EXECUTIVE COMMITTEE

Special Agenda

Monday, January 25, 2021
11:00 a.m.

To view the live GRF Board meeting:

- Go to 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/Notice of Quorum**
3. **Chairs Announcements**
    a. Introduction of Guests and Staff

    Randy Ankeny, Executive Director
    LeAnn Dillman, Human Resources Director
    Jodi Hopkins, Mutual Administration Director
    Terri Johnson, Stock Transfer Manager
    Deanna Bennett, Recording Secretary

    b. Rules of Order
    c. Chairs Report
4. **Approval of Minutes (n/a)**
5. **Correspondence (n/a)**
6. **Staff Reports (n/a)**
7. **Subcommittee Reports (n/a)**
8. **President's Comments**
9. **Unfinished Business**
    a. Election Provider Contract (pp. 1-20)
    b. Review of GRF Election Materials (pp. 21-61)
10. **New Business (n/a)**
    a. Amend Employee Handbook (p. 62)
11. **Governing Documents**
    a. Amend 30-5093-1, Member Rules of Conduct (pp. 63-64)

b. Amend 30-5093-2, Non-Compliance with Rules of Conduct – Fines and Penalties (p.65)

c. Amend 30-5093-3, Procedure for Notification of Violation and Right to Hearing (pp. 66-67)

12. Future agenda items

Next Meeting

Friday, February 12, 2021, 1 p.m., Clubhouse Four and Live Stream

13. Adjournment

Golden Rain Foundation Golden Rain Foundation Leisure World, Seal Beach

COMMITTEE ACTION REQUEST

TO: EXECUTIVE COMMITTEE
FROM: TERRI JOHNSON, STOCK TRANSFER MANAGER
SUBJECT: AWARD CONTRACT FOR 2021, 2022, AND 2023 ELECTION SERVICES
DATE: JANUARY 14, 2021

The recent 2020 annual election season was the third year of a three-year contract with Accurate Voting Services, Inc. (AVS). The GRF has contracted with AVS for its election services since 2007.

Staff was instructed to request a proposal for the 2021, 2022 and 2023 elections from its incumbent provider. AVS proposal sets forth the specifications of the election services. As usual, the proposal does NOT include variables such as staffing needs, postage, the weight of packets and number of returned ballots. Postage is paid under separate agreement. AVS's proposal is:

2021: $39,197.80 2022: $40,131.00 2023: $42,223.00 Total: $**121,551.80**

Attached, for review, is the election bid history, elections proposal, and general election timeline.

- Bid History
- 2021, 2022, and 2023 Elections Proposal

I move to recommend the Board award a contract to Accurate Voting Services, Inc. to perform the general election services of the Golden Rain Foundation and the Mutual Corporations for the years 2021, 2022, and 2023, at a cost of $121,551.80, plus photocopying, postage and staffing needs.

Election Services Bid History

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

*Election companies that received bid packets came from CAI Membership Directories, CACM Journals, the Davis-Stirling website and word-of-mouth referrals, and included Accurate Voting Services, The Ballot Box, and HOA Elections of California.

**Please keep in mind that GRF may not have to have all (8) elections as per the new law.

GRF has over 6,000 units. Therefore, if a candidate is running unopposed, there will be no election into the bid packet.

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.

ESTABISHED 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.

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 $ 39,197.80
(Written in Words)

TOTAL LUMP SUM BID FOR TERM 1- 2022 ELECTION:

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

TOTAL LUMP SUM BID FOR TERM 1- 2023 ELECTION:

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

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 *and* 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 *and* 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 *and* 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 x 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? X 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)?
X 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? Calfornia

5) Do you provide legal counsel for questions that may arise during the elections at no additional charge? ____ Yes X 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? X 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 x 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?
X 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

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

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

COMMITTEE ACTION REQUEST

TO: EXECUTIVE COMMITTEE
FROM: TERRI JOHNSON, STOCK TRANSFER MANAGER
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.

The 2021 draft election documents are attached for review:

- 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 (text only format)
- 30-5025-3, Election Procedures
- 30-5092-1, Code of Conduct
- 30-5092-3, Board of Directors Censure Procedure
- 2021 GRF Election Candidates
- Choice of Committee Assignment

NOTE: At this time, the Committee will be going out for bids to perform the general services for the GRF and Mutual Corporations for 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 ***may*** 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. *Timing of GRF Special Board Meeting for Ballot Counting used in lieu of Annual Meeting	**Deadline:** Friday, April 2
2.	Mutual Nominating Committee gives Mutual Board Secretary the names of one to three candidates for **each** GRF position to be elected and/or any names of self-nominated candidates.	**Deadline:** 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.).	**Deadline:** 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 **Wednesday, March 3 and Friday, April 2**. It is a candidacy period of 30 days.	**Deadline:** 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 ID when turning in application.	**Application Deadline:** 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.	**Submission Deadline:** Friday, April 2
4.	Candidates will be asked to complete an 50-1632-4 Eligibility Disclaimer to set forth that they are qualified to serve on the GRF Board of Directors	**Submission Deadline:** 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.	**Mailing Date:** Monday, May 3
2.	Notices of Special Board Meeting for the purpose of Ballot Counting will be published in the *LW Weekly.*	**Publication Dates:** 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). ***Note***: Ballots can also be hand-delivered to Clubhouse 4 on **June 1 between 9-10 am**	**Deadline:** Monday, May 31 12:00 noon
4.	Ballots counted at the Special GRF Board Meeting – **1st Tuesday in June @ 10 a.m.** in Clubhouse Four.	**Meeting:** Tuesday, June 1
5.	Annual Meeting of GRF Members – **2nd Tuesday in June @ 2:00 p.m.** in Clubhouse Four.	**Meeting:** Tuesday, June 8

