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

FINANCE COMMITTEE

Agenda

Clubhouse Four /Virtual
Monday, September 20, 2021
10:00 a.m.

To view the live Finance Committee meeting:

- Go to www.lwsb.com
- The tab will be active at 9:45 am 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
      Carolyn Miller, Director of Finance
      Julie Rodgers, Purchasing Manager
      Corina Mancilla, Recording Secretary

   b. Rules of Order
   c. Chair's Report
4. **Shareholder/Member Comments** *(Limited to 3 minutes per person)*
5. **Approval of Minutes**
   a. Minutes of Regular Meeting, August 16, 2021 (pp. 1-8)
6. **Correspondence (N/A)**
7. **Staff Reports**
   a. Purchasing Manager (pp. 9-13)
   b. Finance Director (pp. 14-19)
   c. Executive Director
8. **Subcommittee Reports (N/A)**
9. **Financials**
   a. Acceptance of the August 2021 Financial Statements (pp. 20-25)
10. **Unfinished Business**
    a. Indexed CDs

b. Insurance Coverage and Costs
c. Audit Discussion
d. 2021-2022 Committee Goals
e. 2022 Budget Assumptions (Handout)

11. New Business

a. Investment Ladder
    i. Reserve Funds Investment Purchase (pp. 26-27)
    ii. Capital Funds Investment Purchase (pp. 28-29)
b. Refund Waiver Fee (p. 30)
c. Capital Funding Request
    i. Handrail Administration Building (p. 31)
    ii. IT Shelving and Storage (pp. 32-33)
    iii. Fluke Network Tester (pp. 34-35)
d. Operating Funding Request
e. Reserve Funding Request
    i. Surveillance Cameras (pp. 36-37)
f. Reserve/Capital Funding Request
    i. Clubhouse Three – Sewing Room Renovation (pp. 38-50)

12. Governing Documents

a. Adopt (N/A)
b. Amend
    i. 40-5580-2, Entry Passes – Fees (p. 51)
c. Rescinded
    i. 80-5536-1, Guest Passes (pp. 52-54)
    NOTE: (Verbiage incorporated into 40-5580-2, Entry Passes – Fees)
d. Review (N/A)

13. Future agenda items

14. President's Comments

15. Next Meeting

Monday, October 18, 2021
Clubhouse Four/Virtual

16. Adjournment

FINANCE COMMITTEE MINUTES

August 16, 2021

The meeting of the Finance Committee was held on Monday, August 16, 2021 and was called to order at 10:00 a.m. by Chair Isom, in the Administration Conference Room and via Zoom, followed by the Pledge of Allegiance.

ROLL CALL

Present:	Mrs. J. Isom – Chair	Mr. N. Massetti
	Mr. P. Friedman – Vice Chair	Mr. P. Pratt –Via Zoom
	Ms. M. Gerber–Via Zoom	Mr. L. Slutsky
		Ms. S. Hopewell, Ex-Officio
Absent:	Mrs. L. Ableser	
	Mr. P. Mandeville	

Staff and Guests:
Mr. R. Ankeny, Executive Director
Ms. C. Miller, Director of Finance
Ms. J. Rodgers, Purchasing Manager
Mrs. C. Mancilla, Recording Secretary
Mr. T. Dodero, GRF Representative, Mutual Nine
Ms. C. Levine, GRF Representative, Mutual Ten
Mrs. C. Damoci, GRF Representative, Mutual Twelve
Mr. L. Melody, GRF Representative, Mutual Fourteen
No Shareholders/Members

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

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

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

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

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

CHAIR'S ANNOUNCEMENTS

Chair Isom welcomed the Committee members, guests, and staff, including GRF President Susan Hopewell, Executive Director Randy Ankeny, Director of Finance Carolyn Miller, Purchasing Manager Julie Rodgers and Recording Secretary Corina Mancilla.

SHAREHOLDER COMMENTS

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

APPROVAL OF MINUTES

> The minutes of the July 19, 2021, regular meeting were approved, as amended.

CORRESPONDENCE

There was no correspondence at the time of the meeting.

STAFF REPORTS

Purchasing Manager

The Purchasing Manager provided the monthly report, as presented in the agenda packet.

Mr. Mandeville joined the meeting via Zoom at 10:09 a.m.

Finance Director

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

After a brief discussion, Mr. Friedman MOTIONED, seconded by Mr. Slutsky and carried unanimously by the Committee members present –

> **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.

The motion carries with one no vote (Gerber).

Executive Director

The Executive Director provided information on different subjects.

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

> **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

SUBCOMMITTEE REPORTS (N/A)

FINANCIALS

Acceptance of the July 2021 Financial Statements

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

> **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.

UNFINISHED BUSINESS

Indexed CDs

The Committee discussed Indexed CDs. No action was taken.

NEW BUSINESS

Investments Ladder

i. Reserve Funds Investment Review

The Committee discussed the Reserve funds investment review. No action taken.

ii. Capital Funds Investment Purchase

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

> **TO** move to recommend 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.

SRO Rate

After a brief discussion, Ms. Isom MOTIONED, seconded by Mr. Mandeville and carried unanimously by the Committee members present–

> **TO** move 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.

Capital Funding Request

There were no Capital funding requests at the time of the meeting.

Operating Funding Request

There were no Operating funding requests at the time of the meeting.

Reserve Funding Request

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

> **TO** move 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.

The motion fails with 6 no votes (Isom, Friedman, Gerber, Mandeville, Massetti, Pratt, Slutsky)

After further discussion, Ms. Isom MOTIONED, seconded by Mr. Mandeville and carried unanimously by the Committee members present–

> **TO** move 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.

After further discussion, Ms. Isom MOTIONED, seconded by Mr. Mandeville and carried unanimously by the Committee members present–

> **TO** move 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.

Establish a Minimum Threshold to Capital Funds

There was no discussion on this agenda item.

Insurance Coverage and Costs

The Committee discussed the insurance coverage and costs and requested the Executive Director to bring quotes on the recommended coverages presented to the next scheduled meeting.

Audit Discussion

The Committee discussed the audit agenda item; no action was taken.

2022 Budget Assumptions

The Finance Director and Purchasing Manager reviewed and discussed 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.

Insurance and Coverage Costs

The Committee discussed this agenda item previously, no action was taken.

GOVERNING DOCUMENTS

There were not governing documents reviewed at the time of the meeting.

FUTURE AGENDA ITEMS:

The Committee concurred to add future agenda items:

- 40-5580-2, Entry Passes – Fees

PRESIDENT'S COMMENTS

President Hopewell provided information and updates throughout the meeting.

ADJOURNMENT

Chair Isom adjourned the meeting at 11:54 a.m.

_____
Janet Isom, Chair
FINANCE COMMITTEE

cm. 08.16.21

FINANCE COMMITTEE

SUMMARY REPORT
Monday, August 16, 2021
10:00 a.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
1. STAFF REPORTS: **FINANCE DIRECTOR** The 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. **EXECUTIVE DIRECTOR** The Committee 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	Director of Finance Executive Director				
2. FINANCIALS The Committee 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.	Director of Finance			✓	
3. NEW BUSINESS: Investment Ladder **CAPITAL FUNDS INVESTMENT PURCHASE** The Committee moved and recommended the GRF Board authorize the purchaseof 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.	Director of Finance			✓	
4. NEW BUSINESS: SRO Rate The Committee 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.	Director of Finance			✓	

5. NEW BUSINESS: Reserve Funding Request – Parking Lot Streets Slurry The Committee 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 inthe 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 recommendedto the Board by the Physical Property Committee, per the Committees action request of August 4, 2021. The motion fails with 6 no votes (Isom, Friedman, Gerber, Mandeville, Massetti, Pratt,Slutsky) After further discussion, the Committee 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 toreplace 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. After further discussion, the Committee 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.	Recording Secretary Facilities Director Facilities Director			✓ ✓	
6. NEW BUSINESS: Insurance Coverage and Costs The Committee discussed the insurance coverage and costs and requested the Executive Director to bring quotes on the recommended coverages presented to the next scheduled meeting.	Recording Secretary				
7. NEW BUSINESS: 2022 Budget Assumptions The Finance Director and Purchasing Manager reviewed and discussed 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.	Director of Finance				
FUTURE AGENDA ITEMS: The Committee concurred to add future agenda items: • 40-5580-2, Entry Passes – Fees					Recording Secretary

Golden Rain Foundation
September 20, 2021, Meeting of the Finance Committee

Budget Variance Reports: Purchasing CC432

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
	Expenses - Purchasing			
	Salaries & Wages Purchasing	111,907	135,310	23,403
	Employment Taxes Purchasing	8,792	10,879	2,087
6142000 432	Workers' Compensation - Purchasing	3,400	5,016	1,616
	Group Ins - Medical Purchasing	14,910	20,376	5,466
6143300 432	Group Insurance - Dental - Purchasing	246	448	202
6143500 432	Group Insurance - Vision - Purchasing	174	296	122
6144000 432	401(k) Match - Purchasing	3,210	4,410	1,200
6145000 432	Group Insurance - Life - Purchasing	453	680	227
6146000 432	Long Term Disability Insurance - Purchas	390	792	402
6211000 432	Continuing Education - Purchasing	0	200	200
6212000 432	Employee Exams - Purchasing	(170)	0	170
6213100 432	Agency / Independent Contractor Fees - P	2,272	0	(2,272)
6214000 432	Meals & Special Events - Purchasing	0	200	200
6215000 432	Mileage - Purchasing	0	30	30
6217000 432	Uniforms & Laundry - Purchasing	448	520	72
6410000 432	Office Supplies - Purchasing	765	400	(365)
6410005 432	Building Supplies - Purchasing	0	240	240
6410010 432	Hospitality - Purchasing	54	400	346
6410015 432	Computer Supplies - Purchasing	0	800	800
6410020 432	Equipment Expense - Purchasing	0	600	600
6410030 432	Printer / Copier Supplies - Purchasing	126	560	434
6411000 432	Freight & Handling - Purchasing	2,059	4,800	2,741
6411001 432	Inventory Price Variances - Purchases	120	0	(120)
6435100 432	Bank Service Fees - Purchasing	721	800	79
6444000 432	Equipment Rental - Purchasing	1,823	1,823	0
6471000 432	Building Repair & Maintenance - Purchasi	9	240	231
6472000 432	Equipment Repair & Maintenance - Purchas	92	400	308
6478000 432	Service Contracts - Purchasing	10	0	(10)
6481000 432	Computer Maintenance & Software - Purcha	0	160	160
6482000 432	Dues, Memberships & Books - Purchasing	60	60	0
6491000 432	Miscellaneous Writeoffs - Purchasing	14	0	(14)
6911500 432	Inventory Over / Short - Purchasing	679	1,332	653
6911505 432	Obsolete Inventory Adjustment - Purchasi	1,427	1,336	(91)
	Total Expenses	153,994	193,108	39,114
	Other Cost Recovery			
5380320 432	Purchasing Processing Recovery - Purchas	40,514	32,000	8,514
5385000 432	Other Income - Purchasing	665	0	665
5413100 432	Gain / Loss on Equipment - Purchasing	6,300	0	6,300
5540000 432	Discounts Earned - Purchasing	6,183	0	6,183

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
	Total Other Cost Recovery	53,662	32,000	21,662
5330000 432	Income / Refund from Mutuals - Purchasin	160,184	160,184	0
	Total Cost Recovery	213,846	192,184	21,662
	Net Income / (Expense) Before Off Budget	59,853	(924)	60,777
	Off Budget Items			
5990000 432	Materials Recovery - Purchasing	17,700	0	17,700
6415000 432	Materials Pass-Thru - Purchasing	17,427	0	(17,427)
	Total Off Budget Items	273	0	273
	Net Income / (Expense)	60,125	(924)	61,049

Cost center 432 is favorable to budget a total of $61,049. YTD. Notable variances are:

