments
- 11) Next Meeting/Adjournment

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

Your Health Care Center, Your Way.

*Seal Beach Leisure World
Health Care Center*

October 27, 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

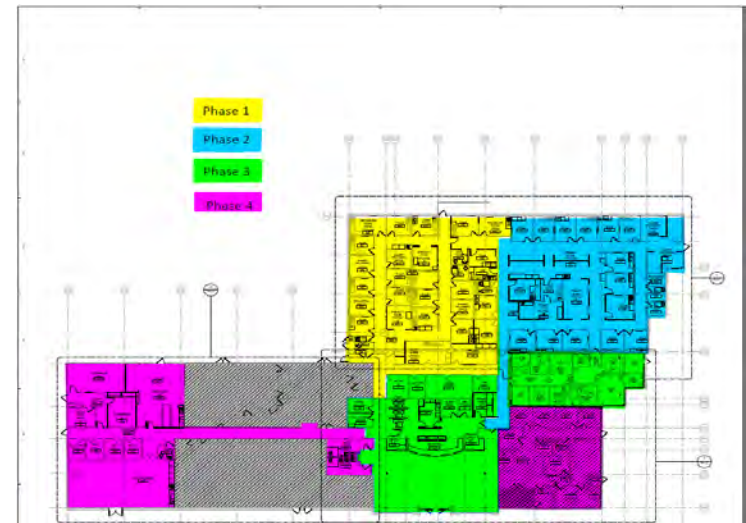
Guided by collaboration with community health advisory committee



Modern HealthCare with Heart

Health Care Center Renovation

- ***All construction phases have been completed!***
- New DEXA/Ultrasound units on track for Q4
- Resident art gallery wall reinstalled
- Medi-spa feature art delayed, to be installed week of Nov 2nd
- Virtual Tour and Before & After photo gallery coming soon



Renovation Photo: Lobby Front Desk and Vision Care / Medi-Spa Entrance



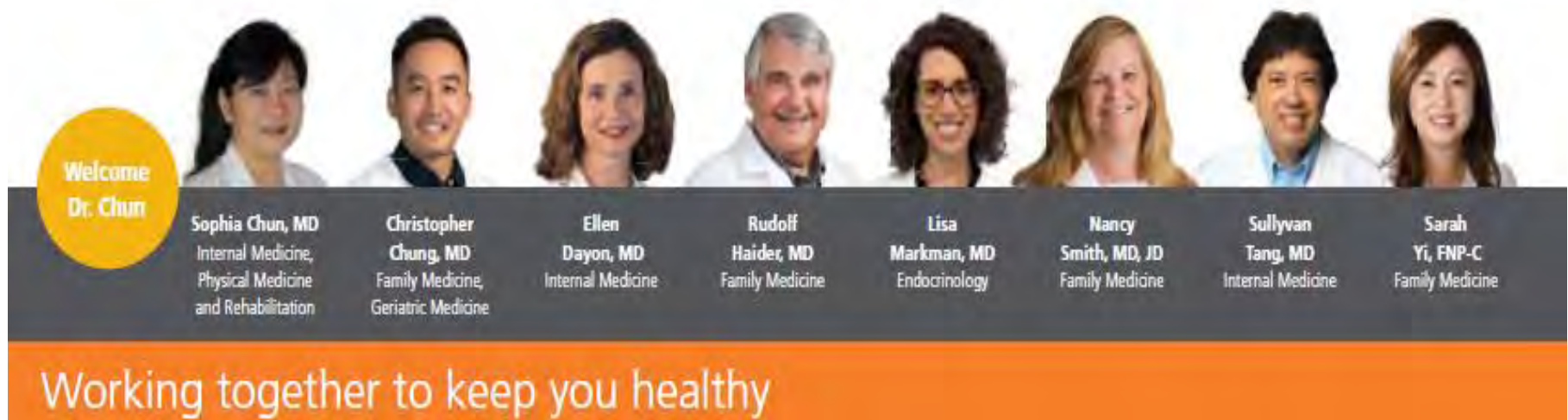
Renovation Photo: Primary Care Provider Touchdown, Eligibility/ Referral Windows, Exam Room



Renovation Photo: Multipurpose Room



Welcome Dr. Sophia Chun



Dr. Chun Highlights

- Started at the Health Care Center September 8th
- Languages spoken are English and Korean
- Medical school: Loma Linda University
- Internship/Residency institute: Loma Linda University
- Dr. Chun is board certified specializing in internal medicine and physical medicine & rehabilitation

2020 Flu Shot Clinic

- October 1st drive-through clinic was a success!
 - Over 1,100 flu vaccines administered
 - Received lots of positive resident feedback
- Plans for a second drive-thru flu vaccine clinic are underway
 - Date and location TBD
- Flu shots are available at the HCC by appointment only or when seeing a primary care physician



Upcoming Events

- Several community events coming up
 - Art, Essential oils, Gardening, and Yoga
- Medicare AEP sales events and education events also scheduled
- Check monarchhealthcare.eventbrite.com for details and to register for upcoming classes
- Ongoing availability of COVID-19 testing for symptomatic patients
- Additional Drive Thru Flu Vaccine Clinic coming in November
- Events will also be featured in LW Weekly health column

Gearing up for Medicare AEP



Get ready for Annual Enrollment Period (AEP)!

Swing by the Health Care Center (HCC) and pick up our free Medicare AEP readiness kit with helpful information and some fun goodies. Sign up for one of the times through our Eventbrite page at monarchhealthcare.eventbrite.com.

For questions, please contact Grecia Nuñez at (949) 923-3334 or gnunez@mhealth.com

Free goodie bag for all who attend.

Social distancing and other safety precautions will be maintained.

Monarch HealthCare is part of OptumCare®, a leading health care delivery organization that is reinventing health care to help keep people healthier and feeling their best.

Distribution dates and times:

Monarch HealthCare kits

October 15, 2020

9:00 am–11:00 am

Alignment Health Plan kits

October 22, 2020

9:00 am–11:00 am

Anthem Blue Cross kits

October 29, 2020

9:00 am–11:00 am

Humana kits

November 5, 2020

9:00 am–11:00 am

SCAN Health Plan kits

November 12, 2020

9:00 am–11:00 am

UnitedHealthcare kits

November 19, 2020

9:00 am–11:00 am

Aetna kits

December 3, 2020

9:00 am–11:00 am



Monarch HealthCare®
Part of OptumCare®

MonarchHealthCare.com

17879-02_10.2020

2021 Virtual Support Groups

- New virtual support groups planned for January 2021
 - “Living with Cancer”
 - Pain Management
 - “I Got This” mindfulness based group
- COVID-19 Pandemic
- All groups require the use of Zoom application from a smart phone or computer
- Meeting dates, times and registration information will be provided in the coming weeks



A Better Future Together!



In accordance with Civil Code 4090, the Foundation will make available a summary of the meetings where a quorum of the Board was present. A quorum of the Board was present at the following September 2020 Committee meetings:

- Minutes of the Recreation Committee Board Meeting of September 8, 2020
- Minutes of the Communications/IT Committee Board Meeting of September 10, 2020
- Minutes of the Finance Committee Board Meeting of September 21, 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
September 29, 2020**

CALL TO ORDER

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, September 29, 2020, in Clubhouse Four and via live stream.

PLEDGE OF ALLEGIANCE

Mr. Melody, GRF Representative from Mutual Fourteen, led the Pledge of Allegiance.

ROLL CALL

Following the roll call, the Corporate Secretary reported that Directors Perrotti, St. Aubin, Snowden, Stone, Gerber, Hopewell, Rapp, Slutsky, Doderio, Levine, Heinrichs, Damoci, Melody, Friedman, and Massetti were present. Directors Pratt, Thompson, and Isom participated virtually by Zoom.com. The Executive Director and the Director of Finance were also present.

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

ANNOUNCEMENTS

Ms. Hopewell MOVED, seconded by Mrs. Damoci, and carried unanimously-

TO remove agenda item 9.c.iii., Amend 30-5155-3, Plan Investment Administration Committee, and refer to the Executive Committee for review.

I want to convey two especially important reminders:

1. The Health Care Center is having a flu shot clinic on Thursday, October 1, at Clubhouse Four, by mutual number. Please refer to the LW Weekly September 24, 2020 edition for the schedule. This year, due to COVID 19, it is even more important that we all get the flu shot.
2. It is important that we all exercise our right to vote and GRF has made it convenient for you to do so. Mail in ballots are due to be mailed the week of October 5, 2020. You may

Golden Rain Foundation Board Meeting Minutes, September 29, 2020

drop your mail in ballot in the Ballot drop box located near the mail box at the bus stop in the Amphitheatre parking lot or you may vote in person at the pop-up voting center between Clubhouse Three and the Library on October 30, 2020. See the LW Weekly September 24, 2020 edition for more information.

Over the past two months, several amenities have been opened and residents are following the rules with only a few exceptions. To those of you taking personal responsibility and respecting the rules, thank you.

I know our community is anxious for more amenities to open and we, the Board, are equally anxious to do so, under reasonably safe conditions. As you know, we must follow State, Federal, and local guidelines. Additionally, everyone in this community is in the at-risk-category and many have additional underlying health issues that increase their risk of death should they contract COVID. We must factor in this profoundly serious reality as well.

The Ad hoc COVID Committee is working with the Recreation Department to develop protocols for opening additional amenities such as the library, fitness center, and others for approval by this Board. There will be restrictions as to how many can be allowed in these facilities at one time and, of course, masks and social distancing will be required. Once these protocols are approved, the second step is for the Board to approve an opening date, but only, when it is determined reasonably safe to do so.

This has been a fast and furious two months for this Board. This has also been an unusual beginning to our term of office due to COVID 19. Less than two months ago we were seated as a Board, which normally would mean a total of four Board meetings and Executive Session meetings (two each), as well as the normal committee meetings. This Board has attended 14 Board and Executive Sessions meetings in less than two months; one of these meetings was to review the draft 2021 Budget and lasted 7 ½ hours. Additionally, we have also attended committee meetings and work studies. I want to thank Board members for their commitment, hard work, and patience in the highly unusual beginning of our term. This is not our new normal; we will soon be back to a normal meeting schedule.

Please indulge me in offering one last thank you and I think the most important one. Thank you to Deanna Bennett, the Executive Coordinator who organized each of our 14 Board and Executive Session meetings, developed and posted agendas, took and posted minutes, updated the LW Weekly to inform shareholders and made sure each Board member received all the information on when and where these meetings were happening as well as providing in-person and Zoom attendance information – sometimes multiple times. And yes, she attended all 14 meetings as well. Deanna, we simply could not do this without you. I am sure at times it felt like herding kittens. I am so grateful for your dedication, organizational skills, enthusiasm, humor, and counsel. Thank you very much.

The GRF Board met in Executive Session meetings on August 28, September 4, and September 21, 2020.

SERVICE ANNIVERSARIES AND EMPLOYEES OF THE MONTH

To minimize the number of required attendees at today's meeting, we are postponing the service

awards and staff commendations.

SEAL BEACH COUNCIL MEMBER'S REPORT

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

HEALTH CARE CENTER ADVISORY BOARD UPDATE

The Health Care Center Administrator presented an update on 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

Three members offered comments at the meeting and no members offered written comments, submitted prior to the meeting.

CONSENT AGENDA

The consent agenda included minutes of the August 25, 2020 Board meeting, minutes of the August 31, 2020 Special Board meeting, minutes of the September 17, 2020 Special Board meeting, acceptance of the Financial Statements, August 2020, for Audit, Reserve Funds Investment Purchase, and Capital Funds Investment Purchase.

The Consent Calendar was adopted, as presented.

REPORTS

The reports of the Chair of the COVID-19 Ad hoc Committee, of the Chair of the Strategic Planning Ad hoc Committee, and the Chair of the Website Redesign Ad hoc Committee were presented. The Chair of the Facilities and Amenities Review (FAR) Ad hoc Committee and the Chair of the Management Services Review Ad hoc Committee presented their final reports.

Ms. Hopewell MOVED, seconded by Ms. Snowden, and carried unanimously-

TO accept the Facilities and Amenities Review (FAR) Ad hoc Committee's report and formally recognize the dissolution of the Committee.

Ms. Hopewell MOVED, seconded by Ms. Rapp -

TO accept the Management Services Review Ad hoc Committee's report and formally recognize the dissolution of the Committee.

One Director spoke on the motion.

The motion was carried unanimously.

NEW BUSINESS

General

Reserve Funding Request – 2020 Paving Project Contingencies

The Board of Directors, at its July meeting, approved \$54,822 in contingency funding for the 2020 Paving Project.

Paving Project 2020

Following a brief discussion, Ms. Rapp MOTIONED, seconded by Mr. Lukoff, and carried unanimously by the Committee members-

TO recommend the GRF Board award a contract to MJ Jurado, to make repairs, Exhibit A, at a cost of \$548,225, and add a 10% contingency, for a total cost not to exceed \$603,047, Reserve funding, pending Finance Committee review of available funds.

These funds have been exhausted, as described below:

Change Order #1 Replacement of Curb, Gutter and Sidewalk on Church Place	\$25,000
Change Order #2 Replacement of Curb and Gutter on St. Andrews side of Church Place	\$6,270
Change Order #3 Replacement of Curb and Gutter on Oakmont	\$4,675
Change Order #4 Remove and replace failing road base on Oakmont	<u>\$18,661</u>
TOTAL	\$54,606
Approved Contingency Funding	\$54,822
Balance	\$216
Change Order #5: Basis of the request for funding - Replacement of Curb and	\$27,775

Gutter on Nothwood (proposed)

Additional Funding Requested

\$27,464

Ms. Rapp MOVED, seconded by Mrs. Damoci -

TO approve additional contingency funding for the 2020 Paving Project, not to exceed \$27,464, Reserve funding, and authorize the Physical Property Chairperson to sign the change order.

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

The motion was carried unanimously.

Mr. Melody MOVED, seconded by Mrs. Levine-

TO recommend to not send a letter to the Catholic Church requesting their portion of the paving project

The motion was carried with seven no votes (Heinrichs, Isom, Perrotti, St. Aubin, Slutsky, Snowden, Thompson).

Communications/IT Committee

Capital Funding Request – Synology NAS Backup Solution

At its regularly scheduled meeting on September 10, 2020, the Communications & IT Committee duly moved and approved to recommend to the GRF Board of Directors approval of the purchase of the Synology NAS (network attached storage) backup hardware.

File backups are critical to continuing operations, data security, and emergency procedures. Currently, files are only backed up to the cloud. File retrieval would require the download of an entire full back up from the cloud through the internet. Also, if we were to lose our internet connection, we would not have the ability to retrieve files from the cloud.

The Synology backup solution will allow us to store daily backups to both the local storage device and to our secure cloud storage service.

The total cost of the Synology NAS backup solution is \$3,556 (Exhibit A in the agenda packet).

At its meeting on September 21, the Finance Committee reviewed funding for the project and determined Capital funds are available.

Ms. Isom MOVED, seconded by Mr. Friedman-

TO approve the purchase of the Synology NAS, in an amount not to exceed \$3,556, Capital funding.

Three Directors and the Executive Director spoke on the motion.

The motion was carried unanimously.

Executive Committee

Approve Amended GRF Employee Handbook

At its meeting on September 11, 2020, the Executive Committee reviewed the GRF Employee Handbook and recommended the GRF Board of Directors approve the amendments presented.

Ms. Stone MOVED, seconded by Mr. Dodero-

TO amend the GRF Employee Handbook, amending the revision date on the cover, adding the name of the external anonymous reporting service (Lighthouse) and changing “may” to “must” regarding employees taking a net 15-minute rest break under section B. Rest Breaks, as presented.

One Director and the Executive Director spoke on the motion.

The motion was carried unanimously.

Amend 30-5094-4, Custodian of Record

At its meeting on September 11, 2020, the Executive Committee added a statement acknowledging that privileged documents should be treated with confidence and not be shared.

Ms. Gerber MOVED, seconded by Mr. Melody, and carried unanimously-

TO move to amend 30-5094-4, Custodian of Records Acknowledgement form, as presented.

Amend 30-5155-3, Plan Investment Administration Committee

This item was removed from the agenda and referred to the Executive Committee by a unanimous vote.

Finance Committee

Reserve Funding Request – Forklift

A staff task force representing the users of the forklift (Julie Rodgers, Ruben Gonzales) and the Fleet Manager (Grant Winford) reviewed the needs in a replacement forklift and drafted general specifications to seek a suitable replacement for the GRF forklift. Specific detailed needs of the departments were the premise on which the quotations were provided.

Six quotes for the first option (a like model replacement specification of our current forklift) were received. Four quotes for the second option (a forklift with the same capacity and operational specifications as our current forklift but with an 80 volt battery powertrain) were also received.

On July 20, 2020 the Finance Committee moved to inform the GRF Board that they have determined Non-Scheduled Reserve Funds are available, in an amount not to exceed \$33,000, and have placed a temporary hold on those funds pending GRF Board action on the proposed replacement of the existing GRF forklift.

On September 9, 2020 the Security, Bus and Traffic Committee, by consensus, forwarded the forklift task force agenda item to the Finance Committee

On September 21, 2020 the Finance Committee moved to inform the GRF Board that it had determined Reserve funds, in the amount of \$26,336.10, are available and placed a temporary hold on those funds pending Board action on the proposed purchase of a Hyster Model H50XT from Pape Material and Handling, as recommended by the forklift task force and the Finance Committee.

Mr. Friedman MOVED, seconded by Mr. Melody-

TO approve the replacement purchase of the GRF fleet forklift with a new Hyster Model H50XT forklift from Pape Material Handling, in the amount of \$26,336.10, Reserve Funding.

One Director and the Executive Director spoke on the motion.

The motion was carried unanimously.

EXECUTIVE DIRECTOR COMMENTS

The Executive Director provided an update on the Northgate Road closure, the pool project, the fitness center and the Knowledge and Learning Center.

BOARD MEMBER COMMENTS

Seven Board members spoke on the meeting proceedings.

ADJOURNMENT

The meeting was adjourned was at 11:41 a.m.

Marsha Gerber, Corporate Secretary
Golden Rain Foundation
dfb 09.29.20



**BOARD OF DIRECTORS SPECIAL MEETING MINUTES
GOLDEN RAIN FOUNDATION
October 5, 2020**

CALL TO ORDER

President Susan Hopewell called the Special meeting of the Board of Directors (BOD) of the Golden Rain Foundation (GRF) to order, at 10:00 a.m., on Monday, October 5, 2020, in Clubhouse Four and via live stream.

PLEDGE OF ALLEGIANCE

Mr. Dodero, GRF Representative from Mutual Nine, led the Pledge of Allegiance.

ROLL CALL

Following the roll call, the Corporate Secretary reported that Directors Perrotti, Snowden, Gerber, Hopewell, Rapp, Slutsky, Dodero, Levine, Heinrichs, Damoci, Melody, Friedman, Isom, and Massetti were present.

Directors St. Aubin, Pratt, Stone, and Thompson participated virtually by Zoom.com. The Executive Director and the Director of Finance were also present.

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

ANNOUNCEMENTS

The GRF Board met in an Executive Session meeting on October 2, 2020.

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

Golden Rain Foundation Board Meeting Minutes, October 5, 2020

- 2 minute limit per speaker, over 26 speakers

No members offered comments at the meeting.

NEW BUSINESS

General

2021 Operating Budget

Mr. Friedman MOVED, seconded by Ms. Rapp, and carried unanimously-

TO approve the proposed 2021 Operating Budget, as presented.

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

BOARD MEMBER COMMENTS

Two Board members spoke on the meeting proceedings.

ADJOURNMENT

The meeting was adjourned at 10:18 a.m.

Marsha Gerber, Corporate Secretary
Golden Rain Foundation
dfb 10.05.20

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



October 27, 2020

Approved Consent Agenda

MOVED and duly approved to adopt the Consent Agenda, as amended: the minutes of the August 25, 2020 Golden Rain Foundation (GRF) Board of Directors (BOD) meeting, as presented; the minutes of the August 31, 2020, and the September 17, 2020, Golden Rain Foundation (GRF) Board of Directors (BOD) Special meetings, accepted the financial statements, of August 2020, for audit, approved Reserve Funds Investment Purchase and approved Capital Funds Investment Purchase.

General – Reserve Funding Request – 2020 Paving Project

MOVED and duly approved additional contingency funding for the 2020 Paving Project, not to exceed \$27,464, Reserve funding, and authorize the Physical Property Chairperson to sign the change order.

MOVED and duly approved to recommend to not send a letter to the Catholic Church requesting their portion of the paving project.

Communications/IT Committee – Capital Funding Request – Synology NAS Backup Solution

MOVED and duly approved the purchase of the Synology NAS, in an amount not to exceed \$3,556, Capital funding.

Executive Committee -Approve Amended GRF Employee Handbook

MOVED and duly approved to amend the GRF Employee Handbook, amending the revision date on the cover, adding the name of the external anonymous reporting service (Lighthouse) and changing “may” to “must” regarding employees taking a net 15-minute rest break under section B. Rest Breaks, as presented.

Executive Committee - Amend 30-5094-4, Custodian of Records Acknowledgement

MOVED and duly approved to amend 30-5094-4, Custodian of Records Acknowledgement form, as presented.

Executive Committee – Amend 30-5155-3, Plan Investment Administrative Committee

MOVED and duly approved to remove agenda item 9.c.iii., Amend 30-5155-3, Plan Investment Administration Committee and refer to the Executive Committee for review.

Finance Committee – Reserve Funding Request - Forklift

MOVED and duly approved the replacement purchase of the GRF fleet forklift with a new Hyster Model H50XT forklift from Pape Material Handling, in the amount of \$26,336.10, Reserve Funding.

General – 2021 Operating Budget

MOVED and duly approved the proposed 2021 Operating Budget, as presented.

October 5, 2020, Recreation Committee

- MOVED to cancel the Recreation Department Events included in the 2021 Operating Budget;
- MOVED to direct the Recreation Department to produce a 45-minute Toys for Tots Amphitheater show, both live and virtual, limited seating by lottery, and no funding required;
- MOVED to direct the Recreation Department to proceed with the Veterans' Food Drive for the entire month of November, to benefit local veterans, and no funding required;
- MOVED to approve a virtual Menorah Lighting program, to be produced by the Recreation Department, and approving funding not to exceed \$1,000;
- MOVED to approve a virtual Christmas Tree Lighting program, to be produced by the Recreation Department, and contingent upon securing a vendor with sufficient required insurance;
- NO ACTION was taken on the Weight Watchers Meetings;
- MOVED to recommend the GRF Board of Directors approve renaming of Trust Property, commonly known as the golf course, to be known as Turtle Lake Golf Course;
- NO ACTION was taken on the North Orange Continuing Education Classes for Fall 2020 and Spring 2021;
- MOVED to recommend the GRF Board of Directors to approve the Mini Farm lease agreement, as amended (citing the governing document number, pending its approval). Recreation Director and Library Operations Supervisor to present new governing document to the Power DMS Administrator for formatting the document number;
- CONCURRED to direct the Recreation Director and Library Operations Supervisor to draft emergency governing documents for the Knowledge and Learning Center Reopening to refer to the COVID Ad hoc Committee for review;
- MOVED to accept the donation of the residential pool table and send a thank you letter;
- NO ACTION was taken for the Silver Sneakers;
- MOVED to approve the winners of the Smize Contest, as presented by the Assistant Recreation Manager, and to award suitable prizes;
- MOVED to recommend the GRF Board to adopt 70-1451-1, Fitness Center Rules, as presented;
- CONCURRED to mark as reviewed the following governing documents: 70-1428-3, Clubhouse Artworks Display; 70-1431-1, Caterers – Liability Insurance; and 70-1485-1, Prohibition of Radio- or Remote- Controlled Vehicles;
- MOVED to recommend the GRF Board of Directors amend 70-1406-1, Limitations on Use of Trust Property – Rules; 70-1412-2-1, Smoking Prohibition, 70-1423-2, Bulletin Board Usage; and 70-2609-1, GRF Equipment Use;
- CONCURRED to review 70-1447-1, Use of Community Facilities, Mini Farms-Rules at a work study meeting;
- CONCURRED to review 70-1445-1, Mission Park and 70-1487-1, Recreation Vehicle lot (RVL) Rules and Regulations.

October 7, 2020, Physical Property Committee

- MOVED to recommend the BOD award contracts to the following: Schlick Services for \$12,522, Custom Glass for \$2,935, Cornerstone Flooring for \$6,543, Projector Screen Store (Material shipping & tax) for \$2,000, and Contingency for \$6,000, Capital Funding, as approved by the Finance Committee, for a total cost of \$30,000 for the upgrades to the Amphitheater Loft, and authorize the President sign the required contracts;
- MOVED to direct staff to investigate the contracting of a professional engineering service for sewer system inspection;

- MOVED to refer the street sweeping issue to the Security, Bus & Traffic Committee;
- MOVED to recommend the BOD award a change order to MJ Jurado, to make repairs, as called out in Exhibit A in the agenda packet, at a cost of \$96,225, adding a \$10,000 contingency, for a total cost not to exceed \$101,225, Reserve funding, as approved by the Finance Committee, and authorize the Physical Property Chairperson approve the change order;
- CONCURRED to direct staff to request a new scope of work to remove/replace the RV Lot entry with concrete and for the addition of a streetlight, with separate costs for each, to be reviewed at the November meeting;
- MOVED to recommend the BOD award a contract to Bruno Alvarez General Contractor for the addition of appropriately 190 - 200 square feet to Clubhouse Three, for the purpose of storage of Trust property, in the amount of \$37,000, adding a \$3,000 contingency, for a total cost not to exceed \$40,000 funding, as approved by the Finance Committee;
- CONCURRED to invite A J Perkins to make a presentation to the Physical Property Committee at a future meeting;
- MOVED to recommend to the Board the replacement of the Trust property pedestrian safety fences, located at St. Andrews and Clubhouse Three, using MJ Jurado, in the amount of \$21,456, funding as approved by the Finance Committee;
- CONCURRED to direct staff to bring costs for foot-operated hands-free faucets to the next meeting;
- MOVED to direct staff to request a professional opinion from Urban Crossroads of whether the installation of a stop sign at St. Andrews and Oakmont Road would invalidate our CAMUTCD certification;
- MOVED to add two additional parking space markers at Sunningdale Circle.

October 8, 2020, Communications & IT Committee

- NO ACTION took place on the topic of CH 3 Multipurpose Kitchen Update;
- CONCURRED to make changes to presented draft of LW map (yellow streets) and review a revised version of it at the next scheduled Committee meeting;
- CONCURRED to cut the list of presented domains in a half, change the title to Social media domains owned by GRF, and further review it at the next scheduled Committee meeting;
- CONCURRED to concurred to further the use of trademark at the next scheduled Committee meeting;
- CONCURRED to further discuss Tecnavia at a work study and bring it back for Committee's review in November;
- CONCURRED with Chair Isom on Ms. M. Gerber's appointment as a Vice Chair;
- MOVED to recommend the GRF Board approve the purchase of the Paramount WorkPlace software to manage the purchasing cycle, as described in the attached proposal for a first-year cost not to exceed \$45,000 of capital funds that include a contingency of \$8,420 and the first year annual maintenance of \$3,780, pending Finance Committee review, and to authorize the GRF President to sign the agreement. The motion passed with one abstention (L. Slutsky);
- CONCURRED to further discuss Surveillance Camera Audit at the next scheduled committee meeting;
- CONCURRED to have Chair Isom and C. Levine review and approve revised option A for the calendar formatting;
- CONCURRED to mark Policy 20-5125-3, Communications/ITS Committee Charter, reviewed and corrected;
- CONCURRED to postpone the revision of Policy 20-5585-1, Advertising Policy until next scheduled Committee meeting;

- AMEND the following policies: 20-2806-2, Community Procedures, 20-5046-3, Records Management Procedures, 20-2860-1, Establishing Advertising Rates, and 20-5585-1, Advertising Policy;
- RESCIND the following policies: 20-2850-3, Advertising Commissions, 20-2861-1, Advertising for Estate and Patio Sales, 20-2866-1 Bilingual Advertising, 20-5581-1, Communications Department Advertising Policy, and 20-5583-3, Minibus Advertising.

October 12, 2020, Mutual Administration Committee

- CONCURRED to send the Notice of Disclaimer regarding Dual Ownership to each Mutual and include on the November Committee agenda;
- CONCURRED to send the Guidebook to each Mutual for review and include on the January Committee agenda;
- AUTHORIZE the Executive Director to present to all Mutuels, at Presidents' Council, a revised Stock Transfer procedure wherein escrow companies are responsible for all financial packages.

October 13, 2020, Website Redesign Ad hoc Committee

- MOVED to accept the Storm Brain bid in the amount of \$48,000 with 20% contingency, to update Leisure World Seal Beach website, forward it to Finance Committee to secure a Capital funding and recommend the Board of Directors approve the contract, the motion passed unanimously.

October 19, 2020, Finance Committee

- MOVED and recommended the GRF Board accept for audit and forward to the GRF Board the financial statements for period ending September 30, 2020, as presented by the Director of Finance and as reviewed by the Finance Committee;
- CONCURRED discuss the indexed CD's at the next Finance meeting, pending the Finance Director request proposals from US Bank and the Shadden Group;
- Moved to inform the Board, the Finance Committee has determined Capital funds in the amount of \$41,220, and operating funds in the amount of \$3,780, are available and have placed a temporary hold on these funds, pending Board action on the proposed Paramount WorkPlace software application, for automating and managing purchase requisitions, as being recommended to the Board by the Communications & IT Committee, per the Committee's action request of October 8, 2020, Paramount WorkPlace Software Proposal;
- MOVED to inform the Board, the Finance Committee has determined Capital Funds in the amount of \$30,000, are available and have placed a temporary hold on these funds, pending Board action on the proposed project, identified as Trust property Amphitheater Loft modification as being recommended to the Board by the Physical Property Committee, per the Committees action request of October 7, 2020, Loft Modifications to Amphitheater;
- MOVED to inform the Board, the Finance Committee has determined Capital Funds in the amount of \$40,000, are available and have placed a temporary hold on these funds, pending Board action on the proposed project, for Clubhouse Three storage closet addition, as being recommended to the Board by the Physical Property Committee, per the Committees action request of October 7, 2020, Clubhouse Three Storage Closet Addition;
- MOVED to inform the Board, the Finance Committee has determined Capital Funds in the amount of \$57,930, are available and have placed a temporary hold on these funds, pending Board action on the proposed Website Redesign project, for web development services from Storm Brain, as being recommended to the Board by the Website Redesign Committee, per the Committees action request on October 13, 2020, Website Redesign;
- MOVED to inform the Board, the Finance Committee has determined Reserve Funds in the amount of \$106,225, are available and have placed a temporary hold on these funds, pending

Board action on the proposed project to make repairs to Foxburg Road, with a change order to the 2020 Paving Project Contract, as being recommended to the Board by the Physical Property Committee, per the Committees action request of October 7, 2020, Paving Project, Foxburg;

- MOVED to inform the Board, the Finance Committee has determined Reserve Funds in the amount of \$21,456, are available and have placed a temporary hold on these funds, pending Board action on the proposed project, for the purpose of the replacement of Trust Property, identified as the Pedestrian Safety Fences located at St. Andrews Gate and Clubhouse Three, as being recommended to the Board by the Physical Property Committee, per the Committees action request of October 7, 2020, replacement of safety fencing;
- MOVED to recommend the GRF Board approve the renewal of the RV Club Lease, for the period from August 1, 2020 thru December 31, 2021, at the amount of one (\$1) dollar, as presented;
- MOVED and recommended the GRF BOD adopt 40-5523-2, Accounts Receivable Collections – Fees, as amended;
- MOVED and recommended the GRF BOD accept 40-5115-3, Finance Committee Charter, as amended;
- MOVED and recommended the GRF BOD amend 40-5523-1, Accounts Receivable Collections, as presented;
- MOVED and recommended the GRF BOD amend 40-2920-3, Budget Controls, as presented;
- MOVED to forward 80-5580-2, Gate Passes – Fees, back to the Security Bus and Traffic Committee, for further review on the fees for Real Estate representatives, quarterly service passes;
- CONCURRED to review 40-5061-2, Fees and 40-5522-3, Safe Deposit Boxes at a work study meeting;
- MOVED to accept as reviewed, the following governing documents: 40-2115-1, Copy and Supply Center Services, 40-5340-1, Capital Improvement Fund, 40-5540-1, Contingency Operating Fund, 40-3325-1, Purchase of Non-Standard Items, 40-3326-1, Purchasing Warehouse, Guidelines for Mutual Inventory and Non-Inventory Purchases, 40-5516-1, Committee Non-Budgeted Expenses, 40-5520-1, Reserves, 40-5528-1, Refund of Excess Income, 40-2115-2, Copy and Supply Center – Fees , 40-3324-2, Purchasing Fees, 40-2230-3, Authorized Signatories, 40-2244-3, Reconciliation of Annual Financial Statements, 40-3323-3, Disposition of Surplus Equipment and 40-5506-3, Request for Proposal Requirements.

Financial Recap – September 2020

As of the nine-month period ended September 2020, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$496,607.

Major variances are:

Wages, Taxes & Benefits	1,114,301	Favorable: Wages \$875K; P/R Taxes \$84K; Workers' Comp \$41K; Group Ins \$114K; average FTE < budget by 33.1 due to furloughs and reorganization
Temporary Agency Fees	(580,150)	Unfavorable: Temporary help for key positions.
Utilities	85,083	Favorable: Electricity \$77K; Gas \$16K
Community Entertainment	281,899	Favorable: Cancelled events due to COVID-19
Newspaper Printing	51,972	Favorable: No anticipated price increase; Telephone Book, Annual Report, Spotlight publications not printed.
Rental Income	26,164	Favorable: Increase in unit sales
News Advertising	(201,157)	Unfavorable: Less demand for display ads
SRO Labor Cost Recovery	(233,200)	Unfavorable: Less billable hours due to assignment of GRF projects and less demand from Mutuals due to COVID-19.
Other Income	(54,503)	Unfavorable: Income from guest passes, permits, parking rental, parking fines, show sponsorships

	Fund Balance	Allocated For Current Projects	Allocated For Future Projects	For details, see page
Reserve Funds				
Repairs & Replacements	\$10,894,823	\$1,633,468	\$9,261,355	7
Capital Funds				
Capital Improvements	\$2,792,481	\$852,940	\$1,939,541	8

Total year-to-date approved unbudgeted operating expenses are \$61,762.

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE (CM)
SUBJECT: ACCEPTANCE OF THE SEPTEMBER 2020 FINANCIAL STATEMENTS
DATE: OCTOBER 27, 2020
CC: FILE

At the regularly scheduled meeting of the Finance Committee on October 19, 2020, the Committee, in accordance with Policy 40-5115-3 and all applicable sections of the civil code 5500, duly moved to recommend to the Golden Rain Foundation Board of Directors acceptance of the September 2020 financial statements for audit.

I move that the GRF Board of Directors accept the September 2020 financial statements for audit.

Financial Recap – September 2020

As of the nine-month period ended September 2020, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$496,607.

Major variances are:

Wages, Taxes & Benefits	1,114,301	Favorable: Wages \$875K; P/R Taxes \$84K; Workers' Comp \$41K; Group Ins \$114K; average FTE < budget by 33.1 due to furloughs and reorganization
Temporary Agency Fees	(580,150)	Unfavorable: Temporary help for key positions.
Utilities	85,083	Favorable: Electricity \$77K; Gas \$16K
Community Entertainment	281,899	Favorable: Cancelled events due to COVID-19
Newspaper Printing	51,972	Favorable: No anticipated price increase; Telephone Book, Annual Report, Spotlight publications not printed.
Rental Income	26,164	Favorable: Increase in unit sales
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SRO Labor Cost Recovery	(233,200)	Unfavorable: Less billable hours due to assignment of GRF projects and less demand from Mutuals due to COVID-19.
Other Income	(54,503)	Unfavorable: Income from guest passes, permits, parking rental, parking fines, show sponsorships

	Fund Balance	Allocated For Current Projects	Allocated For Future Projects	For details, see page
Reserve Funds				
Repairs & Replacements	\$10,894,823	\$1,633,468	\$9,261,355	7

	Fund Balance	Allocated Funds	Unallocated Funds	For details, see page
Capital Funds				
Capital Improvements	\$2,792,481	\$852,940	\$1,939,541	8

Total year-to-date approved unbudgeted operating expenses are \$61,762.

P.O. Box 2069
Seal Beach CA 90740

Description			
	Current Assets:		
	Cash & cash equivalents	241,441	
1122000	Non-Restricted Funds	313,828	
	Receivables	930,176	
	Prepaid expenses	89,495	
	Inventory of maintenance supplies	486,698	

	Total Current Assets		2,061,638
	Designated deposits		
1211000	Contingency Operating Fund	1,000,000	
	Reserve Fund	10,894,823	
1212500	Capital Improvement Fund-GRF	2,792,481	

	Total designated deposits		14,687,304
	Notes Receivable		
1411000	Notes Receivable	55,761	

	Total Notes Receivable		55,761
	Fixed Assets		
	Land, Building, Furniture & Equipment	38,165,387	
	Less: Accumulated Dep'n	(23,328,060)	

	Net Fixed Assets		14,837,327
	Other Assets		-----
	Total Assets		31,642,030
			=====

P.O. Box 2069
Seal Beach CA 90740

Description			
Liabilities & Equity			
Current Liabilities:			
	Accounts payable	343,032	
	Project Commitments	862,498	
	Prepaid Deposits	11,450	
	Accrued payroll & payroll taxes	563,061	
	Unearned Income	34,809	
2140000	Deferred Revenue-Other	15,000	
	Accrued expenses	226,112	
2139000	Accrued Legal Settlement	550,000	
	Accrued property taxes	26,541	

	Total Current Liabilities	2,632,504	
	Total Liabilities		2,632,504
Equity			
Mutuals' Beneficial Interest			
3211000	Contingency Operating Reserve Equity	1,000,000	
3212000	Reserve Equity	10,379,667	
3394000	Capital Fund Equity	2,771,291	
3310000	Beneficial Interest in Trust	14,166,087	

	Total Mutuals' Beneficial Interest		28,317,045
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	(396,801)	

	Total Excess Income		(396,801)
3920000	Dep'n & Amortization		(5,168,869)
	Net Stockholders' Equity		29,009,526

	Total Liabilities & Stockholders' Equity		31,642,030
			=====

Golden Rain Foundation
Cash Flow Activity - All Reserves
For the Period Ended September 30, 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		975,001			975,001
Funded: Amenities Fees collected (361)		742,816	742,816		1,485,632
Funded: M17 Lease Fees collected (24)		5,880	5,880		11,760
Funded: Interest on Funds		163,395	23,294		186,689
Expenditures		(1,500,894)	(457,252)		(1,958,145)
Commitments		(18,000)			(18,000)
2019 Excess Income	300,000				300,000
Net Monthly Activity				285,677	285,677
Balance 09/30/2020	1,000,000	10,894,823	2,792,481	313,828	15,001,132
Net Activity	300,000	368,198	314,738	285,677	1,268,613

Golden Rain Foundation

Cash Flow Activity - All Reserves

For the Month of September 2020

	Contingency Operating Fund	Reserve Fund	Capital Improvement Fund	Nonrestricted Funds	Total
Balance 8/31/2020	1,000,000	10,905,716	2,736,874	6,807	14,649,397
Funded: Assessments		108,333			108,333
Funded: Amenities Fees collected	43	87,677	87,677		175,354
Funded: M17 Lease Fees collected	5	1,225	1,225		2,450
Funded: Interest on Funds		10,360	1,511		11,871
Progress Payments on CIP					-
Expenditures		(218,489)	(34,805)		(253,294)
Commitments					-
Replenish funds for Donated Assets					-
Transfers between funds				-	-
Net Monthly Activity				307,021	307,021
Balance 9/30/2020	1,000,000	10,894,823	2,792,481	313,828	15,001,132
Net Activity	-	(10,893)	55,608	307,021	351,735

Golden Rain Foundation
Quick Balance Sheet Analysis
For the Period Ended September 30, 2020

SELECTED BALANCE SHEET ITEMS

	Current Balance	Prior Month	Increase (Decrease)
Cash In Bank	555,269	254,987	300,282
Current Assets	16,748,942	16,606,171	142,771
Current Liabilities	2,632,504	2,722,258	(89,754)
Current Ratio	6.36	6.10	
Designated Deposits:	14,687,304	14,642,590	44,714
Reserve Fund			
Liability & Disaster Insurance Fund			
Capital Improvement Fund			
Contingency Operating Fund			

RESULT OF OPERATIONS

Current Month	Actual	Budget	Variance	%
Income	1,510,233	1,406,129	104,104	7.40
Expense	1,526,406	1,468,303	(58,103)	(3.96)
Net Materials Recovery(Pass Thru)	0	0	0	
Excess Income or (Expense)	(16,173)	(62,174)	46,001	
Year To Date	Actual	Budget	Variance	%
Income	13,088,091	12,851,316	236,775	1.84
Expense	12,711,968	12,971,800	259,832	2.00
Net Materials Recovery(Pass Thru)	0	0	0	
Excess Income or (Expense)	376,123	(120,484)	496,607	

Full Time Equivalents		
For the Month	Average YTD	Planned - 2020
131.73	137.38	170.50

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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: RANDY ANKENY, EXECUTIVE DIRECTOR
SUBJECT: APPROVE REOPENING OF TRUST PROPERTY AMENITIES UNDER
EMERGENCY OPERATIONAL PROCEDURES – AMPHITHEATER, PHASE
ONE
DATE: AUGUST 19, 2020
CC: FILE

At the regular scheduled meeting of the COVID-19 Ad hoc Committee, the Committee moved and approved to recommend to the Board proposed emergency action governing document 70-1448-3D, to re-open Trust property, identified as the Amphitheater, for outdoor religious services under all applicable or more restrictive public health and safety orders.

In the drafting and subsequent Committee review of the proposed emergency action policy, key areas of Committee deliberation were focused on:

- Number of Seal Beach COVID-19 cases as reported by the Orange County Health authority to date
- Number of COVID-19 deaths
- A clear majority of the over 9,000 community members are clearly in the “at risk” category, due to age or preexisting medical conditions
- Reason rules must also take into consideration, Caregivers, and Shareholders/Members guests
- GRF as an employer has the obligation to establish rules to project the health and safety of our employees
- Proposed actions MUST represent the mutual benefit of a majority of the Shareholder/members

I move to approve emergency action 70-1448-3D, for Trust property identified as the Amphitheater, under the provisions civil code (§4360(d)).

RECREATION

Amphitheater, Phase One – Emergency Operational Procedures

The GRF will take the following steps to ensure a safe environment for re-opening the Amphitheater for limited in-person religious services.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF members using this facility.

1. FACE MASKS

- 1.1.** Wearing a face mask is mandatory. Mask must cover nose and mouth completely.
- 1.2.** Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.
- 1.3.** A splash shield/face shield does not provide a level of protection to the wearer and those around them.
- 1.4.** A splash shield/face shield may be worn in addition to the required mask.

2. RELIGIOUS SERVICES

This policy permits the use of the Amphitheater by faith-based organizations, registered with the Recreation Department, and herein referred to as Organizations, to conduct services while access to GRF clubhouses is not available.

- 2.1.** This accommodation is for services only; religious study clubs are not eligible.
- 2.2.** Reservations must be made through the Recreation Office by emailing reservationsoffice@lwsb.com.
- 2.3.** Services are limited to one hour with no more than 100 congregants.
- 2.4.** Amphitheater will open Friday through Sunday from 8:30 a.m. to 7:00 p.m. or at the discretion of the Recreation department.
- 2.5.** Time slots will be by lottery whenever multiple organizations seek to book the same time.
- 2.6.** Amphitheater seating will be taped off and staggered to mark social distancing.

