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## Board of Directors

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### Agenda

Clubhouse Four  
Tuesday, January 26, 2021, 10:00 a.m.  
Via Live Stream

To view the live GRF Board meeting:

- Go to [www.lwsb.com](http://www.lwsb.com)
- 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. 1-9)
- 6) Shareholder/Member Comments
  - a) Written, submitted prior to meeting (pp 10-13)
  - 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. 15-)
    - a) Committee/Board meetings for the Month of December 2020 (pp. 15-16)
      - i) Minutes of the Recreation Committee Board Meeting of December 11, 2020
      - ii) Minutes of the Executive Committee Board Meeting of December 21, 2020
    - b) GRF Board of Directors Minutes, December 23, 2020 (pp. 17-28)
    - c) Special GRF Board of Directors Minutes, December 30, 2020 (pp. 29-32)
    - d) January GRF Board Report, dated January 26 , 2021 (pp. 33-38)
    - e) Accept Financial Statements, December 2020, for Audit (pp. 39-46)
    - f) Approve Reserve Funds Investment Purchase (pp. 47-48)

8) Reports

- a) AB 3182 Ad Hoc Committee
- b) Bulk Cable Services Ad hoc Committee
- c) Covid-19 Ad hoc Committee
- d) Strategic Planning Ad hoc Committee
- e) Website Ad hoc Committee

9) New Business

a) General

- i) Reopening – Amphitheater (for Religious Purposes) (Mr. Dodero, pp. 49-50)
- ii) Reopening – Mission Park (Bocce Ball and Multi-Use Courts) (Mr. Friedman, pp. 51-52)
- iii) Reopening – Turtle Lake Golf Course (Mr. Melody, pp. 53-54)
- iv) Reopening – Veterans' Plaza (Mrs. Damoci, pp. 55-56)
- v) Non-budgeted Funding, Fire Protection Service for Trust Property (Ms. Gerber, pp. 57-62)
- vi) Emergency Reserve Funding – Sewer Lift Station, Clubhouse Two (Ms. Rapp, pp. 63-66)
- vii) Non-budgeted Funding, COVID Vaccinations (Mrs. Perrotti, pp. 67-68)

b) Executive Committee

- i) **Revised:** Amend 30-5093-1, Member Rules of Conduct (Ms. Levine, pp. 69-72)
- ii) Adopt 30-3182-1, Member/Owner (M/O) Responsibility for Renter/Lessee (R/L) (Ms. Stone, pp. 73-74)
- iii) **Revised:** Approve GRF Election Materials (Mr. Pratt, pp. 75-**103**)
- iv) Award Election Provider Contract (Ms. Snowden, pp. 117-136)

c) Recreation

- i) Amend 70-1445-1, Mission Park (Ms. Heinrichs, pp. 137-140)

d) Security, Bus & Traffic

- i) Conceptual approval – Contracted/Off-site Bus Service (Ms. Isom, p. 141)

10) Board Member Comments

11) Next Meeting/Adjournment

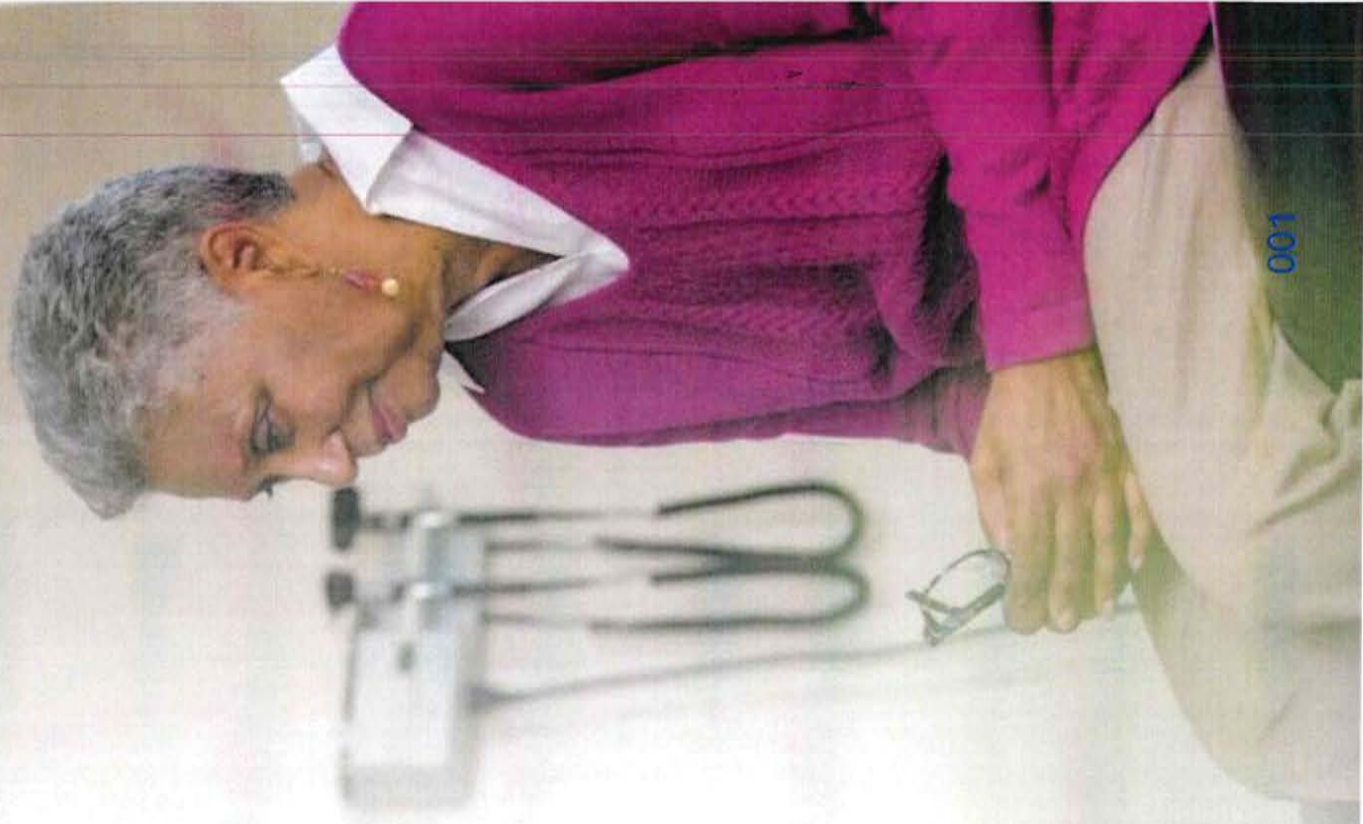
Next regular GRF Board of Directors meeting, Tuesday, **February 23, 2021, 10:00 a.m.**, Clubhouse Four.



# Your Health Care Center, Your Way.

Seal Beach Leisure World  
Health Care Center

January 12, 2021 update

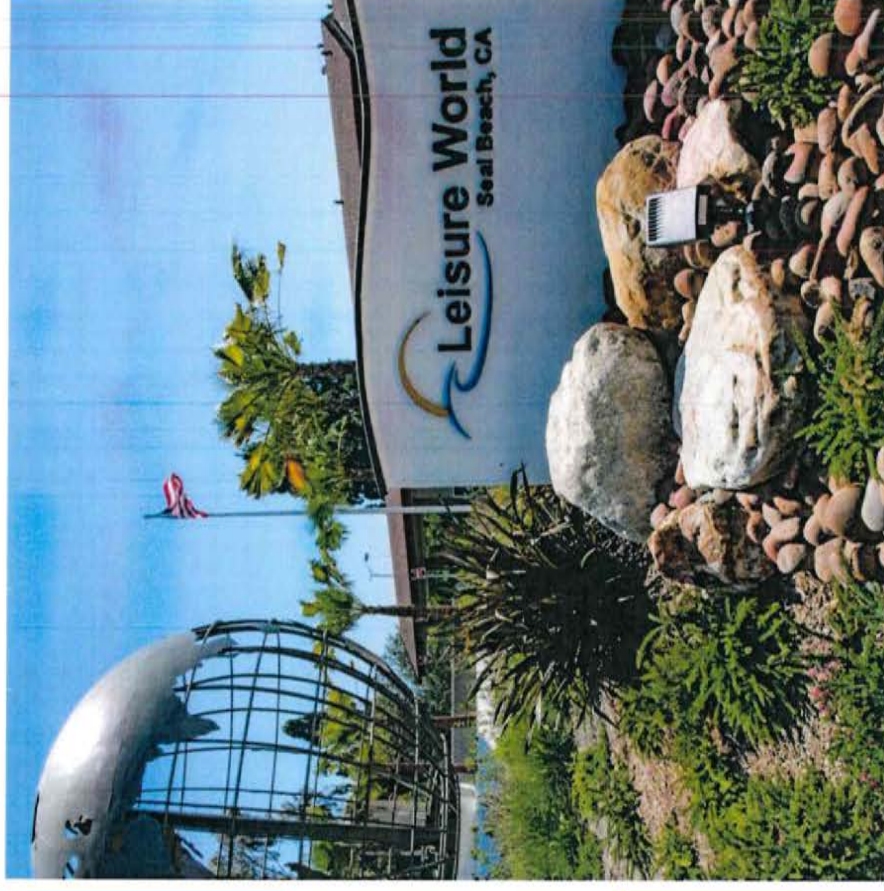


# Serving the Leisure World Community

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*



# COVID-19 Vaccine Update



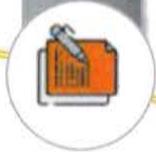
OptumCA approved by the State to distribute Moderna vaccine



LWSB Health Care Center is an approved vaccination site



Distribution to follow the recommendations by Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH) phased approach



Currently planning our operational workflows (e.g. vaccine supply & storage, staffing resources and mandatory trainings, etc.)



Will collaborate with GRF on resident communications around when/how to obtain the COVID-19 vaccine

# Get Your COVID Kit



This pandemic isn't going away anytime soon, so keep yourself prepared. If you are running low on safety supplies, stop by the Health Care Center. We're offering a limited supply of special kits for any resident - and a free dessert! Thank you to Aetna and Monarch HealthCare for making this possible.

**RSVP no later than January 15!**

**Monday, January 18, 9:00am to 11:00am**

**Outside conference room 1**

Please follow social distancing guidelines. Masks are required.

RSVP by contacting Grecia Nunez at [gnunez@mhhealth.com](mailto:gnunez@mhhealth.com) or (949) 923-3334. Include your name, phone number, and that you are interested in the Covid kit.

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.



Free goodie bag  
and sweet treats  
for all who attend!

**Thank you to our sponsors!**



Monarch HealthCare®  
Part of OptumCare®

[MonarchHealthCare.com](http://MonarchHealthCare.com)





# Take a Tour of the Health Care Center



We're excited about our newly renovated clinic, and we hope you are too! Take a sneak peek at your new HCC on one of our special tours. This is open to all residents! We have limited spots available on each tour, so please RSVP by calling Grecia Nunez at (949) 923-3334. Leave your name, phone number, time slot, and event name: HCC tour. We're offering two time slots each day of the tour, starting January 20th

**Wednesday, January 20**  
1:00pm and 3:00pm

**Wednesday, February 3**  
1:00pm and 3:00pm

**Wednesday, February 7**  
1:00pm and 3:00pm

Tour groups will meet outside the lobby. Facemasks are required.

RSVP by emailing Grecia Nunez at [gnunez@mhealth.com](mailto:gnunez@mhealth.com) or (949) 923-3334. Include your name, phone number, and that you are interested in the HCC tour. Please include the date and time slot you are interested in as well.

# Laughter Yoga

We could all use a good laugh these days. Why not turn that laughter into some exercise as well? By combining laughter and yoga breathing, you can get more oxygen in your body, giving you more energy.

## No yoga mat required!

Whether you're an avid yogi or entirely new to it, this class is for you. No special yoga gear needed. Just a chair and a sense of humor!

## Join us

This FREE class is open to all Leisure World residents. You don't need to RSVP.

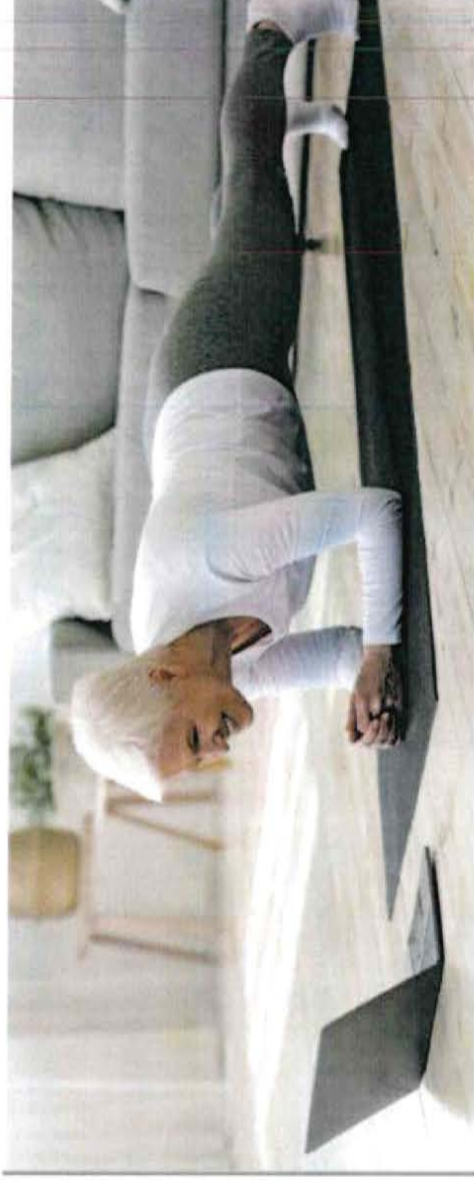
Tuesday, January 28, 2:00pm to 3:00pm

Zoom meeting ID 993 4902 4692

Passcode: Monarch

## Contact us

Questions? Email Grecia Nunez, Monarch's senior ambassador, at [gnunez@mhealth.com](mailto:gnunez@mhealth.com).



## Raffle prize!

One lucky participant will get a raffle prize from our sponsors.

## Sponsored by



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# Community Benefit Projects

## Happiness Project

- Anticipate a Qa-2021 rollout
- Comprehensive program that will include 3 distinct areas:
  - Lectures from Dr. Smith (maybe others)
  - Exercise sessions led by Jeremy LW Physical Therapist
  - Medication sessions led by our social workers
- Sessions will be videotaped and made available to all residents

## Fitness Centers

- Exploring possible opportunities for Optum to collaborate with Golden Rain Foundation to enhance the exercise and physical activity programs

# What's Coming Next

- Ultrasound delay due to continued staffing constraints with radiology provider. Anticipate February rollout.
- Expanded Behavioral Health services anticipated in early 2021
- COVID-19
  - Ongoing availability of COVID-19 testing for symptomatic patients
  - Planning underway for COVID-19 vaccine rollout for 2021



# A Better Future Together!



From: slater <[minotaur@roadrunner.com](mailto:minotaur@roadrunner.com)>

Sent: Tuesday, January 5, 2021 10:57 AM

To: Randy L. Ankeny <[randya@lwsb.com](mailto:randya@lwsb.com)>

Subject: Comments on the December 30th Special Meeting of the GRF Board of Directors

Regarding the re opening of the golf course, here are some observations and comments, based on the Board's Special Meeting of December 30<sup>th</sup>.

A speaker wore his mask inappropriately and when President Hopewell requested the resident to adjust the mask properly, the resident attempted to do so but the result was the same as before. Additionally, mid meeting the President had to admonish, audience members for failing to continue to wear their masks, properly.

Furthermore, the Board received correspondence from a resident, who I know to be an avid golfer, detailing an encounter with golfers, not wearing their masks appropriately and when informed that their mask use was inappropriate, received a rebuke from them.

My question is if this is the behavior of a few golfers in front of the Board itself and in front of another golfer, what does the Board expect the adherence to proper mask wearing and social distancing protocol, to look like at the #3 and #5 holes?

Taking a cue from Lee's appropriate abstentions from voting on some RV Lot issues, would it be proper for Board members, who are golfers or members of the golf club(s), to consider abstaining or recusing themselves from votes on the re opening of the golf course?

Based on the comments of the nurse practitioner regarding the crosswalk flag sticks, perhaps the golf flag poles could be placed in the ground, adjacent to the cup, thereby eliminating the need for players to handle the flag in order to remove and replace the flag repeatedly. (with apologies to the PGA)

A Board member showed a chart, which by the use of black and white, indicated case prevalence in Orange County. His commentary stated that the area identified as LWSB was one of the few locations, shown in white, indicating a low number of cases. Assuming the chart was accurate, would it be helpful for the Board to direct management to contact the company that produced the chart and request the actual number of cases that put LWSB, in that coveted low case load position?

A prime principle of those in the health care field is, first do no harm. Essentially, err on the side of caution. This should be foremost in guiding the Boards decisions in all matters concerning the pandemic. Whether the Board decides to open the course in a week, month or 6+ months, in the future, the protocols enumerated in Leah's truly excellent presentation should be instituted and enforced.

General comments -- First, can we agree that we face a very wily virus opponent. That hospital occupancy rates far exceed their rated bed/ICU capacities. That patient triage, virtually unknown outside of battlefields/mass casualty events, is here in America, currently. That we have not seen the worst of the pandemic. That current therapeutic efficacy is far from ideal and there is not much information available on newer, potent antiviral drugs, that are in development. That there are issues with getting this first generation vaccine into patients arms as well as the protection/duration profile of the vaccine, itself. That older populations are more susceptible to the havoc of this scourge. The best scientists indicate many questions remain unanswered. Finally, that the end of this pandemic is not yet in sight. Therefore, individuals must base their personal decisions and the Board should base decisions for our community while keeping the foregoing in mind.

As always I thank the Board for all the hard work you folks do for the residents and most of all STAY SAFE.  
Len Slater, Mutual 14 20A, 562 598 7140



From: Len Bradley <[uagrad7881@gmail.com](mailto:uagrad7881@gmail.com)>  
Sent: Wednesday, January 6, 2021 2:56 PM  
To: Susan Hopewell <[shopewell@lwsb.com](mailto:shopewell@lwsb.com)>  
Subject: Re: Closure Authority

Ms. Hopewell:

I've read most of the authority you provided. My major complaint is that my wife and I paid almost \$10,000 when we closed on our Mutual in October of 2019 and are assessed monthly fees to allow our use of LW amenities. However, we've had no meaningful access to a vast majority of LW facilities for nine+ months.

I'm not questioning GRF's authority, but I'm of the opinion that the continual assessment of activity fees with no amenities available is a taking of a property interest in violation of the Taking Clause of the Fifth Amendment to the Constitution which is applied to the States via the Fourteenth Amendment. Since a source of GRF authority is derived from a California Code, it is my opinion that GRF is subject to the Taking Clause and should be required to have amenity fees paid during the shutdown returned to the Mutual owners and cease further assessments until all of the amenities are open.

Thank you for your kind consideration.

Len Bradley

On Jan 6, 2021, at 2:24 PM, Susan Hopewell <[shopewell@lwsb.com](mailto:shopewell@lwsb.com)> wrote:

Dear Mr. Bradley,

My apologies for the delay in responding to your question. The authority of the GRF Board is clearly defined within the following:

- Trust Agreement
- Trust Extension
- GRF Bylaws
- California Civil Code (Davis Stirling Act)
- California Corporations Codes
- Franz vs GRF Lawsuit, where the Courts rule GRF functions as a Master Association and is subject to all provisions of the applicable California Civil Codes

Trust Agreement, under the Recitals

"...The Trustee is a non-profit membership corporation formed primarily for the purpose of providing service and furnishing community facilities.... "

There exists additional supportive information throughout the Trust agreement, stipulating the Trustee (GRF) has full control over all property held in common.

GRF Bylaws under section III,

"to engage primally and specifically in providing services and furnishing community facilities..."

Under section III of the GRF Bylaws there exist subsections as to the power and authority of the GRF Board is further defined.

#### California Civil Code (Davis Stirling Act)

The Authority of the GRF Board over the use of all property held in common by the collective Mutuals, was further defined in a landmark lawsuit (Franz vs GRF) where though a ruling by the California Supreme Court, clearly defined GRF as a Master Association and is subject to the provisions of the California Civil Code commonly referred to as the Davis Stirling Act (DSA).