Budget Variance Report - August 2021				
Purchasing - CC 432				
GL Code	**Account Description**		**Variance**	**Explanation**
6100000	Salaries & Wages	$	23,403	Favorable - Open position
614XXXX	Employee Related Exp	$	11,322	Favorable - Open position
6411000	Freight & Handling	$	2,741	Favorable - Expenditures below budget
5380320	Purchasing Processing Recovery	$	8,514	Favorable - Recovery exceeds budget
5413100	Gain / Loss on Equipment	$	6,300	Favorable - Invoice offset received for forklift
5540000	Discounts Earned	$	6,183	Favorable - Additional discounts earned through strategic buying practices
	Total Explained Variances	$	58,463	of $61,049

Copy & Supply CC544:

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
	Expenses - Copy & Supply Center			
	Salaries & Wages Copy & Supply Center	55,792	54,072	(1,720)
	Employment Taxes Copy & Supply Center	4,380	4,513	133
6142000 544	Workers' Compensation - Copy & Supply Ce	218	352	134
	Group Ins - Medical Copy & Supply Center	4,024	4,208	184
6143300 544	Group Insurance - Dental - Copy & Supply	74	88	14
6143500 544	Group Insurance - Vision - Copy & Supply	51	56	5
6145000 544	Group Insurance - Life - Copy & Supply C	219	272	53
6146000 544	Long Term Disability Insurance - Copy &	197	320	123
6217000 544	Uniforms & Laundry - Copy & Supply Cente	0	180	180
6410000 544	Office Supplies - Copy & Supply Center	1,394	1,200	(194)
6410015 544	Computer Supplies - Copy & Supply Center	22	400	378
6410020 544	Equipment Expense - Copy & Supply Center	39	400	361
6410030 544	Printer / Copier Supplies - Copy & Suppl	4,287	5,600	1,313
6435100 544	Bank Service Fees - Copy & Supply Center	478	344	(134)
6444000 544	Equipment Rental - Copy & Supply Center	19,573	19,604	31
6472000 544	Equipment Repair & Maintenance - Copy &	807	600	(207)
6478000 544	Service Contracts - Copy & Supply Center	17,144	17,987	843
6484500 544	Postage - Copy & Supply Center	21,400	20,750	(650)
6911500 544	Inventory Over / Short - Copy & Supply C	54	0	(54)
	Total Expenses	130,152	130,946	794
	Other Cost Recovery			
5380331 544	Copy Fee Income - Copy & Supply Center	8,320	8,400	(80)
5380337 544	Notary Fees - Copy & Supply Center	120	864	(744)
5380338 544	Passport Photo Fees - Copy & Supply Cent	230	320	(90)
5385000 544	Other Income - Copy & Supply Center	1	0	1
	Total Other Cost Recovery	8,671	9,584	(913)
5330000 544	Income / Refund from Mutuals - Copy & Su	120,728	120,728	0
	Total Cost Recovery	129,399	130,312	(913)
	Net Income / (Expense) Before Off Budget	(752)	(634)	(118)
	Off Budget Items			
5990000 544	Materials Recovery - Copy & Supply Cente	8,890	0	8,890
6415000 544	Materials Pass-Thru - Copy & Supply Cent	8,832	0	(8,832)
	Total Off Budget Items	58	0	58

Cost center 544 is unfavorable to budget $61. YTD. Notable variances:

Budget Variance Report - August 2021
Copy & Supply Center - CC 544

GL Code	Account Description	Variance	Explanation
6100000	Salaries & Wages	$ (1,720)	Unfavorable - Overtime Vaccination Clinic
6410030	Printer / Copier Supplies	$ 1,313	Favorable - Supply use less than budgeted YTD
	Total Explained Variances	$ (407)	of ($61)

Purchasing Services Report, month ending August 31, 2021:

Month	Days	Purch Sales	Mat'l Reqs Processed	Receipt Trans Processed	Walk-In Sales	CC Trans	Purchase Orders	Total Services
January	19	$ 1,486.44	605	187	18	11	156	977
February	19	$ 3,203.44	582	227	19	14	136	978
March	23	$ 2,147.55	652	250	26	14	186	1128
April	22	$ 2,354.63	585	208	31	22	163	1009
May	20	$ 4,047.71	570	240	30	22	167	1029
June	22	$ 2,441.62	617	278	23	15	224	1157
July	21	$ 878.23	703	210	8	6	129	1056
August	22	$ 2,041.07	703	330	30	16	253	1,332
September		$ -	0	0	0	0	0	0
October		$ -	0	0	0	0	0	0
November		$ -	0	0	0	0	0	0
December		$ -	0	0	0	0	0	0
Total	168	$ 18,600.69	5017	1930	185	120	1414	8666
Daily Avg		$ 110.72	30	11	1.1	0.7	8	52

Copy & Supply Services Report, month ending August 31, 2021:

Month	Days	Net Sales	# of Transactions	Avg Walk-in Customers per Day	Avg Sales Ticket	Copies	Inventory	Notary	Passport Photos	Lamination
January	19	$ 776.81	238	12.5	$3.26	$ 159.55	$ 617.26	$ -	$ -	$ -
February	19	$ 1,523.01	202	10.6	$7.54	$ 363.11	$1,159.90	$ -	$ -	$ -
March	23	$ 1,960.42	223	9.7	$8.79	$ 311.55	$1,648.87	$ -	$ 20.00	$ -
April	22	$ 2,241.43	255	11.6	$8.79	$ 372.33	$1,809.10	$ 30.00	$ 30.00	$ -
May	20	$ 1,180.87	226	11.3	$5.23	$ 372.62	$ 798.25	$ 10.00	$ -	$ -
June	22	$ 1,646.26	263	12.0	$6.26	$ 633.01	$ 938.25	$ 15.00	$ 60.00	$ -
July	21	$ 1,597.84	288	13.7	$5.55	$ 485.73	$1,017.11	$ 15.00	$ 80.00	$ -
August	22	$ 2,124.30	366	16.6	$5.80	$ 620.89	$1,346.41	$105.00	$ 50.00	$ 2.00
September										
October										
November										
December										
Total	168	$13,050.94	2061	12.3	$6.33	$3,318.79	$9,335.15	$175.00	$240.00	$ 2.00
Daily Avg		$ 77.68				$ 19.75	$ 55.57	$ 1.04	$ 1.43	

Month/Month inventory:

Date	8/31/2021	7/31/2021	% Change
Total Inventory	$ 565,949	$519,007	8%
Warehouse	$ 293,826	$292,612	0%
Automotive	$ 69,412	$ 69,412	0%
Truck	$ 195,981	$150,811	23%
Copy & Supply	$ 6,731	$ 6,172	8%

Total inventory by location, rolling 6 months:

Date	GL	8/31/2021	7/31/2021	6/30/2021	5/31/2021	4/30/2021	3/31/2021
Fuel	1161005	$ 21,396	$ 21,396	$ 21,396	$ 6,469	$ 6,469	$ 6,469
Warehouse	1161510-432	$277,413	$280,155	$ 300,231	$ 273,038	$ 288,636	$ 328,508
Truck	1161510-574	$195,981	$150,811	$ 154,060	$ 161,180	$ 162,106	$ 168,668
Automotive	1161510-838	$ 48,016	$ 48,016	$ 44,569	$ 43,557	$ 41,306	$ 38,861
Copy & Supply	1161510-544	$ 6,731	$ 6,172	$ 6,057	$ 5,969	$ 5,643	$ 5,727
Reserve	1163000	$ (4,820)	$ (4,653)	$ (4,486)	$ (4,319)	$ (4,152)	$ (3,985)
Purch Clr	1164000	$ -	$ -	$ -	$ 13	$ 678	$ 665
Purch Gen	1164500	$ 21,233	$ 17,110	$ 21,981	$ 27,216	$ 28,122	$ 17,961
Total		$565,949	$519,007	$ 543,808	$ 513,123	$ 528,807	$ 562,874

Golden Rain Foundation
September 20, 2021 Meeting of the Finance Committee
Director of Finance Report

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
	Expenses - Finance			
	Salaries & Wages Finance	451,563	443,287	(8,276)
	Employment Taxes Finance	35,099	34,066	(1,033)
6142000 431	Workers' Compensation - Finance	1,759	2,864	1,105
	Group Ins - Medical Finance	57,882	66,016	8,134
6143300 431	Group Insurance - Dental - Finance	1,691	1,464	(227)
6143500 431	Group Insurance - Vision - Finance	647	728	81
6144000 431	401(k) Match - Finance	10,159	12,126	1,967
6145000 431	Group Insurance - Life - Finance	1,973	2,224	251
6146000 431	Long Term Disability Insurance - Finance	1,678	2,592	914
6210005 431	Payroll Processing Fees - Finance	19,541	23,760	4,219
6211000 431	Continuing Education - Finance	0	500	500
6410000 431	Office Supplies - Finance	1,817	1,744	(73)
6410010 431	Hospitality - Finance	217	304	87
6410015 431	Computer Supplies - Finance	856	0	(856)
6410025 431	Lunch Room Supplies - Finance	60	136	76
6410030 431	Printer / Copier Supplies - Finance	1,425	2,000	575
6432100 431	Audit Fees - Finance	103,336	103,336	0
6435100 431	Bank Service Fees - Finance	12	32	20
6444000 431	Equipment Rental - Finance	3,489	3,465	(24)
6478000 431	Service Contracts - Finance	141	200	59
6481000 431	Computer Maintenance & Software - Financ	862	875	13
6482000 431	Dues, Memberships & Books - Finance	149	150	1
6483201 431	Mailouts - Periodic - Finance	1,844	1,275	(569)
6483202 431	Mailouts - Pymt Coupons - Finance	1,581	1,336	(245)
6485500 431	Records Retention - Finance	1,763	1,920	157
6710001 431	OC User Fees - Finance	611	960	349
6721000 431	State & Federal Taxes - Finance	0	12,595	12,595
	Total Expenses	700,153	719,955	19,802
	Other Cost Recovery			
5380310 431	Edison Pymt Processing - Finance	802	1,664	(862)
5385000 431	Other Income - Finance	22,841	0	22,841
5397100 431	Taxable Interest Income - Finance	34,384	58,260	(23,876)
5398000 431	Interest Income Allocation - Finance	(53,598)	(47,924)	(5,674)
5540000 431	Discounts Earned - Finance	1,914	2,336	(422)
	Total Other Cost Recovery	6,343	14,336	(7,993)
5330000 431	Income / Refund from Mutuals - Finance	747,553	747,553	0
	Total Cost Recovery	753,896	761,889	(7,993)
	Off Budget Items			
	Net Income / (Expense)	53,742	41,934	11,808

Golden Rain Foundation
September 20, 2021 Meeting of the Finance Committee
Director of Finance Report

For Cost Center 431 – Finance Department, as of August 31, 2021, there was an overall favorable variance of $11,808. The major variances are the following:

Budget Variance Report - August 2021
Finance Department - CC 431

GL Code	Account Description	Variance	Explanation
6210005	Payroll Processing	4,219	Favorable: Headcount lower than budgeted
6721000	State & Federal Income Taxes	12,595	Favorable: Based on 2020 tax returns, no tax liability will exist for 2021.
5385000	Other Income	22,841	Favorable: 2020 State & Federal income tax refunds
5397100	Taxable Interest Income	(23,876)	Unfavorable: Budgeted interest rates > actual paid
5398000	Interest Income Allocation	(5,674)	Unfavorable: Interest transferred to reserves > budget
	Total Explained Variances	**10,105**	of $11,808

2022 Budget Timeline

	2022 GRF Budget Timeline
April	Engage the services of a reserve study company.
May	Begin finalizing five-year plan to be submitted to the reserve study company. Managers/Supervisors to submit staffing plans
6/14/2021	Distribute operating budget input sheets to managers & supervisors.
6/30/2020	Finalize five-year plan to include in reserve study Financial data submitted to reserve study company.
July	Initial draft budgets presented to committees (including wages & benefit info). Request estimated premiums from master insurance company
August	Second iteration of draft budgets presented to committees. Review of draft reserve study.
September	Final draft budget reviewed by Finance Committee
October	Annual disclosure statements to be reviewed by corporate legal council. Final draft budget presented to the GRF board.
10/25/2021 to 11/11/2021	Copy the approved budgets for distribution in November. All budgets to *The News* by November 12.
11/18/2021	Distribute approved budgets in *LW Weekly*.