RECREATION

Amphitheater, Phase One – Emergency Operational Procedures

- 39 **2.7.** Members of the same household, including caregivers may sit together.
- 40 **2.8.** Masks are required at all times. The Officiant may only remove their mask
- 41 when speaking or conducting worship from the stage.
- 42 **2.9.** Singing will be permitted as long as masks are worn.
- 43 **2.10.** Passing of communion trays will not be permitted.
- 44 **2.11.** No collection container will be passed. A collection container may be used
- 45 at the entrance.
- 46 **2.12.** Congregants must supply their own prayer book, hymnal, or other worship
- 47 items.
- 48 **2.13.** GRF will provide a podium and portable sound system with a hands-free
- 49 microphone on the stage.
- 50 **2.14.** A custodian will be assigned to sanitize equipment, touch surfaces, and
- 51 seating between services, at the expense of the religious organization.
- 52

Document History

Adopted: XX XXX 20

Keywords: Amphitheater Religious COVID
 Services

53

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Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: SUSAN HOPEWELL, PRESIDENT
SUBJECT: ESTABLISHMENT OF AD HOC COMMITTEES
DATE: OCTOBER 12, 2020
CC: FILE

In accordance with the GRF Bylaws and governing documents 30-5020-1, Organization of the Board and 30-5024-1, Committee Structure, there exists a clear and present need to appoint an *SB3182 **Ad hoc Committee and a Bulk Cable Ad hoc Committee.

The Committees will report to the Golden Rain Foundation (GRF) Board of Directors (BOD).

Ad hoc Committees

- a. Ad hoc committees are temporary committees established by the BOD to address a specific issue.
- b. Ad hoc committees created for a specific purpose continue to exist until the duty assigned to them is accomplished. For example, a committee preparing recommendations for redecorating the lobbies would continue its work despite the election of a new board.
- c. Once an assigned project has been completed, the committee automatically dissolves unless the board assigns additional projects to the committee.
- d. Ad hoc committees have no power to make decisions.

SB 3182 Ad hoc Committee

There is a clear and present need to establish a *SB 3182 Ad hoc Committee.

* "...SB 3182 adds an entirely new section to the Davis-Stirling Act, as Civil Code § 4741. Per § 4741, a condominium or stock cooperative association may not unreasonably restrict the rental or leasing of the owner's unit....."

General function and requirement of the SB 3182 Ad Hoc Committee:

1. Draft a plan to work with legal counsel to determine the next steps
2. Develop/amend policies pertinent to changes as presented by SB 3182
3. Develop reasonable fees for recommendation to the Board
4. Development of action planning with Mutual Corporations required for the administration of Mutual Policies by GRF as directed and in behalf of the Mutual Boards relative to SB 3182

Based upon terms and conditions of SB 3182, the proposed actions of the Ad hoc Committee are due before the Board on or before the November 24, 2020 GRF Board meeting

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

1st Motion

Pursuant to state statute (Corp. Code §7210; Corp. Code §7212(c)) and Article VII of the Bylaws of the Golden Rain Foundation, I MOVE to approve and thereby establish the SB 3182 Ad hoc Committee and grant to the Ad hoc Committee limited authority specifically stated within the GRF governing documents, and policies or other authority as granted by the BOD or as stated within this policy.

2nd Motion

In accordance with Article VIII of the Bylaws, Ad hoc Committee chair and members shall be appointed by the GRF President and approved by action of the BOD in accordance with policy 5100-30. I MOVE to approve the appointment of Carole Damoci, Chair, Marsha Gerber, Kathy Rapp, Paul Pratt, and Paula Snowden to the SB 3182 Ad hoc Committee.

Bulk Cable Ad hoc Committee

The GRF contract with Superwire expires in June 2021 and there is need to negotiate for new cable service for the Seal Beach Leisure World community. All Mutuals have authorized GRF to research and negotiate with available cable service providers to establish a favorable bulk cable rate service for the community.

General function and requirement of the Bulk Cable Ad Hoc Committee:

1. Develop Work Statement for Bulk Cable Service Provider RFP
2. Send RFP (using GRF format) to selected providers with response due no later than January 2021
3. The committee is not authorized to sign a contract or make any commitment on behalf of GRF or the Mutuals for any services.
4. Prepare report for GRF Board meeting for February 2021.
5. GRF Executive Director will present to Mutuals for approval by March 1, 2021.

1st Motion

Pursuant to state statute (Corp. Code §7210; Corp. Code §7212(c)) and Article VII of the Bylaws of the Golden Rain Foundation, I MOVE to approve and thereby establish the Bulk Cable Ad hoc Committee and grant to the Ad hoc Committee limited authority specifically stated within the GRF governing documents, and policies or other authority as granted by the BOD or as stated within this policy.

2nd Motion

In accordance with Article VIII of the Bylaws, Ad hoc Committee chair and members shall be appointed by the GRF President and approved by action of the BOD in accordance with policy 5100-30. I MOVE to approve the appointment of Nick Massetti, Chair, Lee Melody, Carole Damoci, Paul Pratt, Larry Slutsky, and Paula Snowden to the Bulk Cable Ad hoc Committee.

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

MEMO

TO: GRF BOARD OF DIRECTORS
FROM: RECREATION DEPARTMENT
SUBJECT: APPROVE 30-5095-4, FITNESS CENTER RELEASE/WAIVER
DATE: OCTOBER 14, 2020
CC: FILE

In anticipation of the reopening of the Golden Rain Foundation Fitness Center, the Recreation Department requested review of the the old release of liability form by Legal Council.

Attached is the newly renamed and revised (by corporate counsel) Release of Future Claims/Hazardous Activity document (governing document # 30-5095-4), for the approval of the Board of Directors.

I move to approve the newly revised Release of Future Claims/Hazardous Activity document (governing document # 30-5095-4), for the use in the Fitness Center.



RELEASE OF FUTURE CLAIMS/HAZARDOUS ACTIVITY

I, the undersigned, am aware that the use of the exercise room and exercise equipment therein, as in the exercise room furnished by the Golden Rain Foundation at Seal Beach Leisure World ("GRF"), is a hazardous activity and I am voluntarily participating in such the activity through of the use of such machines with knowledge of the dangers involved, and hereby agree to accept and fully assume any and all risk of property damage, personal injuryiesy or death.

In consideration of the consent of GRF the Golden Rain Foundation to permit me to use the exercise room and exercise equipment therein in said exercise room, I hereby release, waive and hold harmless the Golden Rain Foundation GRF and its officers, directors, the employees, agents, instructors and volunteers in the exercise room supervising the activities thereof, and any of its agents, servants, employees, members of its board of directors and officers, and any of its instructors or agents, from any and all present and future claims, including claims of negligence, for property damage, personal injuryiesy, or wrongful death arising from my use of the exercise room and exercise equipment therein participation in the use of the equipment in the exercise room.

Furthermore, I hereby voluntarily waive any and all claims, both present and future, arising from my participation in the use of the exercise equipment in the exercise room above described, including, but not limited to, negligence, property damage, personal injury, and wrongful death.

I understand that the use of the exercise room and exercise equipment therein in the exercise room involves certain risks, including, but not limited to, physical contact with other participants, pulled muscles, broken bones and/or vertebrae, serious neck and brain damage, paralysis, serious personal injuries and/or death use of said machines and possible physical contact with other participants, and the possible reckless conduct of other participants. These risks also include, but are not limited to, death, serious neck and spinal injuries, resulting in complete or partial paralysis, brain damage, and serious injury to virtually all bones, joints, muscles, and internal organs. I further understand that the use of said exercise room and equipment involves a particularly high risk of injury to the limbs, head, and neck, and injury thereto.

I further understand that the exercise room and the use of the exercise equipment does not provide for medical assistance on site, or medical support, and I nevertheless agree to proceed with such activities in the use of said equipment in spite of the absence of medical assistance or

support. I also understand that any equipment provided for my protection may be inadequate in preventing serious injuries or death.

I have read this form and fully understand that by signing this form I am giving up the legal rights and/or remedies which might be available to me.

Executed at Seal Beach, California, this _____ day of _____, _____

Resident's Name (please print) _____

Signature of Resident _____

Mutual No. _____ Apt. # _____ Ph. # _____

Attendant _____

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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: ARCHITECTURAL DESIGN REVIEW COMMITTEE (MW)
SUBJECT: RESERVE FUNDING REQUEST - REPLACE LANDSCAPING AT CARWASH AND SERVICE MAINTENANCE AREAS
DATE: OCTOBER 14, 2020
CC: FILE

Staff was requested to seek a proposal from GRF Landscape Contractor of Record, Anguiano Lawn Care, to replace Trust property plant material (landscaping) which has outlived its useful life, at the Service Maintenance and Carwash areas. The cost for this is service \$5,690 (Exhibit A).

Service Maintenance Entry	\$ 3,806
Carwash Corner	\$ 1,884
Total	\$ 5,690

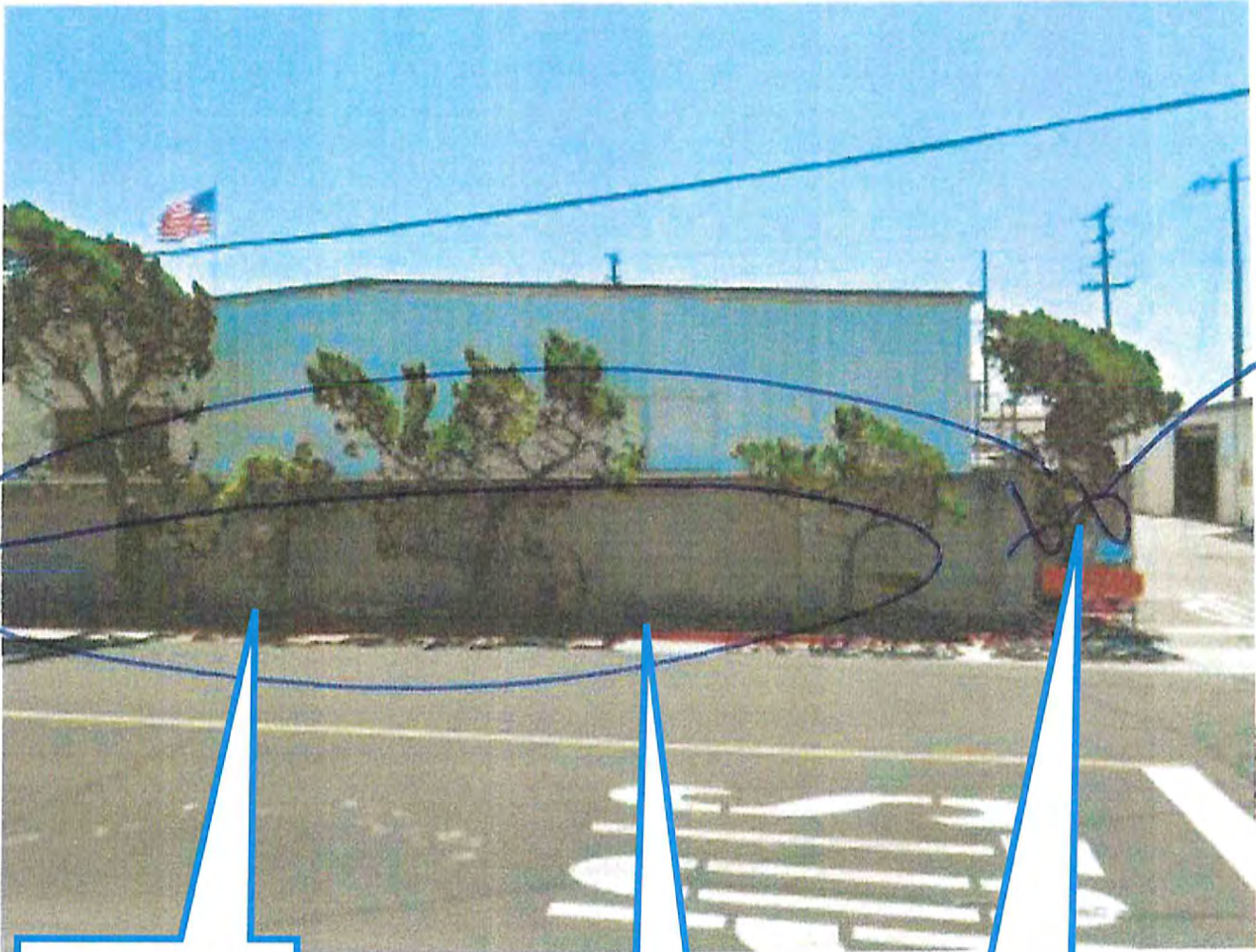
Funds are available in Reserve Funds (Exhibit B); expense year to date is \$17,515.

After reviewing the cost and scope of work, the ADRC unanimously recommends the Board award a contract to Anguiano Lawn Care for this project, at a cost not to exceed \$5,690.

I move to approve the replacement of landscaping at the Carwash and Service Maintenance areas per Exhibit A, at a cost not to exceed \$5,690, Reserve Funding, and authorize the President to sign the contract.

EXHIBIT A

Service Maintenance – Main Gate



5 each of
Nandina
Domesticas

9 each of
Nandina
Gulf Streams

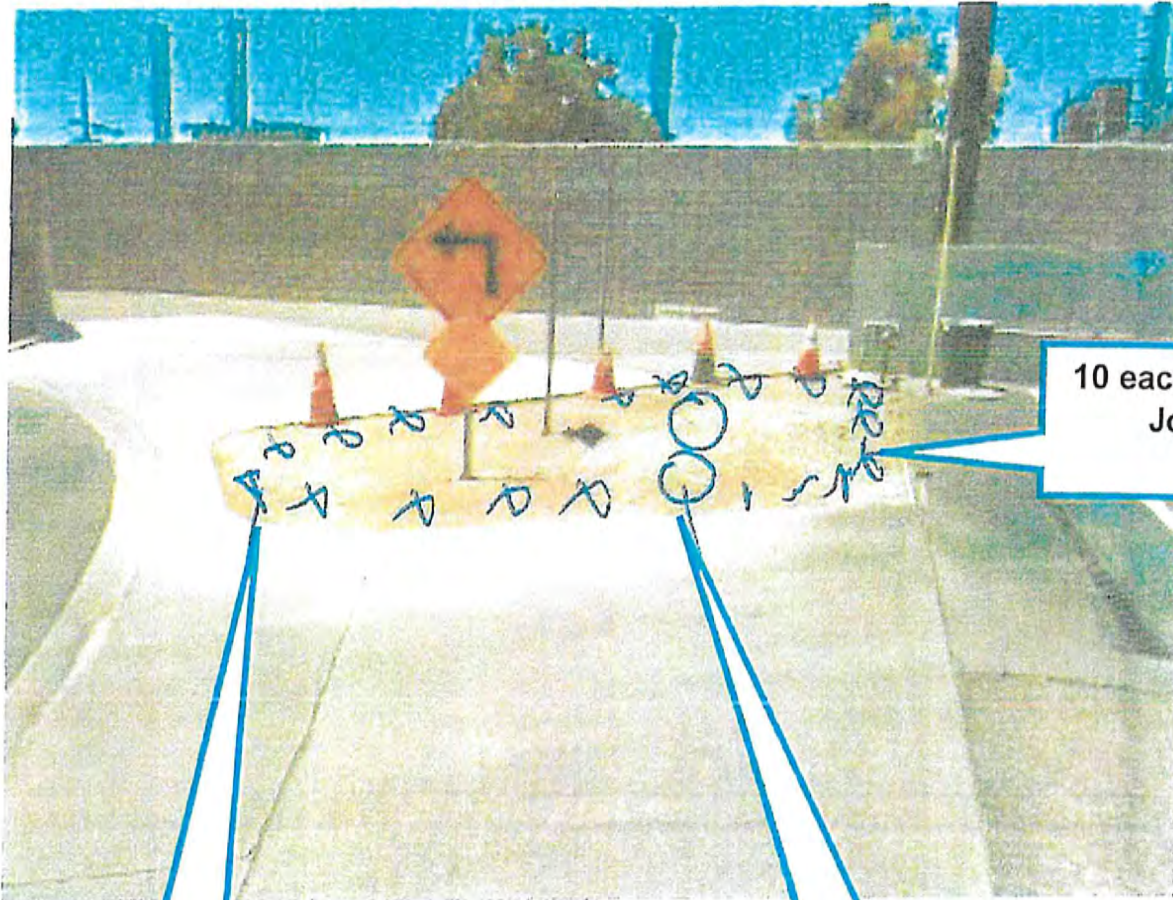
2 each of
Nandina
Lemon Lime

Service Maintenance – Main Gate



5 each of
Nandina
Lemon Lime

Clubhouse Two – Car Wash island



9 each of
Nandina Gulf
Streams

2 each of Ice
Blue Podocarpus

10 each of Little
Johns

Nandina – Gulf Streams



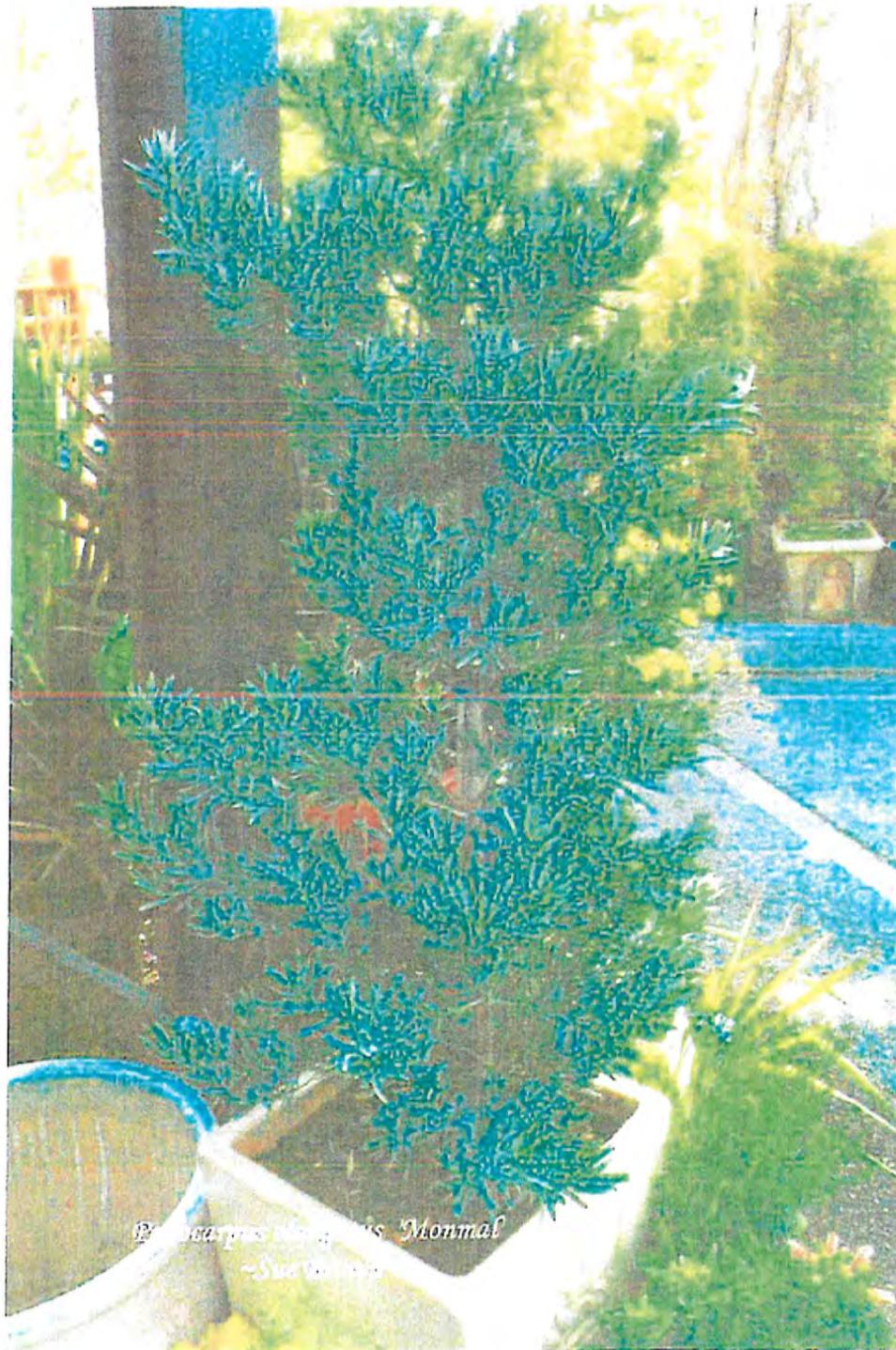
Nandina – Lemon Lime



Texas Pivot



Ice Blue Podocarpus



Little John



EXHIBIT B

Fiscal Year	2020	2021	2022	2023	2024
367 Marquee Monument - Replace	\$0	\$0	\$0	\$0	\$0
380 Shuffleboard Court Lights - Replace	\$0	\$0	\$0	\$0	\$0
505 Pedestrian Gates - Replace	\$0	\$0	\$0	\$0	\$0
518 Chain Link Fence - Replace	\$0	\$0	\$0	\$0	\$0
560 St Andrews Vehicle Gate - Replace	\$0	\$0	\$0	\$0	\$0
706 Barrier Arm Operator - Replace	\$0	\$0	\$7,161	\$0	\$0
708 Gate Operators - Replace	\$0	\$0	\$3,607	\$0	\$0
709 Electrical Generator - Replace	\$0	\$0	\$5,941	\$0	\$0
968 Gate Server Equipment - Replace	\$0	\$3,760	\$0	\$0	\$0
1003 Irrigation Controllers - Replace	\$25,000	\$0	\$0	\$0	\$0
1020 Landscape Removal & Replacement	\$51,500	\$53,045	\$54,636	\$56,275	\$57,964
1113 Metal Surfaces - Repaint	\$0	\$3,605	\$0	\$0	\$0
1115 HC Bldg Exterior Flatwork - Repaint	\$0	\$0	\$0	\$0	\$0
1116 HC Bldg Wood Surfaces - Repaint	\$0	\$0	\$0	\$9,944	\$0
1118 Parking Spaces - Restripe	\$8,350	\$0	\$0	\$9,124	\$0
1118 Red Curbs - Repaint	\$0	\$0	\$24,931	\$0	\$0
1702 Waterscape Shoreline - Clean/Repair	\$0	\$0	\$0	\$0	\$0
1906 Radar Trailer - Replace	\$0	\$0	\$0	\$0	\$0
Miscellaneous Components					
1022 Main Gate Beautification - Project	\$0	\$0	\$0	\$0	\$0
1060 Globe Lighting - Replace	\$0	\$0	\$0	\$0	\$0
1062 Globe Surfaces - Repaint	\$0	\$0	\$0	\$0	\$0
1402 Monument Signs - Refurbish	\$0	\$0	\$0	\$0	\$0
1405 Street Signs - Replace	\$0	\$0	\$0	\$0	\$0
1415 Veterans Memorial - Refurbish	\$0	\$0	\$0	\$0	\$0
1880 RV Lot Office Trailer - Replace	\$0	\$0	\$0	\$0	\$0
Fleet Maintenance					
305 Portable Maint. Equipment	\$0	\$0	\$0	\$0	\$0
319 Overhead Lights on Vehicles	\$0	\$0	\$0	\$0	\$4,896
1405 Bus Stop Signs - Replace	\$0	\$0	\$0	\$0	\$0
1900 Cushmans - Replace	\$0	\$0	\$0	\$0	\$92,854
1902 Forklift - Replace	\$0	\$0	\$0	\$0	\$0
1902 Front Loader/Backhoe - Replace	\$0	\$0	\$0	\$0	\$0
1902 Tractors - Replace	\$0	\$0	\$0	\$0	\$0
1903 Automobiles - Replace	\$0	\$0	\$0	\$0	\$0
1903 Club Carts - Replace	\$0	\$0	\$0	\$0	\$0
1903 Elect Inspector Vehicle - Replace	\$0	\$0	\$0	\$0	\$0
1903 Elect Maintenance Vehicle - Replace	\$0	\$0	\$0	\$0	\$0
1904 Chevy Trucks - Replace	\$0	\$0	\$180,353	\$0	\$0
1905 Buses (2019) - Replace	\$0	\$0	\$0	\$0	\$0
1905 Mini Buses - Replace	\$0	\$0	\$0	\$0	\$1,046,723
1905 Spirit Freedom Bus - Replace	\$0	\$0	\$0	\$0	\$135,061
1906 Trailer for Backhoe - Replace	\$0	\$0	\$0	\$0	\$0
1906 Trailers - Replace	\$0	\$0	\$0	\$0	\$0
1910 Taylor Dunn	\$10,500	\$0	\$0	\$0	\$0
Revitalization Projects					
370 CH2 Large Interior Lighting - Repl	\$15,500	\$0	\$0	\$0	\$0
920 CH2 Ballroom Furnishings - Replace	\$32,000	\$0	\$0	\$0	\$0
920 CH2 Lobby Furnishing - Replace	\$18,500	\$0	\$0	\$0	\$0
951 CH2 Bathrooms - Remodel	\$101,000	\$0	\$0	\$0	\$0
1110 CH2 Interior Surfaces - Repaint	\$27,000	\$0	\$0	\$0	\$0
1115 CH2 Stucco - Repaint	\$10,850	\$0	\$0	\$0	\$0
1116 CH2 Wood Surfaces - Repaint	\$5,850	\$0	\$0	\$0	\$0
1121 CH2 Wood Siding - Replace	\$26,000	\$0	\$0	\$0	\$0
Total Expenses	\$1,419,550	\$1,051,888	\$2,745,344	\$920,841	\$2,650,911
Ending Reserve Balance	\$9,260,113	\$9,651,466	\$8,428,740	\$9,114,261	\$8,158,062

EXHIBIT A

Anguiano Lawn Care, Inc.
P.O.B. 2849, SEAL BEACH, CA 90740
(562) 244-1113

PROPOSAL FOR SERVICES

AUG 5, 2020
MARK WEAVER, FACILITIES DIRECTOR
SERVICE MAINTENANCE ENTRY

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

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
	RIGHT SIDE (APPROX 20' X 3')		
2	REMOVE VERY LARGE HOLLYWOOD TWISTERS/STUMPS/ROOTS/EDGING INCLUDES DUMP FEE	\$450.00	\$900.00
6	INSTALL 5 GALLON 'LEMON LIME' NANDINAS	\$38.00	\$228.00
	LEFT SIDE (APPROX 52' X 2.5')		
7	REMOVE 4 LARGER (\$900) AND 3 SMALLER (\$180) HOLLYWOOD TWISTERS/STUMPS/ROOTS/EDGING INCLUDES DUMP FEE		\$1080.00
19	INSTALL 2 FIVE GALLON 'LEMON LIME' NANDINAS BY THE ENTRY GATE, 8 FIVE GALLON NANDINA DOMESTICAS ALONG THE BLDG AND 9 FIVE GALLON DWARF GULF STREAMS	\$38.00	\$722.00
1 BAG	GRO-POWER FERTILIZER		\$55.00
1/2 CUBIC YARD	COMPOST		\$20.00
	PLANT LABOR INSTALL		\$285.00
	REPAIR/INSTALL NEW GATE VALVE/ DRIP IRRIGATION LABOR AND MATERIAL		\$516.00
TOTAL:			\$3806.00

Anguiano Lawn Care, Inc.

P.O.B. 2849, SEAL BEACH, CA 90740

(562) 244-1113

PROPOSAL FOR SERVICES

AUG 4, 2020

MARK WEAVER, FACILITIES DIRECTOR

CH2 CAR WASH PARKING LOT PLANTER

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

QUANTITY	DESCRIPTION	RATE	AMOUNT
23	REMOVE LITTLE JOHN BUSHES INCLUDES DUMP FEE	\$30.00	\$690.00
7	REMOVE NANDINA BUSHES INCLUDES DUMP FEE	\$33.00	\$210.00
30	INSTALL FIVE TEXAS PRIVET BUSHES	\$38.00	\$1140.00
1 BAG	GRO-POWER FERTILZER		\$55.00
½ CUBIC YARD	COMPOST		\$20.00
	PLANT LABOR INSTALL		\$450.00
	REPAIR DRIP IRRIGATION LABOR AND MATERIAL		\$240.00
TOTAL:			\$2805.00



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: COMMUNICATIONS / IT COMMITTEE (CM)
SUBJECT: CAPITAL FUNDING REQUEST – PARAMOUNT WORKPLACE
PURCHASE REQUISITION SOFTWARE
DATE: OCTOBER 27, 2020
CC: FILE

At the regularly scheduled meeting of the Communications & IT Committee on October 8, 2020, the Committee duly moved to recommend to the Golden Rain Foundation Board of Directors approval of the purchase of the Paramount WorkPlace purchase requisition software, not to exceed \$41,220 for software, installation, implementation and contingency of \$8,420, plus \$3,780 for annual maintenance, for a total of \$45,000.

This software application will replace the current manual purchase requisition process covering initiation of the request through the delivery of goods to the requestor. Paramount WorkPlace is completely compatible with Microsoft Dynamics, the software currently in place for generating purchase orders, and was recommended by our Dynamics consultants. Exhibit A describes the features and benefits of this software application as well a pricing sheet the maintenance agreement.

Attached are the proposal and pricing for the initial implementation year and the annual maintenance costs for future years.

At the regularly scheduled meeting of the Finance Committee on October 19, 2020, the Committee reviewed funding for the software purchase and determined capital funds of \$41,220 and operating funds of \$3,780 are available.

I move to approve the purchase of the Paramount WorkPlace software, in the amount not to exceed \$41,220, Capital funds and \$3,780, Operating funds and to authorize the President to sign the purchase agreement.

Paramount WorkPlace Purchase Requisition Software

Current Purchase Requisition Process

The current purchase requisition (PR) process is very manual and labor intensive. Steps involve are as follows:

1. Assigned staff from each department initiates a purchase requisition (PR) by completing a purchase requisition form that was created as a PDF form. The fields on this form can be populated from the computer or printed out and manually filled in.
2. After the approving manager / supervisor has manually signed the form, it is scanned and then sent to a dedicated email box monitored by both a Finance and a Purchasing staff member.
3. The Finance staff member reviews the document to ensure proper GL coding, project numbers are noted if applicable, a valid reason for purchase is supplied and any committee or board minutes are referenced, if applicable.
4. If the PR is missing information or contains incorrect information, it is returned via email to the requestor. The original emailed PR is moved to a return folder along with a copy of the email sent back to the requestor. It is the responsibility of the requestor to follow up with the returned PR to correct and email back to the dedicated email box.
5. Once the form has been validated, the Finance staff member initials the form as evidence of review and sends an email, with the initialed PR attached, back to the dedicated email box and places it in an Approved folder for Purchasing to begin procurement.
6. Purchasing creates a purchase order (PO) and procures the item. The email with the attached purchase requisition is moved to a completed folder.
7. Creating the PO ends the process of tracking the PR. The requestor must call the Purchasing department to receive information on the status of their request.
8. When PR items are received at the warehouse, the Purchasing staff either notifies the requestor that their items are available for pickup or delivers the items to the requesting department.

Issues with a Manual Process

1. Requestors must contact the Purchasing staff to get a status on their request. Often, Purchasing staff receives multiple phone calls and emails inquiring about the same PR as well as multiple people from multiple departments initiate status requests for the same PR. These excessive status inquiries consume staff time that delays the completion of other tasks.
2. Requestors must contact the Purchasing staff to get information on previous purchases, such as the model number, description, vendor, etc. These inquiries consume staff time as well.
3. PRs are not sequentially numbered and often are issued with duplicate numbers.
4. A manual process cannot accommodate required fields. Often, the PR is submitted with incomplete information and needs to be returned for additional information.
5. PRs can be modified at any time during the process. The manual process does not show an audit tracking.
6. Emails have been inadvertently misfiled when moving emails from one folder to another causing orders to be delayed or not processed at all.
7. Tracking of when a requestor is notified to pick up their order is manual and inefficient.

Paramount WorkPlace Purchase Requisition Software

Solution: Implement a Software Application to Manage Purchase Requisitions

Staff has been working with our Microsoft Dynamics partner, Boyer & Associates to identify the best solution for automating a PR management system. Paramount WorkPlace has been identified as the best solution for GRF's needs. The application will be used for initiating PRs by designated individuals from each department, for creating POs, receiving goods and for tracking items delivered from the warehouse. Features include:

1. Paramount WorkPlace has partnered with Microsoft and is completely compatible with Dynamics, the software we use for purchase orders.
2. The application is web-based and can be accessed anywhere.
3. Paramount WorkPlace is Headquartered in Detroit.
4. Staff attended several software demonstrations that resulted in the conclusion that this application is a great solution for managing purchase requisitions.
 - a. Paramount WorkPlace integrates (reads and writes) well with Dynamics tables:
 - i. General Ledger
 - ii. Inventory
 - iii. Vendors
 - iv. Purchase Orders
 - b. The software is very versatile
 - i. The PR form can be configured to support GRF's requirements to ensure the request contains complete information before submitting.
 - ii. The PR can be routed for approval on multiple levels depending on the requestor, dollar amount of the request, capital or reserve funding, etc.
 - iii. PRs can be approved either by the application or from an email.
 - c. Requestors can track the status of their requests online (submitted, ordered, received, delivered) with time-stamped data.
 - d. If a PR or a line in a PR is disapproved, the application generates an email to the requestor notifying them as such.
 - e. Images can be attached to the PR record, such as photos or more lengthy descriptions of the items being requested, meeting minutes to support the purchase, etc.
 - f. Purchase orders are generated within the software application.
 - i. The application creates a PO based on the approved line items on the PR, thus eliminating the manual process of creating a PO.
 - ii. When the system creates the PO, the system assigns the next PO number from Dynamics.
 - iii. Once created, the PO is integrated to Dynamics.
 - g. When items are physically received, the receiving transaction is processed in Paramount WorkPlace.
 - i. When the application creates a receiving transaction, the system assigns the next receiving transaction number from Dynamics.
 - ii. Once created, the receiving transaction is integrated to Dynamics.
 - h. The receiving transaction is integrated to Dynamics, thus avoiding duplicate data entry.
 - i. Reports are available to allow better management of goods received and waiting for pickup as well as goods waiting to be received.

Paramount WorkPlace Purchase Requisition Software

Benefits

1. A more efficient system will allow inquirers to perform their own research and allow the Purchasing staff to focus on more urgent matters. The Purchasing staff is not always readily available to receive and research PR inquiries. The Purchasing staff provides support to the Copy & Supply Center to ensure proper staffing to provide customer service during its operating hours. Additionally, the Purchasing staff is required to work in the warehouse receiving goods or be out in the field delivering goods. Many PRs received are rush orders that need immediate attention. Excess PR inquiries divert focus on these tasks.
2. Each movement of the PR is date and time-stamped throughout the routing process so that requestors can perform their own inquiries on the status of their orders at any time.
3. An audit trail provides information on when a request has been submitted, ordered, received, picked up or returned to requestor and will track any changes made to the order along with a reason of the change.
4. Duplicate PR serial numbering is eliminated, providing a unique record.
5. A received merchandise log provides all parties the dates materials have arrived
 - a. Improved management of storage in the warehouse.
 - b. Improved tracking receipt of merchandise for warranty purposes for damaged merchandise claims.
 - c. Improved tracking of orders for items that have not been picked up.
6. Fields can be set up to be required fields or to validate the data to ensure complete and accurate information, thus reducing the number of PRs needing to be returned.
7. Greater visibility on material needs
 - a. Creates a backorder system of unfulfilled material requests
 - b. Reduces the possibility of duplicating orders or guessing when materials are available to replace the order
 - c. Creates a more efficient material ordering through better visibility of unfulfilled materials.
8. Staff can better manage delays created by
 - a. Non-receipt/lost/misdirected paper copies of PRs.
 - b. Stalled PRs pending questions answered, further clarification, approval, and lack of vendor compliance, for example.
9. Each line on the PR is independent
 - a. Comments can be added at the vendor level.
 - b. Internal comments can be added at the PR level or at the line level.
 - c. Can allocate one line to multiple GL account numbers.
 - d. Can attach an image or web link at the line level.
 - e. Approvals can be made at the line level.
10. Reporting will provide better tracking and awareness of delayed deliveries and pickups.
11. Images can be attached to the PR so that backup documentation will follow the process through invoicing.
12. PRs will no longer get lost, misfiled, or inadvertently deleted.
13. Managers can use the system for budget tracking for materials ordered for projects as costs associated with specific PRs and purchases are immediately visible and available.
14. The system can be accessed at any location with a web browser to avoid business interruption.

Paramount WorkPlace Purchase Requisition Software

Modules in the Proposal

Module	Description	Requested	Amount
WorkPlace Requisition	This is the core software application.	Yes	\$5,500
Invoice Match	This module allows electronic copies of invoices to be routed for approval. Because the PR is the approving document, we do not route invoices relating to PRs for approval.	No	
PunchOut	This module includes connection to one vendor to allow the requestor to add requested items to a cart for the Purchasing staff to purchase. Because Purchasing sources all requests, other vendors may have better pricing and therefore we do not have a need for this module	No	
Budget Manager	We do not have a need for this module, as we manage the budget through Jenark, the accounting book of record.	No	
Receiving	This module allows receiving transactions to be entered into the application and integrate these transactions to Dynamics, thus eliminating the need for duplicate data entry. It also allows users to track when items have been received.	Yes	2,200
DocInsite	This module allows documents to be attached to PRs and POs that will flow through to Dynamics. Examples are board/committee meeting minutes supporting the purchase, additional specifications to assist with purchasing, photos of the product, etc.	Yes	3,300
Add'l Vendor PunchOut	Same as indicated above	No	
(35) Procurement/AP Users	After polling all departments, we have identified 35 licenses		

Paramount WorkPlace Purchase Requisition Software

	needed for initiating, approving, and processing PRs. See list below.	Yes	7,000
Annual Maintenance	This represents 21% of the total cost of items selected to purchase above. This is the only ongoing expense each year.	Yes	3,780
Implementation	See comments under Notes and Comments	Yes	14,800
Contingency	Although many hours of due diligence have been spent speaking with the consultant and among the project team to determine all the requirements to implement an online purchase requisition system, there are possibilities that further development outside the initial proposal will be needed. Requested amount of contingency is 23%. Any unused funds will be returned to the capital fund for repurposing.		8,420
Total Funds Requested			\$45,000

User Licenses by Department & Pricing

Dept	# Lic
News	1
HR	2
Emerg Prep	1
Admin	3
Finance	4
Purchasing	4
Copy & Supply	2
Mutual Admin	3
Svc Maint	2
Phys Prop	3
Library	1
Recreation	4
Security	2
Transportation	2
IT	1
Total	35

License Pricing	
1 - 24	\$ 220
25 - 50	\$ 200
51 - 100	\$ 180

Paramount WorkPlace Purchase Requisition Software

Notes and Comments

Proposal Notes & Comments	Staff Comments
First year maintenance is required.	Some software packages do not require first year maintenance. However, Paramount WorkPlace does require first year maintenance. Going forward, annual maintenance will continue to provide support as well as product updates. Annual maintenance renews on the purchase anniversary date.
Implementation may require one on-site visit. Travel time and expenses not included in estimates.	We do not anticipate the need for a consultant to be here on site during the implementation, as staff has the competency to manage remotely. Per Paramount, 99% of their implementations are completed remotely.
Implementation estimates do not include data migration from legacy systems. Data migration estimates can be determined upon request.	There will be no data migration, as we currently have no legacy system in place. All PRs are created from paper.
Implementation estimate based on assistance installing and configuring one (1) ERP company as part of Train the Trainer. Assistance with additional companies can be quoted upon request.	The IT staff has sufficient competency to aid with the installation and configuration of the system for one company. No additional company setups are needed. Trainers who will lead in staff training are Julie Rodgers, Carolyn Miller, and Barbara Shuler.

Paramount WorkPlace Purchase Requisition Software

Reference Interview – July 28, 2020

Company: Park Bridge

Interviewee: Melissa, Purchasing Manager

Conducted by: Julie Rodgers, Purchasing Manager

In summary, the Purchasing Manager of Park Bridge spoke very highly of Paramount WorkPlace and was awarded by the company for choosing and implementing a system so user friendly and easy to use. Below are the questions and responses that were discussed in the interview:

- 1) What is your company's relationship with the vendor?
 - a) Only a customer.
- 2) Do you receive anything for being a reference?
 - a) No.
- 3) Describe your business and how you operate.
 - a) Property management and Builder/construction.
 - b) No centralized purchasing. More so users initiate purchase requisitions and the purchasing team executes buying.
 - c) Purchasing team is able to vet vendors, but yet the end users do data entry, giving them controls without having to do the data entry work.
 - d) They do use the vendor and PO system interface feed to GP.
 - e) They do their buying and inventory management through Workplace software.
- 4) Why did you choose this system?
 - a) With 230 end users, they did not want to purchase 230 GP use licenses. So their GP implementation team (not Boyer) recommended Paramount Workplace software.
 - b) They were "blown away" by the versatility compared to other systems my contact had previous experience with (i.e. SAP)
- 5) Which modules did you opt to implement/utilize?
 - a) Requisition / Approval.
 - b) Catalog.
 - c) Receiving and A/P module, 3-way match.
 - d) Procure to pay. They use the inventory and replenishment module in Workplace. Has min/max type replenishment system which automatically generates based on inventory needs.
- 6) How does the system perform vs. expectations?
 - a) Meets and exceeds expectations, very happy with system.
- 7) What are the best features?
 - a) Ease of use.
 - b) Visibility of information.
- 8) How many users?
 - a) 230
- 9) What feedback have you gotten from the users?
 - a) Great – their company gave them an award for choosing and implementing a system so user friendly and easy to use.
- 10) Did you have to customize the system? If so, why/how?

Paramount WorkPlace Purchase Requisition Software

- a) Implemented software basically “out of the box”.
 - b) Customized 2 to 3 items, mainly information visibility-based customizations.
- 11) Describe the implementation project and team.
- a) Purchasing team – 4 individuals, were considered the main implementation team.
 - b) A/P point of contact – 1 individual
 - c) IT point of contact – 1 individual.
 - d) The Workplace individual took the time to really learn their business needs then gave them guidance on how best to do implementation to meet their needs.
- 12) How long did it take to implement the system? Did you launch on schedule?
- a) It took 3 months to launch use of the system, they worked on the implementation process 2 days a week for 3 hours a day.
 - b) Yes, they met their launch target.
- 13) What tasks were you responsible for completing during implementation?
- i) Writing rules.
 - ii) Information input.
- 14) Describe the technical support process. How do you submit issues, receive help, etc....? How responsive is the vendor to issues? What is the quality of support?
- a) Customer support team was and continues to be amazing. If they have any questions or ideas on an ongoing basis, they feel supported completely.
 - b) There is access to a support portal as well.
- 15) Were there any surprises or significant changes from the total initial quoted cost to the total implemented cost?
- a) The agreed purchase price was essentially the implementation cost, there were no surprises in final costs.
- 16) Would you select this vendor/system again?
- a) Absolutely.
 - b) Straightforward and easy to use for their 230 users, many of whom are not computer/program savvy.

Paramount WorkPlace Software Quote for Selected Modules

Components	Initial Amount		Second Year
	Software	Implementation	
WorkPlace Requisition	5,500		
Receiving	2,200		
DocInsite	3,300		
User Licenses (35)	7,000		
Implementation Services		14,800	
Annual Maintenance	21%	3,780	3,780
Totals	21,780	14,800	3,780
Total First Year		36,580	
Contingency		8,420	
Total Requested Funds		45,000	

Core WorkPlace Modules			
WorkPlace Requisition	Selected	\$5,500.00	
Invoice Match		\$5,500.00	
Add On Modules			
PunchOut/cXML		\$4,400.00	
Budget Manager		\$3,300.00	
Receiving	Selected	\$2,200.00	
DocInsite (Requires GP 10 or Higher)	Selected	\$3,300.00	
Additional per Vendor access for PunchOut/cXML (Requires PunchOut/cXML)		\$4,400.00	
User Licenses			
(35) Procurement/AP Users	Selected	\$7,000.00	
Total Software and User Costs	\$18,000	\$35,600.00	
Annual Maintenance @ 21%	\$3,780	\$7,476.00	
Total Software, Users and Maintenance	\$21,780	\$43,076.00	
Implementation Services and One Time Fees			
Implementation Services: Fixed Price	Selected	\$14,800.00	
Notes and Comments			
		Total Selected	\$36,580.00
<ul style="list-style-type: none"> • All prices in USD • First year maintenance is required. Maintenance is 21% of MSRP. • Products are licensed on a PER SEAT basis. • There is a charge of 4% for payment by US credit card and 5% for payment by international credit card. • Additional modules may increase the consulting estimate. • Changes in the number of users may affect per user cost. • WorkPlace must be implemented by a Paramount consultant or a consultant that has been certified by Paramount in order to be eligible for support. • Implementation may require one on site visit. Travel time and expenses not included in estimates. • Implementation estimates do not include data migration from legacy systems. Data migration estimates can be determined upon request. • Implementation estimate based on assistance installing and configuring one (1) ERP company as part of Train the Trainer. Assistance with additional companies can be quoted upon request. 			

