



**BOARD OF DIRECTORS MEETING MINUTES  
GOLDEN RAIN FOUNDATION  
September 28, 2021**

**CALL TO ORDER**

President Susan Hopewell called the regular monthly meeting of the Board of Directors (BOD) of the Golden Rain Foundation (GRF) to order at 10:00 a.m., on Tuesday, September 28, 2021, in Clubhouse Four and via live stream.

**PLEDGE OF ALLEGIANCE**

Director Nick Massetti led the Pledge of Allegiance.

**ROLL CALL**

Following the roll call, Corporate Secretary, Paula Snowden reported that Directors Perrotti, Gambol, Snowden, Geffner, Gerber, Thompson, Hopewell, Slutsky, Dodero, Mandeville, Damoci, and Massetti were present.

Director Pratt and Isom were present via Zoom.

Director Friedman joined in via Zoom at 10:14 a.m.

Director Melody joined in at 10:41 a.m.

Director Ableser and Levine were absent.

Directors participated, with a quorum of the voting majority.

The Executive Director, Randy Ankeny and Recording Secretary, Tia Makakaufaki were also present.

**ANNOUNCEMENTS**

The President reminded the audience that draft and approved GRF Board minutes are not available from the receptionist in the Administration building.

## **SERVICE ANNIVERSARIES AND EMPLOYEES OF THE MONTH**

To minimize the number of required attendees at today's meeting, we are postponing the service awards and staff commendations.

## **SEAL BEACH COUNCIL MEMBER'S REPORT**

Seal Beach Council member Sandra Massa Lavitt provided an update on the proceedings of the Seal Beach City Council meeting.

## **HEALTH CARE CENTER ADVISORY BOARD UPDATE**

Victoria Batistelli and Alicia Nelson provided an update on the Health Care Center. The next update will be October 26, 2021, GRF Board of Directors meeting.

## **SHAREHOLDER/MEMBER COMMENTS**

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

- 4-minute limit per speaker, when there are no more than 15 speakers

Three member offered comments at the meeting.

## **CONSENT AGENDA**

The consent agenda included Minutes of the Finance Committee Meeting August 16, 2021, • Minutes of the GRF Administration Committee Board Meeting of August 5, 2021, • Minutes of the Special Recreation Committee Board Meeting of August 17, 2021, • The minutes from August 24, 2021, GRF Board Meeting • September 28, 2021 GRF Board Report • The acceptance of the Financial Statement, August 2021 • and the approval for Capital and Reserve funds investment purchase. The Consent Agenda was adopted, as presented.

## **AD HOC REPORTS**

The reports from the Chairs of the Governing Documents Ad hoc Committee, Strategic Planning Ad hoc Committee, and the Website Redesign Ad hoc Committee and Management Services and Contract Ad hoc Committee were presented.

## NEW BUSINESS

### GENERAL

#### Primary And Main Sewer Lines R&M Responsibilities

After a comprehensive review of the Trust Agreement and Governing Documents (recap provided in Exhibit A) relative to repair and maintenance of the interconnected sewer system:

- There exist various sewer system lines running beneath/on and servicing the Trust Properties and Mutuals, as described in Exhibit "B" attached.
- The Primary Lines (12 inches or greater in size) and Main Lines (8 inches to 10 inches) comprise the interconnected sewer system requires ongoing maintenance and management which, to date has been assigned to both the Mutuals and GRF, respectively, based upon their locations on or beneath Mutual versus Trust Property.
- The Trust and Management Agreements provide terminology pertaining to responsibility for managing and maintaining the Primary and Main sewer line.
- The sewer Primary and Mian Lines are part of one contiguous interconnected system.

