



AB3182 AD HOC COMMITTEE

Agenda

Virtual Meeting

Tuesday, February 9, 2021

1:00 p.m.

To view the live AB3182 Ad Hoc Committee meeting:

- Go to www.lwsb.com
- Click on the AB3182 Ad Hoc Meeting Live tab
- The tab will be active at 12:45 pm on the day of the meeting.
- 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
 - Susan Hopewell, GRF President
 - Randy Ankeny, Executive Director
 - Kathy Thayer, Recreation Assistant Manager
 - Corina Mancilla, Recording Secretary
- b. Rules of Order
- c. Chairs Report

4. Shareholder/Member Comments *(Limited to 3 minutes per person)*

5. Approval of Minutes

- a. Minutes of the Regular Meeting, January 19, 2021 (pp. 1-5)

6. Correspondence (N/A)

7. Staff Reports (N/A)

8. Subcommittee Reports (N/A)

9. Unfinished Business (N/A)

10. New Business

- a. Renter/Lessee Package (pp. 6-33)

11. Governing Documents

- a. Adopt (N/A)

- b. Amend
 - i. 30-1022-3, Petitions (p. 34)
 - ii. 30-1220-1, Sub-Committee Resident Specialist (p. 35)
 - iii. 70-1400-1, Use of GRF (Trust) Facilities (pp. 36-37)
 - iv. 70-1406-1, Limitations on Use of Trust Property – Rules (pp. 38-43)
 - v. 70-1429.02-1, Golf Course Rules (p. 44)
 - vi. 70-1468-1, Swimming Pool Rules (pp. 45-47)
 - vii. 70-2504-1, The Library – Rules (pp. 48-51)
- c. Review (N/A)
- d. Rescind (N/A)

12. Future agenda items

13. President's Comments

14. Next Meeting

TBD

Clubhouse Four

15. Adjournment



AB3182 AD HOC COMMITTEE MINUTES

January 19, 2021

The meeting of the AB3182 Ad Hoc Committee was held on Tuesday, January 19, 2021, 2020, and was called to order at 10:00 a.m., by Chair Damoci, in Clubhouse Four, followed by the Pledge of Allegiance.

ROLL CALL

Present: Ms. C. Damoci, Chair
Ms. M. Gerber
Ms. K. Rapp – via Zoom
Mr. P. Pratt– via Zoom
Ms. P. Snowden
Ms. S. Hopewell, Ex-Officio
Ms. T. Johnson, Stock Transfer Manager

Also Present: Ms. T. Johnson, Stock Transfer Manager
Ms. C. Mancilla, Recording Secretary
Ms. C. Levine, GRF Representative, Mutual Ten
Mr. L. Melody, GRF Representative, Mutual Fourteen
Mr. N. Massetti, GRF Representative, Mutual Seventeen
Two Shareholders/Members

Chair Damoci greeted and welcomed everyone to the AB3182 Ad hoc Committee meeting and introduced Foundation members, guests and staff.

CHAIR'S ANNOUNCEMENTS

Chair Damoci welcomed the Committee members, guests and staff, including GRF President Susan Hopewell and Recording Secretary Corina Mancilla.

SHAREHOLDER COMMENTS

No Shareholders/Members spoke at the time of the meeting.

APPROVAL OF MINUTES

The minutes of the December 16, 2020, regular meeting were approved, as presented.

CORRESPONDENCE

There was no correspondence at the time of the meeting.

STAFF REPORTS (N/A)

SUB COMMITTEE REPORTS (N/A)

UNFINISHED BUSINESS (N/A)

NEW BUSINESS

Renter/Lessee package

It was the consensus of the Committee to have the Stock Transfer Manager update the Renter/Lessee package with the Committee suggestions and send by email, the updated information to the GRF President and Committee Chair, including Mutual eight and Mutual Fourteen package, once finished.

GOVERNING DOCUMENTS

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

After a brief discussion, Ms. Gerber MOTIONED, seconded by Ms. Snowden unanimously by the Committee members–

TO recommend the GRF BOD adopt 50-1641-4A, Seal Beach Mutual Lease Agreement, as amended.

Amend 30-1001-5, Glossary of Terms

After a brief discussion, Ms. Rapp MOTIONED, seconded by Ms. Snowden unanimously by the Committee members–

TO recommend the GRF BOD accept 30-1001-5, Glossary of Terms, as amended.

Amend 50-3182-1, Member/Owner (M/O) Renter/Lessee (R/L) – Rules

After a brief discussion, Ms. Rapp MOTIONED, seconded by Mr. Pratt unanimously by the Committee members–

TO recommend the GRF BOD accept 50-3182-1, Member/Owner (M/O) Renter/Lessee (R/L) – Rules, as amended.

Amend 540-3182-2, Member/Owner (M/O) and Renter/Lessee (R/L) – Fees, Fines and Deposits

After a brief discussion, Ms. Gerber MOTIONED, seconded by Ms. Rapp unanimously by the Committee members–

TO recommend the GRF BOD amend 50-3182-2, Member/Owner (M/O) and Renter/Lessee (R/L) – Fees, Fines and Deposits, as presented.

Amend 70-1480-1, Arts and Crafts Festival

After a brief discussion, Ms. Geber MOTIONED, seconded by Ms. Rapp unanimously by the Committee members–

TO recommend the GRF BOD accept 70-1480-1, Arts and Crafts Festival, as amended.

Review 50-1641-4, Seal Beach Mutual Seventeen – Lease Agreement

After a brief discussion, Ms. Rapp MOTIONED, seconded by Ms. Gerber unanimously by the Committee members–

TO recommend the GRF BOD accept 50-1641-4, Seal Beach Mutual Seventeen – Lease Agreement, as presented.

FUTURE AGENDA ITEMS

The Committee concurred to add as future agenda items:

- Work Study scheduled January 27th at 1:00 p.m. to review Executive and Recreation governing documents.

PRESIDENT’S COMMENTS

President Hopewell provided information and updates throughout the meeting.

ADJOURNMENT

Chair Damoci adjourned the meeting at 11:03 a.m.

Carole Damoci, Chair
AB3182 AD HOC COMMITTEE

cm 01.19.21



AB3182 AD HOC COMMITTEE

SUMMARY REPORT
Tuesday, January 19, 2021
10:00 a.m.