MAINTENANCE AND SUPPORT AGREEMENT

Upon payment of the annual maintenance and support services fee or subscription fee, Paramount Technologies, Inc. ("Paramount") will provide the following services under this Maintenance and Support Agreement (this "Agreement") for the licensed software ("Software") for which Licensee has a valid Software License and Subscription Agreement:

1. Software Support

Paramount will provide Software Support subject to Exclusions and Limitations per Exhibit A of this Agreement titled "Support Guidelines". Software Support is available by via Paramount Support Portal to Licensee's designated contacts for identifying and diagnosing problems and to answer general product questions in connection with the Software specified above, during Paramount's normal business hours 8:30 am to 5:00 pm, EST, Monday through Friday (excluding holidays). Licensee may appoint three (3) individuals within Licensee's organization to serve as the primary contacts between Licensee and Paramount. Unless otherwise agreed by Paramount, only those three (3) contacts shall contact Paramount for support. Designated contacts are required to have an in depth understanding of the functionality and operation of the software. These individuals are required to have been trained by a Paramount consultant or by certified personnel from an authorized Paramount reseller.

2. Updates/Upgrades

(a) Paramount shall provide to Licensee without additional license fees, all updates and upgrades to the Software specified above (including related documentation) commercially released by Paramount during the term of this Agreement. "Updates" consist of new releases of a software version that provide functional enhancements and/or error corrections (i.e. emergency patch releases {EPRs} and service packs). "Upgrades" consist of new version releases of registered, certified Paramount products.

(b) Paramount only develops maintenance updates for the current and immediately prior Software version. Accordingly, Paramount may cease developing updates for previous Software versions ninety (90) days following release of a new version. For example, if version 10.15 is the current version release, Paramount will continue to develop updates for versions 10.15 and 10.14 and may cease developing updates for version 10.13 ninety (90) days following the release of version 10.15. Notwithstanding the foregoing, Paramount will make available any update that has been previously released, regardless of the Software version that Licensee is using.

(c) Updates and upgrades are only available from Paramount and only while Licensee is a current subscriber under this Agreement. Licensee is only authorized to install and use updates or upgrades distributed to Licensee in accordance with this Agreement, or as otherwise expressly permitted by Paramount. Licensee's use of all updates and upgrades is further subject by the License Agreement with Paramount respecting the Software. Paramount is not responsible for maintenance and support of localizations, translations, or other software products developed by its resellers that integrate with or otherwise complement the Software.

(d) If Licensee declines to renew their maintenance and support agreement, Paramount will not provide updated test licenses for Licensee.

3. Customer Area

Access to the Customer Area allows the Licensee to 1) search the Knowledge Base; 2) manage and create support requests; 3) download the latest release of the product; 4) request licenses; and 5) access documentation. Licensee will be granted access to log into the Customer Area. Licensee is prohibited from distributing, transferring possession of, or otherwise making available contents of the Customer Area or log-in credentials to any person other than Authorized Users under the terms of this Agreement.

4. Fees and Terms

(a) The Maintenance and Support Agreement is priced at twenty-one percent (21%) of the price list in effect for the One-Time Software License Fee. Renewals will be priced at twenty-one percent (21%) of the price list in effect at ninety days (90) prior to the expiration of the initial or renewal period. The Maintenance and Support Agreement is included with Subscriptions. If Licensee cancels this Agreement at any time during the one (1) year subscription period, no refund, pro-rated, or otherwise will be given.

(b) There is a penalty for lapsed coverage of software maintenance. Users who wish to purchase a software maintenance agreement after a lapse of coverage will be charged for all the time that they were not covered, as follows: The charge for the time the user was not covered will be prorated based upon an annual cost of twenty-one percent (21%) of the list price in effect at that time for the Software. Thus, if the user had a lapse of nine (9) months, they would be charged for the lapsed period at a rate of $9/12 \times 21\%$ of the list price in effect at that time for the Software. To resume coverage, the user must sign up for at least one full year beyond the lapsed period. Each year will be charged at a rate of twenty-one percent (21%) of the list price in effect at that time.

(c) Licensee cannot deactivate any user licenses or Software products to reduce their maintenance and support costs once a non-expiring license string/certificate has been issued. The Licensee must pay the full amount of their maintenance agreement based on their original sales order and any additional product purchases, or their maintenance and support agreement will be terminated.

5. Term and Termination

The term and termination of this Agreement are governed by sections 5 and 13 of the Software License and Subscription Agreement.

Exhibit A: SUPPORT GUIDELINES

1. Support Prioritization Process:

Based on the information obtained from the caller, the support analyst will create a support case and assign a priority based upon the criteria described below. This priority, along with the availability of resources, and the date the call was received will determine the order in which the issue will be worked on.

- Critical - Priority 1** **Target Call Response Time: 4 business hours**
 Licensee is unable to function in a production environment (system is completely down) and cannot proceed without assistance.
- Urgent - Priority 2** **Target Call Response Time: 8 business hours**
 Licensee is unable to complete processing in a production environment but is able to proceed without immediate assistance.
- Normal - Priority 3** **Target Call Response Time: 24 business hours**
 Licensee can complete processing in a production environment but requires assistance with the functionality of an application

2. Support Case Definition:

Paramount's definition of a support case is: one or more support issues brought up during the initial conversation with a support engineer. A support case may be broken down into subordinate problems, but all issues brought up during that initial contact are assigned the same case number.

If further assistance is needed on any one of the issues brought up in the initial conversation, it is considered an ongoing case. Multiple calls or e-mails may be required to solve an ongoing issue, which is assigned a specific case number. Any additional calls or e-mails required to solve an ongoing issue with an assigned case number are included in the initial charge. If any new support issues are raised while working on an ongoing issue, those will be considered a new case and will be assigned a new case number.

3. Limitations, Exclusions, and Additional Services:

The following services are not considered Software Support and separately chargeable as Professional Services. Paramount will provide Professional Services upon client request under a Master Services Agreement and Statement of Work. Professional services generally involve more extensive assistance. Examples of professional services include implementation and setup of your solution, report formatting, migration services, update services, data recovery, data recovery and migration, system administration support, training and onsite expert technical support. Professional Services below) include:

- **Refresher/New Employee Training:** Refresher, new employee or additional training may become necessary due to client staff turnover. It is mandatory to continue obtaining support when the designated client contacts are no longer available. Paramount training is available on-site or using internet-based tools.
- **Update and Migration Services:** Assistance with upgrades and implementations of new WorkPlace releases or migrations to a new ERP release supported by Paramount.
- **PunchOut:** Setting up PunchOut and working with Vendors to establish procedures and configuration with WorkPlace PunchOut.
- **Reporting Services:** Design of new reports or modifications to existing reports.
- **Technical Assessments:** Re-evaluation or confirmation of Client current system needs and future growth opportunities, especially for large implementation involving multiple sites, complex business processes, planned mergers, acquisitions or reorganizations, transaction volume growth, or process issues.
- **Data Recovery/Repair and Data Import Services:** Assistance with data recovery, review, and repair. Data import services include setting up integrations, performing initial one-time imports of data, and creating scripts to do specialized imports, exporting of data, or creation of SQL queries.
- **Testing Services:** Assistance with the migration and testing of data from old systems or integration of a companion solution.
- **Customization:** Customizations for WorkPlace applications to add functionality to the solution, such as adding data fields, screen modifications, and changes or additions to the application functionality. Paramount offers Maintenance and Support extensions for customizations to ensure the compatibility of the customizations with future updates to WorkPlace.

- **Remote Diagnostic Services:** On-line collaboration with a Paramount support engineer using reputable remote diagnostic tools with client permission for fast and effective problem resolution.

For more information or to schedule a service call, please e-mail support@paramountworkplace.com.

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: COVID-19 AD HOC COMMITTEE
SUBJECT: APPROVE 70-1448-1, COVID-19 – EMERGENCY OPERATIONAL RULE
DATE: OCTOBER 21, 2020
CC: FILE

At the regularly scheduled meeting of the COVID-19 Ad hoc Committee, the Committee moved and approved to recommend to the GRF Board approval of 70-1448-1, COVID-19 – Emergency Operational Rule.

I move to approve 70-1448-1, COVID-19 – Emergency Operational Rule, by which the Golden Rain Foundation will create all necessary rules, procedures, and, if necessary, penalties to minimize exposure or transmission of COVID-19.



RECREATION

COVID-19 - Emergency Operational Rule

1. Due to the current world-wide health epidemic, Golden Rain Foundation (GRF) will create all necessary rules, procedures, and if necessary, penalties, to minimize our community's exposure or transmission of this contagious disease.
2. Leisure World Seal Beach residents fall into one of the most vulnerable groups of susceptible individuals. Additionally, GRF is committed to the protection of its employees and contracted workers from unnecessary exposure to this disease.
3. Working under the strictest guidelines of Federal, California, Orange County, and the City of Seal Beach, GRF will work to set guidelines for the reopening or expanded use of all Trust Property.
4. The current California guidelines consist of 4 levels which identify the maximum allowed services, maximum occupancy and guidelines. GRF reserves the right to maintain or establish stricter requirements.
5. Criteria for both opening and closing any GRF Trust property or amenity will be determined under the most relevant science and legal limitations.

Document History

Adopted: XX XXX 20

Keywords: Emergency COVID
Operation



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: COVID-19 AD HOC COMMITTEE
SUBJECT: APPROVE 70-1449-1 EMERGENCY OPERATIONAL RULE - FACE MASKS
DATE: OCTOBER 21, 2020
CC: FILE

At the regularly scheduled meeting of the COVID-19 Ad hoc Committee, the Committee moved and approved to recommend to the Board proposed emergency action 70-1449-1, to require face masks on Trust property for indoor and outdoor activities under all applicable or more restrictive public health and safety orders.

In the drafting and subsequent committee review of the proposed emergency action policy, key areas of Committee deliberation were focused on:

- Number of Seal Beach COVID-19 cases as reported by the Orange County Health authority to date
- Number of COVID-19 deaths
- A clear majority of the over 9,000 community members are clearly in the “at risk” category, due to age or preexisting medical conditions
- Reason rules must also take into consideration, Caregivers, and Shareholders/Members guests
- GRF as an employer has the obligation to establish rules to protect the health and safety of our employees
- Proposed actions MUST represent the mutual benefit of a majority of the Shareholder/members

I move to approve emergency action 70-1449-1 for mandatory face mask requirements under the provisions of civil code ([§4360\(d\)](#)).



RECREATION

Face Mask - Emergency Operational Rule

1. Wearing a face mask is mandatory. Mask must cover the nose and mouth completely.
2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.
3. A splash shield/face does not provide a level of protection to the wearer and those around them.
4. A splash shield/face may be worn in addition to the required mask.

Document History

Adopted: XX XXX 20

Keywords: Requirements COVID Mask Splash Face Shield



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: COVID-19 AD HOC COMMITTEE
SUBJECT: APPROVE 70-1448-3E POOL AND SPA - PHASE ONE- EMERGENCY OPERATIONAL PROCEDURES
DATE: OCTOBER 21, 2020
CC: FILE

At the regularly scheduled meeting of the COVID-19 Ad hoc Committee, the Committee moved and approved to recommend to the Board proposed emergency action 70-1448-3E, to re-open Trust property as identified as the Aquatic Center – Pool and Spa, for indoor activities under all applicable or more restrictive public health and safety orders.

In the drafting and subsequent committee review of the proposed emergency action policy, key areas of committee deliberation were focused on:

- Number of Seal Beach COVID-19 cases as reported by the Orange County Health authority to date
- Number of COVID-19 deaths
- A clear majority of the over 9,000 community members are clearly in the “at risk” category, due to age or preexisting medical conditions
- Reason rules must also take into consideration, Caregivers, and Shareholders/Members guests
- GRF as an employer has the obligation to establish rules to protect the health and safety of our employees
- Proposed actions MUST represent the mutual benefit of a majority of the Shareholder/members

I move to approve emergency action 70-1448-3E for Trust property, identified as the Aquatic Center, under the provisions civil code (§4360(d)).



RECREATION

Pool and Spa, Phase One - Emergency Operational Procedures

The following procedure has been expanded pursuant to regulations recommended by the CDC, State of California, and Orange County and incorporates guidelines for at risk senior communities in particular for aquatic facilities.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF members using this facility.

Usage is limited to lap swimming and aquatic activities such as walking and aerobics. Per county guidance, aquatic venues should avoid activities that promote group gatherings.

- One swimmer per lane, no exceptions
- Spa: Hot pool will remain closed.

1. FACE MASKS

- 1.1.** Wearing a face mask is mandatory. Mask must cover nose and mouth completely.
- 1.2.** Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.
- 1.3.** A splash shield/face shield does not provide a level of protection to the wearer and those around them.
- 1.4.** A splash shield/face shield may be worn in addition to the required mask.

2. FACILITIES

- 1.5.** Swimming pool locker rooms will remain closed.
- 1.6.** Gates must remain open during operating hours.
- 1.7.** Drinking fountains will be turned off. Swimmers must bring their own water.
- 1.8.** Furniture will be removed from the pool deck. All common-area chairs and tables will be removed.
- 1.9.** No GRF equipment will be available.
- 1.10.** Use of locker room is prohibited.



RECREATION

Pool and Spa, Phase One - Emergency Operational Procedures

2. POOL ATTENDANTS WILL ACTIVELY MONITOR AND ENSURE SWIMMERS ARE SOCIAL DISTANCED WHEN IN THE WATER.

The Attendant is in charge at all times and may refuse access or end a reservation at any time for non-compliance or any activity deemed unsafe.

3. MONITORING OF HEALTH AND SAFETY PROTOCOLS

Recreation Department personnel will monitor use of masks and/or social distancing on the pool deck.

4. SAFETY REQUIREMENTS

4.1. All touch points will be eliminated wherever possible.

4.2. Activity should always be in line with the federal government's advised social distancing measures (defined by the CDC as keeping a minimum of 6 feet apart), both in and out of the water, including when arriving at and departing from the pool.

4.3. Swimmers will follow physical cues (lane lines in the water) and visual cues (tape on the decks, floors or sidewalks) and signs so that swimmers and staff stay at least 6 feet apart.

4.4. Masks must be worn in all areas until a swimmer enters the pool. Masks must also be worn when swimming is complete.

4.5. Individuals should wash hands (for 20 seconds or longer) with soap and water or use hand sanitizer prior to entering the pool area.

4.6. Swimmers will clean and disinfect their equipment, including caps, goggles, nose clips, water weights or other equipment.

4.7. Sharing of equipment is not allowed.

4.8. Lap time will be scheduled in 45-minute increments with 15 minutes in between to ensure there are no congregations of individuals waiting to start swimming and to maintain social distancing at the pool, both in the water and on the pool deck.

5. RESERVATIONS

5.1. Pool reservation times: First reservation: 8:00 a.m. to 8:45 a.m.; last reservation: 8:00 p.m. to 8:45 p.m.



RECREATION

Pool and Spa, Phase One - Emergency Operational Procedures

5.2. Requests are accepted at <http://www.lwsb.com/reserve> Monday through Sunday before 4:00 p.m. for use the following day. No walk-ins permitted.

5.3. Members from the same household wanting to swim together will be issued lanes next to each other within the same reservation.

6. SWIMMER CHECK-IN

6.1. Swimmers must not arrive more than 10 minutes before reservation time and must adhere to masks and social distancing requirements while queueing on the pool deck.

6.2. GRF ID must be presented when signing in with the attendant on duty, who will verify reservations.

6.3. Staff will monitor pool use and resolve any problems, as necessary.

6.4. Swimmers will shower before entering the pool using the outside showers.

7. ON THE POOL DECK

Social distancing: Swimmers must adhere to 6-feet social distancing with masks, at a minimum, at all times in the water and on the pool deck.

8. RESTROOMS

Swimmers are encouraged to use the lavatory prior to arriving at the pool. Restroom use is limited for single use only.

9. END OF SWIM

Swimmers must leave the immediate area to avoid congregation on the pool deck or parking areas.

10. GRF MAY CLOSE THE FACILITY COMPLETELY WITHOUT NOTICE.

11. THE CUSTODIAL CONTRACTOR WILL SANITIZE THE AREA AT REGULAR INTERVALS



RECREATION

Pool and Spa, Phase One - Emergency Operational Procedures

12. RULES OF ETIQUETTE

Any member, who is loud, uses offensive language, demonstrates offensive or violent behavior, uses profanity, is bothersome to other members/employees, behaves otherwise in an unbecoming manner, or who is cited for an infraction of the policies or violations of the code of conduct, may be suspended or terminated from the Pool and Spa.

Document History

Adopted: XX XXX 20

Keywords: Pool Spa COVID Shower

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: COVID-19 AD HOC COMMITTEE
SUBJECT: APPROVE 70-1448-3F FITNESS CENTER - PHASE ONE- EMERGENCY
OPERATIONAL PROCEDURES
DATE: OCTOBER 21, 2020
CC: FILE

At the regularly scheduled meeting of the COVID-19 Ad hoc Committee, the Committee moved and approved to recommend to the Board proposed emergency action policy 70-1448-3F, to re-open Trust property as identified as the Fitness Center, for indoor activities under all applicable or more restrictive public health and safety orders.

In the drafting and subsequent committee review of the proposed emergency action policy, key areas of committee deliberation were focused on:

- Number of Seal Beach COVID-19 cases as reported by the Orange County Health authority to date
- Number of COVID-19 deaths
- A clear majority of the over 9,000 community members are clearly in the “at risk” category, due to age or preexisting medical conditions
- Reason rules must also take into consideration, Caregivers, and Shareholders/Members guests
- GRF as an employer has the obligation to establish rules to protect the health and safety of our employees
- Proposed actions MUST represent the mutual benefit of a majority of the Shareholder/members

I move to approve emergency action 70-1448-3F for Trust property, identified as the Fitness Center, under the provisions civil code (§4360(d)).



RECREATION

Fitness Center, Phase One - Emergency Operational Procedures

The following procedure has been expanded pursuant to regulations recommended by the CDC, State of California, and Orange County and incorporates guidelines for at risk senior communities in particular for fitness centers.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF members using this facility.

Usage is limited to individual exercise. Per county guidance, fitness venues should avoid activities that promote group gatherings.

1. FACE MASKS

1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.

1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.

1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.

1.4. A splash shield/face shield may be worn in addition to the required mask.

2. FACILITIES

2.1. During Phase One, only the primary Exercise Room will be in use. The large and small Multiuse rooms will remain closed.

2.2. Fitness Attendants will monitor all activity within the facility

2.3. Drinking fountains will be turned off. Members must bring their own water.

2.4. All common-area chairs and tables will be removed.

2.5. Use of restrooms is limited to 2 persons per restroom at a time. Hand washing prior to and after use is required.



RECREATION

Fitness Center, Phase One - Emergency Operational Procedures

3. MONITORING OF HEALTH AND SAFETY PROTOCOLS

Recreation Department personnel will monitor use of masks and social distancing.

4. SAFETY REQUIREMENTS

4.1. All touch points will be eliminated wherever possible.

4.2. Activity should always be in line with the federal government's advised social distancing measures (defined by the CDC as keeping a minimum of 6 feet apart), including when arriving at and departing from the Fitness Center.

4.3. Masks must be worn in all areas.

4.4. Individuals should wash hands (for 20 seconds or longer) with soap and water or use hand sanitizer prior to entering the facility.

4.5. Exercise equipment and machines will be set 6 feet apart wherever possible. When not possible, Members will be instructed to use alternate machines, leaving one machine vacant between users.

4.6. Workout times will be scheduled in 45-minute increments with 15 minutes in between to ensure there are no congregations of individuals and to allow for sanitization between sessions.

4.7. Sharing of equipment/gear is prohibited. Free weights will not be available during Phase One, however Members may provide and sanitize their own.

4.8. Gym bags, purses, or valuables are not permitted in the Center and should be left in the member's vehicle or at home.

4.9. Members must leave the immediate area to avoid congregation in the Fitness Center or parking areas.

4.10. The Attendant and custodial contractor will sanitize the area at regular intervals.

5. RESERVATIONS

5.1. Requests are accepted at <http://www.lwsb.com/reserve> Monday through Sunday before 4:00 p.m. for exercise the following day. No walk-ins permitted.



RECREATION

Fitness Center, Phase One - Emergency Operational Procedures

5.2. Members from the same household wanting to exercise together may use machines next to each other within the same reservation.

5.3. Reservation times: First reservation: 6:15 a.m.; last reservation: 7:15 p.m. Monday through Friday; On Saturday and Sunday, the first reservation is 7:15 a.m. and the last reservation is 4:15 p.m.

6. MEMBER CHECK-IN & USAGE GUIDELINES

6.1. Members must not arrive more than 10 minutes before reservation time and must adhere to masks and social distancing requirements while being processed.

6.2. All Members will check in with their GRF ID card, once they are registered, at the Attendant's station.

6.3. Staff will monitor equipment use and resolve any problems, as necessary.

6.4. Staff will limit use of equipment to 15 minutes when other members are waiting.

6.5. Staff will sanitize equipment prior to another member using it during the same 45-minute session.

6.6. Members must bring their own towel and wear proper athletic footwear or be refused admission.

6.7. Talking on cellphones during workouts is prohibited.

7. RULES OF ETIQUETTE

Any member, who is loud, uses offensive language, demonstrates offensive or violent behavior, uses profanity, is bothersome to other members/employees, behaves otherwise in an unbecoming manner, or who is cited for an infraction of the policies or violations of the code of conduct, may be suspended or terminated from the Fitness Center.

Document History

Adopted: XX XXX 20

Keywords: Fitness COVID Mask
Center



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: COVID-19 AD HOC COMMITTEE
SUBJECT: POLICY 70-1448-3G FRIENDS OF THE LIBRARY, PHASE ONE-
EMERGENCY OPERATIONAL PROCEDURES
DATE: OCTOBER 21, 2020
CC: FILE

At the regularly scheduled meeting of the COVID-19 Ad hoc Committee, the Committee moved and approved to recommend to the Board, proposed emergency action policy 70-1448-3G, to re-open Trust property as identified as Friends of the Library for indoor activities under all applicable or more restrictive public health and safety orders.

In the drafting and subsequent committee review of the proposed emergency action policy, key areas of committee deliberation were focused on:

- Number of Seal Beach COVID-19 cases as reported by the Orange County Health authority to date
- Number of COVID-19 deaths
- A clear majority of the over 9,000 community members are clearly in the “at risk” category, due to age or preexisting medical conditions
- Reason rules must also take into consideration, Caregivers, and Shareholders/Members guests
- GRF as an employer has the obligation to establish rules to protect the health and safety of our employees
- Proposed actions MUST represent the mutual benefit of a majority of the Shareholder/members

I move to approve emergency action 70-1448-3G for Trust property, identified as Friends of the Library, under the provisions civil code (§4360(d)).

RECREATION**Friends of the Library, Phase One – Emergency Operational Procedures**

Due to government restrictions and recommendations brought about by the pandemic, this rule permits the use of the Friends of The Library facility, during emergency health crises and incorporates guidelines for at risk senior communities. The GRF will take the following steps to ensure a safe environment for re-opening the Friends of The Library facility, for limited in-person activity visits.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF members using this facility.

The Recreation Department will make Friends of the Library available for Member usage under the following restrictions:

1. FACE MASKS

- 1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.
- 1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.
- 1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.
- 1.4. A splash shield/face shield may be worn in addition to the required mask.

2. GENERAL LIBRARY REQUIREMENTS.

- 2.1. Gloves will be available for use by Members and facility volunteers.
- 2.2. Hourly disinfecting of commonly touched surfaces will be done by the on-site volunteers.
- 2.3. Visits to the facility will be by appointment only.
- 2.4. No more than 3 Members will be allowed inside the facility at one time.
- 2.5. No more than 2 volunteers will be allowed inside the facility at one time.
- 2.6. Each shareholder is limited to visits of thirty minutes.
- 2.7. Physical distancing is required at all times and measures and indicators will be found within the facility to facilitate this, such as floor markings.
- 2.8. No seating will be provided for Members.



RECREATION

Friends of the Library, Phase One – Emergency Operational Procedures

- 2.9.** Friends of The Library donated materials will be cleaned and disinfected upon their donation.

Document History

Adopted: XX XXX 20

Keywords: Friends of the Library COVID

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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: COVID-19 AD HOC COMMITTEE
SUBJECT: APPROVE 70-1448-3H, THE LW LIBRARY, PHASE ONE- EMERGENCY OPERATIONAL PROCEDURES
DATE: OCTOBER 21, 2020
CC: FILE

At the regularly scheduled meeting of the COVID-19 Ad hoc Committee, the Committee moved and approved to recommend to the Board, proposed emergency action 70-1448-3H, to re-open Trust property as identified as the LW Library, for indoor activities under all applicable or more restrictive public health and safety orders.

In the drafting and subsequent committee review of the proposed emergency action policy, key areas of committee deliberation were focused on:

- Number of Seal Beach COVID-19 cases as reported by the Orange County Health authority to date
- Number of COVID-19 deaths
- A clear majority of the over 9,000 community members are clearly in the “at risk” category, due to age or preexisting medical conditions
- Reason rules must also take into consideration, Caregivers, and Shareholders/Members guests
- GRF as an employer has the obligation to establish rules to protect the health and safety of our employees
- Proposed actions MUST represent the mutual benefit of a majority of the Shareholder/members

I move to approve emergency action 70-1448-3H for Trust property identified as the LW Library, under the provisions civil code (§4360(d)).



RECREATION

Library, Phase One – Emergency Operational Procedures

Due to government restrictions and recommendations brought about by the pandemic, this rule permits the use of the Library, during emergency health crises and incorporates guidelines for at risk senior communities. The GRF will take the following steps to ensure a safe environment for re-opening the Library facility, for limited in-person activity visits.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF members using this facility.

The Recreation Department will make the Library available for Member usage under the following restrictions:

1. FACE MASKS

- 1.1.** Wearing a face mask is mandatory. Mask must cover nose and mouth completely.
- 1.2.** Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.
- 1.3.** A splash shield/face shield does not provide a level of protection to the wearer and those around them.
- 1.4.** A splash shield/face shield may be worn in addition to the required mask.

2. GENERAL LIBRARY REQUIREMENTS

- 2.1.** Gloves will be available for use by Members and staff.
- 2.2.** Hourly disinfecting of commonly touched surfaces, such as the copier, will be done by the custodial staff.
- 2.3.** No more than 6 Members will be allowed inside the library at one time.
- 2.4.** Each shareholder is limited to visits of thirty minutes.
- 2.5.** Physical distancing is required at all times and measures and indicators will be found within the library to facilitate this, such as floor markings.
- 2.6.** Seating will only be available at computer stations.
- 2.7.** Copy service will be available with physical distancing observed.
- 2.8.** Fax service will be available with physical distancing observed.
- 2.9.** Restrooms will be supplied with ample soap for handwashing.
- 2.10.** The drinking fountain will not be available for use.



RECREATION

Library, Phase One – Emergency Operational Procedures

2.11. In-person library programs and events are suspended during this phase.

2.12. Library materials will be cleaned and disinfected upon their return.

2.13. Upon opening, the library curbside program may be suspended.

2.14. Upon opening, the library fees and checkout limits will be reinstated.

3. COMPUTER-RELATED REQUIREMENTS

3.1. Access will be limited to thirty minutes and by appointment only.

3.2. Only three computers will be available for use to facilitate physical distancing.

3.3. There will be no library provided headphones. Members must bring their own.

3.4. Computer usage must be purpose-driven, i.e., no solitaire, games, etcetera.

3.5. Computer surfaces will be cleaned between appointments.

4. PERIODICAL RELATED REQUIREMENTS

4.1. Newspapers will not be made available for in-person perusal.

4.2. Magazines will be available for checkout only and not for in-person perusal.

Document History

Adopted: XX XXX 20

Keywords: Library COVID Computer

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: COVID-19 AD HOC COMMITTEE
SUBJECT: APPROVE 70-1448-3J CLUBHOUSE ONE AND CLUBHOUSE TWO
POOLROOMS - PHASE ONE- EMERGENCY OPERATIONAL PROCEDURES
DATE: OCTOBER 21, 2020
CC: FILE

At the regularly scheduled meeting of the COVID-19 Ad hoc Committee, the Committee moved and approved to recommend to the Board, proposed emergency action 70-1448-3J, to re-open Trust property as identified as the Clubhouse One and Clubhouse Two Poolrooms, for indoor activities, under all applicable or more restrictive public health and safety orders.

In the drafting and subsequent committee review of the proposed emergency action policy, key areas of committee deliberation were focused on:

- Number of Seal Beach COVID-19 cases as reported by the Orange County Health authority to date
- Number of COVID-19 deaths
- A clear majority of the over 9,000 community members are clearly in the “at risk” category, due to age or preexisting medical conditions
- Reason rules must also take into consideration, Caregivers, and Shareholders/Members guests
- GRF as an employer has the obligation to establish rules to protect the health and safety of our employees
- Proposed actions MUST represent the mutual benefit of a majority of the Shareholder/members

I move to approve emergency action 70-1448-3J for Trust property identified as the Clubhouse One and Clubhouse Two Poolrooms under the provisions civil code (§4360(d).).

RECREATION

Clubhouse One and Clubhouse Two Poolrooms, Phase One – Emergency Operational Procedures

Due to government restrictions and recommendations brought about by the pandemic, this rule permits the use of the Clubhouse One and Clubhouse Two Poolrooms during emergency health crises and incorporates guidelines for at risk senior communities. The GRF will take the following steps to ensure a safe environment for re-opening the Clubhouse One and Clubhouse Two Poolrooms, for limited in-person activity.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF members using this facility.

The Recreation Department will make the Poolrooms available for Member usage under the following restrictions:

1. FACE MASKS

1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.

1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.

1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.

1.4. A splash shield/face shield may be worn in addition to the required mask.

2. The Custodian will open the room to members, on a first come, first served basis.

3. The Pool rooms are open Monday through Friday, between the hours of 8:00 a.m. to 3:00 p.m.

4. Members must sign in with the Custodian and provide their ID card.

5. Only GRF members may participate; no guests or spectators are permitted.

6. A maximum of 2 pool tables may be used at a time during the designated hours for up to 2 hours per player.

7. Players must provide their own cue stick or wear gloves.

8. GRF cue sticks will be removed from the room but may be checked out with the custodian to ensure sanitization.

9. The Custodian will sanitize all surfaces after use.



RECREATION

Clubhouse One and Clubhouse Two Poolrooms, Phase One – Emergency Operational Procedures

- 38 **10.** Six (6) foot distancing is required at all times.
- 39 **11.** All Members are subject to the GRF Code of Conduct and violations may result in
- 40 penalties, including loss of privileges and/or fines.

41

Document History

Adopted: XX XXX 20

Keywords: Clubhouse Clubhouse Poolroom COVID
One Two

42

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: COVID-19 AD HOC COMMITTEE
SUBJECT: APPROVE 70-1448-3K CLUBHOUSE ONE AND CLUBHOUSE TWO
WOODSHOPS - PHASE ONE- EMERGENCY OPERATIONAL PROCEDURES
DATE: OCTOBER 21, 2020
CC: FILE

At the regularly scheduled meeting of the COVID-19 Ad hoc Committee, the Committee moved and approved to recommend to the Board, proposed emergency action 70-1448-3K, to re-open Trust property as identified as the Clubhouse One and Clubhouse Two Woodshops, for indoor activities, under all applicable or more restrictive public health and safety orders.

In the drafting and subsequent committee review of the proposed emergency action policy, key areas of committee deliberation were focused on:

- Number of Seal Beach COVID-19 cases as reported by the Orange County Health authority to date
- Number of COVID-19 deaths
- A clear majority of the over 9,000 community members are clearly in the “at risk” category, due to age or preexisting medical conditions
- Reason rules must also take into consideration, Caregivers, and Shareholders/Members guests
- GRF as an employer has the obligation to establish rules to protect the health and safety of our employees
- Proposed actions MUST represent the mutual benefit of a majority of the Shareholder/members

I move to approve emergency action 70-1448-3K for Trust property identified as the Clubhouse One and Clubhouse Two Woodshops under the provisions civil code (§4360(d)).



RECREATION

Clubhouse One and Clubhouse Two Woodshops, Phase One - Emergency Operational Procedures

Due to government restrictions and recommendations brought about by the pandemic, this rule permits the use of the Clubhouse One and Clubhouse Two Woodshops during emergency health crises and incorporates guidelines for at risk senior communities. The GRF will take the following steps to ensure a safe environment for re-opening the Clubhouse One and Clubhouse Two Woodshops, for limited in-person activity.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF members using this facility.

The Recreation Department will make the Woodshops available for Member usage under the following restrictions:

1. FACE MASKS

1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.

1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.

1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.

1.4. A splash shield/face shield may be worn in addition to the required mask.

2. The Supervisor will open the woodshop to members, on a first come, first served basis.

3. Providing a Supervisor is available, the woodshops are open Monday through Friday, between the hours of 8:00 a.m. to 3:00 p.m.

4. A maximum of 3 members plus a Supervisor may use the room at any given time.

5. Members must sign in with the Supervisor and provide their ID card.

6. Only GRF members may participate; no guests are permitted.

7. The Custodian will sanitize all surfaces after use.

8. Six (6) foot distancing is required at all times.

9. All Members are subject to the GRF Code of Conduct and violations may result in penalties, including loss of privileges and/or fines.



RECREATION

Clubhouse One and Clubhouse Two Woodshops, Phase One - Emergency Operational Procedures

Document History

Adopted: XX XXX 20

Keywords: Clubhouse One Clubhouse Two Woodshop COVID

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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: COVID-19 AD HOC COMMITTEE
SUBJECT: APPROVE 70-1448-3L CLUBHOUSE THREE SEWING ROOM - PHASE ONE-
EMERGENCY OPERATIONAL PROCEDURES
DATE: OCTOBER 21, 2020
CC: FILE

At the regularly scheduled meeting of the COVID-19 Ad hoc Committee, the Committee moved and approved to recommend to the Board, proposed emergency action 70-1448-3L, to re-open Trust property as identified as the Clubhouse Three Sewing Room, for indoor activities, under all applicable or more restrictive public health and safety orders.

In the drafting and subsequent committee review of the proposed emergency action policy, key areas of committee deliberation were focused on:

- Number of Seal Beach COVID-19 cases as reported by the Orange County Health authority to date
- Number of COVID-19 deaths
- A clear majority of the over 9,000 community members are clearly in the “at risk” category, due to age or preexisting medical conditions
- Reason rules must also take into consideration, Caregivers, and Shareholders/Members guests
- GRF as an employer has the obligation to establish rules to protect the health and safety of our employees
- Proposed actions MUST represent the mutual benefit of a majority of the Shareholder/members

I move to approve emergency action 70-1448-3L for Trust property identified as the Clubhouse Three Sewing Room under the provisions civil code (§4360(d).)



RECREATION

Clubhouse Three Sewing Room, Phase One – Emergency Operational Procedures

Due to government restrictions and recommendations brought about by the pandemic, this rule permits the use of the Clubhouse Three Sewing Room during emergency health crises and incorporates guidelines for at risk senior communities. The GRF will take the following steps to ensure a safe environment for re-opening the Clubhouse Three Sewing Room, for limited in-person activity.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF members using this facility.

The Recreation Department will make the Clubhouse Three Sewing Room available for Member usage under the following restrictions:

1. FACE MASKS

1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.

1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.

1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.

1.4. A splash shield/face shield may be worn in addition to the required mask.

2. All reservations must be made through the Recreation Department by emailing reservationoffice@lwsb.com or telephone.

3. Reservations are limited to 2 hours, Monday through Friday, no more than once a week, between the hours of 8:00 a.m. and 3:00 p.m.

4. Priority will be given to Members making masks or their components for the Community, who may reserve time twice a week.

5. A kit containing components necessary to use the sewing machines may be purchased from the Recreation Department.

6. Courtesy sewing kits will be available on loan to mask makers only.

7. A maximum of 3 people may use the room at any given time.

8. Members must sign in and sign out with the Custodian and provide their ID card.



RECREATION

Clubhouse Three Sewing Room, Phase One – Emergency Operational Procedures

- 37 **9.** The Custodian will sanitize all surfaces and machine parts after each reservation.
- 38 **10.** Six (6) foot distancing is required at all times.
- 39 **11.** Members will be spaced at every other machine at a minimum.
- 40 **12.** One member at a time may use the cutting table.
- 41 **13.** Only GRF members may participate; no guests are permitted.
- 42 **14.** All Members are subject to the GRF Code of Conduct and violations may result
- 43 in penalties, including loss of privileges and/or fines.
- 44

Document History

Adopted: XX XXX 20

Keywords: Clubhouse Sewing COVID
Three Room

45

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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: COVID-19 AD HOC COMMITTEE
SUBJECT: APPROVE 70-1448-3M ART STUDIO - PHASE ONE- EMERGENCY
OPERATIONAL PROCEDURES
DATE: OCTOBER 21, 2020
CC: FILE

At the regularly scheduled meeting of the COVID-19 Ad hoc Committee, the Committee moved and approved to recommend to the Board, proposed emergency action 70-1448-3M, to re-open Trust property as identified as the Clubhouse Four Art Studio, for indoor activities, under all applicable or more restrictive public health and safety orders.

In the drafting and subsequent committee review of the proposed emergency action policy, key areas of committee deliberation were focused on:

- Number of Seal Beach COVID-19 cases as reported by the Orange County Health authority to date
- Number of COVID-19 deaths
- A clear majority of the over 9,000 community members are clearly in the “at risk” category, due to age or preexisting medical conditions
- Reason rules must also take into consideration, Caregivers, and Shareholders/Members guests
- GRF as an employer has the obligation to establish rules to protect the health and safety of our employees
- Proposed actions MUST represent the mutual benefit of a majority of the Shareholder/members

I move to approve emergency action 70-1448-3M for Trust property identified as the Clubhouse Four Art Studio under the provisions civil code (§4360(d)).



RECREATION

Art Room, Phase One – Emergency Operational Procedures

Due to government restrictions and recommendations brought about by the pandemic, this rule permits the use of the Art Room during emergency health crises and incorporates guidelines for at risk senior communities. The GRF will take the following steps to ensure a safe environment for re-opening the Art Room, for limited in-person activity.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF members using this facility.

The Recreation Department will make the Art Room available for Member usage under the following restrictions:

1. FACE MASKS

1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.

1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.

1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.

1.4. A splash shield/face shield may be worn in addition to the required mask.

2. The Supervisor will open the room to members, on a first come, first served basis.

3. The Art room is open Monday through Friday, between the hours of 8:00 a.m. to 3:00 p.m.

4. A maximum of 6 members plus a supervisor may use the room at any given time.

5. Members must sign in with the supervisor and provide their ID card.

6. Only GRF members may participate; no guests are permitted.

7. The Custodian will sanitize all surfaces after use.

8. Six (6) foot distancing is required at all times.

9. All Members are subject to the GRF Code of Conduct and violations may result in penalties, including loss of privileges and/or fines.



RECREATION

Art Room, Phase One – Emergency Operational Procedures

Document History

Adopted: XX XXX 20

Keywords: Requirements COVID Mask Splash Shield/ Art Room
Face Shield

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Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: COVID-19 AD HOC COMMITTEE
FROM: RANDY ANKENY, EXECUTIVE DIRECTOR
SUBJECT: APPROVE 70-1448-3N CERAMICS STUDIO - PHASE ONE- EMERGENCY OPERATIONAL PROCEDURES
DATE: OCTOBER 21, 2020
CC: FILE

At the regularly scheduled meeting of the COVID-19 Ad hoc Committee, the Committee moved and approved to recommend to the Board proposed emergency action 70-1448-3N, to re-open Trust property as identified as the Clubhouse Four Ceramics Studio, for indoor activities, under all applicable or more restrictive public health and safety orders.

In the drafting and subsequent committee review of the proposed emergency action policy, key areas of committee deliberation were focused on:

- Number of Seal Beach COVID-19 cases as reported by the Orange County Health authority to date
- Number of COVID-19 deaths
- A clear majority of the over 9,000 community members are clearly in the “at risk” category, due to age or preexisting medical conditions
- Reason rules must also take into consideration, Caregivers, and Shareholders/Members guests
- GRF as an employer has the obligation to establish rules to protect the health and safety of our employees
- Proposed actions MUST represent the mutual benefit of a majority of the Shareholder/members

I move to approve emergency action 70-1448-3N for Trust property identified as the Clubhouse Four Ceramics Studio under the provisions civil code (§4360(d)).



RECREATION

Ceramics Room, Phase One – Emergency Operational Procedures

Due to government restrictions and recommendations brought about by the pandemic, this rule permits the use of the Ceramics Room during emergency health crises and incorporates guidelines for at risk senior communities. The GRF will take the following steps to ensure a safe environment for re-opening the Ceramics Room, for limited in-person activity.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF members using this facility.

The Recreation Department will make the Ceramics Room available for Member usage under the following restrictions:

1. FACE MASKS

1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.

1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.

1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.

1.4. A splash shield/face shield may be worn in addition to the required mask.

2. The Supervisor will open the room to members, on a first come, first served basis.

3. The Ceramics room is open Monday through Friday, between the hours of 8:00 a.m. to 3:00 p.m. The kilns may be operated after closing Friday and before opening Monday by a designated person.

4. A maximum of 6 members plus a Supervisor may use the room at any given time.

5. Members must sign in with the Supervisor and provide their ID card.

6. Only GRF members may participate; no guests are permitted.

7. The Custodian will sanitize all surfaces after use.

8. Six (6) foot distancing is required at all times.

9. All Members are subject to the GRF Code of Conduct and violations may result in penalties, including loss of privileges and/or fines.

RECREATION**Ceramics Room, Phase One – Emergency Operational Procedures****Document History**

Adopted: XX XXX 20

Keywords: Requirements COVID Mask Splash Shield/
Face Shield Ceramics

39

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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: COVID-19 AD HOC COMMITTEE
SUBJECT: APPROVE 70-1448-30 LAPIDARY STUDIO - PHASE ONE- EMERGENCY OPERATIONAL PROCEDURES
DATE: OCTOBER 21, 2020
CC: FILE

At the regularly scheduled meeting of the COVID-19 Ad hoc Committee, the Committee moved and approved to recommend to the Board, proposed emergency action 70-1448-30, to re-open Trust property as identified as the Clubhouse Four Lapidary Studio, for indoor activities, under all applicable or more restrictive public health and safety orders.

In the drafting and subsequent committee review of the proposed emergency action policy, key areas of committee deliberation were focused on:

- Number of Seal Beach COVID-19 cases as reported by the Orange County Health authority to date
- Number of COVID-19 deaths
- A clear majority of the over 9,000 community members are clearly in the “at risk” category, due to age or preexisting medical conditions
- Reason rules must also take into consideration, Caregivers, and Shareholders/Members guests
- GRF as an employer has the obligation to establish rules to protect the health and safety of our employees
- Proposed actions MUST represent the mutual benefit of a majority of the Shareholder/members

I move to approve emergency action policy 70-1448-30 for Trust property identified as the Clubhouse Four Lapidary Studio under the provisions civil code (§4360(d)).



RECREATION

Lapidary Room, Phase One – Emergency Operational Procedures

Due to government restrictions and recommendations brought about by the pandemic, this rule permits the use of the Lapidary Room during emergency health crises and incorporates guidelines for at risk senior communities. The GRF will take the following steps to ensure a safe environment for re-opening the Lapidary Room, for limited in-person activity.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF members using this facility.

The Recreation Department will make the Lapidary Room available for Member usage under the following restrictions:

1. FACE MASKS

1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.

1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.

1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.

1.4. A splash shield/face shield may be worn in addition to the required mask.

2. The Supervisor will open the room to members, on a first come, first served basis.

3. The Lapidary Room is open Monday through Friday, between the hours of 8:00 a.m. to 3:00 p.m. The kilns may be operated after closing Friday and before opening Monday by a designated person.

