

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



August 24, 2021

Approved Consent Agenda

MOVED and approved the consent agenda included Minutes of the Recreation Committee Board Meeting of July 1, 2021, • Minutes of the Physical Property Committee Board Meeting of July 7, 2021, • Minutes of the Communication/IT Committee Board Meeting of July 8, 2021, • Minutes of the Executive Committee Board Meeting of July 9, 2021 • Minutes of the Mutual Administration Committee Board Meeting of July 12, 2021 • Minutes of the Finance Committee Board Meeting of July 19, 2021

Executive Committee - Approve Name Change for Executive Committee

MOVED to recommend the GRF Board of Directors to rename Executive Committee to GRF Administration.

Executive Committee – Amend 30-5093-1, Member Rules of Conduct

MOVED to amend 30-5093-1, Member Rules of Conduct, updating the document language, as presented.

Executive Committee - Amend 30-5093-2, Member Rules of Conduct Non-Compliance with Rules of Conduct- Fines and Penalties

MOVED to amend 30-5093-2, Member Rules of Conduct Non-compliance with Rules of Conduct- Fines and Penalties, updating the document language, as amended.

Executive Committee - Amend 30-5093-3, Procedure for Notification of Violation and Right of Hearing

MOVED to amend 30-5093-3, Procedure for Notification of Violation and Right of Hearing, updating the document language, as presented.

Executive Committee - Amend 30-5026-3, GRF Election of Officers

CONCURRED to remove from the agenda and sent back to Executive Committee, 30-5026-3, GRF Election of Officers.

Finance Committee – SRO Labor Rate Increase

MOVED to increase the standard hourly SRO labor rate to \$47.20 and the overtime hourly rate to \$70.80, effective January 1, 2022.

Mutual Administration Committee – Adopt 50-1650-4 Insurance Disclosure

MOVED to adopt 50-1650-4 Insurance Disclosure as amended at the GRF Board meeting.

Mutual Administration Committee – Amend 50-1670-4 Leisure World Seal Beach Buying and Selling Handout

CONCURRED to present 50-1670-4 Leisure World Seal Beach Buying and Selling Handout at the September GRF Board of Directors meeting along with the original version.

Mutual Administration Committee – Amend 50-1671-4 “Paws” For Thought

CONCURRED to refer 50-1671-4 "Paws" for Thought back to the Mutual Administration Committee for review.

Physical Property Committee - Capital and Reserve Funding Request - Slurry, Re-Striping of The Parking Lots at The Administration Building, Building Five, Ch Six - Concrete Replacement Clubhouse One

MOVED that the GRF Board award a contract to MJ Jurado for the repair, slurry, and re-striping of the Administration Building, Building Five, and Clubhouse Six parking lots and to replace the asphalt at Clubhouse One parking lot with concrete and to add \$14,000 in contingencies for a total project cost not to exceed \$193,357, allocating \$78,049 in Reserve funding and \$115,308 in Capital Funding and to authorize the President to sign the contract.

Physical Property Committee – Approve Contractors of Record

MOVED to approve the Contractors of Record for contractors: M.J. Jurado, Custom Glass, Greenwood Heating and Air, Advanced Painting, JC Kress Construction, and Roxygen Painting for a one-year term.

Recreation Committee – Install Dar Veterans Memorial Statue

MOVED to approve the Service Maintenance department to install upon receipt from the DAR a statue as described in Exhibit A commemorating the 100th anniversary of the Unknown Soldier on the concrete wall at Veterans Memorial Circle.

Recreation Committee – Install American Flag Drop Box

MOVED to approve the Service Maintenance department to install a reconditioned mail style drop box, in an area outside the library, to be used for the proper disposal of all American and service-related flags, to be maintained by the Leisure World American Legion post 327.

Security, Bus & Traffic Committee - Capital Funding Request -Approve Purchase Of Radar Trailers With Data Logger

CONCURRED to refer the purchase of two (2) Model SMT 18-BAS radar trailers with a data collection option from MPH Industries at a cost not to exceed \$30,000.00, Capital funding back to Security, Bus & Traffic Committee, for review.

Security, Bus & Traffic Committee - Amend 80-5145-3, Security Committee Charter

MOVED to amend 80-5145-3, Security Committee Charter, updating the purpose of the committee, as amended.

