



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

BOARD OF DIRECTORS

Agenda

Tuesday, October 26, 2021, 10:00 a.m.
Clubhouse Four

To view the live GRF Board meeting:

- Go to www.lwsb.com
- The tab will be active at 9:45 a.m., 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

3. President's Announcements

4. Seal Beach City Council Member's Update

5. Health Care Center Advisory Board Update (pp.1-10)

6. Shareholder/Member Comments

7. Consent Calendar

- a. Committee/Board meetings for the Month of September 2021 **(p.11-12)**
 - i. Minutes of the Recreation Committee Board Meeting of August 30, 2021
 - ii. Minutes of the Physical Property Committee Board Meeting of September 8, 2021
 - iii. Minutes of the GRF Administration Committee Board Meeting of September 2, 2021
 - iv. Minutes of the Finance Committee Board Meeting of September 20, 2021
- b. GRF Board of Directors Minutes, September 28, 2021 **(pp.13-24)**
- c. October GRF Board Report, dated October 26, 2021 **(pp.25-32)**
- d. Accept Financial Statements, September 2021, for Audit **(pp.33-40)**
- e. Approve Capital Funds Investment Purchase **(pp.41-42)**
- f. Approve Reserve Funds Investment Purchase **(pp.43-44)**

8. Ad Hoc Reports

- a. Governing Document Ad Hoc Committee – Discussion
- b. Management Services and Contract Ad Hoc Committee – Discussion
- c. Strategic Planning Ad Hoc Committee - Discussion
- d. Website Ad Hoc Committee – Discussion

9. New Business

- a. General
 - i. Indoor Trust Property Face Masks Required (**Tony Dodero - pp.45-46**)
 - ii. Interconnected Storm Drain R&M Responsibilities (**Carole Damoci - p.47-48**)
- b. Communications/IT Committee
 - i. Adopt Policy 20-2807-1, GRF Emergency Text Parameters
(**Paula Snowden - pp.49-52**)
- c. GRF Administration Committee
 - i. Non-Budgeting Operating 2.6 Full Time Employee Funding Request
(**Phil Mandeville - pp.53-54**)
 - ii. Approval GRF Election Packet (**Marsha Gerber - pp.55-98**)
 - iii. Amend Policy 30-5026-3, GRF Election of Officers (**Janet Isom - pp.99-102**)
 - iv. Amend Policy 30-5092-1, Code of Ethics (**Susan Hopewell - pp.103-106**)
 - v. Amend Policy 30-5092-3, BOD Censure Procedure (**Paul Pratt - pp.107-110**)
- d. Physical Property Committee
 - i. Reserve Funding Request - Main Sewer Lines Replacement- Mutual Nine
(**Carole Damoci - pp.111-112**)
- e. Recreation Committee
 - i. Reserve Funding Request - Clubhouse Four – Ceramics Studio Kilns
(**Leah Perrotti - pp.113-114**)
 - ii. Temporary Variance to Policy 70-1406-1, Limitation on Use of Trust Property – Rules
(**Phil Friedman - pp.115-120**)
 - iii. Tentative Vote - Amend Policy 70-1429.02-1, Golf Course Rules
(**Lee Melody - pp.121-124**)
 - iv. Amend Policy 70-1422-3, Marquee Usage (**Sandy Geffner - pp.125-126**)
 - v. Amend Policy 70-1406-1, Limitation on Use of Trust Property – Rules
(**Phil Mandeville - pp.127-132**)
- f. Security, Bus & Traffic Committee
 - i. Reserve Funding Request - New Two -Way Radios (**Paul Pratt - pp.133-134**)
- g. Website Redesign Ad Hoc Committee
 - i. Approval for New Website to go Live (**Janet Isom - p.135-136**)

10. Board Member Comments

11. Next Meeting

Tuesday, November 23, 2021, In Clubhouse Four/Virtual

12. Adjournment

Your Health Care Center, Your Way.

*Seal Beach Leisure World
Health Care Center*

October 20, 2021 update



OPTUM®

Serving the Leisure World Community

Commitment to a best-in-class health care center providing exceptional patient experience

Shaping the Future of your HealthCare and Health Care Center

Guided by collaboration with community health advisory committee



Modern HealthCare with Heart

Recent Specialty Provider Updates

- Orthopedics
 - Returned bi-weekly starting 9/28/21 8am – 12pm
 - After many successful clinics, they are interested in increasing hours and/or days
- Ophthalmology
 - 2nd Meet & greet held 10/5/21
 - Doc Talk – 10/19/21, 8am
- Rheumatology
 - Doc Talk w/ Dennis Bansil, PA, 10/21/21 @ 6pm
- Psychiatry
 - Beginning 9/28/21 Dr. Epstein will only treat patients via telemed or in his outside office
 - Optum currently looking for replacement

Health Clinics

- Drive-thru Flu Clinic
 - **When:** October 14th from 8am – 3pm
 - **Where:** Clubhouse 4
 - **Results:** 772 vaccinations given
- Mammogram Clinic
 - October 19, 2021, 8am – 3pm
 - Outreached to 21 overdue patients
 - Looking to hold monthly at HCC w/ UMI Radiology
- Red Cross Blood Drive
 - October 12, 2021. 18 units of blood collected
 - Next event: January 7, 2022
- Gait & Balance Clinic (pilot phase)
 - November 2, 2021
 - Purpose: to assess patients' risk for trips and falls
 - Partnership w/ PCP, Physical Therapy and Orthotist



Optum HCC Newsletter Fall 2021

- **Inside the Fall issue:**

- Looking for new health plan options?
- Optum name updates
- Watch out for fake news
- Review the basics: hand hygiene
- Breakthrough COVID cases reported: What you need to know
- Grecia Nunez, Senior Ambassador



Extra copies are available at the front desk of the HCC

Annual Enrollment Period

October 15th – December 7th

- Annual Enrollment Period
 - October 15, 2021 – December 7, 2021
 - Opportunity to make a changes for the coming year, effective January 1
 - Camp Sales meetings being held by the HCC and health plan agents
 - Special events, located in LW Weekly
 - Veronica Rodriguez, Patient Relations Liaison
 - Specialized teammate to handle patient experiences at the HCC
 - Able to assist with Medicare questions
 - Monday, Wednesday, Fridays at HCC
 - Grecia Nunez, Senior Ambassador
 - Coordinate events at HCC
 - Able to assist with health plan questions
 - Provides clinic tours

Optum HCC Newsletter Fall 2021



Breakthrough cases reported: What you need to know

There have been a number of vaccinated people getting COVID-19. What does that mean, and what do you need to do to stay safe?

What's a breakthrough infection? A breakthrough infection is when someone gets COVID-19 after they have been fully vaccinated.

Why is this happening? A vaccine doesn't mean you're 100 percent protected against a virus. But it's a powerful line of defense. Some people, especially those who have chronic health conditions or are older, can still catch a virus after being vaccinated.

vaccinated because of serious health conditions, so the odds are your doctor will encourage you to get it. Keep following safety guidelines: wear a face mask in public, keep your distance from others, and wash your hands.

I am vaccinated. Do I need to keep following protocols? Don't let your guard down. Even though breakthrough infections are very rare, it's not worth taking a risk. And you can still carry the virus even if you don't show any symptoms. This virus likes to hitch a ride where it can, and while it may not be able to infect you, it can use you to get to others. Wear your face mask in public, maintain social distance, and keep washing your hands.

Optum HCC Newsletter Fall 2021

Looking for new health plan options?

If you're having any challenges with your health plan or want to learn about new options, check out our health plan office hours. We have six plans with office hours here at the HCC:

Aetna

Fridays, 11 a.m.–12 p.m.

1-562-795-6237, TTY 711

Anthem

Tuesdays and Thursdays, 9 a.m.–12 p.m.

1-562-795-6247, TTY 711

Alignment

Wednesdays, 9 a.m.–1 p.m.

1-562-795-6241, TTY 711

Humana

Mondays, 9 a.m.–1 p.m.

1-562-795-6240, TTY 711

SCAN

Monday–Thursday, 9 a.m.–1 p.m.

1-562-795-6205, TTY 711

UnitedHealthcare

Tuesdays and Thursdays, 9 a.m.–12 p.m.

Fridays, 11 a.m.–2 p.m.

1-562-795-6250, TTY 711

We also accept these plans, as well as Original Medicare and many commercial plans:

- Blue Shield
- HealthNet
- OneCare
- OneCare Connect



OptumCare is now Optum



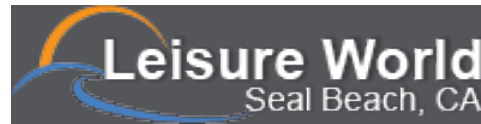
Optum updates name

You may have noticed the signs outside the HCC have changed from OptumCare to Optum. Probably not the most noticeable change, but it's an important one. This year, Optum has decided to change all of its company names to Optum. Here's what that means — and who all the companies are:

OptumCare Medical Group. Primary and specialty care. These are the doctors that care for you at the HCC. There are other locations nearby, including down the street at Seal Beach Village and on Pacific Coast Highway.

Monarch HealthCare. Medical network. This company manages all the authorizations and referrals. It also has many health programs for people with chronic conditions. If you have an HMO, your health plan ID card will say Optum Care Network–Monarch. But it won't happen right away. Most plans will send you a new card some time next year.

A Better Future Together!



In accordance with Civil Code 4090, the Foundation will make available a summary of the meetings where a quorum of the Board was present. A quorum of the Board was present at the following September 2021 Committee meetings:

- Minutes of the Recreation Committee Board Meeting of August 30, 2021
- Minutes of the Physical Property Committee Board Meeting of September 8, 2021
- Minutes of the GRF Administration Committee Board Meeting of September 2, 2021
- Minutes of the Finance Committee Board Meeting of September 20, 2021

Using a consent calendar format, the GRF Board of Directors is requested to approve these Committee Board meeting minutes in one motion.

These Committee Board meeting minutes will be available on the Leisure World's website for view after approval. If you would like a hard copy of the minutes, contact the Executive Coordinator at x303.

Thank you.

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

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Director Nick Massetti led the Pledge of Allegiance.

ROLL CALL

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

Director Pratt and Isom were present via Zoom.

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

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

Director Ableser and Levine were absent.

Directors participated, with a quorum of the voting majority.

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

ANNOUNCEMENTS

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

SERVICE ANNIVERSARIES AND EMPLOYEES OF THE MONTH

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

SEAL BEACH COUNCIL MEMBER'S REPORT

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

HEALTH CARE CENTER ADVISORY BOARD UPDATE

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

SHAREHOLDER/MEMBER COMMENTS

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

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

Three member offered comments at the meeting.

CONSENT AGENDA

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

AD HOC REPORTS

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

NEW BUSINESS

GENERAL

Primary And Main Sewer Lines R&M Responsibilities

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

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

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

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

Ms. Damoci MOVED, seconded by Ms. Gerber -

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

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

Two Directors spoke on the motion.

Indoor Trust Property Face Masks Required

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

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

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

Mrs. Dodero MOVED, seconded by Mr. Slutsky –

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

The motion passed with one recusal (Director Mandeville).

No Director spoke on the motion.

Second motion:

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

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

Fourteen Directors spoke on the motion.

Approval For Software Requirements Document

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

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

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

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

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

No Director spoke on the motion.

Architectural Design and Review Committee

Operational Funding Request - Holiday Lighting and Decorations Contract

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

Ms. Gambol MOVED, seconded by Mr. Dodero -

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

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

Three Directors and the Executive Director spoke on the motion.

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

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

Mrs. Perrotti MOVED, seconded by Mr. Dodero –

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

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

Three Directors spoke on the motion.

COMMUNICATIONS & IT COMMITTEE

Reserve Funding Request - Surveillance Cameras

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

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

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

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

The total is \$5,522.00 including taxes (Exhibit A). We have a budget line item in Reserves for CCTV cameras.

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

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

Seven Directors spoke on this motion.

FINANCE COMMITTEE

Approval of The Proposed 2022 Operating Budget

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

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

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

Two Directors spoke on the motion.

GRF ADMINISTRATION COMMITTEE

Amend 30-5026-3 GRF Election of Officers

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

MUTUAL ADMINISTRATION COMMITTEE

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

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

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

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

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

Six Directors spoke on the motion.

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

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

Physical Property

Hand Railing Administration Building

It has been recommended to bring the railings in front of the Administration Building into compliance and better serve the needs of its members. The Physical Property Committee (PPC) asked staff to obtain the opinion of ADA Inspection Plus to provide a railing plan

based on code and usage of the area. The PPC approved the plan from ADA Inspection Plus dated May 5, 2021, and asked staff to send out an RPF for this project. Cost is as follows:

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

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

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

Two Directors spoke on the motion.

Amend 60-5130-3 Committee Charter

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

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

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

No Directors spoke on the motion.

Recreation Committee

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

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

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

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

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

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

Four Directors spoke on the motion.

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

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

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

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

Nine Directors spoke on the motion.

Security, Bus & Traffic Committee

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

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

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

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

Five Directors and the Executive Director spoke on the motion.

Website Redesign Ad Hoc Committee

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

Ms. Isom MOVED, seconded by Ms. Snowden –

MOVED to approve the draft Wikipedia page to be uploaded to the
Wikipedia site, as presented.

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

Five Directors spoke on the motion.

BOARD MEMBER COMMENTS

Eight Directors offered comments.

ADJOURNMENT

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

Paula Snowden, Corporate Secretary
Golden Rain Foundation
tm 09.28.21

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



October 26, 2021

Approved Consent Agenda

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

Executive Committee - Approve Name Change for Executive Committee

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

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

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

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

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

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

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

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

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

Finance Committee – SRO Labor Rate Increase

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

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

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

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

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

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

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

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

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

Physical Property Committee – Approve Contractors of Record

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

Recreation Committee – Install Dar Veterans Memorial Statue

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

Recreation Committee – Install American Flag Drop Box

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

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

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

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

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

October 14, 2021, Communication/IT Committee

- CONCURRED to have the IT Supervisor present the costs and scope of work on resolving technical issues during livestream at the next scheduled Committee meeting.
- CONCURRED not to report the age and gender of the visitors any further on the Website Statistics.
- CONCURRED the IT Supervisor stated that MSP transition has been interrupted due to a backup issue and the previous technician has been contracted to assist with the issue and meet the goal.
- CONCURRED that the LWSB, LW citations will be extracted and submitted quarterly. She also stated that LW Weekly will periodically publish traffic safety articles and keep the community up to date on safety requirements.
- CONCURRED to review the previous RFPs on CH 4 dais upgrade and meet with a consultant to define the scope of work and move forward with this project.
- CONCURRED to mark website redesign as completed, and further review the list at the next scheduled Committee meeting, revised as discussed.
- MOVED to accept the option #2 for LWSB 2022 calendar cover.
- CONCURRED to review Community Wi-Fi Internet Services Subcommittee at the upcoming GRF Administration Committee and further discuss it at the next scheduled Committee meeting.
- CONCURRED to review the original Dais proposals and define the scope of work prior to moving forward. The Committee concurred to further discuss this topic at the next scheduled Committee meeting.
- MOVED to accept Policy 20-2807-1, GRF Emergency Text Parameters, as presented, and forward it to the Board for final approval.

October 19, 2021, Finance Committee

- MOVED and recommended the GRF Board authorize that the Finance Committee has determined: • non-budgeted operating funds are available, pending Board action on the proposed funding request estimated to be \$31,500 and allocated to: - Cost Center 533 – Stock Transfer \$9,000 - Cost Center 236 – News \$12,000 - Cost Center 934 – IT \$10,500
- MOVED to approve the non-budgeted operating funds, in an amount not to exceed \$2,500, are available and have directed the Director of Finance to place a temporary hold on these funds, pending Board action on the proposed Project, to purchase additional minor equipment for the Lapidary Studio.
- MOVED to inform the Board that the Finance Committee has determined: • Reserve Funds, in the amount of \$163,350 are available and have directed the Director of Finance to place a temporary hold on these funds, pending Board action on the proposed reimbursement to Mutual Nine.
- MOVED to inform the Board that the Finance Committee has determined: • Reserve funds, in the amount of \$16,578 are available and have directed the Director of Finance to place a temporary hold on these funds, pending Board action on the proposed project, to replace three kilns in the Ceramics Studio Clubhouse Four.
- MOVED to inform the Board that the Finance Committee has determined: • Reserve Funds, in the amount of \$6,000.00, are available and have directed the Director of Finance to place a temporary hold on these funds, pending Board action on the proposed Project, Two-way radios for the Security Department.

October 7, 2021, GRF Administration Committee

- CONCURRED to bring Status Emergency Supply Storage Cabinet back to the next scheduled meeting.
- MOVED to recommend the GRF Board to approve 30-3193.1-8 Communication Coordinator with some minor changes.
- MOVED to recommend the GRF Board to approve 30-3699.1-8 Recreation Attendant.
- MOVED to send the GRF Election Packet, with some minor changes in the packet, to the GRF Board for approval.
- CONCURRED to bring Fitness Centers Waive Form to the next scheduled meeting.
- MOVED to send the amended 30-5092-1 Code of Ethics to the GRF Board for approval.
- MOVED to send the amended 30-5026-3 GRF Election of Officers to the GRF Board for approval.
- MOVED to send the amended, 30-5092-3 BOD Censure Procedure to the GRF Board for approval.
- CONCURRED to send Policy 30-1010-1 Authorized Spokesperson to the Communication/IT Committee for review.

October 12, 2021, Mutual Administration Committee

- CONCURRED to complete the review of forms and the open SROs by the end of the year.
- CONCURRED to bring back SRO Time Estimates to the next scheduled meeting.
- MOVED to approve 50-1671-4 "Paws" for Thought Pet Registration Form.
- MOVED to approve 50-1671-4A Emotional Support Animal (California Civil Code 54.1) Authorized Resident Declaration Form Attachment A, as amended.
- MOVED to approve 50-1671-4B Emotional Support Animal (California Civil Code 54.1) Physician's Declaration Form Attachment B, as amended.
- MOVED to approve 50-1671-4C Service Animal Claim Form (California Civil Code 54.1) Attachment A, as amended.
- MOVED to approve 50-1671-4D Service Animal Physician's Declaration (California Civil Code 54.1) Attachment B, as amended.