#### Under DSA

Association's Authority. "Unless the governing documents provide otherwise, and regardless of whether the association is incorporated or unincorporated, the association may exercise the powers granted to a nonprofit mutual benefit corporation, as enumerated in Section 7140 of the Corporations Code." (Civ. Code §4805(a).) Corporations are required to have a board of directors who conduct the affairs of the corporation. (Corp. Code §300.) Because of their positions of authority, boards (and individual directors) are held to a higher standard as fiduciaries. Unless the governing documents provide otherwise, boards can

1. Adopt and enforce rules and regulations
2. Appoint committees
3. Appoint directors to fill vacancies
4. Borrow money
5. Call membership meetings and appoint inspectors of election
6. Communicate with the association's attorney
7. Delegate management
8. Disburse reserve monies
9. Elect and remove officers
10. Enforce the CC&Rs and bylaws
11. Enter into contracts
12. Establish architectural standards
13. Exercise the powers of a corporation (Civ. Code §4805; Corp. Code §7140)
14. Hire and fire employees and vendors
15. Initiate and defend lawsuits
16. Insure the association
17. Invest funds
18. Levy and collect regular, special, and emergency assessments
19. Make limited capital improvements
20. Manage the association
21. Pay expenses incurred by the association
22. Prepare and adopt budgets
23. Repair and maintain the common areas

"Operating Rules" are broadly defined as any rule or regulation that applies to the management and operation of a common interest development or the conduct of its business and affairs. (Civ. Code §4340.) As provided for in Civil Code §4355(a), "Operating Rules" are specifically defined as a rule or regulation that applies to:

1. Use of the common area or of an exclusive use common area.
2. Use of a separate interest, including any aesthetic or architectural standards that govern alteration of a separate interest.



3. Member discipline, including any schedule of monetary penalties for violation of the governing documents and any procedure for the imposition of penalties.
4. Delinquent assessment payment plans.
5. Resolution of assessment disputes.
6. Reviewing and approving or disapproving a proposed physical change to a member's separate interest or to the common area.
- > 7. Election rules. (No amendments are allowed within 90 days of an election.)

I thank you for the opportunity to answer your question, please do not hesitate to contact the Executive Director, Randy Ankeny, or me if you require any additional information.

Susan Hopewell  
GRF President  
Golden Rain Foundation  
PO Box 2069, Seal Beach, CA 90740

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From: Len W. Bradley  
Sent: Thursday, December 31, 2020 3:17:55 PM (UTC-08:00) Pacific Time  
(US & Canada)  
To: President GRF  
Subject: Closure Authority

President Hopewell:

I have reviewed the Articles of Incorporation, the Governing By-Laws, and Documents online and find no specific authority for the Board to close the recreational facilities and Club Houses, thereby prohibiting the use thereof by member residents in good standing. Would you please provide me with the specific legal authority upon which the Board relies to close LW facilities?

Thank you.

Len Bradley Mutual 6

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

- Minutes of the Recreation Committee Board Meeting of December 11, 2020
- Minutes of the Executive Committee Board Meeting of December 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  
December 23, 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, December 23, 2020, in Clubhouse Four and via live stream.

**PLEDGE OF ALLEGIANCE**

Mr. Thomas Moore, Seal Beach City Council member, led the Pledge of Allegiance.

**ROLL CALL**

Following the roll call, the Corporate Secretary reported that Directors Hopewell, Friedman and Gerber were present.

Directors Perrotti, Snowden, Pratt, Stone, Thompson, Rapp, Slutsky, Dodero, Levine, Heinrichs, Damoci, Melody, Isom, and Massetti participated virtually, by Zoom.com. The Executive Director and the Director of Finance were also present.

Seventeen Directors participated, with a quorum of the voting majority.

**ANNOUNCEMENTS**

The GRF Board met in an Executive Session meeting on December 4, 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 Thomas Moore 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

One member offered comments at the meeting and two members offered written comments, submitted prior to the meeting.

## **CONSENT AGENDA**

The consent agenda included Executive Committee/Board meeting minutes for the month of November 2020, the minutes of the November 24, 2020 Board meeting, the minutes of the December 15 GRF Special Board meeting, the December GRF Board Report, dated December 24, 2020, acceptance of the Financial Statements, November 2020, for Audit and Reserve Funds Investment Purchases.

The Consent Agenda was adopted, as presented.

## **REPORTS**

The reports of the Chairs of the AB 3182 Ad hoc Committee, the Bulk Cable Services Ad hoc Committee, the COVID-19 Ad hoc Committee, the Chair of the Strategic Planning Ad hoc Committee, and the Website Redesign Ad hoc Committee were presented.

## **NEW BUSINESS**

### **General**

#### **Emergency Action – Accept Donation, Golden Age Foundation**

The Golden Age Foundation (GAF) has been an ongoing key supporter of Golden Rain Foundation (GRF). GAF has generously provided donations to GRF throughout the years to enhance life and lifestyle for the mutual benefit of our fellow shareholders, our community, and our home.

At the November 25<sup>th</sup> meeting of the GAF Board, the Board approved a very generous donation for the purchase of six (6) Precor Treadmills and the Life Fitness equipment comprising the new training circuit.



**Golden Rain Foundation Board Meeting Minutes, December 23, 2020**

The new equipment will provide the newly expanded and improved Fitness Center with updated and technologically advanced equipment fitting the unique and varied needs of our community members.

In accordance with Policy 30-5231-1, Donations to Golden Rain Foundation,

Mrs. Perrotti MOVED seconded by Mr. Friedman and carried unanimously by the Directors present-

**TO** approve the acceptance of the Golden Age Foundation donation  
of \$75,000, to be used for the purchase of six (6) Precor Treadmills  
and the Life Fitness equipment comprising the new training circuit.

**AB 3182 Ad hoc Committee**

FINAL VOTE: Adopt 40-3182-2, Member/Owner (M/O) and Renter/Lessee (R/L) Fines, Fees and Deposits

At the November 24, 2020 meeting of the GRF Board of Directors, the Board voted to tentatively adopt 40-3182-2, Member/Owner (M/O) and Renter/Lessee (R/L) Fines, Fees and Deposits, pending a 28-day notice period to Foundation members. The draft was published in the November 26 edition on the *LW Weekly*. Members were welcomed to submit their comments or questions to the Board Office on this matter. This process is recommended in accordance with Civil Code §4360.

No items of correspondence were received, regarding the adoption of 40-3182-2, Member/Owner (MO) and Renter/Lessee (R/L) Fines, Fees and Deposits, during the 28-day notification to the membership period.

Mrs. Damoci MOVED, seconded by Mr. Melody, and carried unanimously by the Directors present-

**TO** adopt 40-3182-2, Member/Owner (MO) and Renter/Lessee (R/L)  
Fines, Fees and Deposits, as presented.

FINAL VOTE: Adopt 40-3182-1, Member/Owner (M/O) and Renter/Lessee (R/L) – Rules

At the November 24, 2020 meeting of the GRF Board of Directors, the Board voted to tentatively adopt 40-3182-1, Member/Owner (M/O) and Renter/Lessee (R/L) - Rules, pending a 28-day notice period to Foundation members. The document draft was published in the November 26 edition on the *LW Weekly*. Members were welcomed to submit their comments or questions to the Board Office on this matter. This process is recommended in accordance with Civil Code §4360.

One item of correspondence was received and was attached in the agenda packet, regarding the adoption of 40-3182-1, Member/Owner (MO) and Renter/Lessee (R/L) Rules, during the 28-

day notification to the membership period.

Mr. Pratt MOVED, seconded by Mr. Friedman, and carried unanimously by the Directors present-

TO adopt 40-3182-1, Member/Owner (MO) and Renter/Lessee (R/L) – Rules, as presented.

Amend 30-1001-5, Glossary of Terms

At its meeting on December 9, 2020, the AB 3182 Ad hoc Committee recommended the GRF Board amend 30-1001-5, Glossary of Terms.

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

TO amend 30-1001-5, Glossary of Terms, adding Member/Owner, Renter/Lessee, and Trust Property Use Fee (TPUF), as presented.

Amend 30-5093-1, Member Rules of Conduct

At its meeting on December 9, 2020, the AB 3182 Ad hoc Committee recommended the GRF Board amend 30-5093-1, Member Rules of Conduct.

Mr. Massetti MOVED, seconded by Ms. Gerber—

TO amend 30-5093-1, Member Rules of Conduct, adding Qualified Permanent Residents, Co-occupants, Renters/Lessees, and Caregivers to those who the rules of conduct apply to and adding to applicable Trust Property the RV Lot and the Mini farms.

One Director and the Executive Director spoke on the motion.

The motion was carried unanimously by the Directors present.

Amend 50-1201-1, GRF Identification Cards

At its meeting on December 9, 2020, the AB 3182 Ad hoc Committee recommended the GRF Board amend 50-1201-1, GRF Identification Cards.

Mr. Melody MOVED, seconded by Mr. Dodero, and carried unanimously by the Directors present—

TO amend 50-1201-1, GRF Identification Cards, establishing that Renters/Lessees will receive a one-year ID card for which a deposit



will be incurred, as presented.

Amend 40-1201-2, GRF Identification Cards - Fees

At its meeting on December 9, 2020, the AB 3182 Ad hoc Committee recommended the GRF Board amend 40-1201-2, GRF Identification Cards - Fees

Mr. Dodero MOVED, seconded by Mr. Massetti—

**TO** amend 40-1201-2, GRF Identification Cards - Fees, by establishing that Renters/Lessees will be subject to the \$500 ID card fee if not surrendered upon sale of the unit or death, by including Qualified Permanent Residents in the instructions for obtaining a replacement card, by establishing an additional Renter/Lessee deposit for lost ID cards, and by establishing that stolen ID cards must be verified by a police report in order to waive an additional deposit, as presented.

Three Directors spoke on the motion.

The motion was carried unanimously by the Directors present.

Adopt 50-1641-4A, Seal Mutual Lease Agreement

At its meeting on December 16, 2020, the AB 3182 Ad hoc Committee recommended the GRF Board adopt 50-1651-4A, Seal Beach Mutual Lease Agreement.

Ms. Levine MOVED, seconded by Mr. Friedman -

**TO** adopt 50-1651-4A, Seal Beach Mutual Lease Agreement, as presented.

The motion failed unanimously, and the agenda item will be referred to the AB 3182 Ad hoc Committee.

Adopt 50-1641-4, Seal Mutual Lease Agreement

At its meeting on December 16, 2020, the AB 3182 Ad hoc Committee recommended the GRF Board adopt 50-1651-4A, Seal Beach Mutual Lease Agreement.

Ms. Levine MOVED, seconded by Ms. Rapp -

**TO** adopt 50-1651-4A, Seal Beach Mutual Lease Agreement, as presented.

The motion failed unanimously, and the agenda item will be referred to the AB 3182 Ad hoc Committee.

Adopt 50-1630-4A, Notice of Disclosures in Membership Transfers

At its meeting on December 16, 2020, the AB 3182 Ad hoc Committee recommended the GRF Board adopt 50-1630-4, Notice of Disclosures, in membership transfers.

Mr. Slutsky MOVED, seconded by Ms. Gerber, -

**TO** adopt 50-1630-4, Notice of Disclosures, in membership transfers, as presented.

Three Directors spoke on the motion.

The motion was carried unanimously by the Directors present.

Consent Agenda: AB 3182 Ad hoc Committee

The consent agenda to adopt 50-3182-4, Decal and ID Card for Member/Owner (M/O) – Mutuals 2-11 and 14-17, Form and to adopt 50-3182-4A, Decal and ID Card for Renter/Lessee (R/L) – Mutuals 2-11 and 14-17, Form, was adopted, as presented.

**COVID-19 Ad hoc Committee**

TENTATIVE VOTE: Adopt and Implement 70-1448-3R, Emergency Operational Rule – Mission Park, Phase Two

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

At the regularly scheduled meeting of the GRF Board of Directors on November 24, 2020, the Board moved to review this request at the December 2020 Board meeting.

Ms. Snowden MOVED, seconded by Mr. Massetti -

**TO** adopt 70-1448-3R for Trust Property identified as the Mission Park, pending a 28-day notification to the membership pending a 28-day notification to the members, and a final decision by the GRF



Six Directors and the Executive Director spoke on the motion.

The motion was carried unanimously by the Directors present.

### **Executive Committee**

#### Approve Workers' Compensation Policy Renewal

Attached (Exhibit A in the agenda packet) for review and approval is GRF's proposed 2021 Workers' Compensation policy.

Our insurance broker of record has reviewed our coverage and obtained bids from four (4) carriers including our current carrier, Cypress Insurance Company, Berkshire Hathaway (BHHC).

The proposals, based on the 20201 budgeted payroll, ranged from \$210,907 to \$270,000 with the lowest bid coming from BHHC, our current carrier. The 2021 budget for this expense is \$255,668.

It is important to note the renewal quotes for 2021 include several positive line items listed below:

- Improved loss history through active safety programs, procedures, and ongoing trainings.
- Reduction in experience modification from 80 to 78.
- The 2021 budget for this expense is \$255,668. The estimated annual premium indicated for 2021 is \$210,907 representing a possible\* savings to budget of \$44,761.
- GRF is considered a better than average risk in comparison to other similar-sized companies.

\*Note: All quotes are based on an estimated payroll according to the 2021 operating budget. The total premium will be based on actual audited payroll totals.

Ms. Rapp MOVED, seconded by Mr. Friedman-

TO approve renewal of the contract for Workers' Compensation Coverage with Cypress Insurance Company, Berkshire Hathaway Homestate Companies (BHHC), for the 2021 policy year, in the amount of \$210,907, and authorize the GRF President to sign the required documents.

The Director of Human Resources joined the meeting at 11:43 a.m.

Three Directors spoke on the motion.

The motion was carried unanimously by the Directors present.

### **Finance Committee**

#### Capital Funding Request – Replace Copy and Supply Center Shredder

The item was removed from the agenda, as non-budgeted Operating funds are available for this item.

#### Non-budgeted Operating Funding Request – Prepaid Microsoft Support

Boyer & Associates, the consultant of record, provided support for the Microsoft Dynamics software application to Golden Rain Foundation (GRF) is running a special on their support hours. The current hourly rate for their support is \$210. The special offers the purchase of a prepaid block of 50 hours at \$195 per hour. The offer is good until December 31, 2020 and the prepaid hours purchased will never expire.

This past year, GRF used approximately 37 hours of support from Boyer & Associates. There are several projects in progress with Boyer & Associates. As such, GRF will be receiving invoices for this support at \$210 per hour when the support has been rendered if no prepaid hours are purchased.

At the regularly scheduled meeting of the Finance Committee on December 21, 2020, the Committee approved the purchase of a block of 50 prepaid support hours from Boyer & Associates and has determined operating funds of \$9,750 are available.

Ms. Isom MOVED, seconded by Mr. Massetti -

**TO** approve the purchase of a prepaid block of 50 support hours from  
Boyer & Associates, in the amount of \$9,750, Operating funds.

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

The motion was carried unanimously by the Directors present.

### **Recreation Committee**

#### Amend 70-1447-1, Use of Community Facilities, Mini Farm Rules

At the regularly scheduled meeting of the Recreation Committee, the Committee recommended the GRF Board amend 70-1447-1 Use of Community Facilities – Mini Farm Rules, as presented.

Ms. Rapp MOVED, seconded by Mr. Dodero -

**TO** amend 70-1447-1, Use of Community Facilities – Mini Farm  
Rules, adding information pertaining to renters/lessees and



prohibiting water run-off on walkways, sidewalks, or adjacent plots, as presented.

The motion was carried with five recusals (Perrotti, Hopewell, Rapp, Heinrichs, Isom).

Amend 70-1487-1, Recreational Vehicle Lot (RVL), Rules and Regulations

At the regularly scheduled meeting of the Recreation Committee, the Committee recommended the GRF Board amend 70-1447-1 Use of Community Facilities – Mini Farm Rules, as presented.

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

TO amend 70-1487-1 Recreational Vehicle Lot (RVL) – Rules and Regulations, establishing that Renter/Lessees must follow all rules and are subject to any consequences for failure to do so and that Member/Owners are responsible for their Renter/Lessees, including any fees, fines, or disciplinary consequences.

Two Directors spoke on the motion.

The motion was carried with one abstention (Melody).

Amend 40-1488-6, Mini Farm, 1.8 Acres, Lease Agreement

At the regularly scheduled meeting of the Recreation Committee, the Committee recommended the Board amend 40-1488-6 Mini Farm 1.8 Acre – Lease Agreement, as presented.

Ms. Gerber MOVED, seconded by Ms. Rapp-

TO amend 40-1488-6, Mini Farm 1.8 Acre – Lease Agreement, adding Mutual renter lessee to the definition of Lessee, establishing that if a Member/Owner rents their unit, their right to lease a plot is forfeited, and establishing that the Lessee will be liable for damage to neighboring plots resulting from acts of omission, as presented.

The motion was carried with five recusals (Perrotti, Hopewell, Rapp, Heinrichs, Isom).

Amend 40-1489-6, LW Trailer Club Lease Agreement

At the regularly scheduled meeting of the Recreation Committee, the Committee recommended the Board amend 40-1489-6 LW Trailer Club – Lease Agreement, as presented.

Mr. Friedman MOVED, seconded by Ms. Rapp-

TO amend 40-1489-6, LW Trailer Club – Lease Agreement, adding  
Trust Property Use Fee payers as eligible to be LW Trailer Club  
members, as presented.

Four Directors spoke on the motion.

The motion was carried with one abstention (Melody).

Emergency Addition to the Agenda

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

TO approve the addition of 40-1487-6, RV Lot Lease agreement to  
the December 23, 2020 agenda 4930 (e).

Amend 40-1487-6, RV Lot Lease Agreement

At its meeting on December 16, 2020, the AB 3182 Ad hoc Committee recommended the GRF Board amend 40-1487-6, RV Lot Lease Agreement.

Mr. Massetti MOVED, seconded by Ms. Rapp-

TO amend 40-1487-6, RV Lot Lease Agreement, updating the  
document language and adding clauses that apply to  
Member/Owners and Renter/Lessees, as presented.

The motion was carried with one abstention (Melody).

**EXECUTIVE DIRECTOR COMMENTS**

The Executive Director did not provide additional comments.

**BOARD MEMBER COMMENTS**

Eight Board members spoke on the meeting proceedings.



**ADJOURNMENT**

The meeting was adjourned was at 12:24 p.m.

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Marsha Gerber, Corporate Secretary  
Golden Rain Foundation  
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**SPECIAL BOARD OF DIRECTORS MEMBERS MEETING  
GOLDEN RAIN FOUNDATION  
December 30, 2020**

In accordance with Article V, Section 3, of the corporation by-laws and pursuant to due notice being delivered to the Directors and shareholders, a special meeting of the Golden Rain Foundation (GRF) Board of Directors was called to order by President Hopewell at 10:00 a.m. on Wednesday, December 30, 2020, in Clubhouse Four and via Zoom.

**ROLL CALL**

Following the roll call, Corporate Secretary Gerber reported that Directors Collazo, Gerber, Hopewell, and Friedman were present.

Directors Perrotti, Pratt, Snowden, Stone, Thompson, Rapp, Slutsky, Dodero, Levine, Heinrichs, Damoci, Melody, Isom, and Massetti participated via Zoom.

Eighteen Board members were present.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**ANNOUNCEMENTS**

No announcements were made.

**MEMBER COMMENTS**

In accordance with Policy 5610, Participation by Foundation Members, members may enter into a comment period prior to the beginning of business. **NOTE:** Foundation members are permitted to make comments before the business of the Board begins. Requests must be registered in advance of the meeting. The Open Meeting Act allows boards of directors to establish reasonable time limits for the open forum and for speakers to address the board. ([Civ. Code §4925\(b\)](#).) Time limits, per speaker, are limited to:

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

Ten shareholder/members offered comments; no written comments were submitted prior to the meeting.

**Re-opening – Active Outdoor Amenities and Amphitheater, for Religious Services**

President Hopewell summarized the nine emails received on the topic of reopening active outdoor amenities and the Amphitheater, for religious services, and stated that twenty-nine items of correspondence had been received and reviewed by the GRF Board of Directors at the December 15, 2020 Special meeting.

Ms. Hopewell MOVED, seconded by Mr. Melody-

**TO** reopen Veterans' Plaza, the Golf Course, the Amphitheater (for religious purposes), the Bocce Ball court, and the multi-use court, effective December 30, 2020 or as soon thereafter as Recreation staff are available.

