

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



September 28, 2021

Approved Consent Agenda

MOVED and approved 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.

General – Primary and Main Sewer Line R&M Responsibilities

MOVED 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.

General – Indoor Trust Property Face Masks Required

MOVED 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.

MOVED 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.

General – Approval for Software Requirements Document

MOVED to conceptually 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 Directors use of existing staff for this project with a goal of presenting the document for committee review in the first quarter of 2022.

Architectural Design and Review Committee – Holiday Lighting and Decorations Contract

MOVED 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.

Architectural Design and Review Committee – Amend 10-5160-3 Architectural Design and Review Committee Charter

MOVED 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.

Communications & It Committee – Reserve Funding Request – Surveillance Cameras

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

Finance Committee – Approval of The Proposed 2022 Operating Budget

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

GRF Administration Committee - Amend 30-5026-3 GRF Election of Officers
CONCURRED to remove from the agenda and to be sent back to GRF Administration Committee, 30-5026-3, GRF Election of Officers for further review.

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

Mutual Administration Committee – Amend 50-1672-4 Property and Liability Insurance Information Book
CONCURRED to remove from the agenda and sent back to Mutual Administration Committee, 50-1672-4 Property and Liability Insurance Information for further review.

Physical Property Committee - Hand Railing Administration Building
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.

Physical Property Committee – Amend 60-5130-3 Committee Charter
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.

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

Recreation Committee – TENTATIVE VOTE - Amend 70-1429.02-1 Golf Course Rules
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.

Security, Bus & Traffic Committee - Amend 80-5580-1 Entry Passes - Rules
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.

Website Redesign Ad Hoc Committee – Wikipedia Page update
MOVED to approve the draft Wikipedia page to be uploaded to the Wikipedia site, as presented.

September 10, 2021, Architectural Design & Review Committee

- MOVED and recommend the GRF Board, award a contract to Magical Holiday Designs, in the amount of \$23,295, including the purchase of two additional signs, at a total cost of \$950 each.
- MOVED to approve the RV Lot logo, exhibited in option A of the agenda packet.
- CONCURRED to review the approved plant list and additional plants for consideration, at the next scheduled meeting.
- MOVED to replant the area in front of Clubhouse Four parking lot, following the color scheme from St. Andrews, for a total amount of \$5,400, Operation funding.
- MOVED to approve the wall mural for Clubhouse Three sewing room, as depicted in Exhibit A, presented at the meeting.
- MOVED and recommend the GRF BOD approve 10-5160-3 ADR Committee Charter, as amended.
- CONCURRED to review agenda topic Woodshop in Clubhouse One, at the October Committee meeting.
- CONCURRED to review agenda topic Clubhouse One-Flooring and Kitchen in Main Room, at the October Committee meeting.
- CONCURRED to schedule a work study to discuss the agenda topic, Evaluation and Enhancement of 1.8 Acres.
- RECOMMENDED to the GRF Board to amend the 70.1429.01-1 Golf Course Rules, as presented. The Committee concurred to schedule a work study for further review.

September 9, 2021, Communication/IT Committee

- CONCURRED to have the IT Manager mark the livestream graph spikes to note which meetings are getting the most logins, and not to report the age and gender statistics any further.
- MOVED to recommend to the Finance Committee the acceptance of the budget for CC 934, as amended.
- MOVED to recommend to the Finance Committee the acceptance of the budget for CC 236, as amended.
- CONCURRED to proceed with a wireless system for Clubhouse Four Dais Parameters and to meeting with the consultant to discuss the requirements, the initially updated proposal and total costs.
- MOVED to accept the purchase of sixteen Panasonic dome cameras for \$5,078, forward it to Finance Committee to determine Reserve funds and the Board for final approval.
- MOVED to accept the purchase of shelving cabinets and storage bins for IT Department in the amount of \$1,312.54 to be charged to 2111701 (Capital).
- MOVED to accept the purchase of a Fluke Networks CIQ-100 tester in the amount not to exceed \$1,800 and to be charged to 2111701 (Capital).
- CONCURRED to direct staff to proceed with consolidation CRM and ERP processes of the above software systems into MS Dynamics.
- CONCURRED to discuss Communication/IT goals at the next schedule meeting.
- CONCURRED to discuss the resources that may be available to the community such as access to computer and Internet, and virtual chats with family members at the next schedule meeting.

