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

MUTUAL ADMINISTRATION COMMITTEE

Agenda

Administration Conference Room A / Via Zoom / Live Steam
Monday, August 8, 2022
1:00 p.m.

To view the live Mutual Administration Committee meeting:

- Go to www.lwsb.com
- The tab will be active on the day of the meeting
- The live streaming uses YouTube live and terminates at the close of the meeting

1. **Call to Order/Pledge of Allegiance**

2. **Roll Call/Notice of Quorum**

3. **Chairs Announcements**
   a. Introduction of Guests and Staff
      Marsha Gerber, GRF President
      Jessica Sedgwick, Executive Director
      Jodi Hopkins, Mutual Administration Director
      Ruben Gonzalez, Facilities Manager
      Kevin Black, Physical Property Manager
      Aaron Hensley, Service Maintenance Supervisor
      Rosie Estrada, Stock Transfer Manager
      Robann Arshat, Member Resource & Assistance Liaison
      Ripa Barua, Recording Secretary
   b. Rules of Order
   c. Chair's Report

4. **Shareholder/Member Comments** *(Limited to 3 minutes per person)*

5. **Approval of Minutes**
   a. Minutes of Regular Meeting, July 11, 2022 **(pp. 1-6)**

6. **Correspondence (n/a)**

7. **Staff Reports**

a. Mutual Administration Director **(pp. 7-11)**	**Ms. Jodi Hopkins**
b. Stock Transfer **(pp. 12-20)**	**Ms. Rosie Estrada**
c. Member Resources & Assistant Liaison **(pp. 21-23)**	**Ms. Robann Arshat**
d. Facilities Manager **(pp. 24-26)**	**Mr. Ruben Gonzalez**
e. Service Maintenance Supervisor **(pp. 27-29)**	**Mr. Aaron Hensley**

f. Physical Property Manager **(pp. 30-32)** **Mr. Kevin Black**

8. Unfinished Business

a. Discuss Identifying Thrift Stores for Donating Dumpster Items
b. Update on Kennedy valves **Mr. Ruben Gonzalez**
c. Discuss Director Training

9. New Business

a. Discuss Reports
b. Review Proposed 2023 Operating Budget for Cost Center 545 **(pp. 33-38)**
c. Review Proposed 2023 Operating Budget for Cost Center 533 **(pp. 39-45)**
d. Review Proposed 2023 Operating Budget for Cost Center 574 **(pp. 46-51)**
e. Review and approval of Service Passes for 2023 for Stock Transfer **(pp. 52-61)**

10. Governing Document

a. Review 50-5165-3 Mutual Administration & Service Maintenance Committee Charter **(pp. 62-63)**
b. Review Stock Transfer Fees
    i. 50-1646-2 Stock Transfer Office Schedule of Fees **(p. 64)**
    ii. 40-5061-2 Fees **(pp. 65-68)**
c. Review 50-6101-5 Planning Ahead for My Family **(pp. 69-87)**
d. Review New Buyer Guide **(pp. 88-117)**

11. Future Agenda Items

a. Review Welcome Packet
b. Review Realtor Handout Booklet

12. President's Comments

13. Next Meeting

a. Monday, September 12, 2022, at 1:00 p.m. Administration Building, Conference Room A/Via Zoom

14. Adjournment

MUTUAL ADMINISTRATION COMMITTEE MINUTES
Administration Conference Room A / Zoom
Monday, July 11, 2022, 1:00 p.m.

The regular meeting of the Mutual Administration Committee was called to order by Chair Geffner at 1:00 p.m. on Monday, July 11, 2022, in Administration Conference Room A and via Zoom, followed by the Pledge of Allegiance, led by Carol Levine.

ROLL CALL

Present:	Mr. S. Geffner, Chair	Ms. C. Levine
	Ms. S. Jacquelin	Ms. C. Thompson

Also Present:
Ms. M. Gerber, GRF President
Ms. J. Hopkins, Mutual Administration Director (**via zoom)**
Mr. R. Gonzalez, Facilities Manager
Mr. K. Black, Physical Property Manager
Ms. A. Hensley, Service Maintenance Supervisor (**via zoom)**
Ms. R. Arshat, Member Resource & Assistance Liaison
Ms. R. Estrada, Stock Transfer Office Assistant Manager
Ms. R. Barua, Recording Secretary
Mr. W. Thompson, GRF Vice President
Mr. L. Melody, GRF Representative, Mutual Fourteen
Mr. N. Massetti, GRF Representative, Mutual Seventeen
Two shareholders In-Person
Four shareholders via Zoom

Absent: Ms. J. Sedgwick, Executive Director
Mr. M. Weaver, Facilites Director

CHAIR'S ANNOUNCEMENTS

Chair Geffner welcomed the Committee Members, guests, and staff, GRF President Marsha Gerber, Mutual Administration Director Jodi Hopkins, Facilities Manager Ruben Gonzalez, Physical Property Manager Kevin Black, Service Maintenance Supervisor Aaron Hensley, Member Resource & Assistance Liaison Robann Arshat, Stock Transfer Office Assistant Manager Rosie Estrada, and Recording Secretary Ripa Barua.

RULES OF ORDER

Chair Geffner requested that members exhibit an appropriate amount of decorum and turn off cell phones.

DRAFT

CHAIR'S REPORT

The Chair advised that all shareholders are welcome to make comments, provided an introduction to the Mutual Administration Committee, and what is expected of staff and committee members.

SHAREHOLDER/MEMBER COMMENTS

Several shareholders made comments.

APPROVAL OF MINUTES

The minutes of the May 9, 2022, meeting was approved, as presented.

CORRESPONDENCE (n/a)

STAFF REPORTS

Mutual Administration Director

The Mutual Administration Director presented the Budget Variance Report, Budget Comparison Report, and numbers report for Mutual Administration and Stock Transfer.

The Committee reached a consensus to refer 40-1201-2 GRF Identification Cards – Fees to the Finance Committee regarding the renaming of the $500.00 collection fee.

Member Resources & Assistant Liaison

The Member Resources and Assistance Liaison presented the Member Resources and Assistance Liaison report and provided an update on the Life Options Expo.

Facilities Manager

The Facilities Manager presented the Budget Variance Report, Budget Comparison Report for Service Maintenance and provided an update on the Kennedy valves.

Service Maintenance Supervisor

The Service Maintenance Supervisor presented the Open Service Repair Orders (SRO's), and the Year to Date (YTD) Service Repair Orders.

Physical Property Manager

The Physical Property Manager presented the Physical Property Activity report, the Permit Report, and the Fire Inspections Report.

DRAFT

UNFINISHED BUSINESS

No Unfinished Business.

NEW BUSINESS

Appoint Mutual Administration Committee Vice Chair

Mr. Geffner MOVED, seconded by Ms. Levine and carried unanimously

> **TO** appoint Susan Jacquelin as Committee Vice Chair for the Mutual Administration Committee.

2022 Annual Election Recap

The Mutual Administration Director provided an update on the 2022 Election results for the Mutuals and GRF.

Discuss Director Training

The Committee discussed the Director Training and concurred to bring it back to the next Mutual Administration Committee meeting.

GOVERNING DOCUMENTS (n/a)

FUTURE AGENDA ITEMS

It was the consensus of the committee to include the below listed items on the next Committee meeting agenda:

1. Discuss 50-5165-3 Mutual Administration & Service Maintenance Committee Charter
2. Discuss Identifying Thrift Stores for Donating Dumpster Items
3. Update on Kennedy Valves
4. Discuss Director Training
5. Review Mutual Administration and Stock Transfer Fees
6. Review Mutual Administration, Stock Transfer, and Service Maintenance Budgets
7. Review SRO fees

PRESIDENT'S COMMENTS

The President commented on various items pertaining to the agenda throughout the meeting.

NEXT MEETING

A. Monday, August 8, 2022, at 1:00 p.m. Administration Conference Room A / Zoom

DRAFT

ADJOURNMENT

Chair Geffner adjourned the meeting at 2:11 p.m.

_____
Sandy Geffner, Chair
MUTUAL ADMINISTRATION COMMITTEE
rb 07/11/22

(These are tentative minutes subject to approval by the Mutual Administration Committee at the next regular meeting.)

DRAFT

MUTUAL ADMINISTRATION COMMITTEE

SUMMARY REPORT
Monday, July 11, 2022
1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
1. APPROVAL OF MINUTES The minutes of the May 8, 2022, meeting was approved, as presented.	Recording Secretary				
2. STAFF REPORTS: MUTUAL ADMINISTRATION DIRECTOR The Mutual Administration Director presented the Budget Variance Report, Budget Comparison Report, and numbers report for Mutual Administration and Stock Transfer. The Committee reached a consensus to refer 40-1201-2 GRF Identification Cards – Fees to the Finance Committee regarding the renaming of the $500.00 collection fee.	Mutual Administration Director		X		
3. STAFF REPORTS: MEMBER RESOURCES & ASSISTANT LIAISON The Member Resources and Assistance Liaison presented the Member Resources and Assistance Liaison report and provided an update on the Life Options Expo.	Member Resources & Assistance Liaison				
4. STAFF REPORTS: FACILITIES MANAGER The Facilities Manager presented the Budget Variance Report, Budget Comparison Report for Service Maintenance and provided an update on the Kennedy valves.	Facilities Manager				
5. STAFF REPORTS: SERVICE MAINTENANCE SUPERVISOR The Service Maintenance Supervisor presented the Open Service Repair Orders (SRO's), and the Year to Date (YTD) Service Repair Orders.	Service Maintenance Supervisor				
6. STAFF REPORTS: PHYSICAL PROPERTY MANAGER The Physical Property Manager presented the Physical Property Activity report, the Permit Report, and the Fire Inspections Report.	Physical Property Manager				

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
7. NEW BUSINESS: APPOINT MUTUAL ADMINISTRATION COMMITTEE VICE CHAIR **TO** appoint Susan Jacquelin as Committee Vice Chair for the Mutual Administration Committee.	Recording Secretary				
8. NEW BUSINESS: 2022 ANNUAL ELECTION RECAP The Mutual Administration Director provided an update on the 2022 Election results for the Mutuals and GRF.	Mutual Administration Director	.			
9. NEW BUSINESS: DISCUSS DIRECTOR TRAINING The Committee discussed the Director Training and concurred to bring it back to the next Mutual Administration Committee meeting.	Recording Secretary				
FUTURE AGENDA ITEMS: The Committee concurred to add future agenda items: 1. Discuss 50-5165-3 Mutual Administration & Service Maintenance Committee Charter 2. Discuss Identifying Thrift Stores for Donating Dumpster Items 3. Update on Kennedy valves 4. Discuss Director Training 5. Review Mutual Administration and Stock Transfer Fees 6. Review Mutual Administration, Stock Transfer, and Service Maintenance Budgets 7. Review SRO fees					**Recording Secretary**

Budget Variance Report - June 2022
Mutual Administration - CC 545

GL Code	Account Description		Variance	Explanation
6100000	Salaries & Wages	$	20,319	Favorable - staffing shortage, resulting in wage & benefit costs being lower than budgeted
6100000	Employment taxes	$	2,362	Favorable - same as Salaries & Wages
6142000	Worker's Compensation	$	1,043	Favorable - same as Salaries & Wages
6100000	Group Ins-Medical	$	3,231	Favorable - same as Salaries & Wages
614400	401(k) Match	$	1,885	Favorable - less particiaption than budgeted at this time
6213100	Agency/Independent Contractor	$	(26,501)	Unfavorable - due to staffing needs, temps in place
6214000	Meals & Special Events	$	1,500	Favorable - used for the Edcuation-based traininng scheduled for June
6434120	Legal/Fair Housing - Mutual Admin	$	13,000	Favorable - no legal expenses relating to compliance with fair housing, (DEFH) and laws, training to take place soon
6438000	Other Professional Services	$	3,385	Favorable - Educational-based training scheduled for end of June funds will be used at that time
6481000	Computer Maintenance & Software	$	1,470	Favorable - no computer maintenance at this time. Department is charged $32.97 each month for one Zoom license. Beginning in March, will be charged $10 per month for Hello Sign. $4,886.83 for Power DMS all charged as budgeted
	Total Explained Variances	$	21,694	of $21,785

1020 Golden Rain Foundation
Budget Comparison - GRF
06/30/2022

P.O. Box 2069
Seal Beach CA 90740

Jun Actuals	Jun Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
				Expenses - Mutual Administration				
45,532	37,487	(8,045)		Salaries & Wages Mutual Administration	199,491	219,810	20,319	444,732
3,426	2,828	(598)		Employment Taxes Mutual Administration	15,900	18,262	2,362	35,230
749	795	46	6142000 545	Workers' Compensation - Mutual Admin	3,727	4,770	1,043	7,402
3,566	3,762	196		Group Ins - Medical Mutual Administratio	19,341	22,572	3,231	45,144
202	60	(142)	6143300 545	Group Insurance - Dental - Mutual Admin	515	360	(155)	720
51	42	(9)	6143500 545	Group Insurance - Vision - Mutual Admin	209	252	43	504
814	911	97	6144000 545	401(k) Match - Mutual Admin	3,459	5,344	1,885	10,811
120	160	40	6145000 545	Group Insurance - Life - Mutual Admin	703	960	257	1,920
107	187	80	6146000 545	Long Term Disability Insurance - Mutual	630	1,122	492	2,244
0	0	0	6211000 545	Continuing Education - Mutual Admin	0	400	400	800
4,230	0	(4,230)	6213100 545	Agency / Independent Contractor Fees - M	26,501	0	(26,501)	0
0	0	0	6214000 545	Meals & Special Events - Mutual Admin	0	1,500	1,500	5,250
0	26	26	6215000 545	Mileage - Mutual Admin	0	91	91	170
69	300	231	6410000 545	Materials & Supplies - Mutual Admin	2,474	1,800	(674)	3,600
0	0	0	6410010 545	Hospitality - Mutual Admin	44	0	(44)	0
0	200	200	6410015 545	Computer Supplies - Mutual Admin	733	600	(133)	700
0	0	0	6410030 545	Printer / Copier Supplies - Mutual Admin	1,040	390	(650)	780
0	2,000	2,000	6434120 545	Legal/Fair Housing - Mutual Admin	0	13,000	13,000	25,000
0	667	667	6438000 545	Other Professional Services - Mutual Adm	0	3,385	3,385	7,385
43	130	87	6481000 545	Computer Maintenance & Software - Mutual	5,092	6,562	1,470	7,737
0	0	0	6481500 545	Community Entertainment - Mutual Admin	0	260	260	910
0	70	70	6482000 545	Dues, Memberships & Books - Mutual Admin	215	420	205	840
58,910	49,625	(9,285)		Total Expenses	280,075	301,860	21,785	601,879
50,157	50,157	0	5330000 545	Income / Refund from Mutuals - Mutual Ad	300,942	300,942	0	601,879
50,157	50,157	0		Total Cost Recovery	300,942	300,942	0	601,879
				Off Budget Items				
(8,753)	532	(9,285)		Net Income / (Expense)	20,867	(918)	21,785	0

Mutual Administration

July 2022 - Monthly Reports

RECEPTION

DEPARTMENTS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
ADMINISTRATION	10	36	17	12	30	2	14						121
DESK VISIT	87	42	107	74	88	130	85						613
DISTRIBUTION	1	4	2	4	4	8	1						24
FINANCE	7	14	25	18	13	20	29						126
GOLDEN AGE FOUNDATION	2	6	10	7	2	6	2						35
HEALTH CARE CENTER	10	4	5	2	6	3							30
HUMAN RESOURCES	3	15	30	12	9	18	14						101
IT	10	7	3	3	2	4	7						36
LIBRARY	6	3	0	1	0	7	2						19
LW NEWS	11	5	5	5	6	14	5						51
MUTUAL ADMINISTRATION	90	122	125	102	90	52	71						652
MEMBER RESOURCES	9	14	11	6	6	16	7						69
MISCELLANEOUS	10	19	19	16	18	9	10						101
PHYSICAL PROPERTY	12	11	19	20	11	14	17						104
PURCHASING	4	3	0	0	2	1	2						12
ON SITE SALES	1	0	3	1	1	2	1						9
RECREATION	9	14	10	6	9	19	7						74
RV	0	1	4	4	4	2							15
SECURITY	14	6	9	3	9	13	7						61
SERVICE MAINTENANCE	5	4	7	4	6	7	2						35
STOCK TRANSFER OFFICE	114	126	83	73	92	77	47						612
SUPERWIRE	3	5	6	1	5	4							24
TRANSPORTATION	6	4	4	1	5	4	3						27
2022 Totals:	**424**	**465**	**504**	**375**	**418**	**432**	**333**	**0**	**0**	**0**	**0**	**0**	**2,951**

Mutual Administration

July 2022 - Monthly Reports

LETTERS

	MUTUAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
1	One	0	7	21	10	15	85	10						148
2	Two	3	18	13	14	10	2	0						60
3	Three	25	6	3	6	9	3	14						66
4	Four	3	2	6	2	6	7	2						28
5	Five	1	16	70	9	8	9	7						120
6	Six	2	7	3	8	1	13	2						36
7	Seven	0	2	8	11	9	5	3						38
8	Eight	2	3	0	6	4	7	7						29
9	Nine	6	14	11	5	6	8	9						59
10	Ten	2	17	6	2	3	10	3						43
11	Eleven	3	4	5	4	3	2	2						23
12	Twelve	1	8	12	8	4	1	40						74
14	Fourteen	3	4	4	4	2	8	7						32
15	Fifteen	3	1	0	8	3	2	5						22
16	Sixteen	0	4	0	1	0	2	1						8
17	Seventeen	4	14	0	7	2	0	3						30
2022 Totals:		**58**	**127**	**162**	**105**	**85**	**164**	**115**						**816**
2021 Totals:		**101**	**63**	**59**	**77**	**75**	**64**	**69**	**82**	**260**	**106**	**212**	**153**	**1,321**
Legal		64	62	70	78	79	62	70						485
Insurance		6	7	10	12	12	12	7						66