S:\Elections\2021 GRF\2021 Schedule for GRF Elections.docx

DRAFT

2021 GRF & Mutual Election and Annual Meeting Schedule DRAFT (PER POLICIES)

	Mu.	No. of Units	Quorum	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	139	5	1/29	3/1	4/19	3rd Wed	5/19	10 a.m.	
	14	328	165	7	1/29	3/1	4/20	3rd Thu	5/20	10 a.m.	
	7	384	193	5	1/29	3/2	4/21	3rd Fri	5/21	10 a.m.	
MAY	**8**	348	175	5	2/3	3/5	4/22	4th Mon	5/24	10 a.m.	
	4	396	132	4	2/10	3/17	4/26	4th Wed	5/26	10 a.m.	Staggered terms
	16	60	20	5	2/10	3/17	4/26	4th Wed	5/26	2 p.m.	Election & Annual Meeting held in Admin. Conf. Room
	11	312	157	6	2/5	3/8	4/27	4th Thu	5/27	10 a.m.	
	9	384	193	7	2/5	3/9	4/28	4th Fri	5/28	10 a.m.	Parcels in effect

JUNE	**Golden Rain Foundation**	**Candidate Application Begins***	**Candidate Application Deadline****	**Ballots Mailed (30 days before election) *****	**Ballot Counting Meeting Day**	**Ballot Counting Meeting Date**	**Ballot Counting Meeting Time**	**Notes**
	Mutuals 1, 3, 5, 7, 9, 11, 15, & 17	Wed. 3/3	Fri. 4/2	Mon. 5/3	1st Tues.	6/1	10 a.m.	New directors will be installed at GRF Annual Meeting on 6/8 at 2:00 pm.

	Mu.	No. of Units	Quorum	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	205	7	2/12	3/16	5/5	1st Fri	6/4	10 a.m.	
	5	492	164	3	2/23	3/30	5/6	2nd Tue	6/8	10 a.m.	Staggered Terms.
	3	432	217	7	2/19	3/22	5/10	2nd Wed	6/9	10 a.m.	
JUNE	**12**	452	151	7	2/25	3/29	5/11	2nd Thu	6/10	10 a.m.	Parcels in effect
	2	864	433	9	2/19	3/23	5/12	2nd Fri	6/11	10 a.m.	
	1	844	282	4	3/1	3/31	5/13	2nd Mon.	6/14	10 a.m.	Staggered Terms
	15	502	252	7	2/26	3/30	5/19	3rd Fri	6/18	10 a.m.	
	17	126	65	2	3/9	4/8	5/20	4th 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 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, Election Procedures. This form must be completed and turned in with the Application.

Returning the 50-1631-4 Candidate Application, 50-1632-4 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.

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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 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;
- 30-5025-3, GRF Election Procedures, 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: 30-5025-3, GRF Election Procedures;
- Article VI, Election of Directors, Section 1, Qualifications, of the By-Laws of the GRF, state: 30-5025-3, GRF Election Procedures, section 3.1.2.

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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 will all terms thereof; or (3) if the member has not been provided the opportunity to engage in Internal Dispute ("IDR").

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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
Monday, May 31, 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.

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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 will 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: _____

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How to be a candidate to run for the GRF Board of Directors for Odd-Numbered Mutuals

The campaign cycle for the GRF Board of Directors (BOD) is now underway. During 2021, the Board seats representing the odd-numbered Mutuals 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 current on a payment plan, or **(3)** if the member has not been provided the opportunity to engage in Internal Dispute Resolution (IDR). The candidate must be 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.

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

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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, extension 346 for Stock Transfer or 303 for the Board of Directors Office.

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OFFICIAL NON-REVOCABLE BALLOT

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

Instructions for Voting:
Every two years, the Golden Rain Foundation conducts an election to elect one director from your Mutual to represent Mutual No. Thirteen on the Golden Rain Foundation (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.

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 Monday, June 1, 2021, in order 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 2, 2021. The "polls" will close at 10:00 a.m. and the counting process will begin.

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 2, 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.*

Instructions for Attending the Annual Meeting:
The GRF Annual Meeting will be held on Tuesday, June 9, 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)

SAMPLE

Please direct any inquiries to Accurate Voting Services Inc.
Toll-free (833) 861-6352 ***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

Instructions for Voting:
Every two years, the Golden Rain Foundation conducts an election to elect two directors from your Mutual to represent Mutual No. Nineteen on the Golden Rain Foundation (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.

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 Monday, June 1, 2021, in order 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 2, 2021. The "polls" will close at 10:00 a.m. and the counting process will begin.

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 2, 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.*

Instructions for Attending the Annual Meeting:
The GRF Annual Meeting will be held on Tuesday, June 9, 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.

Mark Two (2) Boxes Only

	George Washington (incumbent)
	John Adams
	Thomas Jefferson

SAMPLE

Please direct any inquiries to Accurate Voting Services Inc.
Toll-free (833) 861-6352 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

GRF Director's Handbook

Date: March 21, 2018

Revised: January 28, 2020

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Why serve on the GRF Board?

“MAKING A DIFFERENCE” BY JIM GREER

It has been said that, “without a sense of caring, there can be no sense of community.” This means that your care for this community must overcome the negativity that may be thrust upon you. Instead, my challenge to each of you is to set aside your intentions to “prove them wrong” and as a member of the GRF Board follow five simple suggestions:

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

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

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

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

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

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

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

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What you should know before running for GRF Board?

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

A. As a Director of the GRF Board:

1. You are a volunteer in an unpaid position.

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

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

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

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

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

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B. Golden Rain Foundation (GRF):

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

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

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

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

C. The GRF Board

1. The GRF Board operates through committees that report to the full BOD monthly, or as directed.

2. These are the standing committees:

a) The Executive Committee comprised of Board Vice President (Chair), President, Corporate Secretary, Treasurer and the Chairs of Mutual Administration/Service Maintenance (MAC), Recreation, ~~and~~ Physical Property, and Security, Bus & Traffic committees (See 30-5110-3);

b) Architectural Design Review (ADRC) (See 10-5160-3);

c) Communications/IT (See 20-5125-3);

d) Finance (See 40-5115-3);

e) Governing Documents (See 30-5180-3);

f) Mutual Administration and Service Maintenance (See 50-5165-3);

g) Physical Property (See 60-5130-3);

h) Recreation (See 70-5135-3); and

i) Security, Bus and Traffic (SBT) (See 80-5145-3).