September 20, 2021, Finance Committee

- MOVED to accept for audit and forward to the GRF Board the draft interim financial statements for period ending August 31, 2021, as presented.
- CONCURRED to have the department heads bring back additional information on the 2021-2022 Committee goals, based on the Committee's feedback, to the next scheduled meeting.
- MOVED and recommended the GRF Board accept the Reserve Study for the year 2022 budget.
- MOVED and recommended 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.
- MOVED and recommended the GRF Board authorize 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.
- MOVED to approve the GRF ID Card reimbursement fee, in the amount of \$500 dollars, presented on the agenda.
- MOVED 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.
- MOVED 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.
- MOVED 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.
- MOVED and recommended the GRF Board of Directors amend 40-5580-2, Entry Passes – Fees, as presented.

September 2, 2021, GRF Administration Committee

- REMOVE the position and advertisement for Community Service Direction position on the Open Position List.
- MOVED to have Human Resources Coordinator, bring back the new position (Administration/Communications Specialist, based on the Committee's feedback, to the next scheduled meeting.
- CONCURRED to discuss the GRF Election Packet and be brought back to the next scheduled meeting.
- CONCURRED to send 30-5041-5 to the Physical Properties Committee for review.
- CONCURRED to setup a work study 30-5092-1 Code of Ethics and the results will be brought back to the next meeting.
- MOVED to recommend the GRF BOD to amend 30-5026-3 GRF Election of Officers for approval.

September 13, 2021, Mutual Administration Committee

- CONCURRED to dispense of the Stock Transfer Revenue report and continue forth with the Item Sales document presented by the Mutual Administration Director.
- COMCURRD to delay the Life Options Expo to the Summer of 2022.
- MOVED to recommend the Finance Committee consider the 2022 Proposed Operating Budget for Cost Center 533 (Stock Transfer), dependent on the conversation Jodi Hopkins has with Carolyn Miller online item 5345000.
- MOVED to amend the 2022 Proposed Operating Budget for Cost Center 533 (Stock Transfer), line item 5345000 for Certificate Processing Fees – Escrow (formerly called Escrow Transfer Fees) from 292 Escrows to 414 Escrows.
- MOVED to recommend the Finance Committee consider the 2022 Proposed Operating Budget for Cost Center 545 (Mutual Administration), as stated.
- moved to recommend the Finance Committee consider the 2022 Proposed Operating Budget for Cost Center 574 (Service Maintenance), as stated.
- CONCURRED to move the 2021-2022 Mutual Administration Committee Goals to the October meeting.
- CONCURRED to form a subcommittee and schedule forms review there.
- CONCURRED to review 50-1671-4 “Paws” for Thought Pet Registration Form, 50-1671-4A Emotional Support Animal Shareholder’s Declaration Form Attachment A, 50- 1671-4B Emotional Support Animal Physician’s Declaration Form Attachment B, 50-1671-4C Service Animal Claim Form Attachment A, and 50-1671-4D Service Animal Physician’s Declaration Attachment B at a subcommittee meeting.
- MOVED to amend 50-1642-4 Authorized Resident Information Form, as amended, and not forward to the GRF Board of Directors.
- CONCURRED to review 50-1644-4 Caregiver Pass Application at a subcommittee meeting.