Mutual Administration
July 2022 - Monthly Reports

COLLECTIONS (Delinquent Accounts, Legal Fees)

MUTUAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
One	$1,293	$1,293	$8,946	$6,771	$6,641	$6,232	$1,116						$32,291
Two	$5,376	$3,991	$3,881	$3,695	$3,398	$3,653	$3,217						$27,211
Three	$6,012	$3,045	$1,941	$3,328	$1,879	$4,948	$9,208						$30,361
Four	$3,311	$691	$2,383	$0	$1,131	$1,176	$3,096						$11,788
Five	$4,691	$4,819	$1,756	$1,675	$2,333	$5,805	$1,245						$22,323
Six	$2,355	$2,547	$1,170	$3,078	$500	$2,690	$2,380						$14,720
Seven	$646	$0	$0	$5,003	$1,853	$3,406	$1,270						$12,178
Eight	$6,834	$5,285	$2,349	$3,178	$3,361	$3,755	$5,239						$30,000
Nine	$1,367	$569	$1,117	$1,988	$1,650	$1,775	$1,079						$9,545
Ten	$2,054	$1,158	$1,258	$1,158	$1,158	$3,332	$3,232						$13,351
Eleven	$1,250	$504	$0	$654	$719	$0	$0						$3,127
Twelve	$3,581	$2,661	$3,025	$2,651	$1,302	$2,452	$2,522						$18,195
Fourteen	$1,230	$0	$0	$0	$0	$0	$1,226						$2,455
Fifteen	$6,571	$4,628	$894	$1,740	$0	$607	$19,802						$34,241
Sixteen	$0	$1,586	$1,204	$0	$1,033	$544	$1,014						$5,381
Seventeen	$2,918	$885	$873	$885	$1,328	$1,328	$1,128						$9,345
COLLECTED	**$49,488**	**$33,661**	**$30,797**	**$35,805**	**$28,286**	**$41,703**	**$56,774**	**$0**	**$0**	**$0**	**$0**	**$0**	**$276,514**
2021 Collections	**$26,000**	**$40,561**	**$23,396**	**$21,506**	**$41,743**	**$270,032**	**$27,363**	**$26,958**	**$39,411**	**$31,577**	**$19,456**	**$43,674**	$611,677

Collections through '22	**$276,514.20**

Budget Variance Report - June 2022
Stock Transfer - Cost Center #533

GL Code	Account Description	Variance	Explanation
6100000	Salaries & Wages	83,103	Favorable - staffing shortage, resulting in wage & benefit costs being lower than budgeted
6100000	Employment Taxes	7,128	Favorable - same as Salaries & Wages
6100000	Group Ins-Medical	8,723	Favorable - same as Salaries & Wages
6144000	401(k) Match	2,615	Favorable - less participation than budgeted at this time
6213100	Agency/Independent Conractor Fees	(74,257)	Unfavorable - same as Salaries & Wages - Temps needs
6410032	Photo ID Printing	(3,861)	Unfavorable due to Kee Company costs have skyrocketed to $5-6 range per card, cost of $100-$125K for 20k cards. Restocked the caregiver passholder, reordered the hologram stickers for realitor/caregiver passes for the year
6434115	Legal Fees/Trust Review	(12,263)	Unfavorable due to more turst reviews than budgeted. This is offset by the Trust Processing Fees below.
6435100	Bank Service Fees	(1,321)	Unfavorable due to more credit cards as payment than budgeted
6482500	Election Expense	6,690	Favorable due to elections being completed end of June, invoices to be paid when received
5345000	Certificate Preparation Fee - Escrow	17,750	Favorable- budgeted average of 32.75 Escrows per month @ $500
5345001	Certificate Preparation Fee-Non-Escrow	12,376	Favorable - budgeted average of 9.4 transfers per month @ $250
5380332	Trust Processing Fee	7,400	Favorable - offsets the expense Legal Fees - Trust Review above-budgeted average of 21.4 trust reviews per month-20 trust reviews completed
5380335	Realtor's Service Pass	(1,650)	Unfavorable - no cost per policy 40-5580-2 Entry Passes - Fees
5380336	Non-Surrendered ID Card - Escrow/Transfer	15,500	Favorable - due to an estimated zero budget as assessing the charge to encourage most to surrender ID card
5385000	Other Income	2,625	Favorable - at this time, more than the four co-occupancy set up fees each month that were expected
	Total Explained Variances	$70,558	of $72,587

1020 Golden Rain Foundation
Budget Comparison - GRF
06/30/2022

P.O. Box 2069
Seal Beach CA 90740

Jun Actuals	Jun Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
				Expenses - Stock Transfer				
5,588	22,299	16,711		Salaries & Wages Stock Transfer	47,652	130,755	83,103	264,550
407	1,695	1,288		Employment Taxes Stock Transfer	3,859	10,987	7,128	21,156
101	107	6	6142000 533	Workers' Compensation - Stock Transfer	537	642	105	1,000
1,015	2,508	1,493		Group Ins - Medical Stock Transfer	6,325	15,048	8,723	30,096
(10)	36	46	6143300 533	Group Insurance - Dental - Stock Transfe	(38)	216	254	432
(5)	27	32	6143500 533	Group Insurance - Vision - Stock Transfe	(22)	162	184	324
0	446	446	6144000 533	401(k) Match - Stock Transfer	0	2,615	2,615	5,291
21	95	74	6145000 533	Group Insurance - Life - Stock Transfer	191	570	379	1,140
19	111	92	6146000 533	Long Term Disability Insurance - Stock T	167	666	499	1,332
0	0	0	6211000 533	Continuing Education - Stock Transfer	0	800	800	800
22,697	2,000	(20,697)	6213100 533	Agency / Independent Contractor Fees - S	81,257	7,000	(74,257)	10,000
0	0	0	6214000 533	Meals & Special Events - Stock Transfer	58	0	(58)	0
357	292	(65)	6410000 533	Materials & Supplies - Stock Transfer	2,227	1,752	(475)	3,500
0	10	10	6410010 533	Hospitality - Stock Transfer	72	60	(12)	120
25	50	25	6410015 533	Computer Supplies - Stock Transfer	179	300	121	600
0	0	0	6410025 533	Lunch Room Supplies - Stock Transfer	41	0	(41)	0
144	165	21	6410030 533	Printer / Copier Supplies - Stock Transf	1,050	995	(55)	2,000
244	175	(69)	6410032 533	Photo ID Printing - Stock Transfer	4,911	1,050	(3,861)	2,100
0	0	0	6410033 533	Guest Pass Printing - Stock Transfer	0	0	0	10,319
5,913	2,000	(3,913)	6434115 533	Legal Fees - Trust Review - Stock Transf	26,263	14,000	(12,263)	29,500
324	225	(99)	6435100 533	Bank Service Fees - Stock Transfer	2,671	1,350	(1,321)	2,700
198	198	0	6444000 533	Equipment Rental - Stock Transfer	1,157	1,161	4	2,349
0	0	0	6472000 533	Equipment Repair & Maintenance - Stock T	0	200	200	500
0	150	150	6478000 533	Service Contracts - Stock Transfer	0	300	300	600
10	100	90	6481000 533	Computer Maintenance & Software - Stock	209	600	391	1,200
0	0	0	6482000 533	Dues, Memberships & Books - Stock Transf	0	0	0	200
1,768	0	(1,768)	6482500 533	Election Expense - Stock Transfer	13,376	20,066	6,690	40,131
38,815	32,689	(6,126)		Total Expenses	192,142	211,295	19,153	431,940
				Other Cost Recovery				
25,000	16,375	8,625	5345000 533	Certificate Preparation Fee - Escrow - S	116,000	98,250	17,750	196,500
5,250	2,354	2,896	5345001 533	Certificate Preparation Fee - Non-Escrow	26,500	14,124	12,376	28,248
2,875	2,675	200	5380332 533	Trust Processing Fee - Stock Transfer	23,450	16,050	7,400	32,100
100	250	(150)	5380333 533	Member ID Card Replacement Income - Stoc	1,065	1,500	(435)	3,000
0	25	(25)	5380334 533	Map Sales Income - Stock Transfer	18	150	(132)	300
0	200	(200)	5380335 533	Realtor's Service Pass - Stock Transfer	0	1,650	(1,650)	2,850
2,000	0	2,000	5380336 533	~~Lost~~ Member ID Card - Escrow - Stock Tra	15,500	0	15,500	0
1,000	450	550	5385000 533	Other Income - Stock Transfer	5,325	2,700	2,625	5,400
36,225	22,329	13,896		Total Other Cost Recovery	187,858	134,424	53,434	268,398

1020 Golden Rain Foundation
Budget Comparison - GRF
06/30/2022

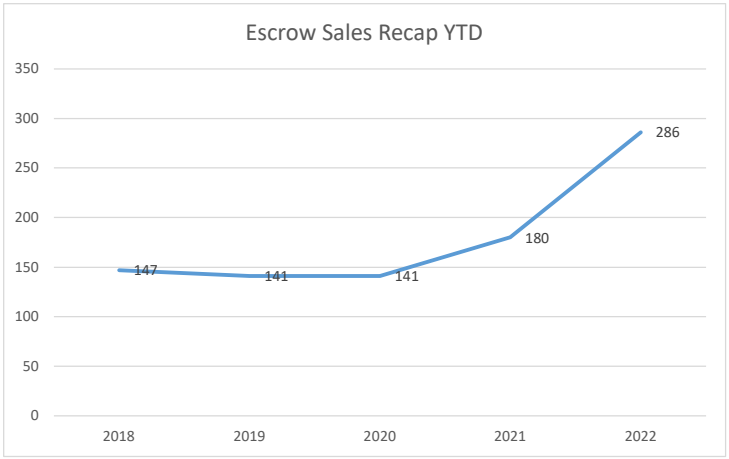
P.O. Box 2069
Seal Beach CA 90740

Jun Actuals	Jun Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
13,629	13,629	0	5330000 533	Income / Refund from Mutuals - Stock Tra	81,774	81,774	0	163,542
49,854	35,958	13,896		Total Cost Recovery	269,632	216,198	53,434	431,940
				Off Budget Items				
11,039	3,269	7,770		Net Income / (Expense)	77,490	4,903	72,587	0

Stock Transfer
July 2022 - Monthly Reports

ESCROW

	MUTUAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
1	One	4	3	7	5	3	10	5						37
2	Two	4	3	3	8	9	5	5						37
3	Three	1	1	1	3	4	5	4						19
4	Four	6	0	5	3	4	3	1						22
5	Five	2	4	1	4	3	3	5						22
6	Six	2	1	3	2	2	4	2						16
7	Seven	1	2	0	3	0	3	0						9
8	Eight	4	0	2	1	1	2	4						14
9	Nine	0	0	2	0	2	0	1						5
10	Ten	0	1	3	2	3	2	3						14
11	Eleven	2	1	2	2	3	3	0						13
12	Twelve	1	5	1	8	4	4	3						26
14	Fourteen	2	6	3	3	2	0	2						18
15	Fifteen	1	1	5	3	8	1	3						22
16	Sixteen	0	0	1	0	1	0	0						2
17	Seventeen	0	1	2	1	1	1	3						9
	TOTALS:	**30**	**29**	**41**	**48**	**50**	**46**	**41**	**0**	**0**	**0**	**0**	**0**	**285**
	MLS Active Listings at time of report	33	30	25	16	23	26	39						



ESCROW RECAP	SALES		YTD Percentage Comparisons			Avg Price Per Home	Price % Change Per Year
	Sales	Prices		Sales	Prices		
Total through July 2022	285	$ 98,196,150	2022	2018-2022		$ 344,548	38.87%
Total Through July 2021	283	$ 78,105,746	2021	1%	26%	$ 248,111	6.01%
Total through July 2020	201	$ 4,936,852	2020	41%	1482%	$ 234,052	-11.29%
Total through July 2019	221	$ 55,731,228	2019	-9%	-91%	$ 263,832	2.40%
Total through July 2018	212	$ 57,160,384	2018	4%	-3%	$ 257,655	

ATTORNEY TRUST REVIEWS

	MUTUAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
1	One	8	1	1	3	1	2	1						17
2	Two	3	3	5	2	1	4	5						23
3	Three	2	1	2	1	1	1	1						9
4	Four	1	1	2	1	0	0	1						6
5	Five	4	1	4	3	1	0	0						13
6	Six	0	3	2	1	0	0	2						8
7	Seven	1	0	1	0	3	1	1						7
8	Eight	0	2	4	1	2	2	0						11
9	Nine	1	2	1	1	1	2	0						8
10	Ten	1	2	0	3	1	3	0						10
11	Eleven	0	2	1	2	3	0	0						8
12	Twelve	2	1	3	2	1	1	2						12
14	Fourteen	0	0	1	0	1	1	0						3
15	Fifteen	1	1	4	2	2	3	4						17
16	Sixteen	0	0	0	0	0	0	0						0
17	Seventeen	1	0	2	1	1	2	0						7
Totals:		**25**	**20**	**33**	**23**	**19**	**22**	**17**	**0**	**0**	**0**	**0**	**0**	**159**

Trust Reviews through July 2022:	159	**-3.64%**
Trust Reviews through July 2021:	165	

Stock Transfer
July 2022 - Monthly Reports

REGISTRATIONS

MUTUAL		CAREGIVERS	DOGS	CATS	OTHERS	SERVICE	ESA
1	One	36	86	41	4	1	17
2	Two	50	98	57	4	1	10
3	Three	52	75	26	2	1	8
4	Four	26	44	30	0	1	5
5	Five	24	51	20	1	0	14
6	Six	38	76	28	0	0	6
7	Seven	22	58	28	0	0	8
8	Eight	11	48	16	0	0	10
9	Nine	48	68	19	2	1	6
10	Ten	10	41	18	1	0	3
11	Eleven	16	32	9	0	0	1
12	Twelve	48	61	34	0	1	16
14	Fourteen	35	43	17	2	1	2
15	Fifteen	53	66	29	7	0	8
16	Sixteen	1	4	8	0	0	1
17	Seventeen	9	10	2	2	0	1
Totals:		479	861	382	25	7	116

Total Pets & Animals:	1,391

Stock Transfer
July 2022 - Monthly Reports

TRANSFERS

TYPE OF TRANSFER	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
SIMPLE TRANSFERS	19	14	14	11	5	8	2						73
MEMBERSHIP TRANSFERS	2	1	2	6	4	9	2						26
Totals:	**21**	**15**	**16**	**17**	**9**	**17**	**4**	**0**	**0**	**0**	**0**	**0**	**99**

Simple Transfers include name changes, adding or removing of nonresident co-owners, and removal of owner members.

Membership Transfers are the addition of new owner members on title.