4. A maximum of 3 members plus a Supervisor may use the room at any given time.

5. Members must sign in with the Supervisor and provide their ID card.

6. Only GRF members may participate; no guests are permitted.

7. The Custodian will sanitize all surfaces after use.

8. Six (6) foot distancing is required at all times.

9. All Members are subject to the GRF Code of Conduct and violations may result in penalties, including loss of privileges and/or fines.

RECREATION**Lapidary Room, Phase One – Emergency Operational Procedures****Document History**

Adopted: XX XXX 20

Keywords: Requirements COVID Mask Splash Shield/
Face Shield Lapidary

39

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: COVID-19 AD HOC COMMITTEE
FROM: RANDY ANKENY, EXECUTIVE DIRECTOR
SUBJECT: APPROVE 70-1448-3P VETERANS PLAZA, RELIGIOUS AND VOCAL GROUPS -
PHASE TWO - EMERGENCY OPERATIONAL PROCEDURES
DATE: OCTOBER 21, 2020
CC: FILE

At the regularly scheduled meeting of the COVID-19 Ad hoc Committee, the Committee moved and approved to recommend to the Board, proposed emergency action 70-1448-3MP, to re-open Trust property as identified as the Clubhouse Four Lapidary Studio, for outdoor activities, under all applicable or more restrictive public health and safety orders.

In the drafting and subsequent committee review of the proposed emergency action policy, key areas of committee deliberation were focused on:

- Number of Seal Beach COVID-19 cases as reported by the Orange County Health authority to date
- Number of COVID-19 deaths
- A clear majority of the over 9,000 community members are clearly in the “at risk” category, due to age or preexisting medical conditions
- Reason rules must also take into consideration, Caregivers, and Shareholders/Members guests
- GRF as an employer has the obligation to establish rules to protect the health and safety of our employees
- Proposed actions MUST represent the mutual benefit of a majority of the Shareholder/members

I move to approve emergency action policy 70-1448-3P for Trust property identified as the Veterans Plaza under the provisions civil code (§4360(d)).



RECREATION

Veterans Plaza, Phase Two – Emergency Operational Procedures

The California Department of health defines a “gathering” as any event or convening that brings together people in a single room or single space at the same time, such as an auditorium, stadium, arena, large conference room, meeting hall, cafeteria, or any other indoor or outdoor space.

Due to government restrictions and recommendations brought about by the pandemic, this rule permits the use of the Veterans Plaza during emergency health crises and incorporates guidelines for at risk senior communities. The GRF will take the following steps to ensure a safe environment for re-opening the Veterans Plaza, for limited in-person activity.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF members using this facility.

The Recreation Department will make the Veterans Plaza available for Member usage under the following restrictions:

1. FACE MASKS

- 1.1.** Wearing a face mask is mandatory. Mask must cover nose and mouth completely.
- 1.2.** Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.
- 1.3.** A splash shield/face shield does not provide a level of protection to the wearer and those around them.
- 1.4.** A splash shield/face shield may be worn in addition to the required mask.

2. VOCAL GROUPS

The Recreation Department has made Veterans Plaza available for exercise and dance clubs, in good standing in Phase One. In consideration of Covid-19 restrictions permitting gatherings in outdoor venues, GRF will reserve space to gather in Veterans Plaza for qualifying vocal clubs during Phase Two under the following conditions:

- 2.1.** All reservations must be made through the Recreation Department by emailing reservationoffice@lwsb.com or telephone.

Veterans Plaza, Phase Two – Emergency Operational Procedures

- 2.1.1. Reservations are limited to 90 minutes, Monday through Friday, no more than once a week, from 8:00 a.m. to 4 p.m. This is the time frame when staff is available for sanitization and monitoring of activities.
 - 2.1.2. Reservations may be preempted by GRF for special events.
 - 2.1.3. In case of multiple similar clubs requesting a reservation, remaining time will be awarded by lottery.
 - 2.1.4. The Recreation Department determines by their discretion, if a particular activity is appropriate for this venue.
 - 2.1.5. No unscheduled event will be allowed at any time.
- 2.2. Participation is solely at participants own risk.
- 2.3. **Masks and 6-foot distancing are required at all times by all attendees.**
- 2.4. Singers may remove masks only while performing solo from the stage.
- 2.5. Microphones must be sanitized between users and use disposable microphone covers which will provided by the club.
- 2.6. No physical contact between participants is allowed.
- 2.7. Group sizes may be required to be reduced to meet social distancing guidelines.
- 2.8. Only GRF members may participate; no guests are permitted.
- 2.9. Staff may request to see participant's GRF ID at any time.
- 2.10. All classes are self-managed and must provide their own equipment.
- 2.11. Chairs, properly spaced, will be provided by GRF.
- 2.12. Clubhouse Three restrooms will be available through the lobby and no more than 2 people are permitted in either restroom at a time.
- 2.13. Members should bring sanitizer or wear gloves.
- 2.14. The custodial contractor will sanitize all touch surfaces after each event.
- 2.15. All Members are subject to the GRF Code of Conduct and violations may result in penalties, including loss of privileges and/or fines.

The Recreation Department has made Veterans Plaza available for exercise and dance clubs, in good standing in Phase One. In consideration of Covid-19 restrictions permitting gatherings in outdoor venues, GRF will reserve space to



RECREATION

Veterans Plaza, Phase Two – Emergency Operational Procedures

gather in Veterans Plaza for qualifying religious groups (no religious study groups are eligible) during Phase Two under the following conditions:

- 3.1. All reservations must be made through the Recreation Department by emailing reservationoffice@lwsb.com or telephone.
 - 3.1.1. Reservations are limited to 90 minutes. The hours are 8:00 a.m. to 8 p.m. daily.
 - 3.1.2. Reservations may be preempted by GRF for special events.
 - 3.1.3. In case of multiple similar clubs requesting a reservation, remaining time will be awarded by lottery.
 - 3.1.4. The Recreation Department determines by their discretion, if a particular activity is appropriate for this venue.
 - 3.1.5. No unscheduled event will be allowed at any time.
- 3.2. Participation is solely at participants own risk.
- 3.3. **Masks and 6-foot distancing are required at all times by all attendees.**
- 3.4. Officiant may remove mask only while speaking solo from the stage.
- 3.5. Microphones must be sanitized between users and use disposable microphone covers which will provided by the organization.
- 3.6. Singing will be permitted as long as masks are worn.
- 3.7. No physical contact between participants is allowed.
- 3.8. Congregants must supply their own prayer book, hymnal, or other worship items.
- 3.9. GRF will be provide a podium and portable sound system with a microphone.
- 3.10. Passing of communion trays will not be permitted.
- 3.11. No collection(s) will be taken onsite, but a receptacle may be provided.
- 3.12. Group sizes may be required to be reduced to meet social distancing guidelines.
- 3.13. Only GRF members may participate; no guests, except member's caregivers and the Officiant are permitted.
- 3.14. Staff may request to see participant's GRF ID at any time.
- 3.15. Chairs, properly spaced, will be provided by GRF.
- 3.16. Clubhouse Three restrooms will be available through the lobby and no more than 2 people are permitted in either restroom at a time.

Veterans Plaza, Phase Two – Emergency Operational Procedures

- 115

Adopted: XX XXX 20

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION MEMO

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE
SUBJECT: LEISURE WORLD TRAILER CLUB LEASE 2020-2021
DATE: OCTOBER 13, 2020
CC: FILE

The current Leisure World Trailer Club lease has expired; the Recreation Department requested the Finance Committee approve the new lease.

At its meeting on October 19, 2020, the Finance Committee approved the lease for the period of August 1, 2020 thru December 31, 2021, for \$1.00 (attached).

I move to approve the Leisure World Trailer Club lease, for the period of August 1, 2020 through December 31, 2021, for \$1.00.

LEASE AGREEMENT GRF AND LEISURE WORLD TRAILER CLUB

This Lease Agreement (also referred to herein as "Lease" "Agreement" or "Lease Agreement" is made between Golden Rain Foundation, a California Corporation (hereinafter referred to as "GRF"), 13531 St. Andrews Drive, Seal Beach, California 90740, and Leisure World Trailer Club, a California Corporation (hereinafter referred to as "CLUB"), 13599 El Dorado Drive, Seal Beach, California, 90740, who agree as follows:

I. OPENING CLAUSES

This Lease is made with reference to the following facts and objectives:

- a) GRF is the owner (in Trust) of the premises which consists generally of a 5.5.1-acre parcel of real property located at 13599 El Dorado Drive, Seal Beach, California, 90740; Tract No. 4401, MM/154/9-17 as recorded with the County of Orange, State of California. CLUB is willing to lease one (1) assigned stall within premises pursuant to the provisions stated in this Lease (referred to herein as the "premises" unless the context indicates otherwise).
- b) CLUB wishes to lease a nominal portion (one (1) assigned stall) as identified within and per terms and conditions of this agreement for the sole purpose of storage of the CLUBS general use supply trailer (events, cooking and camping supply trailer).
- c) GRF and CLUB have examined the portion of Trust property assigned to this agreement and are fully informed of its condition.

II. PREMISES

GRF leases to CLUB and CLUB leases from GRF a portion of Trust property located at 13599 El Dorado Drive, Seal Beach, California, 90740; Tract No. 4401, MM/154/9-17 as recorded with the County of Orange, State of California, identified as stall L25.

Note: during the term of the agreement the assigned area may be revised as necessitated by the replacement of the wall adjacent to the assigned area.

III. TERM

The term of this Lease shall be one (1) year commencing August 1, 2020 and ending December 31, 2021, or sooner, as provided in this Lease Agreement.

IV. ANNUAL LEASE AMOUNT, TAXES, EXPENSES

- a) CLUB shall pay to GRF a minimum annual payment, without deductions, set off, prior notice or demand, the sum of:
 - i. One-dollar (\$1.00), payable ten (10) days after this lease is signed and the club is invoiced for stall Number L25 for the sole use of the CLUB's general use supply trailer (events, cooking and camping supply trailer).
- b) All payments shall be paid to GRF at the address to which notices to GRF are given.
- c) GRF will pay all real property taxes and general and special assessments levied and

LEASE AGREEMENT GRF AND LEISURE WORLD TRAILER CLUB

assessed on the portion of the premises documented in Section I, Item (b) above.

- i. In the event the County of Orange or the State of California increases the real property tax amount or levies a general or special assessment on the portion of the premises documented in Section I, Item (b), that amount will be paid by GRF and the annual payment for the subsequent year will increase by the amount equal to the increase or assessment.

V. LIMITATIONS ON USE

- a) CLUB shall use the assigned stall. No other uses may be made of these premises without the prior written consent of GRF.
 - i. Stall Number L25, storage of Clubs general use trailer (events, cooking and camping supply trailer).
- b) CLUB's use of the premises as provided in this Lease shall be in accordance with the following:
 - i. CLUB shall not do, bring or keep anything in or about the premises that will result in the violation of any law and/or cause the cancellation of any insurance covering the premises, including storage of hazardous materials.
 - ii. CLUB shall comply with all of the laws/policies concerning the premises or CLUB's use of the premises, including with limitation, the obligation at Club to be compliant with all established GRF policies.
 - iii. In case GRF receives a mandate from the Environmental Protection Agency, or any city, state, or federal agency regarding soil contamination and/or handling or processing of hazardous materials/waste in the area assigned to the CLUB, the parties hereby agree to cancel this Lease Agreement without any cancellation notice required. Further, the CLUB will be solely responsible for the removal of all CLUB's property and any and all fees related to clean up and/or remediation of hazardous materials
 - iv. CLUB shall not use the premises in any manner that will constitute waste, nuisance or unreasonable annoyance to owners or occupants of adjacent property. CLUB shall at all times during the terms of this Lease and at its own cost and expense, repair replace and maintain in a good, safe and substantial condition the assigned portion of Trust property and amenities within the assigned area and any improvements thereon and shall use all reasonable precaution to prevent waste, damage or injury to the assigned Trust property.
 - v. Any CLUB trailers must have GRF required stickers, per policy, to show proof of registration of the vehicles/trailers using the assigned proportion of Trust property. Club must show proof of a valid driver's license, liability insurance and vehicle registration.
 - vi. CLUB shall keep the assigned stall clean and free of clutter always. All materials

LEASE AGREEMENT GRF AND LEISURE WORLD TRAILER CLUB

must be stored within the assigned area. All trash is to be placed in trash containers. No debris shall be tossed or left on the ground.

- vii. No hazardous materials are to be maintained, stored or disposed of in the assigned area.
- viii. Club and its members shall not conduct commercial enterprise on the premises.
- ix. CLUB may adopt rules for the assigned stall, but such rules must be consistent with and must not contradict this agreement. All rules and any changes must be on file in the Recreation Department.
- x. No sleeping, living or cooking in the assigned stall at any time.
- xi. Only members of GRF can be CLUB members, per Recreation policy.

VI. MAINTENANCE

CLUB, at its cost, shall maintain in good condition, all portions of the assigned stall including, without limitation, any personal property and improvements of GRF currently located on the premises.

- a) CLUB shall be liable for any damage to the premises resulting from the acts or omissions of CLUB or its authorized representatives.
- b) GRF shall not have any responsibility to maintain the assigned area.
- c) CLUB shall not make any alterations to the assigned stall without GRF's written consent. Any alterations made shall remain on and be surrendered with the assigned area on expiration or termination of the term, except that GRF can elect within six (6) months before expiration of the term, to require CLUB to remove any alteration that CLUB has made to the assigned area. If GRF so elects, CLUB, at its cost, shall restore the assigned area to the condition designated by GRF in its election before the last day of the term.
- d) If CLUB makes any alterations to the assigned stall as provided in this paragraph, the alterations shall not be commenced until thirty (30) days after GRF has received notice from CLUB stating the date that the installation of the alterations is to commence so that GRF can post and record an appropriate notice of non-responsibility.

VII. MECHANIC'S LIENS

CLUB shall pay all costs for construction done by it or caused to be done by it on the assigned stall as permitted by this Lease. CLUB shall keep the assigned area, including improvements and land in which the assigned area is a part, free and clear of all mechanic's liens resulting from construction done by or for the CLUB. CLUB shall have the right to contest the correctness or the validity of any such lien, if immediately on demand by GRF, CLUB procures and records a lien release bond issued by a corporation authorized to issue surety bonds in California in an amount equal to one and one-half (1-1/2) times the amount of the claim of lien.

LEASE AGREEMENT GRF AND LEISURE WORLD TRAILER CLUB

The bond shall meet the requirements of Civil Code Section 3143 which provide for the payment of any sum that the claimant may recover on the claim, together with costs of suit, if it recovers in the action.

VIII. UTILITIES AND SERVICES

- a) No utilities are provided (Water, Electricity, Gas, Telephone, etc.)

IX. INDEMNITY AND EXCULPATION, INSURANCE

- a) To the maximum extent permitted by law, GRF shall not be liable to Club for any damages to CLUB's or CLUB's property from any cause whatsoever, including without limitation, collision, fire, vandalism, or theft. CLUB waives, releases and forever discharges all claims against GRF for damage to person or property arising for any reason, except that GRF shall be liable to Club for damage resulting from the acts or omissions of GRF or its authorized representatives.
- b) To the maximum extent permitted by law, CLUB shall indemnify, defend and hold GRF and its agents, authorized representative. directors, officers and employees harmless from all claims, damages, lawsuits, debts and reasonable attorney fees and costs arising out of or relating to CLUB's use of the premises, including without limitation, any injury to persons or damage to property.
- c) CLUB shall pay the premiums for maintaining any Insurance required by this Lease.
- d) CLUB shall maintain liability insurance covering CLUB property located on the assigned area (including any towing vehicle used for delivery or removal of a trailer), with limits of not less than [\$100,000] for bodily injury and property damage.
- e) Any CLUB activity which requires special insurance not specifically mentioned herein will be maintained by CLUB. Proof of such insurance shall be provided annually to GRF.

X. ASSIGNMENT

- a) CLUB shall not voluntarily assign or encumber its interest in this Lease or in the assigned area, or sublease all or part of the assigned area, or allow any person or entity to occupy or use all or any part of the assigned area, without first obtaining GRF's written consent. Any assignment, encumbrance, or sublease with GRF's consent shall be voidable and, at GRF's election, shall constitute a default. No consent to any assignment, encumbrance, or sublease shall constitute a further waiver of the provisions of this paragraph.
- b) Any dissolution, merger, consolidation or other reorganization of CLUB, or the sale or any other transfer of the controlling percentage of the capital stock of CLUB, or the sale of fifty-one percent (51%) of the value of the assets of CLUB, shall be deemed an involuntary assignment and shall constitute a default by CLUB and GRF shall have the right to elect to terminate this Lease, in which case the Lease shall not be treated as an asset of CLUB.
- c) No interest of CLUB in this Lease shall be assignable by operation of law. Each of the following acts shall be considered an involuntary assignment:

LEASE AGREEMENT GRF AND LEISURE WORLD TRAILER CLUB

- i. If CLUB is or becomes bankrupt or insolvent, makes an assignment for the benefit of creditors, or institutes a proceeding under the bankruptcy act in which CLUB is the bankrupt.
- ii. If a writ of attachment or execution is levied on this lease.
- iii. If, in any proceeding or action in which CLUB is a party, a Receiver is appointed with authority to take possession of the property.
- d) An involuntary assignment shall constitute a default by CLUB and GRF shall have the right to elect to terminate this lease, in which case the Lease shall not be treated as an asset of CLUB.
- e) CLUB understands and agrees that this lease does not convey any interest in the assigned area itself, and the CLUB hereby waives any and all notices to quit and agrees to surrender the space at the expiration or termination of this lease, without any notice whatsoever. To the maximum extent permitted by law, Club waives the benefit of all stay or execution laws, including those in connection with bankruptcy or insolvency.

XI. DEFAULT

- a) The occurrence of any of the following shall constitute a default by CLUB:
 - i. Failure to pay monies when due;
 - ii. Failure to perform any other provision of this Lease if the failure to perform is not cured within thirty (30) days after notice has been given to CLUB. If a default cannot reasonably be cured within thirty (30) days, CLUB shall not be in default of this Lease if CLUB commences to cure the default within the 30-day period and diligently and in good faith continues to cure the default.
 - iii. If CLUB assigns or attempts to assign or transfer its interests as prohibited under Article X of this Lease Agreement.
- b) In the event of default as set forth in subparagraph (a) of this Section, GRF shall have the right to cancel and terminate this Lease Agreement, as well as all of the rights, title, and interest of CLUB under this Lease Agreement, by giving to CLUB not less than thirty (30) days' notice of the cancellation and termination of this Lease Agreement.
- c) GRF shall have the following remedies if CLUB commits a default. These remedies are not exclusive; they are cumulative in addition to any remedies now or later allowed by law.

GRF can terminate CLUB's rightful possession of the assigned area at any time with thirty (30) days' notice. No act by GRF, other than giving notice to CLUB, shall terminate this Lease. Acts of maintenance, efforts to re-let the premises, or the appointment of a Receiver on GRF's

LEASE AGREEMENT GRF AND LEISURE WORLD TRAILER CLUB

initiative to protect GRF's interest under this Lease shall not constitute termination of CLUB's right to possession. On termination GRF has the right to recover from CLUB:

XII. RIGHT OF ENTRY

GRF and its authorized representatives shall have the right to enter the assigned area at all reasonable times for any of the following purposes:

- a) To inspect the premises. GRF staff will do a monthly check of premises and vehicle conditions to determine whether the premises are in a good and safe condition and whether CLUB is complying with its obligations under the Lease;
- b) To make repairs that CLUB may neglect or refuse to make in accordance with the provisions of this Lease Agreement;
- c) To build, construct, and perform any necessary maintenance on a wall or fence which may be erected by GRF around the outside perimeter of the premises NOTE: GRF will be replacing a section of perimeter wall adjacent to the assigned area, 30 days' notice will be supplied to the CLUB, including action required by the CLUB in the construction of the wall;
- d) To serve, post, or keep posted, any notices required or allowed under the provisions of this lease;
- e) To do any necessary maintenance or maintain water service as agree by GRF hereinabove;
- f) GRF Security shall have the right to enter the assigned area at all times .

XIII. NOTICE

Any notice, demand, request, consent, approval, or communication that either party desires, or is required to give to the other party or any other person, shall be in writing and either served personally or sent by first class mail. Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other party, shall be addressed to the other party at the address set forth in the introductory paragraph of this Lease. Either party may change its address by notifying the other party of the change of address. Notice shall be deemed communicated within forty-eight (48) hours from the time of mailing as provided in this paragraph.

XIV. WAIVER

- a) No breach of any provision hereof can be waived unless it is done in writing. Waiver of any one breach shall not be deemed to be a waiver of any other breach of the same or other provisions hereof.

XV. ATTORNEYS' FEES

- a) The prevailing party in any action or proceeding (including without limitation arbitration) to enforce this Lease Agreement shall be entitled to recover from the other party reasonable attorneys' fees, costs and expenses incurred in the prosecution or defense of the action or proceeding.

LEASE AGREEMENT GRF AND LEISURE WORLD TRAILER CLUB

XVI. MISCELLANEOUS PROVISIONS

A. At the commencement of the term, CLUB shall accept the assigned area and improvements and any equipment in their existing condition and state of repair, and CLUB agrees that no representations, statements, or warranties, express or implied, have been made by or on behalf of lessor in respect to the buildings, improvements and equipment except as contained in the provisions of this Lease Agreement. GRF shall in no event be liable for any latent defects.

B. Entire Agreement. This Lease Agreement sets forth the entire agreement of the parties with respect to the subject matter of this lease Agreement and supersedes all prior agreements or understandings with respect to the subject matter of this Lease Agreement, whether written or oral. There are no representations, warranties, or agreements by or between the parties that are not fully set forth in this Lease Agreement, and no representative of GRF or its agents is authorized to make any representations, warranties or agreements other than as expressly set forth in this Lease Agreement. This Lease Agreement may only be amended by a writing signed by the parties.

C. Construction This lease Agreement shall be governed and construed in accordance with the laws of the State of California. Whenever possible, each provision of this lease Agreement shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Lease Agreement shall be invalid or prohibited under such applicable law, such provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Lease Agreement.

D. Modifications and Counterparts. This Lease Agreement may not be amended or modified except by way of a writing signed by all parties to this lease Agreement. This Lease Agreement may be signed in one or more counterparts, each of which shall be deemed an original and shall be effective when all parties have executed a counterpart. Signatures on this Lease Agreement transmitted by facsimile shall have the same force and effect as original signatures.

E. Authority to Enter Agreement. This Lease Agreement is the result of arms-length negotiations. Each signatory to this Lease Agreement represents and warrants to the others that he or she has full authority and is duly and fully authorized to execute this Lease Agreement

GOLDEN RAIN FOUNDATION

By: _____
GRF President

Date: _____

LESSEE

By: _____

Date: _____



-Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE
SUBJECT: **TENTATIVE VOTE:** ADOPT 40-5523-2, ACCOUNTS RECEIVABLE
COLLECTIONS - FEES
DATE: OCTOBER 19, 2020
CC: FILE

At its meeting on October 19, 2020, the Finance Committee recommended the GRF Board adopt the 40-5523-2, Accounts Receivable Collections - Fees.

I move to adopt 40-5523-2, Accounts Receivable Collections – Fees, as presented, removing the fees from 40-5523-1, Accounts Receivable Collections, pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on November 24, 2020.

**FINANCE****Accounts Receivable Collections – Fees**

The fee for checks returned unpaid by the bank is \$25.

Document History

Adopted: XX XXX 20

Amended:

Keywords:



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE
SUBJECT: AMEND 40-2920-3, BUDGET CONTROLS
DATE: OCTOBER 19, 2020
CC: FILE

At its meeting on October 19, 2020, the Finance Committee recommended the GRF Board amend 40-2920-3, Budget Controls.

I move to amend 40-2920-3, Budget Controls, restructuring the document language in a more concise form, as presented.



FINANCE

Annual Operating Budget Controls

The annual operating budget is prepared by management, reviewed by board committees and approved by the Golden Rain Foundation board. An operating budget encompasses all expenses for the year including contributions to reserves. The budget must estimate revenue and expenses on an accrual basis. Civ. Code 5300(b)(1). Budgeted revenues must not exceed budgeted expenses.

1. PLANNING

1.1. From June through no later than September, each board committee reviews applicable cost center draft budgets for which it has oversight.

1.2. The draft budget is placed on the agenda of an open GRF Board meeting for review and approval by the board. Approval of the budget is sufficient for any increase in assessments (up to 20%) that might be contained in the budget.

1.3. The Annual Budget Report must be distributed to the membership not less than 30 nor more than 90 days before the end of the association's fiscal year. Civ. Code 5300(a)

2. OVERSIGHT

2.1. As a recommendation, on a monthly basis, each board committee reviews cost center sections of the budget variance report for which it has oversight.

2.2. On a monthly basis, the Finance Committee reviews the overall year-to-date budget variances.

3. EXPENDITURE AUTHORIZATION LIMITS

3.1. Managers' expenditure authorization is limited to the constraints of the operational budget and in accordance with the documented assumptions.

3.2. Expenditures over \$500 that deviate from the operational budget must be approved by the Executive Director. If the Executive Director is not available, then the approval must be provided by the Director of Finance.

~~A budget is quite simply a financial plan under which a corporation operates. It includes a realistic projection of income and expenditures for the coming calendar year by various Cost Centers. To achieve a full measure of success, a carefully controlled program is necessary. The responsibility for enforcement and control is herein outlined.~~

~~1. The responsibility for budget enforcement rests with the Administrator. The Controller will assist the Administrator in the accounting and financial phases of enforcement procedure and will furnish to all administrative and supervisory staff, and to Board members, monthly Financial Statements and Budget Comparison Reports.~~



FINANCE

Annual Operating Budget Controls

Limitations on individual expenditures by staff can be found in detailed Policy Statements on particular transactions elsewhere in the Policy Manual.

2. CONTROL GROUPS

2.1. DEPARTMENTAL COST CENTER GROUPS

2.1.1. Recreation

2.1.1.1. Cost Centers 740-748

2.1.1.2. Cost Centers 651-656

2.2. INDIVIDUAL COST CENTERS

2.2.1. General Administration, Cost Center 330

2.2.2. Accounting, Cost Center 431

2.2.3. Purchasing, Cost Center 432

2.2.4. Administrative Services, Cost Center 533

2.2.5. Library, Cost Center 735

2.2.6. Security, Cost Center 837

2.2.7. Transportation, Cost Center 838

2.2.8. Janitorial, Cost Center 749

2.2.9. Property Management, Cost Center 670

2.2.10. Service Maintenance Supervision, Cost Center 575

2.2.11. Community Facilities Maintenance, Cost Center 679

2.3. REIMBURSABLE COST CENTERS

2.3.1. Service Maintenance, Cost Center 574

2.4. SPECIAL COST CENTERS

2.4.1. News Office, Cost Center 236

2.4.2. Sales Office, Cost Center 439

2.4.3. Medical, Cost Center 460

3. SALARIES, WAGES & BENEFITS

3.1. All department heads are responsible to the Administrator for maintaining staffing within the adopted budget on a line-by-line basis. Coordination and implementation of personnel and staffing policies are the responsibility of the Manager of Administrative Services and department heads that will coordinate and



FINANCE

Annual Operating Budget Controls

report all staff changes through that office.

3.2. All department heads are responsible to the Administrator for maintaining staffing within the adopted budget on a line-by-line basis. Coordination and implementation of personnel and staffing policies are the responsibility of the Manager of Administrative Services and department heads that will coordinate and report all staff changes through that office.

3.3. Taxes, insurance and benefit provisions are determined by the Board or by competent taxing authority.

4. OPERATING EXPENSES

4.1. All department heads are responsible to the Administrator for keeping operating expenses within budgeted limits. All necessary budget adjustments will be presented to the Board for approval after committee study and recommendation.

4.2. Budget Control Groups and Cost Centers (see Section 2 above) are to be subject to special control by department heads:

4.2.1. Department Cost Center Groups (2.1) are designed for group controls because of the interrelation of the various centers in each group. In the event that special budget items are inadequate for the purpose intended, the department head will obtain authorization from the appropriate Foundation committee for intra-group reallocation.

4.2.2. Individual Cost Centers (2.2) are the responsibility of the department head for control within each Cost Center. Reallocation of operating expenses within each Cost Center will be presented to the appropriate Foundation committee for approval.

4.2.3. Reimbursable Cost Centers (2.3) will be operated individually and will be limited to budget, except when Mutual Corporations request additional service. The Controller is responsible to make billing adjustments at the close of each year to balance expense and income in these areas.

4.2.4. Special Cost Centers (2.4) are controlled as follows:

4.2.4.1. News Office (CC 236) is limited to budgeted amounts unless revenue exceeds budget and, in that case, expenses are limited to revenue. Adjustments within Cost Centers are subject to approval by Communications/IT Committee or Board of Directors at option of the committee.

4.2.4.2. Sales Office (CC 439) is operated by the broker (See Contracts, Section 9600) within the revenue generated by the sales volume and in accordance with written policy. The budget is a guide for operation based on 400 estimated

FINANCE**Annual Operating Budget Controls**

~~annual sales. Expenses are limited to building-related expenses only. Budget adjustments are not contemplated but, if necessary, are processed by the Finance Committee to the Board of Directors for action.~~

5. FIXED EXPENSES

~~Fixed expenses are estimated as closely as feasible, and expenditures reported monthly to all interested Board and staff members.~~

6. CAPITAL OUTLAYS

~~Budgetary control on capital outlays are separately stated in Section 5300.~~

Document History

Adopted: 16 Mar 76	Amended: 15 Oct 85	Amended: 19 Jan 99
Amended: —16 Nov 99	—Amended: —23 Jul 19	

Keywords: Finance Budget Control

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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE
SUBJECT: **TENTATIVE VOTE:** AMEND 40-5061-2, FEES
DATE: OCTOBER 19, 2020
CC: FILE

At its meeting on October 19, 2020, the Finance Committee recommended the GRF Board amend 40-5061-2, Fees.

I move to amend 40-5061-2, Fees, adding “lessee of a residential property” to those who are subject to the Facilities and Amenities fee, clarifying the conditions when a new Amenities fee will be required, identifying which Mutuals stock certificates can be issued for, clarifying that the certificate processing fee will apply each time any certificates are changed, adding “lessee or a residential property and qualified permanent resident” to those who are subject to a processing fee for certificates, establishing exception of a continuing lessee from repaying the Amenities fee, and setting forth the late fee if a current Mutual 17 lessee is delinquent, as presented pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on November 24, 2020.



Fees

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

1. FACILITIES AND AMENITIES (AMENITIES) FEE:

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

2. PAYMENT OF AMENITIES FEE:

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



Fees

until the principal amount, including the finance charge, is paid in full.

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

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

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

3. MEMBERSHIP CERTIFICATE AND MUTUAL STOCK CERTIFICATE PROCESSING FEE:

3.1. GRF shall issue one membership certificate to all owners and one stock certificate per unit in Mutuals 1-12 and 14-16. They may contain one or more names.

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

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

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

4. TRANSFER FEE – IN ESCROW:

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

5. NON – OWNER, CO-OCCUPANT PROCESSING FEE

Non – Owner, Co-Occupant, lessee of a residential property and qualified permanent resident shall be charged a processing fee of one hundred dollars (\$100) ~~shall be charged to cover the set up and processing costs and shall be allocated to Cost Center 533 (Stock Transfer).~~

6. MUTUAL CORPORATION FEES

Each Mutual represents a fully independent corporation and as such may establish



Fees

fees applicable to the Mutual. GRF operates as the management company for the Mutuals and will, as part of its duties, apply Mutual Fees in accordance with established Mutual policies/rules (See the 7000 Policy Series).

7. STOCK TRANSFER LEGAL REVIEW OF TRUST FEES

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

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

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

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

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

8. LESSEE ANNUAL AMENITIES FEE ~~FOR ALL~~ – MUTUALS 17 ONLY

8.1. The GRF ~~annual~~ Lessee Amenities fee is a required use fee for access to the Trust facilities, amenities, and participation in GRF activities. The Lessee Amenities fee is as described in Section 1.4 of this document. ~~calculated at twenty-five percent (25%) of the GRF annual assessment rounded up to the nearest dollar for each occupant.~~

8.2. The required ~~annual~~ Lessee Amenities fee payment is due and payable in full on the date of the lease agreement. No monthly payments can be made.

~~8.2.8.3.~~ A continuing Lessee is exempt from repaying the Amenities fee.



Fees

~~8.3.8.4.~~ If delinquent, ~~the current Mutual 17~~ Lessee (effective as of the amendment date) is delinquent, they shall pay damages to reimburse GRF for its expense and overhead in collecting the payment as follows:

~~8.3.1.8.4.1.~~ A twenty-five dollar (\$25) late fee, and

~~8.3.2.8.4.2.~~ Interest at one percent (1%) per month (APR of 12%) from the original date due until the date the full payment is received.

~~8.4.8.5.~~ In addition to late fees, for each check from a Lessee that a bank returns for any reason, the Lessee must pay a twenty-five dollar (\$25) returned check fee, and all bank charges assessed against the association.

~~8.5.8.6.~~ If a Lessee becomes more than ninety (90) days delinquent, the Lessee will receive a 30-day notice of GRF's intent to suspend the right to use GRF amenities and Trust facilities, including driving privileges upon GRF Trust streets. GRF may also refer the Lessee account to an attorney or collection agency for appropriate action. All fees incurred by an attorney or collection agency to recover the delinquent amounts will be assessed to the Lessee.

~~8.6.8.7.~~ GRF reserves the right to collect the delinquent account for the Amenities fee from Lessor.

~~8.7.8.8.~~ Lessee Amenities fees shall be allocated as stated in Section 1.67.

9. The fee for verifying Powers of Attorney and Court Orders will be seventy-five dollars (\$75) per document, per review, and shall be allocated to Cost Center 533 (Stock Transfer).
10. The fee for additional Leisure World maps will be one dollar (\$1) per map (shareholders excluded).
11. All Fees are subject to annual review and are subject to change.

Document History

Adopted:	21 Apr 70	Amended:	31 Aug 73	Amended:	20 Nov 73
Amended:	19 Aug 75	Amended:	31 Aug 77	Amended:	16 Jun 81
Rescinded:	20 Oct 81 (Amendments passed 16 Jun 81)				
Amended:	16 Dec 86 (Effective 01 Jan 87)				
Amended:	21 Jul 87 (Effective 01 Aug 87)				
Amended:	20 Sep 88 (Effective 01 Jan 89)				
Amended:	21 Nov 89				
Amended:	16 Nov 93 (Effective 01 Dec 93)				
Amended:	18 Nov 03 (Effective 01 Jan 04)				
Amended:	15 May 07 (Effective 01 Jul 07)				
Amended:	17 July 12 (Effective 01 Sept 12)				

(Feb 20)

GOLDEN RAIN FOUNDATION Seal Beach, California

FINANCE

40-5061-2



Fees

Amended: 22 Apr 14 (subheading correction only)

Amended: 28 Oct 14 (Effective 01 Jan 2015)

Amended: 27 Oct 15 (Effective 01 Jan 2016)

Amended: 27 Dec 16 (Effective 01 Jan 2017)

Amended: 23 May 17 (Effective 01 each year)

Amended: 19 Dec 17 Amended: 17 Dec 18 Amended: 23 Apr 19

Amended: 23 Jul 19 Amended: 22 Oct 19 GDC 26 Feb 20

Keywords: Finance Fee Stock Transfer Amenities Lessee

156

(Feb 20)

GOLDEN RAIN FOUNDATION Seal Beach, California



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE
SUBJECT: AMEND 40-5115-3, FINANCE COMMITTEE CHARTER
DATE: OCTOBER 19, 2020
CC: FILE

At its meeting on October 19, 2020, the Finance Committee recommended the GRF Board amend the 40-5115-3, Finance Committee Charter.

I move to amend 40-5115-3, Finance Committee Charter, revising the procedure to appoint a Vice Chair and clarifying the duty of the Committee regarding review and analysis of funding requests, as presented.



FINANCE

Committee Charter

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

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

1 GOALS:

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

2 PURPOSE:

Oversee all matters pertaining to: Finance; Purchasing; Insurance (Excluding Workers Compensation); Investments; Reserve Study; Capital; Income Producing Leases; Fees and Management Agreements.

3 COMPOSITION:

If the Chair of Physical Properties isn't appointed by the GRF President to this Committee, the Chair can be seated as an advisory Director to the Finance Committee if they so choose.

4 DUTIES:

- 4.1. Publish an agenda four (4) days in advance of the Committee meeting;
- 4.2. ~~Elect a Vice Chair at the first meeting;~~ The Committee Chair shall, with the approval of the Committee, appoint a Vice Chair.
- 4.3. Review monthly staff report formats to be included in the monthly agenda;
- 4.4. Meet with the Finance Department (FD) staff at least monthly or whenever such meetings are deemed necessary, unless cancelled by the chair;
- 4.5. Ensure that the financial reporting, procedures and practices of the FD are acceptable from an ethical and professional viewpoint and that they conform to all existing standards of generally accepted accounting principles (GAAP);
- 4.6. Review on a monthly basis all financial information as required under applicable sections of the Civil code. Such review shall include but not be limited to:

FINANCE

Committee Charter

- 4.6.1.** Current reconciliation of operating accounts.
- 4.6.2.** Current reconciliation of reserve accounts.
- 4.6.3.** Actual operating revenues and expenses compared to current year's budget.
- 4.6.4.** Accounts statements prepared by the financial institutions where the association has its operating and reserve accounts.
- 4.6.5.** Income and expense statement for the association's operating and reserve accounts.
- 4.6.6.** Check register, monthly general ledger and delinquent assessment receivable reports.
- 4.7.** Develop and control all cost centers and general ledger account numbers as necessitated in the accounting operations of GRF;
 - 4.7.1.** Originate, research, evaluate and develop plans, ideas and programs pertinent to FD;
- 4.8.** Receive and analyze requests for funding availability for projects from the BOD, Standing Committees, Mutual Boards and Administrative Staff;
- 4.9.** Keep the Board regularly informed of existing or prospective needs or procedures affecting finance;
- 4.10.** Cooperate with the Director of Finance and Executive Director (ED) in the ongoing accounting matters in conjunction with the Mutual Corporations;
- 4.11.** Review the draft consolidated budget and make recommendations to the BOD;
- 4.12.** Make recommendations to the BOD concerning the master insurance policy;
- 4.13.** Review and make recommendations to the BOD concerning all income producing leases and management agreements;
- 4.14.** Recommend an auditing firm to the BOD for approval;
- 4.15.** Assist the BOD in understanding the compliance with any contracts relating to Finance.
- 4.16.** Provide an initial approval of the annual budget for cost centers 431 (Finance), 432 (Purchasing), 439 (Resales Office), 460 (Health Care Center), 465 (Reserve Funding) and 544 (Copy and Supply Center); including Capital requests and upcoming Reserve replacements;
- 4.17.** Review monthly budget comparisons for cost centers 431(Finance), 432 (Purchasing), 439 (Resales Office), 460 (Health Care Center), 465 (Reserve Funding) and 544 (Copy and Supply Center);
- 4.18.** Review the annual audit and draft financial statement and make recommendations to the BOD;
- 4.19.** Review policies for cost centers 431(Finance), 432 (Purchasing), 439 (Resales Office), 460 (Health Care Center, 465 (Reserve Funding) and 544 (Copy and Supply Center) yearly and send recommended changes to the BOD for approval; and

(Aug 19)

GOLDEN RAIN FOUNDATION Seal Beach, California



FINANCE

Committee Charter

4.20. Furnish a report at the GRF Annual meeting.

5 LIMITATIONS:

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

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

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

Document History

Adopted:	11 Jul 69	Revised:	15 Dec 76	Revised:	19 Nov 85
Revised:	19 Mar 96	Revised:	21 Jun 16	Revised:	27 Sep 16
Amended:	28 Mar 17	Reviewed:	17 May 18	Amended:	26 Feb 19
Amended:	23 Jul 19	Amended:	9 Sep 16	Amended:	22 Oct 19
Amended:	27 Aug 19				

Keywords: Charter Finance



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE
SUBJECT: AMEND 40-5523-1, ACCOUNTS RECEIVABLE COLLECTIONS
DATE: OCTOBER 19, 2020
CC: FILE

At its meeting on October 19, 2020, the Finance Committee recommended the GRF Board amend the 40-5523-1, Accounts Receivable Collections.

I move to amend 40-5523-1, Accounts Receivable Collections, updating GRF Committee name (Communications/IT) and referencing governing document 40-5523-2, Accounts Receivable Collections – Fees, for returned check fees, as presented .



FINANCE

Accounts Receivable Collections

1. All accounts receivable over thirty days past due will be reported quarterly and reported by the Director of Finance to the Finance Committee.
2. Copies of the LW Weekly advertising accounts receivable will be furnished to the Communications/IT and Finance Committees.
- ~~3. Past due accounts receivable of less than \$25 may be disposed of by the Director of Finance and a report made to the Finance and Communications Committees.~~
- 4.3. Collection recommendations that need Board of Directors or Committee action will be presented by the Director of Finance.
- ~~5.4.~~ A charge fee of \$25 will be levied on checks that are returned unpaid by the bank. See 40-5523-2.

Document History

Adopted:	20 Jul 71	Amended:	18 Feb 75	Amended:	18 Jun 85
Amended:	24 Oct 17	Reviewed:	19 Mar 18	Amended:	23 Jul 19
GDC	05 Feb 20				

Keywords: Finance Receivable Collection Fees



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTY COMMITTEE
SUBJECT: CAPITAL FUNDING REQUEST - AMPHITHEATER LOFT LOCATION
DATE: OCTOBER 14, 2020
CC: FILE

As requested by the Recreation Committee to obtain costs to modify Trust Property amenities identified as the Amphitheater Loft (see attached), the Physical Property Department acquired cost for these tasks. The general specifications and costs are as follows:

Schlick Services - \$12,522

- Replace T-bar ceiling and lighting
- New electrical outlets along the wall
- Remove all window screens
- Paint interior
- Remove stage
- Install new shelving
- Install retractable screen

Custom Glass - \$2,935

- Replace both exterior doors and tint windows

Cornerstone Flooring - \$6,543.

- New flooring

Projector Screen Store (Green Screen) - \$2,000

- (Material, shipping, and tax)

The Physical Property Committee recommends a \$6,000 contingency for this project due to the age of the building.

The Physical Property Committee unanimously recommends the Board award contracts to Schlick Services, Custom Glass, Cornerstone Flooring and The Projector Screen Store for this project, at a cost not to exceed \$30,000, including a \$6,000 contingency.

At its regularly scheduled meeting on October 19, the Finance Committee determined Capital funding was available for this project, placing a hold on the funds pending Board review.

I move to award contracts to:

Schlick Services	\$12,522
Custom Glass	\$2,935
Cornerstone Flooring	\$6,543
Projector Screen Store (Material shipping & tax)	\$2,000
Adding a project contingency	\$6,000

for a total cost not to exceed \$30,000, for the upgrades to the Amphitheater Loft, Capital funding, and authorize the President sign the required contracts and/or the Executive Director to initiate the purchases.

AMPHITHEATER LOFT REMODEL

OBJECTIVE: Clean up and renovate the amphitheater loft area to accommodate uses by the Video Producers club and make a multi use area.



Amphitheater loft interior #1



Existing



Proposed

- Replace lighting
- New T bar ceiling
- New blinds (scheduled)
- New electrical on wall
- New flooring
- New chairs

Amphitheater loft interior #2



Existing



Proposed

- New Track lighting
- Retractable green screen
- Tint windows
- Drywall wall
- Paint walls
- Remove stage

Amphitheater loft storage area



Existing



Proposed

- Install new professionally built storage cabinets

Amphitheater loft exterior #1



Existing

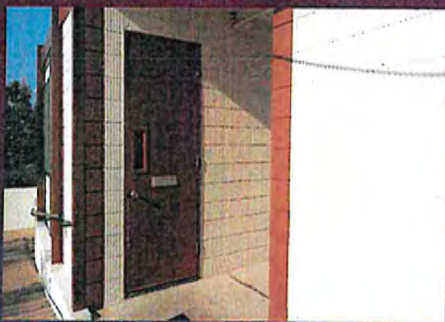


Proposed

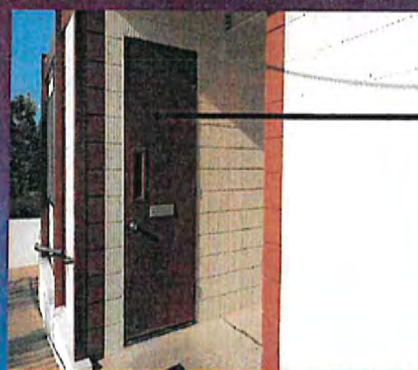
Remove shade screens

Tint all windows on the north and south sides of building

Amphitheater loft exterior #2



Existing



Proposed

Replace existing doors, one on the south east side and one on the north west side of the buildings

Schlick Services, Inc.