October 6, 2021, Physical Property Committee

- CONCURRED to have the Safety/Emergency Coordinator review the agenda topic and bring back additional information to the next scheduled meeting.
- CONCURRED to forward the agenda topic Clubhouse Six Plaza to the Recreation Committee.
- CONCURRED to table Roundabout for Leisure World agenda item until January.
- CONCURRED to forward the agenda topic, Planting on Chain Link Fence on Golden Road to the ADRC Committee.
- MOVED to remove Clubhouse ThreeFireplace Renovation from the Physical Property Committee Project Report.
- MOVED to remove Building Five Elevator Modernization from the Physical Property Committee Project Report.
- MOVED to remove Service Maintenance Gate replacement from the Physical Property Committee Project Report.
- MOVED to remove RV Lot Gate Improvements from the Physical Property Committee Project Report.
- CONCURRED to add a yes column and a no column to the Total Quality Checklist.
- CONCURRED to have the Facilities Director bring back additional information regarding Perimeter-Wall Frontier to the next scheduled meeting.
- CONCURRED to forward agenda topic Clubhouse Six Patio to the Recreation Committee.

- CONCURRED to forward agenda topic St Andrews/Oakmont Intersection-Speed Cushions to the Security, Bus, and Traffic Committee.
- MOVED to recommend to the GRF Board of Directors, reimburse \$163,350 to Mutual Nine, for the replacement of a main sewer line and associated manhole and clean out the hub, upon determination by the Finance Committee on the availability of Reserve funds.
- MOVED to recommend to the GRF Board of Directors that any new renovations must include an automatic door opener.
- CONCURRED to have the Facilities Director bring back additional information regarding Clubhouse Four doors to the next scheduled meeting.

October 4, 2021, Recreation Committee

- CONCURRED to review the agenda topic Clubhouse Six Plaza at the next scheduled meeting.
- CONCURRED to have the Library Supervisor bring back additional information regarding new instructors/classes at the November Committee meeting.
- MOVED to recommend to the GRF Board of Directors a six-month variance to 70-1406-1 Limitations on Use of Trust Property-Rules and allow children with Resident Adult Supervision in Trust Property defined as Clubhouse Two Game Room. CONCURRED to review agenda topic Amenities Inclusion, at the October Committee meeting.
- CONCURRED to schedule a work-study meeting and review the correspondence to the New Swimming Pool Rules.
- CONCURRED to forward agenda item 2022 Budget Request Jewelry/Lapidary Club to the Physical Property Committee
- MOVED to recommend to the GRF Board of Directors the purchase of a sound system for Clubhouse Three, Lapidary Room, and not to exceed \$1800.00 from Capital Funding and forward to the Finance Committee for approval.
- MOVED to deny the Karaoke Club storage at the Fitness lockers.
- CONCURRED to have the piano inventory of each Clubhouse be brought back to the next scheduled meeting.
- CONCURRED to review the agenda topic 2021-2022 Committee Goals at the next scheduled meeting.
- CONCURRED to review the agenda topic Woodshop in Clubhouse One at the next scheduled meeting.
- MOVED to reserve agenda item Evaluation and Enhancement of 1.8 Acres/1.8 Acres Draft Survey to a work-study and discuss in-depth and detail.
- CONCURRED to bring back the Golf Shop Storage to the next scheduled meeting.
- CONCURRED to forward the Lapidary Funding Request to the Physical Property Committee.
- MOVED to recommend the GRF Board of Directors replace all three kilns in the Clubhouse Four Ceramics Studio, in an amount not to exceed \$19,000.00, from Reserve funding and forward to the Finance Committee to approve the funding.
- MOVED to recommend to the GRF Board to amend the 70-1406-1 Limitations on Use of Trust Property-Rules, as presented.
- MOVED to recommend to the GRF Board to amend the 70-1406-1 Limitations on Use of Trust Property-Rules, as presented.
- MOVED to recommend to the GRF Board to amend the 70-1429-01-1 Golf Course Rules, with additional changes, as presented.

October 13, 2021, Security, Bus & Traffic Committee

- MOVED to forward a request to the GRF Administration Committee, to reconsider hiring part-time Security employees.
- MOVED to forward a request to the GRF Board, a recommendation to hire a transportation consultant, as subject to the proposal presented to the Fleet department.
- MOVED to endorse the recommendation presented on the agenda by the Fleet Manager.

- Year 2023 – Truck 601 – Cost Center 574 - \$56,000
- Year 2024 – Truck 602 – Cost Center 574 - \$44,000
- Year 2024 – Truck 612 – Cost Center 838 - \$38,000
- Year 2025 – Truck 611 – Cost Center 740 - \$39,000
- MOVED and recommended the GRF Board, approve the proposal presented on the agenda on speed cushions, for Urban Crossroads study, for an amount of \$10,000, and forward to the Finance November meeting for funding approval.
- CONCURRED to discuss the renovation of the Security building at the main gate agenda topic, at the next scheduled meeting.

October 8, 2021, Special Architectural Design and Review Committee

- MOVED to approve option 3 of the floor selections for the rooms at the Aquatic Center, presented at the meeting – (DUR-A-CHIP Glacier and Pewter).

October 19, 2021, Website Redesign Ad Hoc Committee

- MOVED to accept the launch of the new www.lwsb.com website and forward it to the Board for final approval

Financial Recap

September 2021

Financial Recap – September 2021

As of the nine-month period ended September 2021, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$1,157,266.

Major variances are:

Wages, Taxes & Benefits	\$824,914	Favorable: Wages \$512K; P/R Taxes \$44K; Workers' Comp \$78K; 401(k) ER Match \$26K; Group Ins \$165K; average FTE < budget by 21 FTE
Agency Fees	(205,625)	Unfavorable: Temporary help to fill key positions
Professional Fees	(66,474)	Unfavorable: Unexpected legal expenses
Facilities Maintenance	63,172	Favorable: Maintenance scheduled for later in the year
Publication Printing	83,174	Favorable: Decrease in printing rates
Certificate Prep Fees	78,050	Favorable: Unit sales exceeds budget
Rental Income	223,194	Favorable: Unit sales exceeds budget
Other Income	104,802	Favorable: 2020 income tax refunds \$23K; permit income \$36K; Lost member ID card \$24K; Other \$22K
News Advertising Income	83,850	Favorable: Display, Front Footer & Telephone book
SRO Labor Cost Recovery	(56,161)	Unfavorable: Less billable hours than budgeted

Reserve Funds	Fund Balance	Allocated For Current Projects	Allocated For Future Projects	For details, see page
Repairs & Replacements	\$11,943,465	\$683,348	\$11,260,117	7

Capital Funds	Fund Balance	Allocated Funds	Unallocated Funds	For details, see page
Capital Improvements	\$3,163,130	\$119,283	\$3,043,847	8

Total year-to-date approved unbudgeted operating expenses are \$134,485.

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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE (CM)
SUBJECT: ACCEPTANCE OF THE SEPTEMBER 2021 FINANCIAL STATEMENTS
DATE: OCTOBER 26, 2021
CC: FILE

At the regularly scheduled meeting of the Finance Committee on October 18, 2021, the Committee, in accordance with Policy 40-5115-3 and all applicable sections of the civil code 5500, duly moved to recommend to the Golden Rain Foundation Board of Directors acceptance of the September 2021 interim financial statements for audit.

I move that the GRF Board of Directors accept the September 2021 interim financial statements for audit.

Financial Recap – September 2021

As of the nine-month period ended September 2021, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$1,157,266.

Major variances are:

Wages, Taxes & Benefits	\$824,914	Favorable: Wages \$512K; P/R Taxes \$44K; Workers' Comp \$78K; 401(k) ER Match \$26K; Group Ins \$165K; average FTE < budget by 21 FTE
Agency Fees	(205,625)	Unfavorable: Temporary help to fill key positions
Professional Fees	(66,474)	Unfavorable: Unexpected legal expenses
Facilities Maintenance	63,172	Favorable: Maintenance scheduled for later in the year
Publication Printing	83,174	Favorable: Decrease in printing rates
Certificate Prep Fees	78,050	Favorable: Unit sales exceeds budget
Rental Income	223,194	Favorable: Unit sales exceeds budget
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	Fund Balance	Allocated For Current Projects	Allocated For Future Projects	For details, see page
Reserve Funds				
Repairs & Replacements	\$11,943,465	\$683,348	\$11,260,117	7

	Fund Balance	Allocated Funds	Unallocated Funds	For details, see page
Capital Funds				
Capital Improvements	\$3,163,130	\$119,283	\$3,043,847	8

Total year-to-date approved unbudgeted operating expenses are \$134,485.

P.O. Box 2069
Seal Beach CA 90740

Description			
	Current Assets:		
	Cash & cash equivalents	315,374	
1122000	Non-Restricted Funds	909,141	
	Receivables	728,340	
	Prepaid expenses	192,364	
1154100	Deferred Lease Revenue	7,842	
	Inventory of maintenance supplies	516,543	

	Total Current Assets		2,669,603
	Designated deposits		
1211000	Contingency Operating Fund	1,000,000	
	Reserve Fund	11,943,465	
1212500	Capital Improvement Fund-GRF	3,163,130	

	Total designated deposits		16,106,595
	Notes Receivable		
1411000	Notes Receivable	73,302	

	Total Notes Receivable		73,302
	Fixed Assets		
	Land, Building, Furniture & Equipment	39,906,420	
	Less: Accumulated Dep'n	(24,207,572)	

	Net Fixed Assets		15,698,848
	Other Assets		-----
	Total Assets		34,548,349
			=====

P.O. Box 2069
Seal Beach CA 90740

Description			
Liabilities & Equity			
Current Liabilities:			
	Accounts payable	334,305	
	Project Commitments	704,174	
	Prepaid Deposits	45,038	
	Accrued payroll & payroll taxes	790,448	
	Unearned Income	47,952	
2140000	Deferred Revenue-Other	15,998	
	Accrued expenses	171,778	

	Total Current Liabilites	2,109,693	
	Total Liabilities		2,109,693
Equity			
Mutuals' Beneficial Interest			
3211000	Contingency Operating Reserve Equity	1,000,000	
3212000	Reserve Equity	11,302,841	
3394000	Capital Fund Equity	3,099,580	
3310000	Beneficial Interest in Trust	16,658,322	

	Total Mutuals' Beneficial Interest		32,060,743
Membership interest			
	Membership certificates of 844 shares @ \$200 par value, and 5,764 shares @ \$250 par value, authorized, issued and outstanding	1,609,800	
	Additional paid-in-capital	4,641,851	

	Total Paid-in-Capital		6,251,651
Excess Income			
	Current Year	320,791	

	Total Excess Income		320,791
3920000	Dep'n & Amortization		(6,194,530)
	Net Stockholders' Equity		32,438,655

	Total Liabilities & Stockholders' Equity		34,548,349
			=====

Golden Rain Foundation
Cash Flow Activity - All Reserves
For the Period Ended September 30, 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		374,999			374,999
Funded: Amenities Fees collected (549)		1,118,553	1,118,553		2,237,105
Funded: M17 Lease Fees collected (22)		5,450	5,450		10,900
Funded: Interest on Funds		49,547	3,804		53,351
Expenditures		(843,661)	(512,338)		(1,355,998)
Legal Settlement			(550,000)		(550,000)
Donations		-	10,306		10,306
Transfers to/from Funds	-				-
Net Monthly Activity				829,992	829,992
Balance 09/30/2021	1,000,000	11,943,465	3,163,130	909,141	17,015,736
Net Activity	-	704,888	75,775	829,992	1,610,656

Golden Rain Foundation

Cash Flow Activity - All Reserves

For the Month of September 2021

	Contingency Operating Fund	Reserve Fund	Capital Improvement Fund	Nonrestricted Funds	Total
Balance 8/31/2021	1,000,000	12,095,559	3,181,482	598,686	16,875,727
Funded: Assessments		41,667			41,667
Funded: Amenities Fees collected	(55)	108,540	108,540		217,080
Funded: M17 Lease Fees collected	-				-
Funded: Interest on Funds		(288)	42		(247)
Progress Payments on CIP					-
Expenditures		(302,013)	(126,933)		(428,947)
Net Monthly Activity				310,455	310,455
Balance 9/30/2021	1,000,000	11,943,465	3,163,130	909,141	17,015,736
Net Activity	-	(152,094)	(18,352)	310,455	140,009

Golden Rain Foundation
Quick Balance Sheet Analysis
For the Period Ended September 30, 2021

SELECTED BALANCE SHEET ITEMS

	Current Balance	Prior Month	Increase (Decrease)
Cash In Bank	1,224,515	778,858	445,657
Current Assets	18,776,198	18,641,433	134,765
Current Liabilities	2,109,693	1,504,790	604,903
Current Ratio	8.90	12.39	
Designated Deposits:	16,106,595	16,277,041	(170,446)
Reserve Fund			
Capital Improvement Fund			
Contingency Operating Fund			

RESULT OF OPERATIONS

Current Month	Actual	Budget	Variance	%
Income	1,495,949	1,441,879	54,070	3.75
Expense	1,394,260	1,428,657	34,397	2.41
Net Materials Recovery(Pass Thru)	0	0	0	
Excess Income or (Expense)	101,689	13,222	88,467	
Year To Date	Actual	Budget	Variance	%
Income	13,102,000	12,699,628	402,372	3.17
Expense	11,970,611	12,725,505	754,894	5.93
Net Materials Recovery(Pass Thru)	0	0	0	
Excess Income or (Expense)	1,131,389	(25,877)	1,157,266	

Full Time Equivalents		
For the Month	Average YTD	Planned - 2021
142.29	135.43	156.33

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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE (CM)
SUBJECT: CAPITAL IMPROVEMENT FUNDS INVESTMENT PURCHASE
DATE: OCTOBER 26, 2021
CC: FILE

At the regularly scheduled meeting of the Finance Committee on October 18, 2021, the members discussed the amount of liquid capital improvement funds available for investing and the current investment ladder.

Following this discussion, the committee passed a motion to recommend to the GRF Board, the purchase of brokered CDs through US Bancorp totaling \$300,000 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.

I move to approve the purchase of brokered CDs from US Bancorp totaling \$300,000 of capital improvement 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 September 30, 2021

Term	Maturity Month	Investment Amount	Rate
0	Oct-21	210,000	0.10%
1	Nov-21	200,000	1.80%
2	Dec-21	45,000	0.05%
3	Jan-22	200,000	0.01%
4	Feb-22	245,000	0.05%
5	Mar-22	255,000	0.05%
6	Apr-22		
7	May-22	300,000	0.05%
8	Jun-22	245,000	0.05%
9	Jul-22	105,000	0.05%
10	Aug-22		
11	Sep-22	200,000	0.07%
12	Oct-22		
13	Nov-22	110,000	0.01% *
14	Dec-22		
15	Jan-23		
16	Feb-23		
17	Mar-23		
18	Apr-23	240,000	0.15% *
19	May-23		
20	Jun-23		
21	Jul-23		
22	Aug-23		
23	Sep-23		
24	Oct-23		
25	Nov-23		
26	Dec-23		
27	Jan-24		
28	Feb-24		
29	Mar-24		
30	Apr-24		
31	May-24		
32	Jun-24		
33	Jul-24		
34	Aug-24		
35	Sep-24		
36	Oct-24		

* New purchases authorized in prior month



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE (CM)
SUBJECT: RESERVE FUNDS INVESTMENT PURCHASE
DATE: OCTOBER 26, 2021
CC: FILE

At the regularly scheduled meeting of the Finance Committee on October 18, 2021, the members discussed the current investment ladder and reserve funds available for investing to fill in the gaps in the investment ladder.

Following this discussion, the committee passed a motion to recommend the GRF Board authorize the purchase of brokered CDs through Morgan Stanley and US Bancorp totaling \$750,000 and \$300,000 respectively, 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.

I move to approve the purchase of brokered CDs through Morgan Stanley and US Bancorp totaling \$750,000 and \$300,000 respectively, 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 September 30, 2021

Term	Maturity Month	Investment Amount	Rate	Loc
0	Oct-21	935,000	0.97%	U/M
1	Nov-21	613,643	0.21%	M
2	Dec-21	872,963	0.05%	M
3	Jan-22	510,000	0.05%	U
4	Feb-22	795,000	0.10%	U/M
5	Mar-22	1,155,000	0.05%	U/M
6	Apr-22	285,000	0.10%	U
7	May-22	1,250,000	0.05%	U
8	Jun-22	445,000	0.05%	U
9	Jul-22	245,000	0.10%	U
10	Aug-22	1,510,000	0.08%	U/M
11	Sep-22	-		
12	Oct-22	80,000	0.05%	U
13	Nov-22	-		
14	Dec-22	200,000	0.10%	U
15	Jan-23	-		
16	Feb-23	490,000	0.10%	U/M
17	Mar-23	-		
18	Apr-23	245,000	0.15%	U
19	May-23	-		
20	Jun-23	200,000	0.10%	U
21	Jul-23	-		
22	Aug-23	145,000	0.15%	U
23	Sep-23	-		
24	Oct-23	225,000	0.40%	U
25	Nov-23	-		
26	Dec-23	-		
27	Jan-24	-		
28	Feb-24	-		
29	Mar-24	-		
30	Apr-24	-		
31	May-24	-		
32	Jun-24	-		
33	Jul-24	-		
34	Aug-24	-		
35	Sep-24	-		
36	Oct-24	-		
44	Jun-25	50,000	0.60%	M
80	Jun-28	200,000	Index	U

* New purchases authorized in prior month



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: RANDY ANKENY, EXECUTIVE DIRECTOR
SUBJECT: INDOOR TRUST PROPERTY FACE MASKS REQUIRED
DATE: OCTOBER 13, 2021
CC: FILE

At the September 28, 2021 meeting of the GRF Board, the Board duly moved and approved:

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.

Board action is requested in accordance with the above to:

Option A:

To extend the face mask requirement within all Trust Property buildings until the November Board meeting.

Option B:

To approve a face mask requirement within Trust Property, Administrative areas and all GRF and Mutual meetings within Trust Property, to protect the health and safety of GRF staff, as directed by the Executive Director and/or as required by applicable Federal, State and County Health Orders.

I move 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.

If motion A fails:

I move to approve a face mask requirement within Trust property administrative areas and all GRF and Mutual meetings within Trust property to protect the health and safety of GRF staff, as directed by the Executive Director and/or as required by applicable Federal, State and County Health Orders.