Golden Rain Foundation
September 20, 2021 Meeting of the Finance Committee
Director of Finance Report

Aged Receivables as of 08/31/2021

	Current	Over 30	Over 60	Over 90	Total	Change
Customers	5,281	3,918	-	154	9,353	4,269
Parking Violations	90	185	-	3,865	4,140	(70)
RV Lot Leases	220	480	25	3,445	4,170	(724)
News Advertisers*	52,371	1,649	744	218	54,983	(4,564)
Total	57,962	6,232	769	7,682	72,645	(1,089)

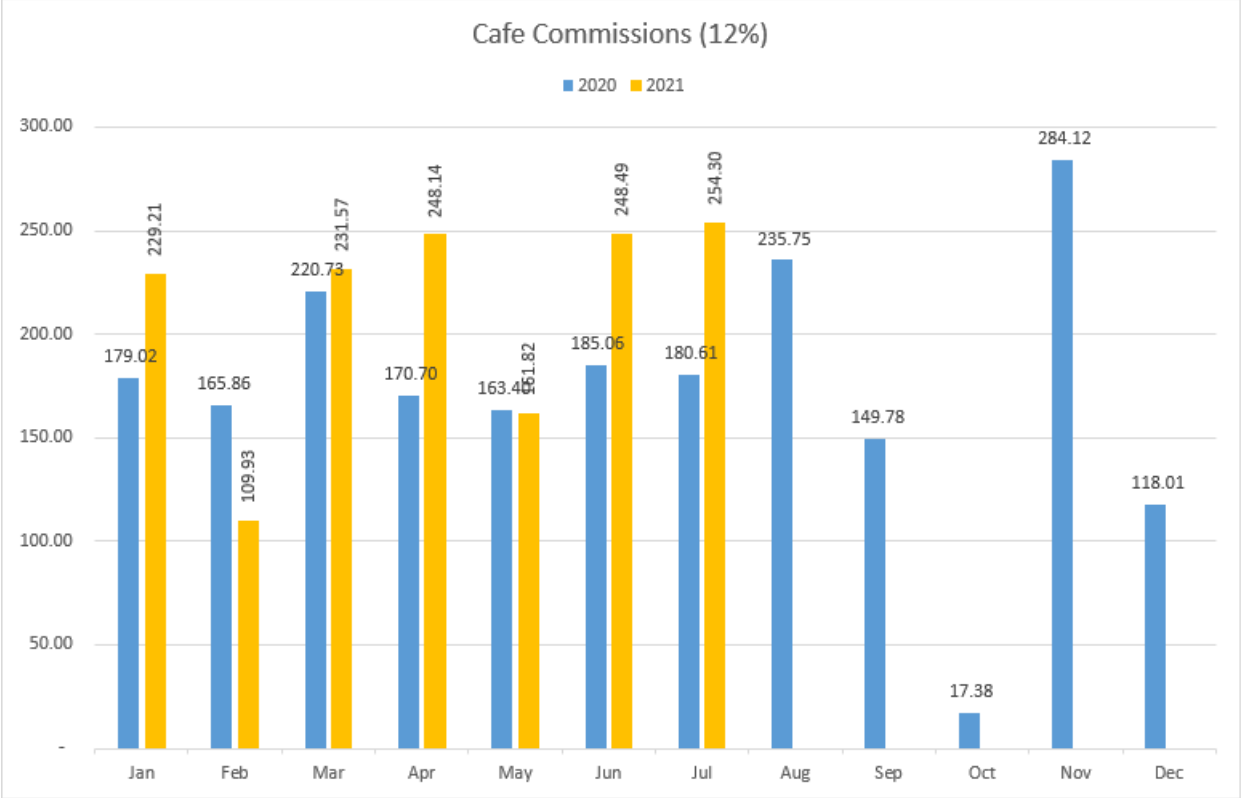
*Collected $150.00 in delinquencies after 8/31/2021

Prior

	Current	Over 30	Over 60	Over 90	Total
Customers	4,709	-	-	375	5,084
Parking Violations	275	25	-	3,910	4,210
RV Lot Leases	720	-	4,174	-	4,894
News Advertisers	55,464	1,559	864	1,659	59,546
Total	61,168	1,584	5,038	5,944	73,734

Café Commission Report

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2020	179.02	165.86	220.73	170.70	163.40	185.06	180.61	235.75	149.78	17.38	284.12	118.01	2,070.42
2021	229.21	109.93	231.57	248.14	161.82	248.49	254.30						1,483.46



SRO Aging Recap:

Month SRO Created	Still Open As of June 2021	Still Open As of July 2021	Still Open As of Aug 2021
Feb-20	1	1	1
Oct-20	10	6	2
Nov-20	15	6	4
Dec-20	19	16	2
Jan-21	21	19	1
Feb-21	37	30	22
Mar-21	41	35	29
Apr-21	170	126	93
May-21	250	75	46
Jun-21	1,761	469	165
Jul-21	-	1,388	407
Aug-21	-	-	2,081
Total	2,325	2,171	2,853

Contract Renewal Report (See attached)

Golden Rain Foundation
Revenue Contracts - Finance Committee
As of 8/31/2021

Committee	Client	Name	Revenue		Contract	Expiration Date*
Finance	1014	Seal Beach Mutual No. Fourteen	1		Trust Property Lease 12 Month	7/26/2021
Finance	3RVCLUB	RV Club	1		Trust Property Lease 12 Month	12/31/2021
Finance	3GENE01	Genealogy Club	1		Trust Property Lease 12 Month	12/31/2021
Finance	3HIST01	Historical Society	1		Trust Property Lease 12 Month	12/31/2021
Finance	3RADI01	Radio Club	1		Trust Property Lease 12 Month	12/31/2021
Finance		Rolling Thunder	1		Trust Property Lease 12 Month	12/31/2020
Finance	3THEA01	Theater Club	1		Trust Property Lease 12 Month	12/31/2021
Finance	3VIDEO01	Video Producers Club	1		Trust Property Lease 12 Month	12/31/2021
Finance	1008	Seal Beach Mutual No. Eight	1		Trust Property Lease 12 Month	12/31/2021
Finance	3FRIENDSLIB	Friends of the Library	1		Trust Property Lease 12 Month	12/31/2021
Finance	3GAF	Golden Age Foundation	1		Trust Property Lease 12 Month	12/31/2021
Finance		Superwire Telecom, Inc.	36,000	**	Telecommunication Services 3.5 yrs	6/30/2022
Finance	3SUPERWIRE	Superwire Telecom, Inc.	9,000		Trust Property Lease	6/30/2022
Finance	3NUVISION	NuVision Federal Credit Union	18,000		Trust Prop & Service Lease 5 yrs	11/7/2022
Finance		Optum Care	660,000		Trust Prop & Service Lease 5 yrs	9/30/2023
Finance		Januszka Group	120,000	**	Trust Prop & Service Lease 5 yrs	12/31/2024
Finance		CARE	31,750		Trust Prop & Service Lease 5 yrs	5/31/2025
Finance		SCE Payment Processing	1,800	*	Revenue Lease- Updated 1/2021	12/31/9999

* Expiration date of 12/31/9999 signifies a self-renewing contract after initial term.
** Estimated annual revenue

Golden Rain Foundation
Operating Expense Contracts - Finance Committee
As of 8/31/2021

Committee	Vendor	Name	Contract Amount		Contract Start Date	Contract End Date*
Finance	SUPE04	Superwire Telecom, Inc. PBX Agreement	59,500	**	2/18/2004	Mo to Mo
Finance	DLDI01	DLD Insurance Brokers	626,810		12/1/2020	12/1/2021
Finance	KONI01	Konica Minolta Business	21,000	**	7/26/17 & 9/21/18	7/26/22 & 9/21/22
Finance	KONI02	Konica Minolta QDS	26,797		7/26/17 & 9/21/18	7/26/22 & 9/21/22
Finance	CLIF01	CliftonLarsonAllen LLP	155,000		1/1/2015	12/31/2022
Finance	ASSO02	Association Reserves	9,500		3/29/2017	3/29/2022
Finance	UNIF01	UniFirst Uniform Company	18,200	**	1/8/2019	1/8/2024
Finance	KYOC01	Kyocera Maintenance	1,650	**	3/28/2019	7/31/2024
Finance	KYOC01	Kyocera Lease	33,434		3/28/2019	7/31/2024
Finance	CORO01	Corodata Records Management	2,800	**	9/26/2014	12/31/9999

* Expiration date of 12/31/9999 signifies a self-renewing contract after initial term.
** Estimated annual expense

COMMITTEE ACTION REQUEST

TO: FINANCE COMMITTEE
FROM: DIRECTOR OF FINANCE (CM)
SUBJECT: ACCEPTANCE OF THE AUGUST 2021 FINANCIAL STATEMENTS
DATE: SEPTEMBER 20, 2021
CC: FILE

Following a review of the financial statements, in accordance with Policy 40-5115-3 and all applicable sections of the civil code 5500.

Committee Action Recommended:

To accept for audit and forward to the GRF Board the draft interim financial statements for period ending August 31, 2021, as presented by the Director of Finance and as reviewed by the Finance Committee.

Financial Recap – August 2021

As of the eight-month period ended August 2021, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of $1,068,799.

Major variances are:

Wages, Taxes & Benefits	$772,129	Favorable: Wages $483K; P/R Taxes $42K; Workers' Comp $73K; 401(k) ER Match $23K; Group Ins $151K; average FTE < budget by 22 FTE
Agency Fees	(167,253)	Unfavorable: Temporary help to fill key positions
Professional Fees	(69,877)	Unfavorable: Unexpected legal expenses
Facilities Maintenance	59,879	Favorable: Maintenance scheduled for later in the year
Publication Printing	80,907	Favorable: Decrease in printing rates
Certificate Prep Fees	72,100	Favorable: Unit sales exceeds budget
Rental Income	206,010	Favorable: Unit sales exceeds budget
Other Income	55,255	Favorable: 2020 income tax refunds $23K; permit income $32K
News Advertising Income	51,825	Favorable: Display, Front Footer & Classified ads
SRO Labor Cost Recovery	(50,506)	Unfavorable: Less billable hours than budgeted

Reserve Funds	**Fund Balance**	**Allocated For Current Projects**	**Allocated For Future Projects**	**For details, see page**
Repairs & Replacements	$12,095,559	$872,544	$11,223,015	7

Capital Funds	**Fund Balance**	**Allocated Funds**	**Unallocated Funds**	**For details, see page**
Capital Improvements	$3,181,482	$180,164	$3,001,318	8

Total year-to-date approved unbudgeted operating expenses are $120,732.