3. Ad Hoc committees are formed for special projects. (See30-5024-1)

D. How to become a GRF Director

1. You may be elected by your Mutual Shareholders.

2. Your name may be submitted by a Mutual Board then voted on by the GRF BOD.

3. You must be a Member in good standing (assessments are current).

E. Application Process

1. All potential Board Members must complete the application packet.

2. Application package is available at the Stock Transfer office and includes the following:

a) Eligibility sheet;

b) Code of Ethics and Conduct;

c) Application and Timeline; and

d) List of Board standing committees. You will select your preferences. There is no guarantee of committee assignments.

e) Submitted Application package must include the following:

1) Completed Application

2) Resume or statement of qualifications and experience, including your platform;

3) GRF Member ID card

4) Committee Preferences

5) A signed acknowledgement of the documents received within, by the applicant

f) The complete package should be turned in to the Stock Transfer Office prior to close of application period to ensure any questions of eligibility can be resolved.

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

1. Training will be provided throughout your term on the Board.

2. A mentor will be assigned by the GRF Board President to guide you through the first few months of service.

G. Expectations of GRF Board members:

1. Time off and vacations are expected but extended absences from our community should not occur: i.e. six-month vacation.

2. Have a willingness to learn and ability to work as a team.

3. Your duty is to research/study and vote on all items that come to the Board for action or response.

4. Attend GRF Board Meetings, Committee Meetings and related meetings, as noted below in Section H.

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

H. Meetings:

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

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

some meetings may be scheduled for the evening.

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

4. You should attend Emergency Board meetings.

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

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

7. Monthly ~~Parking~~ Community Rules Violation Panel (CP~~P~~RV); quorum of the board required to ~~attend~~begin the meeting.

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

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

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

Welcome to the GRF

A. In the first week

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

a) Pick up GRF mailroom keys (one for the mailroom door and another for your mailbox). This is where your agendas, minutes and other mail to the Board of Directors (BOD) will be found.

b) Order business cards.

c) Order Board Name Badge.

2. The mailroom has available: (located next to Conference Room A, 2nd Floor Administration building)

a) An assigned mailbox to receive GRF documents. This box needs to be checked frequently during the week. You will be asked if you want your agendas sent to you by E-Mail only.

b) A work table;

c) A computer and monitor;

d) A phone;

e) A shredding container;

f)e) A refrigerator; and

3. Make an appointment with ITS Systems Analyst: (this will take less than 1 hour)

a) Pick up your GRF Board iPad;

b) Have links installed for GRF calendar and email (these should be checked daily);

c) Get information on installing these links on your home computer, if you choose;

d) Receive your new board E-Mail address; and

e) Request a list of your Mutual shareholders, if desired.

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4. Make an appointment with the LW Weekly staff to get your GRF Board photograph taken. It will be on the web site as well as used by the newspaper when needed.

5. The following information will be provided within a few of weeks of the new Board term. These items may also be available on the Website: www.lwsb.com

a) A list of all GRF Directors.

b) A list of committee chairs and members.

c) A perpetual calendar listing committee and Board meeting dates and times.

B. Clubhouse 4 Public Board Meetings

1. Seating on the dais:

a) Generally assigned in order of your Mutual number;

b) The Corporate Officers sit in the middle of the dais;

c) Your name and Mutual are placed on the front of the dais and a name tag with a bottle of water will be placed on the inside where you sit; and

d) At your request, chairs are available with or without arms.

2. Agendas:

a) Bring your agenda packet to each Board Meeting;

b) Your duty, legally, is to read and be familiar with all supporting documents before you vote;

c) Check your agenda to see if you will be reading a motion;

1) If you do not wish to read it, please call ahead to the GRF President and request not to read the motion. This gives time for another director to be appointed to read the motion.

d) Be alert to the discussion and proceedings;

3. Attendance:

a) Please attend and be on time to each Board Meeting. When you arrive after the roll call the meeting must stop. The Corporate Secretary must inform the President and record that you have arrived.

b) A quorum is the minimum number of Directors who must be present to allow the Board to make decisions. It is ½ of the full Board plus one. Normally this is 10 (18 ÷ 2 + 1).

c) If the quorum has changed the President must be informed so it can be included in the record.

d) If you must leave the meeting early, please notify the President, Corporate Secretary, Executive Coordinator or Executive Director before the meeting.

e) In an emergency at the Board meeting, please send a note to the Corporate Secretary if you must leave.

f) If you will be out of town, please call or send an E-mail to the above Directors to let them know.

4. Speaking at the Board Meetings:

a) The yellow button turns on the microphone (labeled “Mike”).

b) Turn off your lights after speaking or after the voting result is announced.

c) Negative comments must not include the name of fellow Director, staff member or audience members. Roberts Rules of Order - ROHN(11th edition) pages 392,11.12-25)

d) Your speaking time may be limited at the GRF Board meetings. This is at the discretion of GRF President. It will be announced.

5. Board Meeting Motions:

a) You may speak for or against a motion at the GRF Board Meeting by turning on the yellow “Mike” button and waiting until the President calls your name to speak.

b) Discussion must be related solely to the motion.

c) Speak clearly and concisely.

d) If you would like to speak again, turn on your light and wait. Those who have not spoken, speak first. After everyone speaking for the first time has finished, the second round of speakers will begin. You are only to add new information that has not already been shared with the directors.

6. Voting

a) Green light is a “yes” vote.

b) Red light is a “no” vote.

c) White light is an Abstention.

d) Do not vote “yes” or “no” if you are unprepared.

e) If in doubt about what you are voting on, check your agenda or ask for clarification if needed.

f) If you need to recuse yourself from a vote, please inform the Chair before the vote is taken. (Recusal is for a conflict of interest).