Action/Request	Person Resp.	Cmte. Referral	F C	B O D	Comments
<p>1. NEW BUSINESS: Renter/Lessee Package It was the consensus of the Committee to have the Stock Transfer Manager update the Renter/Lessee package with the Committee suggestions and send by email, the updated information to the GRF President and Committee Chair, including Mutual eight and Mutual Fourteen package, once finished.</p>	Stock Transfer Manager				
<p>2. GOVERNING DOCUMENTS</p> <p><u>Adopt 50-1641-4A, Seal Beach Mutual Lease Agreement</u> The Committee moved and recommended the GRF BOD adopt 50-1641-4A, Seal Beach Mutual Lease Agreement, as amended.</p> <p><u>Amend 30-1001-5, Glossary of Terms</u> The Committee moved and recommended the GRF BOD recommend the GRF BOD accept 30-1001-5, Glossary of Terms, as amended.</p> <p><u>Amend 50-3182-1, Member/Owner (M/O) Renter/Lessee (R/L) – Rules</u> The Committee moved and recommended the GRF BOD recommend the GRF BOD accept 50-3182-1, Member/Owner (M/O) Renter/Lessee (R/L) – Rules, as amended.</p> <p><u>Amend 50-3182-2, Member/Owner (M/O) and Renter/Lessee (R/L) – Fees, Fines and Deposits</u> The Committee moved and recommended the GRF BOD recommend the GRF BOD amend 50-3182-2, Member/Owner (M/O) and Renter/Lessee (R/L) – Fees, Fines and Deposits, as presented.</p>	<p>Recording Secretary</p> <p>Recording Secretary</p> <p>Recording Secretary</p> <p>Recording Secretary</p>			<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

COVID-19 AD HOC COMMITTEE

<p><u>Amend 70-1480-1, Arts and Crafts Festival</u> The Committee moved and recommended the GRF BOD recommend the GRF BOD accept 70-1480-1, Arts and Crafts Festival, as amended.</p> <p><u>Review 50-1641-4, Seal Beach Mutual Seventeen – Lease Agreement</u> The Committee moved and recommended the GRF BOD accept 50-1641-4, Seal Beach Mutual Seventeen – Lease Agreement, as presented.</p>	Recording Secretary			✓
<p style="text-align: center;">FUTURE AGENDA ITEMS:</p> <p style="text-align: center;">The Committee moved/concurred to add future agenda items.</p> <ul style="list-style-type: none"> • Work Study scheduled January 27th at 1:00 p.m. to review Executive and Recreation governing documents. 	Recording Secretary			✓

**MUTUAL
02
RENTER/LESSEE
PACKAGE**

2021

Checklist

Mutual Leasing Rules and Regulations

1. 02-Occupancy Agreement-1
2. 02-Addendum to Occupancy Agreement-1
3. 02-7560-1 Operations Leasing Rules & Regulations
4. 02-7585-1 Governing Document Compliance Corrective Measures & Monetary Penalties

GRF Fees, Fines, Deposits and Forms

5. 50-1641-4A Lease Information
6. GRF 50-1640-4B Member/Owner (M/O) & GRF 50-1640-4C Renter Lessee (R/L) Checklist
7. GRF 30-5093-1 Member Rules of Conduct
8. GRF 50-3182-1 Member/Owner & Renter/Lessee Rules
9. GRF 40-3182-2 Member/Owner & Renter Lessee Fines, Fees, and Deposit
10. GRF 50-1630-4 and 50-1630-4A Notice of Disclosure
11. GRF 50-1640-4A Renter/Lessee Emergency Contact
12. GRF 50-3182-4 Decal & ID Card – Member/Owner Form
13. GRF 50-3182-4A Decal & ID Card – Renter/Lessee Form
14. GRF 50-1201-1 Identification Cards
15. GRF 40-1201-2 Identification Cards- Fees

**MUTUAL
03
RENTER/LESSEE
PACKAGE**

2021

Checklist

Mutual Leasing Rules and Regulations

1. 03-Occupancy Agreement-1
2. 03-Addendum to Occupancy Agreement-1
3. 03-7560-1 Operations Leasing Rules & Regulations
4. 03-7585-1 Governing Document Compliance Corrective Measures & Monetary Penalties

GRF Fees, Fines, Deposits and Forms

5. 50-1641-4A Lease Information
6. GRF 50-1640-4B Member/Owner (M/O) & GRF 50-1640-4C Renter Lessee (R/L) Checklist
7. GRF 30-5093-1 Member Rules of Conduct
8. GRF 50-3182-1 Member/Owner & Renter/Lessee Rules
9. GRF 40-3182-2 Member/Owner & Renter Lessee Fines, Fees, and Deposit
10. GRF 50-1630-4 and 50-1630-4A Notice of Disclosure
11. GRF 50-1640-4A Renter/Lessee Emergency Contact
12. GRF 50-3182-4 Decal & ID Card – Member/Owner Form
13. GRF 50-3182-4A Decal & ID Card – Renter/Lessee Form
14. GRF 50-1201-1 Identification Cards
15. GRF 40-1201-2 Identification Cards- Fees

**MUTUAL
04
RENTER/LESSEE
PACKAGE**

2021

Checklist

Mutual Leasing Rules and Regulations

1. 04-Occupancy Agreement-1
2. 04-Addendum to Occupancy Agreement-1
3. 04-7560-1 Operations Leasing Rules & Regulations
4. 04-7585-1 Governing Document Compliance Corrective Measures & Monetary Penalties

GRF Fees, Fines, Deposits and Forms

5. 50-1641-4A Lease Information
6. GRF 50-1640-4B Member/Owner (M/O) & GRF 50-1640-4C Renter Lessee (R/L) Checklist
7. GRF 30-5093-1 Member Rules of Conduct
8. GRF 50-3182-1 Member/Owner & Renter/Lessee Rules
9. GRF 40-3182-2 Member/Owner & Renter Lessee Fines, Fees, and Deposit
10. GRF 50-1630-4 and 50-1630-4A Notice of Disclosure
11. GRF 50-1640-4A Renter/Lessee Emergency Contact
12. GRF 50-3182-4 Decal & ID Card – Member/Owner Form
13. GRF 50-3182-4A Decal & ID Card – Renter/Lessee Form
14. GRF 50-1201-1 Identification Cards
15. GRF 40-1201-2 Identification Cards- Fees

**MUTUAL
05
RENTER/LESSEE
PACKAGE**

2021

Checklist

Mutual Leasing Rules and Regulations

1. 05-Occupancy Agreement-1
2. 05-Addendum to Occupancy Agreement-1
3. 05-7560-1 Operations Leasing Rules & Regulations
4. 05-7585-1 Governing Document Compliance Corrective Measures & Monetary Penalties

