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## MEMO

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**TO:** Board of Directors – Golden Rain Foundation  
**FROM:** Deanna Bennett, Executive Coordinator  
**SUBJECT:** Approved January GRF Board quorum committee minutes  
**DATE:** February 23, 2021

The GRF Board of Directors, at its meeting of February 23, 2021 approved the consent calendar containing the following Board Quorum Committee meeting minutes of January 2021:

- Minutes of the Recreation Committee Board Meeting of January 4, 2021
- Minutes of the Executive Committee Board Meeting of January 8, 2021
- Minutes of the Finance Committee Board Meeting of January 15, 2021
- Minutes of the Special Executive Committee Board Meeting of January 25, 2021

It should be noted that with the exception of the title heading, these minutes are identical to the regular Committee meeting minutes approved at the January Committee meeting.

These minutes will be posted to the Foundation's website. If you would like a printed copy of these minutes, please let me know.

Thank you.



## **RECREATION COMMITTEE MINUTES**

**January 4, 2021**

The regular meeting of the Recreation Committee and the Golden Rain Foundation was called to order at 1:00 p.m. by Chair Perrotti on Monday, January 4, 2021, in Clubhouse Four and via Zoom.com, followed by the Pledge of Allegiance, led by Ms. Heinrichs.

### **ROLL CALL**

Present:	Mrs. L. Perrotti, Chair	Ms. M. Gerber
	Mr. P. Friedman	Ms. K. Rapp
	Ms. I. Heinrichs	Ms. L. Stone

Also Present: Ms. S. Hopewell, GRF President  
Mr. R. Ankeny, Executive Director  
Mr. T. DeLeon, Recreation Director  
Mr. T. Fileto, Recreation Manager  
Ms. K. Thayer, Assistant Recreation Manager  
Ms. V. Morris, Library Operations Supervisor  
Ms. P. Snowden, GRF Representative, Mutual Two  
Mr. T. Doderio, GRF Representative, Mutual Nine  
Mr. L. Melody, GRF Representative, Mutual Fourteen  
Mr. N. Massetti, GRF Representative, Mutual Seventeen  
Mrs. D. Bennett, Recording Secretary  
Five Shareholder/Foundation Members

### **RULES OF ORDER**

Chair Perrotti reviewed group norms and asked Committee members and guests to be on time; respect the speaker, do not interrupt, and have one conversation at a time, wait to be called on to speak, be present and productive, no side bar conversations, turn off or silent cell phones, and treat everyone how they would like to be treated. Any person wishing to speak will need to wear a mask, properly.

### **CHAIR'S ANNOUNCEMENTS**

Chair Perrotti introduced guests and staff – GRF President Susan Hopewell, Executive Director Randy Ankeny, Recreation Director Terry De Leon, Recreation Manager Thomas Fileto, Assistant Recreation Manager Kathy Thayer, Library Operations Supervisor Vanessa Morris, and Recording Secretary Deanna Bennett. Sandra Massa Lavitt, Councilmember of the City of Seal Beach was also in attendance.

**SHAREHOLDER/MEMBER COMMENTS**

One Shareholder/Member spoke on agenda items.

**APPROVAL OF MINUTES**

The minutes of the November 2, 2020, meeting were approved, as presented.

**CORRESPONDENCE (n/a)**

The Committee reviewed sixteen items of correspondence (pertaining to the Fitness Center, the Theater Club, the Library, the RV Lot, and the Mini Farm). The recording secretary will send letters of acknowledgement and the Recreation Director and the Library Operations Supervisor will respond to correspondence, as directed by the Committee Chair. One item of correspondence will be forwarded to the ADRC.

**STAFF REPORTS**

Recreation Director

The Recreation Director presented his reports and upcoming events, as submitted.

Library Supervisor

The Library Supervisor presented her reports, as submitted.

Executive Director

The Executive Director spoke on upcoming events, as submitted. Regarding annual tax preparation by the Golden Age Foundation, the Committee requested Kathy Thayer provide written AARP guidelines for volunteer tax preparation, for the GRF Board of Directors' review.