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

Estimate

Date	Estimate #
3/1/2020	003078

Leisure World Seal Beach
Golden Rain Foundation

P.O. Box 3519
SEAL BEACH, CA 90740

W.O. #	Attention	Fax #	Page #	Gate...	Key #	KS/KS
	G. Hurtado	562-431-5316				
DESCRIPTION						Total
JOB SITE: Amphitheater loft remodel.						
Proposal is based on site walk 2 - 18 - 2020 , and general specification sheet.						
SCOPE OF WORK						
ITEM # 1 : Replace "T" Bar ceiling .						
** NOTE: HVAC and air duct penetration and trim will be done by other,						
including new 2' x 2' tile ceiling						
ITEM # 1 ESTIMATE TOTAL						4,343.00
ITEM # 2 - Replace drop lights , up grade to 30 watt LED						
ITEM # 2 ESTIMATE TOTAL						1,580.00
ITEM # 3 - Up grade electrical outlets on both 41 ft walls. Included are (3)						
circuits, along with the finish wainscot up grades.						
ITEM # 3 ESTIMATE TOTAL						3,326.00
ITEM # 5 - Replace (5) lamp track lighting, including a designated switch						
ITEM # 5 ESTIMATE TOTAL						611.00
ITEM # 6 - The installation of customers retractable "Green Screen" ,						
including electrical 120 volt service						
ITEM # 6 ESTIMATE TOTAL						225.00
ITEM # 7 - Remove all existing window screens+						
ITEM # 7 ESTIMATE TOTAL * NO CHARGE						0.00
ITEM # 10 - Remove and disposal of existing stage						0.00
ITEM # 10 ESTIMATE TOTAL						450.00

Authorized Signature_____	Date____/____/____	Total
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Schlick Services, Inc.

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

Estimate

Date	Estimate #
3/1/2020	003078

Leisure World Seal Beach
Golden Rain Foundation
~~Club House #3~~ Ampitheater LOFT
P.O. Box 3519
SEAL BEACH, CA 90740

W.O. #	Attention	Fax #	Page #	Gate...	Key #	KS/KS
	G. Hurtado	562-431-5316				
DESCRIPTION					Total	
**ADD - ON - Replace the 14 ' dividing wall with a 32" door						
ADD - ON ESTIMATE TOTAL					1,987.00	
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.					12,522.00	
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. Liabilty 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						
Authorized Signature _____ Date ____ / ____ / ____				Total	\$12,522.00	

Custom Glass

10541 Chestnut St.
Los Alamitos, Ca. 90720
(562) 431-4740 Fax (562) 431-1076

Estimate

DATE	ESTIMATE...
3/2/2020	11866

NAME / ADDRESS
Golden Rain Foundation Seal Beach Leisure World P O Box 3519 Seal Beach, Ca. 90740

			PROJECT
QTY	DESCRIPTION	COST	TOTAL
	Replace existing wood entry doors at Video Production Room		
1	36" x 96" Storefront narrow style door w/ Graylite II glass Surface applied closer Adams-Rite Rim style panic device w/ keyed entry Re-use existing hollow metal frames w/ butt hinges	1,090.00	1,090.00
	36" x 81" Storefront narrow style door w/ Graylite II glass Surface applied closer Adams-Rite Rim style panic device w/ keyed entry Re-use existing hollow metal frames w/ butt hinges	985.00	985.00
TOTAL			\$2,075.00

Custom Glass

10541 Chestnut St.
Los Alamitos, Ca. 90720
(562) 431-4740 Fax (562) 431-1076

Estimate

DATE	ESTIMATE...
3/26/2020	11877

NAME / ADDRESS
Golden Rain Foundation Seal Beach Leisure World P O Box 3519 Seal Beach, Ca. 90740

			PROJECT
QTY	DESCRIPTION	COST	TOTAL
	Video Production Room Apply exterior window tint film - Dark Gray This for the Amphitheater side only.	860.00	860.00
		TOTAL	\$860.00



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 # 1619

DATE 03/03/2020

SALES REP

Russ

PRODUCT/SERVICE	QTY	RATE	AMOUNT
Amphitheater Loft			
Commercial Carpet	89.10	48.85	4,352.54
Mannington Commercial			
Style - Portela			
Color - #3411 St. Croix			
729 Net SF x 10% overage = 801.90 SF = 89.10 Yards			
Adhesive	1	208.33	208.33
Mannington Commercial			
4 Gallon Pails			
Sundry items	3	27.50	82.50
Web Crete - Floor Leveler			
CA Carpet Stewardship Assessment	89.10	0.35	31.19
Tax Material Only 7.75%			350.57
Installation Labor		0.00	
Installation Labor	729	1.53	1,115.37
After raised platform & VCT Tiles are remove by others (PER G.H.)			
Cornerstone floors to prep existing sub floor as required			
Prime & apply floor leveler as required to existing sub floor.			
Install new Mannington Commercial Carpet tiles.			
Cove Base	156	2.58	402.48
Provide & Install 4" Cove Base			
Color to be selected.			
Cove base adhesive 30 oz tubes (4)			

Thanks For The Opportunity

TOTAL

\$6,542.98

Material Requested Is Currently On Back Order

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)

FREE SHIPPING ON ALL ORDERS! | 0% Financing Available!800-637-3181 | sales@projectorscreenstore.com (mailto:sales@projectorscreenstore.com)[Login \(/store/login.aspx?r=myAccount.aspx&progress=false\)](/store/login.aspx?r=myAccount.aspx&progress=false)[CHECKOUT \(/STORE/SHOPCART.ASPX\)](/STORE/SHOPCART.ASPX)[VIEW CART \(/STORE/SHOPCART.ASPX\)](/STORE/SHOPCART.ASPX)

Projector Screen Store

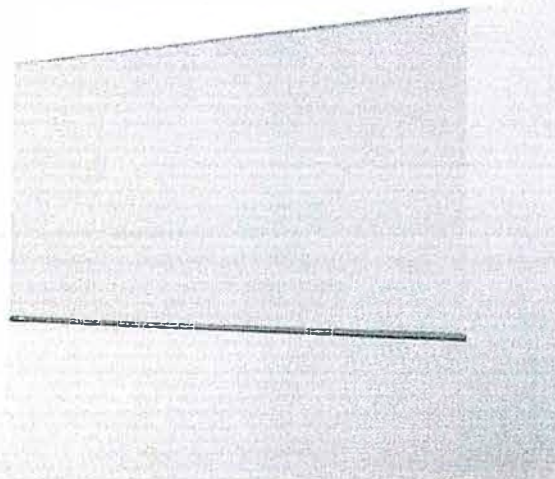
(1)

Projection and Presentation Superstore!

Keywords, Model # or Item # Search

[Custom Projector Screen \(https://www.projectorscreenstore.com/custom-projector-screen.html\)](https://www.projectorscreenstore.com/custom-projector-screen.html)[We Accept Purchase Orders \(https://www.projectorscreenstore.com/governmentprograms\)](https://www.projectorscreenstore.com/governmentprograms)[Home \(/\)](#) > [Projector Screens \(/pss-projector-screens.html\)](/pss-projector-screens.html) > [Green Screens \(/green-screens.html\)](/green-screens.html) > [Electric \(/electric-23719.html\)](/electric-23719.html) > [Green Screens \(/green-screens-23721.html\)](/green-screens-23721.html)

Draper Targa - 144" H x 144" W Motorized Electric Chroma Key Green Screen

[\(/resize/Shared/Images/Product/Draper-Targa-8-H-x-14-W-Motorized-Electric-Chroma-Key-Green-Screen/TargaGreen.jpg?bw=1000&w=1000&bh=1000&h=1000\)](/resize/Shared/Images/Product/Draper-Targa-8-H-x-14-W-Motorized-Electric-Chroma-Key-Green-Screen/TargaGreen.jpg?bw=1000&w=1000&bh=1000&h=1000)**Item Number: V11630KG**[DRAPER \(/store/m/17-Draper.html\)](/store/m/17-Draper.html)

Draper Chrome Key Green Screens are noncancelable and nonreturnable.

Leaves Warehouse within 5-10 Business Days (1)

Brand: Draper
Aspect Ratio: Square (1:1)
Screen Type: Electric
Viewable Height: 144
Mount Type: Wall and Ceiling
Front/Rear Projection: Front
Screen Material: Chroma Key Green
Series: Targa

[Write a review \(/store/WriteReview.aspx?ProductID=79092&id=www.projectorscreenstore.com\)](/store/WriteReview.aspx?ProductID=79092&id=www.projectorscreenstore.com)

Retail: ~~\$2,680.00~~**\$1,754.00**

You Save: \$926.00 (34.6%)

Starting at \$155/mo with [affirm](#). [Learn more](#)

Quantity:

1

BUY NOW[Move to List](#)**Buy with monthly payments**
Get a real-time decision.**FREE GROUND SHIPPING**

ON ALL ORDERS OVER \$49

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()

Featured Items:

Draper Infrared Remote Transmitter/Receiver IRT, 110V (/Accessories/Draper-Infrared-Remote-Transmitter-Receive-IRT-110-V-121227-77256.html)



Draper Low Voltage Control Kit with IR Remote Transmitter, 110V - LVC-IV/IRT (/Accessories/Draper-Low-Voltage-Control-Kit-with-IR-Remote-Transmitter-110-V-LVC-IV-IRT-121234-77252.html)



Draper Low Voltage Control Kit with RF Wireless Transmitter, 110V - LVC-IV/VRT (/Accessories/Draper-Low-Voltage-Control-Kit-with-RF-Wireless-Transmitter-110-V-LVC-IV-VRT-121233-77253.html)



Draper 3-Position Key Control Switch KS-3 110V - 121018 (/Mounts-Accessories/Draper-3-Position-Key-Control-Switch-KS-3-110-V-121018-121018-73521.html)

There are no reviews yet. | [Write A Review \(https://www.alltecstores.com/store/WriteReview.aspx?ProductID=79092\)](https://www.alltecstores.com/store/WriteReview.aspx?ProductID=79092)[DESCRIPTION](#) [SCREEN SURFACE](#) [TECHNICAL DOCUMENTS](#)

All Draper Chroma Key Green and Blue screens are custom built to order with custom sizes available. Made in the USA.

Draper Targa Series Motorized Electric Green Screens

The Draper Targa electric green screens are ideal for small to large video conferencing backgrounds or video production studios. The motor is mounted inside the roller, for a trim balanced appearance. The pentagonal steel case is scratch-resistant with a white polyester finish and matching endcaps. The Targa electric screen is a durable and reliable solution at an affordable price.

Chroma Key Green and Blue Family

Chroma key backgrounds (known as "blue screen" or "green screen") are used in video production and recording. "Green screen" surfaces are used for video production and recording. Chroma Key surfaces can also be used for video conferencing backgrounds. You can change your background image or use live action video footage to make your video conferences more dynamic.

[Draper Chroma Key Green and Blue Information \(https://v3.alltecstores.com/manuals/pdfs/Chroma Key Green and Blue Information.pdf\)](https://v3.alltecstores.com/manuals/pdfs/Chroma Key Green and Blue Information.pdf)

Product Information



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTIES COMMITTEE
SUBJECT: CAPITAL FUNDING REQUEST - TRUST PROPERTY IMPROVEMENT – CLUBHOUSE THREE, STORAGE CLOSET ADDITION
DATE: OCTOBER 14, 2020
CC: FILE

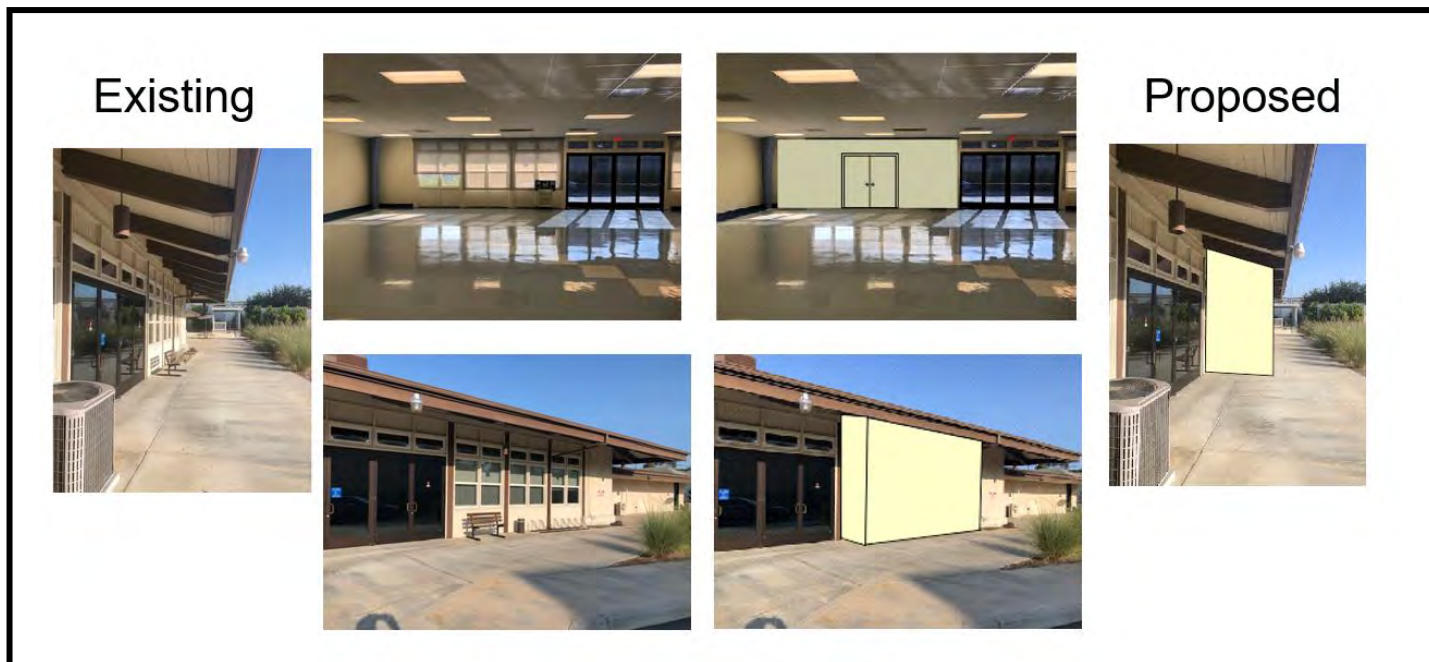
At its regularly scheduled meeting on October 7, 2020, the Physical Property Committee reviewed a request of the Recreation Committee, to expand Trust Property identified as Clubhouse Three (CH3) for the addition of approximately 190-200 square feet of storage space on the east side of the large multi-use room.

The basis for the request is lack of large item storage of Trust property (tables, chairs, partitions, etc.) which take up space within the multi-use room which could be better utilized for Shareholder/member activities.

Photos below are an example of the equipment which is being storage in public use space.



The proposed storage area would be added to the east side of the CH3 multi-use room and constructed under the existing building eave. Interior and exterior finishes are to match all existing finishes.



Proposals for the addition of this 190-200 square feet of storage area are as follows:

- Hadi Construction \$43,200
- Bergkvist Construction \$39,950
- Bruno Alvarez General Contractor \$37,000

After reviewing the proposals, the PPC unanimously recommends the Board award a contract Bruno Alvarez, General Contractor, for this project, at a cost not to exceed \$40,000, including a \$3,000 contingency.

At its regularly scheduled meeting on October 19, 2020, the Finance Committee determined Capital funding was available for this project, placing a hold on the funds, pending Board review.

I move to award a contract to Bruno Alvarez, General Contractor, for the addition of approximately 190 to 200 square feet to Clubhouse Three, for the purpose of storage of Trust property, in the amount of \$37,000, and add a \$3,000 contingency, for a total cost not to exceed \$40,000, Capital funding, and authorize the President sign the contract.

BRUNO H. ALVAREZ GENERAL CONTRACTOR

STATE LIC. #1020244

5944 Falcon avenue, Long Beach ,CA. 90804. Tel. (562)755-7472.email| morabham@gmail.com

DATE : 09/18/2020

PROPOSAL #: CLUBHOUSE #3/2020

TO: Golden Rain Foundation

LOCATION: CLUB HOUSE 3 STORAGE CLOSET.

I, Bruno H. Alvarez , propose to furnish all materials and perform all labor and obtain all permits necessary to complete the following:

Construct new storage closet addition to club house # 3 in specific location, Install 3set of solid core doors 72"x96" for access to new storage closet, Install 5/8" drywall on interior of new storage closet. Install 7/8" stucco on new storage closet. Includes no painting.

TOTAL CONTRACT PRICE

\$ 37,000.00

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTY COMMITTEE (MW)
SUBJECT: RESERVE FUNDING REQUEST - PAVING PROJECT, FOXBURG CHANGE ORDER
DATE: OCTOBER 13, 2020
CC: FILE

At its October 7, 2020 meeting the Physical Property Committee (PPC) reviewed a request to make repairs on Foxburg Road, with a change order to the 2020 Paving Project Contract. The scope of work consists of a complete grind and overlay of Foxburg Road, removal of roots and replacement of some flow lines and gutter, for a cost not to exceed \$106,225, including contingencies.

Damage caused by tree roots



Flow line needing replacement



After reviewing the proposal dated September 2, 2020 (attached) and verifying the Mutual is contracted for the removal of trees along the Perimeter Wall, the PPC unanimously recommended the approval of a change order to MJ Jurado for these repairs after funding is reviewed by the Finance Committee (FC).

MJ Jurado Proposal	\$96,225
Contingencies	\$10,000



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

BID PROPOSAL and CONTRACT

Job# _____

Date SEPT 2, 2020

Bid to GOLDEN RAIN RD.

Location FOX BURG RD.

CHANGE ORDER # 60

Owner/Dev _____

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

Item No	Quantity	Type or Description	Unit Price	Total
	26,121	GRIND & OVERLAY 2" EXISTING ASPHALT	2.05	53,548.05
	1-L.S.	REMOVE EXISTING ROOTS NEXT TO TREES, DEMO AND BASE PAVE ASPHALT WORK ALONG BACK WALL.	4.5	3,800.00
	687 L.F.	CONCRETE FLOWLINE - REMOVE EXISTING 2 FT. FLOWLINE CONSTRUCT NEW 3' FT WIDE FLOWLINE	38.00	26,106.00
	20 L.F.	REMOVE & REPLACE A-CURB DAMAGED BY TREE ROOTS.	NO	CHANGE
	387 L.F.	REMOVE & REPLACE A-CURB ALONG BACK OF WALL WHERE TREES DAMAGED A-CURB.	33.00	12,771.00

PRICES BASED ON SACK TYPE CONCRETE VALID TO

TOTAL

ACCEPTED:

NEW TOTAL \$ 96,225.05

Buyer

Date

By

MICHAEL JURADO

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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 - TRUST PROPERTY IMPROVEMENT, SAFETY FENCE REPLACEMENT
DATE: OCTOBER 13, 2020
CC: FILE

At its October 7, 2020 meeting, the Physical Property Committee (PPC) reviewed a request for the replacement of Trust Property identified as the pedestrian safety fences located at:

- St. Andrews Gate
- Clubhouse Three, East Side

St. Andrews, North Side



St. Andrews, South Side



CH3, East Side



The request for replacement is based upon:

- Age
- General condition
- Safety and protection

Suggested replacement – GRF approved standard fence/railing

St. Andrews

CH3

2", 3 Bar, With ADA Ends



2", 2 Bar



Cost to replace the three sections of pedestrian safety fences are as follows:

MJ Jurado	\$21,465
Bruno Alvarez General Contractor	\$23,975

After reviewing the bids, the PPC unanimously recommends the Board award a contract to MJ Jurado for this replacement, after funding is reviewed by the Finance Committee (FC).

At its regular scheduled meeting on October 19, 2020, the FC determined Reserve funding is available for this project.

I move to award a contract to MJ Jurado, for the replacement of Trust Property pedestrian safety fences, located at St Andrews and Clubhouse Three, in an amount not to exceed \$21,465, Reserve funding, and authorize the President sign the contract.



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

BID PROPOSAL and CONTRACT

Job# _____

Date 9/15/2020.

Bid to GOLDEN RAIN FOUNDATION

Location ST. ANDREW'S GUARD SHACK
CLUB HOUSE 3 EAST SIDE.

Owner/Dev _____

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

Item No	Quantity	Type or Description	Unit (Price)	Total
	73 L.F.	CLUB HOUSE #3 EAST SIDE - DEMO EXISTING POLES & CHAINS, CONSTRUCT NEW GUARD HAND RAIL 2" 3 BAR.	105.00	7,665.00
	60 L.F.	ST. ANDREW'S NORTH SIDE - DEMO EXISTING POLES & CHAINS, CONSTRUCT NEW GUARD HAND RAIL 2" 3 BAR.	105.00	6,300.00
	40 L.F.	ST. ANDREW'S SOUTH SIDE - DEMO EXISTING POLES & CHAINS, CONSTRUCT NEW GUARD HAND RAIL. 2" 3-BAR.	105.00	4,200.00
#	OPTIONAL	ST. ANDREW'S SOUTH SIDE - R & R SIDEWALK REMOVE CURB & GUTTER RAMP. CONSTRUCT NEW CURB & SIDEWALK ELIMINATE RAMP. \$3,300.00		3,300.00

PRICES BASED ON SACK TYPE CONCRETE VALID TO

TOTAL 21,465.00

ACCEPTED:

Buyer

Date

By

MICHAEL JURADO

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Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE (TD)
SUBJECT: CANCELLATION OF SCHEDULED AND BUDGETED 2020 RECREATION PROGRAMS DUE TO COVID-19
DATE: OCTOBER 19, 2020
CC: FILE

At its regularly scheduled meeting on October 5, the Recreation Committee approved cancelling the 2020 Recreation Department Event Schedule (Exhibit A).

In an effort to reduce the spread of COVID-19 within the community, the Recreation Department has cancelled all pending events and recommends the GRF Board approve the cancellation of all Recreation Department events for 2020, including the Amphitheater season, as well as all GRF and Library events and excursions.

I move to approve the cancellation of all Recreation Department events for the remainder of 2020, including the Amphitheater season, as well as GRF and Library events and excursions, Exhibit A.

EXHIBIT A

2020 RECREATION DEPARTMENT EVENTS

- Arts and Crafts Festival
- GRF Offsite Bus Trips
- Cinco de Mayo
- Holiday Tree Lighting
- Fourth of July
- Menorah Lighting
- Monday Night Football
- Mother's Day
- Open Air Nights
- GRF Superbowl Party
- GRF Indoor Swap Meet
- 2020 Summer Concert Series
- Toys for Tots
- Veterans Honor Banners
- Veterans Plaza Event (1)
- Cultural Bus Trips
- Author Speaks Series



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: ASSISTANT RECREATION MANAGER (KT)
SUBJECT: GOLF COURSE NAMING CONTEST WINNER
DATE: OCTOBER 14, 2020
CC: FILE

At its regularly scheduled meeting of October 5, 2020, the Recreation Committee approved the naming of the Golf Course as Turtle Lake and further approved awarding a \$250 gift card to the Shareholder/Member who submitted the winning name during a contest conducted in April 2020, and to send this request to the Board.

I move to approve the naming of the Trust property known as the Golf Course to Turtle Lake Golf Course and further approve awarding a \$250 gift card to the shareholder/member who submitted the winning name.

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Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE (RC)
SUBJECT: MINI FARM LEASE AGREEMENT
DATE: OCTOBER 16, 2020
CC: FILE

At the Recreation Work Study meeting on October 16, 2020, the Recreation Committee (RC) reviewed and approved the Mini Farm Lease Agreement. The Committee members present moved to forward the Mini Farm Lease agreement to the GRF Board of Directors for approval.

I move to approve the Mini Farm Lease Agreement, as presented.

LEASE AGREEMENT –MINI FARM

No. _____

This lease agreement is made on January 1st, 20____ (“Agreement”), between Golden Rain Foundation, 13531 St. Andrews Drive, Seal Beach, California 90740, a California Corporation (hereinafter referred to as “GRF”), and _____ (hereinafter referred to as “LESSEE”) who agrees as follows:

1. OPENING CLAUSES

This lease agreement is made with reference to the following facts and objectives:

- a. **GRF** is the owner of the Premises which consists of a 1.8-acre parcel of real property located at 13101 Nassau Drive, Seal Beach, California, 90740 (hereinafter the “Premises”).
- a. **LESSEE** is willing to lease is willing to lease plot #____ located at the Premises from GRF pursuant to the provisions stated in this agreement.
- b. the **LESSEE** (member, co-occupant, qualified permanent resident) wishes to lease the above portion of the premises for the purpose of recreational gardening.
- b. **LESSEE** has examined the Premises and fully accepts its present condition.

2. Term

The term of this lease shall be one (1) year commencing January 1st, 20____ and shall expire December 31st, 20____. GRF and/or **LESSEE** may terminate the Agreement at any time upon thirty (30) days’ advance written notice.

3. ANNUAL RENTAL AND TAXES

LESSEE shall pay GRF a minimum annual payment, without deductions, setoff, prior notice or demand:

- a. Application Fee - \$10.00
- b. Annual Plot Lease Fee - \$75.00
- c. Deposit - \$15.00
- d. The first year’s payment is payable (10) days after the contract is signed by both parties and the LESSEE is invoiced. For each subsequent year, annual lease payment is due on January 1st with a 10-day grace period. After the 10th day, the account is considered delinquent and is subject to a late charge of 1% for each month the account is delinquent. In addition to late fees, for each check that a bank returns for any reason, the LESSEE must pay \$25.00.
- e. All payments shall be remitted to GRF at the address to which notices to GRF are given at Golden Rain Foundation, P.O. Box 2069, Seal Beach, California 90740 (ATTENTION ACCOUNTING).

LEASE AGREEMENT –MINI FARM

Upon end of term of lease and/or cancellation of the lease, LESSEE shall not receive a refund or reimbursement for fees and/or any other expenses.

GRF shall pay all real property taxes, general and special assessments levied and assessed against the Premises.

LEASE AGREEMENT –MINI FARM

4. USAGE

LESSEE wishes to lease plot #_____ for the purposes of recreational gardening, (as stated in Policy 70-1447-1 Mini Farm – Rules and Regulations).

LESSEE use of the Premises as provided in this Agreement shall be in accordance with the following:

- a. **LESSEE** shall not operate as a business_____. (initials)
- b. **LESSEE** and each of its members, guests and invitees shall comply with GRF policies and procedures at all times_____. (initials)
- c. **LESSEE** shall not do, bring, or keep anything in or about the Premises that will cause the increase of premiums and/or cancellation of any GRF insurance covering the Premises.
- d. **LESSEE** shall comply with all of the regulations and rules of **LESSEE'S** use of the Premises Policy 70-1447-1 Mini Farm – Rules and Regulations including, without limitation, the obligation, at **LESSEE'S** cost to maintain the alterations and/or restore the Premises in compliance and conformity with all regulations and rules relating to the condition, use, or occupancy of the Premises during the term.
- e. **LESSEE** shall not use the Premises in any manner that will constitute waste, nuisance, or unreasonable annoyance to occupants of adjacent Premises or property, or in any manner that violates the law.
- f. **LESSEE** shall be responsible for any and all personal property and equipment stored at the Premises during the term of this Agreement. GRF shall not bear any responsibility for any of **LESSEE'S** personal property and equipment stored at the Premises.

5. DISCLAIMER

LESSEE agrees, all acts by **LESSEE**, are as a fully independent member and has no ties, affiliations, obligations and/or working relationship with GRF, Seal Beach. Neither GRF nor any of its directors, employees or agents assumes any legal liability or responsibility for any actions of or omissions by **LESSEE**.

6. MAINTENANCE

GRF will maintain all non-parcel landscaping portions of the Premises.

LESSEE, at its cost, shall maintain in good condition, all portions of the leased Premises, including without limitation, any personal property, and improvements of GRF currently located on the premises.

LEASE AGREEMENT –MINI FARM

- a. **LESSEE** shall be liable for any damage to the Premises resulting from the acts or omissions of **LESSEE**, its members, guests, or any of its authorized representatives [REDACTED] (Initials)
- b. **LESSEE** shall not make any alterations to the Premises without GRF's written consent. Any alterations made shall remain on and be surrendered with the Premises on expiration or termination of the lease. GRF can elect, within six (6) months before expiration of the term, to require **LESSEE** to remove any alteration that **LESSEE** has made to the Premises. If GRF so elects, **LESSEE** at its cost, shall restore the Premises to the original condition.
- c. If **LESSEE** makes any alterations to the Premises as provided in this paragraph, the alterations shall not be commenced until seven (7) business days after the GRF Representative (Recreation Director) has received written notice from **LESSEE** stating the date that the installation of the alterations is to commence so that GRF can post and record an appropriate notice of non-responsibility.

7. UTILITIES AND SERVICES

GRF will pay for all trash service, light, power, and water for the Premises. The Premises, and every part thereof, in and about the said Premises are, at the date hereof, in good order, condition and repair.

8. INDEMNITY & INSURANCE

The **LESSEE** and, on behalf of their heirs, executors, successors, and assigns, agree to release, acquit, and forever discharge and hold harmless, indemnify and defend GRF and its past, present and future Board members, contractors, agents, managers and employees of and from any and all claims, actions, causes of action, lawsuits, class action lawsuits, demands, rights, damages, costs, loss of service, expenses, liabilities, debts, judgments, including reasonable attorneys' fees and costs, and compensation whatsoever, which the undersigned now has or which may hereafter accrue on account of or in any way growing out of any and all known and unknown, foreseen and unforeseen claims, damages, and any other matters pertaining to the **LESSEE'S** use or misuse (or the Boards' approval of the use) of the Premises and for or by reason of any actual or alleged infringement of a third party's copyright, patent or trademark related to the **LESSEE'S** use of the Premises.

Any **LESSEE** activity which may require special insurance not mentioned herein will be maintained by **LESSEE** at all times while this Agreement is in effect. Proof of such insurance shall be provided annually to GRF.

LEASE AGREEMENT –MINI FARM

9. ASSIGNMENT

LESSEE shall not voluntarily assign or encumber its interest in this lease or in the Premises, or sublease all or part of the Premises, or allow any other person or entity to occupy or use all or any part of the Premises, without first obtaining GRF's written consent. Any assignment, encumbrance, or sublease without GRF's consent shall be voidable and, at GRF's election, shall constitute a default. No consent to any assignment, encumbrance or sublease shall constitute a further waiver of the provisions of this paragraph.

Any dissolution, merger or consolidation of **LESSEE** shall be deemed an involuntary assignment and shall constitute a default of **LESSEE**. GRF shall have the right to terminate this Agreement, in which case the lease shall not be treated as an asset of **LESSEE**.

No interest of **LESSEE** in this Agreement shall be assignable by operation of law.

10. DEFAULT

The occurrence of any of the following shall constitute a default by **LESSEE**:

- a. Failure to pay rent when due.
- b. Abandonment and vacating of the Premises for thirty (30) consecutive days.
- c. Failure to perform any other provision of the Agreement if the failure to perform is not cured within thirty (30) days after written notice has been given to **LESSEE**. If a default cannot reasonably be cured within thirty (30) days, **LESSEE** shall not be in default of this Agreement if **LESSEE** commences to cure the default within the 30-day period and diligently and in good faith continues to cure the default.

Notice given under this paragraph shall specify the alleged default in the applicable agreement provisions and shall demand that **LESSEE** perform the provisions of this Agreement or surrender the Premises. No such notice shall be deemed a forfeiture or a termination of this lease unless GRF so elects in the Notice.

GRF shall have the following remedies if **LESSEE** commits a default. These remedies are not exclusive; they are cumulative in addition to any remedies now or later allowed by Law.

- i. GRF may terminate this lease and **LESSEE'S** right to possession of the Premises at any time upon the giving of thirty (30) days' notice to quit.
- ii. No act by GRF other than giving notice to **LESSEE** shall terminate this Agreement.
- iii. GRF, at any time after **LESSEE** commits a default, can cure the default at **LESSEES'S** cost. If GRF at any time, by reason of **LESSEE'S** default, pays any sum or does any act that requires the payment of any sum, the sum paid by

LEASE AGREEMENT –MINI FARM

CLUB/CORP shall be due immediately from **CLUB/CORP** to GRF at the time the sum is paid, and if paid at a later date shall bear interest at the rate of 10 percent (10%) per annum from the date the sum is paid.

11. RIGHT OF ENTRY

In addition to normal operation of the facilities, including without limitation to perform maintenance or repairs as needed, GRF and its authorized representatives shall have the right to enter the Premises at all reasonable times to determine whether the Premises are in good condition and whether **LESSEE** is complying with its obligations under the Agreement (Initials)

12. NOTICE

Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first class mail.

Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other party shall be addressed to the other party at the address set forth on page 6 of this Agreement.

Either party may change its address by notifying the other party of the change of address. Notice shall be deemed communicated within forty-eight (48) hours from the time of mailing as provided in this section.

13. WAIVER

No delay or omission in the exercise of any right or remedy of GRF on any default by **LESSEE** shall impair such a right or remedy or be construed as a waiver. GRF's consent to or approval of any act by **LESSEE** requiring GRF's consent or approval shall not be deemed to waive or render unnecessary GRF's consent to or approval of any subsequent act by **LESSEE**.

Any waiver by GRF of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of the Agreement.

14. ATTORNEYS' FEES

The prevailing party in any legal action or proceeding (including without limitation arbitration) to enforce this Agreement shall be entitled to recover from the other party reasonable attorneys' fees, costs and expenses incurred in the prosecution or defense of the action or proceeding.

LEASE AGREEMENT –MINI FARM

15. MISCELLANEOUS PROVISIONS

This Agreement and any exhibits/attachments hereto constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all prior or contemporaneous oral or written agreements regarding the subject matter of this Agreement. This Agreement shall inure to the benefit of and shall be binding upon the parties, their successors, and assigns. This Agreement does not create any rights in any third parties as third-party beneficiaries. This Agreement may only be modified by a written instrument executed by both parties. If any provision of this Agreement is determined by an arbitrator or court of competent jurisdiction to be invalid or otherwise ineffective, the remaining provisions shall remain in full force. This Agreement shall be construed according to its fair meaning and as though no single party drafted this Agreement. This Agreement shall be construed in accordance with, and governed by, the laws of the State of California.

GOLDEN RAIN FOUNDATION

President (*signature*)

Print

Date

Mailing Address

Attachments:

1. CLUB/CORP Bylaws
2. CLUB/CORP Resolution

CLUB/CORPORATION

President (*signature*)

Print

Date

Mailing Address

LEASE AGREEMENT –MINI FARM

No. _____

This lease agreement is made on January 1st, 20____ (“Agreement”), between Golden Rain Foundation, 13531 St. Andrews Drive, Seal Beach, California 90740, a California Corporation (hereinafter referred to as “GRF”), and _____ (hereinafter referred to as “LESSEE”) who agrees as follows:

1. OPENING CLAUSES

This lease agreement is made with reference to the following facts and objectives:

- a. **GRF** is the owner of the Premises which consists of a 1.8-acre parcel of real property located at 13101 Nassau Drive, Seal Beach, California, 90740 (hereinafter the “Premises”).
- a. **LESSEE** is willing to lease is willing to lease plot #____ located at the Premises from GRF pursuant to the provisions stated in this agreement.
- b. the **LESSEE** (member, co-occupant, qualified permanent resident) wishes to lease the above portion of the premises for the purpose of recreational gardening.
- b. **LESSEE** has examined the Premises and fully accepts its present condition.

2. Term

The term of this lease shall be one (1) year commencing January 1st, 20____ and shall expire December 31st, 20____. GRF and/or **LESSEE** may terminate the Agreement at any time upon thirty (30) days’ advance written notice.

3. ANNUAL RENTAL AND TAXES

LESSEE shall pay GRF a minimum annual payment, without deductions, setoff, prior notice or demand:

- a. Application Fee - \$10.00
- b. Annual Plot Lease Fee - \$75.00
- c. Deposit - \$15.00
- d. The first year’s payment is payable (10) days after the contract is signed by both parties and the LESSEE is invoiced. For each subsequent year, annual lease payment is due on January 1st with a 10-day grace period. After the 10th day, the account is considered delinquent and is subject to a late charge of 1% for each month the account is delinquent. In addition to late fees, for each check that a bank returns for any reason, the LESSEE must pay \$25.00.
- e. All payments shall be remitted to GRF at the address to which notices to GRF are given at Golden Rain Foundation, P.O. Box 2069, Seal Beach, California 90740 (ATTENTION ACCOUNTING).

LEASE AGREEMENT –MINI FARM

Upon end of term of lease and/or cancellation of the lease, LESSEE shall not receive a refund or reimbursement for fees and/or any other expenses.

GRF shall pay all real property taxes, general and special assessments levied and assessed against the Premises.

LEASE AGREEMENT –MINI FARM

4. USAGE

LESSEE wishes to lease plot #_____ for the purposes of recreational gardening, (as stated in Policy 70-1447-1 Mini Farm – Rules and Regulations).

LESSEE use of the Premises as provided in this Agreement shall be in accordance with the following:

- a. **LESSEE** shall not operate as a business_____. (initials)
- b. **LESSEE** and each of its members, guests and invitees shall comply with GRF policies and procedures at all times_____. (initials)
- c. **LESSEE** shall not do, bring, or keep anything in or about the Premises that will cause the increase of premiums and/or cancellation of any GRF insurance covering the Premises.
- d. **LESSEE** shall comply with all of the regulations and rules of **LESSEE'S** use of the Premises Policy 70-1447-1 Mini Farm – Rules and Regulations including, without limitation, the obligation, at **LESSEE'S** cost to maintain the alterations and/or restore the Premises in compliance and conformity with all regulations and rules relating to the condition, use, or occupancy of the Premises during the term.
- e. **LESSEE** shall not use the Premises in any manner that will constitute waste, nuisance, or unreasonable annoyance to occupants of adjacent Premises or property, or in any manner that violates the law.
- f. **LESSEE** shall be responsible for any and all personal property and equipment stored at the Premises during the term of this Agreement. GRF shall not bear any responsibility for any of **LESSEE'S** personal property and equipment stored at the Premises.

5. DISCLAIMER

LESSEE agrees, all acts by **LESSEE**, are as a fully independent member and has no ties, affiliations, obligations and/or working relationship with GRF, Seal Beach. Neither GRF nor any of its directors, employees or agents assumes any legal liability or responsibility for any actions of or omissions by **LESSEE**.

6. MAINTENANCE

GRF will maintain all non-parcel landscaping portions of the Premises.

LESSEE, at its cost, shall maintain in good condition, all portions of the leased Premises, including without limitation, any personal property, and improvements of GRF currently located on the premises.

LEASE AGREEMENT –MINI FARM

- a. **LESSEE** shall be liable for any damage to the Premises resulting from the acts or omissions of **LESSEE**, its members, guests, or any of its authorized representatives [REDACTED] (Initials)
- b. **LESSEE** shall not make any alterations to the Premises without GRF's written consent. Any alterations made shall remain on and be surrendered with the Premises on expiration or termination of the lease. GRF can elect, within six (6) months before expiration of the term, to require **LESSEE** to remove any alteration that **LESSEE** has made to the Premises. If GRF so elects, **LESSEE** at its cost, shall restore the Premises to the original condition.
- c. If **LESSEE** makes any alterations to the Premises as provided in this paragraph, the alterations shall not be commenced until seven (7) business days after the GRF Representative (Recreation Director) has received written notice from **LESSEE** stating the date that the installation of the alterations is to commence so that GRF can post and record an appropriate notice of non-responsibility.

7. UTILITIES AND SERVICES

GRF will pay for all trash service, light, power, and water for the Premises. The Premises, and every part thereof, in and about the said Premises are, at the date hereof, in good order, condition and repair.

8. INDEMNITY & INSURANCE

The **LESSEE** and, on behalf of their heirs, executors, successors, and assigns, agree to release, acquit, and forever discharge and hold harmless, indemnify and defend GRF and its past, present and future Board members, contractors, agents, managers and employees of and from any and all claims, actions, causes of action, lawsuits, class action lawsuits, demands, rights, damages, costs, loss of service, expenses, liabilities, debts, judgments, including reasonable attorneys' fees and costs, and compensation whatsoever, which the undersigned now has or which may hereafter accrue on account of or in any way growing out of any and all known and unknown, foreseen and unforeseen claims, damages, and any other matters pertaining to the **LESSEE'S** use or misuse (or the Boards' approval of the use) of the Premises and for or by reason of any actual or alleged infringement of a third party's copyright, patent or trademark related to the **LESSEE'S** use of the Premises.

Any **LESSEE** activity which may require special insurance not mentioned herein will be maintained by **LESSEE** at all times while this Agreement is in effect. Proof of such insurance shall be provided annually to GRF.

LEASE AGREEMENT –MINI FARM

9. ASSIGNMENT

LESSEE shall not voluntarily assign or encumber its interest in this lease or in the Premises, or sublease all or part of the Premises, or allow any other person or entity to occupy or use all or any part of the Premises, without first obtaining GRF's written consent. Any assignment, encumbrance, or sublease without GRF's consent shall be voidable and, at GRF's election, shall constitute a default. No consent to any assignment, encumbrance or sublease shall constitute a further waiver of the provisions of this paragraph.

Any dissolution, merger or consolidation of **LESSEE** shall be deemed an involuntary assignment and shall constitute a default of **LESSEE**. GRF shall have the right to terminate this Agreement, in which case the lease shall not be treated as an asset of **LESSEE**.

No interest of **LESSEE** in this Agreement shall be assignable by operation of law.

10. DEFAULT

The occurrence of any of the following shall constitute a default by **LESSEE**:

- a. Failure to pay rent when due.
- b. Abandonment and vacating of the Premises for thirty (30) consecutive days.
- c. Failure to perform any other provision of the Agreement if the failure to perform is not cured within thirty (30) days after written notice has been given to **LESSEE**. If a default cannot reasonably be cured within thirty (30) days, **LESSEE** shall not be in default of this Agreement if **LESSEE** commences to cure the default within the 30-day period and diligently and in good faith continues to cure the default.

Notice given under this paragraph shall specify the alleged default in the applicable agreement provisions and shall demand that **LESSEE** perform the provisions of this Agreement or surrender the Premises. No such notice shall be deemed a forfeiture or a termination of this lease unless GRF so elects in the Notice.

GRF shall have the following remedies if **LESSEE** commits a default. These remedies are not exclusive; they are cumulative in addition to any remedies now or later allowed by Law.

- i. GRF may terminate this lease and **LESSEE'S** right to possession of the Premises at any time upon the giving of thirty (30) days' notice to quit.
- ii. No act by GRF other than giving notice to **LESSEE** shall terminate this Agreement.
- iii. GRF, at any time after **LESSEE** commits a default, can cure the default at **LESSEES'S** cost. If GRF at any time, by reason of **LESSEE'S** default, pays any sum or does any act that requires the payment of any sum, the sum paid by

LEASE AGREEMENT –MINI FARM

CLUB/CORP shall be due immediately from **CLUB/CORP** to GRF at the time the sum is paid, and if paid at a later date shall bear interest at the rate of 10 percent (10%) per annum from the date the sum is paid.

11. RIGHT OF ENTRY

In addition to normal operation of the facilities, including without limitation to perform maintenance or repairs as needed, GRF and its authorized representatives shall have the right to enter the Premises at all reasonable times to determine whether the Premises are in good condition and whether **LESSEE** is complying with its obligations under the Agreement [REDACTED] (Initials)

12. NOTICE

Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first class mail.

Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other party shall be addressed to the other party at the address set forth on page 6 of this Agreement.

Either party may change its address by notifying the other party of the change of address. Notice shall be deemed communicated within forty-eight (48) hours from the time of mailing as provided in this section.