Fourteen Directors spoke on the motion.

The motion failed with five yes votes (Pratt, Dodero, Levine, Melody, Friedman).

Ms. Hopewell MOVED, seconded by Mr. Dodero-

**TO** reconsider the status of current closures (Veterans' Plaza, the Golf Course, the Amphitheater - for religious purposes, the Bocce Ball court, and the multi-use court), at a Special GRF Board of Directors meeting on January 11, 2021.

Seven Directors spoke on the motion.

The motion failed with four yes votes (Snowden, Thompson, Dodero, Melody).

Ms. Hopewell MOVED, seconded by Mr. Friedman-

**TO** reconsider the individual status of current closures (Veterans' Plaza, the Golf Course, the Amphitheater - for religious purposes, the Bocce Ball court, and the multi-use court), at a Special GRF Board of Directors meeting on January 22, 2021.

Eight Directors spoke on the motion.

The motion was carried unanimously by the Directors present.



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**DIRECTOR COMMENTS**

No Board members offered comments.

The meeting was adjourned at 11:48 p.m.

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Marsha Gerber, Corporate Secretary  
GRF Board of Directors  
12.30.20

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



January 26, 2021

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BOARD NEWSLETTER



Approved Consent Agenda

MOVED and duly approved the Committee/Board meeting minutes for the month of November 2020, the minutes of the November 13, 2020, Executive Committee Board meeting, the minutes of the GRF Board of Directors meeting, dated November 24, 2020, the December, the minutes of the December 15 GRF Special Board meeting, the GRF Board Report, dated December 23, 2020, acceptance of the Financial Statements, November 2020, for Audit, the Reserve Funds Investment Purchase, and the Capital Funds Investment Purchase.

General – Accept Donation, Golden Age Foundation

MOVED and duly approved to accept the Golden Age Foundation donation of \$75,000, to be used for the purchase of six (6) Precor Treadmills and the Life Fitness equipment comprising the new training circuit.

AB 3182 Ad hoc Committee – FINAL VOTE: Adopt 40-3182-2, Member/Owner (M/O) and Renter/Lessee (R/L) Fines, Fees and Deposits

MOVED and duly approved to adopt 40-3182-2, Member/Owner (MO) and Renter/Lessee (R/L) Fines, Fees and Deposits, as presented.

AB 3182 Ad hoc Committee – FINAL VOTE: Adopt 40-3182-1, Member/Owner (M/O) and Renter/Lessee (R/L) – Rules

MOVED and duly approved to adopt 40-3182-1, Member/Owner (MO) and Renter/Lessee (R/L) Rules, as presented.

AB 3182 Ad hoc Committee – Amend 30-1001-5, Glossary of Terms

MOVED and duly approved to amend 30-1001-5, Glossary of Terms, adding Member/Owner, Renter/Lessee, and Trust Property Use Fee (TPUF), as presented.

AB 3182 Ad hoc Committee – Amend 30-5093-1, Member Rules of Conduct

MOVED and duly approved to amend 30-5093-1, Member Rules of Conduct, adding Qualified Permanent Residents, Co-occupants, Renters/Lessees, and Caregivers to those who the rules of conduct apply to and adding to applicable Trust Property the RV Lot and the Mini farms.

AB 3182 Ad hoc Committee – Amend 50-1201-1, GRF Identification Cards

MOVED and duly approved to amend 50-1201-1, GRF Identification Cards, establishing that Renters/Lessees will receive a one-year ID card for which a deposit will be incurred, as presented.

AB 3182 Ad hoc Committee – Amend 40-1201-2, GRF Identification Cards - Fees

MOVED and duly approved to amend 40-1201-2, GRF Identification Cards - Fees, by establishing that Renters/Lessees will be subject to the \$500 ID card fee if not surrendered upon sale of the unit or death, by including Qualified Permanent Residents in the instructions for obtaining a replacement card, by establishing an additional Renter/Lessee deposit for lost ID cards, and by establishing that stolen ID cards must be verified by a police report in order to waive an additional deposit, as presented.

AB 3182 Ad hoc Committee – Amend 50-1641-4A, Seal Beach Mutual Lease Agreement

The motion failed to carry and was referred to the AB 3182 Ad hoc Committee for review.



AB 3182 Ad hoc Committee – Amend 50-1641-4, Seal Beach Mutual Lease Agreement  
The motion failed to carry and referred to the AB 3182 Ad hoc Committee for review.

AB 3182 Ad hoc Committee – Adopt 50-1630-4, Notice of Disclosures, in membership transfers  
MOVED and duly approved to adopt 50-1630-4, Notice of Disclosures, in membership transfers, as presented.

AB 3182 Ad hoc Committee – Consent Agenda  
MOVED and duly approved to adopt 50-3182-4, Decal and ID Card for Member/Owner (M/O) – Mutuals 2-11 and 14-17, Form and to adopt 50-3182-4A, Decal and ID Card for Renter/Lessee (R/L) – Mutuals 2-11 and 14-17, Form, as presented.

COVID-19 Ad hoc Committee – TENTATIVE VOTE: Adopt and Implement 70-1448-3R, Emergency Operational Rule – Mission Park, Phase One  
MOVED and duly approved to adopt 70-1448-3R for Trust property identified as the Mission Park, pending a 28-day notification to the membership, and a final decision by the GRF Board of Directors on January 29, 2021.

Executive Committee – Approve Workers’ Compensation Policy Renewal  
MOVED and duly approved renewal of the contract for Workers’ Compensation Coverage with Cypress Insurance Company, Berkshire Hathaway Homestate Companies (BHHC), for the 2021 policy year, in the amount of \$210,907, and authorize the GRF President to sign the required documents.

Finance Committee – Capital Funding Request – Replace Copy and Supply Center Shredder  
This item was removed from the agenda.

Finance Committee – Non-budgeted Funding Request – Prepaid Microsoft Support  
MOVED and duly approved the purchase of a prepaid block of 50 support hours from Boyer & Associates, in the amount of \$9,750, Operating funds.

Recreation Committee – Amend 70-1447-1, Use of Community Facilities – Mini Farm Rules  
MOVED and duly approved to amend 70-1447-1, Use of Community Facilities – Mini Farm Rules, adding information pertaining to renters/lessees and prohibiting water run-off on walkways, sidewalks, or adjacent plots, as presented.

Recreation Committee – Amend 70-1487-1, Recreational Vehicle Lot (RVL), Rules and Regulations  
MOVED and duly approved to amend 70-1487-1 Recreational Vehicle Lot (RVL) – Rules and Regulations, establishing that Renter/Lessees must follow all rules and are subject to any consequences for failure to do so and that Member/Owners are responsible for their Renter/Lessees, including any fees, fines, or disciplinary consequences.

Recreation Committee – Amend 40-1488-6, Mini Farm, 1.8 Acres, Lease Agreement  
MOVED and duly approved to amend 40-1488-6, Mini Farm 1.8 Acre – Lease Agreement, adding Mutual renter lessee to the definition of Lessee, establishing that if a Member/Owner rents their unit, their right to lease a plot is forfeited, and establishing that the Lessee will be liable for damage to neighboring plots resulting from acts of omission, as presented.

Recreation Committee – Amend 40-1489-6, LW Trailer Club Lease Agreement  
MOVED and duly approved amend 40-1489-6, LW Trailer Club – Lease Agreement, adding Trust Property Use Fee payers as eligible to be LW Trailer Club members, as presented.



Recreation Committee – Emergency Addition to the Agenda

MOVED and duly approved the addition of 40-1487-6, RV Lot Lease agreement to the December 23, 2020 agenda 4930 (e).

Recreation Committee – Amend 40-1487-6, RV Lot Lease Agreement

MOVED and duly approved to amend 40-1487-6, RV Lot Lease Agreement, updating the document language and adding clauses that apply to Member/Owners and Renter/Lesseees, as presented.

**Recap of GRF Committees' Activity**

**January 2021**

**January 4, 2021, Recreation Committee**

- CONCURRED to request Kathy Thayer provide written AARP guidelines for volunteer tax preparation, for the GRF Board of Directors' review;
- CONCURRED to refer the Friends of the Library Outside Storage area to the Physical Property Department to assess any repair costs and/or cost of replacement;
- MOVED to refer the pool room total renovation to the Strategic Planning Ad hoc (SPAH) Committee, for review;
- MOVED to refer the Bocce Ball Court installation to the Strategic Planning Ad hoc (SPAH) Committee, for review;
- CONCURRED to review the Ice Machine for Clubhouse Four at the February Committee meeting;
- MOVED to establish a Mini-farm Subcommittee to be comprised of Recreation Committee members Phil Friedman, as Chair, Marsha Gerber, Irma Heinrichs, Leah Perrotti and staff members Terry DeLeon, Vanessa Morris, and Andrew Delaney;
- MOVED to establish an Entertainment Subcommittee to be comprised of Recreation Committee members Leah Perrotti, Kathy Rapp, and Linda Stone;
- MOVED recommend the GRF BOD amend 70-1447-1, Mission Park, as presented.

**CANCELLED: January 6, 2020, Governing Documents Committee**

**CANCELLED: January 6, 2020, Physical Property Committee**

**CANCELLED: January 7, 2020, COVID-19 Ad hoc Committee**

**January 8, 2021, Executive Committee**

- MOVED to accept the election provider bid packet, as presented;
- CONCURRED to review the GRF Election Materials at a work study meeting;
- MOVED to amend 30-5110-3, Executive Committee Charter;
- MOVED to review 30-5093-1, Member Rules of Conduct, at a work study meeting;
- MOVED to recommend the GRF BOD adopt 30-3812-1, Member/Owner (M/O) Responsibility for Renter/Lessee (R/L).

**CANCELLED: January 11, 2021, Mutual Administration Committee**

**January 13, 2021, Security, Bus & Traffic Committee**

- MOVED to recommend the GRF BOD conceptual approval, for one day per week contracted off-property transportation consisting of a Sixteen passenger shuttle for seven hours a day, from the GRF Amphitheater bus stop to the Long Beach Market Place (Trader Joes), at estimated cost of \$29,660, Non-budgeted expense and forward to the Finance Committee for fee structure;



- CONCURRED to Committee to review all pending governing documents at a work study scheduled on February 3, 2021 at 1:00 p.m.

#### **January 14, 2021, Communications/ITS Committee**

- CONCURRED to review surveillance camera audit at the February or March Committee meeting;
- CONCURRED to request the IT Supervisor meeting with the Committee Chair prior to the February Committee meeting re: technical questions regarding Technavia;
- CONCURRED to increase the font size of Clubhouse Four dais survey and distribute to GRF BOD and recording secretaries for feedback;
- CONCURRED to review further options for the 2021 Community Guide cover.

#### **January 15, 2021, Finance Committee**

- MOVED to approve the emergency addition to the agenda under provisions of civil code, 4930(d): Emergency/Immediate Action 1, Reserve Funding – Replacement of Sewer Lift Station Core Components;
- MOVED to recommend the GRF BOD approve emergency Reserve funding, in the amount of \$25,547, for the replacement of critical components of the sewer lift station at Clubhouse Two, per Pumpman proposal 18115R1, dated January 13, 2021. Action to be ratified at the January 26, 2021 GRF BOD meeting;
- MOVED to approve the emergency addition to the agenda under provisions of Civil code, 4930(d): Emergency/Immediate Action 2, Non-budgeted Funding – COVID-1 vaccine dispensing support;
- MOVED to recommend the GRF BOD approve non-budgeted funding, in the amount of \$50,000, for the sole purpose to support actions required to dispense the COVID-19 vaccine to community members on site. Action to be ratified at the January 26, 2021 GRF BOD meeting;
- MOVED to recommend the GRF BOD accept for audit and forward to the GRF BOD the draft interim financial statements for the period ending December 31, 2020, as presented by the Director of Finance, and as reviewed by the Finance Committee;
- MOVED to recommend the GRF BOD authorize the purchase of brokered CDs, through Morgan Stanley, totaling \$550,000 of reserve funds, with terms ranging from twelve to eighteen months at the prevailing interest rates at the time of purchase, and at the discretion of the financial advisors.

#### **January 19, 2021, AB 3812 Ad hoc Committee**

- CONCURRED to request the Stock Transfer Manager update the Renter/Lessee package with the Committee suggestions and send by email, the updated information to the GRF President and Committee Chair, including Mutual eight and Mutual Fourteen package, once completed;
- MOVED to recommend the GRF BOD adopt 50-1641-4A, Seal Beach Mutual Lease Agreement, as amended;
- MOVED to recommend the GRF BOD amend 30-1001-5, Glossary of Terms, as amended;
- MOVED to recommend the GRF BOD amend 50-3182-1, Member/Owner (M/O) Renter/Lessee (R/L) – Rules, as amended;
- MOVED to recommend the GRF BOD amend 50-3182-2, Member/Owner (M/O) and Renter/Lessee (R/L) – Fees, Fines and Deposits, as presented.
- MOVED to recommend the GRF BOD amend 70-1480-1, Arts and Crafts Festival, as amended;

- MOVED to recommend the GRF BOD amend 50-1641-4, Seal Beach Mutual Seventeen – Lease Agreement, as presented, as amended;

**January 19, 2021, Website Redesign Ad hoc Committee**

- CONCURRED to request the Chair, the Managing Editor and the IT Supervisor discuss Technavia issues prior to the next scheduled Committee meeting;
- CONCURRED to request the IT Supervisor discuss updating the Wikipedia verbiage for LWSB with the Executive Director.

**Financial Recap**

**December 2020**

**Financial Recap – December 2020**

As of the twelve-month period ended December 2020, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$553,267.

Major variances are:

Wages, Taxes & Benefits	1,508,959	Favorable: Wages \$1.2M; P/R Taxes \$106K; Workers' Comp \$42K; Group Ins \$160K; average FTE < budget by 34.0 due to furloughs and reorganization
Temporary Agency Fees	(869,778)	Unfavorable: Temporary help for key positions.
Utilities	111,357	Favorable: Electricity \$95K; Gas \$20K; Closed facilities due to COVID-19
Community Entertainment	307,624	Favorable: Cancelled events due to COVID-19
Publication Printing	71,259	Favorable: No anticipated price increase; Telephone Book, Annual Report, Spotlight publications not printed.
Rental Income	53,204	Favorable: Increase in unit sales
News Advertising	(217,422)	Unfavorable: Less demand for display ads
SRO Labor Cost Recovery	(359,304)	Unfavorable: Less billable hours due to assignment of GRF projects and less demand from Mutuals due to COVID-19.
Other Income	43,484	Favorable: GAF donation offset by unfavorable for guest passes, permits, parking rental, parking fines, show sponsorships

	<b>Fund Balance</b>	<b>Allocated For Current Projects</b>	<b>Allocated For Future Projects</b>	<b>For details, see page</b>
<b>Reserve Funds</b>				
Repairs & Replacements	\$11,238,577	\$1,006,025	\$10,232,552	7

	<b>Fund Balance</b>	<b>Allocated Funds</b>	<b>Unallocated Funds</b>	<b>For details, see page</b>
<b>Capital Funds</b>				
Capital Improvements	\$3,087,355	\$834,736	\$2,252,619	8

Total year-to-date approved unbudgeted operating expenses are \$80,201.





Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** FINANCE COMMITTEE (CM)  
**SUBJECT:** ACCEPTANCE OF THE DECEMBER 2020 FINANCIAL STATEMENTS  
**DATE:** JANUARY 26, 2021  
**CC:** FILE

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At the regularly scheduled meeting of the Finance Committee on January 15, 2021, 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 December 2020 financial statements for audit.

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

## Financial Recap – December 2020

As of the twelve-month period ended December 2020, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$553,267.

Major variances are:

Wages, Taxes & Benefits	1,508,959	Favorable: Wages \$1.2M; P/R Taxes \$106K; Workers' Comp \$42K; Group Ins \$160K; average FTE < budget by 34.0 due to furloughs and reorganization
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SRO Labor Cost Recovery	(359,304)	Unfavorable: Less billable hours due to assignment of GRF projects and less demand from Mutuals due to COVID-19.
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Reserve Funds	Fund Balance	Allocated For Current Projects	Allocated For Future Projects	For details, see page
Repairs & Replacements	\$11,238,577	\$1,006,025	\$10,232,552	7
Capital Funds	Fund Balance	Allocated Funds	Unallocated Funds	For details, see page
Capital Improvements	\$3,087,355	\$834,736	\$2,252,619	8

Total year-to-date approved unbudgeted operating expenses are \$80,201.

P.O. Box 2069  
Seal Beach CA 90740

Description		
<b>Current Assets:</b>		
1122000	Cash & cash equivalents	225,784
	Non-Restricted Funds	79,149
	Receivables	666,272
	Prepaid expenses	625,269
	Inventory of maintenance supplies	<u>406,894</u>
<b>Total Current Assets</b>		<b>2,003,368</b>
<b>Designated deposits</b>		
1211000	Contingency Operating Fund	1,000,000
	Reserve Fund	11,238,577
1212500	Capital Improvement Fund-GRF	<u>3,087,355</u>
<b>Total designated deposits</b>		<b>15,325,932</b>
<b>Notes Receivable</b>		
1411000	Notes Receivable	<u>69,517</u>
<b>Total Notes Receivable</b>		<b>69,517</b>
<b>Fixed Assets</b>		
	Land, Building, Furniture & Equipment	38,771,522
	Less: Accumulated Dep'n	<u>(23,502,509)</u>
<b>Net Fixed Assets</b>		<b>15,269,013</b>
<b>Other Assets</b>		<u>                    </u>
<b>Total Assets</b>		<b><u><u>32,667,830</u></u></b>



P.O. Box 2069  
Seal Beach CA 90740

Description		
<b>Liabilities &amp; Equity</b>		
<b>Current Liabilities:</b>		
	Accounts payable	658,245
	Project Commitments	541,926
	Prepaid Deposits	11,575
	Accrued payroll & payroll taxes	439,458
	Unearned Income	96,009
2140000	Deferred Revenue-Other	7,500
	Accrued expenses	196,780
2139000	Accrued Legal Settlement	550,000
	<b>Total Current Liabilities</b>	<b>2,501,493</b>
	<b>Total Liabilities</b>	<b>2,501,493</b>
<b>Equity</b>		
<b>Mutuals' Beneficial Interest</b>		
3211000	Contingency Operating Reserve Equity	1,000,000
3212000	Reserve Equity	10,771,397
3394000	Capital Fund Equity	2,987,550
3310000	Beneficial Interest in Trust	14,814,115
	<b>Total Mutuals' Beneficial Interest</b>	<b>29,573,062</b>
<b>Membership interest</b>		
	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
	<b>Total Paid-in-Capital</b>	<b>6,258,151</b>
	<b>Excess Income</b>	
	Current Year	(496,008)
	<b>Total Excess Income</b>	<b>(496,008)</b>
3920000	Dep'n & Amortization	(5,168,869)
	<b>Net Stockholders' Equity</b>	<b>30,166,337</b>
	<b>Total Liabilities &amp; Stockholders' Equity</b>	<b>32,667,830</b>

# Golden Rain Foundation

## Cash Flow Activity - All Reserves

### For the Period Ended December 31, 2020

	Contingency Operating Fund	Reserve Fund	Capital Improvement Fund	Nonrestricted Funds	Total
<b>Balance 12/31/2019</b>	<b>700,000</b>	<b>10,526,625</b>	<b>2,477,743</b>	<b>28,151</b>	<b>13,732,519</b>
Funded: Assessments		1,300,000			1,300,000
Funded: Amenities Fees collected (573)		1,175,084	1,175,084		2,350,168
Funded: M17 Lease Fees collected (32)		7,829	7,829		15,658
Funded: Interest on Funds		194,571	27,640		222,211
Expenditures		(2,022,532)	(600,941)		(2,623,473)
Commitments		(18,000)			(18,000)
Donations		75,000	-		75,000
2019 Excess Income	300,000				300,000
Transfers to/from Funds	-				-
Net Monthly Activity				50,998	50,998
<b>Balance 12/31/2020</b>	<b>1,000,000</b>	<b>11,238,577</b>	<b>3,087,355</b>	<b>79,149</b>	<b>15,405,080</b>
<b>Net Activity</b>	<b>300,000</b>	<b>711,952</b>	<b>609,612</b>	<b>50,998</b>	<b>1,672,561</b>

# Golden Rain Foundation

## Cash Flow Activity - All Reserves

### For the Month of December 2020

	Contingency Operating Fund	Reserve Fund	Capital Improvement Fund	Nonrestricted Funds	Total
<b>Balance 11/30/2020</b>	<b>285,000</b>	<b>11,029,902</b>	<b>2,979,491</b>	<b>88</b>	<b>14,294,482</b>
Funded: Assessments		108,333			108,333
Funded: Amenities Fees collected	(74)	152,415	152,415		304,831
Funded: M17 Lease Fees collected	(6)	1,418	1,418		2,836
Funded: Interest on Funds		9,264	736		10,001
Progress Payments on CIP					-
Expenditures		(137,756)	(46,706)		(184,462)
Commitments					-
Donations		75,000			75,000
Replenish funds for Donated Assets					-
Transfers between funds	715,000				715,000
Net Monthly Activity				79,060	79,060
<b>Balance 12/31/2020</b>	<b>1,000,000</b>	<b>11,238,577</b>	<b>3,087,355</b>	<b>79,149</b>	<b>15,405,080</b>
<b>Net Activity</b>	<b>715,000</b>	<b>208,675</b>	<b>107,864</b>	<b>79,060</b>	<b>1,110,599</b>



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

**SELECTED BALANCE SHEET ITEMS**

	Current Balance	Prior Month	Increase (Decrease)
Cash In Bank	304,933	302,980	1,953
Current Assets	17,329,300	17,330,886	(1,586)
Current Liabilities	2,501,493	2,520,236	(18,743)
Current Ratio	6.93	6.88	
Designated Deposits:	15,325,932	14,294,393	1,031,539
Reserve Fund			
Liability & Disaster Insurance Fund			
Capital Improvement Fund			
Contingency Operating Fund			

**RESULT OF OPERATIONS**

Current Month	Actual	Budget	Variance	%
Income	1,590,708	1,478,825	111,883	7.57
Expense	1,640,516	1,459,243	(181,273)	(12.42)
Net Materials Recovery(Pass Thru)	0	0	0	
<b>Excess Income or (Expense)</b>	<b>(49,808)</b>	<b>19,582</b>	<b>(69,390)</b>	
Year To Date	Actual	Budget	Variance	%
Income	17,731,758	17,201,446	530,312	3.08
Expense	17,178,490	17,201,446	22,956	0.13
Net Materials Recovery(Pass Thru)	0	0	0	
<b>Excess Income or (Expense)</b>	<b>553,268</b>	<b>0</b>	<b>553,268</b>	

Full Time Equivalents		
For the Month	Average YTD	Planned - 2020
135.37	136.54	170.50

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** FINANCE COMMITTEE (CM)  
**SUBJECT:** RESERVE FUNDS INVESTMENT PURCHASE  
**DATE:** JANUAR 26, 2021  
**CC:** FILE

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At the regularly scheduled meeting of the Finance Committee on January 15, 2021, the members discussed the current investment ladder and reserve funds available for investing to fill in the gaps in the investment ladder.