7. Each Director is given time just before adjournment to speak.

8. Refreshments are served prior to the start of the meeting; usually coffee, tea, doughnuts and fresh fruit. No food is to be eaten at the dais during the meeting.

C. Executive Session of Full Board

1. These sessions are confidential and disclosure of any of this information is grounds for Director Censure. (See 30-5092.01-3, Section 1.1.2).

2. Every Director is expected to attend each Executive Session of the full BOD.

3. The supporting confidential documents are given out an hour before the session begins. Arrive early to read the documents prior to the start of the meeting.

4. All paperwork is collected and destroyed after the meeting. Removal of any of these documents without permission may result in disciplinary action.

5. Confidentiality remains in effect even after you are no longer a Director.

D. Committees

1. Each committee has a Chair who is responsible for conducting the meeting. More information about Chair responsibilities is available from the GRF Chair Training Manual and the GRF President.

2. If you are going to miss the meeting of any committee to which you are assigned, please inform the chair.

3. The GRF Board operates through committees.

4. Committees report to the BOD monthly, or as directed.

5. There are nine (9) standing committees.

6. The Executive Committee is comprised of Board Vice President (Chair), President, Corporate Secretary, Treasurer and the Chairs of Mutual Administration/Service Maintenance (MAC), Recreation, ~~and~~ Physical Property and Security, Bus & Traffic committees (See 30-5110-3);

a) The Executive Committee holds an Executive session that covers Personnel issues after the scheduled meeting which covers Personnel issues.

b) Non-committee members may not attend these sessions unless invited by the Committee Chair

7. The remaining standing committees are:

a) Architectural Design Review (ADRC) (See 10-5160-3);

b) Communications/IT (See 20-5125–3);

c) Finance (See 40-5115-3);

d) Governing Documents (See 30-5180-3)

e) Mutual Administration ~~/and~~ Service Maintenance (MAC) (See 50-5165-3);

f) Physical Property (See 60-5130-3);

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g) Recreation (See 70-5135-3); and

h) Security, Bus and Traffic (SBT) (See 80-5145-3).

8. The President will assign you to at least three of the above standing committees.

a) The list of all committees, the appointed Chair and members are ratified by the full Board.

9. Each committee has a Charter and policies related to its activities, which can be provided to you and is on the Website (www.lwsb.com).

10. All decisions are made by the full committee and recommended to the full Board.

11. Each standing committee dissolves at the end of the Board term.

12. Subcommittees

a) The Chair of any standing committee may create subcommittees to address specific issues.

b) All GRF Directors are eligible to serve on subcommittees.

c) Member Specialists may be appointed by the committee chair (See 30-1220-1).

d) Reports are made to the Committee.

e) No action may be taken, but consensus may be reached in these sessions.

13. Focus Groups

a) Less formal committee meetings to discuss or research relevant topics which may be too time consuming to cover in the scheduled meetings.

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b) No action may be taken, but consensus may be reached in these sessions.

14. Health Care Center Advisory Board (HCC)

a) Up to ~~T~~three (3) GRF Directors and ~~rotating~~ GRF Committee Chair~~s~~ serve on an advisory board of the Health Care Center.

15. Ad Hoc Committees

a) Created by the full Board to address specific issues (See 30-5024-1).

b) Exist until the task assigned is finished or the full Board decides it is no longer necessary.

c) Monthly reports are made directly to the Board.

16. First-year directors rarely chair committees.

E. How Motions Work

1. Most motions begin in a committee.

2. If the motion requires the action of another committee or a department, that information is included in the motion.

3. Any action that requires unbudgeted money must go to the Finance Committee to determine if the money is available (See 40-5516-1).

4. After Committee approval, the motion goes to the full Board for approval, modification or denial.

5. Every motion requires a second.

F. Elections

1. A Board meeting is called when ballots are to be counted.

2. A quorum must be present to count ballots. All directors are expected to attend.

G. Annual Meeting of Full GRF Board

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

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

H. Organizational Meeting

1. New Board Members are seated.

2. New Officers are elected.

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

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

2. You will hear contested parking citations and Member Code of Conduct violations. ~~issued by the Security Parking officers.~~

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J. Town Hall Meetings

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

K. Board Trainings

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

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

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

L. Board Dinner

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

2. Welcome to new Directors and guests;

3. Attendance not required but strongly encouraged.

M. Director Appreciation Events

1. Honors the service of all Mutual Directors, GRF Directors and GRF management staff.

2. Attendance not required but strongly encouraged.

N. Resigning as a Director from the GRF Board

1. Formal Letter of Resignation must be in writing and include the following:

a) Date written;

b) Date effective; and

c) Include your signature.

2. This written resignation is non-revocable upon submission and acceptance by the full Board.

O. Ending your Directorship

1. Return mail room key and mail box key.

2. iPad

a) Return to IT, get signed receipt.

b) Depending on the age of iPad, you may have the option to purchase; check with the IT Manager

3. Confidentiality - your obligation of confidentiality continues after you are no longer a Director.

P. Other important information

1. You may get paper and ink cartridges for your printer, if needed, while doing GRF work. See the Executive Coordinator.

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

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

EXECUTIVE COMMITTEE

GRF Election Procedures

The following will be in effect for the election of directors to the Golden Rain Foundation (GRF) Board of Directors (BOD):

1. ELECTIONS

1.1. ANNUAL ELECTION

The election of directors for odd-numbered Mutuals will occur during odd-numbered years and the election of directors for even-numbered Mutuals will occur during even-numbered years. Each director shall serve a two-year term. One (1) director will be elected from each Mutual except for Mutuals One (1) and two (2) where there will be two (2) Directors.

1.2. SPECIAL ELECTIONS

Upon the occurrence of a vacancy on the BOD representing an odd- or even-numbered Mutuals, the process for a special election will begin within ten (10) days after the Secretary of the Board is notified of the vacancy.