Golden Rain Foundation

PO Box 2069
SEAL BEACH, CA 90740

Item Sales

Friday, July 1, 2022 - Sunday, July 31, 2022

Category	Item Name	Vendor	Current Price	Net Sales					
				Avg. Price	Sold Qty.	Weight Qty.	Amt.	Cost	Margin
STO	Caregiver Passes Fee		$100.00	$100.00	1.00		$100.00	$0.00	100.00 %
	Certificate Prep Fee		$250.00	$250.00	21.00		$5,250.00	$0.00	100.00 %
	Co-Occupant		$4,301.00	$4,301.00	3.00		$12,903.00	$0.00	100.00 %
	Co-Occupant Setup Fee		$100.00	$100.00	5.00		$500.00	$0.00	100.00 %
	Legal Review of PACO Fee		$75.00	$75.00	5.00		$375.00	$0.00	100.00 %
	Legal Review Trust Fee		$125.00	$125.00	16.00		$2,000.00	$0.00	100.00 %
	Lost ID Card Fee		$20.00	$20.00	15.00		$300.00	$0.00	100.00 %
	Member TRF Inspection 250		$250.00	$250.00	2.00		$500.00	$0.00	100.00 %
	Member TRF Inspection 500		$500.00	$500.00	1.00		$500.00	$0.00	100.00 %
	Membership		$4,301.00	$4,301.00	6.00		$25,806.00	$0.00	100.00 %
	Misc Expense		$0.00	$25.00	1.00		$25.00	$0.00	100.00 %
	Mutual 11 Buyer Premium Fee		$750.00	$750.00	1.00		$750.00	$0.00	100.00 %
	Mutual 5 Buyer Premium Fee		$750.00	$750.00	1.00		$750.00	$0.00	100.00 %
	Mutual 9 Buyer Premium Fee		$500.00	$500.00	2.00		$1,000.00	$0.00	100.00 %
	NBO Fee M5		$750.00	$750.00	1.00		$750.00	$0.00	100.00 %
	NBO Fee M9		$500.00	$500.00	1.00		$500.00	$0.00	100.00 %
	NBO Fee M10		$500.00	$500.00	3.00		$1,500.00	$0.00	100.00 %
	NBO Fee M14		$500.00	$500.00	2.00		$1,000.00	$0.00	100.00 %
	NBO Fee M15		$750.00	$750.00	6.00		$4,500.00	$0.00	100.00 %
	NBO Fee M2		$750.00	$750.00	6.00		$4,500.00	$0.00	100.00 %
	NBO Fee M3		$500.00	$500.00	3.00		$1,500.00	$0.00	100.00 %
	NBO Fee M6		$750.00	$750.00	2.00		$1,500.00	$0.00	100.00 %
	Nonsurrender GRF ID Cards Fee		$500.00	$500.00	1.00		$500.00	$0.00	100.00 %
	Nonsurrender Renter Decal Fee		$100.00	$100.00	1.00		$100.00	$0.00	100.00 %
	Stock Transfer Office - Rental Processing Fee		$500.00	$500.00	1.00		$500.00	$0.00	100.00 %
	TPUF Fee		$4,301.00	$4,301.00	1.00		$4,301.00	$0.00	100.00 %
	Transfer Inspection Fee M1		$500.00	$500.00	2.00		$1,000.00	$0.00	100.00 %
	Transfer Inspection Fee M11		$250.00	$250.00	1.00		$250.00	$0.00	100.00 %
	Transfer Inspection Fee M4		$250.00	$250.00	2.00		$500.00	$0.00	100.00 %

	Transfer Mutual 01 Escape Tax		$5,000.00	$5,000.00	1.00		$5,000.00	$0.00	100.00 %
	Transfer Mutual 02 Escape Tax		$5,000.00	$5,000.00	1.00		$5,000.00	$0.00	100.00 %
	Transfer Mutual 09 Escape Tax		$5,000.00	$5,000.00	1.00		$5,000.00	$0.00	100.00 %
	Transfer Mutual 11 Escape Tax		$3,000.00	$5,000.00	1.00		$5,000.00	$0.00	100.00 %
	Total				**117.00**		**$93,660.00**	**$0.00**	
Total					**117.00**		**$93,660.00**	**$0.00**	

MEMBER RESOURCES & ASSISTANCE LIAISON

July 2022

MUTUAL		NEW CASES	CLOSED CASES	HOME VISITS BY	OFFICE VISIT	CALLS	COUNTY REPORTS	RESOURCE INFORMAT	REFERRALS TO COA/ALZ	MUTUAL REFERRAL
1	One	1	1	1	3	15	0	12	1	0
2	Two	1	0	1	6	25	0	13	6	6
3	Three	2	2	0	1	16	1	3	6	2
4	Four	0	1	0	1	5	0	4	1	0
5	Five	3	2	2	13	24	6	25	3	4
6	Six	1	1	0	0	6	0	5	1	0
7	Seven	1	1	0	0	11	1	8	2	1
8	Eight	1	1	0	0	2	0	1	0	1
9	Nine	0	0	0	0	5	0	4	1	1
10	Ten	1	1	0	0	3	1	0	0	0
11	Eleven	0	0	0	3	1	0	3	0	0
12	Twelve	1	1	0	1	10	0	6	1	0
14	Fourteen	2	2	0	0	4	0	1	2	2
15	Fifteen	2	2	0	0	5	0	2	2	2
16	Sixteen	0	0	0	0	0	0	0	0	0
17	Seventeen	1	1	0	0	4	0	2	1	1
Totals:		**17**	**16**	**4**	**28**	**136**	**9**	**89**	**27**	**20**

Cases of Food Delivered: 244

Projects:

- EXPO – Registration Link emailed out 8am.
- Alzheimer's OC – Toni Shapiro Expo set up
- Alzheimer's OC & Optum HCC meeting w/ Patty Mouton & Grecia Nunez -starting ALZ support group
- EXPO – City of Seal Beach, Anthony - location layout
- EXPO – Confirmed Koffels Taco Truck
- EXPO – Fire Authority – Confirming Fire Truck display & location
- EXPO – Meeting w/Brookdale & Westmont – Confirm Lunch Menu for all Vendors they will provide a total of 200 sandwiches, chips and cookies. Sunrise providing soft drinks
- Alzheimer's OC – Mark Odom & Caleena setting up schedule for In-person cognitive screenings beginning August to December – one Saturday a month.
- Senior Resource Article finished and sent to Ruth – "When death occurs, paperwork to complete"
- EXPO – LW Pharmacy; Public Guardian; Senior Helpers; Tom Brosuk – more information and registration
- EXPO – meeting with Melissa in Rec, Clubhouse set ups.
- EXPO work: Event layout, draft sight map for CH3, CH4 VP Plaza & Stage, Around the circle
- EXPO – phone meeting with Grant Winford, coordinate event bus for residents and Orchestra special meeting and drop off
- Expo – Assign vendor tables, list for parking passes, lunch vouchers
- Expo – Finalized confirmation letter (Katya helped); sent them out to all confirmed vendors
- Expo – GAF – volunteers for expo help.
- Expo – News office, final lw live dates, newpaper articles and dates
- Expo – Meeting with Recreation – confirm table layout for CH4 and outdoor.
- Expo – Emailed table number and location to each vendor
- Expo – List of Vendor attendees to Security for Parking Passes
- Expo – meet with Copy & Supply: printed event programs for Shareholders
- Expo – Meeting with Recreation & Security working on logistics of VA Plaza & Circle for Thursday night set up and Friday Morning vendor set up.
- Expo – day before last minute prep.
- Expo – Run the show on Friday.

Resources Development:

- Memorial Care LB Medical Center Shuttle bus new contact – Rose Ryder 5
- Care Plus Nursing – Kaite Hanhart
- 123 HomeCare – Andrew Parker New brain health workshops to be offered later this year.
- Chapman Care Center – Karla Rivera
- True Care home health, hospice & palliative care – Sara Hasenin
- LW Pharmacy - Holly Globerman registration for the EXPO information and introductions
- Angel Connection Nursing Services – Olive Ibana
- Care Access – Sharon Ferguson – Alheimer's Prevention Study - let's plan for Sept/Oct event.
- Right at Home – Grace Atwood

- Silverado – Minnie Domingo – set up a Virtual dementia tour event in Sept / Oct
- Low Vision Center – working on logistics for expo eye evaluations
- OC Task Force on Hoarding. (persuaded them to work a table a the Expo) -there's an opening on the Board at the task force with an offer to Robann to join.
- Westmont Assisted Living Meet & Greet new Executive Director and thank him for providing lunch at the expo

Continued county and Agency Referrals:

- APS
- Public Guardia
- Alzheimer's O(
- Council on Aging
- Pathways
- Cal-Fresh & Food Bank
- City of SB Shuttle Bus
- Elder Abuse Forensic Center
- Meals on Wheels

Budget Variance Report - June 2022
Service Maintenance - CC 574

For Cost Center **574** (Service Maintenance Department) there is a Unfavorable variance of **$50,795** through the month of June 2022. The major variance is due to the following:

CC	GL Code	Account Description	Variance	Explanation
574	6100000	Salaries & Wages	47,522	Favorable - 2 open positions; 1 currently in the hiring process as of July.
574	6140000	Employment Taxes	4,986	Favorable - Same as Salaries
574	6142000	Workers' Compensation	8,662	Favorable - Actual Premiums < Budget
574	6143000	Group Insurance - Medical	11,783	Favorable - Actual Premiums < Budget
574	6144000	401(k) Match	7,297	Favorable - Actual cost < Budget / 5 New hires unable to contribute during their first year with the GRF.
574	6146000	Long Term Disability	1,624	Favorable - Actual cost < Budget
574	6211000	Continuing Education	1,470	Favorable - Classes to be scheduled later in the year & reimbursements for Building Inspector Certificate.
574	6410021	Field Supplies	1,423	Favorable - Actual cost < Budget
574	6410022	Tool Expense	(2,844)	Unfavorable - Actual cost > Budget Replace worn out tools for new techs & the purchase of a new pressure washer
574	6420100	Electricity	(1,512)	Unfavorable - Usage > Budget
574	6472000	Equipment Repair & Maint.	5,493	Favorable - Actual cost < Budget / Repairs needed for dept. tractor & preventive maintenance expected to be done on technician's cushmans.
574	6491000	Miscellaneous Writeoffs	(1,580)	Unfavorable - Replace damaged flooring (wtr damage)
574	6911500	Inventory Over / Short	12,417	Favorable - Inventory adjustments to Technician Cushmans.
574	5891000	SRO Labor Cost Recovery	(151,440)	Unfavorable - GRF SROs / Employee turn over resulting in unbillable probationary training periods.
		Total Explained Variances	24 (54,699)	of (50,795)

P.O. Box 2069
Seal Beach CA 90740

Jun Actuals	Jun Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
				Expenses - Service Maintenance				
156,111	158,308	2,197		Salaries & Wages Service Maintenance	880,738	928,260	47,522	1,878,108
11,383	11,565	182		Employment Taxes Service Maintenance	69,967	74,953	4,986	144,343
6,356	6,745	389	6142000 574	Workers' Compensation - Service Maintena	31,808	40,470	8,662	62,841
18,693	18,769	76		Group Ins - Medical Service Maintenance	100,831	112,614	11,783	225,228
129	314	185	6143300 574	Group Insurance - Dental - Service Maint	1,293	1,884	591	3,768
276	195	(81)	6143500 574	Group Insurance - Vision - Service Maint	1,075	1,170	95	2,340
5,344	4,905	(439)	6144000 574	401(k) Match - Service Maintenance	21,463	28,760	7,297	58,189
577	668	91	6145000 574	Group Insurance - Life - Service Mainten	3,519	4,008	489	8,016
518	780	262	6146000 574	Long Term Disability Insurance - Service	3,056	4,680	1,624	9,360
0	0	0	6211000 574	Continuing Education - Service Maintenan	150	1,620	1,470	3,570
15	0	(15)	6212000 574	Employee Exams - Service Maintenance	179	0	(179)	0
26	10	(16)	6214000 574	Meals & Special Events - Service Mainten	597	60	(537)	120
12	80	68	6215000 574	Mileage - Service Maintenance	94	480	386	960
699	873	174	6217000 574	Uniforms & Laundry - Service Maintenance	4,575	5,238	663	10,480
44	125	81	6410000 574	Materials & Supplies - Service Maintenan	327	625	298	1,250
0	65	65	6410005 574	Building Supplies - Service Maintenance	172	390	218	780
367	167	(200)	6410010 574	Hospitality - Service Maintenance	1,553	1,002	(551)	2,000
0	100	100	6410015 574	Computer Supplies - Service Maintenance	0	600	600	1,200
0	124	124	6410020 574	Equipment Expense - Service Maintenance	140	744	604	1,483
2,405	2,916	511	6410021 574	Field Supplies - Service Maintenance	16,077	17,500	1,423	35,000
1,503	1,250	(253)	6410022 574	Tool Expense - Service Maintenance	10,344	7,500	(2,844)	15,000
0	10	10	6410025 574	Lunch Room Supplies - Service Maintenanc	0	60	60	120
0	120	120	6410030 574	Printer / Copier Supplies - Service Main	248	720	472	1,440
1,927	1,310	(617)	6420100 574	Electricity - Service Maintenance	9,372	7,860	(1,512)	15,717
10	110	100	6422000 574	Telephone - Service Maintenance	50	660	610	1,320
244	244	0	6444000 574	Equipment Rental - Service Maintenance	1,427	1,428	1	2,892
0	100	100	6471000 574	Building Repair & Maintenance - Service	541	600	59	1,200
1,277	2,000	723	6472000 574	Equipment Repair & Maintenance - Service	6,507	12,000	5,493	24,000
82	100	18	6477210 574	Pest Control - Service Maintenance	492	600	108	1,200
238	237	(1)	6478000 574	Service Contracts - Service Maintenance	258	237	(21)	474
0	0	0	6482000 574	Dues, Memberships & Books - Service Main	115	0	(115)	150
0	33	33	6483110 574	Diesel Fuel - Service Maintenance	277	198	(79)	396
0	150	150	6484000 574	Permits & Licenses - Service Maintenance	168	300	132	620
20	0	(20)	6491000 574	Miscellaneous Writeoffs - Service Mainte	1,580	0	(1,580)	0
(71)	0	71	6911500 574	Inventory Over / Short - Service Mainten	(12,417)	0	12,417	0
208,184	212,373	4,189		Total Expenses	1,156,576	1,257,221	100,645	2,513,565
				Other Cost Recovery				
121,664	145,663	(23,999)	5891000 574	SRO Labor Cost Recovery - Service Mainte	653,111	804,551	(151,440)	1,535,736

P.O. Box 2069
Seal Beach CA 90740

Jun Actuals	Jun Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
121,664	145,663	(23,999)		Total Other Cost Recovery	653,111	804,551	(151,440)	1,535,736
81,486	81,486	0	5330000 574	Income / Refund from Mutuals - Service M	488,916	488,916	0	977,829
203,150	227,149	(23,999)		Total Cost Recovery	1,142,027	1,293,467	(151,440)	2,513,565
(5,034)	14,776	(19,810)		Net Income / (Expense) Before Off Budget	(14,549)	36,246	(50,795)	0
				Off Budget Items				
70,149	0	70,149		Material Recovery	489,756	0	489,756	0
73,188	0	(73,188)	6415000 574	Materials Pass-Thru - Service Maintenanc	492,204	0	(492,204)	0
1,690	0	(1,690)	8110000 574	Depreciation Expense - Service Maintenan	10,137	0	(10,137)	0
(4,728)	0	(4,728)		Total Off Budget Items	(12,585)	0	(12,585)	0
(9,762)	14,776	(24,538)		Net Income / (Expense)	(27,134)	36,246	(63,380)	0

OPEN SRO REPORT

TO: MUTUAL ADMINISTRATION COMMITTEE
FROM: AARON HENSLEY, SERVICE MAINTENANCE SUPERVISOR
SUBJECT: JULY 2022 OPEN SRO REPORT
DATE: 7/31/2022

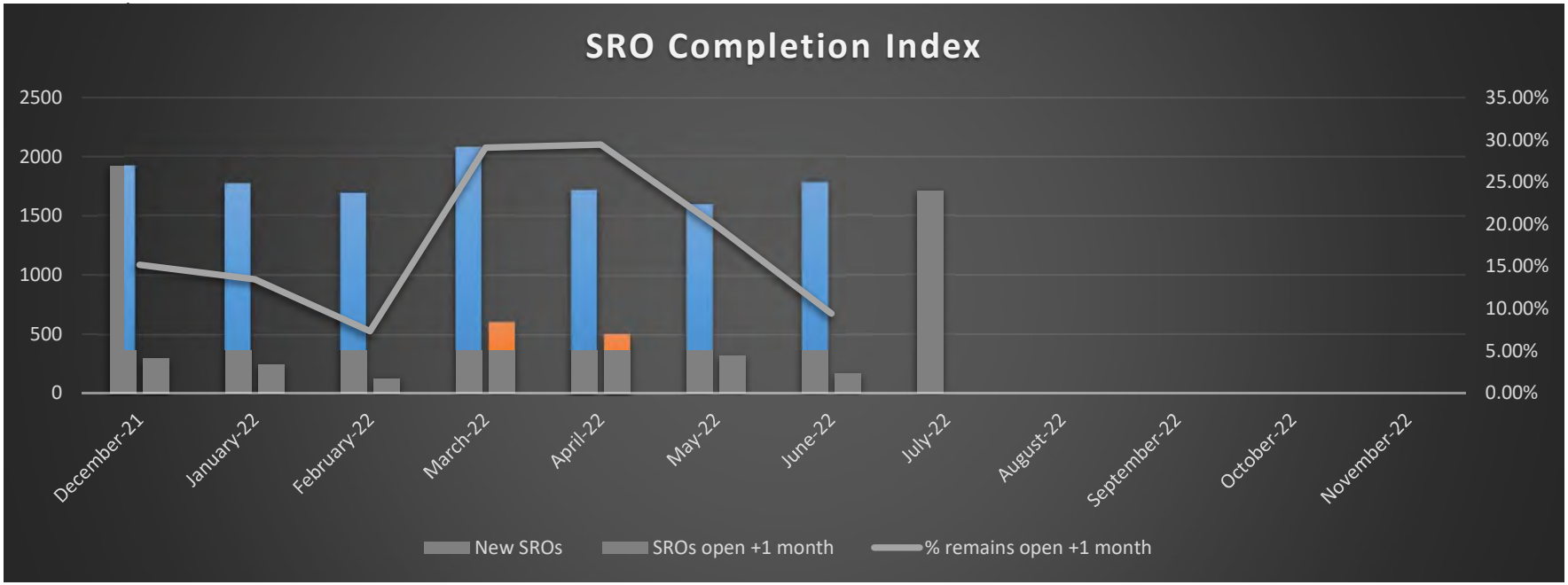
MONTH SRO WAS CREATED	STILL OPEN AS OF MAY 2022	STILL OPEN AS OF JUNE 2022	STILL OPEN AS OF JULY 2022	Additional Comments
MAR 2022	90	47	7	Ongoing GRF Preventive Maint. / Pending Ovens / Tech Training SROs
APR 2022	504	125	40	GRF Preventive maint. SROs under review for invoicing
MAY 2022	-	316	66	
JUN 2022	-	-	167	
TOTAL	**594**	**601**	**242**	**July SROs not Included**

TO: Mutual Administration Committee
FROM: Aaron Hensley - Service Maintenance Supervisor
SUBJECT: YTD - Service Repair Orders
DATE: July 31, 2022