Following this discussion, the committee passed a motion to recommend the GRF Board authorize the purchase of brokered CDs through Morgan Stanley totaling \$550,000 of reserve funds, with terms ranging from twelve (12) to eighteen (18) months at the prevailing interest rates at the time of purchase and at the discretion of the financial advisors.

I move to approve the purchase of brokered CDs, through Morgan Stanley, totaling \$550,000 of reserve funds, with terms ranging from twelve (12) to eighteen (18) months at the prevailing interest rates at the time of purchase, and at the discretion of the financial advisor.



# Reserve Funds Investment Ladder as of January 11, 2021

Term	Maturity Month	Investment Amount	Rate	Loc
0	Jan-21	245,000	2.75%	U
1	Feb-21	1,110,000	1.18%	U/M
2	Mar-21	735,000	1.12%	U/M
3	Apr-21	245,000	3.05%	U
4	May-21	485,000	1.55%	U
5	Jun-21	245,000	1.00%	U
6	Jul-21	530,000	1.38%	U/M
7	Aug-21	630,000	0.43%	U/M
8	Sep-21	245,000	1.00%	U
9	Oct-21	935,000	0.97%	U/M
10	Nov-21	626,185	0.21%	M
11	Dec-21	880,583	0.05%	M
12	Jan-22	735,000	0.05%	U
13	Feb-22	245,000	0.20%	U
14	Mar-22	-		
15	Apr-22	285,000	0.10%	U
16	May-22	-		
17	Jun-22	-		
18	Jul-22	-		
19	Aug-22	-		
20	Sep-22	-		
21	Oct-22	-		
22	Nov-22	-		
23	Dec-22	-		
24	Jan-23	-		
25	Feb-23	-		
26	Mar-23	-		
27	Apr-23	-		
28	May-23	-		
29	Jun-23	-		
30	Jul-23	-		
31	Aug-23	-		
32	Sep-23	-		
33	Oct-23	-		
34	Nov-23	-		
35	Dec-23	-		
36	Jan-24	-		



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Golden Rain Foundation

Leisure World, Seal Beach

## BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS  
FROM: RANDY ANKENY, EXECUTIVE DIRECTOR  
SUBJECT: APPROVE REOPENING OF TRUST PROPERTY– AMPHITHEATER  
DATE: JANUARY 20, 2021  
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 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 70-1448-3D, for Trust property identified as the Amphitheater, under the provisions civil code (§4360(d).).

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Leisure World, Seal Beach

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## BOARD ACTION REQUEST

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TO: GRF BOARD OF DIRECTORS  
FROM: RANDY ANKENY, EXECUTIVE DIRECTOR  
SUBJECT: APPROVE REOPENING OF TRUST PROPERTY– MISSION PARK (BOCCE BALL COURT AND MULTI-USE COURTS)  
DATE: JANUARY 20, 2021  
CC: FILE

At the special meeting of the GRF Board of Directors on December 30, 2020, the Board moved and approved to reconsider the individual status of current closures (Veterans Plaza, Turtle Lake Golf Course, Amphitheater (for religious services only), Mission Park Bocce Ball Court and Mission Park, Multi use Courts, under all applicable or more restrictive public health and safety orders at a special meeting of the Board on January 22, 2021.

Due to coordination required to facilitate the use of Trust property in the distribution of the COVID-19 vaccine as under OC Heath Authorities Special Point of Distributing designation, the January 22, 2021 was required to be cancel and action move to the January 26, 2021 Board meeting.

Board action is requested to consider the re-open of Trust property commonly identified as the Mission Park, including the Bocce Ball and Multi-Use courts, based upon the following key areas for deliberation:

- 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

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Leisure World, Seal Beach

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## BOARD ACTION REQUEST

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TO: GRF BOARD OF DIRECTORS  
FROM: RANDY ANKENY, EXECUTIVE DIRECTOR  
SUBJECT: APPROVE REOPENING OF TRUST PROPERTY– TURTLE LAKE GOLF COURSE  
DATE: JANUARY 20, 2021  
CC: FILE

At the special meeting of the GRF Board of Directors on December 30, 2020, the Board moved and approved to reconsider the individual status of current closures (Veterans Plaza, Turtle Lake Golf Course, Amphitheater (for religious services only), Mission Park Bocce Ball Court and Mission Park, Multi use Courts, under all applicable or more restrictive public health and safety orders at a special meeting of the Board on January 22, 2021.

Due to coordination required to facilitate the use of Trust property in the distribution of the COVID-19 vaccine as under OC Heath Authorities Special Point of Distributing designation, the January 22, 2021 was required to be cancel and action move to the January 26, 2021 Board meeting.

Board action is requested to consider the re-open of Trust property commonly identified as the Turtle Lake Golf Course based upon the following key areas for deliberation:

- 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 the reopening of Trust Property amenity identified as Turtle Lake Golf Course under emergency action 70-1448-3T, and provisions of prevalent Orange County Public Health and safety orders.



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## BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS  
FROM: RANDY ANKENY, EXECUTIVE DIRECTOR  
SUBJECT: APPROVE REOPENING OF TRUST PROPERTY- VETERANS' PLAZA  
DATE: JANUARY 20, 2021  
CC: FILE

At the special meeting of the GRF Board of Directors on December 30, 2020, the Board moved and approved to reconsider the individual status of current closures (Veterans Plaza, Turtle Lake Golf Course, Amphitheater (for religious services only), Mission Park Bocce Ball Court and Mission Park, Multi use Courts, under all applicable or more restrictive public health and safety orders at a special meeting of the Board on January 22, 2021.

Due to coordination required to facilitate the use of Trust property in the distribution of the COVID-19 vaccine as under OC Heath Authorities Special Point of Distributing designation, the January 22, 2021 was required to be cancel and action move to the January 26, 2021 Board meeting.

Board action is requested to consider the re-open of Trust property commonly identified as Veterans Plaza for outdoor active use based upon the following key areas for deliberation:

- 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 the reopening of Trust property commonly identified as Veterans' Plaza, under emergency action 70-1448-3P, and provisions of prevalent Orange County Public Health and safety orders.

I move to approve the reopening of Trust Property amenity identified as Mission Park, including the Bocce Ball and Multi-Use Courts, under emergency action 70-1448-3C, and provisions of prevalent Orange County Public Health and safety orders.





Golden Rain Foundation

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Leisure World, Seal Beach

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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** MARK WEAVER, FACILITIES DIRECTOR  
**SUBJECT:** FIRE PROTECTION SERVICE FOR TRUST PROPERTY  
**DATE:** JANUARY 13, 2021  
**CC:** FILE

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National Fire Protection was awarded a three-year contract by the Board of Directors at its February 2020 meeting. The contractor has failed to provide monitoring service to Clubhouse 6, Building 5, and the Administration Building. The contractor is now requesting new monitoring equipment be installed on each building and an additional cost of \$29.00 per month. Along with this, the contractor has failed to :

- Monitor building for the first 7 months.
- Keep fire extinguishers up to date.
- Clubhouse 6, Bldg. 5, and the Administration Building were not included in their bid.

It is staff's recommendation to terminate the contract, per section 27 of the General Provisions with National Fire Protection, for failure to provide services and as a result, award a contract to the second lowest bidder, All America Fire Systems, for a three-year term, at \$24,192.

The 2021 budget reflects the funding of \$5,082 for Fire Protection; terminating this contract will create a negative variance of approximately \$2,300.

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

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

At the January 12, 2021 GRF Executive Session, the Board reviewed the terms and conditions of the proposed agreement and unanimously agreed to send this item to the Board for approval.

I move to terminate the contract with National Fire Protection for failure to provide services and award a three-year contract, for a total not to exceed \$24,192, with All American Fire Systems, Operating funding, and authorize the President to sign the contract.

CONTRACTOR LICENSE NO. 0001034609 TYPE OF LICENSE C10, L-16

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

P. O. Box 2069  
Seal Beach, CA 90740

Gentlemen:

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

**TOTAL for 2020**

Eight Thousand Sixty Four dollars zero cents  
Written in words

\$ 8,064.00  
Written in figures

**TOTAL for 2021**

Eight Thousand Sixty Four dollars zero cents  
Written in words

\$ 8,064.00  
Written in figures

**TOTAL for 2022**

Eight Thousand Sixty Four dollars zero cents  
Written in words

\$ 8,064.00  
Written in figures

**TOTAL LUMP SUM BID for  
3 years (2020, 2021, 2022)**

Twenty Four Thousand One hundred ninety two dollars zero cents  
Written in words

\$ 24,192.00  
Written in figures



**ITEMIZED COST SHEET OF BID SUBMISSION  
COMMUNITY FACILITIES  
FIRE PROTECTION SERVICES 2020, 2021, 2022  
PROJECT # 934-19  
IN SEAL BEACH LEISURE WORLD**

	ITEM	COST
A.	ANSUL 300 Fire Suppression System	\$3,000.00
B.	Fire Extinguishers, per Exhibit A	\$4,992.00
C.	Fire Sprinkler System	\$6,000.00
D.	Fire Hose	\$1,200
E.	Fire Alarm System	\$1,000
3-Year Total for all Items A-E for Project #934-19		\$24,192.00

	OPTIONAL ITEMS	COST
F.	Fire Extinguisher, 6-year maintained	\$7.50
G.	Fire Extinguisher, 12-year hydrostatic testing	\$580.00
H.	Additional Extinguisher Parts – gauges, valve stems, control heads, handles, etc.	\$1.00-\$5.00
I.	New 2.5 lb. fire extinguisher cost	\$30.00
J.	New 5 to 10 lb. fire extinguisher cost	\$42.50-\$52.50
K.	Service Call	\$230.00

SUBMITTED BY:

All American Fire Systems  
(Company Name)

1/21/20

(Date)

**ITEMIZED COST SHEET OF BID SUBMISSION  
COMMUNITY FACILITIES  
FIRE PROTECTION SERVICES 2020, 2021, 2022  
PROJECT # 934-19  
IN SEAL BEACH LEISURE WORLD**

	ITEM	COST
A.	ANSUL 300 Fire Suppression System	\$3,000.00
B.	Fire Extinguishers, per Exhibit A	\$4,992.00
C.	Fire Sprinkler System	\$6,000.00
D.	Fire Hose	\$1,200
E.	Fire Alarm System	\$1,000
3-Year Total for all Items A-E for Project #934-19		\$24,192.00

	OPTIONAL ITEMS	COST
F.	Fire Extinguisher, 6-year maintained	\$7.50
G.	Fire Extinguisher, 12-year hydrostatic testing	\$530.00
H.	Additional Extinguisher Parts – gauges, valve stems, control heads, handles, etc.	\$1.00-\$5.00
I.	New 2.5 lb. fire extinguisher cost	\$30.00
J.	New 5 to 10 lb. fire extinguisher cost	\$42.50-\$52.50
K.	Service Call	\$230.00

SUBMITTED BY:

All American Fire Systems  
(Company Name)

1/21/20  
(Date)




## SECTION 25 - CORRECTION OF WORK

The Contractor shall promptly remove from the site of the work all materials rejected by the Contracting Officer as failing to comply with the contract whether incorporated in the work or not, and the Contractor shall promptly replace and re-execute his work in accordance with the contract and without additional expense to the Owner. Neither the final certificate nor any provision of the contract documents shall relieve the Contractor of responsibility for faulty materials or workmanship and he shall remedy any defects due thereto and be liable for any damage to other work resulting therefrom, which shall appear within a period of one year from the date of final acceptance of the work under the contract.

## SECTION 26 - OWNER'S RIGHT TO DO WORK

If the Contractor shall neglect or refuse to prosecute the work properly or to remove or correct any defective work or to perform any provision of the contract, the Owner, after three (3) days written notice to the Contractor, may, without prejudice to any other remedy he may have, make good any such deficiencies and may deduct the cost thereof due to the Contractor hereunder.

## SECTION 27 - OWNER'S RIGHT TO TERMINATE CONTRACT



If the Contractor should be adjudged bankrupt, or if he should make a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his insolvency, or if he should fail or refuse to perform or should violate any provision of the contract, then the Owner may, without prejudice to any other right or remedy and after giving the Contractor seven (7) days written notice, terminate the contract and take possession of the premises and all materials, tools and equipment thereon and finish the work by whatever method he may deem expedient. In such case, the Contractor shall not be entitled to receive any further payment until the work is completed. If the unpaid balance of the contract price shall exceed the expense of finishing the work, including compensation for additional managerial and administrative services, such excess shall be paid to the Contractor. If such expense shall exceed such unpaid balance, the Contractor shall pay the difference to the Owner.

## SECTION 28 - CONTRACTOR'S RIGHT TO STOP WORK OR TERMINATE CONTRACT

If the work should be stopped under order of any court, or other public authority, for a period of three (3) months through no act or fault of the Contractor or of anyone employed by him, or if the Contracting Officer should fail to issue any certificate for payment under the Contract within fourteen (14) days after it is properly due, or if the Owner should subsequently fail to pay to the Contractor within fourteen (14) days of its proper certification for payment, then the Contractor may, upon seven (7) days written notice to the Owner, stop the work or terminate the Contract and recover from the Owner payment for the work





Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** RANDY ANKENY, EXECUTIVE DIRECTOR  
**SUBJECT:** RESERVE FUNDING REQUEST - EMERGENCY REPLACEMENT, SEWER LIFT STATION CORE COMPONENTS  
**DATE:** JANUARY 15, 2021  
**CC:** FILE

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### Emergency, Reserve Funding – Replacement of Sewer Lift Station Core Components

***Emergency Defined.** An emergency is defined as "circumstances that could not have been reasonably foreseen by the board, that require immediate attention and possible action by the board, and that, of necessity, make it impracticable to provide notice." (Civ. Code §4930(d)(1).)*

Basis for Emergency/Immediate Action – Core component failures have been identified at the sewer lift station adjacent to Clubhouse Two, requiring immediate replacements. Failure to replace the components will result in the overflow of effluent, representing a high potential for expensive clean up and remediation costs as well as possible fines. The Executive Director was required to initiate actions for the replacement of the sewer lift station components as identified per Pumpman proposal 18115R1, dated January 13, 2021 (attached).

At the January 15, 2021 meeting of the Finance Committee, the Executive Director sought emergency action to add a non-scheduled Reserve funding request to the Finance Committee's agenda. Action was approved and the Finance Committee duly moved and approved to determine sufficient Reserve funds are available for the required component replacements.

I move to ratify the emergency action and relative Reserve expenditures, in the amount of \$25,547, for the replacement of critical components of the Sewer Lift Station at Clubhouse Two, per Pumpman proposal 18115R1, dated January 13, 2021.

Pumpman LLC  
 5020 Bleecker Street  
 Baldwin Park, CA 91706-1706  
 Phone: (626) 939-0300  
 Fax: (626) 939-0346  
 Email: [estimating@pumpman.com](mailto:estimating@pumpman.com)  
 State License no. 1024442



**PROPOSAL** Page:1  
 NO. 18115R1 1/13/21  
 Proposal expires in 30 days  
 Sales Rep: Mike Woodward  
 PMP Ref:

DIR#: 1000050586

Bill To:		Job Name/ Location:	
Golden Rain Foundation	Mark Weaver	Golden Rain Foundation	Ruben Gonzales
Attn: Accounts Payable	562-431-6586 x301	Leisure World Clubhouse 2	562-431-6586 x368
PO Box 3519		13681 El Dorado	562-743-2284 C
Seal Beach, CA 90740	Fax:	Seal Beach, CA 90740	rubeng@lwsb.com
<a href="mailto:grfap@lwsb.com">grfap@lwsb.com</a> ; <a href="mailto:markw@lwsb.com">markw@lwsb.com</a> ; <a href="mailto:oonradg@lwsb.com">oonradg@lwsb.com</a>			

Customer ID: JAME-Leisure-13533

Payment terms: Net 30

Contract #218053/Proposal #18053 was provided and approved previously to replace the check valves for the sewage pumps, when our Technicians attempted to install the check valves it was found that the suction isolation valve for one pump is failed and for the other pump the discharge isolation valve is failed. Due to the high inlet volume this will require a bypass to replace the valves. Per Customer this Proposal includes the bypass, as well as the highest quality valves available, once this Proposal is approved Contract #218053/Proposal #18053 will be void.

Duplex Sewage Pump System (Clubhouse #2), Repair as follows :

- 1) - Remove and dispose of the existing isolation and check valves for the sewage pumps.
- 2) - Install two 4" Nibco F-619-RW flanged gate valves, one per pump suction. To be epoxy lined/coated with resilient wedge, NRS (non-rising stem) type.
- 3) - Install two 4" Nibco F-619-RW flanged gate valves, one per pump discharge. To be epoxy lined/coated with resilient wedge, NRS (non-rising stem) type.
- 4) - Install two 4" Val-Matic 504ABFMI flanged check valves, one per pump. To be epoxy lined/coated with resilient disc, includes backflow actuator and mechanical disc position indicator.
- 5) - Includes replacement of the mechanical flange adapters between the suction isolation valves and the pump suction elbows.
- 6) - Includes flange gaskets and hardware as required for replacement of the valves.
- 7) - Provide equipment to bypass the pump system while this work is being performed.
- 8) - Provide Vacuum Tanker Truck to dewater and remove the debris from the sewage sump.
- 9) - Perform Confined Space Entry as required by OSHA, includes : One Entrant, one Attendant, Safety Equipment.
- 10) - Test the system for proper operation upon completion.

Availability : 5-7 weeks.