Golden Rain Foundation
August 31, 2021
Cost Centers with Unfavorable Budget Variances

Cost Center	Amount	Comments
320 - Human Resources	(56,695)	Vacation Accruals - company wide unfav.; legal fees; agency fees
330 - Administration	(43,201)	COVID-19 Vaccine clinic; legal fees
544 - Copy & Supply Center	(118)	Notary fees
629 - Administration Building	(4,614)	Utilities
653 - Clubhouse Three	(5,781)	MJ Jurado - Demo fireplace
679 - Community Facilities	(12,781)	Trash expense; St. Andrews gate repairs
745 - Amphitheater	(8,218)	Community entertainment not budgeted
747 - 1.8 Acres	(1,557)	Mini Farm maintenance (cleanup); rental income less than budgeted
749 - Janitorial	(53,210)	Budget assumed reduction in staff that was not implemented
934 - Information Technology	(7,270)	Dynamics year-end software update support; Ongoing Dynamics support.
Total Unfavorable Variances	(193,445)	of Total Company Variance $1,068,799

Golden Rain Foundation
Cash Flow Activity - All Reserves
For the Period Ended August 31, 2021

		Contingency Operating Fund	Reserve Fund	Capital Improvement Fund	Nonrestricted Funds	Total
Balance 12/31/2020		**1,000,000**	**11,238,577**	**3,087,355**	**79,149**	**15,405,080**
Funded: Assessments			333,332			333,332
Funded: Amenities Fees collected	(494)		1,010,013	1,010,013		2,020,025
Funded: M17 Lease Fees collected	(22)		5,450	5,450		10,900
Funded: Interest on Funds			49,835	3,763		53,598
Expenditures			(541,648)	(385,404)		(927,052)
Legal Settlement				(550,000)		(550,000)
Donations			-	10,306		10,306
Transfers to/from Funds		-				-
Net Monthly Activity					519,537	519,537
Balance 08/31/2021		**1,000,000**	**12,095,559**	**3,181,482**	**598,686**	**16,875,727**
Net Activity		-	856,982	94,127	519,537	1,470,647

Golden Rain Foundation
Cash Flow Activity - All Reserves
For the Month of August 2021

		Contingency Operating Fund	Reserve Fund	Capital Improvement Fund	Nonrestricted Funds	Total
Balance 7/31/2021		**1,000,000**	**12,000,577**	**3,047,942**	**22,793**	**16,071,312**
Funded: Assessments			41,667			41,667
Funded: Amenities Fees collected	(68)		140,318	140,318		280,636
Funded: M17 Lease Fees collected						-
Funded: Interest on Funds			1,470	42		1,512
Progress Payments on CIP Expenditures			(88,473)	(6,820)		(95,293)
Net Monthly Activity					575,893	575,893
Balance 8/31/2021		**1,000,000**	**12,095,559**	**3,181,482**	**598,686**	**16,875,727**
Net Activity		-	94,983	133,539	575,893	804,415

2021 Capital Plan

Cost Center	Proj #	Description	2021 Unapproved	Total Projects	TTD Expenditures	Allocated Funds
432	5008-20	Paramount Workplace Purchase Requisition Software		29,725	29,725	-
432		Purchasing Office Improvements		2,697	2,697	-
629	973-21C	Admininistration Office Remodel - Ergonomics Upgrade		2,150	961	1,189
652	969-21C	Clubhouse Two - Pool and Game Room Renovation and Enhancements		74,883	36,745	38,138
652		Clubhouse Two - East End Bocce Ball Court - Concrete & 2 Handrails		3,250	-	3,250
653	945-20	Clubhouse Three - Knowledge and Learning Center Rooms Nine and Ten		283,111	283,111	-
653	962-20	Clubhouse Three - Storage Closet Addition		-	-	-
653	976-21	Clubhouse Three - Fireplace Renovation		10,000	8,240	1,760
654		Clubhouse Four - Ice Machine		6,430	6,430	-
656	939-19	Fitness Center Improvements		2,000	2,000	-
656	953-20	Clubhouse Six - HVAC System Redesign		9,800	7,740	2,060
656	957-20C	Fitness Center Expansion- Phase I Physical Change and Interior Finishes		59,022	59,022	-
679	970-21	Clubhouse Three, Clubhouse Six, Exterior Patio, Multi Use Areas, and Marquee, Professional Design Services		22,000	20,848	1,153
679	981-21C	Slurry, Re-striping Parking Lots - Admin. Bldging, Bldging 5, CH6 & Concrete Replacement CH1 Parking Lot		115,457	-	115,457
735		Book Sanitizer		-	-	-
745	951-20	Amphitheater Loft		25,181	25,181	-
746	968-21	Turtle Lake Electric Power		9,341	9,473	(132)
746	975-21	Golf Course - Shade Structure		6,500	6,500	-
748	850-17	Pool Area Planning - replace/enhance or modify		25,000	30,575	(5,575)
748	925-19C	Pool Renovations		279,739	314,139	(34,400)
837		Two Radar Trailers With Data Logger		30,000	-	30,000
847	946-20	1.8 Acres Electrical and Lighting Additions		43,677	55,548	(11,871)
934	5006-20	Dynamics GP - Phase II Developments		10,000	4,658	5,343
934	5009-20	Website Redesign		57,930	24,138	33,793
					-	-
		Total Planned Capital Acquisitions	**-**	**1,107,893**	**927,729**	**180,164**

Fund Balance	**3,181,482**
2021 Unapproved	**-**
Total Approved Projects	**1,107,893**
Total To-Date Expenditures	**(927,729)**
Surplus	**3,001,318**

COMMITTEE ACTION REQUEST

TO: FINANCE COMMITTEE
FROM: DIRECTOR OF FINANCE (CM)
SUBJECT: RESERVE FUNDS INVESTMENT PURCHASE
DATE: SEPTEMBER 20, 2021
CC: FILE

Investment Activity – August

Investment Portfolio - All Funds
8/31/2021

Financial Institution & Type	Contingency Operating Fund	Reserve Fund	Capital Improvement Fund	General Operating Fund	Total Funds	Uninsured Funds
Morgan Stanley - Deposits	-	20,737	-	-	20,737	-
Morgan Stanley - CDs	-	5,073,842	-	-	5,073,842	-
US Bancorp CDs	-	5,565,000	1,805,000	-	7,370,000	-
US Bank - Money Market	1,000,000	1,435,980	1,376,482	598,686	4,411,148	-
Total Funds	**1,000,000**	**12,095,559**	**3,181,482**	**598,686**	**16,875,727**	**-**
Total Liquid Funds		1,435,980	1,376,482			
Maturing Investments, Sept		245,000	-			
Commitments as of 08/31/2021		(275,792)	(26,150)			
Cushion[1]		(750,000)	(1,000,000)			
Available for Investing		**655,188**	**350,332**			

[1]On 7/19/2021, the Finance Committee established a lower liquid threshold of $1M to be maintained in the capital fund.

Based on the information above and to fill in the current investment ladder, the committee has agreed to the purchase of brokered CDs through US Bancorp totaling $550,000, with terms ranging from twelve (12) to twenty-four (24) months at the prevailing interest rates at the time of purchase and at the discretion of the financial advisors.

Committee Action Recommended:

I move to recommend the GRF Board authorize the purchase of brokered CDs through US Bancorp totaling $550,000, with terms ranging from twelve (12) to twenty-four (24) months at the prevailing interest rates at the time of purchase and at the discretion of the financial advisors.

Reserve Funds Investment Ladder as of August 31, 2021

Term	Maturity Month	Investment Amount	Rate	Loc
0	Sep-21	245,000	1.00%	U
1	Oct-21	935,000	0.97%	U/M
2	Nov-21	615,032	0.21%	M
3	Dec-21	873,810	0.05%	M
4	Jan-22	510,000	0.05%	U
5	Feb-22	795,000	0.10%	U/M
6	Mar-22	1,155,000	0.05%	U/M
7	Apr-22	285,000	0.10%	U
8	May-22	1,250,000	0.05%	U
9	Jun-22	445,000	0.05%	U
10	Jul-22	245,000	0.10%	U
11	Aug-22	1,470,000	0.08%	U/M
12	Sep-22	-		
13	Oct-22	-		
14	Nov-22	-		
15	Dec-22	200,000	0.10%	U
16	Jan-23	-		
17	Feb-23	490,000	0.10%	U/M
18	Mar-23	-		
19	Apr-23	-		
20	May-23	-		
21	Jun-23	200,000	0.10%	U
22	Jul-23	-		
23	Aug-23	185,000	0.14%	U/M
24	Sep-23	-		
25	Oct-23	-		
26	Nov-23	-		
27	Dec-23	-		
28	Jan-24	-		
29	Feb-24	-		
30	Mar-24	-		
31	Apr-24	-		
32	May-24	-		
33	Jun-24	-		
34	Jul-24	-		
35	Aug-24	-		
36	Sep-24	-		
45	Jun-25	50,000	0.60%	M
81	Jun-28	200,000	Index	U

COMMITTEE ACTION REQUEST

TO: FINANCE COMMITTEE
FROM: DIRECTOR OF FINANCE (CM)
SUBJECT: CAPITAL FUNDS INVESTMENT PURCHASE
DATE: SEPTEMBER 20, 2021
CC: FILE

Investment Activity – August

Investment Portfolio - All Funds
8/31/2021

Financial Institution & Type	Contingency Operating Fund	Reserve Fund	Capital Improvement Fund	General Operating Fund	Total Funds	Uninsured Funds
Morgan Stanley - Deposits	-	20,737	-	-	20,737	-
Morgan Stanley - CDs	-	5,073,842	-	-	5,073,842	-
US Bancorp CDs	-	5,565,000	1,805,000	-	7,370,000	-
US Bank - Money Market	1,000,000	1,435,980	1,376,482	598,686	4,411,148	-
Total Funds	**1,000,000**	**12,095,559**	**3,181,482**	**598,686**	**16,875,727**	**-**

Total Liquid Funds	1,435,980	1,376,482
Maturing Investments, Sept	245,000	-
Commitments as of 08/31/2021	(275,792)	(26,150)
Cushion[1]	(750,000)	(1,000,000)
Available for Investing	**655,188**	**350,332**

[1]On 7/19/2021, the Finance Committee established a lower liquid threshold of $1M to be maintained in the capital fund.

Based on the information above and to fill in the current investment ladder, the committee has agreed to the purchase of brokered CDs through US Bancorp totaling $350,000 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.

Committee Action Recommended:

I move to recommend the GRF Board authorize the purchase of brokered CDs through US Bancorp totalling $350,000 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.

Capital Funds Investment Ladder as of Aug 31, 2021

Term	Maturity Month	Investment Amount	Rate	
0	Sep-21			
1	Oct-21	210,000	0.10%	
2	Nov-21	200,000	1.80%	
3	Dec-21	45,000	0.05%	
4	Jan-22	200,000	0.01%	
5	Feb-22	245,000	0.05%	
6	Mar-22	255,000	0.05%	
7	Apr-22			
8	May-22	300,000	0.05%	
9	Jun-22	245,000	0.05%	
10	Jul-22	105,000	0.05%	
11	Aug-22			
12	Sep-22	200,000	0.07%	settlement date 9/8/2021
13	Oct-22			
14	Nov-22			
15	Dec-22			
16	Jan-23			
17	Feb-23			
18	Mar-23			
19	Apr-23			
20	May-23			
21	Jun-23			
22	Jul-23			
23	Aug-23			
24	Sep-23			
25	Oct-23			
26	Nov-23			
27	Dec-23			
28	Jan-24			
29	Feb-24			
30	Mar-24			
31	Apr-24			
32	May-24			
33	Jun-24			
34	Jul-24			
35	Aug-24			
36	Sep-24			

BY MUTUAL ADMINISTRATION
REC'D 9/9/21

September 9, 2021

Dear Finance Committee Members,

I am writing this on behalf of my Mom, [redacted] who resides at Mutual [redacted] Upon the passing of my father, [redacted], [redacted] had destroyed various personal documents to protect the security of his name and other personal information from potential ID theft. One of the items shredded was my Dad's GRF ID card.

Please consider waiving the $500 assessment fee as [redacted]acted in good faith to preserve the security of personal information and destruction of the ID card would protect against someone trying to gain access to Leisure World under his name. Please consider that [redacted] legally blind and was not aware of this fee or else would have held out the card to return.

If the committee requires further information please feel free to contact [redacted] Thank you for your time and consideration.

Respectfully,

[redacted]

Golden Rain Foundation Golden Rain Foundation Leisure World, Seal Beach

FUNDING ACTION REQUEST

TO: FINANCE COMMITTEE
FROM: PHYSICAL PROPERTY COMMITTEE (MW)
SUBJECT: CAPITAL FUNDING REQUEST - HANDRAIL ADMINISTRATION BUILDING
DATE: SEPTEMBER 7, 2021
CC: FILE

At its regularly scheduled meeting on September 1, 2021, the Physical Property Committee duly moved and approved to recommend to the GRF Board of Directors, modifications to the Handrails proposed by ADA Inspection Plus, dated May 5, 2021, at the Administration Building for a cost of $37,400, adding a contingency of $1,000 for a total cost not to exceed $38,400, Capital Funding.

The Physical Property Committee seeks Finance Committee review and consideration to determine if sufficient Capital funding, not to exceed $38,400, are available for this improvement.

I move to inform the Board, the Finance Committee has determined Capital Funds in the amount of $38,400, are available and have placed a temporary hold, pending Board action on the Handrail changes proposed by ADA Inspection Plus, dated May 5, 2021, at the Administration Building for a cost of $37,400, adding a contingency of $1,000 for a total cost not to exceed $38,400 as being recommended to the Board, by the Physical Property Committee, per the Committees action request of September 1, 2021.