Service Repair Orders	JUL 2021	JUL 2022	2021 YTD	2022 YTD
Plumbing	683	645	4,671	4,719
Electrical	445	376	3,282	3,223
Carpentry	194	273	1,886	1,752
Roof	2	1	33	21
Refrigerator	127	101	633	609
Laundry (Shareholder)	65	20	717	252
Laundry (Mutual)	15	15	66	86
Other/Miscellaneous	129	87	925	634
GRF	167	191	937	1,029
TOTAL SROs CREATED:	**1,827**	**1,709**	**13,150**	**12,325**
2021 MONTHLY AVERAGE: 1,761				

MUTUAL ADMINISTRATION COMMITEE
PERFORMANCE GOAL
SRO COMPLETION INDEX

Month	SROs opened in month	SROs still open +1Mo from opening	% Remaining open +1 Month from opening
December-21	1917	291	15.18%
January-22	1769	238	13.5%
February-22	1691	124	7.3%
March-22	2071	602	29.1%
April-22	1713	504	29.4%
May-22	1593	316	19.8%
June-22	1779	167	9.4%
July-22	1709		
August-22			
September-22			
October-22			
November-22			



PHYSICAL PROPERTY ESCROW ACTIVITY

JULY 2022

	PRE LISTING INSPECTIONS	NEW BUYER ORIENTATIONS	FINAL INSPECTIONS	FINAL/FINAL INSPECTION	CLOSED ESCROW
MUTUAL 1	6	7	5	7	5
MUTUAL 2	5	6	4	4	5
MUTUAL 3	4	4	4	4	4
MUTUAL 4	2	1	2	2	1
MUTUAL 5	1	3	3	3	5
MUTUAL 6	4	2	2	3	2
MUTUAL 7	2	0	0	0	0
MUTUAL 8	3	2	2	5	4
MUTUAL 9	2	1	1	0	1
MUTUAL 10	3	4	4	4	3
MUTUAL 11	4	0	0	0	0
MUTUAL 12	2	2	3	2	3
MUTUAL 14	1	3	2	2	2
MUTUAL 15	5	5	2	3	3
MUTUAL 16	0	0	0	0	0
MONTH TOTALS	**44**	**40**	**34**	**39**	**38**
YEAR TO DATE	329	287	281	277	276

JULY ESCROW WORK ORDERS CREATED: **121** YEAR TO DATE: 1006
Outside Vendors

JULY ESC SERVICE REQUEST ORDERS CREATED: **209** YEAR TO DATE: 1507
Service Maintenance

FIRE INSPECTIONS
JULY 2022

	TOTAL UNITS	INSPECTED	RE-INSPECTIONS	SRO'S GENERATED	WO'S GENERATED	NOTICE TO COMPLY LTRS.	COMPLETED IN 2022	NEXT SCHEDULE
MUTUAL 1	844	0	0	0	0	0	353	OCT - 2022
MUTUAL 2	864	0	0	0	0	0	0	TBD
MUTUAL 3	432	0	0	0	0	0	69	DEC - 2022
MUTUAL 4	396	0	0	0	0	0	396	JAN - 2023
MUTUAL 5	492	0	0	0	0	0	0	SEPT - 2023
MUTUAL 6	408	0	0	0	0	0	0	NOV - 2022
MUTUAL 7	384	0	0	0	0	0	0	AUG - 2022
MUTUAL 8	348	0	0	0	0	0	0	JUL - 2023
MUTUAL 9	384	0	0	0	0	0	0	OCT - 2023
MUTUAL 10	276	0	0	0	0	0	276	MAR - 2024
MUTUAL 11	312	0	0	0	0	0	0	MAY - 2023
MUTUAL 12	452	0	0	0	0	0	0	JUL - 2023
MUTUAL 14	328	0	0	0	0	0	0	SEPT - 2022
MUTUAL 15	502	0	0	0	0	0	502	JUN - 2022
MUTUAL 16	60	0	0	0	0	0	60	APR - 2023
MUTUAL 17	126	0	0	0	0	0	126	FEB - 2023
TOTAL UNITS	6608							
MONTH TOTALS		0	0	0	0	0		
YEAR TO DATE		1782	32	376	14	169	1782	
2021 TOTALS		4447	57	1065	24	1045	4447	

			PERMITS		PERMITS		PERMITS		PERMITS		PERMITS		PERMITS		PERMITS		PERMITS		PERMITS		PERMITS		PERMITS		PERMITS		PERMITS		
	TOTAL UNITS		QTY	Permit Value July 2021	QTY	Permit Value August 2021	QTY	Permit Value September 2021	QTY	Permit Value October 2021	QTY	Permit Value November 2021	QTY	Permit Value December 2021	QTY	Permit Value January 2022	QTY	Permit Value February 2022	QTY	Permit Value March 2022	QTY	Permit Value April 2022	QTY	Permit Value May 2022	QTY	Permit Value June 2022	QTY	Permit Value May 2022	INSPECTOR
MUTUAL 1	844		23	$ 66,432	20	$ 68,058	12	$ 38,550	13	$ 39,175	14	$ 43,082	7	$ 17,665	12	$ 29,477	21	$ 199,358	18	$ 101,062	17	$ 120,237	15	$ 126,146	12	$ 56,968	21	$ 201,650	RICH STOLARZ
MUTUAL 2	864		21	$ 144,513	14	$ 328,427	24	$ 184,141	22	$ 200,269	12	$ 100,044	17	$ 216,339	14	$ 98,735	19	$ 209,699	18	$ 117,374	14	$ 56,670	18	$ 160,002	12	$ 78,537	14	$ 174,222	JOHN WEDMORE
MUTUAL 3	432		10	$ 71,288	9	$ 30,733	9	$ 59,438	9	$ 35,320	10	$ 125,966	4	$ 71,765	11	$ 84,180	7	$ 104,985	4	$ 19,950	7	$ 49,450	8	$ 96,578	6	$ 35,850	6	$ 91,565	DAVE VAN HORN
MUTUAL 4	396		10	$ 62,759	9	$ 220,151	9	$ 40,465	7	$ 62,632	5	$ 60,897	5	$ 33,445	6	$ 48,263	5	$ 15,411	11	$ 101,651	10	$ 136,659	11	$ 47,220	18	$ 315,848	9	$ 159,882	RYAN QUENTAL
MUTUAL 5	492		9	$ 30,198	13	$ 214,822	6	$ 42,105	7	$ 106,510	9	$ 79,250	6	$ 39,136	7	$ 8,545	11	$ 107,065	10	$ 41,381	11	$ 77,119	4	$ 33,203	6	$ 70,900	8	$ 50,635	MIKE MEZA
MUTUAL 6	408		11	$ 148,153	8	$ 162,340	7	$ 143,270	12	$ 81,881	5	$ 27,532	6	$ 24,904	12	$ 64,140	10	$ 286,086	8	$ 141,863	10	$ 52,670	10	$ 114,253	7	$ 43,883	6	$ 27,954	DAVE VAN HORN
MUTUAL 7	384		11	$ 140,177	8	$ 151,212	12	$ 62,424	16	$ 167,905	10	$ 120,363	8	$ 145,317	13	$ 85,836	9	$ 46,700	7	$ 64,902	8	$ 55,576	5	$ 48,687	6	$ 16,398	4	$ 21,847	GEORGE HURTADO
MUTUAL 8	348		17	$ 83,856	19	$ 166,944	10	$ 70,045	6	$ 12,545	9	$ 40,155	12	$ 67,763	15	$ 56,550	13	$ 201,833	12	$ 85,653	16	$ 260,692	9	$ 31,855	6	$ 46,609	4	$ 19,379	DANNY HOUGH
MUTUAL 9	384		13	$ 55,223	11	$ 59,178	11	$ 50,257	8	$ 26,175	8	$ 25,285	9	$ 199,225	6	$ 44,280	3	$ 7,570	14	$ 56,009	4	$ 76,463	8	$ 50,456	8	$ 40,900	5	$ 19,247	DANNY HOUGH
MUTUAL 10	276		9	$ 43,374	6	$ 180,200	7	$ 31,745	7	$ 45,236	4	$ 15,760	2	$ 52,625	5	$ 23,262	4	$ 19,507	8	$ 91,260	10	$ 80,775	9	$ 20,436	5	$ 8,345	3	$ 60,500	RYAN QUENTAL
MUTUAL 11	312		12	$ 410,405	13	$ 74,431	8	$ 27,215	6	$ 32,325	6	$ 48,450	2	$ 4,729	8	$ 49,308	1	$ 21,264	5	$ 21,310	11	$ 251,983	9	$ 22,181	7	$ 122,034	4	$ 22,697	MIKE MEZA
MUTUAL 12	452		12	$ 44,573	12	$ 115,904	8	$ 63,056	11	$ 51,266	12	$ 120,051	6	$ 35,567	4	$ 36,850	11	$ 30,609	8	$ 61,858	15	$ 125,699	9	$ 69,570	14	$ 201,299	6	$ 93,735	JERRY ANTISDEL
MUTUAL 14	328		13	$ 78,536	10	$ 126,790	12	$ 41,499	6	$ 29,158	13	$ 104,952	11	$ 84,785	11	$ 56,600	9	$ 62,660	10	$ 74,529	11	$ 221,939	14	$ 388,510	11	$ 47,763	10	$ 71,554	MIKE MEZA
MUTUAL 15	502		16	$ 209,644	15	$ 66,707	18	$ 343,115	12	$ 129,171	21	$ 203,108	6	$ 103,200	6	$ 66,755	10	$ 195,633	8	$ 73,933	9	$ 132,643	21	$ 216,685	12	$ 80,601	7	$ 103,293	JERRY ANTISDEL
MUTUAL 16	60		1	$ 6,300	3	$ 24,816	3	$ 12,490	1	$ 7,680	1	$ 21,775	1	$ 8,365	1	$ 350	1	$ 6,773	2	$ 12,825	0	$ -	1	$ 1,800	1	$ 4,200	0	$ -	RICH STOLARZ
MUTUAL 17	126		1	$ 6,750	3	$ 16,091	2	$ 5,145	1	$ 5,580	3	$ 22,274	1	$ 14,320	1	$ 4,450	0	$ -	4	$ 41,100	3	$ 6,250	5	$ 22,541	3	$ 14,589	5	$ 35,107	JERRY ANTISDEL
TOTALS:	**6608**			**$ 1,602,181**		**$ 2,006,804**		**$ 1,214,960**		**$ 1,032,828**		**$ 1,158,944**		**$ 1,119,150**		**$ 757,581**		**$ 1,515,153**		**$ 1,106,660**		**$ 1,704,825**		**$ 1,450,123**		**$ 1,184,724**		**$ 1,153,267**	

COMMITTEE ACTION REQUEST

TO: FINANCE COMMITTEE
FROM: MUTUAL ADMINISTRATION DIRECTOR
SUBJECT: REVIEW OF PROPOSED OPERATING BUDGET FOR COST CENTER 545
DATE: AUGUST 8, 2022
CC: FILE

50-5165-3 Mutual Administration & Service Maintenance Committee Charter, the Mutual Administration Committee will approve and recommend to the Finance Committee the annual budgets for cost centers 533 (Stock Transfer), 545 (Mutual Administration), 574 (Service Maintenance); including Capital request and upcoming Reserve replacements.

I move to approve and recommend the 2023 Proposed Operating Budget for Cost Center 545

(Mutual Administration), as presented.

Golden Rain Foundation
2023 Proposed Operating Budget - Cost Center 545 - Mutual Administration
Data as of June 30, 2022

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2023 Total	2022 Budget	$ Change	% Change	2022 YTD Actual	2022 Projected	$ Change	2022 Annualized	$ Change	2021 Actual	$ Change
	Expenses - Mutual Administration											
6100000 545	Salaries & Wages - Mutual Admin	509,199	444,732	64,467	14.5%	199,491	424,413	84,786	398,983	110,216	306,909	202,290
6140000 545	Employment Taxes - Mutual Admin	39,451	35,230	4,221	12.0%	15,900	32,868	6,583	31,800	7,651	25,365	14,086
6142000 545	Workers' Compensation - Mutual Admin	10,582	7,402	3,180	43.0%	3,727	6,359	4,223	7,454	3,128	5,896	4,686
6143000 545	Group Insurance - Medical - Mutual Admin	69,624	45,144	24,480	54.2%	19,341	41,913	27,711	38,683	30,941	23,837	45,787
6143300 545	Group Insurance - Dental - Mutual Admin	852	720	132	18.3%	515	875	(23)	1,030	(178)	841	11
6143500 545	Group Insurance - Vision - Mutual Admin	660	504	156	31.0%	209	461	199	419	241	386	274
6144000 545	401(k) Match - Mutual Admin	14,296	10,811	3,485	32.2%	3,459	8,926	5,370	6,918	7,378	7,037	7,259
6145000 545	Group Insurance - Life - Mutual Admin	2,304	1,920	384	20.0%	703	1,663	641	1,405	899	1,416	888
6146000 545	Long Term Disability Insurance - Mutual Admin	2,700	2,244	456	20.3%	630	1,752	948	1,260	1,440	1,178	1,522
	Total Wages & Benefits	**649,668**	**548,707**	**100,961**	**18.4%**	**243,975**	**519,230**	**130,438**	**487,952**	**161,716**	**372,865**	**276,803**
6211000 545	Continuing Education - Mutual Admin	2,179	800	1,379	172.4%	0	400	1,779	0	2,179	1,274	905
6212000 545	Employee Exams - Mutual Admin	0	0	0	0.0%	0	0	0	0	0	1,643	(1,643)
6213100 545	Temporary Agency Fee - Mutual Admin	0	0	0	0.0%	26,501	26,501	(26,501)	53,001	(53,001)	160,411	(160,411)
6214000 545	Meals & Special Events - Mutual Admin	5,250	5,250	0	0.0%	0	3,750	1,500	0	5,250	0	5,250
6215000 545	Mileage - Mutual Admin	170	170	0	0.0%	0	79	91	0	170	0	170
6410000 545	Office Supplies - Mutual Admin	3,600	3,600	0	0.0%	2,474	4,274	(674)	4,948	(1,348)	1,892	1,708
6410010 545	Hospitality - Mutual Admin	0	0	0	0.0%	44	44	(44)	88	(88)	0	0
6410015 545	Computer Supplies - Mutual Admin	700	700	0	0.0%	733	833	(133)	1,466	(766)	2,850	(2,150)
6410020 545	Equipment Expense - Mutual Admin	0	0	0	0.0%	0	0	0	0	0	0	0
6410030 545	Printer / Copier Supplies - Mutual Admin	780	780	0	0.0%	1,040	1,430	(650)	2,081	(1,301)	1,096	(316)
6434120 545	Legal/Fair Housing - Mutual Admin	25,000	25,000	0	0.0%	0	12,000	13,000	0	25,000	1,535	23,465
6438000 545	Other Professional fees - Mutual Admin	7,385	7,385	0	0.0%	0	4,000	3,385	0	7,385	0	7,385
6478000 545	Service Contracts - Mutual Admin	0	0	0	0.0%	0	0	0	0	0	0	0
6481000 545	Computer Maint & Software - Mutual Admin	7,737	7,737	0	0.0%	5,092	6,267	1,470	10,183	(2,446)	894	6,843
6481500 545	Community Events - Mutual Admin	910	910	0	0.0%	0	650	260	0	910	0	910
6482000 545	Dues, Memberships & Books - Mutual Admin	1,565	840	725	86.3%	215	635	930	430	1,135	89	1,476
6483201 545	Mailouts - Periodic - Mutual Admin	0	0	0	0.0%	0	0	0	0	0	0	0
6491000 545	Miscellaneous Writeoffs - Mutual Admin	0	0	0	0.0%	0	0	0	0	0	0	0
	Total Operating Expenses	**55,276**	**53,172**	**2,104**	**4.0%**	**36,099**	**60,863**	**(5,587)**	**72,197**	**(16,921)**	**171,684**	**(116,408)**

Golden Rain Foundation
2023 Proposed Operating Budget - Cost Center 545 - Mutual Administration
Data as of June 30, 2022

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2023 Total	2022 Budget	$ Change	% Change	2022 YTD Actual	2022 Projected	$ Change	2022 Annualized	$ Change	2021 Actual	$ Change
	Total Cost Center Expenses	**704,944**	**601,879**	**103,065**	**17.1%**	**280,074**	**580,093**	**124,851**	**560,149**	**144,795**	**544,549**	**160,395**
5385000 545	Other Income - Mutual Admin	0	0	0	0.0%	0	0	0	0	0	15	(15)
	Total Othe Cost Recovery	**0**	**0**	**0**	**0.0%**	**0**	**0**	**0**	**0**	**0**	**15**	**(15)**
5330000 545	**Income from / (Refund to) Mutuals**	**704,944**	**601,879**	**103,065**	**17.1%**	**300,942**	**601,879**	**103,065**	**601,884**	**103,060**	**582,079**	**122,865**
	Total Cost Recovery	**704,944**	**601,879**	**103,065**		**300,942**	**601,879**	**103,065**	**601,884**	**103,060**	**582,094**	**122,850**
	Net Income / (Expense)	**0**	**0**	**0**		**20,868**	**21,786**	**(21,786)**	**41,735**	**(41,735)**	**37,545**	**(37,545)**
	PAPM	**8.89**	**7.59**	**1.30**								
	FTE	**7.80**	**7.80**	**-**								