13. WAIVER

No delay or omission in the exercise of any right or remedy of GRF on any default by **LESSEE** shall impair such a right or remedy or be construed as a waiver. GRF's consent to or approval of any act by **LESSEE** requiring GRF's consent or approval shall not be deemed to waive or render unnecessary GRF's consent to or approval of any subsequent act by **LESSEE**.

Any waiver by GRF of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of the Agreement.

14. ATTORNEYS' FEES

The prevailing party in any legal action or proceeding (including without limitation arbitration) to enforce this Agreement shall be entitled to recover from the other party reasonable attorneys' fees, costs and expenses incurred in the prosecution or defense of the action or proceeding.

LEASE AGREEMENT –MINI FARM

15. MISCELLANEOUS PROVISIONS

This Agreement and any exhibits/attachments hereto constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all prior or contemporaneous oral or written agreements regarding the subject matter of this Agreement. This Agreement shall inure to the benefit of and shall be binding upon the parties, their successors, and assigns. This Agreement does not create any rights in any third parties as third-party beneficiaries. This Agreement may only be modified by a written instrument executed by both parties. If any provision of this Agreement is determined by an arbitrator or court of competent jurisdiction to be invalid or otherwise ineffective, the remaining provisions shall remain in full force. This Agreement shall be construed according to its fair meaning and as though no single party drafted this Agreement. This Agreement shall be construed in accordance with, and governed by, the laws of the State of California.

GOLDEN RAIN FOUNDATION

President (*signature*)

Print

Date

Mailing Address

Attachments:

1. CLUB/CORP Bylaws
2. CLUB/CORP Resolution

CLUB/CORPORATION

President (*signature*)

Print

Date

Mailing Address

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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE
SUBJECT: **TENTATIVE VOTE:** ADOPT 70-1451-1, FITNESS CENTER RULES
DATE: OCTOBER 19, 2020
CC: FILE

At its meeting on October 5, 2020, the Recreation Committee recommended the GRF Board adopt 70-1451-1, Fitness Center Rules.

I move to adopt 70-1451-1, Fitness Center Rules, pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on November 24, 2020.

RECREATION

70-1451-1



Fitness Center Rules

1. GENERAL

- 1.1. The Fitness Center is for the recreational use of Golden Rain Foundation (GRF) members only and not for therapeutic or medical rehabilitation. Guests, caregivers, medical assistants, or helpers are not allowed to use the equipment in the Exercise Room. The GRF member using the Fitness Center is required to show their GRF identification card and have a signed Release of Liability form on file before being permitted to use the equipment.
- 1.2. The attendant is in charge of the Fitness Center at all times.
- 1.3. Members must sign in upon entering the Fitness Center.
- 1.4. The attendant on duty will instruct GRF members in the proper use of the exercise equipment. All exercise equipment must be operated properly and in accordance with the manufacturer's recommendation.
 - 1.4.1. The stop button on the treadmill must be pushed before dismounting. Do not use the emergency stop button or pause button. The safety clip must be worn while in use.
- 1.5. Malfunctioning or broken equipment must be reported to the attendant immediately.
- 1.6. Food or glass containers are not permitted in the Fitness Center.
 - 1.6.1. A non-glass beverage container with a spill-proof lid may be used.
- 1.7. Hula hoops and jump ropes may be used on the stretching mat only when no other shareholders are using it.
- 1.8. Music Selection is at the sole discretion of the on-duty Attendant.

2. REGISTRATION

- 2.1. All new members must obtain a member ID card and complete and have on file their Release of Liability form.
- 2.2. All members must check-in and swipe their bar code member ID upon entering and exiting the facility.

3. GROUP EXERCISE CLASSES

The Recreation Committee must approve all outside group classes and group classes will be scheduled by the Recreation Department

**Fitness Center Rules****4. ATTIRE**

Athletic-type footwear must be worn in the Fitness Center. An exception will be made to allow socks, without shoes, ONLY in the stretching/mat area or in the fitness adjacent class area. The attendant will be in charge of ensuring this procedure is followed. Dress shoes, penny loafers, sandals, open-toed shoes, or other footwear not approved by the attendant, are not permitted.

5. PERSONAL CLOTHING AND HYGIENE

Maintenance of clean clothing and personal hygiene is extremely important and strongly encouraged for the benefit and safety of all members.

6. MEMBERS PHYSICAL CONDITION

6.1. Participants should consult their doctor or therapist before starting an exercise program in order to avoid the inherent dangers of exercising and the risk of personal injury.

6.2. In order to avoid injury, participants should perform appropriate warm-up and cool-down exercises when using the equipment in the Fitness Center.

6.3. Participants should consult their medical practitioner or physical therapist regarding medical or physical therapy questions.

6.4. If other participants are waiting to use an exercise station or piece of equipment, the time limit on any exercise station or equipment is 20 minutes, including 2 to 5-minute cool down period.

6.5. Participants must bring their own towel when exercising.

6.5.1. Participants must wipe off perspiration from hand grips, seats or rails after using any equipment with hand grips, seats or rails.

7. RULES OF ETIQUETTE

Any member, who is loud, uses offensive language, demonstrates offensive or violent behavior, uses profanity, is bothersome to other members/employees, behaves otherwise in an unbecoming manner, or who is cited for an infraction of the policies or violations of the code of conduct, may be suspended or terminated from the Fitness Center.

7.1. To maintain an atmosphere in which all people feel comfortable, the GRF insists on certain standards of behavior.

RECREATION

70-1451-1



Fitness Center Rules

- 7.1.1. Do not bring your gym bag or other personal belongings onto the fitness floor. Please leave all valuables at home.
- 7.1.2. Be courteous when using the water fountain.
- 7.1.3. Ask if you may “work in,” and always allow others the same courtesy; afterward, return the seat and weight to the last user’s setup.
- 7.1.4. Refrain from yelling, using profanity, banging weights and making loud sounds.
- 7.1.5. Do not sit on machines between sets.
- 7.1.6. Re-rack weights and return all other equipment and accessories to their proper locations.
- 7.1.7. Ask staff to show you how to operate equipment properly so that others are not waiting.
- 7.1.8. Follow posted time limits on all machines.
- 7.1.9. Do not disturb others. Focus on your own workout and allow others to do the same.
- 7.1.10. Before beginning your workout, wash your hands and wipe off any cologne or perfume.
- 7.1.11. No talking on cell phones in exercise areas or while on any exercise equipment. Cell phones or Tablets may be used with headphones to listen to music or data.
- 7.1.12. Ask attendant to adjust music or fans.

Document History

Adopted: xxx-xx-20

Keywords	Fitness Center	Rules	Etiquette	Gym
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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE
SUBJECT: **TENTATIVE VOTE:** AMEND 70-1406-1, LIMITATIONS ON USE OF TRUST PROPERTY - RULES
DATE: OCTOBER 19, 2020
CC: FILE

At its meeting on October 5, 2020, the Recreation Committee recommended the GRF Board amend 70-1406-1, Limitations on Use of Trust Property - Rules.

I move to amend 70-1406-1, Limitations on Use of Trust Property - Rules, updating the facilities provided for the use of GRF members in good standing, establishing the age for guests using table tennis, updating document language, adding radio-controlled devices to devices prohibited on all Trust property, adding a section regarding Clubhouse space reservations for bingo, eliminating the Eligible Club and Organization section, adding the requirement that revenue-generating reservations be approved by the Recreation Committee, and updating the amenities listed in the Hours section, pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on November 24, 2020.



RECREATION

Limitations on Use of Trust Property – Rules

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

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

- 1.1. Car wash;
- 1.2. Fitness Center ~~Exercise room~~ (Policy 70-1466-1);
- 1.3. Golf course (Policy 70-1429.01-1 & 70-1429.02-1);
- 1.4. Lapidary room/art room/ceramics room;
- 1.5. Swimming pool (Policy 70-1468-1);
- 1.6. Woodshops;
- 1.7. Multi-use Court;
- ~~1.8.~~ Bocce Ball Court;
- ~~1.9.~~ Library/Veterans' Plaza;
- ~~1.10.~~ Knowledge and Learning Center/Test Kitchen;
- ~~1.11.~~ RV Lot/1.8 Acres;
- ~~1.8.~~ ~~1.12.~~ Golf hitting cage.

All other Trust facilities are provided for the use of GRF Members in good standing and their guests who are at least eighteen (18) years old except for private functions and twelve (12) years old for use of table tennis. Members must be present at all times when guests are using these facilities.

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

Special events take precedence when approved by the RD.

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

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



RECREATION

Limitations on Use of Trust Property – Rules

3. THE FOLLOWING LIMITATIONS MUST BE ADHERED TO FOR CRAFT FAIRS, FLEA MARKETS, RUMMAGE SALES, AND SWAP MEETS EXCLUDING THE GRF ARTS AND CRAFTS FESTIVAL: (POLICY 70-1480-1)

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

4. QUALIFYING GRF CLUBS/ORGANIZATIONS MAY RESERVE CLUBHOUSES SPACE FOR THE PURPOSE OF CONDUCTING BINGO GAMES UNDER THE FOLLOWING CONDITIONS:

- 4.1.** The Club or Organization must be exempted from the payment of the bank and corporation tax pursuant to California Penal Code Section 326.5;
- 4.2.** All receipts from bingo games must be used for charitable purposes;
- 4.3.** Specifically, all profits from the game must be used to directly benefit shareholder/GRF members, in consideration of which the profits may be donated to various Leisure World charitable organizations;
- 4.4.** Golden Rain Foundations, and specifically the Recreation Committee reserves the right to determine what organizations may be recipients of the profits in the case of a dispute;
- ~~The Club of Organization must obtain and present a valid gaming permit used by the City Council of the City of Seal Beach, pursuant to Seal Beach Municipal Code Section 7.20.40(D)(2);~~
- 3.4.4.5.** No Club of Organization will be permitted to conduct bingo games more than 12 hours per calendar month.

4.5. CLUBHOUSE RULES

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

- 4.1.5.1.** Clubhouse lobbies will be available for reservations with RD head approval. Lobby furniture may only be moved by custodial staff;
- 4.2.5.2.** Dining and kitchen facilities shall be cleaned by the reserving member after being used. (Policy 70-1411-1);
- 4.3.5.3.** Clubhouse One (1) and Clubhouse Two (2) Picnic Area shall be cleaned by the reserving member after being used, except for the BBQ;
- 4.4.5.4.** BBQ's will be cleaned by the custodians after it has cooled down;
- 4.5.5.5.** The regulation of the thermostats shall only be controlled by the custodian on duty;

(Jan 20)

GOLDEN RAIN FOUNDATION Seal Beach, California



RECREATION

Limitations on Use of Trust Property – Rules

- 89 ~~4.6.5.6.~~ Malfunctioning and/or damaged equipment shall be reported to the custodian
 90 or the RD;
 91 ~~4.7.5.7.~~ Items shall not be hung on window coverings or partitions at any time;
 92 ~~4.8.5.8.~~ Only blue low tack painters' tape shall be used to attach items to the walls – no
 93 other type of adhesive is authorized. Push pins or tacks may be used to attach
 94 items to the soundproofing panels. No push pins or tacks can be used on walls.
 95 Any cost to repair will be charged to reserving party;
 96 ~~4.9.5.9.~~ Items shall not be stored in any area of any Clubhouse without RD approval;
 97 ~~4.10.5.10.~~ Decibel sound levels inside clubhouses and outdoor entertainment areas
 98 should not exceed eighty (80) decibels and will be monitored by staff on duty;
 99 ~~4.11.5.11.~~ Children under the age of eighteen (18) years shall remain under the
 100 constant visual supervision of an adult;
 101 ~~4.12.5.12.~~ No Smoking (Policy 70-1412.02-1);
 102 ~~4.13.5.13.~~ Only licensed Service or Emotional Support Animals, duly registered with
 103 Stock Transfer, are permitted in or on Trust property. (Policy 50-1023-1);
 104 ~~4.14.5.14.~~ Power-driven mobility devices operated inside the clubhouses shall display
 105 an authorized handicap decal issued by the SD. The vehicle shall be operated
 106 at the lowest possible speed at all times within a clubhouse. Electric wheelchairs
 107 are exempted;
 108 ~~4.15.5.15.~~ Any person, persons or activities which disturb an event shall be brought to
 109 the attention of the custodian or the SD;
 110 ~~4.16.5.16.~~ All damages, repairs or unusual cleaning costs shall be the responsibility
 111 of the reserving Member;
 112
 113 ~~4.17.5.17.~~ Members shall notify the RD when a caterer will be used. (Policy 70-1431-
 114 1);
 115 ~~4.18.5.18.~~ Candles shall only be used in Trust facilities without carpeting;
 116 ~~4.19.5.19.~~ GRF reserves the right to disallow the use of Trust property to any Member at any
 117 time; and
 118 ~~4.20.5.20.~~ GRF and custodial staff meal and break periods must be adhered to without
 119 interruption (California Labor Laws)
 120

5.6. SPECIFIC RULES OF CLUBS OR ORGANIZATIONS USING TRUST PROPERTY

122 Any club or organization using Trust property cannot make rules or regulations that
 123 conflict with the established rules and regulations of the GRF.
 124

125 Neither the GRF, nor staff employed by the GRF, may become involved with enforcement
 126 of club or organization rules or regulations.
 127

6. ELIGIBLE CLUBS AND ORGANIZATIONS

128
 129 ~~GRF Trust facilities shall be maintained and preserved for the social, cultural and~~
 130 ~~recreational benefit of all GRF Members. Rules shall be reasonable, and yet not allow~~
 131

132 (Jan 20)

GOLDEN RAIN FOUNDATION Seal Beach, California



RECREATION

Limitations on Use of Trust Property – Rules

~~for exploitation of Members by individuals, groups, clubs or organizations.~~

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

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

~~6.2. There shall be an annual business meeting, including election of at least three (3) officers, and financial accounting to Members of the club or organization of all funds.~~

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

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

~~6.5. Although Members are allowed to invite guests, no club may advertise or publicize its activities so as to infer its membership or events are open to non-GRF Members.~~

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

~~6.7. Should a complaint be lodged by a member of a club for any reason, the RD can require all pertinent detailed documentation needed to resolve the complaint:~~

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

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

~~6.7.3. If the club fails to comply, the club's status as a recognized club in LW may be terminated, and all further use of Trust property will cease;~~

~~6.7.4. The Club has the right to appeal the RDs' decision to the Recreation Committee. Appeal must be in writing to the Recreation Committee Chair; and~~

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

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

7. USE OF CLUBHOUSE FACILITIES BY OUTSIDE ORGANIZATIONS

GRF Members in good standing that belong to an organization outside of the community may be permitted to reserve a clubhouse facility once each calendar year for an event by that organization if space is available, for a fee. Members are responsible for the organizations' activities and shall ensure that the organization follows all established rules relating to Trust property use. In the event that more than one Member belongs to the same outside organization, that organization is still limited to one invitation per

(Jan 20)

GOLDEN RAIN FOUNDATION Seal Beach, California



RECREATION

Limitations on Use of Trust Property – Rules

calendar year.

There will also be a non-refundable usage fee depending on the number of attendees. See policy 70-1406-2.

8. GRF SPONSORED ACTIVITIES

Revenue-generating reservations will be approved by the Recreation Committee.

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

9. HOURS

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

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

9.3. The ~~Exercise Room~~ Fitness Center, Golf Course, Multi-use court, Bocce ball, and Swimming Pool will be limited to Members. Caregivers or guests are not permitted to use these areas;

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

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

9.6. No personal trainers are allowed in the ~~Exercise Room~~ Fitness Center; personal trainers will be approved by the Recreation Department and the Recreation Committee;

9.7. The Amphitheater will be available for use by recognized clubs and organizations by reservation only. (Policy 70-1412.02-1);

9.8. The Golden Age Foundation can use the hospitality area in any Clubhouse, on any holiday, for the benefit of the Members, with approval of the Recreation Committee;

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

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

10. NOTICE OF CLOSING

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

(Jan 20)

GOLDEN RAIN FOUNDATION Seal Beach, California



RECREATION

Limitations on Use of Trust Property – Rules

11. CHARGES

- 11.1.** Charges will be assessed for clubs and/or private parties using Trust facilities when the scheduled or actual use extends beyond the official hours, or when additional help or special accommodations are is required. The rate to be used is the lowest established billing rate currently in effect as determined and published by the Accounting Office. In the event of overtime, a minimum of one hour will be charged;
- 11.2.** Parties requesting the use of meeting rooms will be required to pay all charges for damages, repairs or unusual cleaning costs.
- 11.3.** See 70-1406-2, Limitation on Use, Fees.

Document History

Adopted:	19 Oct 71	Amended:	16 May 78	Amended:	18 Sept 79
Amended:	15 Nov 83	Amended:	19 Aug 86	Amended:	21 Oct 86
Amended:	16 Aug 88	Amended:	31 Jan 95	Amended:	20 Aug 96
Amended:	17 Mar 98	Amended:	19 May 98	Amended:	21 Jul 98
Amended:	16 Sep 03	Amended:	20 Mar 07	Amended:	28 Apr 14
Amended:	13 Apr 17	Amended:	19 Dec 17	Amended:	23 Jul 19
Amended:	28 Jan 20				

Keywords: Recreation Trust Property [Bingo](#) [Fundraisers](#)

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-Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE
SUBJECT: **TENTATIVE VOTE:** AMEND 70-1412.02-1, SMOKING PROHIBITION
DATE: OCTOBER 19, 2020
CC: FILE

At its meeting on October 5, 2020, the Recreation Committee recommended the GRF Board amend 70-1412.02-1, Smoking Prohibition.

I move to amend 70-1412.02-1, Smoking Prohibition, expanding the smoking prohibition to all GRF amenities and including “vaping” to products prohibited at all GRF amenities, pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on November 24, 2020.



RECREATION

Smoking Prohibition

*Smoking refers to inhaling, exhaling, burning or carrying of any lighted or heated tobacco/marijuana product, as well as non-tobacco smoking substances and smoking instruments.

1. 1. Smoking is prohibited in all GRF amenities. the Amphitheater area, including the stage, rest rooms and sound booth.

2. 2. Smoking is prohibited in all Trust buildings and within twenty feet of all Trust Buildings.

3. ~~Smoking is prohibited on the golf course, in the interior of the golf starters' area, and rest rooms.~~

4. ~~Smoking is prohibited in the pool area.~~

5. 3. Smoking* or other use of tobacco and/or marijuana products (included, but not limited to, cigarettes, e-cigarettes vaping, pipes, cigars, hookahs, snuff, all forms of smokeless tobacco or chewing tobacco) is not permitted.

~~*Smoking refers to inhaling, exhaling, burning or carrying of any lighted or heated tobacco/marijuana product, as well as non-tobacco smoking substances and smoking instruments.~~

Document History

Adopted:	18 Sept 84	Amended:	16 Apr 91	Amended:	20 Dec 94
Amended:	20 Jan 98	Amended:	16 Oct 01	Amended:	28 Jul 06
Amended:	18 Sep 07	Amended:	25 Nov 14	Amended:	24 May 16
Amended:	21 Jun 16	Reviewed:	02 Aug 17	Amended:	23 Jul 19

Keywords: Recreation Smoking



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE
SUBJECT: AMEND 70-1422-3, MARQUEE USAGE
DATE: OCTOBER 05, 2020
CC: FILE

At its meeting on October 05, 2020, the Recreation Committee recommended the GRF Board amend 70-1422-3, Marquee Usage.

I move to amend 70-1422-3, Marquee Usage, determining that the marquee is for Golden Rain Foundation meeting notices exclusively, as presented.



RECREATION

Marquee Usage

1. The Recreation Department is responsible for the operation of the marquee.
2. The marquee at the corner of Golden Rain Road and St. Andrews Drive is available for Golden Rain Foundation notices of meetings that are of general community interest.
- ~~3.~~ 3. ~~Priority will be given to~~ Use of the marquee is for public meetings of the Golden Rain Foundation (GRF) Board, official notices, amphitheater performances and meetings which require the use of a large facility and that attract a wide cross-section of Foundation Members. ~~Other groups holding open meetings will be afforded space, as available.~~
- ~~4.~~ The marquee will not be available to publicize the following types of meetings, events, or functions:
 - ~~4.1.~~ Meetings that serve a fund-raising function.
 - ~~4.2.~~ Meetings, events or functions where a charge is made to attend or where a donation is taken up at the meeting. Membership dues or payment for food or drink in a recognized club in the community is not considered a donation or charge.
 - ~~4.3.~~ Private events.
- 5.3. Any and all exceptions will be determined by the Recreation Department head in consultation with the Recreation Committee.

Document History

Adopted:	18 May 71, Effective 01 Jul 71		
Amended:	19 Mar 91	Amended:	18 Feb 97
Amended:	17 Nov 98	Amended:	21 Sep 99
Amended:	22 Aug 17	Amended:	07 Aug 18
		Amended:	21 Jul 98
		Amended:	20 Apr 10
		Amended:	23 Jul 19

Keywords: Marquee Public Meeting Publicize



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE
SUBJECT: AMEND 70-1423-2, BULLETIN BOARD USAGE
DATE: OCTOBER 05, 2020
CC: FILE

At its meeting on October 05, 2020, the Recreation Committee recommended the GRF Board amend 70-1423-2, Bulletin Board Usage.

I move to amend 70-1423-2, Bulletin Board Usage, updating the bulletin board locations and advising that any additional bulletin board locations will be determined by the Recreation Committee, as presented.



RECREATION

Bulletin Board Usage

Many of the community facilities have bulletin boards to display items of general interest to the community. Notices must be dated and approved by the Recreation Department before being displayed.

1. The bulletin boards in the following locations are available for displaying approved items of general interest: Building five (5), Clubhouse One (1), Clubhouse Two (2), Clubhouse Three (3), Clubhouse Four (4), Clubhouse Six (6), Swimming Pool, Fitness Center, ~~Exercise Room~~ and Golf starter shack, Mission Park for Bocce Ball in the Multi-use court and 1.8 Acres for Mini-farms.

1.1. The pool attendant has the authority to remove unauthorized notices from the bulletin board at the Swimming Pool.

1.2. The attendants have the authority to remove unauthorized notices from the bulletin board in the Fitness Center, ~~Exercise Room~~.

1.3. The bulletin boards located at the interior and exterior of the Golf Starter Room are available for displaying items relating to the Ladies' and Men's Golf Clubs, and for special tournament information and approved items of general interest. The Golf Starters have the authority to remove any unauthorized notices from the bulletin boards.

1.4. The Table Tennis area in clubhouse six (6) has 2 bulletin boards for the Table Tennis club's use.

1.5. The bulletin board located in Mission Park for Bocce Ball in the Multi-use Court.

1.6. The bulletin board located in 1.8 Acres for Mini-farms.

1.7. Any additional bulletin boards as determined by the Recreation Committee.

2. Clubhouse One (1) has a card display rack which uses 3" x 5" cards for specific items. Notices must be dated and approved by the Recreation Department. Notices may be displayed for a period not to exceed two (2) weeks.

Document History

Adopted:	18 May 71	Amended:	19 Jun 73	Amended:	18 Dec 73
Amended:	16 Nov 82	Amended:	11 Nov 01	Amended:	17 Feb 04
Amended:	22 Aug 17	Reviewed:	07 Aug 18	Amended:	23 Jul 19

Keywords: Bulletin Recreation

(Jul 19)

GOLDEN RAIN FOUNDATION Seal Beach, California



RECREATION

Bulletin Board Usage

Board

39

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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE
SUBJECT: **TENTATIVE VOTE:** AMEND 70-1447-1, USE OF COMMUNITY FACILITIES,
MINI FARM – RULES
DATE: OCTOBER 05, 2020
CC: FILE

At its meeting on October 05, 2020, the Recreation Committee recommended the GRF Board amend 70-1447-1, Use of Community Facilities, Mini Farm – Rules.

I move to amend 70-1447-1, Use of Community Facilities, Mini Farm – Rules, establishing that Mini Farm plots holders must be GRF Members in good standing, adding a prohibition against alcoholic beverages, animals (excepting Qualified Service Animals), firearms, and radios, establishing rules for the length of leases, plot abandonment, lessee responsibilities of the plots, lessee guests, establishing plot maintenance expectations, establishing conditions for vacating a plot, establishing lease non-compliance actions, and informing plot holders that the Recreation Department has the right to review and adjust operating rules and to enter any plot at any time, as presented.



RECREATION

Use of Community Facilities, Mini Farm – Rules

1. GENERAL REGULATIONS

The Recreation Department is responsible for the fair and equitable use of the Mini Farm area also known as the 1.8 acres. The Recreation Department will also be responsible to ensure that all of the conditions of these rules are followed.

1.1. The Mini Farm plots are for Golden Rain Foundation (GRF) Members in good standing only. Only one plot shall be assigned per household.

1.2. ~~No vaping or use of any type of tobacco products will be permitted within the Mini Farm areas at any time.~~ The Mini Farms are a non-smoking, tobacco-free, vapor-free, drug-free environment.

1.3. Alcoholic beverages may not be brought into the Mini Farm area.

~~1.4.~~ **1.4.** No animals allowed in the Mini Farm area: ~~exception~~ Qualified Service Animals will be allowed in the garden if staying with their owner. ~~only.~~

~~1.5.~~ **1.5.** Lessee may not carry, use, or store firearms or weapons of any kind in the Mini Farm area.

~~1.6.~~ **1.6.** Radios are not allowed. If you would like to use your music devices, headphones are required.

~~1.7.~~ **1.7.** Spaces shall be leased ~~on an annual basis or a maximum of six consecutive years.~~ for a period of six years. Upon the completion of ~~the sixth~~ a six year lease, the Lessee must relinquish their plot. The Lessee can can go back on the waiting list. ~~Effective January 1, 2021, 0 all plot holders in excess of six years still have a remaining year~~ must relinquish their plot.

~~1.8.~~ **1.8.** Plots shall not be ~~abandoned,~~ traded or given up to another GRF Member by the Lessee. If you choose to relinquish your space, you must notify the Recreation Department and your space will be reassigned to the next GRF Member on the waiting list. No refunds shall be issued for any monies paid to GRF.

1.9. ~~Plots must be worked by the GRF Member only.~~ Lessee is responsible for the planning and management of their own plots, including providing seeds, plants, amendments, and any tools. Plots must be worked solely by the Lessee. Exception: In case of an injury or temporary illness, Lessee shall notify the GRF Recreation Department in writing and other arrangements may be made a "garden angel" can be assigned to care for your garden for up to 2 (two) weeks with the approval of the Recreation Department.

1.10. Lessee may bring a guest, including children, into the Mini Farm area, provided that the guest complies with the code of conduct. Children must always be accompanied by an adult.

~~1.6.~~

(Jan 20)

GOLDEN RAIN FOUNDATION Seal Beach, California



RECREATION

Use of Community Facilities, Mini Farm – Rules

~~4.7.~~1.11. GRF Members and their Guest may not enter other plots or harvest ~~fruits or vegetables~~produce in plots assigned to other GRF members without explicit written permission from that plot's Lessee.

~~4.8.~~1.12. Lessee will keep clean and neat any common areas, such as pathways. Lessee will promptly report any concerns about safety of the garden to the GRF Recreation Department. The pathway along the wall bordering Nassau Drive and all walkways must always be kept clear of gardening tools and plant materials from the plots.

~~4.9.~~1.13. Storage containers made of metal or wood are not permitted; storage container must be the type approved by the Recreation Committee and the storage container and tools must be kept within the boundaries of the designated plot. ~~No metal or wooden storage containers are permitted.~~

1.14. Neither trellises nor fences may exceed 7 feet in height to avoid shading a neighbor's plot. ~~Structures or decorations shall not conflict with community standards.~~

1.15. Structures to encourage vertical growing, including arbors, trellis, tree branch frames, and cages are only allowed during growing season if they are functional, orderly, safe, and do not conflict with community standards.

1.16. GRF does not permit the construction or existence of permanent shelter structures within the individual plots, including personal sheds, storage, or shade units.

~~4.10.~~—

~~4.11.~~1.17. One faucet and ~~hose are~~is set up for up to four plots for watering. The plots that are assigned to that area have exclusive use of the water fixture. ~~when the plot is being worked.~~

1.18. Automatic sprinklers and soaker hoses are forbidden. ~~GRF Members~~Mini Farmers must turn off water faucet or valve before leaving the plot. Mini Farmers shall not leave watering unattended at any time.

~~4.12.~~

~~4.13.~~1.19. Crushed rock or gravel is not permitted inside the plots. Any existing crushed rock or gravel must be removed from the plot upon vacating.

1.20. No wood treated with wood preservative shall be used in any plot.

1.21. No piles of wood, brick, pipes, hoses, or fencing shall be stored in plots.

1.22. The use of "scrap" materials, such as broken bricks or pavers, scraps of wood, metal, or plastic is not permitted

1.23. Items not authorized must be disabled and removed from the plot by required compliance date.



RECREATION

Use of Community Facilities, Mini Farm – Rules

1.14.

~~1.15.~~ **1.24.** All trees, miniature trees, shrubs or bush type fruit trees must be potted with a solid base underneath, and not exceed 7 feet tall. Existing trees or shrubs cannot extend over walkways or exceed 7 feet in height during any month of the year. Any existing tree shall be cut down when a lot is vacated before being assigned to a new GRF Member. No more than 10% of plot may be planted in flowers, the remaining balance shall be used to plant produce.

1.25. The Recreation Department may order the forfeiture of a plot when any Mini Farmer does not maintain His/her plot as described in the rule. Failure to plant at least ~~75~~60% of a plot for three (3) ~~months of the four seasons, spring, summer, fall and winter,~~ shall be sufficient cause to forfeit the plot.

1.26. If a plot appears untended (overgrown weeds, unharvested), you will be issued a violation notice. If the violation is not remedied by the required compliance date, the GRF Recreation Department may evict Lessee upon three violations.

1.16.

~~1.17.~~ **1.27.** GRF Members shall park in designated parking spaces only.

~~1.18.~~ **1.28.** Dumpsters are available for the disposal of green waste and regular trash. The removal of discarded items from the dumpster will not be permitted at any time.

1.29. Plots must be cleared of all vegetation and weeds before vacating plot. Failure to clean plot for final inspection will result in loss of lease deposit and Mini Farm future privileges.

1.30. If the Mini Farmer fails to comply with any terms of the lease within the allotted compliance time, then garden plot will be immediately forfeited with no refund of fees, nor will they be entitled to any payment or reimbursement from the GRF for any materials planted, growing, or otherwise located within the Community Garden or for any improvements made on the premises. All or any part of such material and improvements shall become the property of the GRF.

1.19.

2. HOURS OF OPERATION

7:00 a.m. to dusk seven (7) days a week.

3. MAINTENANCE OF PLOTS

3.1. To prevent the breeding of flies, harboring of rats, or air contamination, all decaying compost or newly delivered fertilizer shall be properly cared for by effectively sealing in plastic bags, or by turning it under in the plot within 48 hours.



RECREATION

Use of Community Facilities, Mini Farm – Rules

- 3.2. Remove all garden trash, spent plants, clippings, and leaves from the plot daily in the provided green waste bins.
- 3.3. Keep all plots, including the area to the center of the adjacent pathways, free from all grass and weeds through the year, whether or not the garden is planted or fallow.
- 3.4. Use care and caution while watering in order to keep from flooding neighboring plots and pathways.
- 3.5. Use care when spraying or dusting for bugs, snails, and other garden pests. Members must make every effort to ensure there is no drifting of pesticides to adjoining plots. GRF does not permit the use of Roundup on Trust property. See addendum A for approved pest control.
- 3.6. Store only the garden material necessary to supporting, staking or containing the plantings, neatly within the perimeter of one's assigned garden plot. No plants or vines shall be allowed to grow past a fence or property line, over walkways or sidewalks. No exterior fence will be used as a trellis on which to grow plants or vines.
- 3.7. GRF is not liable for loss or damage to personal property, vandalism to the garden parcel, and/or destruction of crops due to disease, pests, rodents, gophers, or inclement weather.
- 3.8. All items stored within the garden plot must be essential to gardening. Pesticides of any kind may not be stored at the Mini Farm. Items such as wooden stakes, tomato cages, etc. must be kept in a neat and orderly manner. Materials may not be stores against either the perimeter fencing of the plot or Mini Farm.
- 3.9. GRF is responsible for the maintenance and pest control of the common areas. Lessee is responsible for maintenance and pest control within their plot.
- 3.10. Lessee is responsible for the cost, installation, and maintenance of fencing. Staff must approve any fence or other structure prior to installation and follow GRF guidelines. Staff will provide written approval/permit for installation. This permit must be displayed at the plot for 30 days. See addendum B for approved fencing.

~~3.6.~~

4. CORRECTIVE ACTION

- 4.1. The Recreation Committee may order the forfeiture of any plot when the GRF Member fails to comply with this set of rules or any action in violation of the established Code of Conduct policy.

(Jan 20)

GOLDEN RAIN FOUNDATION Seal Beach, California

RECREATION**Use of Community Facilities, Mini Farm – Rules**

4.2. The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community at any time. The Recreation Department also reserves the right to enter any plot at any time.

~~4.1.~~

Document History

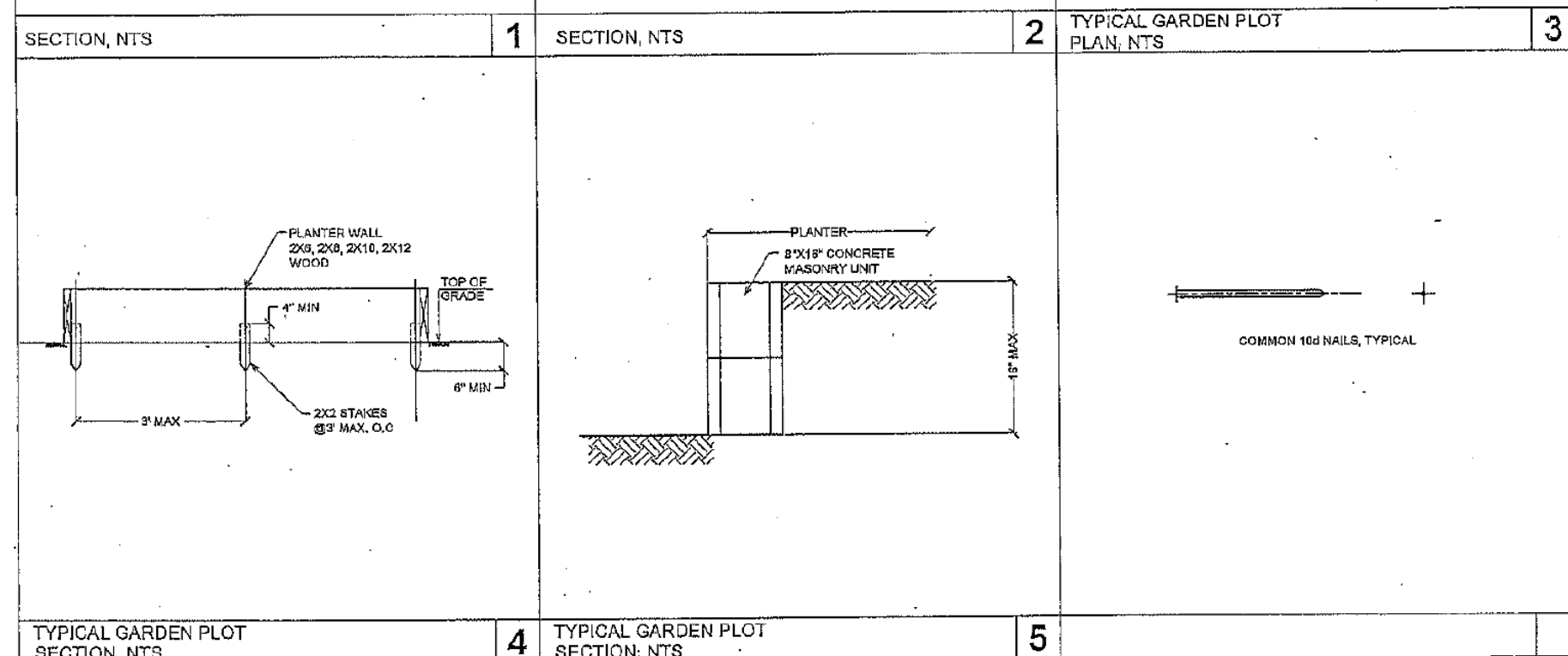
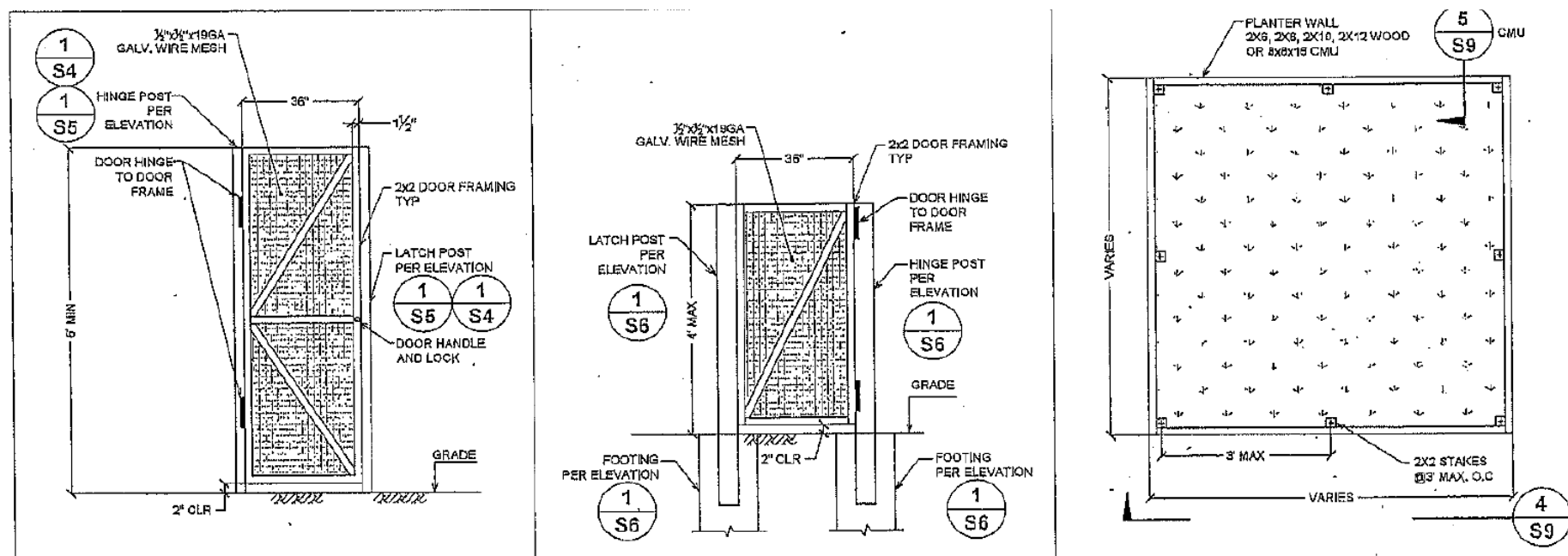
Adopted: 26 Nov 19 Amended: 28 Jan 20

Keywords: Mini Farm Garden Plot
 1.8 Acres

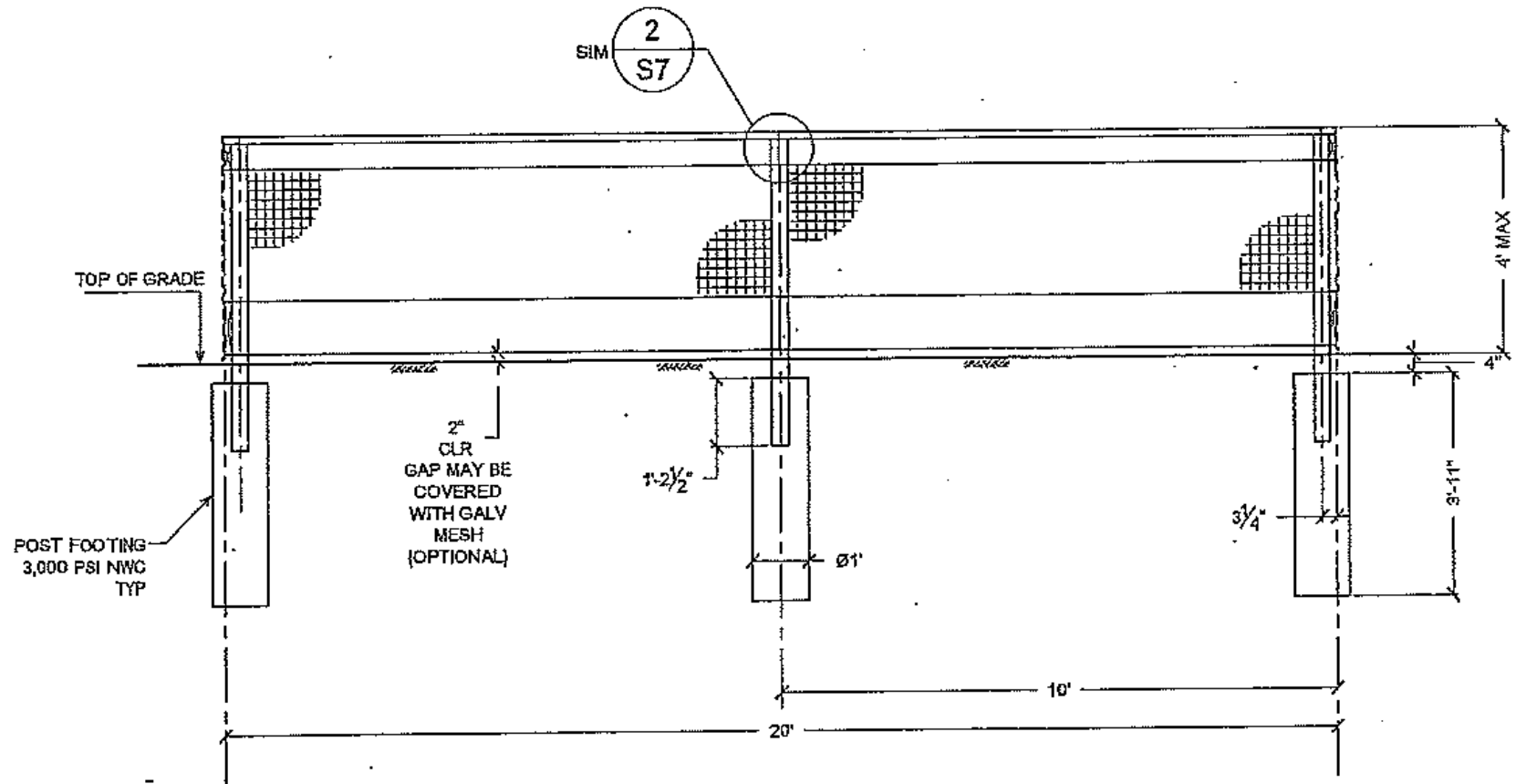
Addendum A

The following table includes, but is not limited to, substances that are recommended and those that are not.