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: RANDY ANKENY, EXECUTIVE DIRECTOR
SUBJECT: INTERCONNECTED STORM DRAIN R&M RESPONSIBILITIES
DATE: OCTOBER 13, 2021
CC: FILE

After a comprehensive review of the Trust Agreement and Governing Documents relative to repair and maintenance of the interconnected storm drain system:

- There exists various storm drain lines running beneath/on and servicing the Trust Properties and Mutuals.
- The Trust Agreement provide terminology as to responsibility for managing and maintaining the storm drain system.

The Golden Rain Foundation (GRF) Board recognize that, to ensure consistent and adequate maintenance and management of the storm drain system, it is critical to assign maintenance and management responsibilities and memorialize same.

I move to approve effective immediately (October 26, 2021), GRF, through its Board of Directors, shall maintain, repair, and manage the storm drain system.

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: COMMUNICATIONS/IT COMMITTEE
SUBJECT: ADOPT POLICY 20-2807-1, GRF EMERGENCY TEXT PARAMETERS
DATE: OCTOBER 15, 2021
CC: FILE

At the October 15, 2021 meeting of the Communication/IT Committee, the Committee moved to recommend the GRF Board of Directors to adopt amend 20-2807-1, GRF Emergency Text Parameters.

I move to adopt amend 20-2807-1, GRF Emergency Text Parameters, as presented.

COMMUNICATIONS

20-2807-1

GRF Emergency Text Parameters



1. PURPOSE

Provide clear use parameters of text alert software.

2. CRITERIA

- 2.1. Each alert text must have a resolution text.
- 2.2. Each text should satisfy immediate safety concerns only.
- 2.3. Texts should be limited to emergencies for which a three-hour delay could/would endanger the lives and the physical well-being of community members.
- 2.4. The alerts should focus exclusively on human life.

3. EXAMPLES

Yes (alert text and resolution text)	No texts
1. Armed intruder within wall	Gate runner within wall
2. Search for person vulnerable by health condition	Search for missing resident
3. Vehicle chase within walls	Police investigation within wall
4. Shelter open due to utility outage	Shelter open due to predicted severe weather
5. Widespread, unexpected utility outage	Planned, announced utility outage
6. Unexpected closure of entrance gate	Long-term closure of gate
7. Street sinkhole or structural collapse	Routine street repairs or closures
8. Fire in high-wind or congested circumstances	Confined fire
9. Airborne hazardous chemical release	Confined hazardous chemical incident
10. Sudden availability of expiring vaccine	Reminder of weekend vaccine clinic
11. Extraordinary police presence within LWSB	SBPD traffic officers on-site
12. Emergency causing injury or property damage	"Shake-Out" or emergency planning event

4. PAY-AS-YOU-GO SMS PRICING (www.twilio.com)

- 4.1. To send a text message (local number, toll-free number, short codes) rate is \$0.0075 per message.
- 4.2. To receive a text message (local number, toll-free number, short codes) rate is \$0.0075 per message.
- 4.3. To send a picture message (local number, toll-free number, short codes) rate is \$0.0100.
- 4.4. To receive a picture message (local number, short codes) rate is \$0.0100.
- 4.5. To receive a picture message (toll-free number) rate is \$0.0200.

GRF Emergency Text Parameters



- 4.6. Messaging service features for local numbers, toll-free numbers and short codes including queuing, carrier nuances in every country, formatting issues, opt-out protection and delivery insights are included and handled by Twilio.

Document History

Adopted: xx xxx 21

Keywords: Communication Text
Pricing Terms

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: GRF ADMINISTRATION COMMITTEE (LD)
SUBJECT: NON-BUDGETED 2.6 FULL TIME EMPLOYEE OPERATING EXPENSE
DATE: OCTOBER 13, 2021
CC: FILE

At the October 7, 2021 meeting of the GRF Administration Committee, the committee duly moved and approved to recommend to the Board, to approve non-budgeted operating funding request for the immediate hiring and onboarding of additional 2.6 FTEs included within the approved 2022 Budget:

At the September 28, 2021 GRF Board meeting, the Board approved the 2022 Approved budget which includes 2.6 new full-time employees (FTEs): Stock Transfer Assistant (1), Communications Coordinator (1) and IT Technician (0.6).

The additional FTEs wages will be allocated to the appropriate cost centers; 1 FTE to Stock Transfer (Cost Center 533), 1 FTE to News (Cost Center 236) and .6 FTE to Information Technology (Cost Center 934). Based on an approximation of time to hire, for a combined estimated total of \$31,500. This will be equivalent to eight (8) weeks of salaries for these non-exempt positions where Stock Transfer is estimated \$9,000, News is estimated \$12,000, and IT is estimated to be \$10,500.

At the October 18, 2021 meeting of the Finance Committee, the Committee determined sufficient 2021 operational funds were available.

I move to approve non-budgeted funding in the amount of \$31,500, allocated to:

- Cost Center 533 - Stock Transfer \$9,000
- Cost Center 236 - News \$12,000
- Cost Center 934 - IT \$10,500

And approve the hiring of the additional 2.6 FTEs in 2021, as outlined in the 2022 Budget.



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: GRF ADMINISTRATION COMMITTEE
SUBJECT: APPROVAL OF THE GRF ELECTION PACKET
DATE: OCTOBER 18, 2021
CC: FILE

At the October 7, 2021 meeting of the GRF Administration Committee, the Committee moved to recommend the GRF Board of Directors to approve the GRF Election Packet.

I move to approve the GRF Election packet, as presented.

2022 GRF Director Election Packet

Included in the packet:

- A. 2022, Policy 30-5092-1 GRF Code of Ethics
- B. 2022, Policy 30-5092-3 GRF Board Censure Procedure
- C. 2022, Policy 50-1631-4 GRF Board of Director Application for Candidacy
- D. 2022, Policy 50-1632-4 Board Eligibility Disclaimer
- E. 2022, Policy 50-1633-4 GRF Candidate Instructions/ Timeline
- F. 2022, Policy 50-1638-4 GRF Election Schedule
- G. 2022, Policy 50-1634-4 GRF and Mutual Election Calendar
- H. 2022, Policy 30-5025-3 GRF Election Procedures
- I. 2022, Policy 30-5028-3 GRF Director's Handbook
- J. 2022, Policy 50-1639-4 Choice of Committee Assignment
- K. 2022, Policy 50-1637-4 A Sample Ballots

GRF ADMINISTRATION COMMITTEE

Code of Ethics

As members of the Golden Rain Foundation (GRF) Board of Directors (BOD), we recognize the importance of ethical principles that guide our actions. This Code provides a guide to ethical decision making. ~~is expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.~~

1. Board members understand they are held to a higher standard. Board members will:

1.1 Provide the highest level of service through accurate, unbiased and courteous actions;

1.2 Distinguish between personal convictions and professional duties and not allow personal beliefs to interfere with fair representation to the entire LWSB Community;

1.3 Perform fiduciary duties by acting in good faith to promote the best interest of the GRF through reasonable inquiry and investigation;

1.4 Disclose to the BOD, financial or personal conflicts of interest relating to the business of GRF;

1.5 Recuse themselves and abstain from voting on any issue where the BOD determines a reasonable expectation of a conflict of interest.

2. A Board member may be reprimanded or censured for the following acts:

2.1 Discloses confidential information. This duty survives a director's term in office;

2.2 Acts unilaterally;

2.3 Creates a hostile or disruptive work environment;

2.4 Fails to act in a civil and respectful manner;

2.5 Commits an act or omission that creates a threat to any individual, the GRF or the community;

2.6 Fails to support decision made by a majority of the BOD;

2.7 Fails to comply with the law, governing documents, policies and procedures of the GRF;

2.8 Fails to attend three consecutive months of regularly scheduled BOD meetings without prior notice.

~~1. We provide the highest level of service through accurate, unbiased, and courteous actions.~~

~~2. We acknowledge our duty of loyalty to the GRF by adhering to the rules of confidentiality relating to director, staff, Member, discipline or any litigation. **This duty survives a Director's term in office.**~~

~~3. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees.~~

(Aug 21)

GOLDEN RAIN FOUNDATION Seal Beach, California



GRF ADMINISTRATION COMMITTEE

Code of Ethics

4. ~~We shall disclose to the BOD, financial or personal conflicts of interest relating to the business of the GRF. We will recuse ourselves and abstain from voting on any issue where there may be a reasonable expectation of a conflict of interest.~~
5. ~~We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of our Members.~~
6. ~~We shall perform our fiduciary duties by acting in good faith to promote the best interests of the GRF through reasonable inquiry and investigation.~~
7. ~~All Directors acknowledge their obligation to support decisions made by a majority of the BOD.~~

Document History

Adopted:	24 Jan 17	Amended:	12 May 17	Amended:	27 Mar 18
Amended:	23 Jul 19	Amended:	24 Aug 21	Comm. Name Chg.	24 Aug 21

Keywords: Executive Ethics Code Board of Directors GRF
Committee

GRF ADMINISTRATION COMMITTEE



BOD Censure Procedure

PREFACE

If the action(s) of one or more Golden Rain Foundation (GRF) Directors fail to follow the precepts of the Code of Ethics and Conduct (30-2092-15092-3), other members of the Board of Directors (BOD) may act to censure that person(s).

1. DIRECTOR CENSURE

1.1. A censure is the process by which the GRF BOD, acting by a two-thirds (2/3) majority vote of the non-offending directors (the named may not vote per Robert's Rules), can reprimand or condemn the action(s) of a fellow member(s) in the event that the member(s):

~~1.1.1. Acts unilaterally;~~

~~1.1.2. Discloses confidential information;~~

~~1.1.3. Fail to attend three consecutive months of regularly scheduled BOD meetings without prior notice;~~

~~1.1.4. Fails to act in a civil and respectful manner;~~

~~1.1.5. Creates a hostile or disruptive work environment;~~

~~1.1.6. Fails to support decisions made by a majority of the BOD;~~

~~1.1.7. Fails to comply with the law, governing documents, policies or procedures of the GRF; or~~

~~1.1.8. In the event of an act or omission that creates a threat to any individual, the GRF or the community.~~

~~1.1.9.~~ 1.2 Chart illustrating two-thirds (2/3) majority

Number of Directors	Two-thirds Majority
18	12
17	12
16	11
15	10
14	10
13	9
12	8
11	8
10	7

GRF ADMINISTRATION COMMITTEE

BOD Censure Procedure

~~4.2.~~ 1.3 All proceedings related to a censure shall be conducted in a closed, executive session meeting.

The Director(s) subject to the censure may not elect to have the proceedings conducted in an open, public session.

2. MOTION TO CENSURE

2.1 A "Motion to Censure" form must be filed. It must include a second signature from a director clearly in agreement and be submitted to the President for presentation at a special executive session of the BOD. If the censure involves the President, it will be submitted to the Vice President for presentation at a special executive session.

2.2 If the Presiding Officer elects not to place the motion on the agenda of a special executive session, two members may request a special executive session.

2.3 Director(s) subject to censure shall be provided with at least ten (10) business days prior notice of the censure including the reason for the censure and the date, time and location of the meeting where censure will be considered. The Executive Director's office will send notice of the meeting, a copy of the "Motion to Censure" form and the Censure Policies (5092-30 and 5092.01-30) to the Director(s) by U.S. Mail, GRF email and place copies in the Director(s) GRF Mailbox. The Presiding Officer will also contact the Director(s) .

2.4 The BOD shall be provided at least five (5) business days advance written notice of the special executive session regarding the Motion to Censure, which shall include a copy of the submitted form. Notification shall be sent by U.S. Mail, GRF email and copies placed in the Director(s) GRF Mailbox by the Executive Director's office. Notification shall contain the date, time and location of the meeting.

2.5 Director(s) subject to censure may provide a written response and supporting documentation to all BOD members no later than two (2) business days prior to the meeting. Director(s) shall also be provided an opportunity to respond to the reason for censure at the meeting.

2.6 Director(s) subject to censure must leave the room during voting.

2.7 The censure motion may be debated and following such debate the BOD may take one of the following actions:

2.7.1. Postpone the motion by a simple majority for any reason, including, but not limited to, the desire of the majority to gather additional information and/or permit the director to respond further.

(Aug 21)

GOLDEN RAIN FOUNDATION Seal Beach, California

BOD Censure Procedure

- ### 3. ENFORCEMENT PROCEDURES

- ## Document History

Adopted:	24 Jan 17	Reviewed:	12 May 17	Amended:	22 May 18
Amended:	23 Jul 19	Reviewed:	13 Mar 20	Comm. Name Chg.	24 Aug 21

Keywords: GRF Censure Board of Directors GRF
Administration Committee



Mutual _____

APPLICATION FOR CANDIDACY AS A GRF DIRECTOR

202~~2~~4-202~~4~~3 Term of Office

This "Application for Candidacy" ("Application") shall be completed by all candidates.

I, (print name) _____ of Seal Beach Mutual No. _____, Unit # _____, do hereby place my name into nomination for election to the GRF Board of Directors representing my Mutual for the 202~~2~~4-202~~4~~3 term of office.

I understand that my candidacy is subject to applicable state laws.

If elected, I am willing and will be able and available to serve in the capacity of Board Director for the 202~~2~~4-202~~4~~3 term of office.

Print Name: _____

Signature of Applicant: _____

Telephone Number: _____

Email Address: _____

Check one: My statement/resume is: ☐ Attached

☐ Not attached, but I will turn it in on (date) _____

Statement of Qualifications:

Candidates are required to submit a typed Statement of Qualifications (see following 30-5025-3, GRF Election Procedures governing content and length of Statements) to the Stock Transfer Office. Candidate's name, Mutual and Unit # must be listed prominently at the top of the statement.

Eligibility Disclaimer:

Candidates are required to complete the 50-1632-4, Eligibility Disclaimer form which sets forth the eligibility requirements mentioned in 30-5025-3, GRF Election Procedures. This form must be completed and turned in with the Application.

Returning the Application, Eligibility Disclaimer, and Statement:

The deadline to return the Application, Eligibility Disclaimer and Statement is 4:30 p.m. on **Friday, April 82, 20224**, to the Stock Transfer Office on the 1st floor of the Admin. Building (13531 St. Andrews Dr.) or mailed to the Stock Transfer Office, P. O. Box 2069, Seal Beach, CA 90740. With



a copy of GRF ID, candidates can turn in application materials. A copy of your GRF ID must be attached when candidates turn in application materials.

Further Information:

It is strongly recommended that you read the "GRF Director's Handbook" and 30-5025-3, GRF Election Procedures, before submitting your Application. If you have any questions about being a candidate, please call (562) 431-6586, extension 346 for the Stock Transfer Office or extension 303 for the Board Office.

STOCK TRANSFER OFFICE USE ONLY:

Date received: _____ Time received: _____ Was statement attached? Yes No (circle one)

Was disclaimer attached: Yes No (circle one)

Was Leisure World photo ID must be presented presented/attached? Yes No (circle one)

If statement was not attached, when will statement be provided? _____ Staff: _____

Receipt #: _____

Notes: _____

The GRF has established reasonable rules for the conduct of its election. The following rules have been established for candidate Statements:

- Statements (a.k.a., resumes) shall contain a candidate's background, qualifications and platform.
- Statements shall not contain disparaging or defamatory content.
- Statements/resumes shall be a maximum of 300 words, in 12-point type, single-sided, not to exceed one page.
- See Policy 30-5025-3, Section 3, Candidates, for eligibility and qualification requirements.
- Article II, Membership, Section 3, Membership – Eligibility and Acceptance, of the By-Laws of the GRF, state: See 30-5025-3.
- Article VI, Election of Directors, Section 1, Qualifications, of the By-Laws of the GRF, state: See 30-5025-3, section 3.1.2.



GRF BOARD OF DIRECTORS CANDIDATE ELIGIBILITY DISCLAIMER

My name is _____ and I am applying for candidacy for the GRF Board of Directors in Mutual _____.

The GRF has established reasonable rules for the conduct of its election, including eligibility requirements for candidates. Candidacy is subject to all applicable state laws and accordance with 30-5025-3, GRF Election Procedures.

Candidates **must** review and complete this form to be placed on the GRF Board of Directors ballot.

Only members who meet the following criteria are qualified to be elected to the BOD:	Select one:	
	NO	YES
a). Candidates and Directors may not have been convicted of a crime that would either prevent GRF from purchasing fidelity bond coverage or terminate GRF's existing coverage.		
b). Candidates and Directors must be current in the payment of carrying charges. Note, this does not include non-payment of collection charges, late charges, fines, fines renamed as assessments, costs levied by a third party, or if the member has (1) paid under protest per Civil Code Section 5658; (2) has entered into and is current in a payment plan (defined as a signed written agreement between the Board and the Owner) per Section 5665, and is current and in compliance with all terms thereof; or (3) if the member has not been provided the opportunity to engage in Internal Dispute Resolution ("IDR").		
c). Candidates must have been a member of GRF for at least one (1) year.		

Signature of Applicant: _____ Date: _____

STOCK TRANSFER OFFICE USE ONLY:

Reviewed by Stock Transfer Manager: _____ Reviewed by GRF Corporate Secretary: _____



GRF BOARD OF DIRECTORS CANDIDATE INSTRUCTIONS

Thank you for your interest in serving on the GRF Board of Directors. 50-1631-4, Application for Candidacy ("Application"), is for ALL candidates, whether you are self-nominated or have been referred (nominated) by your Mutual Board of Directors or your Mutual's Nominating Committee.

1. **Candidates who are Self-Nominated:** Application for Candidacy are available in the GRF Board Office beginning Wednesday, March 93, 202221.

Candidates who are nominated by a Mutual Board of Directors or Mutual Board Nominating Committee: Your Mutual Secretary will notify the Stock Transfer Office of your nomination before 4:30 p.m. on Friday, April 82, 20224. For organization purposes, we ask that nominated applicants also complete an application.

2. **Statement/Resume:** Each candidate is required to submit a typed statement ("Statement") with a maximum of 300 words (in no less than 12-point type, single side only). Statements must have your name, Mutual and Unit # at the top of the page and contain your qualifications, background, and platform. Statements shall not contain disparaging or defamatory content. Please attach the statement to the back of the 50-1631-4 application.
3. **50-1632-4 Eligibility Disclaimer:** Beginning Wednesday, January 1, 2020, there are only (3) candidate qualifications associations can adopt. They are as follows:
 - a) **Criminal Conviction.** Candidates and Directors may not have been convicted of a crime that would either prevent GRF from purchasing fidelity bond coverage or terminate GRF's existing coverage.
 - b) **Delinquent.** Candidates and Directors must be current in the payment of carrying charges. Note, this does not include non-payment of collection charges, late charges, fines, fines renamed as assessments, costs levied by a third party, or if the member has (1) paid under protest per Civil Code Section 5658; (2) has entered into and is current in a payment plan (defined as a signed written agreement between the Board and the Owner) per Section 5665, and is current and in compliance will all terms thereof; or (3) if the member has not been provided the opportunity to engage in Internal Dispute ("IDR").
 - c) **Owner Less than (1) Year.** Candidates must have been a member of GRF for at least (1) year.