GOLDEN RAIN FOUNDATION
2023 BUDGET ASSUMPTIONS
Mutual Administration – CC545

<table>
<tr><th>GL CODE</th><th>LINE ITEM</th><th>DESCRIPTION</th><th>EXHIBITS</th></tr>
<tr><td>6100000</td><td>Salaries & Wages</td><td>Total FTEs for 2023 remains at the 2022 level. The 2023 budget assumptions also include the pay increases during 2022 that were not included in the 2022 budget plus a pay for performance allowance of 2.60% for 2023.</td><td></td></tr>
<tr><td>6140000</td><td>Payroll Taxes</td><td>Calculations are based on the current rates established by Federal and State statutes. 2022 and estimated 2023 rates are listed below.
<table>
<tr><th></th><th>2023</th><th>2022</th></tr>
<tr><td>SS Max Salary</td><td>$147,000</td><td>$142,800</td></tr>
<tr><td>SS Rate</td><td>6.20%</td><td>6.20%</td></tr>
<tr><td>Medicare Rate</td><td>1.45%</td><td>1.45%</td></tr>
<tr><td>SS & Med. Rate</td><td>7.65%</td><td>7.65%</td></tr>
<tr><td>UI Max Salary</td><td>$7,000</td><td>$7,000</td></tr>
<tr><td>UI State</td><td>1.70%</td><td>2.40%</td></tr>
<tr><td>UI Fed</td><td>0.60%</td><td>0.60%</td></tr>
<tr><td>UI Total</td><td>2.30%</td><td>3.00%</td></tr>
<tr><td>UI Max Total</td><td>$161</td><td>$210</td></tr>
</table></td><td></td></tr>
<tr><td>61420000</td><td>Workers Comp Insurance</td><td>Workers' Compensation Insurance premiums are calculated according to how employees are classified (with regards to the specific type of work they perform) and the rate assigned to each classification type. These rates are based on the degree of physical activities associated with each position. Certain positions require more physical activities, such as Building Inspectors, Service Maintenance Staff and Security Department have a higher rate compared to office staff positions that require less physical activity. As such, some cost center budgets will show a different percentage compared to other cost centers. The 2023 overall budget is based on an assumed 21.3% increase over the 2022 actual premiums due to increase in wage rates and FTEs:
<table>
<tr><th>2022 Actual</th><th>2022 Budget</th><th>2022 Variance</th><th>%</th><th></th></tr>
<tr><td>179,582</td><td>212,715</td><td>33,133</td><td>15.6%</td><td>Favorable</td></tr>
</table>
<table>
<tr><th>2023 Budget</th><th>2022 Budget</th><th>2022 Variance</th><th>%</th><th></th></tr>
<tr><td>228,084</td><td>212,715</td><td>15,369</td><td>7.2%</td><td>Increase</td></tr>
</table>
<table>
<tr><th>2022 Actual</th><th>2023 Budget</th><th>2022 Variance</th><th>%</th><th></th></tr>
<tr><td>179,582</td><td>228,084</td><td>48,502</td><td>21.3%</td><td>Increase</td></tr>
</table></td><td></td></tr>
<tr><td>6143000-6146000</td><td>EE Benefits</td><td>The 2023 budget for group health plans includes Medical, Dental, Vision, and Life Insurance. The assumptions for 2023 are a 19% increase in current actual rates for the medical plans and 9% for all other plans. The budget also reflects a new low-cost medical plan for employees only, approved by the Board in 2022, that the company pays 100% of the premiums. The 2023 budget is based on the actual 2022 participation and estimated future participation for 2023 new hires. These total combined benefits show an overall 20% or $216K increase over the 2022 budget.</td><td></td></tr>
<tr><td>6211000</td><td>Continuing Education</td><td>Funds of $2,179 is requested for continuing education M100 CAI training for all staff and not including seminars to be attended to stay</td><td></td></tr>
</table>

		current with changing CA state laws. CAI test and certification $340/person for five staff. The total funds requested for 2023 has been requested to increase by $1,379 over 2022 budget.	
6212000	Employee Exams	No funds have been budgeted for 2023.	
6214000	Meals and Special Events	This line item will cover refreshments served during the four educational-based director training seminars in July, August, September, and November. The total funds requested for 2023 has remained the same based on the nature of proposed and on-going director trainings.	
6215000	Mileage	This line item will cover mileage expense incurred when commuting to offsite workshops and seminars for staff. The total funds requested for 2023 will remain the same.	
6410000	Office Supplies	Typical items charged to this account are pens, staples, postage, hand sanitizer, envelopes, file folders, post-It notes, etc. The total funds requested for 2023 for supplies will remain the same. For 2023, include computer headsets.	
6410010	Hospitality	No funds have been budgeted for 2023.	
6410015	Computer Supplies	For replacement peripheral devices such as monitors, mice, keyboards, and cables for the staff. The total funds requested for 2023 will remain the same.	
6410020	Equipment Expense	No funds have been budgeted for 2023.	
6410030	Printer/Copier Supplies	Ink cartridges used on individual printers. The 2023 budget over the 2022 budget is based on current costs of ink cartridges and a directive from manager to employ the use of the copy room's printer instead of individual desk printers. There is an increase of printing due to higher volume of letters, documents, additions to agendas, and other miscellaneous printings; however, use of the main printer should alleviate cartridge expenses for smaller printers. The total funds requested for 2023 will remain the same.	
6434120	Legal – Fair Housing	For August Committee presentation, funds were added to this line item to cover the legal expenses relating to compliance to fair housing, DEFH and HUD law. The total funds requested for 2023 will remain the same.	
6438000	Other Professional Fees	Funds are budgeted to cover educational based for staff and mutual board training. The total funds requested for 2023 will remain the same.	
6478000	Service Contracts	Usage on Kyocera copier over the contracted number of copies. No funds were budgeted for this line item, as the expectation is to keep the usage within the allotted usage embedded in the contract.	
6481000	Computer Maint. & Software	Power DMS 80% ($5,180.00) to Mutual Administration. Hello sign $20 per license, per month, $1,200 per year for five Mutual Administration staff.	

GOLDEN RAIN FOUNDATION
2023 BUDGET ASSUMPTIONS
Mutual Administration – CC545

		Zoom $15 per month, per account, Mutual Administration has two accounts (one for each Portfolio Specialist) $360 per year. Adobe $179 per license for five Mutual Administration staff. The total funds requested for 2023 will remain the same.	
6481500	Community Events	Account for 2023 budget for the annual Life's Options Expo. Estimated $500 for the annual event to cover food, decorations, handouts, and other items. Another estimated amount of $410 for smaller events throughout the year to enhance shareholder quality of life. The total funds requested for 2023 will remain the same.	
6482000	Dues Memberships & Books	This line item will cover the CAI Membership dues $145/person for five staff. The renewal of professional periodicals and materials. The 2023 budget is requested to increase by $725 over the 2022 budget.	
6483201	Mailouts – Periodic	No funds have been budgeted for 2023.	
5385000	Other Income	No funds have been budgeted for 2023.	

COMMITTEE ACTION REQUEST

TO: FINANCE COMMITTEE
FROM: STOCK TRANSFER MANAGER
SUBJECT: REVIEW OF PROPOSED OPERATING BUDGET FOR COST CENTER 545
DATE: AUGUST 8, 2022
CC: FILE

50-5165-3 Mutual Administration & Service Maintenance Committee Charter, the Mutual Administration Committee will approve and recommend to the Finance Committee the annual budgets for cost centers 533 (Stock Transfer), 545 (Mutual Administration), 574 (Service Maintenance); including Capital request and upcoming Reserve replacements.

I move to approve and recommend the 2023 Proposed Operating Budget for Cost Center 533

(Stock Transfer), as presented.

Golden Rain Foundation
2023 Proposed Operating Budget - Cost Center 533 - Stock Transfer (Draft)
Data as of June 30, 2022

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2023 Total	2022 Budget	$ Change	% Change	2022 YTD Actual	2022 Projected	$ Change	2022 Annualized	$ Change	2021 Actual	$ Change
	Expenses - Stock Transfer											
6100000 533	Salaries & Wages - Stock Transfer	289,541	264,550	24,991	9.4%	47,652	181,447	108,094	95,304	194,237	95,754	193,787
6140000 533	Employment Taxes - Stock Transfer	22,704	21,156	1,548	7.3%	3,859	14,028	8,676	7,718	14,986	8,297	14,407
6142000 533	Workers' Compensation - Stock Transfer	1,065	1,000	65	6.5%	537	895	170	1,074	(9)	500	565
6143000 533	Group Insurance - Medical - Stock Transfer	49,992	30,096	19,896	66.1%	6,325	21,373	28,619	12,650	37,342	3,467	46,525
6143300 533	Group Insurance - Dental - Stock Transfer	660	432	228	52.8%	(38)	178	482	(76)	736	67	593
6143500 533	Group Insurance - Vision - Stock Transfer	432	324	108	33.3%	(22)	140	292	(43)	475	59	373
6144000 533	401(k) Match - Stock Transfer	11,090	5,291	5,799	109.6%	0	2,676	8,414	0	11,090	0	11,090
6145000 533	Group Insurance - Life - Stock Transfer	1,308	1,140	168	14.7%	191	761	547	382	926	382	926
6146000 533	Long Term Disability Insurance - Stock Transfer	1,536	1,332	204	15.3%	167	833	703	334	1,202	325	1,211
	Total Wages & Benefits	**378,328**	**325,321**	**53,007**	**16.3%**	**58,671**	**222,331**	**155,997**	**117,343**	**260,985**	**108,851**	**269,477**
6211000 533	Continuing Education - Stock Transfer	1,638	800	838	104.8%	0	0	1,638	0	1,638	0	1,638
6213100 533	Temporary Agency Fees - Stock Transfer	10,000	10,000	0	0.0%	81,257	84,257	(74,257)	162,514	(152,514)	130,492	(120,492)
6214000 533	Meals & Special Events - Stock Transfer	0	0	0	0.0%	58	58	(58)	115	(115)	73	(73)
6410000 533	Office Supplies - Stock Transfer	3,500	3,500	0	0.0%	2,227	3,975	(475)	4,454	(954)	3,314	186
6410010 533	Hospitality - Stock Transfer	240	120	120	100.0%	72	132	108	144	96	79	161
6410015 533	Computer Supplies - Stock Transfer	600	600	0	0.0%	179	479	121	358	242	100	500
6410020 533	Equipment Expense - Stock Transfer	0	0	0	0.0%	0	0	0	0	0	0	0
6410025 533	Lunch Room Supplies - Stock Transfer	0	0	0	0.0%	41	41	(41)	83	(83)	0	0
6410030 533	Printer / Copier Supplies - Stock Transfer	2,000	2,000	0	0.0%	1,050	2,055	(55)	2,101	(101)	2,856	(856)
6410032 533	Photo ID Printing - Stock Transfer	4,000	2,100	1,900	90.5%	4,911	5,961	(1,961)	9,822	(5,822)	41,047	(37,047)
6410033 533	Guest Pass Printing - Stock Transfer	11,000	10,319	681	6.6%	0	10,319	681	0	11,000	8,820	2,180
6434115 533	Legal Fees - Trust Review - Stock Transfer	29,500	29,500	0	0.0%	26,263	41,763	(12,263)	52,525	(23,025)	45,513	(16,013)
6435100 533	Bank Service Fees - Stock Transfer	4,000	2,700	1,300	48.1%	2,671	4,021	(21)	5,341	(1,341)	4,000	0
6444000 533	Equipment Rental - Stock Transfer	2,459	2,349	110	4.7%	1,157	2,345	114	2,314	145	2,231	228
6472000 533	Equipment Repair & Maintenance - Stock Transfe	500	500	0	0.0%	0	300	200	0	500	37	463
6478000 533	Service Contracts - Stock Transfer	1,558	600	958	159.7%	0	300	1,258	0	1,558	20	1,538
6481000 533	Computer Maintenance & Software	1,200	1,200	0	0.0%	209	809	391	418	782	593	607
6482000 533	Dues, Memberships & Books - Stock Transfer	290	200	90	45.0%	0	200	90	0	290	0	290
6482500 533	Election Expense - Stock Transfer	42,223	40,131	2,092	5.2%	13,376	33,441	8,782	26,751	15,472	76,743	(34,520)
6483201 533	Mail-Outs - Periodic	0	0	0	0.0%	0	0	0	0	0	0	0
6491000 533	Miscellaneous Writeoffs - Stock Transfer	0	0	0	0.0%	0	0	0	0	0	3,222	(3,222)
	Total Operating Expenses	**114,708**	**106,619**	**8,089**	**7.6%**	**133,471**	**190,456**	**(75,748)**	**266,940**	**(152,232)**	**319,140**	**(204,432)**
	Total Cost Center Expenses	**493,036**	**431,940**	**61,096**	**14.1%**	**192,142**	**412,787**	**80,249**	**384,283**	**108,753**	**427,991**	**65,045**

Golden Rain Foundation
2023 Proposed Operating Budget - Cost Center 533 - Stock Transfer (Draft)
Data as of June 30, 2022

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2023 Total	2022 Budget	$ Change	% Change	2022 YTD Actual	2022 Projected	$ Change	2022 Annualized	$ Change	2021 Actual	$ Change
	Other Cost Recovery											
5345000 533	Certificate Preparation Fee - Escrow - Stock Tr	240,000	196,500	43,500	22.1%	116,000	214,250	25,750	232,000	8,000	237,750	2,250
5345001 533	Certificate Preparation Fee - Non-Escrow - Sto	30,000	28,248	1,752	6.2%	26,500	40,624	(10,624)	53,000	(23,000)	47,750	(17,750)
5380330 533	Guest Pass Income - Stock Transfer	0	0	0	0.0%	0	0	0	0	0	0	0
5380332 533	Trust Processing Fee - Stock Transfer	33,000	32,100	900	2.8%	23,450	39,500	(6,500)	46,900	(13,900)	40,025	(7,025)
5380333 533	Member ID Card Fee - Stock Transfer	3,000	3,000	0	0.0%	1,065	2,565	435	2,130	870	3,390	(390)
5380334 533	Map Sales Income - Stock Transfer	300	300	0	0.0%	18	168	132	36	264	196	104
5380335 533	Realtor's Service Pass - Stock Transfer	0	2,850	(2,850)	-100.0%	0	1,200	(1,200)	0	0	4,508	(4,508)
5380336 533	Non-Surrender Member ID Card - Escrow	30,000	0	30,000	100.0%	15,500	15,500	14,500	31,000	(1,000)	30,500	(500)
5385000 533	Other Income - Stock Transfer	5,400	5,400	0	0.0%	5,325	8,025	(2,625)	10,650	(5,250)	10,688	(5,288)
	Total Other Cost Recovery	**341,700**	**268,398**	**73,302**	**27.3%**	**187,858**	**321,832**	**19,868**	**375,716**	**(34,016)**	**374,807**	**(33,107)**
5330000 533	**Income from / (Refund to) Mutuals**	**151,336**	**163,542**	**(12,206)**	**-7.5%**	**81,774**	**163,542**	**(12,206)**	**163,548**	**(12,212)**	**82,997**	**68,339**
	Total Cost Recovery	**493,036**	**431,940**	**61,096**		**269,632**	**485,374**	**7,662**	**539,264**	**(46,228)**	**457,804**	**35,232**
	Net Income / (Expense)	**0**	**0**	**0**		**77,490**	**72,587**	**(72,587)**	**154,981**	**(154,981)**	**29,813**	**(29,813)**
	PAPM	**1.91**	**2.06**	**(0.15)**								
	FTE	**5.00**	**5.00**	**-**								

GOLDEN RAIN FOUNDATION
2023 BUDGET ASSUMPTIONS
Stock Transfer – CC533

<table>
<tr><th>GL CODE</th><th>LINE ITEM</th><th>DESCRIPTION</th><th>EXHIBITS</th></tr>
<tr><td>6100000</td><td>Salaries & Wages</td><td>Total FTEs for 2023 remains at the 2022 level. The 2023 budget assumptions also include the pay increases during 2022 that were not included in the 2022 budget plus a pay for performance allowance of 2.60% for 2023.</td><td></td></tr>
<tr><td>6140000</td><td>Payroll Taxes</td><td>Calculations are based on the current rates established by Federal and State statutes. 2022 and estimated 2023 rates are listed below.
<table>
<tr><th></th><th>2023</th><th>2022</th></tr>
<tr><td>SS Max Salary</td><td>$147,000</td><td>$142,800</td></tr>
<tr><td>SS Rate</td><td>6.20%</td><td>6.20%</td></tr>
<tr><td>Medicare Rate</td><td>1.45%</td><td>1.45%</td></tr>
<tr><td>SS & Med. Rate</td><td>7.65%</td><td>7.65%</td></tr>
<tr><td>UI Max Salary</td><td>$7,000</td><td>$7,000</td></tr>
<tr><td>UI State</td><td>1.70%</td><td>2.40%</td></tr>
<tr><td>UI Fed</td><td>0.60%</td><td>0.60%</td></tr>
<tr><td>UI Total</td><td>2.30%</td><td>3.00%</td></tr>
<tr><td>UI Max Total</td><td>$161</td><td>$210</td></tr>
</table></td><td></td></tr>
<tr><td>6142000</td><td>Workers Comp Insurance</td><td>Workers' Compensation Insurance premiums are calculated according to how employees are classified (with regards to the specific type of work they perform) and the rate assigned to each classification type. These rates are based on the degree of physical activities associated with each position. Certain positions require more physical activities, such as Building Inspectors, Service Maintenance Staff and Security Department have a higher rate compared to office staff positions that require less physical activity. As such, some cost center budgets will show a different percentage compared to other cost centers. The 2023 overall budget is based on an assumed 21.3% increase over the 2022 actual premiums due to increase in wage rates and FTEs:
<table>
<tr><th>2022 Actual</th><th>2022 Budget</th><th>2022 Variance</th><th>%</th><th></th></tr>
<tr><td>179,582</td><td>212,715</td><td>33,133</td><td>15.6%</td><td>Favorable</td></tr>
</table>
<table>
<tr><th>2023 Budget</th><th>2022 Budget</th><th>2022 Variance</th><th>%</th><th></th></tr>
<tr><td>228,084</td><td>212,715</td><td>15,369</td><td>7.2%</td><td>Increase</td></tr>
</table>
<table>
<tr><th>2022 Actual</th><th>2023 Budget</th><th>2022 Variance</th><th>%</th><th></th></tr>
<tr><td>179,582</td><td>228,084</td><td>48,502</td><td>21.3%</td><td>Increase</td></tr>
</table></td><td></td></tr>
<tr><td>6143000-6146000</td><td>EE Benefits</td><td>The 2023 budget for group health plans includes Medical, Dental, Vision, and Life Insurance. The assumptions for 2023 are a 19% increase in current actual rates for the medical plans and 9% for all other plans. The budget also reflects a new low-cost medical plan for employees only, approved by the Board in 2022, that the company pays 100% of the premiums. The 2023 budget is based on the actual 2022 participation and estimated future participation for 2023 new hires. These total combined benefits show an overall 20% or $216K increase over the 2022 budget.</td><td></td></tr>
<tr><td>6211000</td><td>Continuing Education</td><td>Funds of $1,638 is requested for continuing education M100 CAI training $479/person, CMCA Test & Certification $340/person for</td><td></td></tr>
</table>