2. VOTING

2.1. QUALIFICATION FOR VOTING

Members may vote only by using the mail-in secret ballot. Members may cast one (1) vote, except on the ballots of Mutuals One (1) and Two (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.

2.2. CUMULATIVE VOTING

Pursuant to the Bylaws, cumulative voting is not permitted.

2.3. VOTING BY ACCLAMATION

To the extent permitted by law, in the event the number of candidates at the close of nominations is the same as the number of open positions on the Board, those candidates shall be automatically elected, by acclamation, without further action, and the results shall be announced as required by these Rules and applicable law.

3. CANDIDATES

3.1. CANDIDATE ELIGIBILITY AND QUALIFICATIONS

All candidates must be members of GRF for at least one (1) year, at the time of nomination.

3.1.1. Only members who meet the following criteria are qualified to be elected to the BOD:

3.1.1.1. 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.

3.1.1.2. 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 will all terms thereof; or (3) if the member has not been provided the opportunity to engage in Internal Dispute Resolution ("IDR").

All members of GRF have the right to engage in Internal Dispute Resolution ("IDR") and/or Alternative Dispute Resolution ("ADR"), pursuant to the Civil Code. A member may contact the Board, in writing, to initiate IDR/ADR. Note, if IDR/ADR is not scheduled and completed prior to the nomination deadline, candidates may be disqualified for non-payment of carrying charges.

3.1.1.3. Candidates must have been a member of GRF for at least one (1) year.

3.1.2. In addition to the foregoing qualifications, any member who is (a) an officer or director of a Mutual Corporation at Seal Beach Leisure World; (b) a member of any City Council; (c) a member of the Board of Supervisors of the County of Orange, California; (d) a member of the Planning Commission for the City of Seal Beach, California, or the County of Orange, California; (e) an elected official of any city, county, governmental body or political subdivision thereof; (f) an individual, a member of any entity or partnership, or an officer or director of any other corporation engaged in supplying material, services or labor to the Golden Rain Foundation, is strongly discouraged from running for the BOD, as such action creates a substantial time commitment and causes a potential conflict of interest. Further, such action may expose any individual member and/or the Board to unnecessary liability, including, but not limited to, breaching fiduciary duties.

The Corporate Secretary is authorized to determine the qualifications

of a Director, pursuant to the terms of all GRF Governing Documents and applicable State laws.

3.2. CANDIDATE APPLICATION MATERIALS

Candidates shall turn in the following materials prior to the deadline set by the GRF.

3.2.1. Application for Candidacy as a GRF Director

3.2.2. Signed Candidate Eligibility Disclaimer (set forth below)

3.2.3. Signed Candidate Statement (set forth below)
At the time of turning in candidate materials, candidates must present current GRF identification card. Candidates will receive a receipt for their application.

3.3. CANDIDATE ELIGIBILITY DISCLAIMER

Refer to GRF By-laws, Article Six, Section 1. Candidates shall complete an Eligibility Disclaimer to set forth that they are qualified to serve on the GRF Board of Directors.

3.4. CANDIDATE STATEMENT

Prior to the deadline established by the GRF, each candidate shall submit a Statement containing up to 300 words (no less than 12-point type, single sided). The statement shall be mailed with the ballot.

3.4.1. The statement shall contain the candidate's background, qualifications and platform, and shall not contain any disparaging or defamatory content.

3.5. NOTIFICATION OF NOMINATIONS FOR ELECTION OF DIRECTORS

As prescribed by law, at least thirty (30) days before the close of nominations, GRF will provide individual notice of the election and the procedure for nominating candidates.

Additionally, the GRF shall place a notice in the Community newspaper not less than ninety (90) days prior to the election counting meeting that any member may place his or her name into nomination for the director position representing the Mutual in which they reside. The notice shall be published in the Community newspaper every week thereafter until the closure of the nominating period.

3.6. SELF-NOMINATION BY MEMBERS

Members who wish to nominate themselves as a candidate for election to the BOD must do so in writing to the Stock Transfer Office prior to the closing of the application deadline.

3.6.1. All candidates shall be provided candidate instructions upon submitting their name for nomination.

3.7. A Mutual BOD may appoint a nominating committee for the purpose of recommending a candidate for the election. Any candidates who are recommended by their Mutual BOD or nominating committee will be given candidate instructions by the Stock Transfer Office.

3.8. Nominations from the floor or write-ins.

3.8.1. Nominations from the floor and write-ins are prohibited.

3.9. Campaign Cycle

3.9.1. The campaign cycle shall begin in February and end with the closing of the polls.

3.10. Equal Access to GRF Media

3.10.1. Candidates advocating a point of view for purposes reasonably related to the election shall be provided a one-time access to the GRF's website (LWSB website) during the campaign cycle as follows:

3.10.1.1. Submissions shall be posted on the election bulletin board on the LWSB website during the campaign cycle.

3.10.1.2. Submissions shall be limited to 300 words and shall not contain disparaging or defamatory content.

3.10.1.3. One submission shall be accepted from each candidate for posting on the LWSB website.

3.10.2. Candidates advocating a point of view for purposes reasonably related to the election may purchase, subject to space availability and advertising guidelines established by the News Office, a maximum of a half-page of space in an edition of the Community newspaper at regular advertising rates during the campaign cycle. No other access to the Community newspaper will be granted.

3.10.3. Equal access to clubhouse meeting spaces shall be provided at no cost to all candidates, including those who are not incumbents, and to

all members advocating a point of view for purposes reasonably related to the election. The clubhouses are subject to availability by reservation only on a first-come, first-serve basis.

3.10.4. In the event that incumbent directors makes any statements or take any actions, solely in the context of those directors' performance of their duties as directors, any and all such statements or actions shall not constitute provision by the GRF of access to its media for campaign purposes.