September 1, 2021, Physical Property Committee

- CONCURRED to review agenda topic Leaf Blowers, at the next scheduled meeting.
- COMMITTEE tabled the Solar Panels agenda item until December.
- MOVED to remove Service Maintenance Gate replacement and Administration Office Remodel Ergonomics Upgrade, from the Physical Property Committee Project Report.
- CONCURRED to forward the On-site Visit Report Leisure World Par-3 Golf Course from Pat Gross Turf Solutions to the Leisure World Weekly Editor, to create an article based on the report, for publication in the Leisure World Weekly, and to post on the website under documents and make printed copies available at the Golf Starter Shack.
- CONCURRED to request staff to add columns to the Total Quality Checklist: -Initials/Signature - Date of Inspection.
- COMMITTEE tabled the Cal-Met Trash Contract agenda until January.
- CONCURRED to review agenda topic Perimeter Wall-Frontier, at the next scheduled meeting.
- CONCURRED to review agenda topic Perimeter Wall-Frontier, at the next scheduled meeting.
- CONCURRED to review agenda topic Clubhouse Six Patio Area, at the next scheduling meeting.
- MOVED to recommend to the GRF Board 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, pending Finance Committee review.
- CONCURRED to request staff to research speed cushions, and bring back information, at the next scheduling meeting.
- COMMITTEE tabled the Drainage Concerns at St. Andrews and Northwood agenda item until January.

- COMMITTEE tabled the Add Back Gate on Westminster agenda until January.
- COMMITTEE tabled the Single Lane Roundabout at Main Gate agenda item until November.
- CONCURRED to refer the Renovate the Security Building at the Main Gate agenda topic back to the Security, Bus, and Traffic Committee.
- COMMITTEE tabled the Solar/Stations agenda item until November.
- MOVED to accept the amendments to 60-5130-3 Committee Charter, as presented.

August 30, 2021, Recreation Committee

- CONCURRED to review agenda topic Children Two Game Room, and the applicable governing document, under Unfinished Business, at the October Committee meeting.
- CONCURRED to review agenda topic New Swimming Pool Rules, after a work study meeting, at the October Committee meeting.
- CONCURRED to review agenda topic 2022 Budget Request Jewelry/Lapidary Club, under Unfinished Business, at the October Committee meeting.
- CONCURRED to review agenda topic Amenities Inclusion, at the October Committee meeting.
- MOVED to refer the proposed renovation of Clubhouse Three, Sewing Room and forward the project to the Physical Properties Committee for final project expense review, forward a Reserve and Capital Funding request to the Finance Committee once Physical Properties approval is granted, and forward to the project to the Board, dependent on Physical Properties and Finance Committee action.
- MOVED to conceptually approve the exterior storage solution © Fence under Eve, and direct staff to bring to the next meeting all costs.
- CONCURRED to review agenda topic 2021- 2022 Committee Goals, at the October Committee meeting.
- MOVED to recommend to the GRF Board of Directors to change the RV Lot parking space rental to \$73,0008, in the 2022 budget, bringing the income to a neutral position and direct staff to present, at a later date, a proposed increase of rental fees, effective January 2022 and adding to grant a variance to policy to allow current leaseholders to apply for a second R.V. Lot space, on a month-to-month rental basis.
- CONCURRED to recommend to the Finance Committee to accept the 2022 Budget Assumptions- Cost Center 736, as amended.
- CONCURRED to recommend to the Finance Committee to accept the 2022 Budget Assumptions- Cost Center 747, as amended.
- CONCURRED to direct staff to bring the income in line with expenses and bring back an action plan to the next scheduled meeting to accomplish the Committee's directive.
- MOVED to deny the proposal for a new GRF Club – "Play Chair Volleyball Club".
- MOVED to approve the proposal for a new GRF Club – "Bocce Club".

September 8, 2021, Security, Bus & Traffic Committee

- MOVED to refer the proposed 2020 budget, for Cost Center 837 to the Finance Committee for review, as presented.
- MOVED to refer the proposed 2020 budget, for Cost Center 838 to the Finance Committee for review, as amended.
- MOVED to direct staff place \$123,000 on the budget, Reserve funding, for the year 2023, towards the replacement of fleet vehicles.
- CONCURRED to discuss the pickup truck replacement agenda topic, at the next scheduled meeting.
- CONCURRED to discuss the radar trailer – data logger agenda topic, at the next scheduled meeting.

- MOVED to recommend to the Physical Property Committee, consideration as part of the main gate traffic flow study, the inclusion of a single lane roundabout.
- CONCURRED to provided information on speed cushions and was requested to bring additional information, to the next scheduled meeting.
- MOVED and recommended the GRF BOD amend 80-5580-1, Entry Passes – Rules, as presented.