GOLDEN RAIN FOUNDATION
2023 BUDGET ASSUMPTIONS
Stock Transfer – CC533

		Stock Transfer Manager & Assistant Manager to stay current with changing CA State laws. The budget for this line item is requested to increase for 2023 by $838 over the 2022 budget.	
6213100	Temporary Agency Fees	Temporary assistance is needed during Election months from March through July. Approximately on an as-needed basis @ $30/hr, Office is very busy with as well as application renewal for Caregivers, and pet registrations, organization of office, purging of files, scanning documents, organization of file storage room. The budget for this line item remains the same for 2023.	
6214000	Meals & Special Events	No budget was established for this line item in 2023.	
6410000	Office Supplies	Typical items charged to this account are pens, staples, paper clips, file folders, post-It notes, etc. The total funds requested for 2023 is equal to the 2022 budget. Per Carolyn Miller, computer headsets are to be charged here.	
6410010	Hospitality	Items include all supplies associated with coffee, tea, water beverages such as Styrofoam cups, creamer, sugar, stir sticks, etc. These supplies are consumed by the Stock Transfer staff. The 2023 budget assumptions for this line item are requested to increase by $120 over 2022 budget.	
6410015	Computer Supplies	For replacement peripheral devices such as monitors, mice, keyboards, and cables for the staff. The total funds requested for 2023 is equal to the 2022 budget.	
6410020	Equipment Expense	No funds were budgeted for this line item for 2023.	
6410025	Lunchroom Supplies	No funds were budgeted for this line item.	
6410030	Printer/Copier Supplies	Items include ink and toner for all printers other than the Konica machine (which is included in the maintenance contract) and all printer/copier paper. The total funds requested for 2023 will remain the same as 2022.	
6410032	Photo ID Printing	The 2023 budget covers ID card stock, hologram stickers and lanyards for all types of GRF IDs, including caregivers and realtors. The total funds requested for 2023 is requested to increase by $1,900 over the 2022 budget, as replacement ID cards purchased from Kee Company have increased $5-$6 per card.	
6410033	Guest Pass Printing	The Committee moved on 7/12/2021 to recommend the Mutual Administration Department to include the Guest Pass Printing cost back into the 2022 for Cost Center 533. The total funds are requested to increase by $681 for 2023 over 2022 budget.	
6434115	Legal – Trust Review	Covers the legal costs absorbed by GRF for shareholder trusts to be reviewed prior to transferring the ownership of units to the shareholder's living trust. Court orders and powers of attorney are also reviewed. The fee per review is $68.75 each. The total funds requested for 2023 is equal to the 2022 budget.	

GOLDEN RAIN FOUNDATION
2023 BUDGET ASSUMPTIONS
Stock Transfer – CC533

6435100	Bank Service Fees	Funds are budgeted to cover the cost of bank service fees to cover the costs associated with accepting credit cards as payment. The 2023 budget is based on past trends.	
6444000	Equipment Rental	Expenditures charged to this account cover one Konica copier/printer per the contract annual lease of $2,459. The 2023 budget includes a 5% increase in April for the Kyocera lease per the contract. The current Kyocera lease contract includes a fixed maintenance fee predetermined by the average print volume on the machine. The Kyocera contract expires on 6/30/2024.	
6472000	Equipment Repair & Maint.	$500 for 2023 for equipment including ID card printer, picture background, camera, and Ring security cameras. The budget for this line item remains the same for 2023.	
6478000	Service Contracts	This budget line would be used for Kyocera usages over and above the contract. The total funds requested for 2023 is requested to increase by $958 over 2022 budget.	
6481000	Computer Maint. & Software	Hello sign for five Stock Transfer Staff $20 per license, per month, $1,200 per year for this software. Adobe for five Stock Transfer Staff $179 per license for this software. Calendly subscription $144. The total funds requested for 2023 will remain the same as 2022.	
6482000	Dues Memberships & Books	$290 is budgeted for 2022 for CAI membership $145/person for Stock Transfer Manager and Stock Transfer Assistant Manager The total funds requested for 2023 is requested to increase by $90 over 2022 budget.	
6482500	Election Expenses	Election expenses cover all Mutual annual elections as well as the GRF annual election. No provision was made in the 2022 budget for a special election. The total of requested budgeted funds for 2023 for election expenses includes 17 elections (16 Mutual elections and 8 GRF elections). Per the requirements of Civil Code §5110, requires balloting only if an election requires a vote. If the election is uncontested, there is no need for a vote. No balloting is necessary for uncontested elections since the candidates are elected by the operation of the association's governing documents. On 01/26/2021, the GRF board awarded a contract to Accurate Voting Services to perform the general election services for the GRF and Mutual corporations for years 2021, 2022 & 2023. At a cost of $121,552.00 ($39,198, 2021, $40,131, 2022 and $42,223, 2023)	
6483201	Mail-Outs - Periodic	No funds were budgeted for 2023.	
5345000	Certificate Processing Fees – Escrow (formerly called Escrow Transfer Fees)	GRF currently charges $500 for each processed escrow. It is assumed that 480 escrows are the estimate that will be processed in 2022 and that the same level will be processed in 2023. Average of 32.75 Escrows per month in 2022, Average of 40 Escrows in 2023.	
5345001	Certificate Processing Fees – Non-Escrow	A fee of $250 is charged to shareholders each time the ownership information on a stock certificate is modified in a non-escrow (transfer) situation per 40-5061-2. The budget assumption is that 10 transfers will take place each month @ $125 each.	

GOLDEN RAIN FOUNDATION
2023 BUDGET ASSUMPTIONS
Stock Transfer – CC533

5380330	Guest Pass Income	No funds were budgeted for this line item in 2023.	
5380332	Trust Processing Fees	The 2023 budget assumes a total of 264 review fees @ $125 each. A fee of $75 is also collected for powers of attorney and court orders. The 2023 budget does not include fees collected for powers of attorney and court orders.	
5380333	Member ID Card Replacement	Per 50-1201-2, Photo ID Cards, a replacement of a lost ID Card is $20. The budget income for 2023 will remain the same.	
5380334	Map Sales Income	The budget and assumption for this item will remain the same for 2023.	
5380335	Realtor's Service Pass	Remove as there is no charge for this pass.	
5380336	Non-surrendered Member ID Card – Escrow	Per 50-1201-2 GRF Identification Cards, if an ID card is not surrendered upon close of escrow, transfer of a unit, or the passing of a member, co-occupant, or renter, a fee of $500 per ID card is charged. The 2023 budget is estimated at $30,000 average of 5 GRF ID cards not surrendered per month in 2022, it appears assessing the charge has encouraged most to surrender the GRF ID card.	
5385000	Other Income	Other income includes co-occupant setup fees at $100 each and replacement caregiver passes at $20 each. It is anticipated that an average of four (4) co-occupant setup fees will be collected each month in 2023. The budget amount remains the same for 2023.	

COMMITTEE ACTION REQUEST

TO: FINANCE COMMITTEE
FROM: FACILITIES MANAGER
SUBJECT: REVIEW OF PROPOSED OPERATING BUDGET FOR COST CENTER 545
DATE: AUGUST 8, 2022
CC: FILE

50-5165-3 Mutual Administration & Service Maintenance Committee Charter, the Mutual Administration Committee will approve and recommend to the Finance Committee the annual budgets for cost centers 533 (Stock Transfer), 545 (Mutual Administration), 574 (Service Maintenance); including Capital request and upcoming Reserve replacements.

I move to approve and recommend the 2023 Proposed Operating Budget for Cost Center 574

(Service Maintenance), as presented.

Golden Rain Foundation
2023 Proposed Operating Budget - Cost Center 574 - Service Maintenance (Draft)
Data as of June 30, 2022

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2023 Total	2022 Budget	$ Change	% Change	2022 YTD Actual	2022 Projected	$ Change	2022 Annualized	$ Change	2021 Actual	$ Change
	Expenses - Service Maintenance											
6100000 574	Salaries & Wages - Service Maintenance	2,053,050	1,878,108	174,942	9.3%	880,738	1,830,586	222,464	1,761,475	291,575	1,736,884	316,166
6140000 574	Employment Taxes - Service Maintenance	157,587	144,343	13,244	9.2%	69,967	139,357	18,230	139,934	17,653	136,171	21,416
6142000 574	Workers' Compensation - Service Maintenance	63,963	62,841	1,122	1.8%	31,808	54,179	9,784	63,616	347	52,077	11,886
6143000 574	Group Insurance - Medical - Service Maintenan	313,380	225,228	88,152	39.1%	100,831	213,445	99,935	201,661	111,719	164,108	149,272
6143300 574	Group Insurance - Dental - Service Maintenanc	4,260	3,768	492	13.1%	1,293	3,177	1,083	2,587	1,673	3,381	879
6143500 574	Group Insurance - Vision - Service Maintenanc	2,688	2,340	348	14.9%	1,075	2,245	443	2,150	538	2,095	593
6144000 574	401(k) Match - Service Maintenance	72,217	58,189	14,028	24.1%	21,463	50,892	21,325	42,926	29,291	42,567	29,650
6145000 574	Group Insurance - Life - Service Maintenance	9,192	8,016	1,176	14.7%	3,519	7,527	1,665	7,038	2,154	7,674	1,518
6146000 574	Long Term Disability Insurance - Service Main	10,728	9,360	1,368	14.6%	3,056	7,736	2,992	6,112	4,616	6,317	4,411
	Total Wages & Benefits	**2,687,065**	**2,392,193**	**294,872**	**12.3%**	**1,113,750**	**2,309,144**	**377,921**	**2,227,499**	**459,566**	**2,151,274**	**535,791**
6211000 574	Continuing Education - Service Maintenance	2,479	3,570	(1,091)	-30.6%	150	2,100	379	300	2,179	1,653	826
6212000 574	Employee Exams - Service Maintenance	0	0	-	0.0%	179	179	(179)	358	(358)	2,186	(2,186)
6213100 574	Temporary Agency Fees - Service Maintenance	0	0	-	0.0%	0	0	0	0	0	16,719	(16,719)
6214000 574	Meals & Special Events - Service Maintenance	600	120	480	400.0%	597	657	(57)	1,195	(595)	0	600
6215000 574	Mileage - Service Maintenance	480	960	(480)	-50.0%	94	574	(94)	187	293	172	308
6217000 574	Uniforms & Laundry - Service Maintenance	12,480	10,480	2,000	19.1%	4,575	9,817	2,663	9,150	3,330	11,967	513
6410000 574	Office Supplies - Service Maintenance	1,344	1,250	94	7.5%	327	952	392	655	689	1,131	213
6410005 574	Building Supplies - Service Maintenance	825	780	45	5.8%	172	562	263	343	482	701	124
6410010 574	Hospitality - Service Maintenance	2,520	2,000	520	26.0%	1,553	2,551	(31)	3,106	(586)	3,043	(523)
6410015 574	Computer Supplies - Service Maintenance	1,200	1,200	-	0.0%	0	600	600	0	1,200	1,509	(309)
6410020 574	Equipment Expense - Service Maintenance	1,500	1,483	17	1.1%	140	879	621	281	1,219	690	810
6410021 574	Field Supplies - Service Maintenance	35,000	35,000	-	0.0%	16,077	33,577	1,423	32,154	2,846	32,453	2,547
6410022 574	Tool Expense - Service Maintenance	15,000	15,000	-	0.0%	10,344	17,844	(2,844)	20,687	(5,687)	25,289	(10,289)
6410025 574	Lunch Room Supplies - Service Maintenance	120	120	-	0.0%	0	60	60	0	120	37	83
6410030 574	Printer / Copier Supplies - Service Maintenan	1,440	1,440	-	0.0%	248	968	472	496	944	1,334	106
6420100 574	Electricity - Service Maintenance	20,034	15,717	4,317	27.5%	9,372	17,229	2,805	18,744	1,290	18,673	1,361
6422000 574	Telephone - Service Maintenance	1,320	1,320	-	0.0%	50	710	610	100	1,220	730	590
6444000 574	Equipment Rental - Service Maintenance	3,033	2,892	141	4.9%	1,427	2,891	142	2,854	179	2,922	111
6471000 574	Building Repair & Maintenance - Service Maint	1,308	1,200	108	9.0%	541	1,141	167	1,082	226	1,879	(571)
6472000 574	Equipment Repair & Maintenance - Service Main	24,000	24,000	-	0.0%	6,507	18,507	5,493	13,015	10,985	9,044	14,956
6477210 574	Pest Control - Service Maintenance	984	1,200	(216)	-18.0%	492	1,092	(108)	984	0	1,034	(50)
6478000 574	Service Contracts - Service Maintenance	950	474	476	100.4%	258	495	455	516	434	(398)	1,348
6482000 574	Dues, Memberships & Books - Service Maintenanc	359	150	209	139.3%	115	265	94	230	129	149	210
6483110 574	Diesel Fuel - Service Maintenance	396	396	-	0.0%	277	475	(79)	554	(158)	327	69
6484000 574	Permits & Licenses - Service Maintenance	612	620	(8)	-1.3%	168	488	124	336	276	252	360
6491000 574	Miscellaneous Writeoffs - Service Maintenance	0	0	-	0.0%	1,580	1,580	(1,580)	3,160	(3,160)	5,815	(5,815)
6911500 574	Inventory Over / Short - Service Maintenance	0	0	-	0.0%	(12,417)	(12,417)	12,417	(24,833)	24,833	35,661	(35,661)
	Total Operating Expenses	**127,984**	**121,372**	**6,612**	**5.4%**	**42,826**	**103,776**	**24,208**	**85,654**	**42,330**	**174,972**	**(46,988)**
	Total Cost Center Expenses	**2,815,049**	**2,513,565**	**301,484**	**12.0%**	**1,156,576**	**2,412,920**	**402,129**	**2,313,153**	**501,896**	**2,326,246**	**488,803**

Golden Rain Foundation
2023 Proposed Operating Budget - Cost Center 574 - Service Maintenance (Draft)
Data as of June 30, 2022

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2023 Total	2022 Budget	$ Change	% Change	2022 YTD Actual	2022 Projected	$ Change	2022 Annualized	$ Change	2021 Actual	$ Change
	Other Cost Recovery											
5385000 574	Other Income - Service Maintenance	0	0	0	0.0%	0	0	0	0	0	0	0
5891000 574	SRO Labor Cost Recovery - Service Maintenance	1,357,236	1,535,736	(178,500)	-11.6%	653,111	1,384,296	(27,060)	1,306,222	51,014	1,357,232	4
	Total Other Cost Recovery	**1,357,236**	**1,535,736**	**(178,500)**	**-11.6%**	**653,111**	**1,384,296**	**(27,060)**	**1,306,222**	**51,014**	**1,357,232**	**4**
5330000 574	**Income from / (Refund to) Mutuals - Svc Maint.**	**1,457,813**	**977,829**	**479,984**	**49.1%**	**488,916**	**977,829**	**479,984**	**977,832**	**479,981**	**923,400**	**534,413**
	Total Cost Recovery	**2,815,049**	**2,513,565**	**301,484**		**1,142,027**	**2,362,125**	**452,924**	**2,284,054**	**530,995**	**2,280,632**	**534,417**
	Net Income / (Expense)	**0**	**0**	**0**		**(14,549)**	**(50,795)**	**50,795**	**(29,099)**	**29,099**	**(45,614)**	**45,614**
	PAPM	**18.38**	**12.33**	**6.05**								
	FTE	**33.40**	**33.40**	**-**								