Not included : Any Materials and/or Services that are not detailed above.

Total	Continued
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12 month warranty on labor and materials except for Shaft Alignment. Warranty void if damaged or failed due to flooding unrelated to this or any other factors beyond our control. Work to be performed during regular business hours: 8 AM-6 PM, Monday to Friday, exclude Holid otherwise noted above. All material is guaranteed to be as specified. All work to be completed in a professional manner and according to st practices. Any alteration or deviation from the proposed specifications involving

extra costs will be executed only upon written change orders, and will be an extra charge. Pumpman Inc. is not responsible for accidents or delays beyond our control. Owner to carry fire and other necessary insurance. workers are fully covered by Workers' Compensation insurance. All past balances are subject to service charge of 1.5% per month. Customer agr reimburse collection cost and legal cost if litigation is required to collect p balances.

Accepted by: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Pumpman LLC  
 5020 Bleecker Street  
 Baldwin Park, CA 91706-1706  
 Phone: (626) 939-0300  
 Fax: (626) 939-0346  
 Email: [estimating@pumpman.com](mailto:estimating@pumpman.com)  
 State License no. 1024442



**PROPOSAL** Page:2  
 NO. 18115R1 1/13/21  
 Proposal expires in 30 days  
 Sales Rep: Mike Woodward  
 PMP Ref:

DIR#: 1000050586

Bill To:		Job Name/ Location:	
Golden Rain Foundation	Mark Weaver	Golden Rain Foundation	Ruben Gonzales
Attn: Accounts Payable	562-431-6586 x301	Leisure World Clubhouse 2	562-431-6586 x388
PO Box 3519		13681 El Dorado	562-743-2284 C
Seal Beach, CA 90740	Fax:	Seal Beach, CA 90740	rubeng@lwsb.com
<a href="mailto:grfap@lwsb.com">grfap@lwsb.com</a> ; <a href="mailto:markw@lwsb.com">markw@lwsb.com</a> ; <a href="mailto:conradg@lwsb.com">conradg@lwsb.com</a>			

Customer ID: JAME-Leisure-13533

Payment terms: Net 30

Cost = \$25,547.00

Upon approval of this Proposal the previous Contract #218053/Proposal #18053 will be void.

Total	\$	25,547.00
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12 month warranty on labor and materials except for Shaft Alignment. Warranty void if damaged or failed due to flooding unrelated to this or any other factors beyond our control. Work to be performed during regular business hours: 8 AM-6 PM, Monday to Friday, exclude Holidays otherwise noted above. All material is guaranteed to be as specified. All work to be completed in a professional manner and according to standard practices. Any alteration or deviation from the proposed specifications involving

extra costs will be executed only upon written change orders, and will be an extra charge. Pumpman Inc. is not responsible for accidents or delays beyond our control. Owner to carry fire and other necessary insurance. All workers are fully covered by Workers' Compensation insurance. All past balances are subject to service charge of 1.5% per month. Customer agrees to reimburse collection cost and legal cost if litigation is required to collect past balances.

Accepted by: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_



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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** RANDY ANKENY, EXECUTIVE DIRECTOR  
**SUBJECT:** NON-BUDGETED FUNDING REQUEST, COVID-19 VACCINATIONS  
**DATE:** JANUARY 15, 2021  
**CC:** FILE

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### Non-budgeted funding – COVID-19 Vaccine dispensing support.

Leisure World Seal Beach (LWSB) has been notified by Orange County Health Agency (OCHA) that application has been approved to establish LWSB as a special Point of Dispensing (POD) for the COVID-19 vaccine. Non-budgeted funding is required to support actions by health care professionals required to facilitate the dispensing of the COVID-19 vaccines on property as quantities of the vaccine become available.

During the next four plus months, as a designated special POD, the use of Trust property and resources of GRF to support OCHA and Optum as the assigned medical provider is required for the benefit of our community members. Facilitation of the process and the resources required continues to develop and change.

Non-budget operational funding is requested in the amount of \$50,000, for labor hours not included in the 2021 budget as well as equipment, supplies, rentals etc. required to facilitate the dispensing of the vaccine to our community members.

At the January 15, 2021 meeting of the Finance Committee, the Executive Director sought emergency action to add a non-budgeted funding request to the Finance Committees agenda. Action was approved and the Finance Committee duly moved and approve to determine sufficient operational funds are available.

**Emergency Defined.** *An emergency is defined as "circumstances that could not have been reasonably foreseen by the board, that require immediate attention and possible action by the board, and that, of necessity, make it impracticable to provide notice." (Civ. Code §4930(d)(1).)*

I move to approve \$50,000 of non-budget operational funding for the sole purpose to support actions of OC Heath and Optum to dispense the COVID-19 vaccine to community members on site.

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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** EXECUTIVE COMMITTEE  
**SUBJECT:** AMEND 30-5093-1 MEMBER RULES OF CONDUCT  
**DATE:** JANUARY 20, 2021  
**CC:** FILE

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At its meeting on January 8, 2021, the Executive Committee recommended the GRF Board amend 30-5093-1, Member Rules of Conduct.

I move to amend 30-5093-1, Member Rules of Conduct, adding the Fitness Center to the properties that the rules apply to and clarifying prohibited behaviors.

Member/Owner (M/O) Renter/Lessee (R/L) Rules of Conduct1. PURPOSE

The purpose of the Member/Owner (M/O) Renter/Lessee (R/L) Rules of Conduct is to protect Golden Rain Foundation (GRF), GRF staff, GRF contracted service providers and GRF residents members. ~~GRF has a duty and a fiduciary responsibility to enforce its governing documents and protect GRF Trust Property and assets, GRF staff and GRF contracted service providers.~~

The Rules of Conduct apply to GRF Members M/O, R/L, Qualified Permanent Residents, Co-occupants, Renters/Lessees, Caregivers and their visitors.

2. RULES OF CONDUCT

2.1 Shall apply to all property held in trust by GRF (Trust Property) ~~including, but not limited to, clubhouses, restrooms, recreational facilities (pool, golf course, multi-use courts, RV Lot, mini-farms, and library.~~

2.2 Shall apply to Mutual Property for behavior and actions toward GRF staff and GRF contracted service providers working in Mutuals.

~~2.2.3~~ GRF Members are responsible for the actions of all those associated with their property, including the following: Qualified Permanent Residents, Co-occupants, Renters/Lessees, Caregivers, and their visitors.

~~2.3.2.4~~ Interactions with others must be respectful and non-abusive, both verbally and physically.

~~2.3.1.2.4.1~~ Behaviors such as the following is prohibited:

~~2.3.1.1.2.4.1.1~~ Verbal or physical violence, implied or actual (threats).

~~2.3.1.2.2.4.1.2~~ Personal insults and yelling.

~~2.3.1.3.2.4.1.3~~ Any form of discrimination.

~~2.3.1.4.2.4.1.4~~ Unwanted or offensive touching, filming, photography and recording.

~~2.3.1.5.2.4.1.5~~ Unwanted sexually suggestive language.

~~2.3.1.6.2.4.1.6~~ Throwing Directing objects or substances at another person with intent to harm or intimidate.

~~2.3.1.7.2.4.1.7~~ Disruptive behavior, personal attacks or harassment during GRF meetings.

**Member/Owner (M/O) Renter/Lessee (R/L) Rules of Conduct**

~~2.3.1.8~~**2.4.1.8** Creating a hostile work environment for GRF staff and GRF contracted service providers on Trust Property while working in Mutuals.

~~2.3.1.9~~**2.4.1.9** Bodily odor or cleanliness that would be considered offensive and a health and safety hazard to others.

~~2.3.1.10~~**2.4.1.10** Willful damage to Trust Property.

~~2.3.1.11~~**2.4.1.11** Non-compliance with GRF Governing Documents.

**3. NON-COMPLIANCE**

**3.1** Will result in a penalty for each violation. See 30-5093-2 for schedule of fines and penalties.

**3.2** To protect GRF, repeat offenders may be subject to legal action.

**3.3** For offenses that are governed by City, State or Federal laws the appropriate authorities will be contacted.

**4. NOTIFICATION OF VIOLATION AND RIGHT TO HEARING**

See Procedure 30-5093-3 for Notification of Violation and Right to Hearing procedures.

**Document History**

Adopted: 26 Nov 19

Amended:

23 Dec 20

**Keywords:** Rules of  
Conduct



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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** EXECUTIVE COMMITTEE  
**SUBJECT:** ADOPT 30-3182-1, MEMBER/OWNER (M/O) RESPONSIBILITY FOR  
RENTER/LESSEE (R/L)  
**DATE:** JANUARY 20, 2021  
**CC:** FILE

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At its meeting on January 8, 2021, the Executive Committee recommended the GRF Board adopt 30-3182-1, Member/Owner (M/O) Responsibility for Renter/Lessee (R/L) .

I move to adopt 30-3182-1, Member/Owner (M/O) Responsibility for Renter/Lessee (R/L) .

**EXECUTIVE COMMITTEE****Member/Owner (M/O) Responsibility for Renter/Lessee (R/L)****1. PURPOSE:**

The purpose of the Member/Owner (M/O) Responsibility for Renter/Lessee (R/L) is to establish accountability of the M/O for behavior of the R/L.

**2. COMPLIANCE:**

- 2.1. The Renter/Lessee must follow all rules set forth in governing document 30-5093-1, Member Rules of Conduct;
- 2.2. The Member/Owner is responsible for any fees, fines or disciplinary consequences incurred by a Renter/Lessee.

**Document History**

Adopted:    Day Month Year    Action

**Keywords:**





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## BOARD ACTION REQUEST

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**TO:** GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS  
**FROM:** EXECUTIVE COMMITTEE (TJ)  
**SUBJECT:** APPROVE 2021 ELECTION MATERIALS  
**DATE:** JANUARY 14, 2021

---

30-5025-3, Election Procedures, states that the Executive Committee (EC) "shall review and approve the election materials and the election process."

As its meeting on January 25, 2021, the Executive Committee reviewed drafts of the 2021 election documents and unanimously recommended the GRF Board of Directors to approve the following election materials:

- 2021 GRF Election Schedule
- 2021 Mutual Election Schedule (provided to show Mutual deadlines compared to GRF)
- 2021 GRF Board of Director Application for Candidacy
- 2021 GRF Candidate Instructions/ Timeline
- 2021 Board Eligibility Disclaimer
- 2021 GRF Election Article (scheduled for publication 3/4/2021- 04/01/2021)
- 2021 GRF Sample Ballots

Documents that are included in the election packet for reference purposes, and will be the most current versions as of the preparation of the packets:

- GRF Director's Handbook
- 2021 GRF Election Candidates
- Choice of Committee Assignment

**NOTE:** In January 2021, the GRF Board unanimously award a contract to Accurate Voting Services to perform the general election services for years 2021, 2022, and 2023.

I move to approve the 2021 election materials and the election process for the 2021 GRF Board of Directors election.



## 2021 SCHEDULE FOR ELECTION OF GRF DIRECTORS REPRESENTING ODD-NUMBERED MUTUALS

### MUTUAL BOARD OR NOMINATING COMMITTEE RESPONSIBILITIES

1.	In accordance with the GRF By-Laws and Davis-Stirling, Mutual Boards <b>may</b> appoint a Nominating Committee (five members who may be Mutual Directors or Members) at least 60 days before the GRF Annual Meeting* to recommend one to three candidates for each position to be elected. Self-nominated candidates may submit their names to this group as well. <small>*Timing of GRF Special Board Meeting for Ballot Counting used in lieu of Annual Meeting</small>	<b>Deadline:</b> Friday, April 2
2.	Mutual Nominating Committee gives Mutual Board Secretary the names of one to three candidates for <b>each</b> GRF position to be elected and/or any names of self-nominated candidates.	<b>Deadline:</b> Friday, April 2 4:30 p.m.
3.	Mutual Board Secretary delivers a list of all known candidates (whether nominated by Committee or by self-nomination) to the GRF Corporate Secretary in the Stock Transfer Office of the Administration Building at least 45 days before the GRF Special Meeting for Ballot Counting (no later than 4:30 p.m.).	<b>Deadline:</b> Friday, April 2 4:30 p.m.

### CANDIDATE RESPONSIBILITIES

1.	Candidates may self-nominate and submit their name in person (preferable) or in writing to the GRF Board Office between <b><u>Wednesday, March 3 and Friday, April 2</u></b> . It is a candidacy period of 30 days.	<b>Deadline:</b> Friday, April 2
2.	Candidates will be required to complete a brief application of candidacy. If self-nomination was done in writing, an application will be mailed to the candidate or GRF staff will contact candidate with instructions. Candidates must present current GRF photo ID when turning in application.	<b>Application Deadline:</b> Friday, April 2
3.	Candidates will be asked to submit a statement no more than 300 words (no less than 12-point type, single sided) and describe their qualifications. Statement must not contain any disparaging or defamatory content.	<b>Submission Deadline:</b> Friday, April 2
4.	Candidates will be asked to complete an Eligibility Disclaimer to set forth that they are qualified to serve on the GRF Board of Directors	<b>Submission Deadline:</b> Friday, April 2

### GOLDEN RAIN FOUNDATION AND CAMPAIGN DATES

1.	Ballots will be mailed to voters 30 days before the Special Board Meeting for Ballot Counting.	<b>Mailing Date:</b> Monday, May 3
2.	Notices of Special Board Meeting for the purpose of Ballot Counting will be published in the <i>LW Weekly</i> .	<b>Publication Dates:</b> Thursday, May 20 and Thursday, May 27
3.	Election company receives mailed ballots (members should give Post Office 4-5 days to ensure timely delivery). <b>Note:</b> Ballots can also be hand-delivered to Clubhouse 4 on <b><u>June 1 between 9-10 am</u></b>	<b>Deadline:</b> Friday, May 28 12:00 noon
4.	Ballots counted at the Special GRF Board Meeting – <b><u>1<sup>st</sup> Tuesday in June @ 10 a.m.</u></b> in Clubhouse Four.	<b>Meeting:</b> Tuesday, June 1
5.	Annual Meeting of GRF Members – <b><u>2<sup>nd</sup> Tuesday in June @ 2:00 p.m.</u></b> in Clubhouse Four.	<b>Meeting:</b> Tuesday, June 8

www.Power DMS/Documents/50-Mutual Administration/4-Forms



2021 GRF & Mutual Election and Annual Meeting Schedule



	Mu.	No. of Units	No. of Directors Being Elected	Candidate Application Begins* (110-105 days)	Candidate Application Deadline** (80-70 days)	Ballots Mailed (30 days before election) ***	Meeting Day	Meeting Date	Meeting Time	Notes
	10	276	5	1/29	3/1	4/19	3 <sup>rd</sup> Wed	5/19	10 a.m.	
	14	328	7	1/29	3/1	4/20	3 <sup>rd</sup> Thu	5/20	10 a.m.	
	7	384	5	1/29	3/2	4/21	3 <sup>rd</sup> Fri	5/21	10 a.m.	
MAY	8	348	5	2/3	3/5	4/22	4 <sup>th</sup> Mon	5/24	10 a.m.	
	4	396	4	2/10	3/17	4/26	4 <sup>th</sup> Wed	5/26	10 a.m.	Staggered terms
	16	60	5	2/10	3/17	4/26	4 <sup>th</sup> Wed	5/26	2 p.m.	Election & Annual Meeting held in Admin. Conf. Room
	11	312	6	2/5	3/8	4/27	4 <sup>th</sup> Thu	5/27	10 a.m.	
	9	384	7	2/5	3/9	4/28	4 <sup>th</sup> Fri	5/28	10 a.m.	Parcels in effect
JUNE	Golden Rain Foundation									
	Mutuals 1, 3, 5, 7, 9, 11, 15, & 17									
										New directors will be installed at GRF Annual Meeting on 6/8 at 2:00 pm.
	Mu.	No. of Units	No. of Directors Being Elected	Candidate Application Begins*	Candidate Application Deadline**	Ballots Mailed (30 days before election) ***	Meeting Day	Meeting Date	Meeting Time	Notes
	6	408	7	2/12	3/16	5/5	1 <sup>st</sup> Fri	6/4	10 a.m.	
	5	492	3	2/23	3/30	5/6	2 <sup>nd</sup> Tue	6/8	10 a.m.	Staggered Terms.
	3	432	7	2/19	3/22	5/10	2 <sup>nd</sup> Wed	6/9	10 a.m.	
JUNE	12	452	7	2/25	3/29	5/11	2 <sup>nd</sup> Thu	6/10	10 a.m.	Parcels in effect
	2	864	9	2/19	3/23	5/12	2 <sup>nd</sup> Fri	6/11	10 a.m.	
	1	844	4	3/1	3/31	5/13	2 <sup>nd</sup> Mon.	6/14	10 a.m.	Staggered Terms
	15	502	7	2/26	3/30	5/19	3 <sup>rd</sup> Fri	6/18	10 a.m.	
	17	126	2	3/9	4/8	5/20	4 <sup>th</sup> Tue	6/22	10 a.m.	Staggered Terms.

NOTE: \* = If the date to apply as a candidate falls on a Saturday or Sunday, applications may be picked up the previous Friday.  
\*\* = On deadlines that fall on a Saturday or Sunday, applications will be accepted the following Monday. Candidate applications must be received in Stock Transfer Office by no later than 4:30 p.m. on the deadline day.  
\*\*\* = If the date to mail ballots (30 days before the election) falls on a Friday, Saturday or Sunday, the ballots will be mailed the previous Thursday.





Mutual \_\_\_\_\_

## APPLICATION FOR CANDIDACY AS A GRF DIRECTOR

### 2021-2023 Term of Office

This "Application for Candidacy" ("Application") shall be completed by all candidates.

I, (*print name*) \_\_\_\_\_ of Seal Beach Mutual No. \_\_\_\_\_, Unit # \_\_\_\_\_, do hereby place my name into nomination for election to the GRF Board of Directors representing my Mutual for the 2021-2023 term of office.

I understand that my candidacy is subject to applicable state laws.

If elected, I am willing and will be able and available to serve in the capacity of Board Director for the 2021-2023 term of office.

Print Name: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Check one: My statement/resume is: ☐ Attached

☐ Not attached, but I will turn it in on (date) \_\_\_\_\_

### Statement of Qualifications:

Candidates are required to submit a typed Statement of qualifications (see following 30-5025-3, GRF Election Procedures governing content and length of Statements) to the Stock Transfer Office. Candidate's name, Mutual and Unit # must be listed prominently at the top of the statement.

### Eligibility Disclaimer:

Candidates are required to complete the 50-1632-4, Eligibility Disclaimer form which sets forth the eligibility requirements mentioned in 30-5025-3, GRF Election Procedures. This form must be completed and turned in with the Application.

### Returning the Application, Eligibility Disclaimer, and Statement:

The deadline to return the Application, Eligibility Disclaimer and Statement is 4:30 p.m. on **Friday, April 2, 2021**, to the Stock Transfer Office on the 1st floor of the Admin. Building (13531 St. Andrews



Dr.) or mailed to the Stock Transfer Office, P. O. Box 2069, Seal Beach, CA 90740. Candidates must present their current GRF ID and when turning in application materials.

**Further Information:**

It is strongly recommended that you read the "GRF Director's Handbook" and 30-5025-3, GRF Election Procedures, before submitting your Application. If you have any questions about being a candidate, please call (562) 431-6586, extension 346 for the Stock Transfer Office or extension 303 for the Board Office.

**STOCK TRANSFER OFFICE USE ONLY:**

Date received: \_\_\_\_\_ Time received: \_\_\_\_\_ Was statement attached? Yes No (circle one)

Was disclaimer attached: Yes No (circle one)

Was Leisure World photo ID presented/attached? Yes No (circle one)

If statement was not attached, when will statement be provided? \_\_\_\_\_ Staff: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Notes: \_\_\_\_\_

The GRF has established reasonable rules for the conduct of its election. The following rules have been established for candidate Statements:

- Statements (a.k.a., resumes) shall contain a candidate's background, qualifications and platform;
- Statements shall not contain disparaging or defamatory content;
- Statements/resumes shall be a maximum of 300 words, in 12-point type, single-sided, not to exceed one page;
- See Policy 30-5025-3, sections 3.1.1., 3.1.2., and 3.1.1.3. -Candidates, for eligibility and qualification requirements;
- Article II, Membership, Section 3, Membership – Eligibility and Acceptance, of the By-Laws of the GRF, state: See 30-5025-3
- Article VI, Election of Directors, Section 1, Qualifications, of the By-Laws of the GRF, state: See 30-5025-3, section 3.1.2.