GRF Fees, Fines, Deposits and Forms

5. 50-1641-4A Lease Information
6. GRF 50-1640-4B Member/Owner (M/O) & GRF 50-1640-4C Renter Lessee (R/L) Checklist
7. GRF 30-5093-1 Member Rules of Conduct
8. GRF 50-3182-1 Member/Owner & Renter/Lessee Rules
9. GRF 40-3182-2 Member/Owner & Renter Lessee Fines, Fees, and Deposit
10. GRF 50-1630-4 and 50-1630-4A Notice of Disclosure
11. GRF 50-1640-4A Renter/Lessee Emergency Contact
12. GRF 50-3182-4 Decal & ID Card – Member/Owner Form
13. GRF 50-3182-4A Decal & ID Card – Renter/Lessee Form
14. GRF 50-1201-1 Identification Cards
15. GRF 40-1201-2 Identification Cards- Fees

**MUTUAL
06
RENTER/LESSEE
PACKAGE**

2021

Checklist

Mutual Leasing Rules and Regulations

1. 06-Occupancy Agreement-1
2. 06-Addendum to Occupancy Agreement-1
3. 06-Rules & Regulations

GRF Fees, Fines, Deposits and Forms

4. 50-1641-4A Lease Information
5. GRF 50-1640-4B Member/Owner (M/O) & GRF 50-1640-4C Renter Lessee (R/L) Checklist
6. GRF 30-5093-1 Member Rules of Conduct
7. GRF 50-3182-1 Member/Owner & Renter/Lessee Rules
8. GRF 40-3182-2 Member/Owner & Renter Lessee Fines, Fees, and Deposit
9. GRF 50-1630-4 and 50-1630-4A Notice of Disclosure
10. GRF 50-1640-4A Renter/Lessee Emergency Contact
11. GRF 50-3182-4 Decal & ID Card – Member/Owner Form
12. GRF 50-3182-4A Decal & ID Card – Renter/Lessee Form
13. GRF 50-1201-1 Identification Cards
14. GRF 40-1201-2 Identification Cards- Fees

**MUTUAL
07
RENTER/LESSEE
PACKAGE**

2021

Checklist

Mutual Leasing Rules and Regulations

1. 07-Occupancy Agreement-1
2. 07-Addendum to Occupancy Agreement-1
3. 07-7560-1 Leasing Rules & Regulations
4. 07-7585-1 Penalties, Fines and Fees

GRF Fees, Fines, Deposits and Forms

5. 50-1641-4A Lease Information
6. GRF 50-1640-4B Member/Owner (M/O) & GRF 50-1640-4C Renter Lessee (R/L) Checklist
7. GRF 30-5093-1 Member Rules of Conduct
8. GRF 50-3182-1 Member/Owner & Renter/Lessee Rules
9. GRF 40-3182-2 Member/Owner & Renter Lessee Fines, Fees, and Deposit
10. GRF 50-1630-4 and 50-1630-4A Notice of Disclosure
11. GRF 50-1640-4A Renter/Lessee Emergency Contact
12. GRF 50-3182-4 Decal & ID Card – Member/Owner Form
13. GRF 50-3182-4A Decal & ID Card – Renter/Lessee Form
14. GRF 50-1201-1 Identification Cards
15. GRF 40-1201-2 Identification Cards- Fees

MUTUAL
08
RENTER/LESSEE
PACKAGE

2021

Checklist

Mutual Leasing Rules and Regulations

1. 08-Occupancy Agreement-1
2. 08-Addendum to Occupancy Agreement-1
3. 08-Rules and Regulations-1

GRF Fees, Fines, Deposits and Forms

4. 50-1641-4A Lease Information
5. GRF 50-1640-4B Member/Owner (M/O) & GRF 50-1640-4C Renter Lessee (R/L) Checklist
6. GRF 30-5093-1 Member Rules of Conduct
7. GRF 50-3182-1 Member/Owner & Renter/Lessee Rules
8. GRF 40-3182-2 Member/Owner & Renter Lessee Fines, Fees, and Deposit
9. GRF 50-1630-4 and 50-1630-4A Notice of Disclosure
10. GRF 50-1640-4A Renter/Lessee Emergency Contact
11. GRF 50-3182-4 Decal & ID Card – Member/Owner Form
12. GRF 50-3182-4A Decal & ID Card – Renter/Lessee Form
13. GRF 50-1201-1 Identification Cards
14. GRF 40-1201-2 Identification Cards- Fees

**MUTUAL
09
RENTER/LESSEE
PACKAGE**

2021

Checklist

Mutual Leasing Rules and Regulations

1. 09-Occupancy Agreement-1
2. 09-Addendum to Occupancy Agreement-1
3. 09-7560-1 Leasing Rules & Regulations
4. 09-7585-1 Governing Document Compliance Corrective Measures & Monetary Penalties

GRF Fees, Fines, Deposits and Forms

5. 50-1641-4A Lease Information
6. GRF 50-1640-4B Member/Owner (M/O) & GRF 50-1640-4C Renter Lessee (R/L) Checklist
7. GRF 30-5093-1 Member Rules of Conduct
8. GRF 50-3182-1 Member/Owner & Renter/Lessee Rules
9. GRF 40-3182-2 Member/Owner & Renter Lessee Fines, Fees, and Deposit
10. GRF 50-1630-4 and 50-1630-4A Notice of Disclosure
11. GRF 50-1640-4A Renter/Lessee Emergency Contact
12. GRF 50-3182-4 Decal & ID Card – Member/Owner Form
13. GRF 50-3182-4A Decal & ID Card – Renter/Lessee Form
14. GRF 50-1201-1 Identification Cards
15. GRF 40-1201-2 Identification Cards- Fees

**MUTUAL
10
RENTER/LESSEE
PACKAGE**

2021

Checklist

Mutual Leasing Rules and Regulations

1. 10-Occupancy Agreement-1
2. 10-Addendum to Occupancy Agreement-1
3. 10-7560-1 Leasing Rules
4. 10-7585-1 Governing Document Compliance Corrective Measures & Monetary Penalties