GOLDEN RAIN FOUNDATION
2023 BUDGET ASSUMPTIONS
Service Maintenance – CC574

<table>
<tr><th>GL CODE</th><th>LINE ITEM</th><th>DESCRIPTION</th><th>EXHIBITS</th></tr>
<tr><td>6100000</td><td>Salaries and Wages</td><td>Total FTEs for 2023 remains at the 2022 level. The 2023 budget assumptions also include the pay increases during 2022 that were not included in the 2022 budget plus a pay for performance allowance of 2.60% for 2023.</td><td></td></tr>
<tr><td>6140000</td><td>Payroll Taxes</td><td>Calculations are based on the current rates established by Federal and State statutes. 2022 and estimated 2023 rates are listed below.
<table>
<tr><th></th><th>2023</th><th>2022</th></tr>
<tr><td>SS Max Salary</td><td>$147,000</td><td>$142,800</td></tr>
<tr><td>SS Rate</td><td>6.20%</td><td>6.20%</td></tr>
<tr><td>Medicare Rate</td><td>1.45%</td><td>1.45%</td></tr>
<tr><td>SS & Med. Rate</td><td>7.65%</td><td>7.65%</td></tr>
<tr><td>UI Max Salary</td><td>$7,000</td><td>$7,000</td></tr>
<tr><td>UI State</td><td>1.70%</td><td>2.40%</td></tr>
<tr><td>UI Fed</td><td>0.60%</td><td>0.60%</td></tr>
<tr><td>UI Total</td><td>2.30%</td><td>3.00%</td></tr>
<tr><td>UI Max Total</td><td>$161</td><td>$210</td></tr>
</table></td><td></td></tr>
<tr><td>61420000</td><td>Workers Comp Insurance</td><td>Workers' Compensation Insurance premiums are calculated according to how employees are classified (with regards to the specific type of work they perform) and the rate assigned to each classification type. These rates are based on the degree of physical activities associated with each position. Certain positions require more physical activities, such as Building Inspectors, Service Maintenance Staff and Security Department have a higher rate compared to office staff positions that require less physical activity. As such, some cost center budgets will show a different percentage compared to other cost centers. The 2023 overall budget is based on an assumed 21.3% increase over the 2022 actual premiums due to increase in wage rates and FTEs:
<table>
<tr><th>2022 Actual</th><th>2022 Budget</th><th>2022 Variance</th><th>%</th><th></th></tr>
<tr><td>179,582</td><td>212,715</td><td>33,133</td><td>15.6%</td><td>Favorable</td></tr>
</table>
<table>
<tr><th>2023 Budget</th><th>2022 Budget</th><th>2022 Variance</th><th>%</th><th></th></tr>
<tr><td>228,084</td><td>212,715</td><td>15,369</td><td>7.2%</td><td>Increase</td></tr>
</table>
<table>
<tr><th>2022 Actual</th><th>2023 Budget</th><th>2022 Variance</th><th>%</th><th></th></tr>
<tr><td>179,582</td><td>228,084</td><td>48,502</td><td>21.3%</td><td>Increase</td></tr>
</table></td><td></td></tr>
<tr><td>6143000-6146000</td><td>EE Benefits</td><td>The 2023 budget for group health plans includes Medical, Dental, Vision, and Life Insurance. The assumptions for 2023 are a 19% increase in current actual rates for the medical plans and 9% for all other plans. The budget also reflects a new low-cost medical plan for employees only, approved by the Board in 2022, that the company pays 100% of the premiums. The 2023 budget is based on the actual 2022 participation and estimated future participation for 2023 new hires. These total combined benefits show an overall 20% or $216K increase over the 2022 budget.</td><td></td></tr>
</table>

GOLDEN RAIN FOUNDATION
2023 BUDGET ASSUMPTIONS
Service Maintenance – CC574

6211000	Continuing Education	Funds are included in the budget for staff and Supervisor professional development and training courses. Includes reimbursement of Building Inspector Certification courses. (CAMICB ($125) and CAI ($149) annual membership renewal fees budgeted in 6482000-574.)	
6214000	Meals	Funds are budgeted for off-site functions.	
6215000	Mileage	Funds are budgeted for staff called in from home to work on emergencies.	
6217000	Uniforms & Laundry	Funds are budgeted for uniforms for thirty (32) service maintenance staff. The cost for service is $7.50 per person per week. Funds are also added for footwear reimbursement, and uniform replacement due to lost and/or damaged items.	
6410000	Office Supplies	Funds are budgeted for the day-to-day needs of the SM Office. Some of these items include NCR forms for SRO's (Service Request Orders) and typical supplies	
6410005	Building Supplies	Cost to upkeep the buildings associated with the Service Maintenance department. $110 has been included to cover the replacement of batteries and pads for the AED machine. Replacement is every two years and 2023 is the next replacement year.	
6410010	Hospitality	Coffee, tea supplies for repair technician and office staff	
6410015	Computer Supplies	Computer supplies are for office computers & upcoming preventive maintenance and/or repairs to (3) sewer cameras.	
6410020	Equipment Expense	Funds to maintain items such as 74 radios (many radios in need of repair), A/C, desks, and chairs etc.	
6410021	Field Supplies	Non-chargeable materials such as glue, gloves, nails, etc. supplies	
6410022	Tool Expense	Funds are budgeted for the tools and equipment needed for thirty (33) staff technicians to provide service to the Mutuals and Foundation.	
6410025	Lunch Room Supplies	Funds are budgeted for utensils and cleaning supplies associated with Service Maintenance Lunchrooms.	
6410030	Printer/Copier Supplies	Toner, Ink, Copy Paper	
6420100	Electricity	The 2023 budget is based on an overall increase of 5% over actual expenses from the past 12 months (June – May). The 2023 budget was adjusted upward by 27.47% to accommodate current usage and rates.	
6422000	Telephone	Expenses cover 2 cell phones (one each for the manager and supervisor) @ $50 per month per person. Also included is data plan for iPad @ $10 per month.	
6444000	Equipment Rental	Annual rental expense for one Kyocera copier machine for 2023 budget is $3,033. The 2023 budget includes a 5% increase in April for the Kyocera lease per the contract. The current Kyocera lease contract includes a fixed maintenance fee predetermined by the average print volume on the machine. The Kyocera contract expires on 6/30/2024.	
6471000	Building Repair & Maintenance	Funds are budgeted for any minor repair to the maintenance buildings including touchup painting.	

GOLDEN RAIN FOUNDATION
2023 BUDGET ASSUMPTIONS
Service Maintenance – CC574

6472000	Equipment Repair & Maintenance	Funds are budgeted to make repairs on small equipment, generators, Cushman's and pickup trucks. This department has been experiencing an increase in Cushman repairs as the fleet is aging.	
6477210	Pest Control	Funds are budgeted for the Pest Control contract ($82 x 12 months).	
647800	Service Contracts	Funds are budgeted for monthly copy machine usage of $ Annual fire protection service $475 to be billed in June and in December. All American Fire Systems contract expires in December 2023.	
6482000	Dues Memberships & Books	Funds are budgeted for Community Association Institute (CAMICB) $125 due April 2023, (CAI) $149 annual membership renewal due in August 2023. (AMS) $85 annual maintenance fee due August 2023.	
6483110	Diesel Fuel	The funds are budgeted for the need of diesel fuel for the tractor in the Service Maintenance Department.	
6484000	Permits & Licenses	Funds are budgeted for Truck registration, OCFA permit and certification of Swimming Pool Operator's License (renewal due in 2024)	
5891000	SRO Labor Cost Recovery	Estimated billable hours are based on the average billable minutes over the past 12 months times the increased labor rate of $47.20/hour for straight time and $70.80/hour for overtime.	

Golden Rain Foundation Golden Rain Foundation Leisure World, Seal Beach

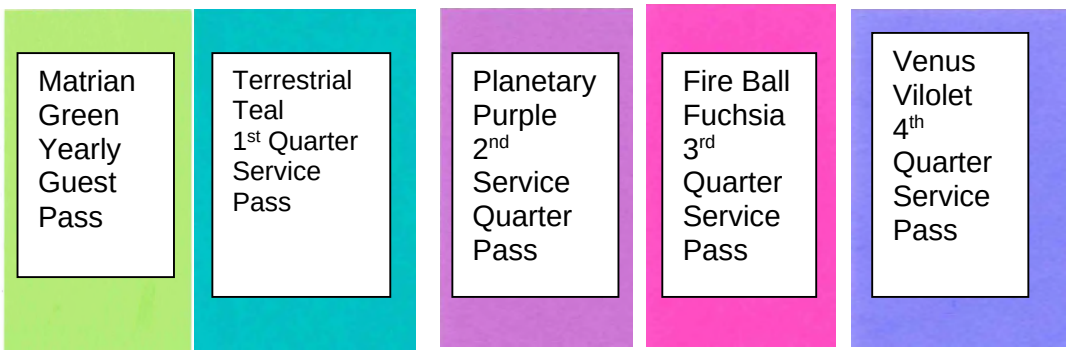
MEMO

TO: MUTUAL ADMINISTRATION COMMITTEE
FROM: ROSIE ESTRADA, STOCK TRANSFER OFFICE MANAGER
SUBJECT: REVIEW AND APPROVAL OF SERVICE PASSES FOR 2023
DATE: AUGUST 02, 2022
CC: FILE

The below pass colors that are presented to the Mutual Administration Committee for review and approval for the 2023 passes to order.

Funds to come Stock Transfer Cost Center GL Code 6410099-533.

Guest and Service Passes:



I move to approve the use of the updated Guest and Service Passes for 2023. Funds to come Stock Transfer Cost Center GL Code 6410099-533.

.

Golden Rain Foundation

2023

GUEST PASS

Valid Only from 6am To 11pm
PASS MUST BE PLACED ON DASHBOARD
or vehicle may be subject to tow.
Terms & Conditions on Back

DO NOT DUPLICATE

Golden Rain Foundation

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Attention!

2023 Guest Pass and Service Pass Security Is Very Important

- In accordance with 80-5580-1 Entry Passes, GRF is authorized to mail four (4) ANNUAL ENTRY PASSES per residential unit in the yearly coupon package in December during each calendar year.
- Guest Passes MUST be placed on dashboard or vehicle may be subject to tow.
- **Guest Passes and payment coupons are being mailed under separate cover**. If you do not receive your Guest Passes or payment coupon package by January 17, 2023, please call the Stock Transfer Office.
- If you maintain a forwarding address, your Guest Passes and payment coupon package will be mailed to you at the address on file.
- Guest Passes are not issued to units represented by an Estate. Any Trustee, Power of Attorney, Court Ordered Executor, or Administrator may visit the Stock Transfer Office in person and, upon presentation of valid I.D. and the proper legal documents, be issued one (1) quarterly Service Pass.

For information regarding Guest Passes or Service Passes, call the Stock Transfer Office at (562) 431-6586, extension 339, 346, 347, 348 or 400.

TERMS AND CONDITIONS

DO NOT DUPLICATE
GRF 80-5580-1

1. **PASSES MUST BE PLACED ON DASHBOARD OR VEHICLE IS SUBJECT TO TOW.**
2. Passes are the property of GRF and will be confiscated if misused.
3. Passes must be exhibited for inspection upon entering the gate and when requested by Security officers or GRF staff.
4. Guest must abide by all GRF and Mutual Policies (rules).
5. Shareholder is responsible for the actions of their guests.

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Golden Rain Foundation

2023

SERVICE PASS

Contractors Monday – Friday 8 am to 5pm,
Others Monday – Friday, 6 am to 6pm
Pass must be placed on dashboard,
or vehicle may be subject to tow.
Terms & Conditions on Back

DO NOT DUPLICATE

Golden Rain Foundation

2023

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Contractors Monday – Friday 8 am to 5pm,
Others Monday – Friday, 6 am to 6pm
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Golden Rain Foundation

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2023 Guest Passes, Property Tax Information, and GRF ID Card Renewals Attention Flyer

ATTENTION

Your four (4) free 2023 Guest Passes and property tax information are enclosed in this envelope.

NO ADDITIONAL GUEST PASSES WILL BE SOLD.

Guest Passes **MUST** be placed on the dashboard, or the vehicle may be subject to tow.
Please inform your family and friends.

If you pay your monthly assessment by check, your payment coupons are being mailed **SEPARATELY**. If you have not received your payment coupons by Jan. 17th, call the Finance Department at (562) 431-6586 ext. 330 or 344.

Per **50-1201-1 GRF Identification Cards** all GRF ID cards will be renewed every five (5) years in a rotating schedule for all Authorized Residents.

MUTUALS 8, 9, 11 & 14 RENEW THIS YEAR

Mutual Authorized Residents listed above, please stop by the Stock Transfer Office (STO) the month of your expiration date (check the bottom right of your Golden Rain Foundation (GRF) ID for expiration date).

Some members from Mutuals 1, and 15 have yet to renew their GRF IDs for 2022. If you are in these Mutuals and your ID is not current, please visit STO to renew.

Please note to come prepared to have your picture taken.

New GRF ID cards will be replaced upon surrender of the old card. If an Authorized Resident has lost their GRF ID, there will be a $20 fee to replace your lost GRF ID per **40-1201-2 GRF Identification Cards – FEE**.

GOLDEN RAIN
foundation
P.O. BOX 2069
SEAL BEACH, CALIFORNIA 90740-1069

FORWARDING SERVICE REQUESTED

IMPORTANT!
OPEN
IMMEDIATELY

TAX DOCUMENTS ENCLOSED
DO NOT DISCARD

VENDOR PASS RENEWAL FORM 2023

Date: _____

Name: _____

Company Name: _____

Company Address: _____

Telephone Number: _____

Amount of passes (list names below): _____

Was I.D. provided: ☐ YES ☐ NO

Signature: _____

Pass Expires: _____

ATTENTION

Please visit the Stock Transfer Office to obtain your FREE Inheritor Service Pass.* Passes MUST be placed on dashboard or vehicle may be subject to tow.

Your property tax information is enclosed in this envelope. If you pay your monthly assessment by check, your payment coupons are being mailed SEPARATELY.

If you have not received your payment coupons by Jan. 16th, call Stock Transfer Office at (562) 431-6586 ext. 347 or 348.

*** =** Free service pass issued to person with legal authority only. Contact Stock Transfer for details.

Application to Establish Legal Authority and Quarterly Service Pass Issuance

Date: _____

Mutual & Unit: _____

Shareholder's Name: _____

Legal Representative's Name(s): _____

Telephone Number: _____

Telephone Number: _____

The Shareholder is:

☐ Relocated out of the Community

☐ In Prolonged Hospitalization or Assisted Living

☐ Deceased Date of Death: _____

During the Shareholder's Lifetime	After the Shareholder's Death
☐ Power of Attorney	☐ Non-Resident Co-Owner
☐ Trustee	☐ Successor Trustee
☐ Conservator	☐ Court Ordered Executor

You are required to 1) provide a copy of any legal documentation pertaining to your authority and 2) provide your photo ID.

Signature of Applicant: _____

Signature of Applicant: _____

Cost for Pass: FREE Pass No.: _____ Staff Member: _____

Pass Expires: _____

Return this form to the Stock Transfer Office.
If you require additional forms, contact Stock Transfer at (562) 431-6586, ext. 339, 347, or 348.
Golden Rain Foundation Seal Beach, California

Committee Charter

Pursuant to state statute (**Corp. Code §7210**; **Corp. Code §7212(c)**) and Article VII of the Bylaws of the Golden Rain Foundation (GRF), the Board of Directors (BOD) hereby establishes the Mutual Administration and Service Maintenance Committee (MAC/SM) and grants to the Committee authority specifically stated within the GRF governing documents.

In accordance with Article VII, Section I, of the Bylaws, the committee chair and members shall be appointed by the GRF President with the approval of the BOD.

1. GOALS:

1.1. Increase Organization Effectiveness and Efficiency
1.2. Protect, Preserve and Improve our Assets

2. PURPOSE:

Oversee the operations of Mutual Administration Department and the Service Maintenance Departments as it relates to Mutual services, only.

3. DUTIES:

3.1. This Standing Committee may operate as a separate entity but has a duty to work cooperatively with other Standing Committees when projects and responsibilities overlap;
3.2. Post an agenda four (4) days in advance of the Committee meeting;
3.3. The Chair shall, with the approval of the Committee, appoint a Vice-Chair;
3.4. Review monthly staff report formats to be included in the monthly agenda;
3.5. Meet with staff monthly or whenever such meetings are deemed necessary unless canceled by the Chair;
3.6. Review monthly department reports from Mutual Administration, Stock Transfer and Service Maintenance Departments;
3.7. Review monthly budget comparisons for cost centers 533 (Stock Transfer), 545 (Mutual Administration), 574 (Service Maintenance));
3.8. Review annually the fees associated with the Mutual Administration, Stock Transfer, and Service Maintenance departments (See fee schedule). Recommendations to be forwarded to the Finance Committee;
3.9. Review annually the New Buyers Guide, Welcome Packet, Bereavement Workbook, and the Realtor Handout for possible amendments and send changes to the GRF BOD for approval.
3.10. Review policies for cost centers 533 (Stock Transfer), 545 (Mutual Administration), 574 (Service Maintenance; annually and send changes to the GRF BOD for approval;
3.11. Approve and recommend to the Finance Committee the annual budgets for cost

centers 533 (Stock Transfer), 545 (Mutual Administration), 574 (Service Maintenance; including Capital request and upcoming Reserve replacements; and

3.12. Furnish a report at the GRF annual meeting.

4. LIMITATIONS:

It is to be recognized that the function of the Committee is to act in an advisory and consulting capacity.