## GRF BOARD OF DIRECTORS CANDIDATE INSTRUCTIONS

Thank you for your interest in serving on the GRF Board of Directors. The attached 50-1632-4 Application for Candidacy ("Application") is for ALL candidates, whether you are self-nominated or have been referred (nominated) by your Mutual Board of Directors or your Mutual's Nominating Committee.

1. **Candidates who are Self-Nominated:** Applications are available in the GRF Board Office beginning Wednesday, March 3, 2021.

**Candidates who are nominated by a Mutual Board of Directors or Mutual Board Nominating Committee:** Your Mutual Secretary will notify the Stock Transfer Office of your nomination before 4:30 p.m. on Friday, April 2, 2021. For organization purposes, we ask that nominated applicants also complete an application.

2. **Statement/Resume:** Each candidate is required to submit a typed statement ("Statement") with a maximum of 300 words (in no less than 12-point type, single side only). Statements must have your name, Mutual and Unit # at the top of the page and contain your qualifications, background, and platform. Statements shall not contain disparaging or defamatory content. Please attach the statement to the back of the 50-1632-4 application.
3. **Eligibility Disclaimer:** Beginning Wednesday, January 1, 2020, there are only (3) candidate qualifications associations can adopt. They are as follows:
  - a) **Criminal Conviction.** Candidates and Directors may not have been convicted of a crime that would either prevent GRF from purchasing fidelity bond coverage or terminate GRF's existing coverage.
  - b) **Delinquent.** Candidates and Directors must be current in the payment of carrying charges. Note, this does not include non-payment of collection charges, late charges, fines, fines renamed as assessments, costs levied by a third party, or if the member has (1) paid under protest per Civil Code Section 5658; (2) has entered into and is current in a payment plan (defined as a signed written agreement between the Board and the Owner) per Section 5665, and is current and in compliance with all terms thereof; or (3) if the member has not been provided the opportunity to engage in Internal Dispute ("IDR").
  - c) **Owner Less than (1) Year.** Candidates must have been a member of GRF for at least (1) year.





4. **Return the 50-1631-4 Candidate Application, 50-1632-4 Eligibility Disclaimer, and the Statement** to the Stock Transfer Office before 4:30 p.m. on Friday, April 2, 2021 in person or by mail to GRF Stock Transfer Office, P. O. Box 2069, Seal Beach, CA 90740. Candidates must present their current GRF ID when turning in application materials.
5. **Mailing Labels:** Please see 30-5025-3, GRF Election Procedures, 3, 3.10.7 for instructions on obtaining mailing labels for the addresses in a candidate's respective Mutual.
6. **Important Dates:**

Friday, April 2, 2021	Deadline for applications to be returned
Monday, May 3, 2021	Ballots mailed by independent election company
Friday, May 28, 2021	Deadline to receive secret mail-in ballots
Tuesday, June 1, 2021	Ballot counting at 10 a.m. in Clubhouse Four
Tuesday, June 8, 2021	GRF Annual Meeting, 2 p.m. in Clubhouse Four*

**If you have any questions about being a candidate for the GRF Board, call (562) 431-6586, Ext. 346 for Stock Transfer or Ext. 303 for the Board Office.**

The GRF has established reasonable rules for the conduct of its election. The following rules have been established for Statements-See 30-5025-3, GRF Election Procedures.



## GRF BOARD OF DIRECTORS CANDIDATE ELIGIBILITY DISCLAIMER

My name is \_\_\_\_\_ and I am applying for candidacy for the GRF Board of Directors in Mutual \_\_\_\_\_.

The GRF has established reasonable rules for the conduct of its election, including eligibility requirements for candidates. Candidacy is subject to all applicable state laws and accordance with 30-5025-3, GRF Election Procedures.

To avoid any potential conflict of interest, no member of the GRF Board of Directors or their spouse may be employed by the GRF.

Candidates **must** review and complete this form to be placed on the GRF Board of Directors ballot.

Only members who meet the following criteria are qualified to be elected to the BOD:	Select one:	
	NO	YES
a). Candidates and Directors may not have been convicted of a crime that would either prevent GRF from purchasing fidelity bond coverage or terminate GRF's existing coverage.		
b). Candidates and Directors must be current in the payment of carrying charges. Note, this does not include non-payment of collection charges, late charges, fines, fines renamed as assessments, costs levied by a third party, or if the member has (1) paid under protest per Civil Code Section 5658; (2) has entered into and is current in a payment plan (defined as a signed written agreement between the Board and the Owner) per Section 5665, and is current and in compliance with all terms thereof; or (3) if the member has not been provided the opportunity to engage in Internal Dispute Resolution ("IDR").		
c). Candidates must have been a member of GRF for at least one (1) year.		

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### STOCK TRANSFER OFFICE USE ONLY:

Reviewed by Stock Transfer Manager: \_\_\_\_\_ Reviewed by GRF Corporate Secretary: \_\_\_\_\_





## How to be a Candidate to run for the Golden Rain Foundation Board of Directors for Odd-Numbered GRF Only

The campaign cycle for the Golden Rain Foundation (GRF) Board of Directors will begin soon! During 2021, the Board seats representing the odd-numbered GRF are up for election. During odd-numbered years, the Board seats representing odd-numbered GRF are up for election.

1. The candidate cannot be convicted of a crime that would either prevent GRF from purchasing fidelity bond coverage or terminate GRF's existing coverage, current in the payment of carrying charges which does not include non-payment of collection charges, late charges, fines, fines rename assessments, costs levied by a third party, or if the member has **(1)** paid under protest per Civil Code Section 5658, **(2)** has entered into and is currently on a payment plan, or **(3)** if the member has not been provided the opportunity to engage in Internal Dispute Resolution (IDR). The candidate is a member of GRF for at least (1) year.
2. Candidates may self-nominate or be nominated by their GRF Nominating Committee or Board of Directors.
3. 50-1631-4 Application for Candidacy forms are available in the Stock Transfer Office in the Administration Building beginning **Wednesday, March 3, 2021**. Candidates who are self-nominated must complete a 50-1631-4 Application for Candidacy before 4:30 p.m. on **Friday, April 2, 2021**.
4. Candidates who are nominated by their GRF Nominating Committee or Board of Directors will have their names submitted to Stock Transfer by the GRF Secretary. Upon receipt of any submitted names, the GRF Board Office will contact each candidate and arrange for them to confirm their candidacy by receiving and completing an "Application for Candidacy" and candidate instructions.
5. In accordance with 30-5025-3 GRF Election Procedures, each candidate shall submit a statement, or resume, of no more than 300 words, single sided, to the Stock Transfer Office. Statements shall be written in compliance with the election rules, e.g., contain the background, qualifications, and platform of the candidate, and shall not contain any disparaging or defamatory content. All Statements are due before 4:30 p.m. on **Friday, April 2, 2021**.
6. Per Foundation by-laws, 30-5025-3 GRF Election Procedures, section 3.1.2. Candidates shall complete a 50.1632-4 Candidate Eligibility Disclaimer to set forth that they are qualified to serve on the GRF Board of Directors.



## **STOCK TRANSFER**

50-1636-4



7. When turning in the 50-1631-4 Application for Candidacy, 50-1632-4 Candidate Eligibility Disclaimer, and Statement, members must show GRF ID. Candidates will receive a receipt when turning in their application materials.
8. To avoid any potential conflict of interest, no member of the GRF Board of Directors or their spouse may be employed by the Foundation. GRF Board Candidates must sign a 50-1632-4 Candidate Eligibility Disclaimer stating that they are eligible to service as a Director and a member for 1 year.
9. Candidates who complete a timely 50-1631-4 Application for Candidacy (or are nominated by a GRF nominating committee or Board) will be listed on the Secret Mail-in Ballot. Ballot packets containing the Secret Mail-in Ballot, postage-paid envelopes, balloting instructions, and deadlines will be mailed to each household in the odd-numbered GRF on **Monday, May 3, 2021**. The GRF By-Laws have no provisions for write-in candidates on the ballots or for nominations from the floor.

**For further information on being a candidate for the GRF Board, please call 431-6586, Ext 346 for Stock Transfer or 303 for the Board of Directors Office.**



## OFFICIAL NON-REVOCABLE BALLOT

### GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS ELECTION FOR ONE REPRESENTATIVE/DIRECTOR FROM MUTUAL NO. THIRTEEN

**1. Instructions for Voting:**

Every two years, the Golden Rain Foundation (GRF) conducts an election to elect one director from your Mutual to represent Mutual No. Thirteen on the GRF Board of Directors. The election is being conducted by Accurate Voting Services, Inc., and is conducted by mail to ensure the integrity of the process and to provide each member in good standing the opportunity to vote. The candidates listed below have been recommended by your Mutual, your Mutuals Nominating Committee, or have applied through a self-nomination process.

**2. Instructions for Mailing Your Ballot:**

After you have voted below, insert the ballot into Envelope "A." Seal Envelope "A" and insert it into Envelope "B." In the upper left-hand corner of Envelope "B," print your name and address (including Mutual and Unit #) AND sign your name on the signature line. Mail Envelope "B" (which is pre-addressed and postage-paid) to the **Inspectors of Election** at Accurate Voting Services, Inc., P.O. Box 6117, Laguna Niguel, CA 92607-6117. Please allow 4-5 days for delivery. The Inspectors of Election must receive your mailed ballot on or before 12 noon on Friday, May 28, 2021, for your ballot to be counted, or you may bring your sealed ballot to Clubhouse Four, 1419 Northwood Road, Seal Beach, CA between 9:00 and 10:00 a.m. on Tuesday, June 1, 2021. The "polls" will close at 10:00 a.m. and the counting process will begin.

**3. Instructions for Observing the Ballot Counting:**

The ballot counting process will be conducted at a meeting of the GRF Board of Directors on Tuesday, June 1, 2021, at 10:00 a.m., Clubhouse Four, 1419 Northwood Road, Seal Beach, CA 90740. *All GRF members are welcome to observe the counting process.*

**4. Instructions for Attending the Annual Meeting:**

The GRF Annual Meeting will be held on Tuesday, June 8, 2021, at 2:00 p.m. in Clubhouse Four, 1419 Northwood Road, Seal Beach, CA 90740. All newly elected directors will be installed at this meeting.

### GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS ELECTION FOR ONE REPRESENTATIVE/DIRECTOR FROM MUTUAL NO. THIRTEEN

**Voting:** You are electing one director to sit on the GRF Board of Directors representing Mutual No. Thirteen. **Please cast one vote for one candidate to be elected by printing an "X" or a "✓" in the box located to the left of the name.** Please follow the above instructions to mail your ballot.

	Abraham Lincoln (incumbent)
	Thomas Jefferson

*If only one candidate, no election needed. "Voting by acclamation."*

*Please direct any inquiries to Accurate Voting Services Inc.*

*Toll-free (833) 861-6352 [accuratevoting@um.occoxmail.com](mailto:accuratevoting@um.occoxmail.com)*

*Accurate Voting Services, Inc., 18 Technology Drive, Suite 142, Irvine, CA 92618*

*P.O. Box 6117, Laguna Niguel, CA 92607-6117*





## OFFICIAL NON-REVOCABLE BALLOT

### GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS ELECTION FOR TWO REPRESENTATIVES/DIRECTORS FROM MUTUAL NO. NINETEEN

**1. Instructions for Voting:**

Every two years, the Golden Rain Foundation (GRF) conducts an election to elect two directors from your Mutual to represent Mutual No. Nineteen on the GRF Board of Directors. The election is being conducted by Accurate Voting Services, Inc., and is conducted by mail to ensure the integrity of the process and to provide each member in good standing the opportunity to vote. The candidates listed below have been recommended by your Mutual, your Mutuals Nominating Committee, or have applied through a self-nomination process.

**2. Instructions for Mailing Your Ballot:**

After you have voted below, insert the ballot into Envelope "A." Seal Envelope "A" and insert it into Envelope "B." In the upper left-hand corner of Envelope "B," print your name and address (including Mutual and Unit #) AND sign your name on the signature line. Mail Envelope "B" (which is pre-addressed and postage-paid) to the **Inspectors of Election** at Accurate Voting Services, Inc., P.O. Box 6117, Laguna Niguel, CA 92607-6117. Please allow 4-5 days for delivery. The Inspectors of Election must receive your mailed ballot on or before 12 noon on Friday, May 28, 2021, for your ballot to be counted, or you may bring your sealed ballot to Clubhouse Four, 1419 Northwood Road, Seal Beach, CA between 9:00 and 10:00 a.m. on Tuesday, June 1, 2021. The "polls" will close at 10:00 a.m. and the counting process will begin.

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**4. Instructions for Attending the Annual Meeting:**

The GRF Annual Meeting will be held on Tuesday, June 8, 2021, at 2:00 p.m. in Clubhouse Four, 1419 Northwood Road, Seal Beach, CA 90740. All newly elected directors will be installed at this meeting.

### GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS ELECTION FOR TWO REPRESENTATIVES/DIRECTORS FROM MUTUAL NO. NINETEEN

**Voting:** You are electing two directors to sit on the GRF Board of Directors representing Mutual No. Nineteen. **Please cast one vote for two candidates to be elected by printing an "X" or a "✓" in the box located to the left of the name.** Please follow the above instructions to mail your ballot.

<div style="border: 1px solid black; padding: 5px; text-align: center;"> Mark Two (2) Boxes Only </div>	George Washington (incumbent)
	John Adams
	Thomas Jefferson

*Please direct any inquiries to Accurate Voting Services Inc.*

*Toll-free (833) 861-6352 [accuratevoting@um.occoxmail.com](mailto:accuratevoting@um.occoxmail.com)*

*Accurate Voting Services, Inc., 18 Technology Drive, Suite 142, Irvine, CA 92618  
P.O. Box 6117, Laguna Niguel, CA 92607-6117*



1	GRF Director's Handbook	30-5028-3
2	Date: March 21, 2018	
3	Revised: January 28, 2020	
4		
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36 15

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38

39 Why serve on the GRF Board?

40 "MAKING A DIFFERENCE" BY JIM GREER

41 It has been said that, "without a sense of caring, there can be no sense of community."

42 This means that your care for this community must overcome the negativity that may be

43 thrust upon you. Instead, my challenge to each of you is to set aside your intentions to

44 "prove them wrong" and as a member of the GRF Board follow five simple suggestions:

45 If you have a personal agenda, write it down. Give everyone a copy, and see if it's worth  
46 following.

47 If you always have an axe to grind, despite all your complaining, you'll never be the  
48 sharpest tool in the shed.

49 If you have a pet peeve, decide either to give it a home, or let it go. If you have a score  
50 to settle, stop keeping score, and settle.

51 And, if you have a hunger for power, go on a fast, swallow your pride, and hunger no  
52 more.

53 There are so many wonderful examples of people with a caring heart that made a  
54 difference in the world by serving. Martin Luther King, Jr., Nelson Mandela, Mahatma  
55 Gandhi and Mother Teresa. Each of these leaders made a global impact not by seeking  
56 fame, but by serving others on a personal level. Another of these great servants was  
57 theologian, organist, philosopher, and physician, Dr. Albert Schweitzer, who said -

58 "I don't know what your destiny will be, but one thing I do know: the only ones among  
59 you who will be really happy are those who have sought and found how to serve. "

60 Yes, it is possible to be really happy! Not because you are on the Board. But, because  
61 you have decided to serve the people of this wonderful community. Thank you for  
62 volunteering to serve on the GRF Board!

63 3 | Page

64

65 What you should

66 know before running

67 for GRF Board?

68 If you haven't already done so, we encourage you attend the monthly GRF Board  
69 Meetings and several committee meetings to introduce yourself to the types of issues  
70 and projects the Board is responsible for overseeing, the Board and Committee process  
71 and the teamwork required for managing the Trust Property and serving the Mutuels.

72 A. As a Director of the GRF Board:

73 1. You are a volunteer in an unpaid position.

74 2. You have no control (authority) over Mutual Board actions or GRF Employees.

75 3. You will represent all of Leisure World and not just the Shareholders of your  
76 Mutual.

| 77 4. If something comes to a vote that affects your Mutual you may/ will have to  
78 recuse yourself from the vote.

79 5. Mutual Board experience is very helpful, but not required.

80 6. To avoid any conflict of interest, no member of the Golden Rain Foundation  
81 Board of Directors or their spouse may be employed by the Golden Rain Foundation.  
82 Further, no member of a Mutual Board of Directors may be employed on a full-time or  
83 part-time basis by the Golden Rain Foundation.

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85

86 B. Golden Rain Foundation (GRF):

87 1. Is a not-for-profit master association that serves as a Management company for  
88 the 16 Mutual Corporations.

| 89 2. Administers the shared Trust property and the facilities owned by these  
90 independent Mutual Corporations

91 3. Has a Board of Directors (BOD) and a full-time Executive Director who oversee  
92 the departments serving the community: Administration, Community Facilities, Finance,  
93 Human Resources,

94 Communications/IT Services, Mutual Administration, Stock Transfer, Recreation, and  
95 Security.



- 96 C. The GRF Board
- 97 1. The GRF Board operates through committees that report to the full BOD monthly,  
98 or as directed.
- 99 2. These are the standing committees:
- 100 a) The Executive Committee comprised of Board Vice President (Chair), President,  
101 Corporate Secretary, Treasurer and the Chairs of Mutual Administration/Service  
102 Maintenance (MAC), Recreation, and Physical Property, and Security, Bus & Traffic  
103 committees (See 30-5110-3);
- 104 b) Architectural Design Review (ADRC) (See 10-5160-3);
- 105 c) Communications/IT (See 20-5125-3);
- 106 d) Finance (See 40-5115-3);
- 107 e) Governing Documents (See 30-5180-3);
- 108 f) Mutual Administration and Service Maintenance (See 50-5165-3);
- 109 g) Physical Property (See 60-5130-3);
- 110 h) Recreation (See 70-5135-3); and
- 111 i) Security, Bus and Traffic (SBT) (See 80-5145-3).
- 112 3. Ad Hoc committees are formed for special projects. (See 30-5024-1)
- 113 D. How to become a GRF Director
- 114 1. You may be elected by your Mutual Shareholders.
- 115 2. Your name may be submitted by a Mutual Board then voted on by the GRF BOD.
- 116 3. You must be a Member in good standing (assessments are current).
- 117 E. Application Process
- 118 1. All potential Board Members must complete the application packet.
- 119
- 120 5 | Page
- 121
- 122 2. Application package is available at the Stock Transfer office and includes the  
123 following:
- 124 a) Eligibility sheet;
- 125 b) Code of Ethics and Conduct;

- 126 c) Application and Timeline; and  
127 d) List of Board standing committees. You will select your preferences. There is no  
128 guarantee of committee assignments.  
129 e) Submitted Application package must include the following:  
130 1) Completed Application  
131 2) Resume or statement of qualifications and experience, including your platform;  
132 3) GRF Member ID card  
133 4) Committee Preferences  
134 5) A signed acknowledgement of the documents received within, by the applicant  
135 f) The complete package should be turned in to the Stock Transfer Office prior to  
136 close of application period to ensure any questions of eligibility can be resolved.

137

138 F. The full GRF Board wants you to succeed in this job so these  
139 resources will be provided when you are elected:

- 140 1. Training will be provided throughout your term on the Board.  
141 2. A mentor will be assigned by the GRF Board President to guide you through the  
142 first few months of service.

143

144 G. Expectations of GRF Board members:

- 145 1. Time off and vacations are expected but extended absences from our  
146 community should not occur: i.e. six-month vacation.  
147 2. Have a willingness to learn and ability to work as a team.  
148 3. Your duty is to research/study and vote on all items that come to the Board for  
149 action or response.  
150 4. Attend GRF Board Meetings, Committee Meetings and related meetings, as  
151 noted below in Section H.

152 5. It is highly recommended that Board members have internet access and be  
153 computer literate. GRF Business operations rely on email communication and the ability  
154 to attend meetings virtually. GRF will provide each director with a laptop.

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156

157

158

159 H. Meetings:

160 1. You will be assigned to at least three (3) standing committees with monthly  
161 meetings. You will be expected to attend these committee meetings and encouraged to  
162 attend additional meetings for other those committees.