**SUBCOMMITTEE REPORTS (n/a)**

**UNFINISHED BUSINESS**

Assess the Friends of the Library Outside Storage Area

The Committee 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.

Pool Room Remodel

Ms. Rapp MOVED, seconded by Ms. Heinrich, and carried unanimously -

**TO** refer the total renovation of the pool room to the Strategic Planning Ad hoc Committee, for review.

The Chair called for a 15-minute break at 2:30 p.m.

Bocce Ball Court Installation

Ms. Rapp MOVED seconded by Ms. Heinrichs and carried unanimously -

**TO** refer the Bocce Ball Court installation to the Strategic Planning Ad hoc Committee, for review.

**NEW BUSINESS**

Ice Machine, Clubhouse Four, GAF Donation

The Committee concurred to review this item at the February Committee meeting and requested staff to report on the various types of machines appropriate for Clubhouse Four.

Establish a Mini-farm Subcommittee

Mrs. Perrotti MOVED seconded by Ms. Heinrichs and carried unanimously -

**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.

Establish an Entertainment Subcommittee

Mrs. Perrotti MOVED, seconded by Ms. Rapp, and carried unanimously -

**TO** establish an Entertainment Subcommittee to be comprised of Recreation Committee members Leah Perrotti, Kathy Rapp, and Linda Stone.

2021 Event Schedule

The Committee discussed the merits of a partial 2021 event season; no action was taken.



**GOVERNING DOCUMENTS**

Amend 70-1445-1, Mission Park

Ms. Rapp MOVED seconded by Ms. Heinrichs and carried unanimously -

**TO** recommend the GRF Board of Directors amend 70-1445-1, Mission Park, as presented.

**Future Agenda Items**

It was the consensus of the Committee to include the below listed items on the next Committee meeting agenda:

1. Establishment of outdoor "art" kiosks throughout the community (to refer to Physical Property Committee)
2. RV Lot Policy
3. Review ice machine, Clubhouse Four, GAF donation
4. Update, Clubhouse Three outdoor storage area
5. Update, eBook Flyer and eBook Training Video
6. Update, Mini farm Zoom meeting
7. Pool Room concept
8. Update, Conference Room C vendor
9. Conceptual approval, Clubhouse Three and Six, exterior patio areas
10. NOCE classes
11. Sewing Room remodel

**PRESIDENT'S COMMENTS**

The President commented on various items pertaining to the agenda throughout the meeting.

**NEXT MEETING**

February 1, 2021 at 1:00 p.m.  
Clubhouse Four and via Zoom.com

**ADJOURNMENT**

Chair Perrotti adjourned the meeting at 3.28 p.m.



Marsha Gerber, Corporate Secretary  
Golden Rain Foundation

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## **EXECUTIVE COMMITTEE MINUTES**

### **Friday, January 8, 2021**

The meeting of the Executive Committee and the Golden Rain Foundation was held on Friday, January 8, 2021. The meeting was called to order at 1:00 p.m. by Chair Stone, in the Clubhouse Four and via Zoom; the Pledge of Allegiance was led by Ms. Gerber.

### **ROLL CALL**

Present:	Ms. L. Stone, Chair	Mr. P. Pratt (via Zoom)
	Mr. P. Friedman	Ms. K. Rapp
	Ms. M. Gerber	Ms. P. Snowden
	Mrs. L. Perrotti	Ms. S. Hopewell, President
Staff and	Mr. R. Ankeny, Executive Director	
Guests:	Ms. L. Dillman, Human Resources Director (via Zoom)	
	Ms. J. Hopkins, Mutual Administration Director (via Zoom)	
	Ms. B. Shuler, Finance Manager, (via Zoom)	
	Ms. T. Johnson, Stock Transfer Manager, (via Zoom)	
	Mrs. D. Bennett, Recording Secretary, (via Zoom)	
	Mr. R. Collazo, GRF Representative, Mutual One, (via Zoom)	
	Mr. T. Dodero, GRF Representative, Mutual Nine, (via Zoom)	
	Ms. C. Levine, GRF Representative, Mutual Ten, (via Zoom)	
	Mr. L. Melody, GRF Representative, Mutual Fourteen, (via Zoom)	
	Mr. N. Massetti, GRF Representative, Mutual Seventeen, (via Zoom)	
	No Foundation Members	