STOCK TRANSFER

50-1633-4



4. **With a copy of GRF ID, Return the 50-1631-4 Candidate Application, 50-1632-4 Eligibility Disclaimer, and the Statement** to the Stock Transfer Office before 4:30 p.m. on Friday, April 82, 20224 in person or by mail to GRF Stock Transfer Office, P. O. Box 2069, Seal Beach, CA 90740. Candidates must present their current GRF ID when turning in application materials.
5. **Mailing Labels:** Please see 30-5025-3, GRF Election Procedures, 3, 3.10.7 for instructions on obtaining mailing labels for the addresses in a candidate's respective Mutual.
 - a) Candidates are entitled to purchase labels for the addresses in their Mutual at a FLAT RATE OF \$10 PER REQUEST, PLUS \$0.25 PER SHEET.
This is to be paid at the time the labels are ordered. Labels can be ordered by completing an "Access to Documents" form in the Accounting Department. This list will not contain all addresses as some Shareholders have opted out of receiving campaign correspondence.
 - b) You MAY NOT use a Mutual e-mail contact list to send campaign related correspondence. If you violate this Campaign Rule, you will be liable for reimbursing GRF for the cost of the election and you may be removed as a candidate.
6. **Important Dates:**

Wednesday, March <u>93</u> , 202 <u>24</u>	Candidate application begins
Friday, April <u>82</u> , 202 <u>24</u>	Deadline for applications to be returned
Thursday Friday, <u>May 5</u> April 30, 202 <u>24</u>	–Ballots mailed by independent election company
Friday Monday , <u>June 6</u> May 28, 202 <u>24</u>	Deadline to receive secret mail-in ballots
Tuesday, June <u>74</u> , 202 <u>24</u>	Ballot counting at 10 a.m. in Clubhouse Four
Tuesday, June <u>148</u> , 202 <u>24</u>	GRF Annual Meeting, 2 p.m. in Clubhouse Four

If you have any questions about being a candidate for the GRF Board, call (562) 431-6586, Ext. 346 for Stock Transfer or Ext. 303 for the Board Office.

The GRF has established reasonable rules for the conduct of its election. The following rules have been established for Statements-See 30-5025-3, GRF Election Procedures.



2024 SCHEDULE FOR ELECTION OF GRF DIRECTORS REPRESENTING ODD-NUMBERED MUTUALS

MUTUAL BOARD OR NOMINATING COMMITTEE RESPONSIBILITIES

1.	In accordance with the GRF By-Laws and Davis-Stirling, Mutual Boards may appoint a Nominating Committee (five members who may be Mutual Directors or Members) at least 60 days before the GRF Annual Meeting* to recommend one to three candidates for each position to be elected. Self-nominated candidates may submit their names to this group as well. <small>*Timing of GRF Special Board Meeting for Ballot Counting used in lieu of Annual Meeting</small>	Deadline: Friday, April <u>82</u>
2.	Mutual Nominating Committee gives Mutual Board Secretary the names of one to three candidates for each GRF position to be elected and/or any names of self-nominated candidates.	Deadline: Friday, April <u>82</u> 4:30 p.m.
3.	Mutual Board Secretary delivers a list of all known candidates (whether nominated by Committee or by self-nomination) to the GRF Corporate Secretary in the Stock Transfer Office of the Administration Building at least 45 days before the GRF Special Meeting for Ballot Counting (no later than 4:30 p.m.).	Deadline: Friday, April <u>82</u> 4:30 p.m.

CANDIDATE RESPONSIBILITIES

1.	Candidates may self-nominate and submit their name in person (preferable) or in writing to the GRF Board Office between Wednesday, March <u>93</u> and Friday, April <u>82</u> . It is a candidacy period of 30 days.	Deadline: Friday, April <u>82</u>
2.	Candidates will be required to complete a brief application of candidacy. If self-nomination was done in writing, an application will be mailed to the candidate or GRF staff will contact candidate with instructions. Candidates MUST present current GRF photo ID when turning in application.	Application Deadline: Friday, April <u>82</u>
3.	Candidates will be asked to submit a statement no more than 300 words (no less than 12-point type, single sided) and describe their qualifications. Statement must not contain any disparaging or defamatory content.	Submission Deadline: Friday, April <u>82</u>
4.	Candidates will be asked to complete an Eligibility Disclaimer to set forth that they are qualified to serve on the GRF Board of Directors	Submission Deadline: Friday, April <u>82</u>

GOLDEN RAIN FOUNDATION AND CAMPAIGN DATES

1.	Ballots will be mailed to voters 30 days before the Special Board Meeting for Ballot Counting.	Mailing Date: <u>Thursday, May</u> <u>5</u> Friday, April 30
2.	Notices of Special Board Meeting for the purpose of Ballot Counting will be published in the <i>LW Weekly</i> .	Publication Dates: Thursday, May <u>22</u> and Thursday, <u>June</u> <u>2</u> May 27
3.	Election company receives mailed ballots (members should give Post Office 4-5 days to ensure timely delivery). Note: Ballots can also be hand-delivered to Clubhouse 4 on June <u>74</u> between 9-10 am	Deadline: <u>Monday, June 6</u> Friday, May 28 12:00 noon
4.	Ballots counted at the Special GRF Board Meeting – 1st Tuesday in June @ 10 a.m. in Clubhouse Four.	Meeting: Tuesday, June <u>74</u>
5.	Annual Meeting of GRF Members – 2nd Tuesday in June @ 2:00 p.m. in Clubhouse Four.	Meeting: Tuesday, June <u>148</u>

2022 GRF & Mutual Election and Annual Meeting Schedule

	Mu.	No. of Units	No. of Directors Being Elected	Candidate Application Begins* (110-105 days)	Candidate Application Deadline** (80-70 days)	Ballots Mailed (30 days before election) ***	Meeting Day	Meeting Date	Meeting Time	Notes
MAY	10	276	5	1/29	3/1	4/19	3 rd Wed	5/19	10 a.m.	
	14	328	7	1/29	3/1	4/20	3 rd Thu	5/20	10 a.m.	
	7	384	5	1/29	3/2	4/21	3 rd Fri	5/21	10 a.m.	
	8	348	5	2/3	3/5	4/22	4 th Mon	5/24	10 a.m.	
	4	396	4	2/10	3/17	4/26	4 th Wed	5/26	10 a.m.	Staggered terms
	16	60	5	2/10	3/17	4/26	4 th Wed	5/26	2 p.m.	Election & Annual Meeting held in Admin. Conf. Room
	11	312	6	2/5	3/8	4/27	4 th Thu	5/27	10 a.m.	
JUNE	9	384	7	2/5	3/9	4/28	4 th Fri	5/28	10 a.m.	Parcels in effect
	Golden Rain Foundation			Candidate Application Begins*	Candidate Application Deadline**	Ballots Mailed (30 days before election) ***	Ballot Counting Meeting Day	Ballot Counting Meeting Date	Ballot Counting Meeting Time	Notes
	Mutuals <u>24</u> , <u>43</u> , <u>65</u> , <u>87</u> , <u>109</u> , <u>124</u> , <u>145</u> , & <u>167</u>			Wed. 3/9/23	Fri. 4/8/22	Thurs Fri. 5/5/24/30	1 st Tues.	6/7/24	10 a.m.	New directors will be installed at GRF Annual Meeting on 6/1/24 at 2:00 pm.
	6	408	7	2/12	3/16	5/5	1 st Fri	6/4	10 a.m.	
	5	492	3	2/23	3/30	5/6	2 nd Tue	6/8	10 a.m.	Staggered Terms.
	3	432	7	2/19	3/22	5/10	2 nd Wed	6/9	10 a.m.	
	12	452	7	2/25	3/29	5/11	2 nd Thu	6/10	10 a.m.	Parcels in effect
JUNE	2	864	9	2/19	3/23	5/12	2 nd Fri	6/11	10 a.m.	
	1	844	4	3/1	3/31	5/13	2 nd Mon.	6/14	10 a.m.	Staggered Terms
	15	502	7	2/26	3/30	5/19	3 rd Fri	6/18	10 a.m.	
	17	126	2	3/9	4/8	5/20	4 th Tue	6/22	10 a.m.	Staggered Terms.

NOTE:

* = If the date to apply as a candidate falls on a Saturday or Sunday, applications may be picked up the previous Friday.

** = On deadlines that fall on a Saturday or Sunday, applications will be accepted the following Monday. Candidate applications must be received in Stock Transfer Office by no later than 4:30 p.m. on the deadline day.

*** = If the date to mail ballots (30 days before the election) falls on a Friday, Saturday or Sunday, the ballots will be mailed the previous Thursday.



GRF ADMINISTRATION COMMITTEE

GRF Election Procedures

The following will be in effect for the election of directors to the Golden Rain Foundation (GRF) Board of Directors (BOD):

1. ELECTIONS

1.1. ANNUAL ELECTION

The election of directors for odd-numbered Mutuals will occur during odd-numbered years and the election of directors for even-numbered Mutuals will occur during even-numbered years. Each director shall serve a two-year term. One (1) director will be elected from each Mutual except for Mutuals One (1) and two (2) where there will be two (2) Directors.

1.2. SPECIAL ELECTIONS

Upon the occurrence of a vacancy on the BOD representing an odd- or even-numbered Mutuals, the process for a special election will begin within ten (10) days after the Secretary of the Board is notified of the vacancy.

2. VOTING

2.1. QUALIFICATION FOR VOTING

Members must vote by using the secret ballot. It may be mailed or handed in at the Annual Meeting prior to poll closing. ~~Members may vote only by using the mail-in secret ballot.~~ Members may cast one (1) vote, except on the ballots of Mutuals One (1) and Two (2), members may cast two (2) votes, but they may not be cast cumulatively. Members may obtain replacement ballots by contacting the Inspector of Elections.

2.2. CUMULATIVE VOTING

Pursuant to the Bylaws, cumulative voting is not permitted.

2.3. VOTING BY ACCLAMATION

To the extent permitted by law, in the event the number of candidates at the close of nominations is the same as the number of open positions on the Board, those candidates shall be automatically elected, by acclamation, without further action, and the results shall be announced as required by these Rules and applicable law.

3. CANDIDATES

3.1. CANDIDATE ELIGIBILITY AND QUALIFICATIONS

All candidates **must** be members of GRF for at least one (1) year, at the time of nomination.

3.1.1. Only members who meet the following criteria are qualified to be elected to the BOD:

3.1.1.1. Candidates and Directors may not have been convicted of a crime that would either prevent GRF from purchasing fidelity bond coverage or terminate GRF's existing coverage.

3.1.1.2. Candidates and Directors must be current in the payment of carrying charges. Note, this does not include non-payment of collection charges, late charges, fines, fines renamed as assessments, costs levied by a third party, or if the member has (1) paid under protest per Civil Code Section 5658; (2) has entered into and is current in a payment plan (defined as a signed written agreement between the Board and the Owner) per Section 5665, and is current and in compliance with all terms thereof; or (3) if the member has not been provided the opportunity to engage in Internal Dispute Resolution ("IDR").

All members of GRF have the right to engage in Internal Dispute Resolution ("IDR") and/or Alternative Dispute Resolution ("ADR"), pursuant to the Civil Code. A member may contact the Board, in writing, to initiate IDR/ADR. Note, if IDR/ADR is not scheduled and completed prior to the nomination deadline, candidates may be disqualified for non-payment of carrying charges.

3.1.1.3. Candidates **must** have been a member of GRF for at least one (1) year.

3.1.2. In addition to the foregoing qualifications, any member who is (a) an officer or director of a Mutual Corporation at Seal Beach Leisure World; (b) a member of any City Council; (c) a member of the Board of Supervisors of the County of Orange, California; (d) a member of the Planning Commission for the City of Seal Beach, California, or the County of Orange, California; (e) an elected official of any city, county, governmental body or political subdivision thereof; (f) an individual, a member of any entity or partnership, or an officer or director of any other corporation engaged in supplying material, services or labor to the Golden Rain Foundation, is strongly discouraged from running for the BOD, as such action creates a substantial time commitment and causes a potential conflict of interest. Further, such action may expose any individual member and/or the Board to unnecessary liability, including, but not limited to, breaching fiduciary duties.



GRF ADMINISTRATION COMMITTEE

GRF Election Procedures

The Corporate Secretary is authorized to determine the qualifications of a Director, pursuant to the terms of all GRF Governing Documents and applicable State laws.

3.1.3 Serving on both a Mutual Board and the GRF Board may require you to recuse yourself from some issues brought before the Board.

3.2. CANDIDATE APPLICATION MATERIALS

Candidates shall turn in the following materials prior to the deadline set by the GRF.

3.2.1. Application for Candidacy as a GRF Director

3.2.2. Signed Candidate Eligibility Disclaimer (set forth below)

3.2.3. Signed Candidate Statement (set forth below)

At the time of turning in candidate materials, candidates must present current GRF identification card. Candidates will receive a receipt for their application.

3.3. CANDIDATE ELIGIBILITY DISCLAIMER

Refer to GRF By-laws, Article Six, Section 1. Candidates shall complete an Eligibility Disclaimer to set forth that they are qualified to serve on the GRF Board of Directors.

3.4. CANDIDATE STATEMENT

Prior to the deadline established by the GRF, each candidate shall submit a Statement containing up to 300 words (no less than 12-point type, single sided). The statement shall be mailed with the ballot.

3.4.1. The statement shall contain the candidate's background, qualifications and platform, and shall not contain any disparaging or defamatory content.

3.5. NOTIFICATION OF NOMINATIONS FOR ELECTION OF DIRECTORS

As prescribed by law, at least thirty (30) days before the close of nominations, GRF will provide individual notice of the election and the procedure for nominating candidates.

Additionally, the GRF shall place a notice in the Community newspaper not less than ninety (90) days prior to the election counting meeting that any member may place his or her name into nomination for the director position representing the

GRF ADMINISTRATION COMMITTEE

GRF Election Procedures

Mutual in which they reside. The notice shall be published in the Community newspaper every week thereafter until the closure of the nominating period.

3.6. SELF-NOMINATION BY MEMBERS

Members who wish to nominate themselves as a candidate for election to the BOD must do so in writing to the Stock Transfer Office prior to the closing of the application deadline.

3.6.1. All candidates shall be provided candidate instructions upon submitting their name for nomination.

3.7. A Mutual BOD may appoint a nominating committee for the purpose of recommending a candidate for the election. Any candidates who are recommended by their Mutual BOD or nominating committee will be given candidate instructions by the Stock Transfer Office.

3.8. Nominations from the floor or write-ins.

3.8.1. Nominations from the floor and write-ins are prohibited.

3.9. Campaign Cycle

3.9.1. The campaign cycle shall begin in February and end with the closing of the polls.

3.10. Equal Access to GRF Media

3.10.1. Candidates advocating a point of view for purposes reasonably related to the election shall be provided a one-time access to the GRF's website (LWSB website) during the campaign cycle as follows:

3.10.1.1. Submissions shall be posted on the election bulletin board on the LWSB website during the campaign cycle.

3.10.1.2. Submissions shall be limited to 300 words and shall not contain disparaging or defamatory content.

3.10.1.3. One submission shall be accepted from each candidate for posting on the LWSB website.

3.10.2. Candidates advocating a point of view for purposes reasonably related to the election may purchase, subject to space availability and advertising guidelines established by the News Office, a maximum of a half-page of space in an edition of the Community newspaper at regular advertising rates during the campaign cycle. No other access to the Community newspaper will be granted.

GRF ADMINISTRATION COMMITTEE

GRF Election Procedures

- 3.10.3. Equal access to clubhouse meeting spaces shall be provided at no cost to all candidates, including those who are not incumbents, and to all members advocating a point of view for purposes reasonably related to the election. The clubhouses are subject to availability by reservation only on a first-come, first-serve basis.
- 3.10.4. In the event that incumbent directors makes any statements or take any actions, solely in the context of those directors' performance of their duties as directors, any and all such statements or actions shall not constitute provision by the GRF of access to its media for campaign purposes.
- 3.10.5. In the event that -GRF's media reports any candidates' statements or actions that are reasonably unrelated to the election, the reporting of such shall not constitute provision by GRF to its media for campaign purposes.
- 3.10.6. In accordance with Civil Code 5135, no GRF funds shall be used for campaign purposes, except to the extent necessary for the GRF to comply with the duties imposed upon it by law.

3.10.7. Campaign Restrictions ~~Provision of Mailing Labels~~

3.10.7.1. Candidates are entitled to purchase labels for the addresses in their Mutual at a FLAT RATE OF \$10 PER REQUEST, PLUS \$0.25 PER SHEET ~~SHEET.COST~~ This which is to be paid at the time the labels are ordered. Labels can be ordered by completing an "Access to Documents" form in the Accounting Department. This list will not contain all addresses as some Shareholders have opted out of receiving campaign correspondence.

~~3.10.7.1.~~ 3.10.7.2. You MAY NOT use a Mutual e-mail contact list to send campaign related correspondence. If you violate this Campaign Rule, you will be liable for reimbursing GRF for the cost of the election and you may be removed as a candidate.

- 3.10.8. Non-Responsibility for Statements and Actions
Neither GRF or its officers, directors or employees shall be responsible for any claims, damages, injuries, judgments, orders or settlements, including attorney's fees, arising from a candidate's statement or actions made in connection with an election.

GRF ADMINISTRATION COMMITTEE

GRF Election Procedures

4. ELECTION MEETINGS

The GRF BOD will convene a special meeting one week prior to the Annual Meeting for the purpose of the Inspector of Election counting secret ballots. All members are welcome to attend the special meeting.

In the case of a special election, the GRF BOD will convene a special meeting approximately thirty (30) days after the ballots are mailed for the purpose of the Inspector of Election counting ballots. All members are welcome to attend the special meeting.