163 2. There are two (2) scheduled monthly full Board meetings: one (1) public and one  
164 (1) Executive Session;

165 some meetings may be scheduled for the evening.

166 3. There is an Annual GRF meeting in June. Committee Chairs will submit a report.

167 4. You should attend Emergency Board meetings.

168 5. Executive sessions of the Executive Committee are not open to the full Board.

169 6. Ballot counting meeting for election of GRF Board members.

170 7. Monthly ~~Parking~~ Community Rules Violation Panel (CPRV); quorum of the board  
171 required to attend begin the meeting.

172 8. Attending all committees will help you understand the issues the Board is  
173 addressing. Attending the Physical Properties and Recreation committees will be most  
174 helpful.

175 9. Mutual meetings: ~~A monthly report may be expected to be presented by you at~~  
176 ~~your Monthly Mutual meeting.~~ GRF will provide a monthly report of GRF Committee  
177 activities to all Mutual Boards and GRF Directors. GRF director may respond to  
178 questions and add additional clarification.

179 10. You may be expected to attend your Mutual's Annual Meeting.

180

181 7 | Page

182

183 Welcome to the GRF

184 A. In the first week

185 1. Meet with Executive Coordinator (Assistant to the GRF President). This will take  
186 less than one (1) hour.



- 187 a) Pick up GRF mailroom keys (one for the mailroom door and another for your  
188 mailbox). This is where your agendas, minutes and other mail to the Board of Directors  
189 (BOD) will be found.
- 190 b) Order business cards.
- 191 c) Order Board Name Badge.
- 192 2. The mailroom has available: (located next to Conference Room A, 2nd Floor  
193 Administration building)
- 194 a) An assigned mailbox to receive GRF documents. This box needs to be checked  
195 frequently during the week. You will be asked if you want your agendas sent to you by  
196 E-Mail only.
- 197 b) A work table;
- 198 c) A computer and monitor;
- 199 d) A phone;
- 200 e) A shredding container;
- 201 f) A refrigerator; and
- 202 3. Make an appointment with ITS Systems Analyst: (this will take less than 1 hour)
- 203 a) Pick up your GRF Board iPad;
- 204 b) Have links installed for GRF calendar and email (these should be checked daily);
- 205 c) Get information on installing these links on your home computer, if you choose;
- 206 d) Receive your new board E-Mail address; and
- 207 e) Request a list of your Mutual shareholders, if desired.
- 208
- 209 8 | Page
- 210
- 211 4. Make an appointment with the LW Weekly staff to get your GRF Board  
212 photograph taken. It will be on the web site as well as used by the newspaper when  
213 needed.
- 214 5. The following information will be provided within a few of weeks of the new Board  
215 term. These items may also be available on the Website: [www.lwsb.com](http://www.lwsb.com)
- 216 a) A list of all GRF Directors.
- 217 b) A list of committee chairs and members.

- 218 c) A perpetual calendar listing committee and Board meeting dates and times.
- 219 B. Clubhouse 4 Public Board Meetings
- 220 1. Seating on the dais:
- 221 a) Generally assigned in order of your Mutual number;
- 222 b) The Corporate Officers sit in the middle of the dais;
- 223 c) Your name and Mutual are placed on the front of the dais and a name tag with a  
224 bottle of water will be placed on the inside where you sit; and
- 225 d) At your request, chairs are available with or without arms.
- 226 2. Agendas:
- 227 a) Bring your agenda packet to each Board Meeting;
- 228 b) Your duty, legally, is to read and be familiar with all supporting documents before  
229 you vote;
- 230 c) Check your agenda to see if you will be reading a motion;
- 231 1) If you do not wish to read it, please call ahead to the GRF President and request  
232 not to read the motion. This gives time for another director to be appointed to read the  
233 motion.
- 234 d) Be alert to the discussion and proceedings;
- 235 3. Attendance:
- 236 a) Please attend and be on time to each Board Meeting. When you arrive after the  
237 roll call the meeting must stop. The Corporate Secretary must inform the President and  
238 record that you have arrived.
- 239 b) A quorum is the minimum number of Directors who must be present to allow the  
240 Board to make decisions. It is  $\frac{1}{2}$  of the full Board plus one. Normally this is 10 ( $18 \div 2 +$   
241 1).
- 242 c) If the quorum has changed the President must be informed so it can be included  
243 in the record.
- 244
- 245 9 | Page
- 246
- 247 d) If you must leave the meeting early, please notify the President, Corporate  
248 Secretary, Executive Coordinator or Executive Director before the meeting.

- 249 e) In an emergency at the Board meeting, please send a note to the Corporate  
250 Secretary if you must leave.
- 251 f) If you will be out of town, please call or send an E-mail to the above Directors to  
252 let them know.
- 253 4. Speaking at the Board Meetings:
- 254 a) The yellow button turns on the microphone (labeled "Mike").
- 255 b) Turn off your lights after speaking or after the voting result is announced.
- 256 c) Negative comments must not include the name of fellow Director, staff member  
257 or audience members. Roberts Rules of Order - ROHN(11th edition) pages 392,11.12-  
258 25)
- 259 d) Your speaking time may be limited at the GRF Board meetings. This is at the  
260 discretion of GRF President. It will be announced.
- 261 5. Board Meeting Motions:
- 262 a) You may speak for or against a motion at the GRF Board Meeting by turning on  
263 the yellow "Mike" button and waiting until the President calls your name to speak.
- 264 b) Discussion must be related solely to the motion.
- 265 c) Speak clearly and concisely.
- 266 d) If you would like to speak again, turn on your light and wait. Those who have not  
267 spoken, speak first. After everyone speaking for the first time has finished, the second  
268 round of speakers will begin. You are only to add new information that has not already  
269 been shared with the directors.
- 270 6. Voting
- 271 a) Green light is a "yes" vote.
- 272 b) Red light is a "no" vote.
- 273 c) White light is an Abstention.
- 274 d) Do not vote "yes" or "no" if you are unprepared.
- 275 e) If in doubt about what you are voting on, check your agenda or ask for  
276 clarification if needed.
- 277 f) If you need to recuse yourself from a vote, please inform the Chair before the  
278 vote is taken. (Recusal is for a conflict of interest).
- 279
- 280 10 | Page



- 281 7. Each Director is given time just before adjournment to speak.
- 282 8. Refreshments are served prior to the start of the meeting; usually coffee, tea,  
283 doughnuts and fresh fruit. No food is to be eaten at the dais during the meeting.
- 284
- 285
- 286 C. Executive Session of Full Board
- 287 1. These sessions are confidential and disclosure of any of this information is  
288 grounds for Director Censure. (See 30-5092.01-3, Section 1.1.2).
- 289 2. Every Director is expected to attend each Executive Session of the full BOD.
- 290 3. The supporting confidential documents are given out an hour before the session  
291 begins. Arrive early to read the documents prior to the start of the meeting.
- 292 4. All paperwork is collected and destroyed after the meeting. Removal of any of  
293 these documents without permission may result in disciplinary action.
- 294 5. Confidentiality remains in effect even after you are no longer a Director.
- 295 D. Committees
- 296 1. Each committee has a Chair who is responsible for conducting the meeting. More  
297 information about Chair responsibilities is available from the GRF Chair Training Manual  
298 and the GRF President.
- 299 2. If you are going to miss the meeting of any committee to which you are assigned,  
300 please inform the chair.
- 301 3. The GRF Board operates through committees.
- 302 4. Committees report to the BOD monthly, or as directed.
- 303 5. There are nine (9) standing committees.
- 304 6. The Executive Committee is comprised of Board Vice President (Chair),  
305 President, Corporate Secretary, Treasurer and the Chairs of Mutual  
306 Administration/Service Maintenance (MAC), Recreation, ~~and~~ Physical Property and  
307 Security, Bus & Traffic committees (See 30-5110-3);
- 308 a) The Executive Committee holds an Executive session that covers Personnel  
309 issues after the scheduled meeting which covers Personnel issues.
- 310 b) Non-committee members may not attend these sessions unless invited by the  
311 Committee Chair
- 312 7. The remaining standing committees are:

- 313 a) Architectural Design Review (ADRC) (See 10-5160-3);  
314 b) Communications/IT (See 20-5125-3);  
315 c) Finance (See 40-5115-3);  
316 d) Governing Documents (See 30-5180-3)  
317 e) Mutual Administration ~~and~~ Service Maintenance (MAC) (See 50-5165-3);  
318 f) Physical Property (See 60-5130-3);  
319 11 | Page  
320 g) Recreation (See 70-5135-3); and  
321 h) Security, Bus and Traffic (SBT) (See 80-5145-3).  
322  
323 8. The President will assign you to at least three of the above standing  
324 committees.  
325 a) The list of all committees, the appointed Chair and members are ratified by the  
326 full Board.  
327 9. Each committee has a Charter and policies related to its activities, which can be  
328 provided to you and is on the Website (www.lwsb.com).  
329 10. All decisions are made by the full committee and recommended to the full Board.  
330 11. Each standing committee dissolves at the end of the Board term.  
331 12. Subcommittees  
332 a) The Chair of any standing committee may create subcommittees to  
333 address specific issues.  
334 b) All GRF Directors are eligible to serve on subcommittees.  
335 c) Member Specialists may be appointed by the committee chair (See  
336 30-1220-1).  
337 d) Reports are made to the Committee.  
338 e) No action may be taken, but consensus may be reached in these sessions.  
339 13. Focus Groups  
340 a) Less formal committee meetings to discuss or research relevant topics which  
341 may be too time consuming to cover in the scheduled meetings.

- 342 b) No action may be taken, but consensus may be reached in these sessions.
- 343 14. Health Care Center Advisory Board (HCC)
- 344 a) Up to ~~Three~~ (3) GRF Directors and ~~rotating~~ GRF Committee Chairs serve on an
- 345 advisory board of the Health Care Center.
- 346 15. Ad Hoc Committees
- 347 a) Created by the full Board to address specific issues (See 30-5024-1).
- 348 b) Exist until the task assigned is finished or the full Board decides it is no longer
- 349 necessary.
- 350 c) Monthly reports are made directly to the Board.
- 351 16. First-year directors rarely chair committees.
- 352
- 353 12 | Page
- 354
- 355
- 356 E. How Motions Work
- 357 1. Most motions begin in a committee.
- 358 2. If the motion requires the action of another committee or a department, that
- 359 information is included in the motion.
- 360 3. Any action that requires unbudgeted money must go to the Finance Committee
- 361 to determine if the money is available (See 40-5516-1).
- 362 4. After Committee approval, the motion goes to the full Board for approval,
- 363 modification or denial.
- 364 5. Every motion requires a second.
- 365
- 366 F. Elections
- 367 1. A Board meeting is called when ballots are to be counted.
- 368 2. A quorum must be present to count ballots. All directors are expected to attend.
- 369
- 370 G. Annual Meeting of Full GRF Board



371 1. Corporate Officers and Committee Chairs submit a written report prior to the  
372 annual meeting and read it aloud at the meeting.

373 2. Other directors will be given time to speak and present a written report if they  
374 choose.

375

376 H. Organizational Meeting

377 1. New Board Members are seated.

378 2. New Officers are elected.

379

380 I. ~~Policy Parking~~ Community Rules Violation Panel

381 1. All Directors are expected to attend the ~~Policy Parking~~ Community Rules  
382 Violation Panel (PRV); a quorum of the Board is required.

383 2. You will hear contested parking citations and Member/Owner, Renter/Lessee  
384 Code of Conduct violations. ~~issued by the Security Parking officers.~~

385

386 13 | Page

387

388 J. Town Hall Meetings

389 1. ~~It is expected that you will attend.~~ These are GRF meetings to discuss important  
390 or controversial issues related to our community. These meetings are often at night so  
391 that working members of our community may attend. It is expected that all GRF  
392 Directors will attend.

393 K. Board Trainings

394 1. It is strongly recommended you attend all training opportunities. Some training  
395 sessions are mandatory.

396 2. GRF Board trainings are sometimes combined with the Mutual Board trainings.

397 3. Off-site Board workshops may be held for training, goal setting, long term  
398 planning, etc.

399

400 L. Board Dinner

401 1. Thank you to departing Directors for their service on the Board;

- 402 2. Welcome to new Directors and guests;  
403 3. Attendance not required but strongly encouraged.  
404
- 405 M. Director Appreciation Events
- 406 1. Honors the service of all Mutual Directors, GRF Directors and GRF management  
407 staff.
- 408 2. Attendance not required but strongly encouraged.  
409
- 410 N. Resigning as a Director from the GRF Board
- 411 1. Formal Letter of Resignation must be in writing and include the following:  
412 a) Date written;  
413 b) Date effective; and  
414 c) Include your signature.
- 415 2. This written resignation is non-revocable upon submission and acceptance by  
416 the full Board.
- 417 O. Ending your Directorship
- 418 1. Return mail room key and mail box key.  
419 2. iPad  
420 a) Return to IT, get signed receipt.  
421 b) Depending on the age of iPad, you may have the option to purchase; check with  
422 the IT Manager
- 423 3. Confidentiality - your obligation of confidentiality continues after you are no  
424 longer a Director.  
425
- 426 14 | Page  
427
- 428 P. Other important information
- 429 1. You may get paper and ink cartridges for your printer, if needed, while doing  
430 GRF work. See the Executive Coordinator.

431 2. If you want to talk to the GRF President or Executive Director please call the  
432 Executive Coordinator and make an appointment. Anything you discuss with the  
433 Executive Director will be shared with the President.

434 3. You are encouraged to attend community-sponsored events.

435

436

437

438

439

440

441



## 2021 GRF Election Candidates

### Mutual 1

- 1.
- 2.

### Mutual 3

- 1.

### Mutual 5

- 1.

### Mutual 7

- 1.

### Mutual 9

- 1.

### Mutual 11

- 1.

### Mutual 15

- 1.

### Mutual 17

- 1.

DATE: X-X, 2021

TO: CANDIDATES FOR THE GRF BOARD

FROM: DEANNA BENNETT, EXECUTIVE COORDINATOR

SUBJECT: CHOICE OF COMMITTEE ASSIGNMENTS

Please indicate the committees you wish to serve on during the 2021/2022 term, in the order of preference, by circling the number that relates most to your choice. (Example: Circle the number "1" next to Recreation if that is your first preference, and the number "2" next to the Finance if that is your second preference, etc.).

**Please circle ONE NUMBER ONLY for each committee.** Every effort will be made to accommodate your preferences. Committee selections will be made by the GRF President after the Organizational Meeting on June 8, 2021. ***PLEASE RETURN TO THE BOARD OFFICE, OR BY EMAIL (Deannab@lwsb.com) NO LATER THAN WEDNESDAY, JUNE 2, 2021.***

Please circle below any days/times you are **NOT AVAILABLE**, Monday – Friday:

Mon. a.m. p.m. Wed. a.m. p.m. Fri. a.m. p.m.

Tues. a.m. p.m. Thurs. a.m. p.m.

Also, please note that attendance is presumed **mandatory** at all GRF Board of Directors' meetings on the first Friday afternoon and the fourth Tuesday morning of every month.

**Circle ONE Number in Each Row**

**COMMITTEE**

1	2	3	4	5	6	7	8	ARCHITECTUAL DESIGN & REVIEW (ADR) Meets Quarterly
1	2	3	4	5	6	7	8	COMMUNICATIONS/ITS
1	2	3	4	5	6	7	8	FINANCE
1	2	3	4	5	6	7	8	GOVERNING DOCUMENTS
1	2	3	4	5	6	7	8	MUTUAL ADMINISTRATION/SERVICE MAINTENANCE
1	2	3	4	5	6	7	8	PHYSICAL PROPERTY (PP)
1	2	3	4	5	6	7	8	RECREATION
1	2	3	4	5	6	7	8	SECURITY, BUS & TRAFFIC (SBT)

*Note: The EXECUTIVE COMMITTEE consists of the elected officers of the GRF Board of Directors and the chairpersons of the Recreation, Physical Property, Mutual Administration, and Security, Bus & Traffic Committees.*

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
MU #



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

## BOARD ACTION REQUEST

**TO:** GRF BOARD OF DIRECTORS  
**FROM:** EXECUTIVE COMMITTEE  
**SUBJECT:** INSPECTOR OF ELECTIONS CONTRACT, 2021, 2022 AND 2023  
**DATE:** JANUARY 25, 2021  
**CC:** FILE

The 2020 GRF and Mutual Board election season was the third year of a three-year contract with Accurate Voting Services, Inc. (AVS). Per the requirements of [Civil Code §5110](#), requests for proposals (RFP) for Inspectors of Elections for the 2021, 2022 and 2023 GRF and Mutual Board standard election cycles were submitted to three (3) qualified service providers. Two (2) of the three (3) providers respectfully declined to provide proposals (Exhibit 1).

AVS proposal (Exhibit 2) per the RFP,

Year	Amount
2021	\$39,198
2022	\$40,131
2023	\$42,223
Total	\$121,552

*Note: AVS proposal does NOT include variables, example, postage, see proposal for full details.*

At the special meeting of the Executive Committee on January 25, 2021, the Committee duly move and approved to recommend to the Board a three (3) year contract with AVS for Inspector of Election services.

I move to approve a three year contract with Accurate Voting Services, Inc. as Inspector of Elections under [Civil Code §5110](#), in the amount of \$121,552, per proposal dated January 14, 2021, and authorize the President to sign the agreement.



Exhibit 1

<b>Election Services Bid History</b>				
<b>Contract Years</b>	<b>Companies that were contacted to bid*</b>	<b>Companies that participated</b>	<b>Board Action Date</b>	<b>Contract Awarded</b>
2021, 2022 & 2023	1) Accurate Voting Services (1/11/2021)	RECEIVED 1/14		
	2) The Ballot Box (1/11/2021)	DECLINED		
	3) HOA Elections of CA (1/11/2021)	DECLINED		

GOLDEN RAIN FOUNDATION  
SEAL BEACH

2021, 2022, 2023 ELECTIONS

PROPOSAL

# SPECIFICATIONS



## **SPECIFICATIONS FOR 2021, 2022 & 2023 ELECTIONS**

Accurate Voting Services, Inc. shall furnish all labor, materials and equipment required to properly perform the work of the contract as specified herein below in accordance with Owner's Policies and related state-mandated laws. The following is an outline of Accurate Voting Services, Inc.'s unique features.

### **DESIGN:**

#### **BALLOTS:**

Printed on legal size, business weight paper and typeset with large easy-to-read font.

User friendly ballots complete with simple, concise and easy to follow voting instructions.

Ballots are color coordinated with the envelopes to lessen confusion should a mutual be required to vote on both their Mutual Election and the GRF Election during the same time period.

Multiple measures may be printed on ballots at no additional expense.

#### **ENVELOPES:**

Outgoing envelopes are custom designed and "branded" with either "Official Mutual Election Ballot Enclosed" or "Official GRF Election Ballot Enclosed".

Outgoing envelopes are the largest allowed by the US Post Office without going up to the next level of postage. This envelope can accommodate our standard voting package together with up to 12 additional pages.

Return envelopes contain additional voter's instructions printed on the front and backside of the envelopes to aid the voter(s) completing the required information.

### **PROCESSING:**

The principals of Accurate Voting Services, Inc., Cathy Tinnelly and Cheryl Wilson, will be the assigned Senior Inspectors of Election for all elections. They will be overseeing every aspect of every election from beginning to end. They will also be available to answer members' questions regarding the election process as well as interface with the administrative staff as the needs arise.

The principals along with Accurate Voting Services' qualified staff are available Monday through Friday, 9:00 a.m. to 5:00 p.m., as well as be available by cell phone.

We do not outsource. All election materials are prepared and completed at our processing office, allowing us to maintain quality control and timeliness of production.

Candidate statements are printed on colored paper using a different color for each candidate.

Declaration of Mailing will be provided to the administrative staff on the same day the election is mailed out to the membership.

Sealed return ballot envelopes will be in our sole care and custody and stored at our secure Orange County, California, location.

All return ballot envelopes will be brought to each meeting presorted by address for fast and efficient registration of members prior to meeting.

We will provide a count of the number of returned ballots, upon request.

## **POSTAGE:**

Outgoing postage is reimbursed at actual cost. Prepaid return postage will be reimbursed for the actual number of return ballot envelopes received. No additional labor is charged to affix return or outgoing postage.

## **ESTABLISHED OFFICE:**

Our business is conducted solely for the purpose of providing Inspector of Election services to California homeowner communities.