August 2, 2021, Recreation Committee

- CONCURRED to schedule a special budget meeting.
- CONCURRED to review the sewing room enhancements agenda item at the next scheduling meeting.
- CONCURRED to forward the storage unit agenda item to the Strategic Planning Ad hoc Committee.
- MOVED to approve the recreation activities for 2021-2022, with the additions recommended by the committee members.
- CONCURRED to discuss the 2021-2022 Committee goals at the next scheduled meeting.
- MOVED to direct staff to work with Nancy Garrett to install a Veteran Garden Marker for the 100th Anniversary of the Tomb of the Unknown soldier in Leisure World Veterans Plaza Rose Garden.
- MOVED to approve the RV lot refund for space H-05
- MOVED to postpone the 60th anniversary until the opening of the time capsule, in 2025.
- MOVED to approve the proposed clubs Gloria Autoharp Club and History of Art Club.
- MOVED to recommend the GFR Board approve the installation of a flag drop box, for the proper disposal of American Flags, at the Leisure World, to be maintained by the American Legion Post 327.
- MOVED to forward Clubhouse Two, Lobby Carpet to the Physical Property, and ADRC Committees
- CONCURRED to discuss the revenue generating ideas at the next scheduled meeting.
- MOVED to approve to grant the Recreation Department permission to reimburse any Authorized Resident, with an existing Mini Farm lease, in order to expediate the cleanup of the lot.

August 4, 2021, Physical Property Committee

- MOVED and approve to remove the first two trees at the intersection of Oakmont and St. Andrews, regarding correspondence on page 24
- CONCURRED to request a work study meeting be scheduled to review the Total Quality Checklist.
- MOVED and approve to raise fees for (GL 53807014, Cost Center 670), to \$125 per month for vendors.
- MOVED and approve to accept the 2022 proposed budgets, as amended.
- MOVED to recommend to the GRF Board award a contract to MJ Jurado, for the repair, slurry, and re-striping of the Administration Building, Building GIVE and Clubhouse Six Parking Lots: \$36,382 and replacing the asphalt with concrete at Clubhouse One Parking Lot: \$142,975, adding \$14,000 in contingencies, for a total cost not to exceed \$193,457, Reserve funds, after review by the Finance Committee.
- CONCURRED to request the Facilities Director provide further information regarding the CI-Met trash contract, at the next scheduled meeting.
- MOVED and approve to recommend the GRF Board approve the Contractors of Record, (MJ Jurado Inc., Custom Glass, Greenwood Heating and Air, Inc., Advance Custom Pain, Inc., J.C. Kress Construction, Inc., and Roxygen Painting Company), for a one-year term.

- CONCURRED to discuss clubhouse assignments after the Total Quality Checklist work study meeting.
- CONCURRED to recommend the GRF President create a Renewable Energy Ad hoc Committee.
- CONCURRED to request the Facilities Director provide further information, at the next scheduled meeting.

August 5, 2021, Executive Committee

- MOVED to have Human Resources Coordinator, bring back the new position (Administration/Communications Specialist, based on the Committee's feedback, to the next scheduled meeting.
- MOVED to have Human Resources Director, bring back the Recreational Vehicle (RV) Lot and Mini Farm Job Description, based on the Committee's feedback, to the next scheduled meeting.
- APPROVED the Member Resources & Assistance Liaison position description.
- No action was taken for 2022 Budget Assumption.
- MOVED to recommend the GRF BOD to rename Executive Committee to GRF Administration Committee.
- CONCURRED to discuss Staffing Needs – All Departments in the Executive Session of the committee.
- CONCURRED to setup a work study meeting for GRF Election Packet give to Candidates and be brought back to the next scheduled meeting.
- MOVED to recommend the GRF BOD to amended Active Membership Certificate for approval.
- MOVED to recommend the GRF BOD to amend Member Rules of Conduct Non-compliance with Rules of Conduct – Fines and Penalties for approval.
- MOVED to recommend the GRF BOD to amend Procedure for Notification of Violation and Right of Hearing for approval.
- MOVED to recommend the GRF BOD to amend GRF Election for approval.

August 9, 2021, Mutual Administration Committee

- CONCURRED to update the phone tree for Mutual Administration and to refer the reception report to the Communication & IT Committee.
- CONCURRED to send any recommendations, pertaining to the GRF Staff Review of department reports, to the Chair.
- CONCURRED to send any recommendations, pertaining to the Committee Review of department reports, to the Chair.
- No action was taken on the 2022 Budget for Cost Center 533. Item will be brought back to the next schedule meeting.
- No action was taken on the 2022 Budget for Cost Center 545. Item will be brought back to the next schedule meeting.
- No action was taken on the 2022 Proposed Operating Budget for Cost Center 574, Service Maintenance. It was consensus of the Committee to bring this item back for further review
- MOVED and recommended the Finance Committee change the budget for SRO Labor Cost Recovery from the current labor rate of \$45 per hour to \$47.25 per hour.
- CONCURRED to refer the Stock Transfer Quality Control Specialist to the GRF Administration Committee.
- MOVED and recommended to refer 50- 1650-4 Insurance Disclosure to the GRF Board of Directors.
- MOVED and recommended to refer 50- 1670-4 Leisure World Seal Beach Buying & Selling Handout to the GRF Board of Directors.
- MOVED and recommended to refer 50- 1671-4 "Paws" for Thought to the GRF Board of Directors.