	Recommended	Not Recommended
	<p>PEST AND DISEASE CONTROL</p> <ul style="list-style-type: none"> - bacillus thuringiensis (Bt) - soap spray - Horticulture pepper/onion spray - sulfur - wood ashes - sour milk solution - lace wings - dormant oils - micro-cop or equivalent - diatomaceous earth (DE) - baking soda - borax, boric acid - sluggo - lady bugs - tanglefoot - marigolds - beneficial nematodes - netting - Pyrethrum* <p>* Pyrethrin: It is a naturally occurring insect-killing chemical taken from chrysanthemum flowers. In the flowers, these bug-killers exist as a mixture of six separate chemicals that together are called pyrethrum or pyrethrins. Pyrethrins (without piperonyl butoxide or other enhancers) are permitted for use on organically grown crops.</p>	<ul style="list-style-type: none"> - rotenone - pyrethrate - pyrethroids - nicotine - sulfate - malathion - diazinon - sevin - organophosphates - Roundup - Finale - Dursban - organ chlorides - chlorpyrifos
	Recommended	Not Recommended
	<p>FERTILIZERS</p> <ul style="list-style-type: none"> - cotton seed - kelp - compost - manure - blood, bone, horn, and hoof meals - liquid fish or seaweed - fertilizers classed as "organic" 	<ul style="list-style-type: none"> - ammonium sulfate - ammonium nitrate - muriate of potash - superphosphates - highly soluble chemical fertilizer - Ozmicote - Non organic Miracle Grow



4' HIGH ENCLOSURE STANDARD



4 FT HEIGHT ENCLOSURE (SIDE)

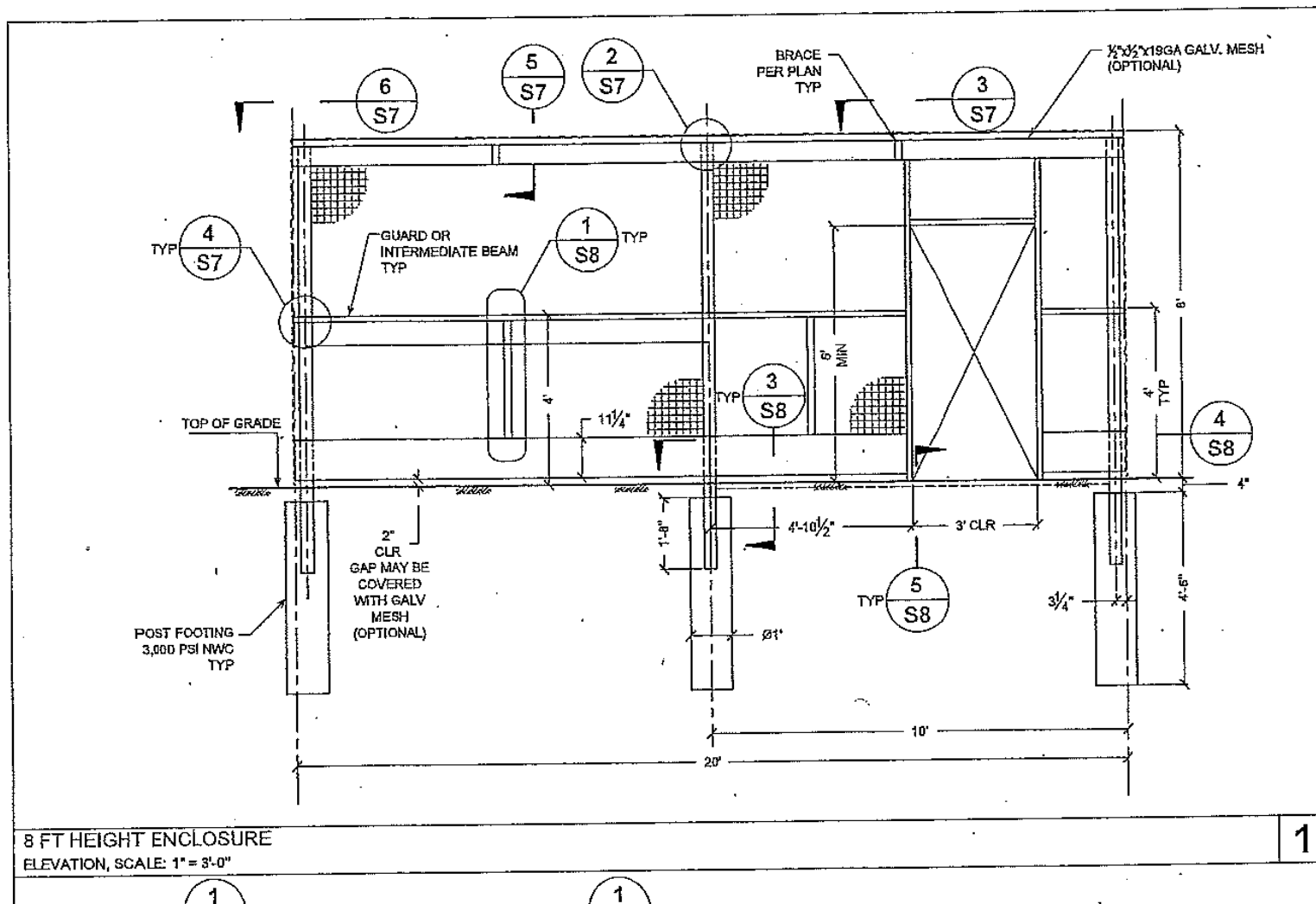
ELEVATION, SCALE: 1" = 3'-0"

PREPARED FOR

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8' HIGH FENCE STANDARD



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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE
SUBJECT: AMEND 70-2609-1, GRF EQUIPMENT
DATE: OCTOBER 05, 2020
CC: FILE

At its meeting on October 05, 2020, the Recreation Committee recommended the GRF Board amend 70-2609-1, GRF Equipment.

I move to amend 70-2609-1, GRF Equipment, establishing that custodial staff will monitor and document GRF equipment usage and establishing the conditions of loss of Clubhouse privileges, as presented.



GRF Equipment Use

Use of equipment will be monitored and documented by the custodial staff. The Clubhouse use form must be completed and signed by the person making the reservation and left with the custodian when the room is vacated.

1. CLUBHOUSE AND RECREATION EQUIPMENT

1.1. Tables, chairs, coffee urns, punch bowls, etc. are to be used on Trust property only unless authorized by the Recreation Department head.

4.1.1.2. More than two violations in a twelve month period will result in a loss of Clubhouse privileges.

2. ALL ELECTRONIC EQUIPMENT

1.2. **2.1.** All electronic equipment may be used by recreation groups if a qualified operator is obtained. "Qualified operator" will be determined by the Recreation Department head.

1.3. **2.2.** The custodian will remind violators of Golden Rain Foundation policies pertaining to clubhouses and equipment. If violation continues, the name of the member will be turned in to their supervisor and the Recreation Department head will be notified.

Document History

Adopted: 20 Oct 92

Retyped 02 Feb 00

(to replace Community Relations Manager with Community Facilities Manager, and to correct a clerical error)

Amended: 22 Aug 17 Amended: 23 Jul 19

Keywords: Foundation Equipment Electronic Recreation



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: SECURITY, BUS & TRAFFIC COMMITTEE
SUBJECT: **TENTATIVE VOTE:** ADOPT 80-1930-1, TRAFFIC - RULES
DATE: OCTOBER 21, 2020
CC: FILE

At its meeting on September 23, 2020, the Recreation Committee recommended the GRF Board adopt 80-1930-1, Traffic – Rules.

I move to adopt 80-1930-1, Traffic – Rules, pertaining to licensing requirements, decal requirements, areas of authorized use for motor vehicles, vehicles prohibited from use, safety rules specific to Leisure World Seal Beach, and the reporting of accidents, as presented, pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on November 24, 2020.



SECURITY

Traffic – Rules

The following Traffic Rules and Regulations are enforced and are applicable to all PEDESTRIANS and persons operating MOTOR VEHICLES, GOLF CARTS, MOBILITY SCOOTERS or BICYCLES on any property managed by the Golden Rain Foundation (GRF).

All MEMBERS are solely responsible for the actions or omissions by VISITORS or SERVICE PROVIDERS whose entry into LEISURE WORLD SEAL BEACH they have authorized, and the MEMBER is responsible for any GRF penalties incurred as a result of those behaviors.

1. LICENSING REQUIREMENTS

1.1. For MOTOR VEHICLES: Any person IN LEISURE WORLD SEAL BEACH operating a MOTOR VEHICLE, as defined in the California Vehicle Code, shall be required to have a valid driver's license in their possession.

1.1.1. All MOTOR VEHICLES operated in LEISURE WORLD SEAL BEACH must display current state-issued license plates and carry valid registration papers.

1.2. For GOLF CARTS and LOW SPEED VEHICLES (LSVs):

1.2.1. GRF MEMBERS are not required to possess a driver's license to operate a GOLF CART or LSV IN LEISURE WORLD SEAL BEACH.

1.2.2. Any VISITOR operating a GOLF CART or LSV IN LEISURE WORLD SEAL BEACH must possess a valid state-issued driver's license, be 16 years of age or older, and be accompanied by a MEMBER.

2. DECAL REQUIREMENTS

2.1. For MOTOR VEHICLES:

2.1.1. Each MOTOR VEHICLE owned by a MEMBER must display a valid GRF-issued decal on the front windshield or a valid gate pass on the dashboard.

2.1.2. A GRF MEMBER motor vehicle decal is valid for up to two (2) years, or the month and year when the MEMBER'S driver's license expires, whichever is sooner.

2.2. For GOLF CARTS and LSVs (Low-Speed Vehicles):

Each GOLF CART or LSV operated or parked by a MEMBER in LEISURE WORLD SEAL BEACH must display a valid GRF-issued decal. A golf cart or LSV decal is valid for two (2) years.



SECURITY

Traffic – Rules

2.3. For BICYCLES and ELECTRIC BICYCLES:

MEMBERS may obtain and display a GRF-issued decal on their BICYCLE or ELECTRIC BICYCLE to assist in gate access and in faster recovery if lost or stolen.

3. AREAS OF AUTHORIZED USE FOR MOTOR VEHICLES

3.1. MOTOR VEHICLES may only be operated on streets, driveways, and designated parking areas designed for such use.

3.2. GOLF CARTS, LSVs, BICYCLES and MAINTENANCE MOTOR VEHICLES.

3.2.1. GOLF CARTS, LSVs, all forms of BICYCLES, AND MAINTENANCE MOTOR VEHICLES can be operated on all roadways IN LEISURE WORLD SEAL BEACH, and are subject to the respective traffic and safety codes and the provisions of this document pertaining to the specific conveyance.

3.2.2. OPERATION ON SIDEWALKS:

3.2.2.1. Operating a GOLF CART, or LSV less than 48 inches in width, on a sidewalk or walkway is permissible only from the point of origin to the nearest driveway or place of exit to the street.

3.2.2.2. Operating an LSV more than 48 inches in width is prohibited on all walkways and sidewalks.

3.2.2.3. BICYCLES and MOBILITY SCOOTERS may be operated on all walkways and sidewalks in a safe manner under 5 miles per hour.

3.2.2.4. MOPEDS and BICYCLES, while under powered-operation, may not be operated on sidewalks.

3.2.2.5. GRF VEHICLES, GOLF CARTS, or LSVs, when utilized by GRF EMPLOYEES and THIRD PARTY CONTRACTORS to provide services to LEISURE WORLD SEAL BEACH Mutual Corporations, are permitted to travel on sidewalks, lawns, and walkways, as necessary.

4. PROHIBITED FROM USE IN LEISURE WORLD SEAL BEACH

4.1. Vehicles not licensed for street use, other than GOLF CARTS or LSVs.

4.2. Any MOTOR VEHICLE whose entry into the community was not authorized by GRF or a MEMBER.

4.3. Any motor vehicle without current state-issued license plates or not carrying valid registration.

4.4. Vehicles designed to carry 12 or more passengers, unless approved for loading or offloading passengers with approval from the Security Department or Recreation



SECURITY

Traffic – Rules

- Department.
- 4.5. Roller skates, roller blades, skateboards, or unpowered or powered one- or two-wheeled vehicles.

5. SAFETY RULES SPECIFIC TO LEISURE WORLD SEAL BEACH

5.1. GOLF CARTS and LSVs

- 5.1.1. GOLF CARTS and LSVs operated IN LEISURE WORLD SEAL BEACH between dusk and dawn must have working headlights, brake lights, and directional signals.
- 5.1.2. GOLF CARTS and LSVs operated during rain or other precipitation must have working wiper blades.
- 5.1.3. GOLF CARTS and LSVs shall be operated on sidewalks at no speed greater than 5 miles per hour.
- 5.1.4. GOLF CARTS and LSVs must yield the right of way to all PEDESTRIANS, BICYCLES and MOBILITY SCOOTERS.

5.2. BICYCLES and MOBILITY SCOOTERS

- 5.2.1. BICYCLES and ELECTRIC BICYCLES shall be operated on sidewalks at no speed greater than 5 miles per hour.
- 5.2.2. BICYCLES and ELECTRIC BICYCLES are not allowed within Trust buildings.
- 5.2.3. BICYCLES and ELECTRIC BICYCLES must yield the right of way to all PEDESTRIANS and MOBILITY SCOOTERS.
- 5.2.4. Operators of BICYCLES or ELECTRIC BICYCLES should wear a helmet that meets federal safety standards.

5.3. PEDESTRIANS and MOBILITY SCOOTERS in ROADWAYS

- 5.3.1. The driver of a MOTOR VEHICLE or BICYCLE shall yield the right of way to a PEDESTRIAN.
- 5.3.2. A person operating a MOBILITY SCOOTER on a sidewalk must yield the right of way to all PEDESTRIANS upon the sidewalk.

6. REPORTING ACCIDENTS:

- 6.1. The driver of any type of vehicle involved in any kind of accident resulting in death or injury to any person or animal shall immediately stop and call 911. The driver then must notify the Security Department immediately.
- 6.2. The driver of any vehicle involved in any accident resulting in damages to any property shall notify the LEISURE WORLD SEAL BEACH Security Department immediately.



SECURITY

Traffic – Rules

133
134

MUTUAL CONCURRENCE

One:	Nine:
Two:	Ten:
Three:	Eleven:
Four:	Twelve:
Five:	Fourteen:
Six:	Fifteen:
Seven:	Sixteen:
Eight:	Seventeen:

Document History

Adopted: XX XXX 20

Keywords: Traffic Rules Licensing Decal Motor Vehicle
Pedestrian

135

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-Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: SECURITY, BUS & TRAFFIC COMMITTEE
SUBJECT: **TENTATIVE VOTE:** ADOPT 80-1930-3, TRAFFIC - PROCEDURES
DATE: OCTOBER 21, 2020
CC: FILE

At its meeting on September 23, 2020, the Recreation Committee recommended the GRF Board adopt 80-1930-3, Traffic – Procedures.

I move to adopt 80-1930-3, Traffic – Procedures, pertaining to decal issuance, as presented, pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on November 24, 2020.



SECURITY

Traffic – Procedures

1. To obtain a GRF decal, the MEMBER and MOTOR VEHICLE must be present at the Security Office, and submit the following documentation:
 - 1.1. Current vehicle registration in the GRF MEMBER'S name as an owner of the vehicle.
 - 1.1.1. For RECREATIONAL VEHICLES, please refer to Rule 70-1487-1.
 - 1.2. Current GRF-issued MEMBER identification card.
 - 1.3. Documentation of current vehicle insurance.
 - 1.4. Valid state-issued driver's license.
 - 1.5. A GRF MEMBER motor vehicle decal is valid for up to two (2) years, or the month and year when the MEMBER'S driver's license expires, whichever is sooner.
2. To obtain a GRF decal for a GOLF CART or LSV, the MEMBER and vehicle must be present at the Security Office, and submit the following documentation:
 - 2.1 Current GRF-issued MEMBER identification card.
 - 2.2 Documentation of current homeowner's insurance covering the vehicle seeking a GRF decal.
3. Any MEMBER applying for a GRF BICYCLE decal must present a current GRF-issued MEMBER identification card to the Security Department.

Document History

Adopted: XX XXX 20

Keywords: GRF Decal Vehicle Golf Cart Bicycle



-Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: SECURITY, BUS & TRAFFIC COMMITTEE
SUBJECT: **TENTATIVE VOTE:** ADOPT 80-1937-1, TRAFFIC - RULES
DATE: OCTOBER 21, 2020
CC: FILE

At its meeting on September 23, 2020, the Recreation Committee recommended the GRF Board adopt 80-1937-1, Traffic – Rules.

I move to adopt 80-1937-1, Traffic – Rules, pertaining to parking rules required on public streets, as presented, pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on November 24, 2020.



SECURITY

Parking – Rules

1. PREFACE

In order to promote safety, all drivers and pedestrians shall follow the same parking rules as required on public streets, unless otherwise specified herein.

2. GENERAL RULES

The following Parking Rules are enforced and are applicable to all persons owning, controlling or operating vehicles on GRF TRUST PROPERTY. This refers to the streets, sidewalks, parking areas, clubhouses, grounds, and other amenities overseen by GRF.

2.1 All Shareholders are solely responsible for the actions of their guests, service providers and contractors. Therefore, they are responsible for the fines and penalties incurred.

2.2 GRF vehicles are exempted from these policies when appropriate, such as maintenance or security vehicles assisting first responders or providing emergency services to a Shareholder unit or GRF TRUST PROPERTY.

2.3 Documentation

2.3.1 No MOTOR VEHICLE (including GOLF CARTS) may be parked on TRUST PROPERTY without a GRF decal on its windshield or GRF gate pass visibly displayed. In the case of COMMERCIAL VEHICLES or RVs without a windshield or dashboard, a GRF pass can be secured to the vehicle or the trailer.

2.3.2 Any vehicle without proof of current valid State registration may not be parked on TRUST PROPERTY at any time.

2.4 Requirements

2.4.1 All persons parking IN LEISURE WORLD SEAL BEACH must observe California Vehicle Code Chapter 10.12 regarding time limits associated with the painted curbs and parking limitations listed in this document.

2.4.2 Curb or Parking space – Vehicles may park in a designated parking space or along a curb or sidewalk, unless otherwise provided herein.

2.4.3 Parking on all Trust Streets (streets having names) shall be in the direction of the flow of traffic in all cases of parallel parking.

2.4.4 Vehicles on a two-way travel roadway must be parked with the passenger side wheels within 18 (eighteen) inches of the curb or sidewalk.

2.4.5 Vehicles must be parked completely within the marked boundaries of a parking space (except for commercial or recreational vehicles).

2.4.6 No MOTOR VEHICLE may be parked with any portion of the vehicle on



SECURITY

Parking – Rules

- a sidewalk.
- 2.4.7** At no time may a motor vehicle be parked with any portion of the vehicle on the grass.
- 2.4.8** Vehicles may be parked for no more than 72 (seventy-two) hours in one location.
- 2.4.9** At no time may a vehicle be parked in a manner that creates a traffic hazard, interferes with other vehicle access, PEDESTRIAN traffic, or access to facilities or equipment.
- 2.4.10** MOTOR VEHICLES shall not park in GOLF CART- or LSV-designated spaces.
- 2.4.11** Pods, moving trailers or similar portable storage units are permitted on TRUST PROPERTY for up to 72 (seventy-two) hours with prior authorization.
- 2.4.12** Trailers not hitched to a vehicle are not permitted to be parked on TRUST PROPERTY.

3. PARKING ZONES

- 3.1.** Red Zone: Vehicles in violation are subject to immediate tow at owner's expense.
 - 3.1.1.** Fire Hydrant: No person shall park within fifteen (15) feet of a fire hydrant even if the curb is unpainted.
 - 3.1.2.** Fire Lanes: A vehicle may not be left unattended at any time.
 - 3.1.3.** Bus Stops: No person shall park or leave standing any vehicle within thirty (30) feet on bus-stop side of the street to provide for loading and unloading of buses.
- 3.2.** Blue Zone (Handicapped): Vehicles must display a valid, government-issued disabled (handicapped) license plate or placard.
- 3.3.** Green Zone: Parking may not exceed twenty (20) minutes.
EXCEPTION:
Unlimited time parking in a Green Zone is permitted only when the vehicle is displaying a valid government-issued disabled license plate or placard.
- 3.4.** White Zone: Immediate passenger loading and unloading only.
- 3.5.** Yellow Zone: Vehicle loading and unloading only not to exceed 20 (twenty) minutes.
- 3.6.** Unpainted: Parking is permitted up to 72 (seventy-two) hours, unless otherwise restricted.

4. SPECIFIC VEHICLE TYPES

- 4.1.** Commercial Vehicles
 - 4.1.1.** Contractor vehicles must comply with all traffic and parking rules and

(xxx 20)

GOLDEN RAIN FOUNDATION Seal Beach, California



SECURITY

Parking – Rules

regulations inside the community and must not obstruct or park on sidewalks or walkways.

4.1.2. Contractor and service vehicles, including personal vehicles driven by EMPLOYEES or COMMERCIAL WORKERS, shall not be parked overnight on TRUST PROPERTY (TRUST STREETS included) without a permit.

4.2. Golf Carts and LSVs

- 4.2.1.** GOLF CARTS AND LSVs may be parked in parking spaces or along curbs designated for GOLF CARTS or MOTOR VEHICLES. GRF is not liable for damaged, lost or stolen property.
- 4.2.2.** GOLF CARTS AND LSVs may not be parked in any manner interfering with foot or vehicle traffic.
- 4.2.3.** Parking on a sidewalk by GOLF CARTS AND LSVs is prohibited.

4.3. Bicycles and Electric Bicycles

- 4.3.1.** BICYCLES or ELECTRIC BICYCLES must be parked utilizing bicycle racks where provided. GRF is not liable for damaged, lost or stolen property.
- 4.3.2.** BICYCLES or ELECTRIC BICYCLES may not be parked in any manner interfering with foot or vehicle traffic.
- 4.3.3.** Attended BICYCLES or ELECTRIC BICYCLES may be parked off pavement, but only in such a manner as not to damage landscaping.
- 4.3.4.** Parking on a sidewalk by BICYCLES or ELECTRIC BICYCLES is prohibited.
- 4.3.5.** Overnight parking of bicycles on TRUST PROPERTY is not permitted.

4.4. Mobility Scooters

- 4.4.1.** MOBILITY SCOOTERS may be parked in parking spaces designated as intended for "SCOOTERS" or "GOLF CARTS." GRF is not liable for damaged, lost or stolen property.
- 4.4.2.** MOBILITY SCOOTERS may not be parked in any manner interfering with foot or vehicle traffic.
- 4.4.3.** Parking a MOBILITY SCOOTER on a sidewalk is prohibited.

4.5. RECREATIONAL VEHICLES (RV) or VEHICLE USED FOR RECREATION (VUFR)

- 4.5.1.** The RV parked on TRUST PROPERTY MUST display a Security Department-issued decal or a gate pass.
- 4.5.2.** The RV or VUFR cannot be parked for more than 72 (seventy-two)



SECURITY

Parking – Rules

hours.

4.5.3. Other activities, such as vehicle maintenance, sleeping, cooking or resting in the RV or VUFR, are not allowed.

4.5.4. The RV or VUFR must be parked with engine and accessory equipment (e.g. exterior lights, air conditioner, audio and video equipment) shut off. The generator may be used while loading or unloading the vehicle and ONLY between the hours of 8:00 a.m. and 8:00 p.m.

4.5.5. The extensions such as slide-outs, tilt-outs, and awnings must remain closed. Steps must not block the sidewalk.

4.5.6. The RV or VUFR shall not be attached to any external power or water supply.

4.5.7. Leveling jacks, if used, must include a base plate sufficient to prevent damage to pavement.

4.5.8. No animals or children shall be left unattended on or within any RV or VUFR at any time.

5. TRUST PROPERTY PARKING AREAS

5.1. Clubhouse One

5.1.1. Parking in the lot near the wood shop is prohibited between 11:00 p.m. and 7:00 a.m.

5.1.2. Parking is prohibited between 11:00 p.m. and 7:00 a.m. in the spaces on the west side of the clubhouse (Burning Tree).

5.1.3. Parking is permitted up to 72 (seventy-two) hours in the lot across from the clubhouse next to the golf course.

5.1.4. No RVs are allowed to park overnight near Clubhouse One or in the lot across from the clubhouse, next to the golf course.

5.2. Clubhouse Two

5.2.1. Parking in the lot next to the Wood Shop and car wash is prohibited between 11:00 p.m. and 7:00 a.m.

5.2.2. Parking is prohibited between 11:00 p.m. and 7:00 a.m. in the spaces on the east side of the clubhouse (El Dorado).

5.2.3. Parking is permitted up to 72 (seventy-two) hours in the lot between the clubhouse and the RV lot if the vehicle displays an official GRF decal or an unexpired short-term gate pass issued by the Security Department.

5.2.4. No RVs are allowed to park overnight near Clubhouse Two, except as stated in 5.2.3.

5.3. Clubhouses Three and Four

5.3.1. No overnight parking allowed, except for The Radio Club Yellow

GOLDEN RAIN FOUNDATION Seal Beach, California

(xxx 20)



SECURITY

Parking – Rules

- Emergency Van 3, Innovative Cleaning Service Vehicles, and contractor vehicles as authorized by GRF.
- 5.3.2.** No RVs are allowed to park overnight near clubhouses three and four.
- 5.4.** Building Five, Clubhouse Six, Healthcare Center, Administration and Alley
- 5.4.1.** No overnight parking is permitted, except for GRF Security Vehicles, CARE ambulances, Leisure World Pharmacy delivery vehicles; two (2) healthcare vehicles; the vehicle used by the 24-Hour Nurse; the HCC Golf Cart, GRF vehicles and Innovative Cleaning Service vehicles.
- 5.4.2.** Parking spaces in the Health Care Center parking lot, unless otherwise marked, will be for MEMBERS and VISITORS of Leisure World Seal Beach during business hours.
- 5.4.3.** No RVs are allowed to park overnight in any space near building five, Clubhouse Six, the healthcare center, the administration building and the alley.
- 5.5.** Amphitheater
- 5.5.1.** No MEMBER may park in any space marked for staff or Healthcare Center (HCC) between the hours of 7 a.m. to 6 p.m. Monday to Friday.
- 5.5.2.** MEMBERS may only park in spaces marked for "Staff" or "HCC" from 6 p.m. until 11 p.m. Monday through Friday, and from 7 a.m. until 11 p.m. Saturday and Sunday.
- 5.5.3.** No overnight parking is allowed.
- 5.5.4.** Visitors are only allowed to park in the Amphitheater parking lot during GRF-sponsored special events.
- 5.5.5.** The parking space designated for the HCC 24-Hour Nurse may never be used by anyone else except that employee and the HCC Golf Cart.

6. SPECIAL CIRCUMSTANCES

- 6.1.** No animal or child is allowed to be left alone in any parked vehicle on TRUST PROPERTY. Animal Control or Seal Beach Police will be called immediately.
- 6.2.** "For Sale" signage shall not be displayed on any vehicle on TRUST PROPERTY.
- 6.3.** Vehicles may not be repaired and/or major service may not be performed, and fluids may not be changed on any TRUST PROPERTY.
- 6.4.** All vehicles must be washed at the car and RV washing areas behind Clubhouse 2 (Two). The vehicle must be owned by the MEMBER and must display a GRF decal.
- 6.5.** Non-MEMBERS shall not be permitted to wash their vehicles anywhere on TRUST PROPERTY.



SECURITY

Parking – Rules

7. TOWING

The Security Department has been authorized by the Boards of Directors to enforce the traffic rules of this community in compliance with California Vehicle Code Section 22658, which may result in the towing of a vehicle at the vehicle owner's expense.

7.1. MOTOR VEHICLES Subject to Immediate Towing at the Registered Owner's Expense:

- 7.1.1.** Those in red zones designating fire lanes or fire hydrants;
- 7.1.2.** Those parked in any no-parking zone;
- 7.1.3.** Those parked in handicapped spaces without a proper government-issued placard or state-issued disabled license plates;
- 7.1.4.** Those in properly posted construction zones;
- 7.1.5.** Those blocking entrances, exits and crosswalks, or preventing access to or operation of another motor vehicle.
- 7.1.6.** Those leaking gasoline, oil or any other hazardous fluids; and
- 7.1.7.** Those parked in the space designated for the HCC 24-Hour Nurse.
- 7.1.8.** Any PROHIBITED VEHICLE:
 - 7.1.8.1.** Boats or unattached trailers;
 - 7.1.8.2.** Inoperable vehicles;
 - 7.1.8.3.** Unlicensed and/or off-road vehicles (except golf carts);
 - 7.1.8.4.** Vehicles lacking current state registration;
 - 7.1.8.5.** Aircraft.

7.2. OTHER PARKING VIOLATIONS SUBJECT TO TOWING

Any vehicle issued a Community Violation notice shall be subject to towing 72 hours after the citation has been posted.

Document History

Adopted: XX XXX 20

Keywords: Parking Towing Oversize Parking Trust
 Vehicles Zones Property

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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: SECURITY, BUS & TRAFFIC COMMITTEE
SUBJECT: **TENTATIVE VOTE:** RESCIND 80-1920-1, TRAFFIC RULES AND REGULATIONS
DATE: OCTOBER 21, 2020
CC: FILE

At its meeting on September 23, 2020, the Security, Bus & Traffic Committee recommended the GRF Board rescind 80-1920-1, Traffic Rules and Regulations.

I move to rescind 80-1920-1, Traffic Rules and Regulations, as presented, pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on November 24, 2020.



SECURITY

Traffic Rules and Regulations

The following Traffic Rules and Regulations are strictly enforced and are applicable to all **PEDESTRIANS** and persons operating **MOTOR VEHICLES** or **BICYCLES** on any property managed by the Golden Rain Foundation or owned by the Mutual Corporations.

1. DEFINITIONS:

- 1.1.** The term "MOTOR VEHICLE" as used herein is a vehicle that is self-propelled, including Segway human- transporter-type vehicles.
- 1.2.** The term "IN LEISURE WORLD" as used herein means on any property managed by the Golden Rain Foundation or owned by the Mutual Corporations.
- 1.3.** The term "RESIDENT" as used herein means any owner or shareholder or legal occupant such as qualified permanent resident under the age of 55, a co-occupant {a residing non-owner}, a caregiver, or a non-resident co-owner, joint tenant living IN LEISURE WORLD.
- 1.4.** The term "VISITOR" as used herein means any person who is not an owner, shareholder or legal occupant as described above living IN LEISURE WORLD.
- 1.5.** The term "EMPLOYEE" means a person who is employed by the Golden Rain Foundation, either on a full-time, part-time or temporary basis, and employees of the contract companies doing business IN LEISURE WORLD.
- 1.6.** The term "GOLF CART" means a MOTOR VEHICLE having not less than three wheels in contact with the ground, having an unloaded weight of less than 1,300 pounds, which is designed to be and is operated at no more than 20 mph, and has a maximum width of 48".
- 1.7.** The term "LSV (LOW SPEED VEHICLE)" means a MOTOR VEHICLE similar to and including a gem car, which is designed to travel in excess of 20 MPH with a maximum speed of 25 MPH. LSVs less than 48" in width shall be driven in accordance with the rules and regulations established for GOLF CARTS. LSVs more than 48" in width are prohibited from all walkways and sidewalks.
- 1.8.** The term "PEDESTRIAN" means any person who is afoot or who is using a means of conveyance propelled by human power other than a bicycle. PEDESTRIAN also includes any person operating a self-propelled wheelchair, or motorized scooter, tricycle or quadricycle, and by reason of physical disability, is otherwise unable to move about as a person who is afoot.



SECURITY

Traffic Rules and Regulations

- 1.9. The term "BICYCLE" means a device upon which any person can ride, propelled exclusively by human power through a belt, chain, or gears, and having one or more wheels.
- 1.10. Roller skates, roller blades, skateboards, razor-type scooters, and similar items may not be used IN LEISURE WORLD.

2. APPLICABILITY OF REGULATIONS:

- 2.1. Except as otherwise stated herein, Division 11, Rules of the Road, and Division 12, Equipment of Vehicles, of the most current California Vehicle Code, and all amendments or revisions apply IN LEISURE WORLD to all PEDESTRIANS and persons operating MOTOR VEHICLES or BICYCLES.
- 2.2. The exception to Section 2.1 is that a RESIDENT is not required to have a driver's license to operate a GOLF CART IN LEISURE WORLD.
- 2.3. Registration is not required for GRF service vehicles.
- 2.4. VISITORS are required to observe all regulations regarding the operation of MOTOR VEHICLES and parking within LEISURE WORLD.
 - 2.4.1. Commercial vehicles belonging to VISITORS of RESIDENTS which are too large to park within a standard parking space, or create a hazard, except when obviously loading and/or unloading items, must be parked in the parking facility located west of Clubhouse Four, space permitting
- 2.5. Commercial vehicles must be driven in such a manner as to conform to all regulations with respect to operation of vehicles and parking. Persistent violators of the LEISURE WORLD TRAFFIC RULES AND REGULATIONS may be denied entrance into LEISURE WORLD by management.
- 2.6. RESIDENTS, EMPLOYEES, and VISITORS may not use a handheld cell phone while operating a MOTOR VEHICLE, GOLF CART, or BICYCLE within LEISURE WORLD as consistent with California state law (effective July 1, 2008).



SECURITY

Traffic Rules and Regulations

- 2.6.1.** RESIDENTS, EMPLOYEES, AND VISITORS may not wear any headset covering, or any earplugs, in both ears while driving IN LEISURE WORLD. There are exceptions for persons operating authorized emergency vehicles, special construction or maintenance equipment and refuse collection equipment, and for any person wearing personal hearing protectors designed to attenuate injurious noise levels and which do not inhibit the wearer's ability to hear a siren or horn from an emergency vehicle or horn from another MOTOR VEHICLE, and for any person using a prosthetic device which aids the hard of hearing.

3. LICENSING, PASSES AND DECAL REQUIREMENTS

- 3.1.** Any person operating a MOTOR VEHICLE IN LEISURE WORLD shall be required to have a valid Driver's License in their possession when operating said MOTOR VEHICLE and is further required to present such license to any member of the Security Department upon request.
- 3.2.** VEHICLES including golf carts and LSVs owned by a RESIDENT or GRF or Los Alamitos Medical Center (LAMC) EMPLOYEE must have a valid decal issued by the Security Department displayed on the windshield.
- 3.3.** Issuance of a RESIDENT, EMPLOYEE or clergy decal by Security Department personnel will be contingent upon presentation of the following:
- 3.3.1.** Current vehicle registration listing the Leisure World RESIDENT or EMPLOYEE as owner.
 - 3.3.2.** Current RESIDENT or EMPLOYEE identification card.
 - 3.3.3.** Clergy must show Driver's license, current vehicle registration, and car license number.
- 3.4.** Decals must show a month and year of expiration in order to be valid.
- 3.5.** Any applicant for a business, domestic (caregiver) or clergy pass who intends on operating a MOTOR VEHICLE IN LEISURE WORLD shall be required to present a valid Driver's License and current registration.



SECURITY

Traffic Rules and Regulations

4. AREAS OF AUTHORIZED USE FOR MOTOR VEHICLES:

- 4.1. Except as provided in Sections 8.2, 8.3, 8.4, and 8.5, no MOTOR VEHICLE shall be operated IN LEISURE WORLD except on streets, driveways, and designated parking areas designed for such use.

5. SPEED LIMITS:

- 5.1. Drivers of all MOTOR VEHICLES, including bicycles, golf carts, LSVs, etc. shall not exceed 25 miles per hour (MPH) or the posted speed limit.

6. USE OF DIRECTIONAL SIGNALS AND HEADLIGHTS:

- 6.1. Drivers of all MOTOR VEHICLES, including bicycles, golf carts, LSVs, etc., must signal intent of directional change (including emerging onto roadway from parked position) by use of electric or approved hand signal.
- 6.2. All MOTOR VEHICLES driven on roadways at night must have headlights on.
- 6.2.1. All MOTOR VEHICLES must have headlights on when windshield wipers are in operation.
- 6.3. All MOTOR VEHICLE drivers approaching and/or entering any Leisure World gate are asked to place their vehicle's headlights in the parking light position in order to provide better visibility for the gate guard.
- 6.4. All MOTOR VEHICLE drivers attempting to make a U-turn IN LEISURE WORLD shall have an unobstructed view for 200 feet in both directions.

7. PARKING:

- 7.1. MOTOR VEHICLES may be parked against a curb or sidewalk so designated as a parking area in Section 7.2. At no time may a MOTOR VEHICLE be parked with any portion of the MOTOR VEHICLE on a sidewalk.
- 7.2. For the purpose of identifying parking limitations, the following curb markings shall be applicable:
- 7.2.1. **Red Curb:** No Parking
- 7.2.2. **Green Curb:** Not to exceed 15 or 30 minutes (unlimited parking in green zone with handicapped placard). *Green zones are conveniently located in areas where short parking intervals are help to RESIDENTS, such as the Pharmacy and Health Care Center. Usually these are 15- or 30-minutes zones but vary as marked.



SECURITY

Traffic Rules and Regulations

- 7.2.3. **Yellow Curb**: Loading and unloading only.
- 7.2.4. **Blue Curb**: Disabled persons parking only.
- 7.2.5. **Unpainted**: Parking permitted unless posted.
- 7.2.6. **Fire Hydrants**: Red curbing for a maximum of 15 feet on both sides of the fire hydrant.
- 7.2.7. **Mailboxes**: Red curbing for a maximum of 15 feet on both sides of the mailbox.
- 7.2.8. **Bus Stops**: Red curbing for a maximum of 60 feet to provide for loading and unloading of buses.
- 7.2.9. **Intersections**: On request, the curbing on Trust street intersections may be painted red for a distance of 30 feet away from the intersection. Street intersections include intersections between Trust streets and carport driveways, parking lots and other vehicular entrance points.
- 7.2.10. **Emergency and Service Access**: On request, areas on Trust streets may be painted red for a distance of 10 feet in front of a walkway area to allow emergency vehicle access where structures restrict turning radius.
- 7.2.11. **Narrow Traffic Lanes**: Parking shall not be permitted on roadway sections where traffic lanes are less than 16 feet from curbing to lane marking. The curbing in these areas shall be painted red.

7.3. MOTOR VEHICLES shall be parked as close to the curb as is practical in a parallel position, but in no event further than 12 inches from said curb (unless otherwise directed in the case of diagonal or other parking as indicated by painting striping).

7.3.1. Parking on all Trust Streets (streets having names) shall be in the direction of the flow of traffic in all cases of parallel parking.

7.4. Parking areas on the west and east sides of the Amphitheater are designated EMPLOYEE parking spaces during business hours. RESIDENTS are prohibited from using the EMPLOYEE spaces during business hours.

7.4.1. Certain parking spaces in the north and east areas of the lot are painted green to indicate a limited parking time for MOTOR VEHICLES belonging to RESIDENTS and business VISITORS or left unpainted to indicate availability to non-employees for a longer time frame. Non-resident parking is allowed at the green-curbed, 20-minute parking slots only. MOTOR VEHICLES belonging to non-residents may not be parked in the Amphitheater parking lot. The northwest corner of the

GOLDEN RAIN FOUNDATION Seal Beach, California



SECURITY

Traffic Rules and Regulations

Amphitheater parking lot is a “no parking” area. The first two spaces due east are green-striped, limited time parking spaces.

- 7.4.2.** Parking spaces in the Health Care Center parking lot, unless otherwise marked, will be for RESIDENTS of Seal Beach Leisure World during business hours.
- 7.5.** Overnight parking is not allowed by RESIDENTS or guests in the Health Care Center, Clubhouse Five, or Clubhouse Six parking lots. Parking is permitted for up to 72 hours in the parking lots of Clubhouse One, Two, Three, and Four, and the Amphitheater (except the RV area – see Section 7.13).
- 7.6.** Parking on the curb or sidewalk by any MOTOR VEHICLE or trailer other than certain EMPLOYEE vehicles is prohibited at all times.
- 7.7.** Washing vehicles on the streets IN LEISURE WORLD is prohibited at all times.
- 7.8.** Carports are the responsibility of the respective Mutual Corporations. See policy series 7502 for details.
- 7.9.** Any vehicle without proof of registration or with an expired registration may not be parked on Trust Streets.
- 7.10.** RESIDENTS’ vehicles without a Seal Beach Leisure World decal may not be parked on Trust Streets.
- 7.11.** Trailers not connected to a vehicle may not be parked on Trust Streets (RV – See Section 7.13).
- 7.12.** RESIDENT owners may park their RV in front of their apartment, or as near to their apartment as is safely possible, for up to 48 hours for the purpose of loading or unloading. Mutual Seventeen Only: Mutual Seventeen resident owners/lessees and their guests only may park their RV in front of their condo, or as near to their condo as is safely possible, for up to 72 hours for the purpose of loading and unloading.
 - 7.12.1.** VISITORS may park their RV in front of their RESIDENT host’s apartment, or as near as is safely possible, for up to 7 days PROVIDED the host notifies the Security Department AND posts the host RESIDENT’S name and telephone number in a conspicuous place in the right front window, or windshield in the case of a MOTOR VEHICLE.
 - 7.12.2.** For the purpose of providing additional room for VISITORS,



SECURITY

Traffic Rules and Regulations

RESIDENT owners may park their RV in front of their apartment, or as near as is safely possible, for up to 7 days PROVIDED the RESIDENT notifies the Security Department AND posts their name and telephone number in a conspicuous space in the right window of the vehicle.

- 7.12.3. RVs may not be parked on any curb or walk, or any place that any other vehicle may not legally park. Hoses or electric cords may not be passed to such vehicle across any walkway or roadway, nor can anything be discharged from a RV onto the ground, pavement or into any open container. Exterior protruding items, such as steps or louvered windows, are not allowed.
- 7.13. The Security Department reserves the right to have an RV relocated to the west side of the Clubhouse Four parking lot if, in its judgment, the parking of the RV causes a hazard or definite inconvenience to neighbors.
- 7.14. RESIDENT owners or visitors may park their RV or detached RV in the parking lot west of Clubhouse Four for up to 14 days PROVIDED that the name of the owner of the vehicle and the telephone number of the RESIDENT host, in case of visitors, is posted conspicuously in the right front window of the trailer or in the windshield of the RV. In all cases, the Security Department must be notified immediately of such parking. Extensions may be granted by the Security and Transportation Manager for humanitarian purposes.
 - 7.14.1. Visitors who park their RV in the parking lot west of Clubhouse Four may not house a pet.
 - 7.14.2. RVs that are equipped with generators must park along the south wall or in the center of the lot.
 - 7.14.3. Generators shall not be operated before 8:00 a.m. or after 9:00 p.m.
- 7.15. Making non-emergency repairs to any MOTOR VEHICLE IN LEISURE WORLD is not permitted.

8. GOLF CARTS AND LSVs (Low-Speed Vehicles):

- 8.1. LSVs shall follow all the provisions of the California Vehicle Code and the regulations listed in the Leisure World Seal Beach Traffic Rules and Regulations and the policies of the Mutual Corporations. A Leisure World vehicle decal is required on all GOLF CARTS and LSVs.



SECURITY

Traffic Rules and Regulations

- 8.1.1. LSVs must meet federal Motor Vehicle Safety Standards, Title 49, Part 571 Subpart B, Section 571.500, S1 through S5 (a), S5 (b) 1 through 10.
 - 8.1.2. GOLF CARTS or LSVs used during night operations must have headlights, brake lights, and directional signals.
- 8.2. Driving a GOLF CART or LSV less than 48" in width on a sidewalk shall be permissible only from the point of origin to the nearest driveway or place of exit to the street.
 - 8.2.1. Driving a LSV more than 48" in width is prohibited on all walkways and sidewalks.
- 8.3. While driving a GOLF CART or LSV less than 48" in width on a Trust street, walkway, or sidewalk, the driver of the GOLF CART or LSV less than 48" in width shall yield the right of way to all PEDESTRIANS and shall not, under any circumstances, travel at a speed greater than is reasonable and prudent, having due regard for the safety of all PEDESTRIANS on the sidewalk.
- 8.4. Maintenance MOTOR VEHICLES, when utilized by EMPLOYEES for the purpose of providing maintenance service to Leisure World Mutual Corporations, shall be permitted to travel on sidewalks, lawns, and walkways as necessary to efficiently provide such maintenance services. Maintenance MOTOR VEHICLES shall not be operated at such a speed as to pose a hazard to PEDESTRIANS and, unless unavoidable due to emergency maintenance, said MOTOR VEHICLES shall not be parked so as to block any normal PEDESTRIAN right of way, i.e., sidewalk, walkway or carport.
 - 8.4.1. Gasoline-powered vehicles are prohibited from using sidewalks adjacent to Trust streets. EXCEPTION: golf carts, medical emergency vehicles belonging to the Health Care Center; service vehicles belonging to the Golden Rain Foundation; and service vehicles belonging to contractors or vendors that are designed for sidewalk use and are doing business with RESIDENTS or Mutual Corporations.
- 8.5. ANY VISITOR driving a GOLF CART or LSV must have a valid driver's license and be accompanied by a RESIDENT.