In accordance with Civil Code 4090, please be advised that a quorum of the board is present in-person, via telephone or virtually at a posted meeting and the business of the committee conducted in accordance with an agenda. As such, a meeting of the Executive Committee is called to order and a meeting of the Board of the Golden Rain Foundation (GRF) is called to order. Any agenda actions of the committee will be limited only to the members of committee and will only constitute such actions in accordance with stated committee policy and/or provide recommendations to the GRF Board at a regularly scheduled meeting of the Board normally held on the 4<sup>th</sup> Tuesday of the month. GRF Board members who are not committee members will be allowed to comment only:

- a) During proscribed comment period for a period not to exceed 3 minutes
- b) If recognized by the Chair of the Committee."

### **CHAIR'S ANNOUNCEMENTS**

The Chair introduced Executive Director Randy Ankeny, Human Resources Director LeAnn Dillman, Mutual Administration Director Jodie Hopkins, Finance Manager Barbara Shuler (via

Zoom), Stock Transfer Office Manager Terri Johnson (via Zoom), and Recording Secretary Deanna Bennett (via Zoom).

## **CHAIR'S REPORT**

The Chair did not present a report.

## **SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)**

No shareholder/members spoke on agenda topics.

## **APPROVAL OF COMMITTEE MINUTES**

The minutes of the December 11, 2020 meeting were approved, as presented.

## **CORRESPONDENCE**

No items of correspondence were received by the Committee.

## **STAFF REPORTS**

### Human Resources Director

The Human Resources Director's Human Resources report was accepted, as presented.

### Finance Manager

The Finance Manager's Financial report was not available. No significant variances were noted.

### Executive Director

The Executive Director spoke on agenda topics throughout the meeting.

## **SUBCOMMITTEE REPORTS (n/a)**

## **PRESIDENTS COMMENTS**

The GRF President spoke on agenda topics throughout the meeting.

## **UNFINISHED BUSINESS**

### Election Provided Bid Packet Review

Ms. Rapp MOVED, seconded by Mrs. Perrotti, and carried unanimously-

**TO** accept the election provider bid packet, as presented.

## GRF Election Materials Review

Ms. Snowden MOVED, seconded by Ms. Hopewell -

**TO** accept the GRF elections materials for 2021.

Ms. Snowden withdrew her motion and Ms. Hopewell withdrew her second.

The Committee concurred to review the document at a work study meeting.

## **NEW BUSINESS (n/a)**

## **GOVERNING DOCUMENTS**

### Amend 30-5110-3, Executive Committee Charter

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

**TO** amend 30-5110-3, Executive Committee Charter, as amended.

### Amend 30-5093-1, Member Rules of Conduct

The Committee concurred to review the document at a work study meeting.

### Adopt 30-3182-1, Member/Owner (M/O) Responsibility for Renter/Lessee (R/L)

Mrs. Perrotti MOVED, seconded by Ms. Rapp, and carried unanimously-

**TO** recommend the GRF Board of Directors adopt 30-3182-1, Member/Owner (M/O) Responsibility for Renter/Lessee (R/L).

## **FUTURE AGENDA ITEMS**

## **COMMITTEE MEMBER COMMENTS**

Three Committee members offered comments.

## **NEXT MEETING:**

Friday, February 12, 2021 at 1:00 p.m., Clubhouse Four and via Live Stream.

## **ADJOURNMENT**

The meeting was adjourned at 2.22 p.m.