5. ELECTION PROCESS

- 5.1. The GRF Administration ~~Executive~~ Committee shall review the election materials and the election process and recommend approval to the GRF BOD.
- 5.2. GRF shall contract with an independent third-party vendor to perform all election services as Inspector(s) of Election. The vendor will be directed to conduct the election and be accountable for the conduct of the election in accordance with this policy, all applicable codes, GRF By-Laws, and state laws.
- 5.3. During its meeting in February, the GRF Administration ~~Executive~~ Committee of the GRF BOD will recommend that the Board appoint the election services company as its Inspector(s) of Election.
- 5.4. During its meeting in February, the BOD will appoint the election services company as its Inspector of Election.

6. ELECTION MATERIALS

- 6.1. Notice of Election
At least thirty (30) days before the ballots are distributed, GRF will provide general notice of (1) the date and time by which, and address where, ballots are to be returned; (2) the date, time and location of the meeting to tabulate the ballots; and (3) the list of all candidates' names that will appear on the ballot.
- 6.2. Verification of Election Material
GRF shall permit members to verify the accuracy of their individual information on the Election Material at least thirty (30) days before the ballots are distributed. GRF or any member shall report any errors or omissions for either list to the inspector(s) of election who shall make the corrections within two (2) business days.
"Election Material" means the following documents: returned ballots, signed voter envelopes, Candidate Registration List and the Voter List. The Candidate Registration List means the list of qualified candidates existing as of the close of

GRF Election Procedures

nominations. The Voter List may include: the name, voting power and either the physical address of the member's separate interest or the parcel number, or both; and the mailing address of the member (if different from the physical address or if the parcel number is used).

6.3. Ballot Packet

The ballot packet will consist only of a ~~mail-in~~ secret ballot, voting instructions, any candidate statements/resumes, a copy of the election rules, two return envelopes, and mailing instructions for the election. The ballot packet will be mailed no less than thirty (30) days prior to the ballot counting meeting. Note, the election rules may be provided by individual delivery or by posting same on an internet site and providing the corresponding internet.

6.4. Secret Ballots Returned by Mail

6.4.1. The ~~mail-in~~ secret ballot is required to be mailed to the Inspector(s) of the Election for proper verification and validation and must be received before noon on the date established on the ballot.

6.4.1.6.4.1.1. Ballot can also be delivered to the Special Election Meeting prior to poll closing.

6.4.2. The mail-in secret ballot is irrevocable once received by the Inspector(s) of the Election.

6.4.3. The denial of a ballot to a person with general power of attorney for a member is prohibited. (Civil Code Section 5105(g)(2).) A ballot submitted for a member by an individual with general power of attorney is valid so long as it is submitted in a timely fashion.

6.4.4. The Inspectors of Election will open and process, in public view, the mail-in secret ballots on the day of the special meeting held for the purpose of counting ballots as outlined under Section 7.

6.4.4.1. If a ~~mail-in~~ secret ballot is compromised or improperly sealed or addressed, or has any identifying marks, it will be invalidated by the Inspector(s) of the Election.

7. INSPECTOR(S) OF THE ELECTION

7.1. Inspector(s) of the Elections shall perform the following:

7.1.1. Determine the number of shareholders entitled to vote and the voting power of each.

7.1.2. Establish a mailing address for mail-in ballots, and the contact phone number for members' questions.



GRF ADMINISTRATION COMMITTEE

GRF Election Procedures

- 7.1.3. Prepare and mail to all members in the odd- or even-numbered Mutuals, no later than thirty (30) days prior to the election meeting, the notice letter, mail-in secret ballot, any candidate statements/resumes, voting instructions, the election rules, two envelopes, and mailing instructions for the GRF election, in a manner consistent with providing and ensuring that the member's vote will be by "secret ballot."
- 7.1.4. Receive ~~mail-in~~ secret ballots, can be mailed in or hand delivered to the Special Election Meeting prior to poll closing.
- 7.1.5. Open ~~mail-in~~ secret ballots at the special meeting for the purpose of counting ballots.
- 7.1.6. Count and tabulate all votes.
- 7.1.7. Determine the results of the election.
- 7.1.8. Certify, in writing, that the election was held in accordance with this policy and Section 5110 of the Davis-Stirling Common Interest Development Act (the Act).
- 7.1.9. Consult with GRF's legal counsel, if necessary, to fulfill the Inspector(s)' obligations under the law.

8. OBSERVERS OF THE ELECTION

Any candidate or member of the GRF may witness the counting and tabulation of the votes. However, the Inspector(s) of Election may establish reasonable guidelines for candidates and members for the observing of the counting and tabulation of ballots, including guidelines on distance from which observers may stand.

9. BALLOT RETENTION

- 9.1. The sealed ballots at all times shall be in the custody of the Inspector or Inspectors of election or at a location designated by the inspector or inspectors until after the tabulation of the vote, and until the time allowed by Section 5145 of the Civil Code (twelve months) for challenging the election has expired, at which time custody will be transferred to GRF.
- 9.2. After the transfer of the ballots to GRF, the ballots shall be stored by GRF in a secure place for no less than one year after the date of the election.

GRF ADMINISTRATION COMMITTEE

30-5025-3



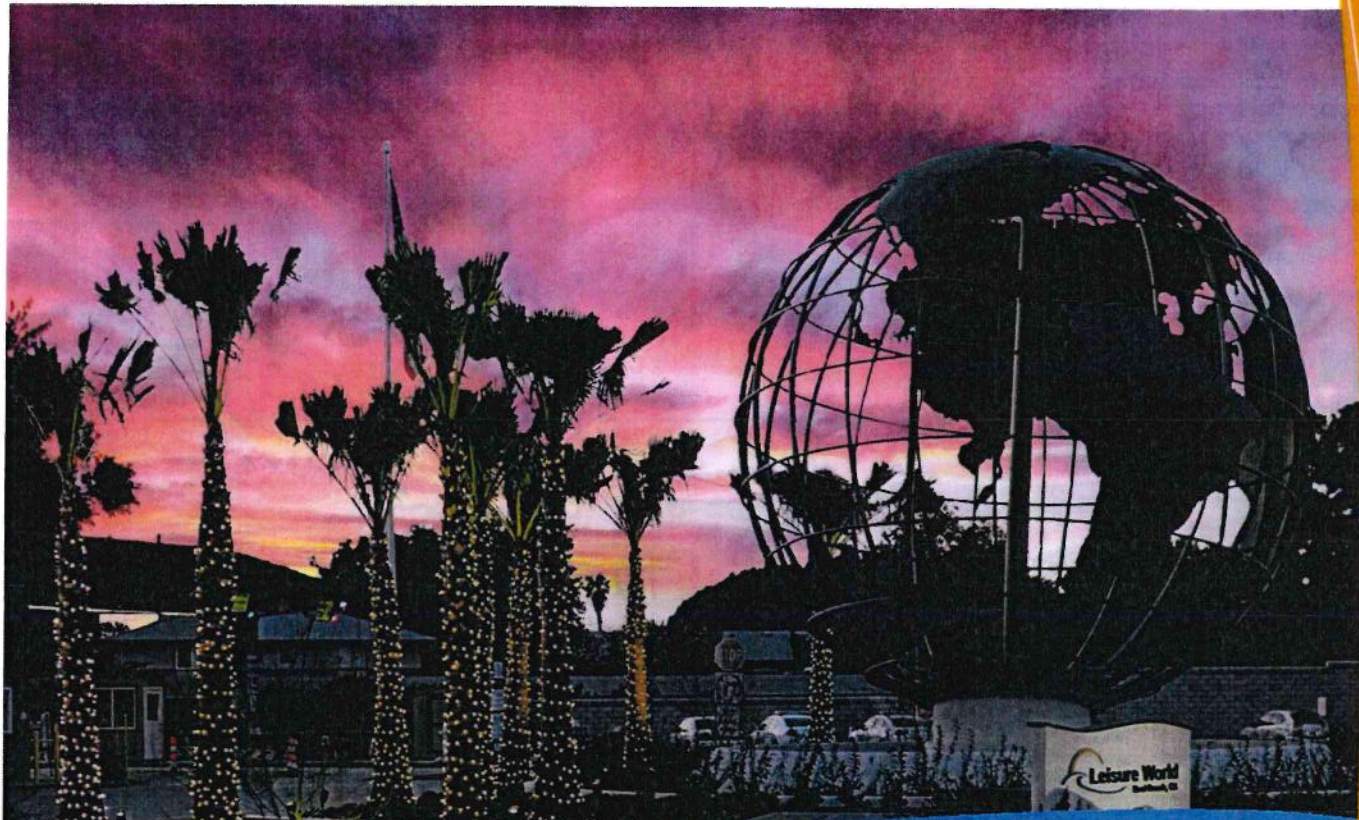
GRF Election Procedures

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GRF Director's Handbook

30-5028-3

Date: March 21, 2018

Revised: January 26, 2021

Contents

What you should know before running for GRF Board	4
As a Director of the GRF Board	4
Golden Rain Foundation (GRF)	5
The GRF Board	5
How to become a GRF Director	5
Application Process	5
The GRF Board wants you to Succeed	7
Expectations of GRF Board Members	7
Welcome to the GRF	8
In the first week	8
Public Board Meetings	9
Executive Session of Full Board	11
Committees	12
How Motions Work	13
Elections	14
Annual Meeting of Full GRF Board	14
Organizational Meeting	14
Community Rules Violation Panel	14
Town Hall Meetings	14
Board Trainings	14
Board Dinner	15
Director Appreciation Events	15
Resigning as a Director from the GRF Board	15
Ending Your Directorship	15

Why serve on the GRF Board?

"MAKING A DIFFERENCE" BY JIM GREER

It has been said that, "without a sense of caring, there can be no sense of community." This means that your care for this community must overcome the negativity that may be thrust upon you. Instead, my challenge to each of you is to set aside your intentions to "prove them wrong" and as a member of the GRF Board follow five simple suggestions:

If you have a personal agenda, write it down. Give everyone a copy and see if it's worth following.

If you always have an axe to grind, despite all your complaining, you'll never be the sharpest tool in the shed.

If you have a pet peeve, decide either to give it a home, or let it go.

If you have a score to settle, stop keeping score, and settle.

And, if you have a hunger for power, go on a fast, swallow your pride, and hunger no more.

There are so many wonderful examples of people with a caring heart that made a difference in the world by serving. Martin Luther King, Jr., Nelson Mandela, Mahatma Gandhi and Mother Teresa. Each of these leaders made a global impact not by seeking fame, but by serving others on a personal level. Another of these great servants was theologian, organist, philosopher, and physician, Dr. Albert Schweitzer, who said -

"I don't know what your destiny will be, but one thing I do know: the only ones among you who will be really happy are those who have sought and found how to serve. "

Yes, it is possible to be really happy! Not because you are on the Board. But because you have decided to serve the people of this wonderful community. Thank you for volunteering to serve on the GRF Board!

What you should know before running for GRF Board

If you haven't already done so, we encourage you attend the monthly GRF Board Meetings and several committee meetings to introduce yourself to the types of issues and projects the Board is responsible for overseeing, the Board and Committee process and the teamwork required for managing the Trust Property and serving the Mutuals.

A. As a Director of the GRF Board:

1. You are a volunteer in an unpaid position.
2. You have no control (*authority*) over Mutual Board actions or GRF Employees.
3. You will represent all of Leisure World and not just the Shareholders of your Mutual.
4. If something comes to a vote that effects your Mutual only, you may/will have to recuse yourself from the vote.
5. Mutual Board experience is very helpful, but not required.
6. To avoid any conflict of interest, no member of the Golden Rain Foundation Board of Directors or their spouse may be employed by the Golden Rain Foundation. Further, no member of a Mutual Board of Directors may be employed on a full-time or part-time basis by the Golden Rain Foundation.

B. Golden Rain Foundation (GRF):

1. Is a not-for-profit master association that serves as a Management company for the 16 Mutual Corporations,
2. Administers the shared Trust property and the facilities owned by these independent Mutual Corporations,
3. Has a Board of Directors (BOD) and a full-time Executive Director who oversee the departments serving the community: Administration, Community Facilities, Finance, Human Resources, Communications/IT Services, Mutual Administration, Stock Transfer, Recreation, and Security.

C. The GRF Board

1. The GRF Board operates through committees that report to the full BOD monthly, or as directed.
2. These are the standing committees:
 - a) The GRF Administration Executive Committee, comprised of Board Vice President (Chair), President, Corporate Secretary, Treasurer, and the Chairs of Mutual Administration/Service Maintenance (MAC), Recreation, Physical Property and Security, Bus & Traffic committees (See 30-5110-3).
 - b) Architectural Design Review (ADRC) (See 10-5160-3).
 - c) Communications/IT (See 20-5125-3).
 - d) Finance (See 40-5115-3).
 - e) ~~Governing Documents (See 30-5180-3),~~
 - f)e) Mutual Administration and Service Maintenance (See 50-5165-3).
 - g)f) Physical Property (See 60-5130-3).
 - h)g) Recreation (See 70-5135-3).
 - i)h) Security, Bus and Traffic (SBT) (See 80-5145-3).
3. Ad Hoc committees are formed for special projects (See 30-5024-1).

D. How to become a GRF Director

1. You are elected by your Mutual Shareholders. ~~You may be elected by your Mutual Shareholders.~~
2. ~~Your name may be submitted by a Mutual Board then voted on by the GRF BOD.~~
3. ~~You must be a Member in good standing (assessments are current).~~

E. Application Process

1. All potential Board Members must complete the application packet.

2. Application package is available at the Stock Transfer office and includes the following:
 - a) ~~Eligibility sheet,~~
 - b) a) Code of Ethics and Conduct,
 - c) b) GRF Board of Director Application for Candidacy ~~Application and Timeline,~~ and
 - d) c) Board Eligibility Disclaimer ~~List of Board standing committees. You will select your preferences. There is no guarantee of committee assignments.~~
 - e) d) GRF Candidate Instructions/Timeline ~~Submitted Application package must include the following:~~
 - 1) ~~Completed Application,~~
 - 2) ~~Resume or statement of qualifications and experience, including your platform,~~
 - 3) ~~GRF Member ID card,~~
 - 4) ~~Committee Preferences,~~
 - 5) ~~A signed acknowledgement of the documents received within, by the applicant.~~
 - e) GRF Election Schedule ~~The complete package should be turned in to the Stock Transfer Office prior to close of application period to ensure any questions of eligibility can be resolved.~~
 - f) GRF and Mutual Election Calendar
 - g) Policy 30-5025-3 GRF Election Procedures
 - h) GRF Director's Handbook
 - i) Choice of Committee Assignment
 - f) Sample Ballots
3. Submitted Application package must include the following:
 - a) Completed Application.
 - b) Resume or statement of qualifications and experience, including your platform.
 - c) Copy of GRF Member ID card
 - d) Committee Preferences
 - e) A signed acknowledgement of the documents received within, by the applicant
4. The complete package should be turned into the Stock Transfer Office prior to close of application period to ensure any questions of eligibility can be resolved

F. Campaign Restrictions

1. Candidates are entitled to purchase labels for the addresses in their Mutual at a FLAT RATE OF \$10 PER REQUEST, PLUS \$0.25 PER SHEET. This is to be paid at the time the labels are ordered. Labels can be ordered by completing an "Access to Documents" form in the Accounting Department. This list will not contain all addreses as some Shareholders have opted out of receiving campaign correspondence.
4. You MAY NOT use a Mutual e-mail contact list to send campaign related correspondence. If you violate this Campaign Rule, you will be liable for reimbursing GRF for the cost of the election and you may be removed as a candidate.

F.G. The full GRF Board wants you to succeed in this job so these resources will be provided when you are elected:

1. Training will be provided throughout your term on the Board.
2. A mentor will be assigned by the GRF Board President to guide you through the first few months of service.

G.H. Expectations of GRF Board members:

1. Time off and vacations are expected but extended absences from our community should not occur: i.e. six-month vacation.
2. Have a willingness to learn and ability to work as a team.
3. Your duty is to research/study and vote on all items that come to the Board for action or response.
4. Attend GRF Board Meetings, Committee meetings and related meetings, as noted below in Section H.
5. It is highly recommended that Board members have internet access and be computer literate. GRF business operations rely on email communication and the ability to attend meetings virtually. GRF will provide each director with an iPad or laptop.

Welcome to the GRF

A. Confidentiality – Your Obligation of confidentiality continues after you are no longer a director

B. Other important information

1. If you want to talk to the GRF President or Executive Director, please call the Executive Coordinator and make an appointment. Anything you discuss with the Executive Director will be shared with the President.

2. You are encouraged to attend community-sponsored events.

4.3. You may get paper and ink cartridges for your printer, if needed, while doing GRF work. See the Executive Coordinator.

A.C. In the first week

2.1. Meet with Executive Coordinator (Assistant to the GRF President). This will take less than one (1) hour.

1. Pick up GRF mailroom keys (one for the mailroom door and another for your mailbox). This is where your agendas, minutes, and other mail to the Board of Directors (BOD) will be found.
2. Order business cards.
3. Order Board Name Badge.

3. 2. The mailroom has available: (located next to Conference Room A, 2nd Floor Administration building)

- a) An assigned mailbox to receive GRF documents. This box needs to be checked frequently during the week. You will be asked if you want your agendas sent to you by E-Mail only.
- b) A worktable.
- c) A computer and monitor.
- d) A phone.
- e) A shredding container.
- f) A refrigerator.

4. **3. Make an appointment with ITS Systems Analyst:** (this will take less than 1 hour)

- a) Pick up your GRF Board iPad, or laptop.
- b) Have links installed for GRF calendar and email (these should be checked daily),
- c) Get information on installing these links on your home computer if you choose,
- d) Receive your new board E-Mail address, and
- e) Request a list of your Mutual shareholders, if desired.

4. Make an appointment with the LW Weekly staff to get your GRF Board photograph taken. It will be on the web site as well as used by the newspaper, when needed.

5. The following information will be provided within a few of weeks of the new Board term. These items may also be available on the Website, www.lwsb.com:

- a) A list of all GRF Directors,
- b) A list of committee chairs and members, and
- c) A perpetual calendar listing committee and Board meeting dates and times.
- d)

DB. Clubhouse 4 Public Board Meetings

1. GRF monthly Board meeting is the 4th Tuesday of each month.

a) Periodically a Special Board meeting will be scheduled.

b) Time will at 10:00 a.m. although from time to time an evening meeting is scheduled.

c) Location: Clubhouse 4

4.2. Seating on the dais:

- a) Generally assigned in order of your Mutual number.
- b) The Corporate Officers sit in the middle of the dais.
- c) Your name and Mutual are placed on the front of the dais and a name tag with a bottle of water will be placed on the inside where you sit.
- d) At your request, ~~chairs are available with or without arms.~~

2.3. Agendas:

- a) Bring your agenda packet to each Board Meeting.
- b) Your duty, legally, is to read and be familiar with all supporting documents before you vote.
- c) Check your agenda to see if you will be reading a motion:
 - 1) If you do not wish to read it, please call ahead to the GRF President, and request not to read the motion. This gives time for another director to be appointed to read the motion.
- d) Be alert to the discussion and proceedings.