3.10.5. In the event that GRF's media reports any candidates' statements or actions that are reasonably unrelated to the election, the reporting of such shall not constitute provision by GRF to its media for campaign purposes.

3.10.6. In accordance with Civil Code 5135, no GRF funds shall be used for campaign purposes, except to the extent necessary for the GRF to comply with the duties imposed upon it by law.

3.10.7. Provision of Mailing Labels

3.10.7.1. Candidates are entitled to purchase labels for the addresses in their Mutual at a flat rate of $10 per request, plus $0.25 per sheet cost which is to be paid at the time the labels are ordered. Labels can be ordered by completing an "Access to Documents" form in the Accounting Department.

3.10.8. Non-Responsibility for Statements and Actions
Neither GRF or its officers, directors or employees shall be responsible for any claims, damages, injuries, judgments, orders or settlements, including attorney's fees, arising from a candidate's statement or actions made in connection with an election.

4. ELECTION MEETINGS

The GRF BOD will convene a special meeting one week prior to the Annual Meeting for the purpose of the Inspector of Election counting secret ballots. All members are welcome to attend the special meeting.

In the case of a special election, the GRF BOD will convene a special meeting approximately thirty (30) days after the ballots are mailed for the purpose of the Inspector of Election counting ballots. All members are welcome to attend the special meeting.

EXECUTIVE COMMITTEE

GRF Election Procedures

5. ELECTION PROCESS

5.1. The Executive Committee shall review the election materials and the election process and recommend approval to the GRF BOD.

5.2. GRF shall contract with an independent third-party vendor to perform all election services as Inspector(s) of Election. The vendor will be directed to conduct the election and be accountable for the conduct of the election in accordance with this policy, all applicable codes, GRF By-Laws, and state laws.

5.3. During its meeting in February, the Executive Committee of the GRF BOD will recommend that the Board appoint the election services company as its Inspector(s) of Election.

5.4. During its meeting in February, the BOD will appoint the election services company as its Inspector of Election.

6. ELECTION MATERIALS

6.1. Notice of Election
At least thirty (30) days before the ballots are distributed, GRF will provide general notice of (1) the date and time by which, and address where, ballots are to be returned; (2) the date, time and location of the meeting to tabulate the ballots; and (3) the list of all candidates' names that will appear on the ballot.

6.2. Verification of Election Material
GRF shall permit members to verify the accuracy of their individual information on the Election Material at least thirty (30) days before the ballots are distributed. GRF or any member shall report any errors or omissions for either list to the inspector(s) of election who shall make the corrections within two (2) business days.
"Election Material" means the following documents: returned ballots, signed voter envelopes, Candidate Registration List and the Voter List. The Candidate Registration List means the list of qualified candidates existing as of the close of nominations. The Voter List may include: the name, voting power and either the physical address of the member's separate interest or the parcel number, or both; and the mailing address of the member (if different from the physical address or if the parcel number is used).

6.3. Ballot Packet
The ballot packet will consist only of a mail-in secret ballot, voting instructions, any candidate statements/resumes, a copy of the election rules, two return envelopes, and mailing instructions for the election. The ballot packet will be mailed no less than thirty (30) days prior to the ballot counting meeting. Note, the election rules may be provided by individual delivery or by posting same on an internet site and providing the corresponding internet.

6.4. Secret Ballots Returned by Mail

6.4.1. The mail-in secret ballot is required to be mailed to the Inspector(s) of the Election for proper verification and validation and must be received before noon on the date established on the ballot.

6.4.2. The mail-in secret ballot is irrevocable once received by the Inspector(s) of the Election.

6.4.3. The denial of a ballot to a person with general power of attorney for a member is prohibited. (Civil Code Section 5105(g)(2).) A ballot submitted for a member by an individual with general power of attorney is valid so long as it is submitted in a timely fashion.

6.4.4. The Inspectors of Election will open and process, in public view, the mail-in secret ballots on the day of the special meeting held for the purpose of counting ballots as outlined under Section 7.

6.4.4.1. If a mail-in secret ballot is compromised or improperly sealed or addressed, or has any identifying marks, it will be invalidated by the Inspector(s) of the Election.

7. INSPECTOR(S) OF THE ELECTION

7.1. Inspector(s) of the Elections shall perform the following:

7.1.1. Determine the number of shareholders entitled to vote and the voting power of each.

7.1.2. Establish a mailing address for mail-in ballots, and the contact phone number for members' questions.

7.1.3. Prepare and mail to all members in the odd- or even-numbered Mutuals, no later than thirty (30) days prior to the election meeting, the notice letter, mail-in secret ballot, any candidate statements/resumes, voting instructions, the election rules, two envelopes, and mailing instructions for the GRF election, in a manner consistent with providing and ensuring that the member's vote will be by "secret ballot."

7.1.4. Receive mail-in secret ballots.

7.1.5. Open mail-in secret ballots at the special meeting for the purpose of counting ballots.

7.1.6. Count and tabulate all votes.

7.1.7. Determine the results of the election.

7.1.8. Certify, in writing, that the election was held in accordance with this policy and Section 5110 of the Davis-Stirling Common Interest Development Act (the Act).

7.1.9. Consult with GRF's legal counsel, if necessary, to fulfill the Inspector(s)' obligations under the law.

8. OBSERVERS OF THE ELECTION

Any candidate or member of the GRF may witness the counting and tabulation of the votes. However, the Inspector(s) of Election may establish reasonable guidelines for candidates and members for the observing of the counting and tabulation of ballots, including guidelines on distance from which observers may stand.

9. BALLOT RETENTION

9.1. The sealed ballots at all times shall be in the custody of the Inspector or Inspectors of election or at a location designated by the inspector or inspectors until after the tabulation of the vote, and until the time allowed by Section 5145 of the Civil Code (twelve months) for challenging the election has expired, at which time custody will be transferred to GRF.

9.2. After the transfer of the ballots to GRF, the ballots shall be stored by GRF in a secure place for no less than one year after the date of the election.