GRF Fees, Fines, Deposits and Forms

5. 50-1641-4A Lease Information
6. GRF 50-1640-4B Member/Owner (M/O) & GRF 50-1640-4C Renter Lessee (R/L) Checklist
7. GRF 30-5093-1 Member Rules of Conduct
8. GRF 50-3182-1 Member/Owner & Renter/Lessee Rules
9. GRF 40-3182-2 Member/Owner & Renter Lessee Fines, Fees, and Deposit
10. GRF 50-1630-4 and 50-1630-4A Notice of Disclosure
11. GRF 50-1640-4A Renter/Lessee Emergency Contact
12. GRF 50-3182-4 Decal & ID Card – Member/Owner Form
13. GRF 50-3182-4A Decal & ID Card – Renter/Lessee Form
14. GRF 50-1201-1 Identification Cards
15. GRF 40-1201-2 Identification Cards- Fees

**MUTUAL
11
RENTER/LESSEE
PACKAGE**

2021

Checklist

Mutual Leasing Rules and Regulations

1. 11-Occupancy Agreement-1
2. 11-Addendum to Occupancy Agreement-1
3. 11-Rules and Regulations-1

GRF Fees, Fines, Deposits and Forms

4. 50-1641-4A Lease Information
5. GRF 50-1640-4B Member/Owner (M/O) & GRF 50-1640-4C Renter Lessee (R/L) Checklist
6. GRF 30-5093-1 Member Rules of Conduct
7. GRF 50-3182-1 Member/Owner & Renter/Lessee Rules
8. GRF 40-3182-2 Member/Owner & Renter Lessee Fines, Fees, and Deposit
9. GRF 50-1630-4 and 50-1630-4A Notice of Disclosure
10. GRF 50-1640-4A Renter/Lessee Emergency Contact
11. GRF 50-3182-4 Decal & ID Card – Member/Owner Form
12. GRF 50-3182-4A Decal & ID Card – Renter/Lessee Form
13. GRF 50-1201-1 Identification Cards
14. GRF 40-1201-2 Identification Cards- Fees

MUTUAL
14
RENTER/LESSEE
PACKAGE

2021

Checklist

Mutual Leasing Rules and Regulations

1. 14-Occupancy Agreement-1
2. 14-Addendum to Occupancy Agreement-1
3. 14-RulesandRegulations-1

GRF Fees, Fines, Deposits and Forms

4. 50-1641-4A Lease Information
5. GRF 50-1640-4B Member/Owner (M/O) & GRF 50-1640-4C Renter Lessee (R/L) Checklist
6. GRF 30-5093-1 Member Rules of Conduct
7. GRF 50-3182-1 Member/Owner & Renter/Lessee Rules
8. GRF 40-3182-2 Member/Owner & Renter Lessee Fines, Fees, and Deposit
9. GRF 50-1630-4 and 50-1630-4A Notice of Disclosure
10. GRF 50-1640-4A Renter/Lessee Emergency Contact
11. GRF 50-3182-4 Decal & ID Card – Member/Owner Form
12. GRF 50-3182-4A Decal & ID Card – Renter/Lessee Form
13. GRF 50-1201-1 Identification Cards
14. GRF 40-1201-2 Identification Cards- Fees

**MUTUAL
15
RENTER/LESSEE
PACKAGE**

2021

Checklist

Mutual Leasing Rules and Regulations

1. 15-Occupancy Agreement-1
2. 15-Addendum to Occupancy Agreement-1
3. 15-RulesandRegulations-1

GRF Fees, Fines, Deposits and Forms

4. 50-1641-4A Lease Information
5. GRF 50-1640-4B Member/Owner (M/O) & GRF 50-1640-4C Renter Lessee (R/L) Checklist
6. GRF 30-5093-1 Member Rules of Conduct
7. GRF 50-3182-1 Member/Owner & Renter/Lessee Rules
8. GRF 40-3182-2 Member/Owner & Renter Lessee Fines, Fees, and Deposit
9. GRF 50-1630-4 and 50-1630-4A Notice of Disclosure
10. GRF 50-1640-4A Renter/Lessee Emergency Contact
11. GRF 50-3182-4 Decal & ID Card – Member/Owner Form
12. GRF 50-3182-4A Decal & ID Card – Renter/Lessee Form
13. GRF 50-1201-1 Identification Cards
14. GRF 40-1201-2 Identification Cards- Fees

**MUTUAL
16
RENTER/LESSEE
PACKAGE**

2021

Checklist

Mutual Leasing Rules and Regulations

1. 16-Occupancy Agreement-1
2. 16-Addendum to Occupancy Agreement-1
3. 16-7560-1 Subletting Rentals
4. 16-7585-1 Governing Document Compliance Corrective Measures and Monetary Fines

GRF Fees, Fines, Deposits and Forms

5. 50-1641-4A Lease Information
6. GRF 50-1640-4B Member/Owner (M/O) & GRF 50-1640-4C Renter Lessee (R/L) Checklist
7. GRF 30-5093-1 Member Rules of Conduct
8. GRF 50-3182-1 Member/Owner & Renter/Lessee Rules
9. GRF 40-3182-2 Member/Owner & Renter Lessee Fines, Fees, and Deposit
10. GRF 50-1630-4 and 50-1630-4A Notice of Disclosure
11. GRF 50-1640-4A Renter/Lessee Emergency Contact
12. GRF 50-3182-4 Decal & ID Card – Member/Owner Form
13. GRF 50-3182-4A Decal & ID Card – Renter/Lessee Form
14. GRF 50-1201-1 Identification Cards
15. GRF 40-1201-2 Identification Cards- Fees

MUTUAL
17
RENTER/LESSEE
PACKAGE

2021

Checklist

Mutual Leasing Rules and Regulations

1. 17-7560-1 Leasing Restrictions
2. 17-7585-1 Governing Document Compliance Corrective Measures and Fines

GRF Fees, Fines, Deposits and Forms

3. 50-1641-4A Lease Information
4. GRF 50-1640-4B Member/Owner (M/O) & GRF 50-1640-4C Renter Lessee (R/L) Checklist
5. GRF 30-5093-1 Member Rules of Conduct
6. GRF 50-3182-1 Member/Owner & Renter/Lessee Rules
7. GRF 40-3182-2 Member/Owner & Renter Lessee Fines, Fees, and Deposit
8. GRF 50-1630-4 and 50-1630-4A Notice of Disclosure
9. GRF 50-1640-4A Renter/Lessee Emergency Contact
10. GRF 50-3182-4 Decal & ID Card – Member/Owner Form
11. GRF 50-3182-4A Decal & ID Card – Renter/Lessee Form
12. GRF 50-1201-1 Identification Cards
13. GRF 40-1201-2 Identification Cards- Fees



ADMINISTRATION

Petitions

Renter/Lessees, Co-Occupants and Qualified Permanent Residents are not valid signatories. Individuals presenting the petition should require signers to show a valid Golden Rain Member ID Card.