COMMITTEE ACTION REQUEST

TO: FINANCE COMMITTEE
FROM: COMMUNICATIONS & IT COMMITTEE (DF)
SUBJECT: CAPITAL FUNDING REQUEST - IT SHELVING & STORAGE
DATE: SEPTEMBER 28, 2021
CC: FILE

At its regularly scheduled meeting on September 9, 2021, the Communications & IT Committee duly moved and approved to recommend to the GRF Board of Directors, the purchase of new shelving and storage containers for the IT department.

In the interest of physical equipment security and organization, we are purchasing two ULINE storage cabinets with an electronic keypad and stackable storage containers (Exhibit A).

The closable cabinets and keypad allow us to secure the IT equipment behind locked doors. The open stackable containers allow us to nicely organize and easily access the equipment.

Equipment	Size	Price
ULINE H-6314BL Keypad Cabinet	48in width x 24in depth x 78in height	$1,130
BinsOnline, QMS531 Containers (12 small)	12in width x 19in depth x 6in height	$22.90
BinsOnline, QMS533 Containers (12 medium)	12in width x 19in depth x 12in height	$62.44
BinsOnline, QMS543 – Containers (4 large)	18in width x 19in depth x 12in height	$97.20

I move to inform the Board, the Finance Committee has determined Capital Funds in the amount of $1,315, are available and have placed a temporary hold, pending Board action on the of purchase of shelving cabinets and storage bins, as being recommended to the Board, by the Communications & IT Committee, per the Committees action request of September 9, 2021.

EXHIBIT A

Storage Cabinet

Electronic Storage Cabinet - 48 x 24 x 78", Black

More Images

Protect high-value power tools, digital scales and batteries.

- Allow, prevent and track entry with keyless, digital security.
- Push-button keypad with key override. Resettable code.
- Shelves adjust in 2" increments.
- Heavy-gauge steel construction features locks in 2 places.
- Requires 4 AA batteries, included.
- Optional Cabinet Dollies make cabinets mobile for easy cleaning.

SPECIFY COLOR:

MODEL NO.	DIMENSIONS W x D x H	NO. OF SHELVES	SHELF CAP. (LBS.)	WT. (LBS.)	PRICE EACH		COLOR	ADD TO CART
					1	2+		
H-6314BL	48 x 24 x 78"	5	400	216	$595	$565	Black	1 ADD

Stackable Bins

	Outside Dimensions Inches			Inside Dimensions Inches							
Model No.	L	W	H	D	W	H	CTN QTY	CTN WT(LBS)	Price per bin	Divider Model No.	Window Model No.
QMS 531	19-3/4	12-3/8	5-7/8	17-3/4	11-1/4	5-1/8	6	12	11.45	DMS 531	WMS 531
QMS 532	19-3/4	12-3/8	7-7/8	17-3/4	11-1/4	7-1/4	6	24	13.00	DMS 532	WMS 532
QMS 533	19-3/4	12-3/8	11-7/8	17-3/4	11-1/4	11	3	14	15.61	DMS 533	WMS 533
QMS 543	19-3/4	18-3/8	11-7/8	17-3/4	17-1/4	11	1	6	24.30	DMS 543	WMS 543
QMS 743*	29	18-3/8	11-7/8	26-3/4	17-1/4	11	1	10	45.00	N/A	N/A
QMS 843 MOB *	29	18-3/8	14-7/8	26-3/4	17-1/4	11	1		66.35	N/A	N/A

COMMITTEE ACTION REQUEST

TO: FINANCE COMMITTEE (FC)
FROM: COMMUNICATIONS & IT COMMITTEE (DF)
SUBJECT: CAPITAL FUNDING REQUEST - FLUKE NETWORK TESTER
DATE: SEPTEMBER 20, 2021
CC: FILE

At its regularly scheduled meeting on September 9, the Communications & IT Committee duly moved and approved to recommend to the GRF Board of Directors, the purchase of a Fluke CIQ-100 network tester for the IT department.

Fluke Networks CIQ-100 copper qualification tester will greatly assist IT staff with troubleshooting and resolving network issues more efficiently and thoroughly.

The network tester is $1,343 (Exhibit A).

I move to inform the Board, the Finance Committee has determined Capitla Funds in the amount of $1,343, are available and have placed a temporary hold, pending Board action on the of purchase of a Fluke Networks CIQ-100 tester, as being recommended to the Board, by the Communications & IT Committee, per the Committees action request of September 9, 2021.

Exhibit A

Roll over image to zoom in

Fluke Networks CIQ-100 Copper Qualification Tester, Qualifies and Troubleshoots Category 5-6A Cabling for 10/100/Gig Ethernet, Coax and Voip

Visit the Fluke Networks Store

4.5 ★ 77 ratings | 28 answered questions

Amazon's Choice for "fluke iq-100"

8 Highlights found by Fakespot

List Price: ~~$1,609.99~~ Details

Price: $1,343.13 & FREE Returns

You Save: $266.86 (17%)

Style: **CIQ-100: Network Cable Tester**

CIQ-100: Network Cable Tester $1,343.13	CIQ-KRQ: Residential Qualifier Kit $1,600.00

Pattern Name: **Tester Kit**

Brand	Fluke Networks
Power Source	Corded Electric
Style	CIQ-100: Network Cable Tester
Item Weight	550 Grams
Item Dimensions LxWxH	3.5 x 7.01 x 1.77 inches

About this item

- Qualifies cabling performance for 10/100/Gig Ethernet, tests and troubleshoots all copper media cabling: Twisted pair (Category 5 6A), coax, and audio
- Includes CableIQ Qualification Tester with detachable wire map adapter, (2) RJ45/RJ 45 patch cord, USB cable, coax 'F' push on adapter, user guide, (4) AA batteries, soft carry case, 1 year warranty
- Advanced troubleshooting features; Length, distance to fault, graphical wire mapping, opens, shorts, power over Ethernet (POE) detection
- Works on live networks to provide Ethernet switch detection and device configuration
- Locate and trace cables with digital toning technology. Requires IntelliTone 200 Digital Probe (included with CIQ KIT)

COMMITTEE ACTION REQUEST

TO: FINANCE COMMITTEE (FC)
FROM: COMMUNICATIONS & IT COMMITTEE (DF)
SUBJECT: RESERVE FUNDING REQUEST - SURVEILLANCE CAMERAS
DATE: SEPTEMBER 20, 2021
CC: FILE

At its regularly scheduled meeting on September 9, 2021, the Communications & IT Committee duly moved and approved to recommend to the GRF Board of Directors, the purchase of 16 surveillance cameras.

We have 16 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 $5,078 (Exhibit A). We have a budget line item in Reserves for CCTV cameras.

I move to inform the Board, the Finance Committee has determined Reserve Funds (2111700) in the amount of $5,078, are available and have placed a temporary hold, pending Board action on the of purchase of eight Panasonic dome cameras, as being recommended to the Board, by the Communications & IT Committee, per the Committees action request of September 9, 2021.

Exhibit A

ALL CAMPUS SECURITY

Confidential Quote

1800 Augusta, Suite # 120
Houston, TX 77057
Phone: (512) 853-9411 Fax: (512) 692-6237
www.allcampussecurity.com

September 10, 2021

*__Quote Valid for 30 Days__

Name: **Julie Rodgers**
Company: **Golden Rain Foundation**
Address:
City:
State: **CA**
Zip:

Email: julier@lwsb.com
Phone: **(562) 472-1307**

Quote Description:

Qty	Description	Unit Price	Total
16	**Panasonic WV-S3131L** Indoor 3MP Compact Dome, Fixed 2.8mm lens @F2.3, 0 Lux with IR, Super Dynamic Range, H.265/H.264/JPEG, iA (intelligent Auto) MicroSD card slot, **5 year warranty** **No camera license required with Video Insight 7.0.2.18 or higher VMS software**	$317.39	$5,078.24

****Sales tax may be added to this purchase****

SubTotal	$5,078.24
Freight	**Free Ground Shipping**
	$-
Tax*	$-
Total	$5,078.24

Submitted by: Chris Powell
cpowell@allcampussecurity.com
(512) 823-0111

www.allcampussecurity.com

Your Active Campus LLC (dba All Campus Security) Purchase Includes:
***Sales and use tax is the responsibility of the purchaser**
Terms:
Confidential Quote
Visa/MC/Amex/Discover
COD Company Check
Return policy:
Computer and equipment / hardware returns may be accepted for 30 days after purchase with unopen box and unblemished packaging, but will be assessed a 25% restocking fee. ALL returns must obtain an (**RMA**) Return Merchandise Authorization number by All Campus Security before the return.
IP Camera Software is (**NOT**) returnable / Shipping charges are not refundable

COMMITTEE ACTION REQUEST

TO: FINANCE COMMITTEE
FROM: RECREACTION COMMITTEE
SUBJECT: RESERVE AND CAPITAL FUNDING REQUEST, CLUBHOUSE THREE SEWING ROOM
DATE: SEPTEMBER 1, 2021
CC: FILE

At the August 30, 2021, meeting of the Recreation Committee, the Committee reviewed the proposed replacements and building enhancements to Trust Property, identified as Clubhouse Three, sewing room (project details attached). The Recreation Committee seeks Finance Committee determination and the availability of:

- Reserve Funding, in the amount of, $47,410
- Capital Funding, in the amount of $22,000

Worksheet attached.

I move to inform the Board that the Finance Committee has determined:

- Reserve Funds, in the amount of $47,410.
- 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.

CH3, Sewing Room Project

Key	Item	Notes	Reserves	Capital
A	Replace Windows	Standard Replacement Windows	$4,000	
B	Replace Doors	Glass Doors (Exterior to have breaker bar)	$7,500	
C	Replace Storage Cabinets/countertop	White Shaker Cabinets -ADRC Approved Countertop	$11,500	
D	Space enhancement	Remove wall and cabinets - Add power		$1,500
E	Remediate Ceiling	Permit required - patch and paint		$11,000
F	Remove and replace Ceiling Lights	Round Standard LED	$1,500	
	Painting (inhouse)			$1,500
	Mural and Installation			$1,000
	Miscellaneous Materials			$1,500
	Contingency		$2,000	
		Subtotal Building	$26,500	$16,500

	Equipment	Qty	Make/Model	Reserves	Capital
A	Task Chair	18	Operator Chair CSE1521	$2,556	
C	Sewing Machine	8	Jamone HD3000	$3,951	
D	Sewing Machine Table	8	Arrow Mod Sewing Cabinet	$7,032	
E	Sewing Machine	2	Singer HD 6800C	$704	
F	Sewing Machine Corner Table	2	Arrow Mod Corner Sewing Cabinet	$1,758	
G	Task Table	2	Schoolsin Extra Large Planning Table	$2,926	
H	Task Table	2	A & D Rectangle Activity Table	$883	
I	Commercial Ironing Board	2	TBD	$300	
J	Cutting mats 72' x 48"	4	TBD	$800	
	Folding Big Board for Ironing and Cutting	1	Tracy Tablles, TT BGBRD Fold		$400
	65" TV , Mounting Bracket and Support Equip	1	TBD		1500
	Ceiling speakers and wireless mic system				1500
	Surveillance Cameras	2	TBD		$1,000
			General Material and Equipment needs		$1,500
			Subtotal Equipment	$20,910	$5,500

	Reserves	Capital
Total Building and Equipment	$47,410	$22,000
Total Project	$69,410	

Randy L. Ankeny

From: Mark Weaver
Sent: Friday, September 3, 2021 10:49 AM
To: Randy L. Ankeny
Subject: RE: Randy Ankeny - CH3 - Reserves