Document History

Adopted:	15 Jun 76	Amended:	20 Aug 96	Amended:	19 Aug 97
Amended:	15 Sep 09	Amended:	15 Feb 11	Amended:	24 Feb 15
Amended:	23 Feb 16	Amended:	27 Dec 16	Amended:	12 May 17
Amended:	28 Nov 17	Amended:	23 Jul 19	Amended:	28 Jan 20

Keywords: Executive Committee, Election, Candidate, Voting, GRF Board

EXECUTIVE COMMITEE

Code of Ethics

As members of the Golden Rain Foundation (GRF) Board of Directors (BOD), we recognize the importance of ethical principles that guide our actions. This Code is expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service through accurate, unbiased, and courteous actions.

2. We acknowledge our duty of loyalty to the GRF by adhering to the rules of confidentiality relating to director, staff, Member, discipline or any litigation. **This duty survives a Director's term in office.**

3. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees.

4. We shall disclose to the BOD, financial or personal conflicts of interest relating to the business of the GRF. We will recuse ourselves and abstain from voting on any issue where there may be a reasonable expectation of a conflict of interest.

5. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of our Members.

6. We shall perform our fiduciary duties by acting in good faith to promote the best interests of the GRF through reasonable inquiry and investigation.

7. All Directors acknowledge their obligation to support decisions made by a majority of the BOD.

Document History

Adopted:	24 Jan 17	Amended:	12 May 17	Amended:	27 Mar 18
Amended:	23 Jul 19				

Keywords:	Executive Committee	Ethics	Code	Board of Directors	GRF

EXECUTIVE COMMITEE

BOD Censure Procedure

PREFACE

If the action(s) of one or more Golden Rain Foundation (GRF) Directors fail to follow the precepts of the Code of Ethics and Conduct (30-5092-3), other members of the Board of Directors (BOD) may act to censure that person(s).

1. DIRECTOR CENSURE

1.1. A censure is the process by which the GRF BOD, acting by a two- thirds majority vote of the non-offending directors (the named may not vote per Robert's Rules), can reprimand or condemn the action(s) of a fellow member(s) in the event that the member(s):

1.1.1. Acts unilaterally;

1.1.2. Discloses confidential information;

1.1.3. Fail to attend three consecutive months of regularly scheduled BOD meetings without prior notice;

1.1.4. Fails to act in a civil and respectful manner;

1.1.5. Creates a hostile or disruptive work environment;

1.1.6. Fails to support decisions made by a majority of the BOD;

1.1.7. Fails to comply with the law, governing documents, policies or procedures of the GRF; or

1.1.8. In the event of an act or omission that creates a threat to any individual, the GRF or the community.

1.1.9. Chart illustrating two-thirds (2/3) majority

Number of Directors	Two-thirds Majority
18	12
17	12
16	11
15	10
14	10
13	9
12	8
11	8
10	7

1.2. All proceedings related to a censure shall be conducted in a closed, executive session meeting.

The Director(s) subject to the censure may not elect to have the proceedings conducted in an open, public session.

2. MOTION TO CENSURE

2.1 A "Motion to Censure" form must be filed. It must include a second signature from a director clearly in agreement and be submitted to the President for presentation at a special executive session of the BOD. If the censure involves the President, it will be submitted to the Vice President for presentation at a special executive session.

2.2 If the Presiding Officer elects not to place the motion on the agenda of a special executive session, two members may request a special executive session.

2.3 Director(s) subject to censure shall be provided with at least ten (10) business days prior notice of the censure including the reason for the censure and the date, time and location of the meeting where censure will be considered. The Executive Director's office will send notice of the meeting, a copy of the "Motion to Censure" form and the Censure Policies (5092-30 and 5092.01-30) to the Director(s) by U.S. Mail, GRF email and place copies in the Director(s) GRF Mailbox. The Presiding Officer will also contact the Director(s) .

2.4 The BOD shall be provided at least five (5) business days advance written notice of the special executive session regarding the Motion to Censure, which shall include a copy of the submitted form. Notification shall be sent by U.S. Mail, GRF email and copies placed in the Director(s) GRF Mailbox by the Executive Director's office. Notification shall contain the date, time and location of the meeting.

2.5 Director(s) subject to censure may provide a written response and supporting documentation to all BOD members no later than two (2) business days prior to the meeting. Director(s) shall also be provided an opportunity to respond to the reason for censure at the meeting.

2.6 Director(s) subject to censure must leave the room during voting.

2.7 The censure motion may be debated and following such debate the BOD may take one of the following actions:

2.7.1. Postpone the motion by a simple majority for any reason, including, but not limited to, the desire of the majority to gather additional information and/or permit the director to respond further.

2.7.2. Approve the motion by a two-thirds (2/3) majority of a the non-offending directors once a quorum has been established; or

2.7.3. Defeat the motion.

2.8 Written notice of the BOD's decision shall be sent by U.S. Mail to the named Director(s) no more than fifteen (15) business days following the meeting.

3. ENFORCEMENT PROCEDURES

3.1. If the "Motion to Censure" is passed, the non-offending Director(s)may choose one or more of the following actions:

3.1.1 Warning/Education

3.1.2 Removal from corporate office or chair

3.1.3 Removal from committee(s)

3.1.4 Request for resignation

3.2. For offenses relating to the disclosure of confidential or sensitive information, upon a vote of two-thirds (2/3) of the majority of the non-offending Director(s) once a quorum has been established, the offender shall be prevented access to confidential information and Executive session.

3.3. If at any time a Director(s) commits a crime or subjects GRF to financial risk;

3.3.1. Director(s) shall be subject to legal action by GRF;

3.3.2. May result in removal from the GRF Liability coverage.

3.4. Censure remains in effect until the next annual meeting.

3.5. Decision of the BOD is not appealable.

Document History

Adopted:	24 Jan 17	Reviewed:	12 May 17	Amended:	22 May 18
Amended:	23 Jul 19	Reviewed:	13 Mar 20		

Keywords: Executive Committee, Censure, Board of Directors, GRF

2021 GRF Election Candidates

Mutual 1

1.