1. PETITIONS

Petitions directed to the Golden Rain Foundation (GRF) Board of Directors (BOD) or Committees must include the following information:

- 1.1. GRF Member/Owner's full name (printed and signature);
- 1.2. Mutual number;
- 1.3. Apartment number.

The individual, or representative of a club or organization, must be present at all times when soliciting a petition. The GRF reserves the right to remove any petition left unattended.

The name and address of the individual presenting the petition to the GRF must be included on the petition.

Document History

Adopted:	21 Jul 98	Amended:	98 Feb 18	Reviewed:	26 Apr 16
Amended:	12 May 17	Amended:	23 Jul 19	Amended:	27 Aug 19

Keywords: Petition



ADMINISTRATION

Sub-Committee Resident Member/Owner (M/O) Specialist

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The Board of Directors recognizes the important contribution that can be made by Members/sOwners of this community.

M/Os Member Specialists (MS's) are appointed by a Standing Committee Chair to a sub-committee and can be removed by the Chair at any time. Renters/Lessees, Co-Occupants and Qualified Permanent Residents cannot serve.

M/OS's serve in an advisory capacity only, having no voting power and cannot comprise a majority of the sub-committee.

Document History

Adopted: 28 Jul 67	Reviewed: 10 Feb 17	Amended: 26 Sep 17
Reviewed: 09 Feb 18	Amended: 23 Jul 19	Reviewed: 13 Mar 20

Keywords: Administration Sub-Committee Specialist Member GRF Board

12



RECREATION

Use of GRF (Trust) Facilities

The Trust facilities of the Golden Rain Foundation (GRF) are maintained for the use of ~~stockholder/members~~ residents of Seal Beach Leisure World with the following qualifications-exceptions:

1. CO-OCCUPANTS

Persons, ~~as defined in California Civil Code Section 51.3~~ who are not ~~stockholders/Mmembers/Owners (M/O)~~ but are approved by the Mutuels to reside with a ~~stockholder/member~~ M/O, shall be entitled to use all of the Trust facilities upon payment of the Trust Property Use Fee (TPUF), a fee equal to the Amenities Fee listed in 40-5061-2.

2. QUALIFIED PERMANENT RESIDENTS

Persons who are not senior citizens as defined in California Civil Code Section 51.3, eligible to be classified as Qualified Permanent Residents under California Civil Code Section 51.3, and approved by the Mutuels, shall be entitled to use all of the Trust facilities upon payment of TPUF, a fee equal to the Amenity Fee listed in 40-5061-2.

~~3. HEALTH CARE PROVIDERS~~

~~Permitted health care residents, as defined in California Civil Code Section 51.3, and non-resident health care providers, shall be required to obtain Service Passes and are not entitled to use any of the Trust facilities.~~

4.3. MUTUAL SEVENTEEN LESSEES (LEASED PRIOR TO 01-01-2021)

Mutual Seventeen Lessees shall be entitled to use all of the Trust Property facilities upon payment of the Annual ~~a Lessee Amenities~~ Fee, as specified in 40-5061-2.

4. MUTUAL RENTER/LESSEES (R/L) (LEASED AFTER 12-31-2020)

Mutual R/Ls shall be entitled to use all of the Trust facilities upon payment of the TPUF.

5. CAREGIVERS

Permitted caregiver residents, as defined in California Civil Code Section 51.3, and non-resident health care providers, shall be required to obtain Service Passes and are not entitled to use any of the Trust facilities.

Document History

Adopted:	31 Jan 95	Amended:	22 May 18	Amended:	23 Jul 19
Amended:	28 Jan 20	Reviewed:	08 Sept 20		

Keywords: Co-Occupant ~~Health Care~~ Caregiver Qualified

(Sep 20)

GOLDEN RAIN FOUNDATION Seal Beach, California



RECREATION

Use of GRF (Trust) Facilities

Provider

Permanent Resident

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RECREATION

Limitations on Use of Trust Property – Rules

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

1. **THE FOLLOWING TRUST FACILITIES ARE PROVIDED FOR THE USE OF GRF MEMBERLRS-LEGAL RESIDENTS (LR) ONLY IN GOOD STANDING:**

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

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

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

Special events take precedence when approved by the RD.

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

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



RECREATION

Limitations on Use of Trust Property – Rules

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

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

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

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

4.5. CLUBHOUSE RULES

The following rules are to be posted in all clubhouses for the information and guidance of all concerned:

- 4.1-5.1. Clubhouse lobbies will be available for reservations with RD head approval. Lobby furniture may only be moved by custodial staff;
- 4.2-5.2. Dining and kitchen facilities shall be cleaned by the reserving memberLR after being used. (Policy 70-1411-1);
- 4.3-5.3. Clubhouse One (1) and Clubhouse Two (2) Picnic Area shall be cleaned by the reserving memberLR after being used, except for the BBQ;
- 4.4-5.4. BBQ's will be cleaned by the custodians after it has cooled down;
- 4.5-5.5. The regulation of the thermostats shall only be controlled by the custodian on duty;

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GOLDEN RAIN FOUNDATION Seal Beach, California



RECREATION

Limitations on Use of Trust Property – Rules

- 89 **4.6-5.6.** Malfunctioning and/or damaged equipment shall be reported to the custodian
 90 or the RD;
 91 **4.7-5.7.** Items shall not be hung on window coverings or partitions at any time;
 92 **4.8-5.8.** Only blue low tack painters' tape shall be used to attach items to the walls – no
 93 other type of adhesive is authorized. Push pins or tacks may be used to attach
 94 items to the soundproofing panels. No push pins or tacks can be used on walls.
 95 Any cost to repair will be charged to reserving party;
 96 **4.9-5.9.** Items shall not be stored in any area of any Clubhouse without RD approval;
 97 **4.10-5.10.** Decibel sound levels inside clubhouses and outdoor entertainment areas
 98 should not exceed eighty (80) decibels and will be monitored by staff on duty;
 99 **4.11-5.11.** Children under the age of eighteen (18) years shall remain under the
 100 constant visual supervision of an adult;
 101 **4.12-5.12.** No Smoking (Policy 70-1412.02-1);
 102 **4.13-5.13.** Only licensed Service or Emotional Support Animals, duly registered with
 103 Stock Transfer, are permitted in or on Trust property. (Policy 50-1023-1);
 104 **4.14-5.14.** Power-driven mobility devices operated inside the clubhouses shall display
 105 an authorized handicap decal issued by the SD. The vehicle shall be operated
 106 at the lowest possible speed at all times within a clubhouse. Electric wheelchairs
 107 are exempted;
 108 **4.15-5.15.** Any person, persons or activities which disturb an event shall be brought to
 109 the attention of the custodian or the SD;
 110 **4.16-5.16.** All damages, repairs or unusual cleaning costs shall be the responsibility
 111 of the reserving **MemberLR**;
 112
 113 **4.17-5.17.** **MemberLRs** shall notify the RD when a caterer will be used. (Policy 70-
 114 1431-1);
 115 **4.18-5.18.** Candles shall only be used in Trust facilities without carpeting;
 116 **4.19-5.19.** GRF reserves the right to disallow the use of Trust property to any **MemberLR** at
 117 any time; and
 118 **4.20-5.20.** GRF and custodial staff meal and break periods must be adhered to without
 119 interruption (California Labor Laws)
 120