Sewing Room Remodel 2023- $8,434

	Fiscal Year	2021	2022	2023	2024	2025
608	Stage Hardwood Floor - Replace	$9,050	$0	$0	$0	$0
610	Stage Hardwood Floor - Refinish	$3,300	$0	$0	$0	$0
901	Kitchen Appliances - Replace	$0	$0	$0	$0	$0
922	Theater Equipment - Replace	$10,350	$0	$0	$0	$0
927	Billiard Rooms - Remodel	$0	$0	$6,471	$0	$0
927	Billiard Tables - Replace	$0	$0	$13,261	$0	$0
928	Woodshop Equipment	$42,000	$0	$0	$0	$0
933	Piano - Replace	$0	$0	$0	$0	$0
933	Piano (New) - Replace	$0	$0	$0	$0	$0
950	CH2 Miscellaneous Replacement	$660,000	$0	$0	$0	$0
951	Backstage Bathrooms - Refurbish	$0	$0	$0	$0	$0
951	Bathrooms - Refurbish	$0	$0	$0	$0	$0
1110	Interior Surfaces - Repaint	$28,000	$0	$0	$0	$0
1115	Stucco - Repaint	$11,000	$0	$0	$0	$0
1116	Wood Surfaces - Repaint	$10,650	$0	$0	$0	$0
1150	Wood Surfaces - Repair	$7,500	$0	$0	$0	$0
1308	Asphalt Shingle Roof - Replace	$161,000	$0	$0	$0	$0
1330	Gutter System - Replace	$16,500	$0	$0	$0	$0
	Clubhouse #3					
460	Fabric Shade Structures - Replace	$0	$0	$0	$0	$0
601	Carpet - Replace	$0	$0	$0	$3,005	$0
603	Flooring - Replace	$0	$0	$0	$207,618	$0
900	Kitchens - Remodel	$0	$0	$0	$131,127	$0
916	Window Treatments - Replace	$0	$0	$0	$0	$0
920	Auditorium Furnishings - Replace	$0	$0	$0	$0	$0
920	Meeting Room Furnishings - Replace	$0	$0	$0	$0	$0
930	Sewing Equipment - Replace	$0	$0	$0	$10,162	$0
930	Sewing Room - Remodel	$0	$0	$8,434	$0	$0

Mark Weaver
Facilities Director
Golden Rain Foundation
PO Box 2069, Seal Beach, CA 90740

☎ (562) 431-6586, ext. 301 | ✉ markw@lwsb.com | ⓦ www.lwsb.com

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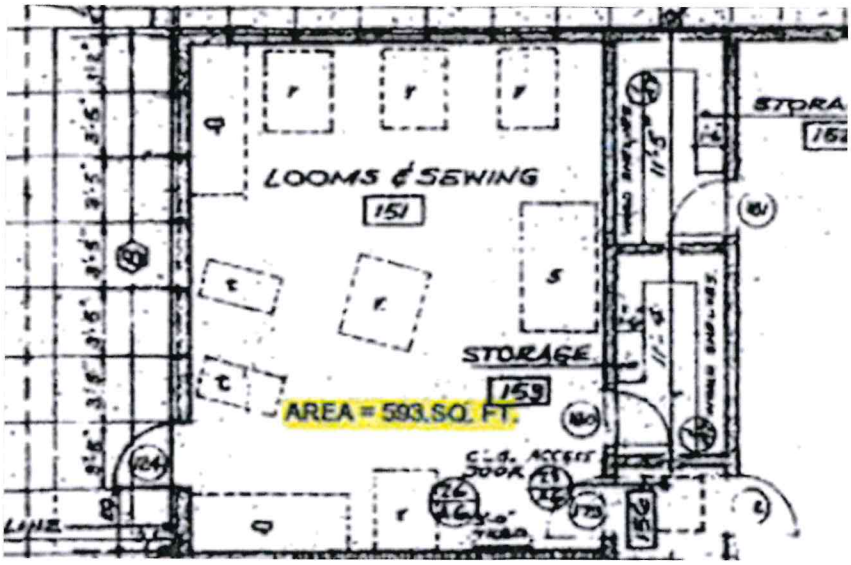
From: Randy L. Ankeny <randya@lwsb.com>
Sent: Friday, September 3, 2021 10:44 AM

1

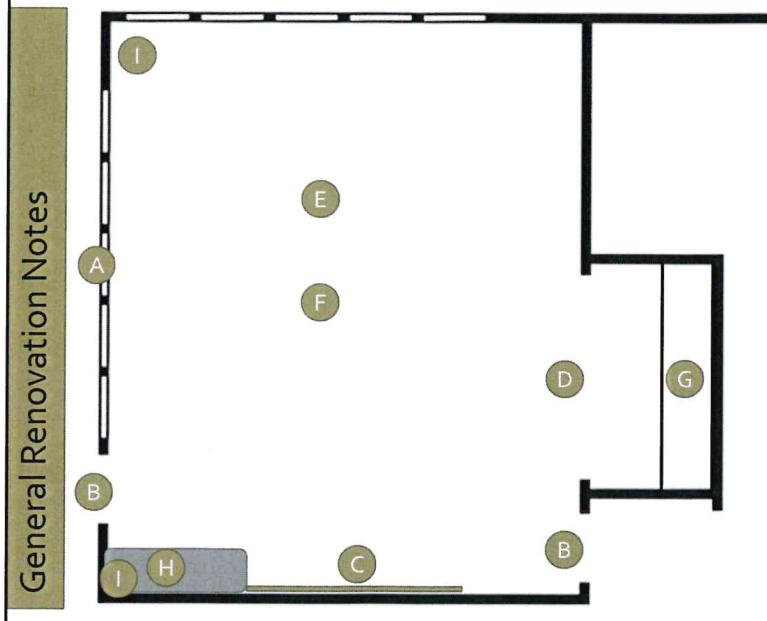
2

1970's Original Layout



3

General Renovation Notes

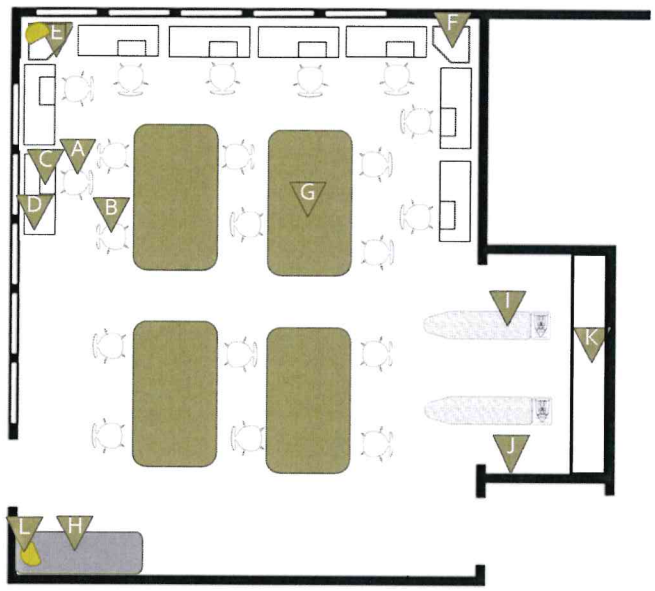


- A Replace Windows (match North wall windows)
- B Replace Door (glass with panic hardware)
- C Add Wall Mural
- D Remove wall, create ironing area (see detail D)
- E Remediate ceiling patch and paint (white)
- F Remove lights, install flush mounted LED
- G White Mission Cabinets (Match RM9)
- H White Mission Cabinets w/Countertop (Match RM9)
- I Surveillance Cameras

4

General Equipment and Fixture Notes

General Equipment



- A Standard Task Chairs
- B 12 Stool Task Chairs (TBD)
- C 8 Sewing Machines
- D 8 Sewing Tables
- E 2 Sewing Machines (Model TBD)
- F 2 Corner Tables
- G 4 Worktables
- H Cabinet w/Top)
- I 2 Ironing Boards
- J Wall Clothing Hanging Racks
- K Built in Cabinets
- L 2 Surveillance Cameras

5

Equipment

Task Chair, Key A

The cseit521 Operator Sewing Chair is the perfect seat for long hours of industrial sewing. The durability is remarkable. You can expect this to last at least the lifetime of the machine it's positioned with. Sewing machine operator chairs can come in many fancy forms and sizes, but this classic meets all the basic ergonomic needs of industrial production lines.

Seat - Ergonomically contoured 4-way curve with waterfall seat front, 19" wide x 18" deep x 2 ½" thick with 2" high-density polyurethane foam and ½" thick 7 ply furniture grade plywood.

Back - Upholstered 17" wide x 10 1/2" high with lumbar support and protective textured back panel

Mechanism - Black powder coated. Back support 1 ¾" wide ⅛" thick oval tube steel shaft. Quick-release lever for easy back height adjustment. One-touch lever for free-flow or locking back adjustment. Pneumatic height adjustment.

Base - 24" diameter, five-leg one-piece fiberglass reinforced base with steel reinforced hub.

Glides - Non-marring, 1-inch bell-shaped glides suitable for use on hard floors.

Overall Height Adjustments - Seat - 16" to 21"

- fully clothed comfy backrest.
- The use of footers makes it simple to work properly and safely. When pressing a sewing foot pedal, the footers prevent the operator from slipping. ROLLING CASTERS ARE NOT INCLUDED
- The sewing chair allows user to control their comfort level
- With three adjustable features to fit your seating preferences, you can work with confidence and reduce strain.

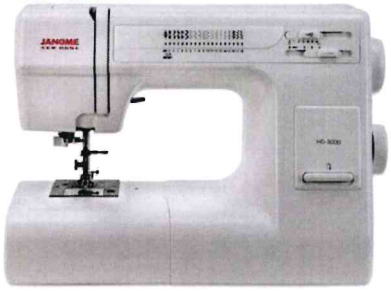
Operator Sewing Chair (cutsew.com)

6

Equipment

Sewing Machine, Key

HEAVY DUTY
TOP CHOICE!



Janome HD3000 Heavy Duty Sewing Machine with Bonus Value Kit

Sewing Machine Recommended by Club

The Janome HD3000 Sewing Machine is heavy duty and the perfect sewing machine to create a wide range of projects with. Get ready to save big on the Janome HD3000 Sewing Machine with our FREE Shipping. The Janome HD3000 Heavy Duty Sewing Machine is a must have with all the best features. Order from us and enjoy a hassle free shopping experience.

Janome HD3000 Heavy Duty Sewing Machine (kenssewingcenter.com)

7

Equipment

Sewing Machine, Key

Heavy Duty 6800C Sewing Machine

The Heavy Duty 6800C computerized sewing machine is designed with your heavy duty projects in mind, from denim to canvas. Thanks to the machine's powerful motor, you have extra high sewing speed to save you time. The throat space (working space between the needle and tower) is 6.4" or 163 mm.

With adjustable presser foot pressure, you can also sew very lightweight sheers, and the stainless steel bedplate allows fabrics to glide over the machine with ease.

Create original costumes, sew personalized fashions or transform your home with new decorator pillows and curtains. Among the 568 stitch applications is one-step buttonhole, giving you consistent results every time for projects you'll be proud to say you made yourself. Use the built-in lettering and mirror imaging to create one of kind projects.

The Top Drop-in Bobbin is not only easy to thread, it's easy to see so you won't run out of bobbin thread in the middle of a seam. The "throat" size or distance from needle to the tower is 163 mm or 6.4 inches. The font size of letters is 7 mm or slightly more than 1/4 inch.

Amazon.com: Singer Heavy Duty 6800C Sewing Machine : Arts, Crafts & Sewing

8

Equipment

Sewing Table, Key D

Arrow Mod Sewing Cabinet

Arrow Mod Sewing Cabinet (kenssewingcenter.com)

Corner Table, Key F

Arrow Mod Corner Cabinet

Arrow Mod Corner Cabinet 2011 (kenssewingcenter.com)

9

Equipment

Worktable, Key G

Extra-Large Planning Table

72" x48" x 36"

Extra-Large Planning Table - Maple Top | Schools In

10

Equipment

Worktable, Key

Adjustable Activity Table

Paragon's A&D Activity Table is perfect for group activities or study sessions, making it an ideal fit for classrooms, libraries and learning testing centers. The durable laminate work surface comes in a variety of modern color choices. Rugged T-mold edging and end caps give this classroom table enhanced durability and additional touches of color. Each adjustable leg has stabilizing glides and dual contact points for easy height modification. Paragon's A&D Activity Table is easy to assemble. Made in the USA.