3.4. Attendance:

- a) Please attend and be on time to each Board Meeting. When you arrive after the roll call, the meeting must stop. The Corporate Secretary must inform the President and record that you have arrived.
- b) A quorum is the minimum number of Directors who must be present to allow the Board to make decisions. It is $\frac{1}{2}$ of the full Board plus one. Normally this is 10 ($18 \div 2 + 1$).
- c) If the quorum has changed, the President must be informed so it can be included in the record.
- d) If you must leave the meeting early, please notify the President, Corporate Secretary, Executive Coordinator or Executive Director before the meeting.
- e) In an emergency at the Board meeting, please send a note to the Corporate Secretary if you must leave.
- f) If you will be out of town, please call or send an E-mail to the above Directors to let them know.

4.5. Speaking at the Board Meetings:

- a) The yellow button turns on the microphone (labeled "Mike").
- b) Turn off your lights after speaking or after the voting result is announced.
- c) Negative comments must not include the names of fellow Directors, staff members or audience members. Roberts Rules of Order – ROHN(11th edition) pages 392, 11.12-25)
- d) Your speaking time may be limited at the GRF Board meetings. This is at the discretion of GRF President. It will be announced.

5.6. Board Meeting Motions:

- a) You may speak for or against a motion at the GRF Board Meeting by turning on the yellow “Mike” button and waiting until the President calls your name to speak.
- b) Discussion must be related solely to the motion.
- c) Speak clearly and concisely.
- d) If you would like to speak again, turn on your light and wait. Those who have not spoken, speak first. After everyone speaking for the first time has finished, the second round of speakers will begin. You are only to add new information that has not already been shared with the directors.

6.7. Voting

- a) Green light is a “yes” vote.
- b) Red light is a “no” vote.
- c) White light is an Abstention.
- d) Do not vote “yes” or “no” if you are unprepared.
- e) If in doubt about what you are voting on, check your agenda or ask for clarification, if needed.
- f) If you need to recuse yourself from a vote, please inform the Chair before the vote is taken. (Recusal is for a conflict of interest).

7.8. Each Director is given time just before adjournment to speak.

~~8. Refreshments are served prior to the start of the meeting; usually coffee, tea, doughnuts and fresh fruit. No food is to be eaten at the dais during the meeting.~~

C. E. Executive Session of Full Board

- 1. These sessions are confidential and disclosure of any of this information is grounds for Director Censure. (See 30-5092.01-3, Section 1.1.2).
- 2. Every Director is expected to attend each Executive Session of the full BOD.
- 3. The supporting confidential documents are given out an hour before the session begins. Arrive early to read the documents prior to the start of the meeting.
- 4. All paperwork is collected and destroyed after the meeting. Removal of any of these documents without permission may result in disciplinary action.
- 5. Confidentiality remains in effect even after you are no longer a Director.

D. F. Committees

1. Each committee has a Chair who is responsible for conducting the meeting. More information about Chair responsibilities is available from the GRF Chair Training Manual and the GRF President.
2. If you are going to miss the meeting of any committee to which you are assigned, please inform the chair.
3. The GRF Board operates through committees.
4. Committees report to the BOD monthly, or as directed.
5. There are nine (9) standing committees.
6. The GRF Administration Executive-Committee is comprised of Board Vice President (Chair), President, Corporate Secretary, Treasurer, and the Chairs of Mutual Administration/Service Maintenance (MAC), Recreation, Physical Property and Security, Bus & Traffic committees (See 30-5110-3),
 - a) The GRF Administration Executive-Committee holds an Executive session after the scheduled meeting, which covers Personnel issues.
 - b) Non-committee members may not attend these sessions unless invited by the Committee Chair.
7. The remaining standing committees are:
 - a) Architectural Design Review (ADRC) (See 10-5160-3).
 - b) Communications/IT (See 20-5125-3).
 - c) Finance (See 40-5115-3).
 - d) ~~Governing Documents~~ (See 30-5180-3),
 - e)d) Mutual Administration/Service Maintenance (MAC) (See 50-5165-3).
 - f)e) Physical Property (See 60-5130-3).
 - g)f) Recreation (See 70-5135-3).
 - h)g) Security, Bus and Traffic (SBT) (See 80-5145-3).
8. The President will assign you to at least three of the above standing committees.
 - a) The list of all committees, the appointed Chairs and members are ratified by the full Board.
9. Each committee has a Charter and policies related to its activities which can be provided to you and is on the Website (www.lwsb.com).
10. All decisions are made by the full committee are and recommended to the full Board.
11. Each standing committee dissolves at the end of the Board term.

12. Subcommittees

- a) ~~The Chair of any standing committee may create subcommittees made up of the members of the committee to address specific issues to~~
a) address specific issues.
- b) ~~All GRF Directors are eligible to serve on subcommittees.~~
- e) b) Members/Owner Specialists may be appointed by the committee chair (See 30-5024-130-1220-4).
- d) c) Reports are made to the Committee.
- d) No action may be taken, but consensus may be reached in these sessions.
- e) Subcommittees dissolve at the end of the term.
- e) f) All recommendations made by a committee are forwarded to the GRF Board for approval.

13. Work Study ~~Focus Groups~~

- a) Less formal committee meetings to discuss or research relevant topics which may be too time consuming to cover in the scheduled meetings,
- b) No action may be taken, but consensus may be reached in these sessions.

14. Health Care Center Advisory Board (HCC)

- a) Up to three (3) GRF Directors ~~and GRF Committee Chairs~~ serve on the an advisory board of the Health Care Center.

15. Ad Hoc Committees

- a) Created by the full Board to address specific issues (See 30-5024-1),
- b) Exist until the task assigned is finished or the full Board decides it is no longer necessary,
- c) Monthly reports are made directly to the Board.

~~16. First-year directors rarely chair committees.~~

E. G. How Motions Work

1. Most motions begin in a committee.
2. If the motion requires the action of another committee or a department, that information is included in the motion.
3. Any action that requires unbudgeted money must go to the Finance Committee to determine if the money is available (See 40-5516-1).
4. After Committee approval, the motion goes to the full Board for approval, modification or denial.
5. Every motion requires a second.

F. H. Elections

1. A Board meeting is called when ballots are to be counted.
2. A quorum must be present to count ballots. All directors are expected to attend.

G. I. Annual Meeting of Full GRF Board

1. Corporate Officers and Committee Chairs submit a written report prior to the annual meeting and read it aloud at the meeting.
2. Other directors will be given time to speak and present a written report if they choose.

H. J. Organizational Meeting

1. New Board Members are seated.
2. New Officers are elected.

I. K. Community Rules Violation (CRV) Panel

1. All Directors are expected to attend the Community Rules Violation Panel (CRV); a quorum of the Board is required.
2. You will hear contested parking citations and ~~Member/Owner, Renter/Lessee~~ Code of Conduct violations.

J. L. Town Hall Meetings

1. These are GRF meetings to discuss important or controversial issues related to our community. These meetings are often at night so that working members of our community may attend. It is expected that all GRF Directors will attend.

K. M. Board Trainings

1. It is strongly recommended you attend all training opportunities. Some training sessions are mandatory.
2. GRF Board trainings are sometimes combined with the Mutual Board trainings.
3. Off-site Board workshops may be held for training, goal setting, long term planning, etc.

L.

N. Board Dinner

1. Thank you to departing Directors for their service on the Board.
2. Welcome to new Directors ~~and guests~~;
3. Attendance not required but strongly encouraged.

M.

O. Director Appreciation Events

1. Honors the service of all Mutual Directors, GRF Directors and GRF management staff.
2. Attendance not required but strongly encouraged.

N.

P. Resigning as a Director from the GRF Board

1. Formal Letter of Resignation must be in writing and include the following:
 - a) Date written
 - b) Date effective
 - c) Include your signature
2. This written resignation is non-revocable upon submission and acceptance by the full Board.

O.

Q. Ending your Directorship

1. Return mail room key and mailbox key.
2. iPad/Laptop
 - a) Return to IT. Get a signed receipt.
 - b) Depending on the age of the equipment iPad, you may have the option to purchase; check with the IT Manager.
3. Confidentiality - your obligation of confidentiality continues after you are no longer a Director.

~~P. Other important information~~

- ~~1. You may get paper and ink cartridges for your printer, if needed, while doing GRF work. See the Executive Coordinator.~~
- ~~2. If you want to talk to the GRF President or Executive Director, please call the Executive Coordinator and make an appointment. Anything you discuss with the Executive Director will be shared with the President.~~
- ~~3.6. You are encouraged to attend community-sponsored events.~~

GRF

Prepared by GRF, 2018.

STOCK TRANSFER

50-1639-4



DATE: 3-~~9~~3-202~~2~~4

TO: CANDIDATES FOR THE GRF BOARD

FROM: TIA MAKAKAUFAKI DEANNA BENNETT, EXECUTIVE COORDINATOR

SUBJECT: CHOICE OF COMMITTEE ASSIGNMENTS

Please indicate the committees you wish to serve on during the 202~~2~~4/202~~4~~2 term, in the order of preference, by circling the number that relates most to your choice. (Example: Circle the number "1" next to Recreation if that is your first preference, and the number "2" next to the Finance if that is your second preference, etc.).

Please circle **ONE NUMBER ONLY** for each committee. Every effort will be made to accommodate your preferences. Committee selections will be made by the GRF President after the Organizational Meeting on June 14~~8~~, 202~~2~~4. **PLEASE RETURN TO THE BOARD OFFICE, OR BY EMAIL (TiamDeanna@lwsb.com) NO LATER THAN WEDNESDAY, JUNE 8~~2~~, 202~~2~~4.**

Please circle below any days/times you are **NOT AVAILABLE**, Monday – Friday:

Mon. a.m. p.m. Wed. a.m. p.m. Fri. a.m. p.m.
Tues. a.m. p.m. Thurs. a.m. p.m.

Also, please note that attendance is presumed **mandatory** at all GRF Board of Directors' meetings on the first Friday afternoon and the fourth Tuesday morning of every month.

Circle ONE Number in Each Row

COMMITTEE

1	2	3	4	5	6	7	8	ARCHITECTUAL DESIGN & REVIEW (ADR) Meets Quarterly
1	2	3	4	5	6	7	8	COMMUNICATIONS/IT
1	2	3	4	5	6	7	8	FINANCE
1	2	3	4	5	6	7	8	GOVERNING DOCUMENTS
1	2	3	4	5	6	7	8	MUTUAL ADMINISTRATION/SERVICE MAINTENANCE
1	2	3	4	5	6	7	8	PHYSICAL PROPERTY (PP)
1	2	3	4	5	6	7	8	RECREATION
1	2	3	4	5	6	7	8	SECURITY, BUS & TRAFFIC (SBT)

Note: The GRF ADMINISTRATION ~~EXECUTIVE COMMITTEE~~ consists of the elected officers of the GRF Board of Directors and the chairpersons of the Recreation, Physical Property, Mutual Administration/Service Maintenance, and Security, Bus & Traffic Committees.

Your Name

MU #



OFFICIAL NON-REVOCABLE BALLOT

GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS ELECTION FOR **ONE REPRESENTATIVE/DIRECTOR** FROM MUTUAL NO. **FOURTHREE**

The rules governing the election may be found here:

<https://www.powerdms.com/public/GoldenRain/documents/1610069>

<https://www.lwsb.com/grf/governing-docs/30-5026-3-grf-election-of-officers/>

1. Instructions for Voting:

Every two years, the Golden Rain Foundation (GRF) conducts an election to elect **one** director from your Mutual to represent Mutual No. **FourThree** on the GRF Board of Directors. The election is being conducted by Accurate Voting Services, Inc., and is conducted by mail to ensure the integrity of the process and to provide each member in good standing the opportunity to vote. The candidates listed below have been recommended by your Mutual, your Mutuals Nominating Committee, or have applied through a self-nomination process.

2. Instructions for Mailing Your Ballot:

After you have voted below, insert the ballot into Envelope "A." Seal Envelope "A" and insert it into Envelope "B." In the upper left-hand corner of Envelope "B," print your name and address (including Mutual and Unit #) AND sign your name on the signature line. Mail Envelope "B" (which is pre-addressed and postage-paid) to the **Inspectors of Election** at Accurate Voting Services, Inc., P.O. Box 6117, Laguna Niguel, CA 92607-6117. Please allow 4-5 days for delivery. The Inspectors of Election must receive your **mailed** ballot on or before 12 noon on **Monday, June 6, 2022** **Friday, May 28, 2024**, for your ballot to be counted, or you may **bring** your sealed ballot to Clubhouse Four, 1419 Northwood Road, Seal Beach, CA between **9:00 and 10:00 a.m.** on **Tuesday, June 74, 20224**. The "polls" will close at **10:00 a.m.** and the counting process will begin.

3. Instructions for Observing the Ballot Counting:

The ballot counting process will be conducted at a meeting of the GRF Board of Directors on **Tuesday, June 74, 2021**, at **10:00 a.m.**, Clubhouse Four, 1419 Northwood Road, Seal Beach, CA 90740. **All GRF members are welcome to observe the counting process.**

4. Instructions for Attending the Annual Meeting:

The GRF Annual Meeting will be held on **Tuesday, June 148, 20224**, at **2:00 p.m.** in Clubhouse Four, 1419 Northwood Road, Seal Beach, CA 90740. All newly elected directors will be installed at this meeting.

GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS ELECTION FOR **ONE REPRESENTATIVE/DIRECTOR** FROM MUTUAL NO. **FOURTHREE**

Voting: You are electing **one** director to sit on the GRF Board of Directors representing Mutual No. **FourThree**. Please cast **one vote for one candidate** to be elected by printing an "X" or a "✓" in the box located to the left of the name. Please follow the above instructions to mail your ballot. **Please participate in the voting process by casting your votes and mailing your ballot.**

**Mark
One (1)
Box
Only**

	Candidate Name
	Candidate Name - incumbent
	Candidate Name
	Candidate Name - incumbent
	Candidate Name

Please direct inquiries to Accurate Voting Services, Inc.
Toll Free: (833) 861-6352 accuratevoting@um.occoxmail.com
18 Technology Drive, Suite 142, Irvine, CA 92618
P.O. Box 6117, Laguna Niguel, CA 92607-6117

(Jun 21)

GOLDEN RAIN FOUNDATION Seal Beach, California



OFFICIAL NON-REVOCABLE BALLOT

GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS ELECTION FOR **TWO REPRESENTATIVES/DIRECTORS** FROM MUTUAL NO. **TWOONE**

The rules governing the election may be found here:

<https://www.powerdms.com/public/GoldenRain/documents/1610069>

<https://www.lwsb.com/grf/governing-docs/30-5026-3-grf-election-of-officers/>

1. Instructions for Voting:

Every two years, the Golden Rain Foundation (GRF) conducts an election to elect **two** directors from your Mutual to represent Mutual No. **TwoOne** on the GRF Board of Directors. The election is being conducted by Accurate Voting Services, Inc., and is conducted by mail to ensure the integrity of the process and to provide each member in good standing the opportunity to vote. The candidates listed below have been recommended by your Mutual, your Mutuals Nominating Committee, or have applied through a self-nomination process.

2. Instructions for Mailing Your Ballot:

After you have voted below, insert the ballot into Envelope "A." Seal Envelope "A" and insert it into Envelope "B." In the upper left-hand corner of Envelope "B," print your name and address (including Mutual and Unit #) AND sign your name on the signature line. Mail Envelope "B" (which is pre-addressed and postage-paid) to the **Inspectors of Election** at Accurate Voting Services, Inc., P.O. Box 6117, Laguna Niguel, CA 92607-6117. Please allow 4-5 days for delivery. The Inspectors of Election must receive your **mailed** ballot on or before 12 noon on **Monday, June 6, 2022** ~~Friday, June 25, 2024~~, for your ballot to be counted, or you may **bring** your sealed ballot to Clubhouse Four, 1419 Northwood Road, Seal Beach, CA between **89:00 and 109:00 a.m.** on **Tuesday, June 729, 20224**. The "polls" will close at **109:00 a.m.** and the counting process will begin.

3. Instructions for Observing the Ballot Counting:

The ballot counting process will be conducted at a meeting of the GRF Board of Directors on **Tuesday, June 729, 20224**, at **9:00 a.m.**, Clubhouse Four, 1419 Northwood Road, Seal Beach, CA 90740. All GRF members are welcome to observe the counting process.

4. Instructions for Attending the Annual Meeting:

The GRF Annual Meeting will be held on **Tuesday, June 148, 20224** at **2:00 p.m.** in Clubhouse Four, 1419 Northwood Road, Seal Beach, CA 90740. All newly elected directors will be installed at this meeting.

GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS ELECTION FOR **TWO REPRESENTATIVES/DIRECTORS** FROM MUTUAL NO. **TWOONE**

Voting: You are electing **two** directors to sit on the GRF Board of Directors representing Mutual No. **TwoOne**. Please cast **one vote each for two candidates** to be elected by printing an "X" or a "✓" in the box located to the left of the name. Please follow the above instructions to mail your ballot. **Please participate in the voting process by casting your votes and mailing your ballot.**

Mark
Two (2)
Boxes
Only

	Candidate Name
	Candidate Name - incumbent
	Candidate Name
	Candidate Name - incumbent
	Candidate Name

Please direct inquiries to Accurate Voting Services, Inc.
Toll Free: (833) 861-6352 accuratevoting@um.occxmail.com
18 Technology Drive, Suite 142, Irvine, CA 92618
P.O. Box 6117, Laguna Niguel, CA 92607-6117

(Jun 21)

GOLDEN RAIN FOUNDATION Seal Beach, California

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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: GRF ADMINISTRATION COMMITTEE
SUBJECT: AMEND POLICY 30-5026-3, GRF ELECTION OF OFFICERS
DATE: OCTOBER 18, 2021
CC: FILE

At the October 7, 2021 meeting of the GRF Administration Committee, the Committee moved to recommend the GRF Board of Directors to amend 30-5026-3, GRF Election of Officers.