5.6. SPECIFIC RULES OF CLUBS OR ORGANIZATIONS USING TRUST PROPERTY

122 Any club or organization using Trust property cannot make rules or regulations that
 123 conflict with the established rules and regulations of the GRF.
 124

125 Neither the GRF, nor staff employed by the GRF, may become involved with enforcement
 126 of club or organization rules or regulations.
 127

6. ELIGIBLE CLUBS AND ORGANIZATIONS

128
 129 ~~GRF Trust facilities shall be maintained and preserved for the social, cultural and~~
 130 ~~recreational benefit of all GRF MemberLRs. Rules shall be reasonable, and yet not allow~~
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132 (Jan 20)

GOLDEN RAIN FOUNDATION Seal Beach, California



RECREATION

Limitations on Use of Trust Property – Rules

for exploitation of ~~MemberLRs~~ by individuals, groups, clubs or organizations.

Standard practices to be followed by clubs or organizations using GRF Trust facilities shall include the following:

- ~~6.1. The club or organization shall have a defined purpose. A current annual application, with bylaws attached, must be filed with the RD.~~
- ~~6.2. There shall be an annual business meeting, including election of at least three (3) officers, and financial accounting to MemberLRs of the club or organization of all funds.~~
- ~~6.3. The club or organization shall specify a regularly scheduled meeting time and place.~~
- ~~6.4. The RD shall be kept informed of any change of officers, By-laws or purpose of the club.~~
- ~~6.5. Although MemberLRs are allowed to invite guests, no club may advertise or publicize its activities so as to infer its memberLRship or events are open to non-GRF MemberLRs.~~
- ~~6.6. Caregivers cannot belong to any club.~~
- ~~6.7. Should a complaint be lodged by a memberLR of a club for any reason, the RD can require all pertinent detailed documentation needed to resolve the complaint:~~
- ~~6.7.1. If a club refuses to comply with the request, they can have their use of Trust property suspended until they do;~~
- ~~6.7.2. If the complaint is found to be valid, the club will be given 30 days to remedy;~~
- ~~6.7.3. If the club fails to comply, the club's status as a recognized club in LW may be terminated, and all further use of Trust property will cease;~~
- ~~6.7.4. The Club has the right to appeal the RDs' decision to the Recreation Committee. Appeal must be in writing to the Recreation Committee Chair; and~~
- ~~6.7.5. A final appeal to the GRF Board, must be requested in writing to either the Executive Director or GRF President.~~
- ~~6.8. GRF reserves the right to disallow the use of any Trust property to any club or organization at any time.~~

7. USE OF CLUBHOUSE FACILITIES BY OUTSIDE ORGANIZATIONS

GRF ~~MemberLRs~~ in good standing that belong to an organization outside of the community may be permitted to reserve a clubhouse facility once each calendar year for an event by that organization if space is available, for a fee. ~~MemberLRs~~ are responsible for the organizations' activities and shall ensure that the organization follows all established rules relating to Trust property use. In the event that more than one ~~MemberLR~~ belongs to the same outside organization, that organization is still limited to

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GOLDEN RAIN FOUNDATION Seal Beach, California



RECREATION

Limitations on Use of Trust Property – Rules

176 one invitation per calendar year.

177 There will also be a non-refundable usage fee depending on the number of attendees.
178 See policy 70-1406-2.

180 **8. GRF SPONSORED ACTIVITIES**

182 Revenue-generating reservations will be approved by the Recreation Committee.

184 MemberLRs are able to invite guests as long as the number of guests does not comprise
185 a majority of the attendees.

187 **9. HOURS**

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189 **9.1.** The clubhouses will be open for the use of MemberLRs and guests
190 accompanying them from 7:30 am to 10:00 pm.

191 **9.2.** Hours of operation for the Exercise RoomFitness Center, Golf Course, and
192 Swimming Pool will be determined administratively;

193 **9.3.** The Exercise RoomFitness Center, Golf Course, Multi-use court, Bocce ball,
194 and Swimming Pool will be limited to MemberLRs. Caregivers or guests are not
195 permitted to use these areas;

196 **9.4.** The Exercise RoomFitness Center, Golf Course, and Swimming Pool will be
197 closed Thanksgiving, Christmas and New Year's Day;

198 **9.5.** Any Trust facility may be closed at any time for maintenance;

199 **9.6.** No personal trainers are allowed in the Exercise RoomFitness Center;
200 personal trainers will be approved by the Recreation Department and
201 the Recreation Committee;

202 **9.7.** The Amphitheater will be available for use by recognized clubs and
203 organizations by reservation only. (Policy 70-1412.02-1);

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205 **9.8.** The Golden Age Foundation can use the hospitality area in any
206 Clubhouse, on any holiday, for the benefit of the MemberLRs, with
207 approval of the Recreation Committee;

208 **9.9.** Clubhouses One (1), Two (2), Four (4), and Six (6), and building Five (5) will
209 be closed Thanksgiving, Christmas and New Year's Day. Exceptions are at the
210 discretion of the RD;

211 **9.10.** Any permanent operational time change(s) must be approved by the Recreation
212 Committee.

213 **10. NOTICE OF CLOSING**

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215 Whenever it may become necessary to close down or limit the use of any Trust facility
216 for a non-emergency reason, advance notice of up to one month is to be given to the
217 RD, who, will give proper notification to all concerned.