Key Features

- Perfect for group learning and activities
- Durable laminate top with T-mold edging
- Adjustable legs with end caps and glides
- Variety of color choices create a custom look

A&D Rectangle Activity Table - 30"W x 60"L x 24"-34"H | Schools In

11

Equipment

Worktable, Key

Durabilt HD Ironing Board

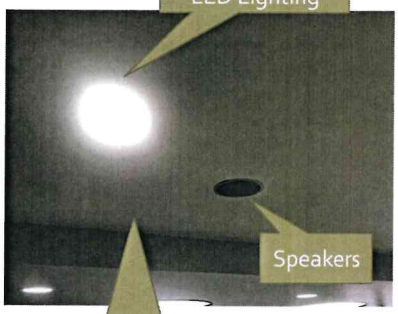
Tracy's Tables, TT BGBRD Folf

12

Ceiling and Lighting

Existing

Proposed



13

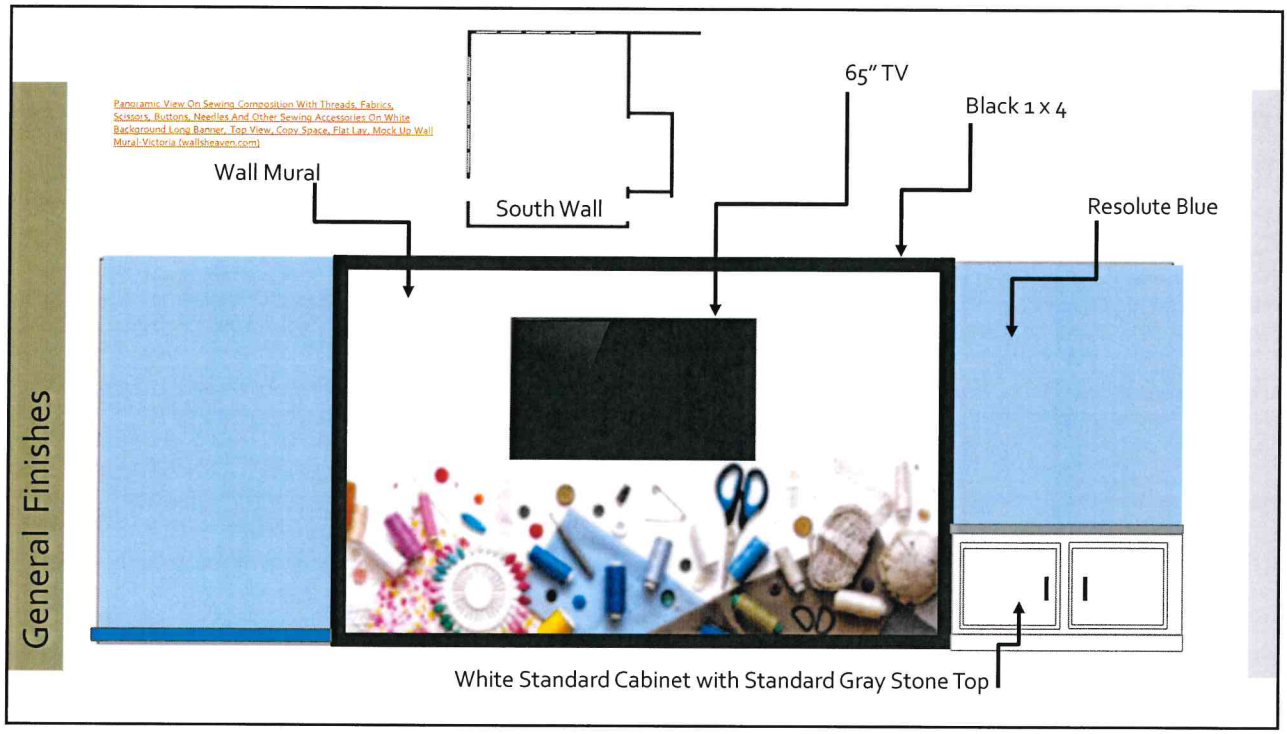
Cabinets

Proposed Cabinets (ADRC Approved Finishes)

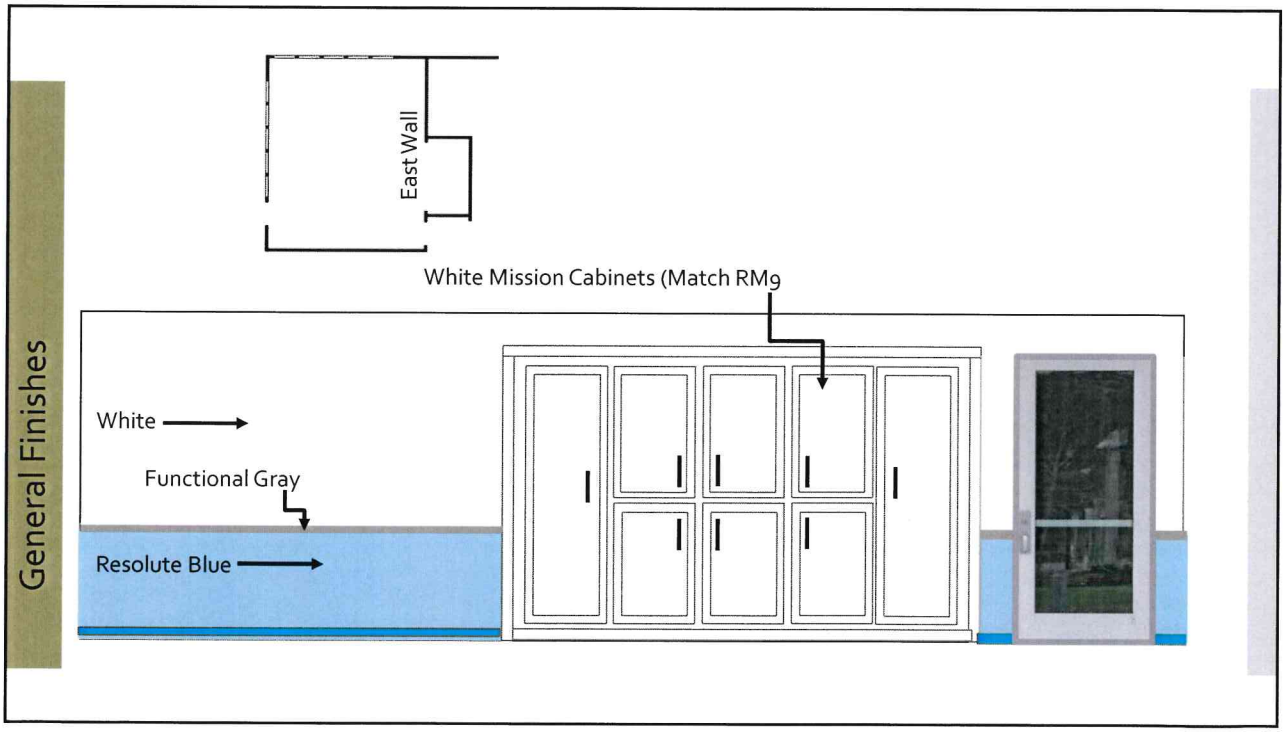
Typical Based and Wall Cabinets

Actual cabinet layout will reflect storage requirements

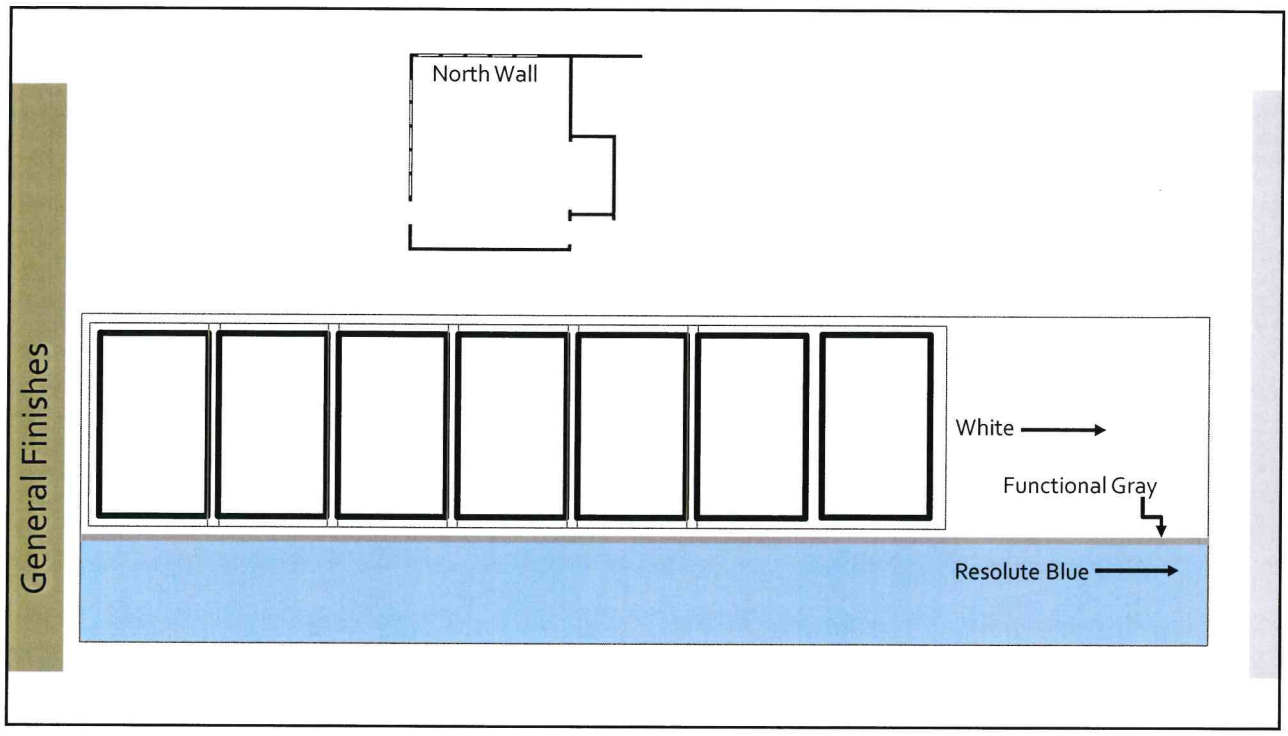
14


General Finishes
Panoramic View On Sewing Composition With Threads, Fabrics, Scissors, Buttons, Needles And Other Sewing Accessories On White Background Long Banner, Top View, Copy Space, Flat Lay, Mock Up Wall Mural-Victoria (wallsheaven.com)
Wall Mural
South Wall
65" TV
Black 1 x 4
Resolute Blue
White Standard Cabinet with Standard Gray Stone Top

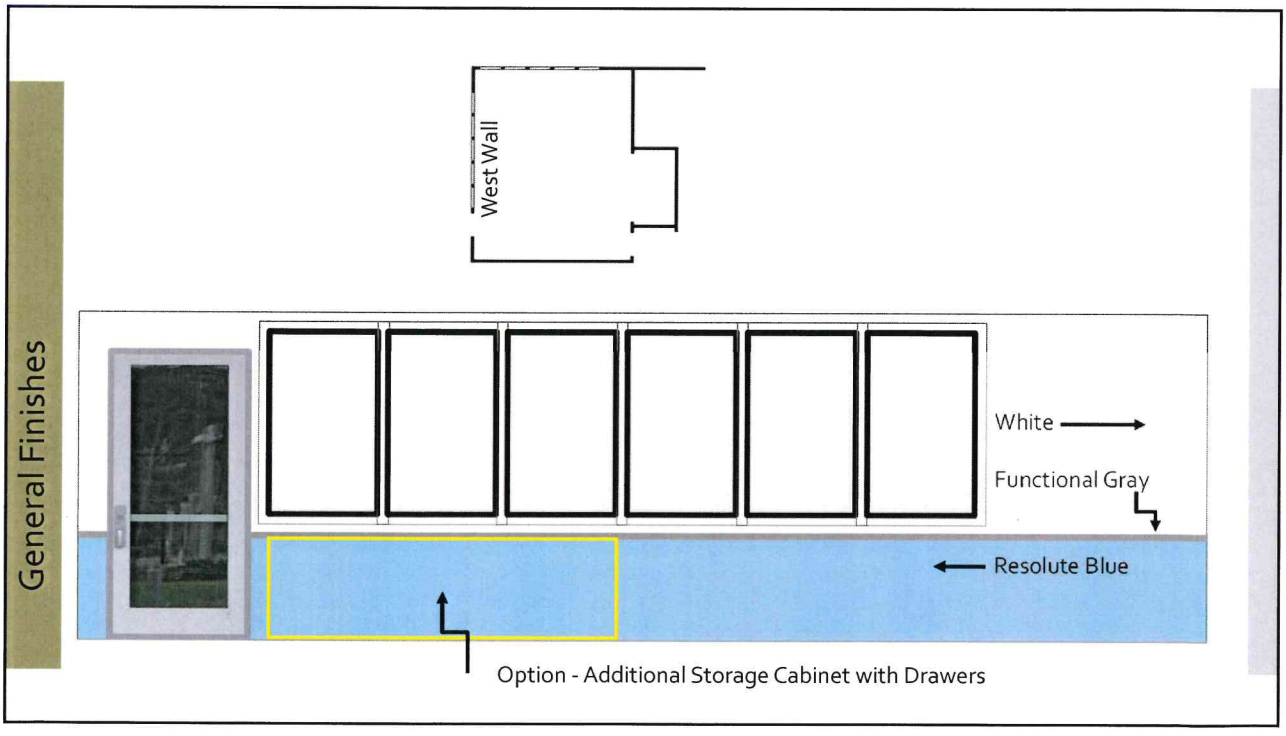
15


General Finishes
East Wall
White Mission Cabinets (Match RM9
White
Functional Gray
Resolute Blue