The Golden Rain Foundation (GRF) Board recognize that, in order to ensure consistent and adequate maintenance and management of the interconnected sewer system (Primary and Mian sewer lines), it is critical to assign maintenance and management responsibilities and memorialize same to:

- GRF recognize and acknowledges its responsibility to maintain and repair all Primary and Main sewer lines.
- Primary sewer lines are defined as sewer piping of 12 inches, 16 inches, and 18 inches,
- Main sewer lines are defined as 8 inches to 10 inches. 35 2 Secondary sewer lines of 6 inches or less, are not part of the interconnected sewer system and will remain under Mutual maintenance and repair obligations. Repair and Maintenance responsibility and associated expense at points of connection, Secondary sewer lines into the interconnected Primary and Main sewer lines will be determined on a proportional basis (to be determined).

Ms. Damoci MOVED, seconded by Ms. Gerber -

TO approve effective immediately (September 28, 2021), GRF, through its Board of Directors, shall maintain, repair, and manage the Main and Primary sewer lines, as shown and depicted on Exhibit A attached.

Motion passed with two recusals (Directors Perrotti and Gambol).

Two Directors spoke on the motion.

Indoor Trust Property Face Masks Required

On September 9, 2021, to promote community health and safety in our collective prevention of COVID-19 and its variants and reports of Breakouts within the community, the Executive Director informed the Board of the following action:

Effective tomorrow, I will require the use of Face Masks in all Trust property buildings (including fitness), as an emergency public health and safety directive, though September 28, 2021. At the September Board meeting, a formal action request will be provided for the Board to continue the face mask mandate until such time as the Board acts to cancel the action.

Board action is requested to ratify the action taken by the Executive Director and to provide direction on any requirement to use a face mask when within any Trust property building.

Mrs. Dodero MOVED, seconded by Mr. Slutsky –

TO ratify the actions taken by the Executive Director on September 9, 2021, in the promotion of community public safety, to require that a face mask must be worn while within any Trust property building.

The motion passed with one recusal (Director Mandeville).

No Director spoke on the motion.

Second motion:

TO extend the face mask requirement until the next Board meeting at which time the Board will consider prevalent public health and safety conditions for possible extension.

The motion passed with six no votes (Directors Gambol, Gerber, Slutsky, Mandeville, Damoci and Melody).

Fourteen Directors spoke on the motion.

#### Approval For Software Requirements Document

At the regularly scheduled meeting of the Communications / IT Committee held on September 9, 2021, the Committee discussed the suggestion presented by staff to consolidate core software programs identified as the Customer Relationship Management (CRM) and the Enterprise Resource Planning (ERP) to reduce redundancy, improve operations and increase business efficiencies.

The consolidation would replace the Jenark software with an application compatible with Microsoft Dynamics.

Following a discussion, the Committee was in favor of having staff create a requirements document as the first step towards searching for the most appropriate software application. The creation and completion of the requirements document is estimated to take approximately three to four months using existing staff. Upon approval of the requirements documents by the Communications/IT Committee, the document will then be submitted to GRF's Microsoft consultants, Boyer & Associates to determine the best application(s) to support the documented needs.

Ms. Gambol MOVED, seconded by Mr. Geffner and carried unanimously by the Directors present. -

TO approve a need to consolidate core software programs identified as the Customer Relationship Management (CRM) and the Enterprise Resource Planning (ERP). I further move to approve the Executive Director's use of existing staff for this project with a goal of presenting the document for committee review in the first quarter of 2022.

No Director spoke on the motion.

### **Architectural Design and Review Committee**

#### **Operational Funding Request - Holiday Lighting and Decorations Contract**

At the September 9, 2021, Architectural Design and Review Committee meeting, the Committee approved the proposal submitted by Magical Holiday Designs as described in Exhibit A, with the addition of two new signs, at \$950.00 each, which GRF will purchase and store. The Committee further recommended the Board approve the contract for holiday decorations be awarded to Magical Holiday Designs, for 2021, as presented, in the amount not to exceed \$25,195.

Ms. Gambol MOVED, seconded by Mr. Dodero -

TO approve the holiday lighting and decorations contract for 2021  
be awarded to Magical Holiday Designs, as presented in Exhibit A,  
in an amount not to exceed \$25,195.00.