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 4, 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 and Mutual Administration Committees.

_____ _____

Your Name MU #

MEMO

TO: GRF EXECUTIVE COMMITTEE
FROM: RANDY ANKENY, EXECUTIVE DIRECTOR
SUBJECT: EMPLOYEE HANDBOOK REVISION – CONFLICT OF INTEREST
DATE: JANUARY 25, 2021
CC: RANDY ANKENY, EXECUTIVE DIRECTOR

At the January 8, 2021 meeting of the Executive Committee, Executive Session, the current GRF employee handbook language regarding Conflict of Interest was reviewed. The current language on page 23, Section V. Employee Conduct and Performance Expectations; item L. Employment of Foundation Directors or Spouses states:

L. Employment of Foundation Directors or Spouses

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

After discussion, the guidance was to obtain new language from employment council to review and consider the following revisions to this section noted in red:

L. GRF Board of Directors/Mutual Board of Directors Conflict Interest Avoidance Policy

To avoid any conflict of interest, no member of the Golden Rain Foundation Board of Directors or their spouse, significant other, domestic partner, co-habitant, roommate, may be employed by the Golden Rain Foundation. Further, no member or their spouse, significant other, domestic partner, co-habitant, roommate of a Mutual Board of Directors may be employed on a full-time or part-time basis by the Golden Rain Foundation.

I would like to make a motion to approve the proposed revision to the existing GRF Employee Handbook as noted above, and permit Human Resources to update the handbook for publication and distribution accordingly.

Member Rules of Conduct

1. PURPOSE

The purpose of the Member Rules of Conduct is to protect Golden Rain Foundation (GRF), GRF staff, GRF contracted service providers and GRF 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, 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, and Fitness Center.

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

2.3.1 Behaviors such as the following is prohibited:

2.3.1.1 Verbal or physical violence, implied or actual (threats).

2.3.1.2 Personal insults and yelling.

2.3.1.3 Any form of discrimination.

2.3.1.4 Unwanted or offensive touching, filming, photography and recording.

2.3.1.5 Unwanted sexually suggestive language.

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

2.3.1.7 Disruptive behavior, personal attacks or harassment during GRF meetings.

2.3.1.8 Creating a hostile work environment for GRF staff and GRF contracted service providers.

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

2.3.1.10 Willful damage to Trust Property.

2.3.1.11 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

Member Rules of Conduct, Non-Compliance with Rules of Conduct – Fines and Penalties

1. PURPOSE

The purpose of implementing fines and penalties of non-compliance with Member Rules of Conduct is to:

1.1 Encourage voluntary compliance;

1.2 Penalize members who do not comply with the Rules of Conduct;

1.3 Protect Golden Rain Foundation (GRF) Trust Property and assets, GRF Staff, GRF-contracted service providers and GRF members and their visitors (guests and caregivers).

2. NON-COMPLIANCE FINES AND PENALTIES

2.1 Fine Schedule

2.1.1 First Offense $100.00

2.1.2 Second Offense $200.00

2.1.3 Third Offense $500.00 and GRF member's suspension of GRF Trust Property amenities for 60 days.

2.1.4 Fines and Penalties for further offenses will be subject to the GRF Board of Directors' discretion and dependent upon the severity of the infraction.

2.2 Legal Action

2.2.1 For infractions that rise to a criminal nature as stated in City, State or Federal laws, the appropriate authorities will be notified.

2.2.2 GRF will seek legal action when necessary to protect GRF Trust Property assets, GRF staff and GRF-contracted service providers.

2.2.3 The prevailing party may be entitled to recover reasonable legal costs.

Document History
Adopted: 26 Nov 19

Keywords: Rules of Conduct; Fines; Penalty

Member Rules of Conduct, Procedure for Notification of Violation and Right to Hearing

1. PURPOSE

The purpose of these procedures is to provide a clear and concise process for notification of all violations and the process of imposing fines such as parking and Rules of Conduct.

2. APPEAL HEARING

2.1 All Appeal Hearings will be before a quorum of the GRF Board of Directors.
2.2 All Appeals of the Results of an Appeal Hearing will be before the President of GRF. The President's decision is final.

3. NOTIFICATION OF VIOLATION

3.1 A Notification of Violation letter will be sent to the member. Letter will:

3.1.1 Provide the circumstances of the violation, including date and location;
3.1.2 Include pictures, if applicable;
3.1.3 include the amount of the fine assessed; and
3.1.4 provide instructions for appealing the fine.

4. NOTIFICATION OF APPEAL HEARING

4.1 A Notification of Appeal Hearing Letter will be sent to the member that has requested a hearing to appeal a violation fine or suspension. Letter will:

4.1.1 Provide the date, time and location of hearing; and
4.1.2 provide instructions for presenting evidence to support appeal.

5. RESULTS OF APPEAL HEARING

5.1 An Appeal Hearing Results letter will be sent to the member. The letter will:

5.1.1 Provide the results of the Appeal Hearing as decided by the quorum of the Board; and
5.1.2 provide instructions for further appeal to the President of GRF.

6. APPEAL HEARING RESULTS

6.1 A Final Appeal Hearing Letter will be sent to the member requesting further appeal of the violation. The letter will:

6.1.1 Provide the date, time and location of appeal hearing with GRF President; and

6.1.2 include statement that this is the last appeal hearing and the decision of the GRF President is final.

7. FINAL APPEAL OF HEARING RESULTS

7.1 A Final Appeal Hearing Results letter will be sent to the shareholder/member. The letter will include:

7.1.1 The decision of the GRF President to uphold or waive the fine and/or suspension; and

7.1.2 include statement that this decision is final, and no further appeals will be considered.

Document History
Adopted: 26 Nov 19

Keywords: Rules of Conduct Fine Appeal Parking