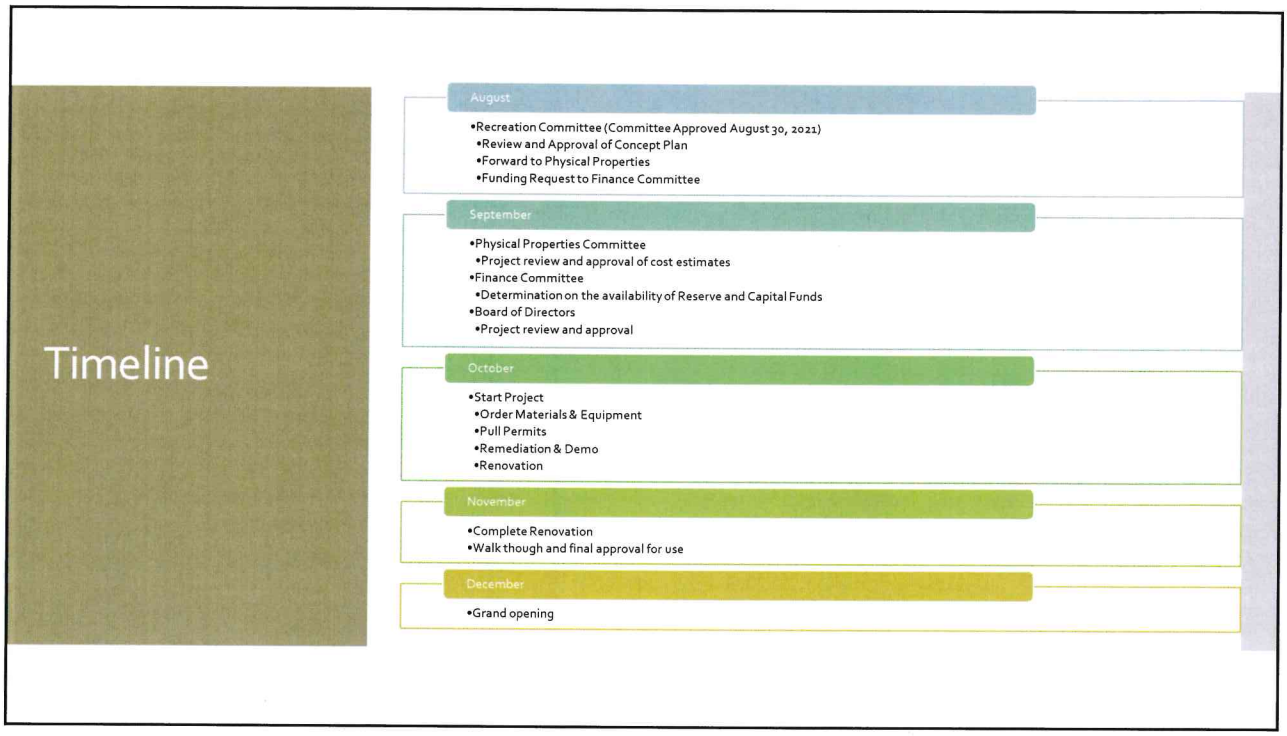
16


North Wall
General Finishes
White
Functional Gray
Resolute Blue

17


West Wall
General Finishes
White
Functional Gray
Resolute Blue
Option - Additional Storage Cabinet with Drawers

18



19

Key	Item	Notes	Reserves	Capital
A	Replace Windows	Standard Replacement Windows	$4,000	
B	Replace Doors	Glass Doors (Exterior to have breaker bar)	$7,500	
C	Replace Storage Cabinets/countertop	White Shaker Cabinets -ADRC Approved Countertop	$11,500	
D	Space enhancement	Remove wall and cabinets - Add power		$1,500
E	Remediate Ceiling	Permit required - patch and paint		$11,000
F	Remove and replace Ceiling Lights	Round Standard LED	$1,500	
	Painting (inhouse)			$1,500
	Mural and Installation			$1,000
	Miscellaneous Materials			$1,500
	Contingency		$2,000	
		Subtotal Building	$26,500	$16,500

	Equipment	Qty	Make/Model	Reserves	Capital
A	Task Chair	18	Operator Chair CSE1521	$2,556	
C	Sowing Machine	8	Jamone HD3000	$3,951	
D	Sowing Machine Table	8	Arrow Mod Sewing Cabinet	$7,032	
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G	Task Table	2	Schoolsin Extra Large Planning Table	$2,926	
H	Task Table	2	A & D Rectangle Activity Table	$883	
I	Commercial Ironing Board	2	TBD	$300	
J	Cutting mats 72' x 48"	4	TBD	$800	
	Folding Big Board for Ironing and Cutting	1	Tracy Tablles, TT BGBRD Fold		$400
	65" TV , Mounting Bracket and Support Equip.	1	TBD		1500
	Ceiling speakers and wireless mic system				1500
	Surveillance Cameras	2	TBD		$1,000
			General Material and Equipment needs		$1,500
			Subtotal Equipment	$20,910	$5,500
				Reserves	Capital
			Total Building and Equipment	$47,410	$22,000
			Total Project	$69,410	

20

SECURITY

Entry Passes – Fees

1. NO FEES

1.1. Initial issuance of annual entry passes for MEMBERS/OWNERS in residence in the unit and Mutual Seventeen MEMBER/OWNERS eligible for entry passes under the provisions of 80-5580-3.

1.2. Passes issued to contract workers, vendors, and caregivers.

1.3. Renter/Lessees will not be issued annual entry passes.

1.4. Quarterly passes for Real Estate or Escrow Firm Representatives.

2. LOSS OF PASS

2.1. Caregiver
A lost CAREGIVER pass may be replaced for a **$20.00** fee, per occurrence.

2.2. Real Estate or Escrow Firm Representatives
A lost pass may be replaced for **$50.00.** If the pass is lost a second time, a **$75.00** fee is charged.

3. REVIEW

All fees are reviewed on an annual basis.

Document History
Adopted: XX XXX 21

Keywords: Fees Pass Caregiver Real Estate Loss

STOCK TRANSFER

Guest Passes

1. GATE PASSES

The Executive Director or Mutual Administration Director is authorized to make annual guest passes, quarterly service passes, and semiannual caregiver passes available.

2. ANNUAL GUEST PASSES

The Executive Director or Mutual Administration Director is authorized to make four (4) annual guest passes available per unit per Mutual Board resolution*. The annual guest passes are valid for one year and will be mailed with the yearly payment coupon package in December to addresses within Leisure World. Stockholders/condominium owners with outside addresses may obtain their four annual guest passes throughout the year from the Stock Transfer.

**By December 15th of each year, Mutual Boards will provide to the Executive Director and/or Mutual Administration Direction a resolution on the number of additional Guest passes which may be issued by the Executive Director or Mutual Administration Director. Such number of approved additional guest passes shall not exceed four (4). If no resolution is received from any mutual by December 15, the previous year's resolution will stand.*

The Executive Director or Mutual Administration Director is authorized to issue up to four (4) additional annual guest passes per unit per *Mutual Board resolution, which may be obtained from the Stock Transfer Office if the following conditions are met:

2.1. The stockholder/condominium owner must appear *in person* and show valid identification.

2.2. A $10.00 fee will be charged for each additional pass, or when a replacement guest pass is requested.

2.3. The Mutual and apartment number shall be written on the front of the additional annual guest passes and a record of these annual guest passes will be maintained in the Stock Transfer Office.

3. GATE PASSES

The Executive Director and Mutual Administration Director are further authorized to issue additional annual guest passes, as needed, for immediate family members of stockholders/condominium owners. The request must be in writing and shall be reviewed on a case-by-case basis.

4. QUARTERLY SERVICE PASSES

The Executive Director or Mutual Administration Director is authorized to make quarterly service passes available. The quarterly service passes shall be produced, each in a different color, and shall expire in March, June, September and December of the year in which they are issued.

The Physical Property and Recreation departments shall issue quarterly service passes to contractors and vendors only after they have provided the required licensing, insurance and valid driver's license, as well as a request in writing containing the names of the persons receiving the passes.

The Stock Transfer department shall issue quarterly service passes to legal representatives of shareholders, staff of the Leisure World Health Care Center on Golden Rain Road and Orange County Supportive Services departments, only after they have provided the legal documentation of their authority to act on behalf of a shareholder and a photo ID.

The Stock Transfer department shall issue quarterly service passes with their photo to realtors for a fee of $10.00, and escrow companies only after they have provided a proper photo ID, as well as a request in writing containing the name of the person receiving the pass.

Realtors passes may obtain a replacement pass by going to the Stock Transfer Office in person with a photo ID. A $25.00 fee is charged for a replacement pass and $50.00 if lost a second time.

A record of these passes will be maintained in the offices from which they were issued.

5. CAREGIVER PASSES

The Executive Director or Mutual Administration Director is authorized to make semiannual caregiver passes available to those caregivers who have applied for the caregiver pass in compliance with Mutual Policy 7557, Caregivers.

The semiannual caregiver passes shall be produced in two different colors, with a designation as to the caregiver being a part-time or full-time care provider. Caregiver passes will expire in June and December in the year in which they were issued. Some caregiver passes are issued on a yearly basis, in compliance with a specific mutual's policy.

The caregiver's name and the mutual and apartment number shall be written on the front of the pass. The Stock Transfer Department shall issue all caregiver passes and

prepare a monthly report of passes issued.

Caregivers shall wear issued badges and passes at all times while in the community.

For loss of Caregiver passes, Shareholders may obtain a replacement pass by going to the Stock Transfer Office in person with a photo ID. A $20.00 fee is charged for a replacement pass, per occurrence. The Mutual Board of Directors will be notified when a Caregiver pass is lost a second within 24 months of the first loss.

6. USES OF PASSES

Photocopying of passes is prohibited.

The Executive Committee shall review fees for caregiver and guest passes on an annual basis during the fourth quarter of the year.

Stockholders/condominium owners can notify the Main Gate to admit a guest without an annual guest pass.

Administration is authorized to print annual guest passes and quarterly service passes in the same wallet size as the plastic key cards, with different colors for each succeeding year so that current passes can be easily identified. Caregiver passes shall be printed and formatted to fit the accompanying badge holder.

After January 31 of each year, staff members are authorized to collect prior year guest passes when presented by guests at the gate.

Photocopying or duplicating annual guest passes, quarterly service passes, or caregiver passes by members or guests is prohibited. Staff members are authorized to collect any counterfeit passes and direct the guest to the Main Gate office to be phoned in by the stockholder/condominium owner. Residents found in violation may lose their privilege to obtain additional passes at the discretion of the Executive Director or Mutual Administration Director.

Document History

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