The motion passed with two no votes (Director's Snowden and Geffner).

Three Directors and the Executive Director spoke on the motion.

#### **Amend 10-5160-3 Architectural Design and Review Committee Charter**

At the September 10, 2021, Architectural Design and Review Committee, the Committee moved to recommend the GRF Board of Directors amend 10-5160-3 Architectural Design and Review Committee Charter.

Mrs. Perrotti MOVED, seconded by Mr. Dodero –

TO amend 10-5160-3 Architectural Design and Review Committee  
Charter, adding an additional goal, amending the meeting schedule,  
and specifying drought tolerant plants, as presented.

The motion passed with one no vote (Director Pratt).

Three Directors spoke on the motion.

## **COMMUNICATIONS & IT COMMITTEE**

### Reserve Funding Request - Surveillance Cameras

At the September 9, 2021, meeting of the Communications & IT Committee, the Committee voted to forward funding request to the Finance Committee the purchase of sixteen surveillance cameras.

At the September 20, 2021, meeting of the Finance Committee, the Committee has determined the sufficient Reserve Funding, in the amount of \$5,523.00, is available. The Finance Director has been directed to temporarily hold the funds, pending a Board action to release the funds for this purchase.

We have sixteen surveillance cameras throughout the facilities that need to be either upgraded, replaced, or added.

The total of each Panasonic dome camera is \$317.39.

The total is \$5,552.00 including taxes (Exhibit A). We have a budget line item in Reserves for CCTV cameras.

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

MOVED to approve the purchase of sixteen Panasonic dome cameras at the cost not to exceed, \$6,000, Reserve Funds.

Seven Directors spoke on this motion.

## **FINANCE COMMITTEE**

### Approval of The Proposed 2022 Operating Budget

At the August 24, 2021, GRF Board of Directors meeting, the Board moved to bring back the original document of 50-1670-4 Leisure World Buying and Selling Handout, to the next schedule meeting, September 28, 2021.

Ms. Isom MOVED, seconded by Mr. Melody and carried unanimously by the Directors present. -

MOVE to approve the proposed 2022 Operating Budget, as presented in Exhibit A.

Two Directors spoke on the motion.

### **GRF ADMINISTRATION COMMITTEE**

#### Amend 30-5026-3 GRF Election of Officers

After a brief discussion, 30-5026-3, GRF Election of Officers was removed from the agenda and will be sent back, to GRF Administration Committee, for further review.

### **MUTUAL ADMINISTRATION COMMITTEE**

#### Amend 50-1670-4 Leisure World Buying and Selling Handout

At the August 24, 2021, GRF Board of Directors meeting, the Board moved to bring back the original document of 50-1670-4 Leisure World Buying and Selling Handout, to the next schedule meeting, September 28, 2021.

Mr. Mandeville MOVED, seconded by Mr. Doderro. -

MOVED to amend 50-1670-4 Leisure World Buying and Selling Handout, as amended and to post on the Leisure World Website.

The motion passed with one no vote and one abstain vote (Directors Geffner and Melody).

Six Directors spoke on the motion.

#### Amend 50-1672-4 Property and Liability Insurance Information Book

After a brief discussion, 50-1672-4 Property and Liability Insurance Information was removed from the agenda and sent back to Mutual Administration Committee, for further review.

## Physical Property

### Hand Railing Administration Building

It has been recommended to bring the railings in front of the Administration Building into compliance and better serve the needs of its members. The Physical Property Committee (PPC) asked staff to obtain the opinion of ADA Inspection Plus to provide a railing plan based on code and usage of the area. The PPC approved the plan from ADA Inspection Plus dated May 5, 2021, and asked staff to send out an RPF for this project. Cost is as follows:

MJ Jurado \$37,400 City Wide Construction \$43,000

Mrs. Damoci MOVED, seconded by Ms. Snowden, and carried unanimously by the Directors present. –

MOVED to award a contract to MJ Jurado for the changes proposed by ADA Inspection Plus, dated May 5, 2021, at the Administration Building for a cost of \$37,400 and adding a contingency of \$1,000 for a total cost not to exceed \$38,400.00, Capital Funds and authorize the President to sign the contract.