RECREATION

Limitations on Use of Trust Property – Rules

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11. CHARGES

- 11.1. Charges will be assessed for clubs and/or private parties using Trust facilities when the scheduled or actual use extends beyond the official hours, or when additional help or special accommodations are ~~is~~ required. The rate to be used is the lowest established billing rate currently in effect as determined and published by the Accounting Office. In the event of overtime, a minimum of one hour will be charged;
- 11.2. Parties requesting the use of meeting rooms will be required to pay all charges for damages, repairs or unusual cleaning costs.
- 11.3. See 70-1406-2, Limitation on Use, Fees.

Document History

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Amended:	15 Nov 83	Amended:	19 Aug 86	Amended:	21 Oct 86
Amended:	16 Aug 88	Amended:	31 Jan 95	Amended:	20 Aug 96
Amended:	17 Mar 98	Amended:	19 May 98	Amended:	21 Jul 98
Amended:	16 Sep 03	Amended:	20 Mar 07	Amended:	28 Apr 14
Amended:	13 Apr 17	Amended:	19 Dec 17	Amended:	23 Jul 19
Amended:	28 Jan 20				

Keywords: Recreation Trust Bingo Fundraisers
 Property

231



RECREATION

Golf Course Rules

The following rules will be posted and are to be observed by all players:

1. The golf course is for legal Foundation members residents only. No visitors are permitted.
2. Each person playing golf must have his/her own clubs.
3. All players must come to the starters' window and register for each round of golf.
4. Practice, prior to the opening of the golf course in the morning, shall be confined to the designated greens adjacent to the Golden Rain Road. Players are not to practice when the practice greens are closed for grounds maintenance, during rain, when frost is on the ground, or at any other time when such practice will be injurious to the turf.
5. Players must use a tee in the teeing area.
6. Players must repair all ball marks on the greens and replace divots.
7. Players may not play more than one ball.
8. Practice pitching to any playing green is not permitted. This includes the practice putting green, except as provided in Rule 4 above.
9. Slow players must permit faster players to play through.
10. Retrieving of golf balls from the lake is not permitted.
11. The golf course starters have full control of play on the course at all times.
12. Players may not wear metal-spiked golf shoes on the golf course and greens.
13. Motorized carts of any kind are not allowed on the golf course.

Document History

Adopted:	18 Jul 89	Amended:	19 Oct 93	Amended:	21 Oct 97
Amended:	19 Apr 05	Reviewed:	08 Feb 17	Reviewed:	03 May 18
Reviewed:	03 Jul 18	Amended:	23 Jul 19		

Keywords: Golf Course Rules Recreation



Swimming Pool Rules

1. **RULES**

The following rules are to be posted at the pool facilities:

- 1.1. The pool and shower facilities are for legal residents ~~Golden Rain Foundation (GRF) members~~ only.;
- 1.2. The shower facilities are for pool users ~~members~~ using the pool facilities only.;
- 1.3. Pool users ~~Members~~ must shower before entering the swimming pool or hot pool.;
- 1.4. Pool users ~~Members~~ must provide their own towel for drying their bodies and/or hair (paper towels may not be used for this purpose).;
- 1.5. Flip flops or shower-type shoes must be worn in the shower facilities and locker area.;
- 1.6. Coloring hair in any pool facility is prohibited.;
- 1.7. Only waterproof sunscreen lotion may be applied when using the pool facilities.;
- 1.8. Light snacks are permitted in the table area only.;
- 1.9. Glassware is not permitted in the pool area.;
- 1.10. Swimming caps are recommended for members with long hair.;
- 1.11. No Diving allowed.
- 1.12. Pool users ~~Members~~ must observe hot pool time limit (15 minutes).;
- 1.13. Running on pool deck is prohibited.;
- 1.14. Seats may not be reserved.;
- 1.15. Personal belongings are to be kept in a locker, but overnight storage of personal belongings is prohibited.;
- 1.16. Approved swim fins are permitted between the hours of 11:00 am to 2:00 pm.;
- 1.17. Approved flotation devices are permitted between the hours of 11:00 am to 4:00 pm; and
- 1.18. The pool attendant is in charge of the pool area at all times.

(Jul 19)

GOLDEN RAIN FOUNDATION Seal Beach, California



Swimming Pool Rules

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2. POOL TEMPERATURES

In conformity with the recommendations of the Medical Director of the Health Care Center on Golden Rain Road and the requirements of the GRF's liability insurance carrier, the following pool temperatures will be maintained:

2.1. Swimming Pool: 82° to 84°

2.2. Hot Pool: Not more than 104°

Anyone who has been consuming alcoholic drinks should not use the hot pool. Hot pool use is limited to 15 minutes.

3. HOT POOL INFORMATION

When your body, that has a normal temperature of 98.6°, is immersed in water with a temperature of 102°-104°, your body temperature increases and eventually becomes the same temperature as the water. As your body attempts to lower in temperature, the heart rate increases and capillary blood vessels dilate. This causes the blood pressure to drop and may cause fainting when you stand. The blood pressure can drop further as a result of perspiration from the heat.

Be aware that using the hot pool does or can cause the following:

3.1. Increase the workload of your heart.

3.2. Causes your blood pressure to drop, which may cause fainting when you stand and injury may occur from the resulting fall.

3.3. Can cause dehydration.

People have been hospitalized with hyperthermia after using the hot pool. The Health Care Center on Golden Rain Road makes 4 or 5 emergency calls a year to aid persons who have fainted after using the hot pool.

When using the hot pool, alternate 5 minutes in the hot pool and the regular pool, but spend no more than a total of 15 minutes in the hot pool.

If you are being treated for high blood pressure or heart trouble, you must have your doctor's written permission to use the hot pool.



Swimming Pool Rules

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4. POOL RULES OF ETIQUETTE

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

- 4.1.** The lap swimming area is designated by the parallel lane lines on the bottom of the pool.
- 4.2.** Lap swimmers must swim parallel between lanes.
- 4.3.** There are four swimming lanes available. The first swimmer in each lane has priority.
- 4.4.** If more than four lap swimmers are present, no priority exists. Everyone must make room for additional swimmers.
- 4.5.** People wading, exercising, or socializing should remain in the shallow area adjacent to the steps.
- 4.6.** Backstroke swimming will not be permitted when the pool attendant deems conditions unsafe.

Document History

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Amended:	23 Jul 19				

Keywords: Pool Rules Etiquette Swimming Recreation

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LIBRARY

The Library - Rules

The mission of the Leisure World Library is to provide quality materials and services which fulfill educational, informational, cultural, and recreational needs of the Leisure World community in an atmosphere that is welcoming, respectful, and professional.