August 17, 2021, Special Recreation Committee

- CONCURRED to recommend to the Finance Committee to accept the 2022 Budget Assumptions-Cost Center 735- Library, as amended.
- CONCURRED to discuss the 2022 Budget Assumptions Cost Center 736- Learning Center, at the next scheduled meeting.
- MOVED to recommend to the Finance Committee to accept 2022 Budget Assumptions- Cost Center 651- Clubhouse One.
- MOVED to recommend to the Finance Committee to accept the 2022 Budget Assumptions- Cost Center 652- Clubhouse Two.
- MOVED to recommend to the Finance Committee to accept the 2022 Budget Assumptions- Cost Center 653-Clubhouse Three.
- MOVED to recommend to the Finance Committee to accept the 2022 Budget Assumptions- Cost Center 654- Clubhouse Four.
- MOVED to recommend to the Finance Committee to accept the 2022 Budget Assumptions- Cost Center 656- Clubhouse Six
- MOVED to recommend to the Finance Committee to accept the 2022 Budget Assumptions- Cost Center 740- Recreation, with the changes.
- MOVED to recommend to the Finance Committee to accept the 2022 Budget Assumptions- Cost Center 745- Amphitheater.
- MOVED to recommend to the Finance Committee to accept the 2022 Budget Assumptions- Cost Center 746- Golf Course.
- MOVED to recommend to the Finance Committee to accept the 2022 Budget Assumptions- Cost Center 748- Swimming Pool.
- MOVED to recommend to the Finance Committee to accept the 2022 Budget Assumptions- Cost Center 749- Janitorial, as amended (add \$700 to the materials and supplies expense)
- MOVED to recommend to the Finance Committee to accept the 2022 Budget Assumptions- Cost Center 756- Fitness Center.
- CONCURRED to discuss the 2022 Budget Assumptions- Cost Center 747- 1.8 Acres, at the next scheduled meeting.

September 15, 2021, Strategic Planning Ad Hoc Committee

- CONCURRED to request more information be presented by the Executive Director, at the next scheduled meeting.
- CONCURRED to change the verbiage of item #3, Single lane roundabout at Main Gate, to Reconfiguration at Main Gate and Improve Traffic Flow.
- CONCURRED to change the priority level of item #4, Revise Bylaws, from priority Level 5 to Level 3. The Committee concurred to refer item #13, Water Conservation Measures, to the Physical Property Committee.
- CONCURRED to request the Executive Director provider further information, at the next scheduled meeting, for item #16, Art such as sculptures on Trust Property and along the Westminster Boulevard wall.
- CONCURRED to categorize #18, Ride Share/Contract bus service, as (“In Progress”).

- CONCURRED to change the priority level of #19, Evaluation and enhancement of 1.8 Acres from priority Level 9 to Level 6.
- CONCURRED to remove item #21, Acquisitions of contiguous property, from the Future Vision List.
- CONCURRED to remove item #24, Cover Channel, from the Future Vision List. Recording Secretary PPC STRATEGIC PLANNING AD HOC COMMITTEE Page 2 of 2
- MOVED to remove #26 from the Future Vision List.
- CONCURRED to change the verbiage of item #27, Shareholder (lanyard system and/or wristbands), to Computer Access Program/ID.
- CONCURRED to change the priority level of item #30, Automated/Autonomous transportation, from priority Level 7 to Level 10.
- CONCURRED to change the priority level of item #31, Biometrics for access control, from priority Level 7 to Level 10.
- CONCURRED to amend 30-5167-3 Strategic Planning Ad Hoc Committee Charter, and bring back to the next scheduled meeting, for further review.

September 21, 2021, Website Redesign Ad Hoc Committee

- CONCURRED to review the updated website as discussed at the next scheduled Committee meeting, along with the action request to the Board for its approval and dissolution of the Ad Hoc Committee one month after the website launch.
- CONCURRED to schedule a work study to further discuss some redundancies in amenities found on the new website prior to the next scheduled Committee meeting.

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

	Fund Balance	Allocated For Current Projects	Allocated For Future Projects	For details, see page
Reserve Funds				
Repairs & Replacements	\$12,095,559	\$872,544	\$11,223,015	7
Capital Funds				
Capital Improvements	\$3,181,482	\$180,164	\$3,001,318	8

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