SECURITY

Traffic Rules and Regulations

9. BICYCLES (NON-MOTORIZED):

- 9.1.** While riding a BICYCLE on a street or sidewalk, the rider has the responsibility of following the safety rules listed herein.
- 9.2.** While riding a BICYCLE on a sidewalk, the rider shall yield the right of way to all PEDESTRIANS and shall not, under any circumstances, travel at a speed greater than is reasonable and prudent, having due regard for the safety of all PEDESTRIANS on the sidewalk.
- 9.3.** Any BICYCLE owned by a Leisure World RESIDENT may be registered with the Security Department.
- 9.4.** BICYCLES may not be ridden within the confines of Clubhouses. BICYCLES must be walked in internal corridors, under roof overhangs, and in breezeways.
- 9.5.** The following equipment is required while riding a BICYCLE on a street or sidewalk IN LEISURE WORLD:
 - 9.5.1.** A brake which enables the operator to make one braked wheel skid on dry, level, and clean pavement.
 - 9.5.2.** Handlebars that are not raised so high that the operator must elevate their hands above the level of their shoulders in order to grasp the normal steering grip area.
- 9.6.** BICYCLES shall not be of a size as to prevent the operator from safely stopping the BICYCLE, supporting it in an upright position with at least one foot on the ground, and restarting it in a safe manner.
- 9.7.** BICYCLES operated during darkness shall be equipped with the following:
 - 9.7.1.** A lamp emitting a white light that illuminates the street or sidewalk and is visible from a distance of 300 feet to the front and sides of the bicycle.
 - 9.7.2.** A red reflector mounted on the rear of the BICYCLE which is visible from a distance of 500 feet to the rear of the vehicle.
 - 9.7.3.** A white or yellow reflector mounted on each pedal which is visible from 200 feet to the front and rear of the BICYCLE, except BICYCLES which are equipped with reflectorized tires on the front and rear need not be equipped with side reflectors. All reflectorized tires must meet DMV requirements.



SECURITY

Traffic Rules and Regulations

- 9.7.4. A lamp or lamp combination, emitting a white light attached to the operator and visible from a distance of 300 feet in front and from the sides of the BICYCLE, may be used in place of the lamp attached to the BICYCLE.
- 9.8. When operating a BICYCLE at a speed less than the normal speed of traffic moving in the same direction at such time, the rider shall ride as close as practicable to the right-hand curb or edge of the roadway except under any of the following situations:
 - 9.8.1. When overtaking and passing another BICYCLE or MOTOR VEHICLE proceeding in the same direction.
 - 9.8.2. When preparing for a left turn at an intersection or into a driveway.
 - 9.8.3. When reasonably necessary to avoid conditions (including, but not limited to, fixed or moving objects, bicycles, pedestrians, animals, surface hazards, or substandard width lanes) that make it unsafe to continue along the right-hand curb or edge. For purposes of this section, a "substandard width lane" is a lane that is too narrow for a bicycle and a vehicle to travel safely side by side within the lane.
- 9.9. Any person operating a BICYCLE on a one-way street with two or more marked traffic lanes may ride as near the left-hand curb or edge of the roadway as practicable.
- 9.10. Signals by hand and arm shall be given in the following manner:
 - 9.10.1. **Left turn** – Left hand and arm extended horizontally beyond the side of the BICYCLE.
 - 9.10.2. **Right turn** – Left hand and arm extended upward beyond the side of the BICYCLE or right hand and arm extended horizontally to the right side of the BICYCLE.

10. PEDESTRIANS IN ROADWAYS:

- 10.1. Every PEDESTRIAN upon a roadway shall yield the right-of-way to all vehicles upon the roadway so near as to constitute an immediate hazard.
 - 10.1.1. The driver of a MOTOR VEHICLE shall yield the right-of-way to a PEDESTRIAN crossing the roadway within any marked crosswalk or within any unmarked crosswalk at an intersection, except as otherwise provided in these rules and regulations.

SECURITY

Traffic Rules and Regulations

10.1.2. This section does not relieve a PEDESTRIAN from the duty of using due care for his or her safety. A PEDESTRIAN may not suddenly leave a curb or other place of safety and walk or run into the path of a MOTOR VEHICLE that is so close as to constitute an immediate hazard. A PEDESTRIAN may not unnecessarily stop or delay traffic while in a marked or unmarked crosswalk.

10.1.3. The driver of a MOTOR VEHICLE approaching a PEDESTRIAN within any marked or unmarked crosswalk shall exercise all due care and shall reduce the speed of the vehicle or take any other action relating to the operation of the MOTOR VEHICLE as necessary to safeguard the safety of the PEDESTRIAN.

10.1.4. Section 10.1.2 does not relieve a driver of a MOTOR VEHICLE from the duty of exercising due care for the safety of any PEDESTRIAN within any marked or unmarked crosswalk or within any unmarked crosswalk at an intersection.

10.2. Whenever any MOTOR VEHICLE has stopped at a marked or unmarked crosswalk at an intersection to permit a PEDESTRIAN to cross the roadway, the driver of any other vehicle approaching from the rear shall not overtake and pass the stopped vehicle.

10.3. A PEDESTRIAN may not walk upon any roadway if a sidewalk is available.

10.4. A totally or partially blind PEDESTRIAN who is carrying a predominantly white cane (with or without a red tip), or using a guide dog, shall have the right-of-way.

11. REPORTING ACCIDENTS:

11.1. The driver of any MOTOR VEHICLE or BICYCLE involved in any accident resulting in death or injury to any person shall immediately stop and notify the Seal Beach Police Department and the Security Department of their identity and the particulars of the accident.

11.2. The driver of any MOTOR VEHICLE or BICYCLE involved in any accident resulting in damage to property, including a MOTOR VEHICLE, shall identify themselves to the owner or individual in control of said property, if present, within twelve (12) hours, and they shall notify the Leisure World Security Department of their identity and the particulars of the accident within twelve (12) hours. This shall be in addition to any laws established by the State of



SECURITY

Traffic Rules and Regulations

California.

12. TOWING POLICY

- 12.1.** The Security Department has been authorized by the Boards of Directors to enforce the traffic rules of this community in compliance with Vehicle Code Section 22658, which may result in the towing of a vehicle at the vehicle owner's expense. The Security Department is authorized to tow abandoned, stored, and/or inoperable vehicles after requesting compliance to remove the vehicle. If no compliance is made within ten (10) days of written or verbal notification, vehicle will be subject to tow. When impossible to notify owner, MOTOR VEHICLE may be towed twenty-one (21) days after Security Department issues a citation.
- 12.2.** MOTOR VEHICLES parked in a no parking zone, in handicapped spaces without a proper placard, in properly posted construction zones, in front of fire hydrants, or that are blocking entrances and exits, may be towed immediately at the registered owner's expense.
- 12.3.** MOTOR VEHICLES leaking gasoline, oil, or any other hazardous fluid may be towed, at owner's expense, if owner cannot be found.

Also see Policies 1909, 1909.1, 1909.2, 1911, and 1914 which relate to speed limits, one-way streets and handicap parking

MUTUAL CONCURRENCE

One:	11/19/2009	Nine:	---
Two:	12/15/2009	Ten:	1/27/2010
Three:	12/9/2009	Eleven:	12/4/2009
Four:	11/18/2009	Twelve:	---
Five:	11/18/2009	Fourteen:	4/27/2010
Six:	11/24/2009	Fifteen:	11/16/2009
Seven:	11/20/2009	Sixteen:	11/16/2009
Eight:	11/23/2009	Seventeen:	12-08-09 (as amended under Section 7.12)

Document History

Adopted: 15 Apr 08 Amended: 23 Jul 19

Keywords: Traffic Rules Definitions Towing Parking Security

(Jul 19)

GOLDEN RAIN FOUNDATION Seal Beach, California

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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: SECURITY, BUS & TRAFFIC COMMITTEE
SUBJECT: **TENTATIVE VOTE:** RESCIND 80-1925-1, TRAFFIC RULES AND REGULATIONS – ENFORCEMENT ON TRUST PROPERTY
DATE: OCTOBER 21, 2020
CC: FILE

At its meeting on September 23, 2020, the Security, Bus & Traffic Committee recommended the GRF Board rescind 80-1925-1, Traffic Rules and Regulations – Enforcement on Trust Property.

I move to rescind 80-1925-1, Traffic Rules and Regulations – Enforcement on Trust Property, pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on November 24, 2020.



SECURITY

Traffic Rules and Regulations – Enforcement on Trust Property

1. ENFORCEMENT:

- 1.1** Except as otherwise stated herein, select provisions of the most current California Vehicle Code, and all amendments or revisions apply IN LEISURE WORLD to all PEDESTRIANS and persons operating MOTORIZED VEHICLES or BICYCLES.
- 1.2** Enforcement of these Traffic Rules and Regulations shall be the responsibility of the Security Department. Security Officers shall issue a Notice of Violation ("Citation") for violations of rules and regulations.
- 1.3** Any person in violation of the rules and regulations set forth above, including, without limitation, a RESIDENT, SHAREHOLDER, MEMBER, CAREGIVER, VENDOR, CONTRACTOR, VISITOR or EMPLOYEE, shall be subject to the provisions set forth herein ("VIOLATOR").

2. NOTICES OF VIOLATIONS:

- 2.1** Citations for moving violations, when possible, will be handed to the VIOLATOR in person by the citing Security Officer. Citations for parking violations, when VIOLATOR is unknown, will be attached to the vehicle in an appropriate and secure manner.
 - 2.1.1** A copy of a Citation issued to an EMPLOYEE shall be forwarded to the Human Resources Manager and the Executive Director.
 - 2.1.2** All EMPLOYEES, either of the Foundation or the Health Care Center, whose work assignment requires them to bring personal MOTOR VEHICLES IN LEISURE WORLD, shall have their MOTOR VEHICLE registered in the same manner as MEMBER/RESIDENT MOTOR VEHICLES. EMPLOYEE vehicles shall display an appropriate parking pass at all times while on the property.
 - 2.1.3** The Security Department or Health Care Center Administrator is responsible for removing the decal from a terminated EMPLOYEE'S vehicle.
- 2.2** Handicapped person placard display violations may be dismissed if a Handicapped person placard identification valid at the time of the citation is presented to the Security Department.

SECURITY**Traffic Rules and Regulations – Enforcement on Trust Property****3. PENALTIES**

- 3.1** The Security Department shall issue citations and keep records of the number and type of violations in any rolling six (6) month period. If two (2) violations have been issued to the same driver in a six (6) month period, notification shall be sent to the appropriate department with the required method of compliance as outlined below.

SHAREHOLDERS and MEMBERS have the right to contest within thirty (30) days of the date of the violation. A hearing will be scheduled, with the SHAREHOLDER receiving at least ten (10) days prior written notice, at which the Shareholder may contest before penalties are imposed.

- 3.2** For SHAREHOLDERS, MEMBERS, AND RESIDENTS, Security will issue the appropriate correspondence after two (2) violations. This first notification letter shall require completion of the AARP Safe Driver Class or other equivalent driver education training offered. Certificate of completion will be submitted to the Security Department.

If there is no compliance within sixty (60) calendar days, or if the violator deemed a repeat offender (defined as three (3) or more violations within a consecutive twelve (12) month period) or possible risk to the community, a second letter will be sent by first class mail to the SHAREHOLDER, MEMBER, OR RESIDENT calling the SHAREHOLDER OR MEMBER to a hearing. The Hearing Panel may determine, in its discretion, to impose one or more of the following disciplinary measures and shall provide the member with written notice of its decision within fifteen (15) days following the action:

- 3.2.1** The resident decal may be revoked and removed unless and until proof of compliance is presented to the Security Department.
- 3.2.2** The Department of Motor Vehicles may be notified of the series of violations on the DS699, Request for Drivers Re-examination.
- 3.2.3** The Mutual President will be notified.

- 3.3** For VENDORS and CONTRACTORS, the notice will be forwarded to the Physical Property Office to issue the appropriate letter. Entry pass shall be revoked and SHAREHOLDER or department that provided the pass shall be notified. The Mutual President will be notified.

- 3.4** For CAREGIVERS, the entry pass shall be revoked and the SHAREHOLDER that provided the pass shall be notified. The Mutual President will be notified.

SECURITY**Traffic Rules and Regulations – Enforcement on Trust Property**

- 3.5** For VISITORS, the entry pass shall be revoked and the SHAREHOLDER that provided the pass shall be notified. The Mutual President will be notified.
- 3.6** For EMPLOYEES, the notice shall be forwarded to the Human Resources office to be dealt with per current policy.
- 3.7** Revocation of the resident decal is not a denial of entry into the community.

Document History

Adopted: 25 Nov 15 Amended: 23 Jul 19

Keywords: Traffic Citation Vendor Member Caregiver Security



-Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: SECURITY, BUS & TRAFFIC COMMITTEE
SUBJECT: RESCIND 80-1927-1, PARKING RULES FOR TRUST PROPERTY
DATE: OCTOBER 21, 2020
CC: FILE

At its meeting on September 23, 2020, the Security, Bus & Traffic Committee recommended the GRF Board rescind 80-1927-1, Parking Rules for Trust Property.

I move to rescind 80-1975-1, Parking Rules for Trust Property, pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on November 24, 2020.



SECURITY

Parking Rules for Trust Property

The following Parking Rules are strictly enforced and are applicable to all persons controlling or operating vehicles on any TRUST PROPERTY regulated by the Golden Rain Foundation (GRF) of Seal Beach. This refers to the streets, sidewalks, parking areas, clubhouses, grounds, and other amenities overseen by GRF.

Per the Occupancy Agreements for Mutuals 1-12, 14-16 and Mutual 17 CCRs: all Shareholder/Members are solely responsible for the actions of their guests and employees, therefore they are solely responsible for the fines and penalties incurred by their guests or employees.

GRF vehicles are exempted from these policies when appropriate, such as maintenance or security vehicles assisting first responders or providing emergency services to a Shareholder/member unit or GRF TRUST PROPERTY.

1. PREFACE

In order to promote safety, all drivers and pedestrians shall follow the same parking rules as are required on public streets, unless otherwise specified herein.

2. DEFINITIONS

Words appearing in ALL CAPITAL LETTERS are defined in this section.

2.1. ALTERNATIVE DISPUTE RESOLUTIONS (ADR)

A method of resolving disputes other than by litigation involving a neutral third party pursuant to Civil Code Sections 5925-5965.

2.2. ASSIGNED PARKING

A defined parking location that has been designated for the use of a specific individual or group by the GRF.

2.3. BICYCLE/TRICYCLE

A device with 2 or 3 wheels, respectively, upon which any person can ride propelled exclusively by human power through a belt, chain or gears.

2.4. CAREGIVER

A non-shareholder/member hired or identified by a Shareholder/ Member as providing part-time or full-time care. This person must be registered with Stock Transfer.

2.5. COMMERCIAL VEHICLES

A motor vehicle of a type required to be registered and used or maintained for the transportation of persons for hire, compensation, or profit or designed, used, or maintained primarily for the transportation of property. A COMMERCIAL VEHICLE shall also mean any type of vehicle, which includes without limitation,



SECURITY

Parking Rules for Trust Property

a truck, van or trailer that has one or more of the following traits:

- 2.5.1.** Larger than one (1) ton carry weight;
- 2.5.2.** Bares a prominent business name or advertisement. If the graphic medium is removable, such as a magnetically attached sign, this element does not apply when all such signage is removed and stored out of view;
- 2.5.3.** Normally employed or designed for commercial business use, whether or not a business name or advertisement is displayed.
- 2.5.4.** Racks, materials, ladders, tool boxes and/or tools are visible on the exterior of the vehicle;
- 2.5.5.** Used to haul any hazardous materials;
- 2.5.6.** Designed to carry more than 15 (fifteen) passengers.

2.6. DUE PROCESS

An established course for judicial proceedings or other governmental activities designed to safeguard the legal rights of the individual.

2.7. ELECTRIC BICYCLE

Two-wheeled vehicle supplemented with an electric motor. It may not be driven on sidewalks.

2.8. GOLF CART

A motor vehicle having not less than three wheels in contact with the ground, having an unladed weight of less than 1,300 pounds, which is designated to be and is operated at no more than 20 mph, and has a maximum width of 48".

2.9. INTERNAL DISPUTE RESOLUTION (IDR)

An internal due process procedure offering an opportunity for both sides to meet and confer in good faith in an effort to resolve a dispute and reach a resolution of alleged violations of community rules.

2.10. LOW-SPEED VEHICLE (LSV)

A motor vehicle which is designed to travel in excess of 20 MPH with a maximum speed of 25 MPH. LSV's less than 48" in width shall be driven in accordance with the rules and regulations established for Golf Carts. LSV's that are more than 48" in width are prohibited from all walkways and sidewalks.

2.11. MOBILITY SCOOTER

A vehicle that is propelled by an electric motor with a battery pack on the vehicle. This vehicle is self-propelled.

2.12. MOTORCYCLE

A motorcycle has more than a 150cc engine size, and no more than three

GOLDEN RAIN FOUNDATION Seal Beach, California



SECURITY

Parking Rules for Trust Property

wheels and has to be registered with the Department of Motor Vehicles (DMV).

2.13. MOTOR-DRIVEN CYCLE

A motor-driven cycle has 149cc or less engine size (CVC §405) and has to be registered.

2.14. NON-RESIDENT

A person without the right under the governing documents and applicable law to occupy a dwelling within a Mutual.

2.15. PARKING PERMIT BINDER

A register maintained by the Security Department to document vehicles granted a limited exception to certain parking rules.

Examples: Extended RESIDENT'S absence, overnight RV parking, late night calls for overnight guests without a parking permit.

2.16. PARKING RULES VIOLATION PANEL (PRV)

The GRF Board of Directors (BOD) has established a committee consisting of a facilitator (the GRF Vice President), three (3) GRF directors and an alternate as may be designated from time to time by the BOD and assigned to meet on a rotating schedule to hear Shareholder/Member disputes regarding Parking RULES VIOLATIONS NOTICES issued by Security Department.

2.17. PEDESTRIAN

Any person who is afoot or who is using a means of conveyance propelled by human power other than a bicycle. This also includes any person operating a self-propelled wheelchair, motorized scooter, tricycle or quadricycle.

2.18. PROHIBITED VEHICLES

2.18.1. Aircraft;

2.18.2. Boats, personal watercraft, and their trailers, except as allowed in Section 3.8 – Recreational Vehicles Restricted;

2.18.3. INOPERABLE VEHICLE: a vehicle that lacks a functioning engine or transmission, or non-functioning wheels, tires, doors, windshield, or any other major part or equipment necessary to operate safely on the highways;

2.18.4. Off-road vehicle (not street licensed) other than GOLF CART or GOLF CAR;

2.18.5. UNAUTHORIZED VEHICLE: Use of a motor vehicle in the community without consent of GRF or at least one of the Mutuals;

2.18.6. UNREGISTERED VEHICLE: no current valid State registration; or

2.18.7. Vehicle designed to carry 12 (twelve) or more passengers.



SECURITY

Parking Rules for Trust Property

EXCEPTION:

Buses or limousines to load or offload passengers with approval from the Security Department or Recreation Departments.

2.19. RECREATIONAL VEHICLE (RV)

A motor vehicle or trailer for recreational dwelling purposes; a motor home or other vehicle with a motor home body style which has its own motor power or is towed by another vehicle.

EXCEPTION:

Van camper conversions.

2.20. RESERVED PARKING

A parking location that is marked as such by a sign, or curb or pavement marking is set-aside for use only by the designated user(s).

2.21. RULES VIOLATION NOTICE (CITATION)

A written notification of a violation of GRF parking policies placed on the violating vehicle. This information is forwarded to the related mutual president.

2.22. TRUST PROPERTY

All land operated by the GRF on behalf of the Mutuals.

2.23. TRUST STREETS

Streets with names.

2.24. UNASSIGNED PARKING

Not an ASSIGNED PARKING space.

2.25. UNAUTHORIZED VEHICLE

A vehicle not permitted to be on TRUST PROPERTY.

2.26. VEHICLE USED FOR RECREATION (VUFR)

Boats, boat trailers, all-terrain vehicles (ATVs), trailers used to transport ATVs.

3. RULES FOR PARKING

3.1. PROHIBITED VEHICLES

3.1.1. No PROHIBITED VEHICLE shall be parked on TRUST PROPERTY.

3.1.2. At no time, shall any vehicle be parked on TRUST PROPERTY if it is leaking any fluids.

EXCEPTION:

Clear Water

3.1.3. Any of these types of vehicles are subject to immediate towing at
GOLDEN RAIN FOUNDATION Seal Beach, California

(Jul 19)



SECURITY

Parking Rules for Trust Property

the owner's expense. See Section 6 – Towing Policy.

3.2. TEMPORARY PARKING PERMITS

3.2.1. The following Parking Permits are issued by Security Department

3.2.2. All Parking Permits must be displayed on dashboard of vehicle or on the king pin of a fifth wheel or the tongue of a trailer:

3.2.2.1. Shareholder/member for use on rental or new vehicle;

3.2.2.2. Guest of Shareholder/Member;

3.2.2.3. Overnight Parking Permit at request of Shareholder/Member for Guest.

3.3. GENERAL PARKING RULES

3.3.1. Park Safely – At no time may a vehicle be parked in a manner creating a traffic hazard.

3.3.2. No animal or child is allowed to be left alone in any parked vehicle on TRUST PROPERTY. Animal Control or Seal Beach Police will be called immediately in either circumstance.

3.3.3. Fire Hydrant – At no time may a vehicle be parked within 15 feet of a fire hydrant. Vehicles in violation are subject to immediate tow-away at owner's expense. See Section 6 – Towing Policy.

3.3.4. Sidewalk – No vehicle may be parked with any portion of it on a sidewalk.

3.3.5. Off Pavement – At no time may a vehicle be parked with any portion of it off pavement.

3.3.6. Curb or Parking Stall – Vehicles may park in a designated parking stall or along a curb or sidewalk, unless otherwise provided herein.

Vehicles on a two-way travel roadway must be parked with the passenger side wheels within 18 (eighteen) inches of the curb or sidewalk.

3.3.6.1. Vehicle must be parked completely within the marked boundaries of a parking space

3.3.6.2. A vehicle may be parked in a location that is not a marked stall; however, at no time may it be parked in a manner that creates a traffic hazard, interferes with other vehicle access, PEDESTRIAN traffic, or access to facilities or equipment.

3.3.6.3. Any vehicle without proof of current valid State



SECURITY

Parking Rules for Trust Property

registration may not be parked on TRUST PROPERTY at any time.

3.3.6.4. Any vehicles without a GRF decal on windshield or pass displayed on the dash may not be parked on TRUST PROPERTY.

3.3.6.5. Trailers not connected to a vehicle are not permitted to be parked on TRUST STREETS.

Such trailers may be parked in the Permit section at Clubhouse 4 (four) only with a permit issued by the Security Department.

3.3.6.6. Pods, moving trailers or similar portable storage units are not permitted on TRUST PROPERTY without Security Department authorization.

3.3.6.7. Vehicles in violation are subject to immediate tow away at owner's expense. See Section 6 – Towing Policy.

3.4. PARKING ZONES

3.4.1. Red Zones – Vehicles in violation are subject to immediate tow away at owner's expense. See Section 6 – Towing Policy.

3.4.1.1. Fire Hydrant or Fire Lane: No person shall park or leave standing any vehicle within 15 (fifteen) feet of a fire hydrant even if the curb is unpainted.

3.4.1.2. Non-Fire Lanes: A vehicle may not be left unattended.

3.4.1.3. Bus Stops: No person shall park or leave standing any vehicle within 30 (thirty) feet on bus stop side of the street to provide for loading and unloading of buses.

3.4.1.4. Drive-up Mail Boxes: No person shall park or leave unattended any vehicle within 15 (fifteen) feet of the mail box.

3.4.2. Blue Zone (Handicapped): Vehicles must display a valid, government-issued disabled (handicapped) license plate or placard.

3.4.3. Green Zone: Parking may not exceed time limit posted by sign or curb marking.

EXCEPTION:

Unlimited time parking in a Green Zone is permitted only when the vehicle is displaying a valid government-issued disabled (handicapped) license or placard.



SECURITY

Parking Rules for Trust Property

- 3.4.4.** White Zone: Passenger loading and unloading only. Time limit: 30 (thirty) minutes.
- 3.4.5.** Yellow Zone: Commercial vehicle loading and unloading only: 30 (thirty) minutes.
- 3.4.6.** Unpainted: Parking is permitted up to 72 (seventy-two) hours, unless otherwise restricted.

3.5. RESIDENT'S PARKING

A RESIDENT'S vehicle (not RV or VUFR) may be parked for no more than 96 72 (seventy-two) hours in one location without first notifying the Security Department.

3.6. NON-RESIDENT PARKING

NON-RESIDENT vehicles are not eligible for extended parking privileges without permit issued by the Security Department.

- 3.6.1.** Any violation of this section may result in vehicle being towed at the owner's expense. (see Section 6 - Towing Policy)

3.7. CAREGIVER PARKING

A CAREGIVER may park on TRUST PROPERTY only when a CAREGIVER parking pass is displayed on the dashboard of the vehicle.

For Caregiver parking rights, the person must be registered with the GRF Stock Transfer office.

3.8. CONTRACTOR AND SERVICE VEHICLE PARKING

- 3.8.1.** Contractors' vehicles must comply with all rules set forth herein and must not obstruct or park on the sidewalk.
- 3.8.2.** Contractor and service vehicles, including personal vehicles driven by workers shall not be parked on TRUST PROPERTY (TRUST STREETS included) overnight without a permit.

3.9. OVERNIGHT PARKING PERMITS

- 3.9.1.** RESIDENT overnight parking is prohibited without a Security Department issued vehicle decal or Overnight Parking Permit.
- 3.9.2.** COMMERCIAL VEHICLES, equipment, and materials utilized in authorized activities conducted for the Mutual, or its RESIDENTS overnight parking is not permitted without an Overnight Parking Permit issued by the Security Department.

EXCEPTION:

COMMERCIAL VEHICLES parked in assigned rental spaces in Allen's Alley by Clubhouse 2 (Two).



SECURITY

Parking Rules for Trust Property

- 3.9.3.** The Overnight Parking Permit must be displayed face-up on the driver side dashboard of the MOTOR VEHICLE, or prominently affixed to the front of trailers or equipment.
- 3.9.4.** The following vehicles and equipment are prohibited from parking on TRUST STREETS at any time between the hours of 12:00 a.m. and 7:00 a.m. unless otherwise addressed in this policy:
 - 3.9.4.1.** Vehicle not displaying a valid GRF decal or Overnight Parking Permit.
 - 3.9.4.2.** Recreational Vehicle – except as provided below in Section 3.10 – “Recreational Vehicles Restrictions.”
 - 3.9.4.3.** COMMERCIAL VEHICLE, construction/ maintenance equipment, storage and disposal units, building materials.

3.10. RECREATIONAL VEHICLES (RV) or VEHICLE USED FOR RECREATION (VUFR) RESTRICTIONS

An RV or VUFR may be parked on TRUST STREETS only when meeting all of the following conditions:

- 3.10.1.** RV parked at any TRUST PROPERTY facility **MUST** have Security Department issued decal or a Parking Permit.
- 3.10.2.** RV or VUFR is parked up to 48 (forty-eight) hours for the purpose of loading or unloading.
- 3.10.3.** Other activities, such as sleeping or resting in the RV or VUFR, and vehicle maintenance are not allowed.
- 3.10.4.** RV or VUFR must be parked with engine and accessory equipment (e.g. exterior lights, air conditioner, audio and video equipment) shut off.
The generator may ONLY be used between the hours of 8:00 a.m. and 8:00 p.m. while loading or unloading the vehicle.
- 3.10.5.** Extensions such as slide-outs, tilt-outs, and awnings must be closed. Steps must not block the sidewalk.
- 3.10.6.** RV or VUFR may not be attached to any external power supply.
- 3.10.7.** Leveling jacks, if used, must include a base plate sufficient to prevent damage to pavement.
- 3.10.8.** No animals or children are to be left unattended on or within any RV or VUFR at any time.

3.11. “FOR SALE” SIGNS

"For Sale" signage shall not be displayed on any vehicle on TRUST



SECURITY

Parking Rules for Trust Property

PROPERTY.

3.12. REPAIRS

Vehicles may not be rebuilt or rehabilitated, major service may not be performed, and fluids may not be changed on any TRUST PROPERTY.

3.13. WASHING

All washing of vehicles must be done at the car and RV washing areas behind Clubhouse 2 (Two). Vehicles must have a GRF decal.

EXCEPTION: NON-RESIDENTS shall not be permitted to wash their vehicle anywhere on TRUST PROPERTY.

4. TRUST PROPERTY PARKING AREAS

4.1. CLUBHOUSE ONE

4.1.1. Parking next to the Wood Shop is prohibited between 11:00 p.m. and 7:00 a.m.

4.1.2. Parking is prohibited between 11:00 p.m. and 7:00 a.m. in the spaces on the west side of the clubhouse (Burning Tree).

4.1.3. Parking is permitted up to 72 (seventy-two) hours in the lot across from the clubhouse next to the golf course.

4.2. CLUBHOUSE TWO

4.2.1. Parking next to the Wood Shop and car wash is prohibited between 11:00 p.m. and 7:00 a.m.

4.2.2. Parking is prohibited between 11:00 p.m. and 7:00 a.m. in the spaces on the east side of the clubhouse (El Dorado).

4.2.3. Parking is permitted up to 72 (seventy-two) hours in the lot between the clubhouse and the RV lot.

4.3. CLUBHOUSE THREE & FOUR

4.3.1. Permit Parking

The three (3) approved locations within the Clubhouse 4 (four) parking lot are for temporary RV and VUFR use, subject to the terms and conditions noted in this policy.

Available permit parking is limited. Spaces are allotted on a "first come first served" basis.

EXCEPTION:

The Radio Club Yellow Emergency Van

Innovative Cleaning Service Vehicles

SECURITY**Parking Rules for Trust Property****4.3.2. Identification**

All RVs and VUFRs must be registered with the Security Department and display the Parking Permit in order to park in the noted locations. If the RV or VUFR does not have a windshield, the identification must be placed on the king pin of a fifth wheel or the tongue of a trailer.

4.3.3. RVs and VUFRs

4.3.3.1. Shareholders/Members and Guests may park a RV or VUFR temporarily in the noted locations for the purpose of loading and unloading, and preparing the vehicle for travel or storage subject to these Rules and Regulations of the GRF.

4.3.3.2. Notification – Shareholders/Members and Guests must notify Security Department immediately when entering the community with their RV or VUFR. This notification is required in order to park temporarily for a term as follows:

4.3.3.3. Maximum Consecutive Nights

Shareholders/Members may park one (1) RV (and boat or trailer) or VUFR at a time temporarily in the approved location within the Clubhouse 4 (four) parking lot for a maximum of 21 (twenty-one) days at no charge. A second term will be allowed within twelve calendar months provided that the RV or VUFR has been out of the community for no less than one hundred eighty (180) days.



SECURITY

Parking Rules for Trust Property

Guests may park one (1) RV (and boat or trailer) or VUFR at a time temporarily in the approved location within the Clubhouse 4 (four) parking lot for a maximum of 14 (fourteen) days at no charge. An additional 7 (seven) days are available with a fee. See section below. A second term will be allowed within twelve calendar months provided that the RV or VUFR has been out of the community for no less than one hundred eighty (180) days.

- 4.3.3.4.** In the event of an unexpected medical and or mechanical emergency the Security Chief, Deputy Security Chief or the Executive Director may grant a limited extension not to exceed 72 (seventy-two) hours.

EXCEPTION:

Watch Commander or Deputy Chief may grant extension until return of the Security Chief or Executive Director.

- 4.3.3.5.** The Security Chief must make a monthly report of all permitted vehicles to the Security Bus and Traffic Committee (SBT).

- 4.3.3.6.** Failure to comply may result in towing of the vehicle at the owner's expense.

4.3.4. Use of an RV or VUFR

- 4.3.4.1.** Shareholder/Members and Guests may live in a RV or VUFR parked in the community for a maximum of seven (7) days. This includes sleeping, cooking or any other activities not associated with preparation of the vehicle for travel or storage.

- 4.3.4.2.** No animal or child shall be left alone in a vehicle at any time.

- 4.3.5.** Safety Requirements – All sections of the California Vehicle Code that are applicable to RVs and VUFRs shall be adhered to while parked in community.

4.3.6. Parking Fees for RV or VUFR

- 4.3.6.1.** Shareholder/Member: ~~First~~ Twenty-one (21) days – No Charge.

- 4.3.6.2.** Guest of Shareholder/Member:

There is no charge for the first fourteen (14) days.



SECURITY

Parking Rules for Trust Property

The following seven (7) days will be charged at rate of \$20.00 per day.

4.3.6.3. Payment will be collected by the Security Department at the time the Parking Permit is issued. Checks only. All other types of payments will be made at the Finance Department.

4.3.6.4. A second term will be allowed within twelve calendar months provided that the RV or VUFR has been out of the community for no less than one hundred eighty (180) days.

4.4. BUILDING FIVE, CLUBHOUSE SIX, HEALTHCARE CENTER, ADMINISTRATION AND ALLEY

No overnight parking is permitted.

EXCEPTIONS:

Security Vehicles;

CARE ambulances;

Pharmacy delivery vehicles; and

Two (2) Healthcare Vehicles;

24 Hour Nurse;

HCC Golf Cart;

GRF Vehicles; and

Innovative cleaning service vehicles.

4.5. AMPHITHEATER

4.5.1. No Shareholder/member may park in any space marked for "Staff" or HCC between the hours of 7am to 6pm, Monday to Friday.

4.5.2. The parking space designated for the HCC 24-Hour Nurse may never be used by anyone else except that employee and the HCC Golf Cart.

5. BICYCLES/TRICYCLES

BICYCLES or TRICYCLES may not be parked in any manner interfering with foot or vehicle traffic. Bicycles must be parked utilizing parking racks where provided. GRF is not liable for damaged, lost or stolen property.

Attended BICYCLES or TRICYCLES may be parked off pavement, but only in such a manner as not to damage landscaping.



SECURITY

Parking Rules for Trust Property

Parking on a sidewalk is prohibited.

6. TOWING

The Security Department will take steps to identify the owner and make contact. Failure to contact the vehicle owner shall not affect GRF's ability to tow any vehicle in violation of these rules or posted signage.

6.1. Immediate Towing Situation

A vehicle parked in either Red Zone "Fire Lane" or "Fire Hydrant."

6.2. Red Ticket Towing Notice

The vehicle has been issued a notice of parking violation, and 96 hours have elapsed since the issuance of that notice.

7. DUE PROCESS

Due Process is a set of procedures of increasing stages of formality and associated additional costs to both parties.

7.1. Internal Dispute Resolution (IDR) Process

- 7.1.1.** Person charged with the violation (Violator) can pay the fine. The citation has the fines for parking violations on the reverse side of the form.
- 7.1.2.** The Violator has the right to contest the "rules violation" in writing to the Parking Rules and Violations Panel (PRV) within ten (10) business days of the date of the violation,
- 7.1.3.** A hearing will be scheduled at the next monthly meeting of the PRV. Hearings will be scheduled once a month on the fourth Monday of the month at 9:00 am.
- 7.1.4.** Violator may submit a response in writing within ten (10) business days of the violation to the PRV, if they are unable to attend the hearing.
- 7.1.5.** The PRV must be notified ten (10) business days prior to the hearing if interpreter's services are needed and the language required.
- 7.1.6.** Shareholder/Members will be notified in writing of the results of the hearing within 15 business days.

7.2. Notice of Hearing

The written RULES VIOLATION NOTICE (Citation) serves as written notice of the violation and hearing (Civ. Code §5855). The following items will be set forth in the written Violation of Rules:

- 7.2.1.** Description of violation, including time of violation and location and possible penalties (including possible monetary penalties); and

GOLDEN RAIN FOUNDATION Seal Beach, California



SECURITY

Parking Rules for Trust Property

7.2.2. Hearing date, time, and location of Hearing.

7.3. Notice Handout

This document supplements the Citation and must contain the following:

- 7.3.1. The date, time, and place of the hearing;
- 7.3.2. The nature of the alleged violation (including the date/time and location) for which a member may be disciplined;
- 7.3.3. A statement that the member has a right to attend the hearing and present evidence. (Civ. Code §5855(b).);
- 7.3.4. Notification that a "Failure to Respond" will acknowledge acceptance of the violation and the corresponding fine may be imposed; and
- 7.3.5. A section to indicate the need for an interpreter and the language requested. The PRV must be notified at least ten (10) business days prior to the hearing if the Shareholder/member will bring an interpreter.

7.4. Extensions

The Shareholder/Member may request one extension of the panel hearing under these following circumstances:

- 7.4.1. An extension of Hearing date at least 48 (forty-eight) hours prior to the scheduled PRV hearing with no explanation;
- 7.4.2. An extension for medical, health or family issues;
- 7.4.3. The written notification to the PRV panel that the Violator is bringing a lawyer. This will require a minimum 30-day extension to insure PRV attorney will be present, or
- 7.4.4. A second extension may be granted by the PRV.

7.5. PRV Hearing

- 7.5.1. Defense - The Shareholder/Member has the right to examine and refute evidence. The photos may be viewed in the Security Office by appointment. The Security Department will have a representative present to explain all relevant information and evidence. This may include questions during the hearing. Members also have the right to submit their defense in writing rather than make an appearance before the PRV. (Corp. Code §7341(c)(3).)
- 7.5.2. Lawyers - The Shareholder/Member has a "right" to bring a lawyer to represent them in an IDR hearing. The Shareholder/Member must provide a 30-day written notification to the Panel. The Shareholder/Member may bring an Observer or interpreter.



SECURITY

Parking Rules for Trust Property

- 7.5.3. The Panel Session is a closed meeting. Hearings will be held in executive session. The Shareholder/Member may request an open hearing.
- 7.5.4. If the Shareholder/Member does not appear at the scheduled meeting without prior notification to the Panel, this will be accepted as agreement by the Shareholder/Member of the validity of the violation and the appropriate fine may be assessed.

7.6. Post-Hearing Due Process

- 7.6.1. Findings - The PRV panel shall make "findings" to support the panel's decision regarding the alleged violation. Findings may allow for vacating the citation.
- 7.6.2. The fine is reasonable and rationally related to the operations of the association. The session will include violation number and results of hearing.
- 7.6.3. Notice of Decision. Notice of the panel's decision must be given by first-class mail within 15 business days following the PRV's decision (Civ. Code §5855(c); Corp. Code §7341(c)(2).) The letter of decision shall include the panel's findings.

7.7. The PRV Panel

- 7.7.1. GRF must have a published enforcement policy in place as required by law.
- 7.7.2. Panel will meet on the 4th Monday of each month at 9:00 a.m. in Administration Conference Room A.
- 7.7.3. A second meeting will be scheduled if the volume of hearing requests is too large; it will meet on the 4th Wednesday at 1:00 p.m. in Conference Room B.

EXCEPTION:

- 7.7.3.1. Contractors will be adjudicated by the Facilities Director.
- 7.7.3.2. Health Care Center (HCC) employees will be adjudicated by HCC management.
- 7.7.3.3. GRF employees will be adjudicated by GRF Human Resources Department.

Document History

Adopted: 27 Dec 16 Amended: 27 Jun 17 Amended: 23 Jul 19

Keywords: Parking Definition Due Process Trust Property Security

(Jul 19)

GOLDEN RAIN FOUNDATION Seal Beach, California



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: SECURITY, BUS & TRAFFIC COMMITTEE
SUBJECT: **TENTATIVE VOTE:** RESCIND 80-1928-1, GOLF CART AND LOW SPEED VEHICLES RULES
DATE: OCTOBER 21, 2020
CC: FILE

At its meeting on September 23, 2020, the Security, Bus & Traffic Committee recommended the GRF Board rescind 80-1928-1, Golf Cart and Low Speed Vehicles Rules.

I move to rescind 80-1928-1, Golf Cart and Low Speed Vehicles Rules, pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on November 24, 2020, pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on November 24, 2020.



SECURITY

Golf Cart and Low Speed Vehicle Rules

The following Parking Rules and Regulations are strictly enforced and are applicable to all **Golf Carts** and **LSVs**.

1. DEFINITION:

- 1.1. **"LW"** as used herein means any Trust Property managed by the Golden Rain Foundation (GRF).
- 1.2. **"RESIDENT"** as used herein means any Member, qualified permanent resident or co- occupant.
- 1.3. **"VISITOR"** as used herein means any person who is not a "RESIDENT" as listed above.
- 1.4. **"GOLF CART"** means a vehicle having not less than three wheels in contact with the ground, having an unloaded weight of less than 1,300 pounds, which is designed to be operated at no more than 20 mph, and has a maximum width of 48".
- 1.5. **"LSVs"** means a vehicle similar to and including a gem car, which is designed to travel in excess of 20 MPH with a maximum speed of 25 MPH.
- 1.6. **ALTERNATIVE DISPUTE RESOLUTIONS (ADR)**
A method of resolving disputes other than by litigation involving a neutral third party pursuant to Civil Code Sections 5925-5965. See Policy 1927-37 Section 7.
- 1.7. **PARKING RULES VIOLATION PANEL (PRV)** The GRF Board of Directors (BOD) has established a committee consisting of a facilitator (the GRF Vice President), three (3) GRF directors and an alternate as may be designated from time to time by the BOD and assigned to meet on a rotating schedule to hear Shareholder/Member disputes regarding Parking RULES VIOLATIONS NOTICES issued by Security Department. See Policy 1927-37 Section 7
- 1.8. **RULES VIOATIONS NOTICES (CITATION)**
A written notification of a violation of GRF parking policies placed on the violating vehicle. This information is forwarded to the related mutual president.



SECURITY

Golf Cart and Low Speed Vehicle Rules

2. APPLICABILITY OF REGULATIONS:

- 2.1. A RESIDENT is not required to have a driver's license to operate a GOLF CART or LSV in LW.
- 2.2. Any VISITOR driving a GOLF CART or LSV in LW must have a valid driver's license, be over (eighteen) 18 years of age and be accompanied by a RESIDENT.

3. DECAL REQUIREMENTS:

- 3.1. All GOLF CARTs and LSVs must have a valid decal to be parked on Trust Property at any time.
- 3.2. All VEHICLES, including GOLF CARTs and LSVs must have a valid annual decal issued by the Security Department displayed on the vehicle. RESIDENT must be present at issuance of decal. The following items must be presented:
 - 3.2.1 GRF ID card; and
 - 3.2.2 Insurance policy.

4. PARKING:

For the purpose of identifying parking limitations and fines see Policies 1927-37.

Document History

Adopted: 23 Jan 18 Amended: 23 Jul 19

Keywords: Golf Cart Low Speed Vehicle Decal Security

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: WEBSITE AD HOC COMMITTEE
SUBJECT: CAPITAL FUNDING REQUEST – WEBSITE REDESIGN
DATE: OCTOBER 27, 2020
CC: FILE

At its meeting on October 13, 2020, the Website Redesign Ad Hoc Committee duly moved and approved to recommend to the GRF Board of Directors approval of the service proposal from Storm Brain for the website redesign project. The Committee submitted RFPs to three vendors and determined that Storm Brain was the most suitable.

At its meeting on October 19, 2020, the Finance Committee reviewed funding for the project and determined Capital funds are available. The project cost is \$48,275 and includes a 20% contingency, for a total of \$57,930.

I move to approve the service proposal from Storm Brain, for the website redesign project, in an amount not to exceed \$57,930, Capital funding, and authorize the President to sign the proposal.



WEB ASSET | COST BREAKDOWN

Phase Elements	Rate	Hours	Cost	Total
Strategic Analysis & Planning	\$145	15	\$2,175	
Wire Framing & Site Mapping	\$145	20	\$2,900	
Page Layout & Design	\$145	80	\$11,600	
Design Revisions & Finalization	\$145	20	\$2,900	
Technical System Development	\$145	50	\$7,250	
CMS & Platform Implementation	\$165	60	\$9,900	
On-Site SEO Optimization	\$165	20	\$3,300	
Testing / QA & Client Feedback	\$165	10	\$1,650	
Feedback Integration	\$165	20	\$3,300	
Functionality Roll Out & Finalization	\$165	20	\$3,300	
TOTAL PROJECT COST				\$48,275

NOTE: Payment timeline terms include a 50% due upon contract engagement and 50% due at completion. Domain name registration, website hosting, plugin fees, 3rd party integrations not detailed in the scope, and/or font licenses are not included in this estimate. All third party costs are pre-approved and billed at cost. Stock photography and video images used for design assets are to be determined and in some cases specialty assets include a price for purchase, and prices vary. All speciality visual assets will be approved by the client prior to purchase if applicable, and costs will be billed upon project completion.