Marsha Gerber, Corporate Secretary  
Golden Rain Foundation  
01.08.21





## **FINANCE COMMITTEE BOARD MINUTES**

**January 15, 2021**

The meeting of the Finance Committee and the Golden Rain Foundation Board of Directors was held on Friday, January 15, 2021 and was called to order at 9:00 a.m. by Chair Friedman, in Clubhouse Four, followed by the Pledge of Allegiance.

### **ROLL CALL**

Present: Mr. P. Friedman, Chair - Mr. L. Melody - via Zoom  
Mr. N. Massetti, Vice Chair - via Zoom Mr. P. Pratt - via Zoom  
Mrs. C. Damoci - via Zoom Ms. S. Hopewell, Ex-Officio  
Ms. J. Isom - via Zoom

Staff and Guests: Mr. R. Ankeny, Executive Director  
Ms. C. Miller, Director of Finance  
Ms. J. Rodgers, Purchasing Manager - via Zoom  
Mr. D. Carlson, CFP – US Bancorp Investments, Inc. - via Zoom  
Mrs. C. Mancilla, Recording Secretary  
Ms. P. Snowden, GRF Representative, Mutual Two - via Zoom  
Mr. L. Slutsky, GRF Representative, Mutual Eight - via Zoom  
Mr. T. Doderer, GRF Representative, Mutual Nine - via Zoom  
One Shareholder/Member

Chair Friedman greeted and welcomed everyone to the Finance Committee meeting and introduced Foundation members, guests and staff.

By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with.

In accordance with Civil Code 4090, please be advised that a quorum of the board is present in person, via telephone or virtually at a posted meeting and the business of the Committee conducted in accordance with an agenda. As such, a meeting of the Finance Committee is called to order and a meeting of the Board of the Golden Rain Foundation (GRF) is called to order. Any agenda actions of the committee will be limited only to the members of committee and will only constitute such actions in accordance with stated committee policy and/or provide recommendations to the GRF Board at a regularly scheduled meeting of the Board normally held on the 4<sup>th</sup> Tuesday of the month.

GRF Board members who are not committee members will be allowed to comment only:

- a) During proscribed comment period for a period not to exceed 3 minutes
- b) If recognized by the Chair of the Committee."

The minutes of today's Committee Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes in February 2021.

Finance Director

The Finance Director provided the monthly financial reports, as presented in the agenda packet.

Executive Director

The Executive Director provided information and updates throughout the meeting.

**SUBCOMMITTEE REPORTS (N/A)****EMERGENCY ITEMS**

- i. Immediate Action 1, Reserve Funding – Replacement of Sewer Lift Station Core Components

After a brief discussion, Mr. Massetti MOTIONED, seconded by Mr. Melody and carried unanimously by the Committee members–

**TO** recommend to the GRF Board, 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 meeting of the GRF Board.

- ii. Immediate Action 2, Non-budgeted funding – COVID-19 Vaccine dispensing support.

After a brief discussion, Mr. Melody MOTIONED, seconded by Mrs. Damoci and carried unanimously by the Committee members–

**TO** recommend to the GRF Board, approval of \$50,000 of Non-budgeted Operating funds, 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 meeting of the GRF Board.

**FINANCIALS**

The Finance Director reviewed the Financials for the month of December. After a brief discussion, Mr. Massetti MOTIONED, seconded by Mr. Friedman and carried unanimously by the Committee members–

**TO** accept for audit and forward to the GRF Board the draft interim financial statements for period ending December 31, 2020, as presented by the Director of Finance and as reviewed by the Finance Committee.

### **FUTURE AGENDA ITEMS**

The Committee concurred not to add future agenda items:

- Adjustment to the reserve account of sewer lines, under Trust Property.
- Request the Physical Property Director, to attend the next scheduled meeting.

### **PRESIDENT'S COMMENTS**

President Hopewell provided information and updates throughout the meeting.

### **ADJOURNMENT**

Chair Friedman adjourned the meeting at 10:43 a.m.



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Marsha Gerber, Corporate Secretary  
Golden Rain Foundation

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