Two Directors spoke on the motion.

### Amend 60-5130-3 Committee Charter

At the September 1, 2021, Physical Property meeting, the Committee moved to recommend the GRF Board of Directors amend 60-5130-3 Committee Charter.

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

MOVED to amend 60-5130-3 Committee Charter, updating document language, updating the cost center numbers, and adding cost center 575 Trust Property Labor, as presented.

No Directors spoke on the motion.

## Recreation Committee

### Request Clubhouse Three Sewing Room, Renovation, Enhancement and Equipment Replacements (Reserve and Capital Funding)

At the August 30, 2021, meeting of the Recreation Committee, the Committee reviewed the proposed replacements and building enhancement to Trust property identified as Clubhouse Three, sewing room (project details attached), and duly moved and approved to recommend to the Board the proposed renovation, enhance and the replacement of Trust property asset and/or components of such assets.

At the September 20, 2021, meeting of the Finance Committee it has determined the Reserve Funds, in the amount of \$47,410 and the Capital Funds, in the amount of \$22,000, are available and have directed the Director of Finance to place a temporary hold on these funds, pending Board action on the proposed Project.

Mrs. Perrotti MOVED, seconded by Mr. Melody, and carried unanimously by the Directors present. –

MOVED to approve the renovation, enhancement, and the replacement of Trust property assets and/or components of such assets of the project identified as the Clubhouse Three, Sewing room, in the amounts of Reserve Funds, in the amount of \$47,410 and Capital Funds, in the amount of \$22,000.

For a total project cost of \$69,410, and authorize, the President to sign any contracts associated with the project and the Executive Director to purchase all parts and materials associated with the project

Four Directors spoke on the motion.

TENTATIVE VOTE - Amend 70-1429.02-1 Golf Course Rules

At the August 30, 2021, Recreation Committee meeting, the Committee moved to recommend the GRF Board of Directors amend 70-1429.02-1.

Mr. Melody MOVED, seconded by Ms. Gerber, and carried unanimously by the Directors present. –

MOVED to amend 70-1429.02-1 Golf Course Rules, add to the rules that athletic shoes must be worn on the golf course, at all times, as presented, pending a 28-day notification to the members. A final decision by the GRF Board of Directors will be on November 23, 2021.

Nine Directors spoke on the motion.

**Security, Bus & Traffic Committee**

TENTATIVE VOTE - Amend 80-5580-1 Entry Passes - Rules

At the August 8, 2021, Security, Bus and Traffic Committee meeting, the Committee moved to recommend the GRF Board of Directors amend 80-5580-1 Entry Passes - Rules.

Mr. Pratt MOVED, seconded by Mr. Melody, and carried unanimously by the Directors present. –

MOVED to amend 80-5580-1 Entry Passes -Rules, updating the instructions for display of the entry pass and adding R/L's do not receive annual entry passes, as presented and pending a 28-day notification to the members. A final decision by the GRF Board of Directors will be on November 23, 2021.

Five Directors and the Executive Director spoke on the motion.

### **Website Redesign Ad Hoc Committee**

At the August 17, 2021, meeting of the Website Redesign Ad Hoc Committee, the Committee moved to recommend the GRF Board of Directors approve the draft Wikipedia page and to upload the pages to the Wikipedia site.

Ms. Isom MOVED, seconded by Ms. Snowden –

MOVED to approve the draft Wikipedia page to be uploaded to the

Wikipedia site, as presented.

The motion passed with one abstain vote (Director Damoci).

Five Directors spoke on the motion.

### **BOARD MEMBER COMMENTS**

Eight Directors offered comments.

### **ADJOURNMENT**

The meeting was adjourned was at 12:24 P.M.



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Paula Snowden, Corporate Secretary  
Golden Rain Foundation  
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