- CONCURRED to address 50-1672-4, Property and Liability Insurance Fact Book, at the next scheduled meeting.

August 11, 2021, Security, Bus & Traffic Committee

- MOVED to amend the authorized resident contact form provided at the time of the meeting, to help finalized the gate access system project.
- No action was taken. The Fleet Manager provided updated information on the contracted/Off-Site bus service and was requested to bring additional information to the next scheduled meeting.
- No action was taken. The Fleet Manager provided updated information on the transportation consultant and was requested to bring additional information to the next scheduled meeting.
- CONCURRED reviewed and discussed the draft of 2022 Budget Assumptions, for Cost Centers 322, 837 and 838. Any changes and/or edits may be presented at the next schedule meeting.
- MOVED and recommended the GRF Board, the purchase of two (2) MPH Industries Model SMT 18-BAS, Speed Monitor 18 traffic calming radar trailers with traffic data collection capability, at a cost not to exceed \$30,000.00.
- MOVED to request the Security department, direct GRF and the Healthcare staff and contractors, to use the North and South gate entrances.
- MOVED and recommended the GRF BOD approve 80-5145-3, Security Committee Charter, as presented.

August 11, 2021, Management Service and Contract Ad Hoc Committee

- No action regarding GRF Recreation Department Management Services
- No action regarding IT Department- Management Services.
- No action regarding GRF Purchasing Department – Management Services.
- CONCURRED to update the GRF Security Service list and brought back to the next meeting.

August 12, 2021, Communications/ITS Committee

- CONCURRED to Spotlight Magazine for 2022 and LWSB 60th anniversary book has been cancelled and the celebration of opening the time capsule located in the LW Library is still planned for 2025
- MOVED to recommend to the Finance Committee the inclusion and/or amendment to the Reserve Study for the replacement of Trust property assets identified as Computers, for compliance to systems needs to support Windows 11
- CONCURRED to further review an updated draft at the next scheduled Committee meeting, with the addition of a purchase request for computer supplies (capital budget), storage and shelving for IT Department.
- CONCURRED to further review an updated draft at the next scheduled Committee meeting, including the variance in LW Weekly footer ads.
- CONCURRED to further discuss SMS Policy Work Study Discussion at the next scheduled Committee meeting.
- CONCURRED to further discuss this topic at the next scheduled Committee meeting. The Managing Editor stated that SBPD PIO (Press Information Officer) advised to continue updating the residents on traffic safety through LW Weekly publications.
- No action was taken regarding Monthly Q&A Podcast with LW Weekly Staff Person.

August 13, 2021, Architectural Design and Review Committee

- CONCURRED to have Committee members (Gambol, Isom) conduct a visit to the nursery and bring back additional samples, to the next scheduled meeting.
- APPOINTED Mr. Dodero as Vice Chair.
- No action regarding Holiday Decorations.
- MOVED to approve the LW Fitness logo, exhibited in option A page 13, in the agenda packet.
- CONCURRED to review additional samples of Mini-farm logos at the next schedule meeting.
- CONCURRED to review additional color samples on option C, page 17 of the RV Lot at the next schedule meeting.
- CONCURRED TO review approved plant list and additional plants for consideration, at the next scheduled meeting.
- MOVED to approve the proposed color pallet and interior design elements, to be included with the Recreation Committee request to the Physical Property Committee, to replace the Clubhouse Two, lobby Carpet.
- MOVED to approve carpet (Brown/ Beige Model #LS043662) and included in the approved set of finishes and Materials.
- MOVED to refer the proposed 2022 budget, for Cost Center 101 to the Finance Committee for review, as presented.
- MOVED to purchase three (3) camel bags or the equivalent to enhance more water to the three African tulip trees at Clubhouse Four.
- CONCURRED to request an assessment on Clubhouse Two.
- CONCURRED to address 10-5160-3 ADR Committee Charter, at a work study.