I move to amend 30-5026-3, GRF Election of Officers, adding an officer of the Board may not have been convicted of a financial crime and to refer to policy 30-5020-1 for more information concerning being a Mutual Board and GRF Board simultaneously, as presented.

GRF ADMINISTRATION EXECUTIVE COMMITTEE**GRF Election of Officers**

1. The Board shall conduct an open session, for the purpose of an organizational meeting, immediately following the Annual Meeting for the purpose of electing officers. The election of officers shall be in accordance with Robert's Rules of Order. A quorum of the Board must be present for the election of officers. The election to an officer's position shall be for a one- year term; however, the Board may change the officers anytime throughout the year. Only directors present at the meeting are eligible to be elected as an officer of the Board. (See 30-5101-1, Limitation of Terms, GRF Officers).
2. If the current President is a candidate for that office, the chair will be turned over to the Executive Director or his representative until a new President is elected.
3. The chair shall call for nominations for each office in the following order: President, Vice President, Corporate Secretary, and Treasurer.
 - ~~3.3.1. In order to protect the Foundation's ability to secure a required fidelity bond, An officer of the Board may not have been convicted of a financial crime.~~
4. Nominations should not be seconded. After nominations have been received, the chair shall call up to three times for additional nominations. If there are none, the chair will declare the nominations closed.
5. In uncontested elections, the chair will declare the nominated person elected. Where two or more candidates are nominated for an office, the vote will be by secret written ballot utilizing a procedure to maintain confidentiality.
6. The winning candidate must receive a majority of the votes cast. The written ballots will be counted by the Inspector of Elections. A member of the audience will be asked to volunteer as an observer to witness the counting of ballots. The Inspector of Elections will announce the result.
7. If there are more than two candidates and no one receives a majority vote of the attending Directors, the candidate receiving the fewest votes shall be eliminated and balloting shall continue until one candidate receives a majority vote.
8. The Inspector of Elections will announce name of the winning candidate and the vote count (if requested by a candidate).
9. Please see 30-5020-1 for information concerning being a Mutual Board and the GRF Board simultaneously. (#2)



GRF ADMINISTRATION EXECUTIVE COMMITTEE

GRF Election of Officers

44

Document History

Adopted: 12 Jul 94	Amended: 15 Jul 97	Amended: 16 Mar 99
Amended: 19 Apr 11	Amended: 26 May 15	Amended: 23 Feb 16
Amended: 24 Oct 17	Amended: 23 Jul 19	<u>Comm.Name Chg: 24 Aug 21</u>

Keywords: Executive GRF Election Officers GRF Board
Administration
 Committee

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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: GRF ADMINISTRATOIN COMMITTEE
SUBJECT: AMEND POLICY 30-5092-1, CODE OF ETHICS
DATE: OCTOBER 18, 2021
CC: FILE

At the October 7, 2021 meeting of the GRF Administration Committee, the Committee moved to recommend the GRF Board of Directors to amend 30-5092-1, Code of Ethics.

I move to amend 30-5092-1, Code of Ethics, updating document language, updating guide to ethical decision, as presented.

GRF ADMINISTRATION COMMITTEE

Code of Ethics

As members of the Golden Rain Foundation (GRF) Board of Directors (BOD), we recognize the importance of ethical principles that guide our actions. This Code provides a guide to ethical decision making is expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. Board members understand they are held to a higher standard. Board members will:
 - 1.1 Provide the highest level of service through accurate, unbiased and courteous actions;
 - 1.2 Distinguish between personal convictions and professional duties and not allow personal beliefs to interfere with fair representation to the entire LWSB Community;
 - 1.3 Perform fiduciary duties by acting in good faith to promote the best interest of the GRF through reasonable inquiry and investigation;
 - 1.4 Disclose to the BOD, financial or personal conflicts of interest relating to the business of GRF;
 - 1.5 Recuse themselves and abstain from voting on any issue where the BOD determines a reasonable expectation of a conflict of interest.
2. A Board member may be reprimanded or censured for the following acts:
 - 2.1 Discloses confidential information. This duty survives a director's term in office;
 - 2.2 Acts unilaterally;
 - 2.3 Creates a hostile or disruptive work environment;
 - 2.4 Fails to act in a civil and respectful manner;
 - 2.5 Commits an act or omission that creates a threat to any individual, the GRF or the community;
 - 2.6 Fails to support decision made by a majority of the BOD;
 - 2.7 Fails to comply with the law, governing documents, policies and procedures of the GRF;
 - 2.8 Fails to attend three consecutive months of regularly scheduled BOD meetings without prior notice.
- ~~1. We provide the highest level of service through accurate, unbiased, and courteous actions.~~
- ~~2. We acknowledge our duty of loyalty to the GRF by adhering to the rules of confidentiality relating to director, staff, Member, discipline or any litigation. **This duty survives a Director's term in office.**~~
- ~~3. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees.~~

(Aug 21)

GOLDEN RAIN FOUNDATION Seal Beach, California



GRF ADMINISTRATION COMMITTEE

Code of Ethics

- ~~4. We shall disclose to the BOD, financial or personal conflicts of interest relating to the business of the GRF. We will recuse ourselves and abstain from voting on any issue where there may be a reasonable expectation of a conflict of interest.~~
- ~~5. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of our Members.~~
- ~~6. We shall perform our fiduciary duties by acting in good faith to promote the best interests of the GRF through reasonable inquiry and investigation.~~
- ~~7. All Directors acknowledge their obligation to support decisions made by a majority of the BOD.~~

Document History

Adopted: 24 Jan 17	Amended: 12 May 17	Amended: 27 Mar 18
Amended: 23 Jul 19	Amended: 24 Aug 21	Comm. Name Chg. 24 Aug 21

Keywords: Executive Ethics Code Board of Directors GRF
Committee

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Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: GRF ADMINISTRATOIN COMMITTEE
SUBJECT: AMEND POLICY 30-5092-3, BOD CENSURE PROCEDURE
DATE: OCTOBER 18, 2021
CC: FILE

At the October 7, 2021 meeting of the GRF Administration Committee, the Committee moved to recommend the GRF Board of Directors to amend 30-5092-3, BOD Censure Procedure.

I move to amend 30-5092-3, BOD Censure Procedure, as presented.



GRF ADMINISTRATION COMMITTEE

BOD Censure Procedure

PREFACE

If the action(s) of one or more Golden Rain Foundation (GRF) Directors fail to follow the precepts of the Code of Ethics and Conduct (30-~~2092-1~~5092-3), other members of the Board of Directors (BOD) may act to censure that person(s).

1. DIRECTOR CENSURE

1.1. A censure is the process by which the GRF BOD, acting by a two-thirds (~~2/3~~) majority vote of the non-offending directors (the named maynot vote per Robert's Rules), can reprimand or condemn the action(s) of a fellow member(s). ~~in the event that the member(s):~~

~~1.1.1. Acts unilaterally;~~

~~1.1.2. Discloses confidential information;~~

~~1.1.3. Fail to attend three consecutive months of regularly scheduled BOD meetings without prior notice;~~

~~1.1.4. Fails to act in a civil and respectful manner;~~

~~1.1.5. Creates a hostile or disruptive work environment;~~

~~1.1.6. Fails to support decisions made by a majority of the BOD;~~

~~1.1.7. Fails to comply with the law, governing documents, policies or procedures of the GRF; or~~

~~1.1.8. In the event of an act or omission that creates a threat to any individual, the GRF or the community.~~

~~1.1.9.~~ 1.2 Chart illustrating two-thirds (2/3) majority

Number of Directors	Two-thirds Majority
18	12
17	12
16	11
15	10
14	10
13	9
12	8
11	8
10	7

GRF ADMINISTRATION COMMITTEE



BOD Censure Procedure

~~1.2.~~ **1.3** All proceedings related to a censure shall be conducted in a closed, executive session meeting.

The Director(s) subject to the censure may not elect to have the proceedings conducted in an open, public session.

2. MOTION TO CENSURE

2.1 A "Motion to Censure" form must be filed. It must include a second signature from a director clearly in agreement and be submitted to the President for presentation at a special executive session of the BOD. If the censure involves the President, it will be submitted to the Vice President for presentation at a special executive session.

2.2 If the Presiding Officer elects not to place the motion on the agenda of a special executive session, two members may request a special executive session.

2.3 Director(s) subject to censure shall be provided with at least ten (10) business days prior notice of the censure including the reason for the censure and the date, time and location of the meeting where censure will be considered. The Executive Director's office will send notice of the meeting, a copy of the "Motion to Censure" form and the Censure Policies (5092-30 and 5092.01-30) to the Director(s) by U.S. Mail, GRF email and place copies in the Director(s) GRF Mailbox. The Presiding Officer will also contact the Director(s) .

2.4 The BOD shall be provided at least five (5) business days advance written notice of the special executive session regarding the Motion to Censure, which shall include a copy of the submitted form. Notification shall be sent by U.S. Mail, GRF email and copies placed in the Director(s) GRF Mailbox by the Executive Director's office. Notification shall contain the date, time and location of the meeting.

2.5 Director(s) subject to censure may provide a written response and supporting documentation to all BOD members no later than two (2) business days prior to the meeting. Director(s) shall also be provided an opportunity to respond to the reason for censure at the meeting.

2.6 Director(s) subject to censure must leave the room during voting.

2.7 The censure motion may be debated and following such debate the BOD may take one of the following actions:

2.7.1. Postpone the motion by a simple majority for any reason, including, but not limited to, the desire of the majority to gather additional information and/or permit the director to respond further.

(Aug 21)

GOLDEN RAIN FOUNDATION Seal Beach, California



GRF ADMINISTRATION COMMITTEE

BOD Censure Procedure

70 2.7.2. Approve the motion by a two-thirds (2/3) majority of a the non-
71 offending directors once a quorum has been established; or

72 2.7.3. Defeat the motion.
73

74 2.8 Written notice of the BOD's decision shall be sent by U.S. Mail to
75 the named Director(s) no more than fifteen (15) business days
76 following the meeting.
77

3. ENFORCEMENT PROCEDURES

79 3.1. If the "Motion to Censure" is passed, the non-offending Director(s) may
80 choose one or more of the following actions:

81 3.1.1 Warning/Education

82 3.1.2 Removal from corporate office or chair

83 3.1.3 Removal from committee(s)

84 3.1.4 Request for resignation

85 3.2. For offenses relating to the disclosure of confidential or sensitive
86 information, upon a vote of two-thirds (2/3) of the majority of the non-
87 offending Director(s) once a quorum has been established, the offender
88 shall be prevented access to confidential information and Executive
89 session.

90 3.3. If at any time a Director(s) commits a crime or subjects GRF to financial
91 risk;

92 3.3.1. Director(s) shall be subject to legal action by GRF;

93 3.3.2. May result in removal from the GRF Liability coverage.

94 3.4. Censure remains in effect until the next annual meeting.

95 3.5. Decision of the BOD is not appealable.
96

Document History

Adopted:	24 Jan 17	Reviewed:	12 May 17	Amended:	22 May 18
Amended:	23 Jul 19	Reviewed:	13 Mar 20	Comm. Name Chg.	24 Aug 21

Keywords: GRF Censure Board of GRF
 Administration Directors
 Committee



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTY COMMITTEE
SUBJECT: RESERVE FUNDING REQUEST – MAIN SEWER LINE REPLACEMENT –
MUTUAL NINE
DATE: OCTOBER 13, 2021
CC: FILE

Per the approved action of the GRF Board on September 28, 2021:

- GRF assumed repairs and maintenance of the interconnective sewer system consisting of Primary and Main sewer lines within Trust and Mutual property.
 - Primary sewer lines are defined as sewer piping of twelve inches, sixteen inches and eighteen inches.
 - Main sewer lines are defined as eight inches to ten inches.

At October 6, 2021 Physical Properties Committee, the Committee reviewed an expenditure incurred by Mutual Nine to a Main sewer line, during the period of September 28, 2019, to September 28, 2021. It was also determined that Mutual Nine incurred an expense directly relative to the repair, maintenance, or replacement of Primary or Main Sewer line (see attached).

At the October 18, 2021 Finance Committee, the Committee determined Reserve Funding in the amount of \$163,350 is available and there has been a temporary hold on the funds, pending Board action.

I move to approve:

- The reimbursement of \$163,350 (Reserve Funding) to Mutual Nine for the replacement of a Main Sewer Line and associated manhole and clean out hub.
- Authorize the Director of Finance to transfer the funds to Mutual Nine.



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

COMMITTEE ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE
SUBJECT: RESERVE FUNDING REQUEST - CLUBHOUSE FOUR – CERAMICS STUDIO KILNS
DATE: OCTOBER 19, 2021
CC: FILE

The kilns in the Ceramics Studio at Clubhouse Four have been requiring frequent service and our Service Tech has advised us that one of the kilns only has approximately one to two years useful life left in it before a major overhaul or replacement would be required.

Quotes have been solicited from three companies to replace all three of the existing Kilns in the ceramic's studio.

Aardvark Clay & Supplies	\$14,077.69
Laguna Clay Company	\$13,391.22
Ceramics and Craft Warehouse	\$13,827.85

At the October 4, 2021 of the Recreation Committee, the Committee approved the purchase of three new Skutt Kilns not to exceed \$19,000.00 and requested that the Finance Committee review the budget for funds from the reserves for this purchase.

At the October 18, 2021 meeting of the Finance Committee, the Committee approved funding in the amount not to exceed \$19,000.00, to purchase three new kilns with funds coming from the replacement reserves.

I move to approve the purchase of three new Skutt Kilns from Laguna Clay Company in the amount of \$13,391.22, from the replacement reserves and to also approve contingency funds of \$5,608.78, to upgrade the existing electrical as needed.



Laguna Clay Company

14400 Lomitas Ave
CITY OF INDUSTRY, CA 91746-3018

Sales Quote

SQ107375

QUOTE TOOL MISC ACCOUNT
14400 Lomitas Ave
City Of Industry, CA 91746-3018
United States

ShipToAddress Lbl
Leisure World Seal Beach
13533 Seal Beach Blvd
SEAL BEACH, CA 90740
United States

Document Date
October 20, 2021

Salesperson
AMBER WEBB

Payment Terms
CREDIT CARD

Shipment Method
Prepaid

Total Weight
1,236.00

No.	Description	Quantity	Unit	Unit Price	Line Amount
KILSKK M1231P K	KILN, SKUTT KM-1231-3 PK	3	Each	4,077.00	12,231.00
208 V - 3 PHASE					
((SKUTT LEAD TIME EST. 26-28 WEEKS)					
PO	LAGUNA CLAY PALLETS OUT-NON RETURNABLE	3	Each	10.00	30.00
	Shipping Charges	1		60.00	60.00
QUOTE	QUOTE IS ONLY VALID FOR 30 DAYS ...				
Subtotal					12,321.00
Total Tax					1,070.22
Total \$					13,391.22

Amount Subject to Sales Tax 12,231.00

Amount Exempt from Sales Tax 90.00

Home Page
www.LagunaClay.com

Phone No.
(800) 452-4862

Email
Info@LagunaClay.com



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE
SUBJECT: TEMPORARY VARIANCE TO POLICY 70-1406-1, LIMITATION ON USE OF TRUST PROPERTY – RULES
DATE: OCTOBER 6, 2021
CC: FILE

At the October 4, 2021 Recreation Committee, the Committee approved a temporary variance to policy 70-1406-1 Limitation of Use – Rules, to allow children under adult, authorized resident supervision to use the Clubhouse Two Game Room for a period of six (6) months, after which the Recreation Committee will determine if an amendment to the policy is warranted.

I move to grant a temporary variance to Policy 70-1406-1, Limitation of Use – Rules for a period of six months to allow children to use the Clubhouse Two Game Room under the supervision of an adult, authorized resident.



RECREATION

Limitations on Use of Trust Property – Rules

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

1. THE FOLLOWING TRUST FACILITIES ARE PROVIDED ONLY FOR THE USE OF GRF AUTHORIZED RESIDENTS (A/RsR) ONLY IN GOOD STANDING:

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

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

Caregivers may assist L~~R~~A~~R~~s who use the facilities and remain with them, but they may not use the above facilities themselves.

Special events take precedence when approved by the RD.

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

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



RECREATION

Limitations on Use of Trust Property – Rules

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

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

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

- 4.1. The Club or Organization must be exempted from the payment of the bank and corporation tax pursuant to California Penal Code Section 326.5;
- 4.2. All receipts from bingo games must be used for charitable purposes; Specifically, all profits from the game must be used to directly benefit shareholder/GRF LRARs, in consideration of which the profits may be donated to various Leisure World charitable organizations;
- 4.3. ~~Golden Rain Foundation, GRF~~ and specifically the Recreation Committee reserves the right to determine what organizations may be recipients ~~off~~ the profits in the case of a dispute;
- 4.4. No Club ~~or~~ Organization will be permitted to conduct bingo games more than 12 hours per calendar month.