1. GOALS

The general library goals of the Leisure World Library shall be:

- 1.1. To serve the ~~members~~ legal residents of the Community.
- 1.2. To acquire and make available to all residents carefully selected books, periodicals, media, and other services to aid in the pursuit of education, information, research, pleasure, and the creative use of leisure time.
- 1.3. To acquire the means to provide the most frequently requested material locally.
- 1.4. To maintain a standard of service which locates information, guides reading, organizes and interprets material for people of diverse backgrounds and stimulates thinking and intellectual development in individuals.
- 1.5. To strive consistently to discover new methods and improvements for better service for the library's patrons.
- 1.6. To regularly review the goals of the Leisure World Library and, when necessary, revise them in the light of new developments.

2. WHO MAY USE THE LIBRARY

The Leisure World Library is for the exclusive use of ~~members~~ legal residents of the ~~Golden Rain Foundation (GRF)~~ Community with the following exceptions:

- 2.1. Guests may accompany residents to the Library; however, they are not permitted to borrow material.
- 2.2. All patrons must have a valid Golden Rain Identification card and be registered at the Leisure World Library to borrow library materials.
- 2.3. All patrons are expected to bring their library cards with them if they intend to check out items.
- 2.4. If a patron loses his/her library card, they should notify the Golden Rain Foundation (GRF) as soon as possible and request a replacement from the Stock Transfer Office (fees will apply). A new library patron number will be assigned once the resident receives his/her replacement GRF identification card.
- 2.5. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.



LIBRARY

The Library - Rules

40 **2.5.1.** Patron posing a risk to health or safety will be denied entry. Please
41 refer to GRF Rules of Conduct.

42 **2.5.2.** Refer to GRF Pet policy for animal access.

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44 **3. LIBRARY HOURS**

45 In order to provide service during hours which best meet the needs of the community the
46 library shall remain open from 9:30 a.m. to 3:30 p.m., Monday through Saturday.

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48 **4. CIRCULATION**

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4.1. LOAN PERIODS

51 **4.1.1.** 2 weeks for books in the new collection.

52 **4.1.2.** 3 weeks for books in the regular collection.

53 **4.1.3.** Books in the new collection may be renewed once for 2 weeks if
54 there is not a waiting list for the title.

55 **4.1.4.** Books in the regular collection may be renewed once for 3 weeks.

56 **4.1.5.** 3 weeks for audiobooks, and compact discs.

57 **4.1.6.** Audio and Compact Discs may be renewed once for 3 weeks.

58 **4.1.7.** 3 days for media in the new collection, no renewals.

59 **4.1.8.** 1 week for media in the regular collection.

60 **4.1.9.** Media in the regular collection may be renewed once for 1 week.

61 **4.1.10.** 3 weeks for Launch pads, no renewals.

62 **4.1.11.** Generally, reference books do not circulate. Upon request, some
63 reference materials may be checked out overnight.

64 **4.1.12.** Current issues of periodicals do not circulate.

65 **4.1.13.** Non-current periodicals may be checked out for one week and
66 may not be renewed.

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4.2. BORROWING LIMITS

69 **4.2.1.** 15 print books may be checked out at one time.

70 **4.2.2.** 15 audio books may be checked out at one time.

71 **4.2.3.** 3 media items may be checked out at one time.

72 **4.2.4.** 5 compact discs may be checked out at one time.

73 **4.2.5.** 5 periodicals may be checked out at one time.



LIBRARY

The Library - Rules

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5. EQUIPMENT USE

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All library equipment is available to patrons 9:30 a.m. to 3:00 p.m. Monday through Saturday.

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5.1. Computers are available to patrons on a first-come, first-served basis. There is no charge for use of the computers; however, in order to make the service available to as many patrons as possible, a time limit for usage has been imposed. That time limit is 2 hours per day. Library staff is available for general assistance in using the computer. However, staff are not expected to train patrons in the use of application programs. Tutorial manuals will be provided when available.

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5.2. A Scanner is available for patrons who wish to scan documents at no cost. Instructions for operating hardware are displayed near the computer.

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5.3. A Fax machine is available for patrons who wish to Fax documents. Staff is available to assist in the process.

6. INTERNET USE

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Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines. Prior to being granted access to the Internet all patrons must agree to the Internet Use Agreement and register with the library prior to beginning their first session.

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The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

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The following guidelines apply:

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6.1. Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs

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6.2. Users shall not use the internet to view pornographic or otherwise offensive material

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6.3. Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service which will establish and maintain an account for them; the library is unable to manage e-mail accounts for any individuals

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6.4. Internet use is offered in 2-hour sessions on a first-come, first-served basis; each user is allowed one session

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6.5. Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use Library materials for illegal purposes

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6.6. Users will respect the rights and privacy of others by not accessing private files



LIBRARY

The Library - Rules

- 112 **6.7.** Users agree not to incur any costs for the library through their use of the
113 Internet service
- 114 **6.8.** Users shall not create and/or distribute computer viruses over the Internet
- 115 **6.9.** Users shall not deliberately or willfully cause damage to computer equipment,
116 programs, or parameters

117 **7. DISPLAYS AND EXHIBITS**

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- 119 **7.1.** As an educational and cultural institution, the Leisure World Library welcomes
120 exhibits and displays of interest, information and enlightenment to the
121 community. Displays of handiwork, historical material, nature study, or any
122 other material deemed of general interest may be exhibited. The director shall
123 accept or reject material offered for display based on its suitability and
124 availability.
- 125 **7.2.** The Library assumes no responsibility for the preservation or protection, and
126 no liability for possible damage or theft of any item displayed or exhibited. All
127 items placed in the Library are there at the owner's risk.
- 128 **7.3.** A release must be signed by the exhibitor before any artifact can be placed in
129 the library.

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131 **8. PUBLICATIONS**

- 132 **8.1.** Information of general cultural interest may be placed in the library. Advertising
133 of a political, sectarian, or club related nature may not be placed in the library.
- 134 **8.2.** The library Director is authorized to remove any printed material that is not
135 consistent with the policy.

136 **9. ARTWORK**

- 137 **9.1.** The display of artwork in the library will be reserved for paintings done by
138 artists in the community. LOS is responsible for the display of artwork in the
139 library building. A coordinator, who is appointed by the LOS, will curate the art
140 pieces to be displayed.
- 141 **9.2.** Permanent displays of artwork and collections will not be permitted in the
142 Library building unless specific action is recommended by the LOS to the
143 Recreation Committee and approved by the Board of Directors (BOD) of the
144 Golden Rain Foundation (GRF).
145

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146

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GOLDEN RAIN FOUNDATION Seal Beach, California