We have a fully-staffed processing office in Orange County, California, with business operating hours Monday through Friday, 9:00 a.m. to 5:00 p.m. and visits to our office are always welcome.

California State Law SB 61 Section 1363.02 states that a voter must be able to hand deliver a ballot and obtain a receipt, if requested, prior to the election date. Our secure Orange County office staff can receive hand-delivered ballots and provide a receipt if requested by voter.

Since we do not outsource, all work is processed at our office and upon completion of the election all election materials are stored at our office for the required nine month challenge period.

## **ATTENDANCE AT PRE-PLANNING MEETINGS:**

Pre-planning meetings are an integral part of understanding the unique needs of a community for both Accurate Voting Services, Inc. and the client. Therefore, in order to ensure a smooth-running election, the two principals of Accurate Voting Services, Inc. will attend all pre-planning meetings at no cost to the Golden Rain Foundation.

## **PROXIES:**

Our staff will be prepared to properly exchange each proxy for a secret ballot and two return envelopes. We have perfected a tried and true procedure of handling proxies to ensure that each proxy holder's voting rights are correctly and fairly tabulated.

## **ATTENDANCE AT MEETINGS:**

As the assigned Senior Inspectors of Election, the principals of Accurate Voting Services, Inc., Cathy Tinnelly and Cheryl Wilson, will attend all Sixteen Mutual Elections and the GRF Election and will bring with them the appropriate number of qualified staff to complete the elections in the most efficient, timely and cost-effective manner.



## Exhibit 2

# FORM OF PROPOSAL



**FORM OF PROPOSAL  
ELECTIONS FOR 2021, 2022, AND 2023  
LEISURE WORLD - SEAL BEACH**

GRF  
P.O. Box 2069  
Seal Beach, CA 90740

Ladies and Gentlemen:

The undersigned proposes to furnish all labor, material (except postage), and equipment as required to conduct the 2021, 2022, and 2023 Elections at Leisure World - Seal Beach, as described in the past years' Request for Proposal.

**TOTAL LUMP SUM BID FOR TERM 1- 2021 ELECTION:**

Thirty-nine Thousand One Hundred Ninety-seven and 80/100 Dollars (Written in Words)	\$ 39,197.80
--	--------------

**TOTAL LUMP SUM BID FOR TERM 1- 2022 ELECTION:**

Forty Thousand One Hundred Thirty-one and 00/100 Dollars (Written in Words)	\$ 40,131.00
--	--------------

**TOTAL LUMP SUM BID FOR TERM 1- 2023 ELECTION:**

Forty-two Thousand Two Hundred Twenty-three and 00/100 Dollars (Written in Words)	\$ 42,223.00
--	--------------

**TIME OF COMPLETION:**

Contractor proposes and promises to attend meetings, prepare, and mail all documents, and satisfy other requirements within the timeframe(s) dictated by the election dates.

DATE: January 14, 2021

Proposed By:

FIRM NAME: Accurate Voting Services, Inc.  
BY: Cathy Tinnelly  
TITLE: CEO  
PHONE: (949) 588-8500

**\*\*There are unknown/ variable costs at the bidding stage which will be charged for as provided.  
For example:**

**-Optional enclosures with ballot, reimbursed expenses for postage, additional time/ staff as needed at elections, and Civil Code §5100(a).**

**-Attached to the Standard Election Package is a list of charges for printing, stuffing, and mailing any optional enclosures with the ballot as well as the known amount of postage to be reimbursed and the projected cost of additional postage which may be necessary should additional enclosures be included with the ballot package.**



## ACCURATE VOTING SERVICES, INC. - 2021 Elections

### STANDARD ELECTION SERVICES- MULTIPLE BALLOTS

Please return the RFP within 30 days.

#### ACCOUNT SET-UP:

Open client files, calendar and confirm election dates, design and generate custom election ballots and envelopes for **16 Mutual** Elections and **8 GRF** Elections totaling customization of 24 individual ballots and envelopes.

\*Mutual 1 & 2 members may cast two (2) votes, but they may not be cast cumulatively. Members may obtain replacement ballots by contacting the Inspector of Elections.

(See GRF Election Procedures 30-5025-3, section 2 – Voting, 2.1 Qualification for voting).

**GRF Ballots** are not required. Requires balloting only if an election requires a vote. If the election is uncontested, there is no need for a vote. No balloting is necessary for uncontested elections since the candidates are elected by the operation of the association's governing documents. (Civil Code §5100(a)).

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

Outgoing Envelopes to indicate "Official Mutual Election Ballot Enclosed" or "Official GRF Election Ballot Enclosed" as specified for each election.

16 Mutuals	\$ 75.00	\$ 1,200.00
8 GRF	\$ 75.00	\$ 600.00

#### PROCESSING OF ELECTION MATERIALS:

Print, stuff and mail custom ballots and envelopes (3), address all questions and election challenges from membership, address all questions from administrative staff, receive and securely store all returned ballots, and prepare ballots for tabulations at the election meeting. **(election day will be provided at no charge.)**

GRF 3,476 ODD units	\$ 2.95	\$ 10,254.20
Mutual 6,608 Units	\$ 2.95	\$ 19,493.60

#### ATTENDANCE AT MEETING:

Open polls and register voters, address membership regarding election procedures at the meeting, determine when polls close, open returned envelopes, count and tabulate all votes, provide Immediate election results at 16 Mutuals

16 Mutual Elections and 1 GRF election (17 Meetings)  
1 GRF

One Inspector of Election @ \$150.00 per hour and	\$ 150.00	17 meetings	\$ 5,100.00
One Assistant Inspector of Election @ \$ 75.00 per hour	\$ 75.00	17 meetings	\$ 2,550.00
Minimum Staff of one Inspector of Election and One Assistant Inspector of Election required for 2 hours per election			

Staffing to be determined based on the size and complexity of each election.





Additional staff as required will be billed @ \$75.00 per hour per staff member.

TOTAL MINIMUM HOURLY ATTENDANCE AT ALL ELECTIONS	\$ 7,650.00
TOTAL FOR PROCESSING STANDARD ELECTION MATERIALS <i>and</i> MINIMUM HOURLY ATTENDANCE AT ALL ELECTIONS	\$ 39,197.80

**OPTIONAL ENCLOSURES WITH BALLOT:**

Print, stuff and mail election-related materials (candidate statement(s), meeting notice(s), etc.) as requested for each election @ \$0.20 per page.

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

- Travel time, mileage, and attendance at all pre-planning election meetings.
- Travel time and mileage to and from all elections.
- Color coordination of ballots and envelopes.
- Multiple measures printed on ballots.
- Custom-designing of "branded" Mutual and GRF envelopes.
- Additional election packages (ballot and envelopes) brought to each election.
- Storage of completed election materials for the twelve (12) month challenge period. (Civ. Code §5125.)
- Packaging and shipping free to return the completed election materials to GRF.



## ACCURATE VOTING SERVICES, INC. - 2022 Elections

### STANDARD ELECTION SERVICES- MULTIPLE BALLOTS

Please return the RFP within 30 days.

#### ACCOUNT SET-UP:

Open client files, calendar and confirm election dates, design and generate custom election ballots and envelopes for **16 Mutual** Elections and **8 GRF** Elections totaling customization of 24 individual ballots and envelopes.

\*Mutual 1 & 2 members may cast two (2) votes, but they may not be cast cumulatively. Members may obtain replacement ballots by contacting the Inspector of Elections.

(See GRF Election Procedures 30-5025-3, section 2 – Voting, 2.1 Qualification for voting).

**GRF Ballots** are not required. Requires balloting only if an election requires a vote. If the election is uncontested, there is no need for a vote. No balloting is necessary for uncontested elections since the candidates are elected by the operation of the association's governing documents. (Civil Code §5100(a)).

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

Outgoing Envelopes to indicate "Official Mutual Election Ballot Enclosed" or "Official GRF Election Ballot Enclosed" as specified for each election.

16 Mutuals	\$ 75.00	\$	1,200.00
8 GRF	\$ 75.00	\$	600.00

#### PROCESSING OF ELECTION MATERIALS:

Print, stuff and mail custom ballots and envelopes (3), address all questions and election challenges from membership, address all questions from administrative staff, receive and securely store all returned ballots, and prepare ballots for tabulations at the election meeting. **(election day will be provided at no charge.)**

GRF EVEN 3,132 Units	\$	3.15	\$	9,865.80
Mutual 6,608 Units	\$	3.15	\$	20,815.20

#### ATTENDANCE AT MEETING:

Open polls and register voters, address membership regarding election procedures at the meeting, determine when polls close, open returned envelopes, count and tabulate all votes, provide Immediate election results at 16 Mutuals

16 Mutual Elections and 1 GRF election (17 Elections)  
1 GRF

One Inspector of Election @ \$150.00 per hour and	\$ 150.00	17 meetings	\$ 5,100.00
One Assistant Inspector of Election @ \$75.00 per hour	\$ 75.00	17 meetings	\$ 2,550.00
Minimum Staff of one Inspector of Election and			
One Assistant Inspector of Election required for 2 hours per election			

Staffing to be determined based on the size and complexity of each election.  
Additional staff as required will be billed @ \$75.00 per hour per staff member.



TOTAL MINIMUM HOURLY ATTENDANCE AT ALL ELECTIONS	\$ 7,650.00
TOTAL FOR PROCESSING STANDARD ELECTION MATERIALS <i>and</i> MINIMUM HOURLY ATTENDANCE AT ALL ELECTIONS	\$ 40,131.00

**OPTIONAL ENCLOSURES WITH BALLOT:**

Print, stuff and mail election-related materials (candidate statement(s), meeting notice(s), etc.) as requested for each election @ \$0.22 per page.

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

- Travel time, mileage, and attendance at all pre-planning election meetings.
- Travel time and mileage to and from all elections.
- Color coordination of ballots and envelopes.
- Multiple measures printed on ballots.
- Custom-designing of "branded" Mutual and GRF envelopes.
- Additional election packages (ballot and envelopes) brought to each election.
- Storage of completed election materials for the twelve (12) month challenge period. (Civ. Code §5125.)
- Packaging and shipping free to return the completed election materials to GRF.





## ACCURATE VOTING SERVICES, INC. -2023 Elections

### STANDARD ELECTION SERVICES- MULTIPLE BALLOTS

**Please return the RFP within 30 days.**

#### ACCOUNT SET-UP:

Open client files, calendar and confirm election dates, design and generate custom election ballots and envelopes for **16 Mutual** Elections and **8 GRF** Elections totaling customization of 24 individual ballots and envelopes.

\*Mutual 1 & 2 members may cast two (2) votes, but they may not be cast cumulatively. Members may obtain replacement ballots by contacting the Inspector of Elections.

(See GRF Election Procedures 30-5025-3, section 2 – Voting, 2.1 Qualification for voting).

GRF Ballots are not required. Requires balloting only if an election requires a vote. If the election is uncontested, there is no need for a vote. No balloting is necessary for uncontested elections since the candidates are elected by the operation of the association's governing documents. (Civil Code §5100(a)).

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

Outgoing Envelopes to indicate "Official Mutual Election Ballot Enclosed" or "Official GRF Election Ballot Enclosed" as specified for each election.

16 Mutuals	\$ 75.00	\$	1,200.00
8 GRF	\$ 75.00	\$	600.00

#### PROCESSING OF ELECTION MATERIALS:

Print, stuff and mail custom ballots and envelopes (3), address all questions and election challenges from membership, address all questions from administrative staff, receive and securely store all returned ballots, and prepare ballots for tabulations at the election meeting. **(election day will be provided at no charge.)**

GRF 3,476 ODD units	\$ 3.25	\$	11,297.00
Mutual 6,608 Units	\$ 3.25	\$	21,476.00

#### ATTENDANCE AT MEETING:

Open polls and register voters, address membership regarding election procedures at the meeting, determine when polls close, open returned envelopes, count and tabulate all votes, provide Immediate election results at 16 Mutuals

16 Mutual Elections and 1 GRF election (17 Meetings)  
1 GRF

One Inspector of Election @ \$150.00 per hour and	\$ 150.00	17 meetings	\$ 5,100.00
One Assistant Inspector of Election @ \$ 75.00 per hour	\$ 75.00	17 meetings	2,550.00
Minimum Staff of one Inspector of Election and One Assistant Inspector of Election required for 2 hours per election			

Staffing to be determined based on the size and complexity of each election.  
Additional staff as required will be billed @ \$75.00 per hour per staff member.

TOTAL MINIMUM HOURLY ATTENDANCE AT ALL ELECTIONS	\$ 7,650.00
TOTAL FOR PROCESSING STANDARD ELECTION MATERIALS <i>and</i> MINIMUM HOURLY ATTENDANCE AT ALL ELECTIONS	\$ 42,223.00

**OPTIONAL ENCLOSURES WITH BALLOT:**

Print, stuff and mail election-related materials (candidate statement(s), meeting notice(s), etc.) as requested for each election @ \$0.24 per page.

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

- Travel time, mileage, and attendance at all pre-planning election meetings.
- Travel time and mileage to and from all elections.
- Color coordination of ballots and envelopes.
- Multiple measures printed on ballots.
- Custom-designing of "branded" Mutual and GRF envelopes.
- Additional election packages (ballot and envelopes) brought to each election.
- Storage of completed election materials for the twelve (12) month challenge period. (Civ. Code §5125.)
- Packaging and shipping free to return the completed election materials to GRF.

# BIDDER INFORMATION AND QUALIFICATION SHEET



## BIDDER INFORMATION AND QUALIFICATION SHEET

The following information must be provided for your bid to be considered complete and responsive. The Bidder hereby certifies that the following information is true and correct. This form must be **filled** out for your bid to be considered responsive and complete.

Bidder's Legal Business Name: Accurate Voting Services, Inc.

Bidder's Legal Business Address: 18 Technology Drive, Suite 142, Irvine, CA 92618

Bidder's Business Phone Number (949) 588-8500

Type of Firm: (check one): ☐ Individual ☐ Partnership ☒ Corporation

Date and State of Incorporation: January 17, 2006

List the names and titles of officers of the corporation: Cathy Tinnelly CEO/Treasurer,  
Cheryl Wilson CEO/Secretary

- 1) Are you and your company bonded, certified, and insured to specifically provide inspector of elections services? ☒ Yes ☐ No
- 2) Are you able to provide proof of Errors & Omissions insurance for your activities as inspector of elections (notary insurance does not satisfy this requirement)?  
☒ Yes ☐ No
- 3) How long has your company been actively engaged in conducting election as required in the Foundation's Request for Proposal? 15 Years
- 4) In what state(s) do you perform your business activities? California
- 5) Do you provide legal counsel for questions that may arise during the elections at no additional charge? ☐ Yes ☒ No
- 6) Do you have a place of business for the ballots to be delivered in person or by mail and received with a date stamp? ☒ Yes ☐ No
- 7) How many elections have you conducted? Several Thousands
- 8a) Have any elections that you have conducted been challenged for any reason?  
☐ Yes ☒ No We have had requests for recounts which is common in the industry.
- 8b) If yes, how many, and why?
- 9) How many years' experience with HOAs do you have? 40 years +
- 10) Is each inspector of election that you use insured, bonded and certified?  
☒ Yes ☐ No

- 11) Is each inspector of election or associate notary certified? X Yes \_\_\_\_ No
- 12) What is the largest election you have conducted? 13,645
- 13) Do you have fully staffed offices operating Monday through Friday from 9:00 am to 5:00 pm? X Yes \_\_\_\_ No
- 14) Where will shareholders send their sealed ballots and where will the voted ballots be stored after the elections?  
Sealed ballots will be sent to PO Box 6117, Laguna Niguel, CA 92607 and after the election will be stored at our offices: 18 Technology Drive, Suite 142, Irvine, CA 92618
- 15a) Does your company have experience with multiple Mutual/District delegate elections? X Yes \_\_\_\_ No
- 15b) If yes, please provide the name (s) and location(s) of the community(ies).  
Dove Canyon, Mission Viejo  
Laguna Heights, Laguna Niguel  
Summit @ Turtle Ridge, Irvine  
Niguel Summit, Laguna Niguel  
Westpark, Irvine  
Forster Ranch, San Clemente  
West Irvine, Irvine

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#### **Additional Information**

List the dates of any voluntary or involuntary bankruptcy judgment (s) against any principal having an interest in this proposal.

None

List all current and prior DBAs, aliases, and/or fictitious business names for any principal having an interest in this proposal:

None

#### **SUBMITTED BY:**

Company Name Accurate Voting Services, Inc.

Name Cathy Tinnelly Date January 14, 2021

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## ACKNOWLEDGEMENT AND CERTIFICATION



## **ACKNOWLEDGEMENT AND CERTIFICATION FOR ELECTION YEARS 2021, 2022 & 2023**

The undersigned acknowledges:

1. That they have the equipment, technical ability, personnel and facilities to fully perform in accordance with the specifications.
2. That they have inspected the site and are completely familiar with all conditions affecting the proposed work for which the bid is submitted.

### **CERTIFICATION**

1. The bidder hereby represents and certifies as follows:

That no officer, agent or employee of the Golden Rain Foundation, Leisure World – Seal Beach, is personally interested, directly or indirectly, in this contract or the compensation to be paid hereunder;

That this bid is made without connection with any person, firm or corporation making a bid for the same work, and is in all respects fair and without collusion or fraud.

We are covered by Workers Compensation Insurance, Policy No. **1857989-2020**, Company, **State Compensation Insurance Fund** Expires **11-16-21**

We are covered by Errors and Omissions\* Insurance for the conducting of elections Policy No. **CX1552475** Company **Allco Insurance** Expires **3-23-21**

Respectfully submitted,

**ACCURATE VOTING SERVICES, INC.**

BY:

  
**CATHY TINNELLY**, Owner

**ACCURATE VOTING SERVICES, INC.**  
**POST OFFICE BOX 6117**  
**LAGUNA NIGUEL, CA 92607-6117**  
**(949) 588-8500**

\* Notary insurance does not meet this requirement



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

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## BOARD ACTION REQUEST

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TO: GRF BOARD OF DIRECTORS  
FROM: RECREATION COMMITTEE  
SUBJECT: AMEND 70-1445-1, MISSION PARK  
DATE: JANUARY 20, 2021  
CC: FILE

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At the regularly scheduled meeting of the Recreation Committee on January 4, 2021, the Committee recommended the GRF Board amend 70-1445-1, Mission Park, as presented.

I move to amend 70-1445-1, Mission Park, adding renters/lessees as users of the multi-use facilities and indicating that 911, rather than GRF Security, be contacted in when persons are injured, as presented.

**Mission Park**

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

**2. HOURS OF OPERATION**

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

**3. MULTI-USE FACILITY RULES**

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



**Mission Park**

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

**4. COURT SAFETY**

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

**Mission Park**

as it is obviously unsafe to do otherwise,

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

**Document History**

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

<b>Keywords:</b>	Mission Park	Multi-Use	Safety	Hours	Recreation
		Court			



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

## BOARD ACTION REQUEST

**TO:** GRF BOARD OF DIRECTORS  
**FROM:** SECURITY BUS AND TRAFFIC COMMITTEE  
**SUBJECT:** CONCEPTUAL APPROVAL – OFF-PROPERTY BUS SERVICE  
**DATE:** JANUARY 26, 2021  
**CC:** FILE

At the January 13, 2021 meeting of the Security, Bus and Traffic Committee, the Committee duly moved to seek conceptual approval of the GRF Board for contracted off-property transportation service one day per week, as follows:

Off-property service to consist of a sixteen (16) passenger shuttle for seven (7) hours, one day per week, to originate at the GRF Amphitheater bus stop and provide transportation services to the Long Beach Market Place (Trader Joe's) shopping and entertainment locations, at an estimated annual cost of \$29,000, non-budgeted expense.

I move to conceptually approve contracted of-property bus service, one day per week, for seven (7) operational hours of service and authorize the Security Bus and Traffic Committee to fully develop the necessary agreements and to seek the Finance Committee's determination if sufficient non-budgeted operational funds would be available. The Security Bus and Traffic Committee shall return to the Board a formal request upon satisfying the following conditions:

- Finance Committee determination on the availability of non-budget operational funding to support the proposed transportation service.
- Public Health and Safety orders would allow for the full use of a sixteen-passenger bus.
- Complete contract for the proposed service.
- Compliance to insurance provisions as approved by the carrier.