5. CLUBHOUSE RULES

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

- 5.1. Clubhouse lobbies will be available for reservations with RD head approval. Lobby furniture may only be moved by custodial staff;
- 5.2. Dining and kitchen facilities shall be cleaned by the reserving LRAR after being used. (Policy 70-1411-1);
- ~~5.2.~~5.3. The regulation of the thermostats shall only be controlled by the custodian on duty;
- ~~5.3.~~5.4. Except for the BBQs, Clubhouse One (1) and Clubhouse Two (2) Picnic Areas shall be cleaned by the reserving LRAR after being used; ~~except for the BBQ;~~
- ~~5.4.~~5.5. BBQ's will be cleaned by the custodians after they have it has-cooled down;
- ~~5.5.~~ ~~The regulation of the thermostats shall only be controlled by the custodian on duty;~~
- 5.6. Malfunctioning and/or damaged equipment shall be reported to the custodian or the RD;

(May 21)

GOLDEN RAIN FOUNDATION Seal Beach, California

RECREATION

Limitations on Use of Trust Property – Rules

- 5.7. Items shall not be hung on window coverings or partitions at any time;
- 5.8. Only blue low tack painters' tape shall be used to attach items to the walls – no other type of adhesive is authorized. Push pins or tacks may be used to attach items to the soundproofing panels. No push pins or tacks can be used on walls. Any cost to repair will be charged to reserving party;
- 5.9. Items shall not be stored in any area of any Clubhouse without RD approval;
- 5.10. Decibel sound levels inside clubhouses and outdoor entertainment areas should not exceed eighty (80) decibels and will be monitored by staff on duty;
- 5.11. Children under the age of eighteen (18) years shall remain under the constant visual supervision of an adult;
- 5.12. No Smoking (Policy 70-1412.02-1);
- 5.13. Only licensed Service or Emotional Support Animals, duly registered with Stock Transfer, are permitted in or on Trust property. (Policy 50-1023-1);
- 5.14. Power-driven mobility devices operated inside the clubhouses shall display an authorized handicap decal issued by the SD. The vehicle shall be operated at the lowest possible speed at all times within a clubhouse. Electric wheelchairs are exempted;
- 5.15. Any person, persons or activities which disturb an event shall be brought to the attention of the custodian or the SD;
- 5.16. All damages, repairs or unusual cleaning costs shall be the responsibility of the reserving LRAR;
- 5.17. LRARs shall notify the RD when a caterer will be used. (Policy 70-1431-1);
- 5.18. No open flame/candles shall be used in Trust facilities.
- 5.19. GRF reserves the right to disallow the use of Trust property to any LRAR at any time; and
- 5.20. GRF and custodial staff meal and break periods must be adhered to without interruption (California Labor Laws)

6. SPECIFIC RULES OF CLUBS OR ORGANIZATIONS USING TRUST PROPERTY

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

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

7. USE OF CLUBHOUSE FACILITIES BY OUTSIDE ORGANIZATIONS

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

(May 21)

GOLDEN RAIN FOUNDATION Seal Beach, California



RECREATION

Limitations on Use of Trust Property – Rules

per calendar year.

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

8. GRF SPONSORED ACTIVITIES

Revenue-generating reservations must be approved by the Recreation Committee.

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

9. HOURS

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

9.2. Hours of operation for the Fitness Center, Golf Course, and Swimming Pool/Aquatic Center will be determined administratively;

9.3. ~~The Fitness Center, Golf Course, Multi-use court, Bocce ball, and Swimming Pool/Aquatic Center will be limited to LRs. Caregivers or guests are not permitted to use these areas;~~

9.4.9.3. The Fitness Center, Golf Course, and Swimming Pool/Aquatic Center will be closed Thanksgiving, Christmas, and New Year's Day;

9.5.9.4. Any Trust facility may be closed at any time for maintenance.

9.6.9.5. No personal trainers are allowed in the Fitness Center unless approved by the Recreation Department RD and the Recreation Committee;

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

9.8.9.7. The Golden Age Foundation can use the hospitality area in any Clubhouse, on any holiday, for the benefit of the LRARs, with approval of the Recreation Committee;

9.9.9.8. Clubhouses One (1), Two (2), Four (4), and Six (6) will be closed Thanksgiving, Christmas, and New Year's Day; Clubhouse Six is closed on July 4th..
Exceptions are at the discretion of the RD;

9.10.9.9. Any permanent operational time change(s) must be approved by the Recreation Committee.

10. NOTICE OF CLOSING

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

11. CHARGES

(May 21)

GOLDEN RAIN FOUNDATION Seal Beach, California

RECREATION

Limitations on Use of Trust Property – Rules

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

Document History

Adopted:	19 Oct 71	Amended:	16 May 78	Amended:	18 Sept 79
Amended:	15 Nov 83	Amended:	19 Aug 86	Amended:	21 Oct 86
Amended:	16 Aug 88	Amended:	31 Jan 95	Amended:	20 Aug 96
Amended:	17 Mar 98	Amended:	19 May 98	Amended:	21 Jul 98
Amended:	16 Sep 03	Amended:	20 Mar 07	Amended:	28 Apr 14
Amended:	13 Apr 17	Amended:	19 Dec 17	Amended:	23 Jul 19
Amended:	28 Jan 20	Amended:	05 Apr 21	Amended:	25 May 21

Keywords: Recreation Trust Bingo Fundraisers
 Property



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE
SUBJECT: TENTATIVE VOTE - AMEND POLICY 70-1429.02-1 GOLF COURSE RULES
DATE: OCTOBER 18, 2021
CC: FILE

At the October 4, 2021 meeting of the Recreation Committee, the Committee moved to recommend the GRF Board of Directors to tentatively amend policy 70-1429.02-1 Golf Course Rules.

I move to amend 70-1429.02-1 Golf Course Rules, add to the rules that No dogs allowed on the golf course, also Authorized Residents not playing shall not cross the golf course, as presented, pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on December 28, 2021.



RECREATION

Golf Course Rules

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

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

Document History

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

(Feb 21)

GOLDEN RAIN FOUNDATION Seal Beach, California

RECREATION

Golf Course Rules

Keywords: Golf Course Rules Recreation

70-1429.02-1



39

(Feb 21)

GOLDEN RAIN FOUNDATION Seal Beach, California

Page 2 of 2

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE
SUBJECT: AMEND POLICY 70-1422-3, MARQUEE USAGE
DATE: OCTOBER 18, 2021
CC: FILE

At the October 4, 2021 meeting of the Recreation Committee, the Committee moved to recommend the GRF Board of Directors to amend policy 70-1422-3, Marquee Usage.

I move to amend policy 70-1422-3, Marquee Usage, updating the document language, as presented.



RECREATION

Marquee Usage

1. The Recreation Department (RD) is responsible for the operation of the marquee.
2. The marquee at the corner of Golden Rain Road and St. Andrews Drive is available for Golden Rain Foundation (GRF) notices of meetings that are of general community interest.
3. Use of the marquee is for public meetings of the ~~Golden Rain Foundation (GRF)~~ Board and Mutuals, official notices, amphitheater performances and meetings which require the use of a large facility and that attract a wide cross-section of Foundation Members Authorized Residents. The marquee will not be available to publicize the following types of meetings activities; events, club meetings; private events; and religious services.
4. Any and all exceptions will be determined by the ~~Recreation Department~~ RD head in consultation with the Recreation Committee.

Document History

Adopted:	18 May 71, Effective 01 Jul 71				
Amended:	19 Mar 91	Amended:	18 Feb 97	Amended:	21 Jul 98
Amended:	17 Nov 98	Amended:	21 Sep 99	Amended:	20 Apr 10
Amended:	22 Aug 17	Amended:	07 Aug 18	Amended:	23 Jul 19

Keywords: Marquee Public Meeting Publicize



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE
SUBJECT: AMEND POLICY 70-1406-1, LIMITATION ON USE OF TRUST PROPERTY – RULES
DATE: OCTOBER 18, 2021
CC: FILE

At the October 4, 2021 Recreation Committee meeting, the Committee moved to recommend the GRF Board of Directors to amend 70-1406-1, Limitation of Use – Rules.

I move to amend to 70-1406-1, Limitation of Use – Rules, updating and clarifying document language, as presented.



RECREATION

Limitations on Use of Trust Property – Rules

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

1. **THE FOLLOWING TRUST FACILITIES ARE PROVIDED ONLY FOR THE USE OF GRF AUTHORIZED RESIDENTS (A/RsR) ONLY IN GOOD STANDING:**

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

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

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

Special events take precedence when approved by the RD.

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

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



RECREATION

Limitations on Use of Trust Property – Rules

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

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

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

- 4.1. The Club or Organization must be exempted from the payment of the bank and corporation tax pursuant to California Penal Code Section 326.5;
- 4.2. All receipts from bingo games must be used for charitable purposes; Specifically, all profits from the game must be used to directly benefit shareholder/GRF LRARs, in consideration of which the profits may be donated to various Leisure World charitable organizations;
- 4.3. ~~Golden Rain Foundation,~~ GRF and specifically the Recreation Committee reserves the right to determine what organizations may be recipients ~~off~~ the profits in the case of a dispute;
- 4.4. No Club ~~or~~ Organization will be permitted to conduct bingo games more than 12 hours per calendar month.

5. CLUBHOUSE RULES

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

- 5.1. Clubhouse lobbies will be available for reservations with RD head approval. Lobby furniture may only be moved by custodial staff;
- 5.2. Dining and kitchen facilities shall be cleaned by the reserving LRAR after being used. (Policy 70-1411-1);
- ~~5.2.~~ 5.3. The regulation of the thermostats shall only be controlled by the custodian on duty;
- ~~5.3.~~ 5.4. -Except for the BBQs, Clubhouse One (1) and Clubhouse Two (2) Picnic Areas shall be cleaned by the reserving LRAR after being used; except for the BBQ;
- ~~5.4.~~ 5.5. BBQ's will be cleaned by the custodians after they have it has cooled down;
- ~~5.5.~~ The regulation of the thermostats shall only be controlled by the custodian on duty;
- 5.6. Malfunctioning and/or damaged equipment shall be reported to the custodian or the RD;

(May 21)

GOLDEN RAIN FOUNDATION Seal Beach, California



RECREATION

Limitations on Use of Trust Property – Rules

- 5.7. Items shall not be hung on window coverings or partitions at any time;
- 5.8. Only blue low tack painters' tape shall be used to attach items to the walls – no other type of adhesive is authorized. Push pins or tacks may be used to attach items to the soundproofing panels. No push pins or tacks can be used on walls. Any cost to repair will be charged to reserving party;
- 5.9. Items shall not be stored in any area of any Clubhouse without RD approval;
- 5.10. Decibel sound levels inside clubhouses and outdoor entertainment areas should not exceed eighty (80) decibels and will be monitored by staff on duty;
- 5.11. Children under the age of eighteen (18) years shall remain under the constant visual supervision of an adult;
- 5.12. No Smoking (Policy 70-1412.02-1);
- 5.13. Only licensed Service or Emotional Support Animals, duly registered with Stock Transfer, are permitted in or on Trust property. (Policy 50-1023-1);
- 5.14. Power-driven mobility devices operated inside the clubhouses shall display an authorized handicap decal issued by the SD. The vehicle shall be operated at the lowest possible speed at all times within a clubhouse. Electric wheelchairs are exempted;
- 5.15. Any person, persons or activities which disturb an event shall be brought to the attention of the custodian or the SD;
- 5.16. All damages, repairs or unusual cleaning costs shall be the responsibility of the reserving LRAR;
- 5.17. LRARs shall notify the RD when a caterer will be used. (Policy 70-1431-1);
- 5.18. No open flame/candles shall be used in Trust facilities.
- 5.19. GRF reserves the right to disallow the use of Trust property to any LRAR at any time; and
- 5.20. GRF and custodial staff meal and break periods must be adhered to without interruption (California Labor Laws)

6. SPECIFIC RULES OF CLUBS OR ORGANIZATIONS USING TRUST PROPERTY

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

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

7. USE OF CLUBHOUSE FACILITIES BY OUTSIDE ORGANIZATIONS

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

(May 21)

GOLDEN RAIN FOUNDATION Seal Beach, California



RECREATION

Limitations on Use of Trust Property – Rules

per calendar year.

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

8. GRF SPONSORED ACTIVITIES

Revenue-generating reservations must be approved by the Recreation Committee.

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

9. HOURS

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

9.2. Hours of operation for the Fitness Center, Golf Course, and Swimming Pool/Aquatic Center will be determined administratively;

9.3. ~~The Fitness Center, Golf Course, Multi-use court, Bocce ball, and Swimming Pool/Aquatic Center will be limited to LRs. Caregivers or guests are not permitted to use these areas;~~

9.4.9.3. The Fitness Center, Golf Course, and Swimming Pool/Aquatic Center will be closed Thanksgiving, Christmas, and New Year's Day;

9.5.9.4. Any Trust facility may be closed at any time for maintenance.

9.6.9.5. No personal trainers are allowed in the Fitness Center unless approved by the Recreation Department RD and the Recreation Committee;

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

9.8.9.7. The Golden Age Foundation can use the hospitality area in any Clubhouse, on any holiday, for the benefit of the LRARs, with approval of the Recreation Committee;

9.9.9.8. Clubhouses One (1), Two (2), Four (4), and Six (6) will be closed Thanksgiving, Christmas, and New Year's Day; **Clubhouse Six is closed on July 4th.** Exceptions are at the discretion of the RD;

9.10.9.9. Any permanent operational time change(s) must be approved by the Recreation Committee.

10. NOTICE OF CLOSING

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

11. CHARGES

(May 21)

GOLDEN RAIN FOUNDATION Seal Beach, California

RECREATION

Limitations on Use of Trust Property – Rules

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

Document History

Adopted:	19 Oct 71	Amended:	16 May 78	Amended:	18 Sept 79
Amended:	15 Nov 83	Amended:	19 Aug 86	Amended:	21 Oct 86
Amended:	16 Aug 88	Amended:	31 Jan 95	Amended:	20 Aug 96
Amended:	17 Mar 98	Amended:	19 May 98	Amended:	21 Jul 98
Amended:	16 Sep 03	Amended:	20 Mar 07	Amended:	28 Apr 14
Amended:	13 Apr 17	Amended:	19 Dec 17	Amended:	23 Jul 19
Amended:	28 Jan 20	Amended:	05 Apr 21	Amended:	25 May 21

Keywords: Recreation Trust Bingo Fundraisers
Property



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: SECURITY, BUS AND TRAFFIC COMMITTEE
SUBJECT: RESERVE FUNDING REQUEST – TWO WAY RADIOS
DATE: OCTOBER 20, 2021
CC: FILE

At the October 13, 2021 meeting of the Security, Bus and Traffic Committee, the Committee voted to forward funding request to the Finance Committee the purchase of sixteen two-way radios and eight microphones.

This equipment is required due to the need of radios and microphones that need to be either upgraded, replaced, or added:

Qty	Model	Description	Unit Price	Total
16	AAH01QDC9JC2	CP200D (ANALOG ONLY) DIGITAL MOTOROLA UHF PORTABLE RADIO, 16 CHANNEL 438-470 MHz. WITH LITHIUM BATTERY, ANTENNA, BELT CLIP AND RAPID CHARGER. 3 YR WARRANTY	350.00	5600.00
8	PMMN4013	CP/ PR/ GP SPEAKER MIC	75.00	600.00
1	NOTE COMMENT	SEE COMMENT BELOW	0.00	0.00
		Motorola coupon - \$75.00 off - code -		

Terms: NET 30	Equipment: \$6,200.00
Purchase Order: PLEASE PROVIDE	Discount: \$75.00
Est. Delivery: 10/11/2021	Labor:
Ship Via: UPS GROUND	Shipping & Handling: \$40.00
Sales Contact: Anthony Doukas x205	Sales Tax: \$480.50
Proposal Valid For: 10/29/2021	TOTAL: \$6,645.50

I move to recommend the GRF Board to approve the purchase of sixteen (16) two-way radios and eight (8) microphones at no cost not to exceed \$6,645.50, reserve funding.

1212 E. Imperial Avenue, El Segundo CA 90245 TEL: (310) 640-2700 FAX: (310) 640-1095
www.sjmradio.com e-mail: sales@sjmradio.com

RADIO EQUIPMENT PROPSOAL

Date: 09/30/2021

Quote #: R0062853

TO: ELOY GOMEZ GOLDEN RAIN FOUNDATION PO BOX 3519 SEAL BEACH CA 90740 TEL: 562-431-6586 CELL: x356 EMAIL: eloyg@lwsb.com CUST ID: GOLD01	SHIP TO: GOLDEN RAIN FOUNDATION ATTN: ELOY GOMEZ 2601 WESTMINSTER AVE. SEAL BEACH CA 90740 TEL: 562-431-6586 x356 EMAIL: eloyg@lwsb.com
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Qty	Model	Description	Unit Price	Total
16	AAH01QDC9JC2	CP200D (ANALOG ONLY) DIGITAL MOTOROLA UHF PORTABLE RADIO, 16 CHANNEL 438-470 MHz. WITH LITHIUM BATTERY, ANTENNA, BELT CLIP AND RAPID CHARGER. 3 YR WARRANTY (LIST \$517.00)	350.00	5600.00
8	PMMN4013	CP/ PR/ GP SPEAKER MIC	75.00	600.00
1	NOTE COMMENT	SEE COMMENT BELOW	0.00	0.00
		Motorola coupon - \$75.00 off - code -		

Terms: NET 30 Purchase Order: PLEASE PROVIDE Est. Delivery: 10/11/2021 Ship Via: UPS GROUND Sales Contact: Anthony Doukas x205 Proposal Valid For: 10/29/2021	<table> <tr> <td>Equipment:</td><td>\$6,200.00</td></tr> <tr> <td>Discount:</td><td>\$75.00</td></tr> <tr> <td>Labor: Shipping & Handling:</td><td>\$40.00</td></tr> <tr> <td>Sales Tax:</td><td>\$480.50</td></tr> <tr> <td>TOTAL:</td><td>\$6,645.50</td></tr> </table>	Equipment:	\$6,200.00	Discount:	\$75.00	Labor: Shipping & Handling:	\$40.00	Sales Tax:	\$480.50	TOTAL:	\$6,645.50
Equipment:	\$6,200.00										
Discount:	\$75.00										
Labor: Shipping & Handling:	\$40.00										
Sales Tax:	\$480.50										
TOTAL:	\$6,645.50										

Best Equipment. Best Service. Best Deal.

THIS IS NOT AN INVOICE

THERE WILL BE A 2.5% TRANSACTION FEE ON ALL CREDIT CARD PAYMENTS OVER \$2,500.00.

Accepted By: (X) _____ Date: _____



I agree to the terms and conditions set forth in this proposal. A 20% Cancellation Charge will apply to canceled orders. In addition, in accordance with the Telephone Consumer Protection Act, SJM Industrial Radio has permission to send fax communications to my company at the fax number listed above. (**Some restrictions may apply.)



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: AD HOC WEBSITE REDESIGN COMMITTEE
SUBJECT: APPROVAL NEW GRF WEBSITE
DATE: OCTOBER 18, 2021
CC: FILE

Since the appointment of the Ad hoc Website Redesign Ad Hoc Committee, they have been activity working with Stormbrain (approved website development contractor), to replace the existing GRF website (www.lwsb.com) placed into operation in 2015.

At the October 19, 2021 meeting of the Ad hoc Committee, the committee duly moved and approved to recommend to the Board replacement of the existing website with the new website which includes but is not limited to:

- Simplified navigation,
- Modernized theme, which is mobile device responsive,
- Dynamic and informational Homepage,
- Global search functionality,
- Master calendar,
- and ADA features.

I move to approve the replacement of the existing GRF website with the newly designed website.

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