August 16, 2021, Finance Committee

- MOVED to authorize the Finance Director, write off \$ 1,281 of uncollectible news receivables and assess the feasibility of using a collection agency to recover these funds.
- MOVED to approve the amendment of the Reserve Study, to reflect the replacement of Trust property assets identified as Computers, for compliance to systems needs to support Window 11:
 - 2022 Replacement of computers \$42,500
 - 2023 Replacement of computers \$42,500
 - 2024 Replacement of computers \$34,000
- MOVED to accept for audit and forward to the GRF Board the draft interim financial statements for period ending July 31, 2021, as presented by the Director of Finance, and as reviewed by the Finance Committee.
- MOVED and recommended the GRF Board authorize the purchase of brokered CDs through US Bancorp totaling \$200,000 of capital funds, with terms ranging from twelve (12) to eighteen (18) months at the prevailing interest rates at the time of purchase and at the discretion of the financial advisor.
- MOVED to accept the recommendation from the Mutual Administration Committee and forward to the GRF Board the recommendation to increase the standard hourly SRO labor rate to \$47.20 and the overtime hourly rate to \$70.80, effective January 1, 2022.
- MOVED to inform the Board, the Finance Committee has determined Reserve Funds in the amount of \$193,457 are available and have placed a temporary hold, pending Board action on the proposed, to remove and replace the asphalt in the parking lot of Clubhouse One with concrete, repair, slurry, and re striping of the parking lots at the Administration Building, Building Five and Clubhouse Six, for a cost not to exceed \$193,457, Reserve Funding, as being

recommended to the Board by the Physical Property Committee, per the Committees action request of August 4, 2021.

- MOVED that the GRF Board award a contract to MJ Jurado for the repair, slurry, and re-striping of the Administration Building, Building Five, and Clubhouse Six parking lots and to replace the asphalt at Clubhouse One parking lot, with concrete and to add \$14,000 in contingencies, for a total project cost not to exceed \$193,357, allocating \$78,049 in Reserve funding
- MOVED that the GRF Board award a contract to MJ Jurado for the repair, slurry, and re-striping of the Administration Building, Building Five, and Clubhouse Six parking lots and to replace the asphalt at Clubhouse One parking lot, with concrete and to add \$14,000 in contingencies, for a total project cost not to exceed \$193,357, allocating \$115,457 in Capital Funding.
- No action was taken. Insurance coverage and costs and requested the Executive Director to bring quotes on the recommended coverages presented to the next scheduled meeting.
- No action was taken. The draft of 2022 Budget Assumptions, for Cost Centers 431, 432, 439, 460, 465 & 544. Any changes and/or edits may be presented at the next scheduled meeting.

August 17, 2021, Website Redesign Ad Hoc Committee

- CONCURRED to recommend the GRF BOD approve, at the September BOD meeting, to connect the redesigned LWSB website to the domain name and make it visible to the public.
- MOVED to recommend the GRF BOD approve, at the September BOD meeting, the draft Wikipedia page, to be uploaded to the Wikipedia site.
- CONCURRED to distribute, for review, the link to the redesigned website, incorporating changes requested by the Committee, to the GRF Board of Directors during the first week of September.

Financial Recap – July 2021

As of the seven-month period ended July 2021, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$956,529.

Major variances are:

Wages, Taxes & Benefits	\$684,577	Favorable: Wages \$426K; P/R Taxes \$37K; Workers' Comp \$68K; 401(k) ER Match \$20K; Group Ins \$134K; average FTE < budget by 22 FTE
Agency Fees	(144,500)	Unfavorable: Temporary help to fill key positions
Professional Fees	(75,390)	Unfavorable: Unexpected legal expenses
Facilities Maintenance	57,998	Favorable: Maintenance scheduled for later in the year
Publication Printing	66,810	Favorable: Decrease in printing rates
Certificate Prep Fees	62,150	Favorable: Unit sales exceeds budget
Rental Income	188,389	Favorable: Unit sales exceeds budget
Other Income	45,101	Favorable: 2020 income tax refunds \$23K; permit income \$22K
News Advertising Income	57,787	Favorable: Display, Front Footer & Classified ads

	Fund Balance	Allocated For Current Projects	Allocated For Future Projects	For details, see page
Reserve Funds				
Repairs & Replacements	\$12,000,577	\$899,806	\$11,100,771	7

	Fund Balance	Allocated Funds	Unallocated Funds	For details, see page
Capital Funds				
Capital Improvements	\$3,047,942	\$41,527	\$3,006,415	8

Total year-to-date approved unbudgeted operating expenses are \$115,062.