Regulatory or supervisory activities affecting employed personnel are functions of Management and not to be encroached upon by any Committee Chairperson or member, either individually or collectively.

The Committee does not have the authority to enter into written contracts or oral agreements with any third parties on behalf of the GRF BOD. Authority to authorize contracts and/or expenses rests solely with the BOD.

Document History

Adopted:	23 Sep 14	Amended:	24 Feb 15	Amended:	21 Jun 16
Amended:	26 Sep 17	*Amended:	13 Aug 18	Amended:	23 Oct 18
Amended:	23 Jul 19	Amended:	27 Aug 19	Amended:	09 Sep 19
Amended:	22 Oct 19	Amended:	24 Nov 20	Amended:	27 Apr 21
Amended:	25 May 21				

Keywords: Mutual Administration, Service Maintenance, Charter, Stock Transfer

2022 STOCK TRANSFER OFFICE SCHEDULE OF FEES

GRF Amenities/Co-Occupant Fees

Member Amenities Fee	**$4,301**	40-5061-2 Fees
Co-Occupant Amenities Fee	**$4,301**	40-5061-2 Fees
1 co-occupant per unit only.		
Co-Occupant Setup Fee	**$100**	40-5061-2 Fees

Transfers of Stock

Certificate Preparation Fee	**$250**	40-5061-2 Fees
Adding or deleting an owner or replacing lost certificates.		
Membership Transfer Inspection Fee	**$250 to $750**	Policy 7545/Rules
Fee varies from Mutual to Mutual.		
Legal Review of Certification of Trust Fee	**$125**	40-5061-2 Fees
Fee represents attorney's fee and GRF pro-rated staff time and is collected at time of request.		
Legal Review of Powers of Attorney and Court Orders Fee (if necessary)	**$75**	40-5061-2 Fees
Fee represents attorney's fee and GRF pro-rated staff time and is collected at transfer.		
Mutual Two, Three, Five, Six, Nine, Ten, Eleven, Fourteen & Fifteen Buyer Premium Fee	**$500 to $750**	Board Resolution

Escrow Fees

Escrow Transfer Fee	**$500**	40-5061-2 Fees
Escrow Inspection Processing Fee	**$500 to $1,500**	Policy 7525
Also known as Withdraw Inspection Process Fee. Fee varies from Mutual to Mutual.		
Escape Tax Withholding Deposit	**$3,000 - $5,000**	Policy 7709.1/Rules
Fee varies from Mutual to Mutual. Deposit refunded after release from O. C. Tax Assessor.		
Inspection Withholding Deposit	**$6,500 to $10,000**	Policy 7530/Rules
Also known as Repair Deposit. Deposit varies by Mutual and is refunded 6-8 weeks after close of escrow.		
Legal Review of Certification of Trust Fee	**$125**	40-5061-2 Fees
Fee represents attorney's fee and GRF pro-rated staff time and is collected at time of request.		
Legal Review of Powers of Attorney and Court Orders Fee (if necessary)	**$75**	40-5061-2 Fees
Fee represents attorney's fee and GRF pro-rated staff time and is collected at escrow.		
Mutual Two, Three, Five, Six, Nine, Ten, Eleven, Fourteen & Fifteen Buyer Premium Fee	**$500 to $750**	Board Resolution

ID Cards, Maps and Passes

Replace Lost ID Card – 1st loss	**$20**	40-1201-2 Fees
Subsequent replacement ID Card within 24 mos.	**$50**	40-1201-2 Fees
Replace Realtor's Pass – 1st loss	**$50 each**	40-5580-2 Entry Passes – Fees
Replace Realtor's Pass – 2nd loss	**$75 each**	40-5580-2 Entry Passes – Fees
Purchase Map for Non-Shareholders	**$1 each**	40-5061-2 Fees
Replace Caregiver Pass	**$20**	40-5580-2 Entry Passes – Fees

Rental

Renter/Lessee		40-3182-2 Fees
ID Card Not Surrendered	**$500**	40-1201-2 Fees
Rental/Lessee Fine, Fees and Deposits		40-3182-2
Rental/Lessee Policies and Rules varies per Mutual		

Fees

The following schedule of fees is established by the Golden Rain Foundation (GRF).

1. FACILITIES AND AMENITIES (AMENITIES) FEE:

1.1. All GRF Members (owner & co-owner), Co-occupants and Qualified Permanent Residents are required to pay a one-time, non-refundable Amenities fee.

1.2. The Amenities fee for a GRF Member (owner & co-owner), Co-occupant and Qualified Permanent Resident(s) co-owner, represents a use fee for access and use of the Trust facilities, amenities, and participation in GRF activities.

1.3. Non-resident co-owners do not pay an Amenities fee and have no right to use any of the facilities or amenities except as a guest of a Member.

1.4. The Amenities fee is calculated as twenty-five (25) times the monthly GRF assessment and rounded up to the nearest dollar. The Amenities fee is reviewed annually and is implemented on January 1st of each year.

1.5. Existing GRF Member (owner & co-owner), Co-occupant non-owner(s) and Qualified Permanent Resident(s) may transfer from one unit to another without having to pay the Amenities fee again. They have thirty (30) days to complete the transfer.

1.5.1. If they relinquish their GRF membership for more than thirty (30) days, a new Amenities fee will need to be paid.

1.6. The Amenities fee shall be allocated as follows:

1.6.1. Fifty percent (50%) into the GRF Capital Improvement Fund.

1.6.2. Fifty percent (50%) into the GRF Reserve Fund.

2. PAYMENT OF AMENITIES FEE:

2.1. New Members are encouraged to pay the Amenities fee in full at the close of the purchase escrow. By California statute, GRF has established a finance plan to pay the Amenities fee over a seven-year period for those Members who wish to finance the fee.

2.2. Members who opt to finance the payment of their Amenities fee must complete a Promissory Installment Note and agree to the terms of the Note.

2.2.1. If a Member opts to finance the Amenities fee, the Member shall pay a one-time upfront payment of twenty-five percent (25%) of the total Amenities fee at the close of Escrow and make seven (7) equal annual installment payments of the remaining balance. Each annual payment will be due and payable on the anniversary of the date of purchase

until the principal amount, including the finance charge, is paid in full.

2.2.2. The annual finance charge on matured, unpaid amounts shall be one percent (1%) per month (APR of 12%) paid annually on the outstanding balance.

2.2.3. In the event that a unit changes ownership before the Amenities fee is paid in full, the balance due must be paid before transfer is complete.

2.2.4. All co-occupant non-owners and qualified permanent residents must pay the Amenities fee in advance without an option to finance.

3. MEMBERSHIP CERTIFICATE AND MUTUAL STOCK CERTIFICATE PROCESSING FEE:

3.1. GRF shall issue one membership certificate per unit.

3.2. GRF shall issue one stock certificate per unit in Mutuals 1-12 and 14-16. They may contain one or more names.

3.3. . To cover the cost of preparing, recording and/or replacing either or both certificates, a certificate processing fee of two hundred fifty dollars ($250) will be charged in advance each time any of the certificates are changed or altered.

3.4. The certificate processing fee will be waived when a Member elects to remove a deceased co-owner from the title and have new certificates issued. The fee will be waived only within one (1) year of the owner's death and will not be waived for other transfer requests such as the replacement of lost certificates, or the addition or removal of Member owners or non-resident co-owner(s).

4. TRANSFER FEE – IN ESCROW:

The seller of a Mutual share of stock shall pay a transfer fee of five hundred dollars ($500) to cover the cost of transferring ownership(s).

5. PROCESSING FEE

Co-Occupant and Qualified Permanent Resident shall be charged a processing fee of one hundred dollars ($100) to cover the set up and processing costs.

6. MUTUAL CORPORATION FEES

Each Mutual represents a fully independent corporation and as such may establish fees applicable to the Mutual. GRF operates as the management company for the Mutuals and will, as part of its duties, apply Mutual Fees in accordance with established Mutual policies/rules.

7. STOCK TRANSFER LEGAL REVIEW OF TRUST FEES

7.1. Upon a requested transfer of stock ownership by a Trust, either by the sale of a unit or an in-house ownership transfer, Probate Code §18100.5 delegates to the GRF the right to request the current acting trustee or successor trustee to provide either a certification of trust, or a copy of the trust. The following procedures will be is implemented.

7.1.1. Any trustee or successor trustee seeking to transfer the ownership of a mutual unit, either by the sale of the unit through escrow or an in-house ownership transfer, will be required to provide the Stock Transfer Office a Certification of Trust, or, a copy of the Trust document for the GRF attorney to review prior to any completed transfer of ownership.

7.1.2. The Stock Transfer Office shall not proceed with any sale or transfer of ownership via a trust document prior to the GRF attorney reviewing the trust and providing in writing a letter of release allowing the Stock Transfer Office to proceed.

7.1.3. In an effort to offset the cost of the required GRF attorney review, there shall be assessed to the trustee or successor trustee, a fee of one hundred twenty-five dollars ($125) representing the attorney's fee and GRF's pro-rated staff time, to be collected at the time of the trust review.

8. LESSEE ANNUAL AMENITIES FEE FOR ALL MUTUAL 17 LEASES INITIALLY DATED PRIOR TO JANUARY 1, 2021 AND SUBSEQUENT RENEWALS.

8.1. The GRF annual Lessee Amenities fee is a required use fee for access to the Trust facilities, amenities, and participation in GRF activities. The Lessee fee is calculated at twenty-five percent (25%) of the GRF annual assessment rounded up to the nearest dollar for each occupant.

8.2. The required annual Lessee Amenities fee payment is due and payable in full on the date of the lease agreement. No monthly payments can be made.

8.3. If delinquent, the current (before January 1, 2021) Mutual 17 Lessee, shall pay damages to reimburse GRF for its expense and overhead in collecting the payment as follows:

8.3.1. A twenty-five dollar ($25) late fee, and

8.3.2. Interest at one percent (1%) per month (APR of 12%) from the original date due until the date the full payment is received.

8.4. In addition to late fees, for each check from a Lessee that a bank returns for any reason, the Lessee must pay a twenty-five dollar ($25) returned check fee, and all bank charges assessed against the association.

8.5. If a Lessee becomes more than ninety (90) days delinquent, the Lessee will receive a 30-day notice of GRF's intent to suspend the right to use GRF amenities and Trust facilities, including driving privileges upon GRF Trust streets. GRF may also refer the Lessee account to an attorney or collection agency for appropriate action. All fees incurred by an attorney or collection agency to recover the delinquent amounts will be assessed to the Lessee.

8.6. GRF reserves the right to collect the delinquent account for the Amenities fee from Lessor.

8.7. Lessee Amenities fees shall be allocated as stated in Section 1.7.

9. The fee for verifying Powers of Attorney and Court Orders will be seventy-five dollars ($75) per document, per review.

10. The fee for additional Leisure World maps will be one dollar ($1) per map (shareholders excluded).

11. All Fees are subject to annual review and are subject to change.

Document History

Adopted:	21 Apr 70	Amended:	31 Aug 73	Amended:	20 Nov 73
Amended:	19 Aug 75	Amended:	31 Aug 77	Amended:	16 Jun 81
Rescinded:	20 Oct 81 (Amendments passed 16 Jun 81)				
Amended:	16 Dec 86 (Effective 01 Jan 87)				
Amended:	21 Jul 87 (Effective 01 Aug 87)				
Amended:	20 Sep 88 (Effective 01 Jan 89)				
Amended:	21 Nov 89				
Amended:	16 Nov 93 (Effective 01 Dec 93)				
Amended:	18 Nov 03 (Effective 01 Jan 04)				
Amended:	15 May 07 (Effective 01 Jul 07)				
Amended:	17 July 12 (Effective 01 Sept 12)				
Amended:	22 Apr 14 (subheading correction only)				
Amended:	28 Oct 14 (Effective 01 Jan 2015)				
Amended:	27 Oct 15 (Effective 01 Jan 2016)				
Amended:	27 Dec 16 (Effective 01 Jan 2017)				
Amended:	23 May 17 (Effective 01 each year)				
Amended:	19 Dec 17	Amended:	17 Dec 18	Amended:	23 Apr 19
Amended:	23 Jul 19	Amended:	22 Oct 19	GDC	26 Feb 20
Amended:	24 May 22				

Keywords: Finance Fee Stock Transfer Amenities Lessee

COMMITTEE ACTION REQUEST

TO: MUTUAL ADMINISTRATION COMMITTEE
FROM: MUTUAL ADMINISTRATION DIRECTOR
SUBJECT: REVIEW OF 50-6101-5 PLANNING AHEAD FOR MY FAMILY
DATE: AUGUST 8, 2022
CC: FILE

On April 11, 2022 - The Mutual Administration Committee "reviewed 50-6101-5 Planning Ahead for My Family and it was a consensus of the Committee to schedule a work study to review the document further".

On May 9, 2022 – The Mutual Administration Committee resolved "**TO** recommend that the GRF Board accept 50-6101-5 Planning Ahead for My Family, as amended, pending a 28-day notification."

On May 24, 2022 – The GRF Board "MOVED to amend 50-6101-5 Planning Ahead for My Family, updating document language throughout, as presented."

As of August 2, 2022 – 50-6101-5 Planning Ahead for My Family approved on May 24, 2022, by GRF Board was uploaded to PowerDMS and Leisure World Website.

Planning Ahead For My Family

Presented by:

Golden Rain Foundation

50-6101-5, Revised 04-29-2022

Dear Golden Rain Foundation Member,

This Planning Ahead for My Family workbook was compiled and presented to you as a courtesy. You will find important information to assist you and your family members when the need arises. This packet is meant to serve as a guide to help you navigate through a difficult time.

We have tried to cover as many items and topics as possible, but keep in mind that they may not all apply to your specific situation.

Please feel free to use this Planning Ahead for My Family workbook in any way you may find helpful.

Kind regards,

Golden Rain Foundation

Seal Beach, CA

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Planning Ahead Checklist

You should make a list of the following items that are pertinent to you and your estate. Keep it with this packet for your Estate Administrator. Review the list periodically and update as necessary.

✓	TOPIC	NOTES
	Stock and GRF Membership Certificates	Where are the Stock and GRF Membership Certificates located? For surviving spouse or family
	Marriage Certificate(s) or Divorce Decree(s)	Where are the copies of Marriage Certificate(s) or Divorce Decree(s)? For surviving spouse or family
	Credit Cards	List Company, Account numbers, phone numbers, email, and passwords
	Insurance Policies	List Company, Account numbers, phone numbers, email, and passwords
	Pension or Annuity Information	List Company, Account numbers, phone numbers, email, and passwords
	Financial Advisor	List current portfolio and contact info
	Estate Planning Trust/Will	Is there a Trust? Is there a Will? Note: A will may need to go through probate
	Identify resources for placement of pets	List names and phone numbers
	Friends and people to notify upon your	Name, phone, email, address
	Carport or Storage	List Carport or Storage locations and locations of keys.
	RV space or mini-farms plot (1.8 acres) locations	List RV Space number and Mini-farm plot location
	Preferences or plans	Where documents are located
	Pre-planned burial or cremation	List Names and Phone Numbers

Checklist for Death of a Shareholder/Member

✓	TOPIC	NOTES
	Member Passing	Call 911 – Security is automatically notified. Paramedics will contact Seal Beach Police Dept., if necessary Call Hospice if deceased under their care For support, call family of friends
	Grief support groups	Contact Health Care Center
	Deceased transport	Funeral home, cremation service
	Stock Transfer Office	562) 431-6586, ext. 400, 348, 339 1.Notify of Death 2.Establish legal authority for access to the unit 3.Return GRF ID
	Mutual	Call Mutual President 9:00 a.m. – 5:00 p.m. (Phone number in laundry room, and online listed under the board of directors) 1.Notify of death 2. Ask about the Mutual Policy regarding caregiver, co-occupant, and/or family members staying in the unit.
	Stock and Membership certificates	See examples on Page 7
	Trust documents	Locate Trust Documents Note: A Will does not grant any rights of access into the unit

Memos:

Making Arrangements Checklist

✓	TOPIC	NOTES
	Access to Unit	Contact Stock Transfer Department
	Funeral Services	Contact Funeral Service or Cremation Services
	Religious Services	Contact preferred Religious Representative
	Services / Memorial / Celebration of Life in Leisure World Clubhouse	Call Recreation Department or Church to arrange for reservations. (562) 431-6586, ext. 398 Notify Security of date, time, location, and names of attending non-Leisure World residents. (562) 594-4754
	LW Weekly Obituary and Service Notification	Contact LW Weekly: (562) 430-0534

Memos:

Family Checklist

✓	TOPIC	NOTES
	Family's Intent for Unit	Contact Mutual President and Stock Transfer Office.
	Electricity	**DO NOT** turn off the breaker or electricity. Continue to pay SCE bills. Smoke alarm is hardwired to the electricity.
	Refrigerator	Clean out refrigerator and freezer. Shut the doors. Turn on low setting.
	Appliances	Appliances may belong to the Mutual. Confirm with the Mutual President.
	Death Certificates	Order Death Certificates from the Mortuary or Cremation Service.
	Trusts	Locate Trust documents. A Will does not grant rights-of-access to the unit.
	Wills	Locate the Wills. Attorney contact information.
	Monthly Assessments	You **MUST** continue to make monthly assessment payments. Call Finance for Information: (562) 472-1330
	Insurance	You must continue insurance coverage until the unit is sold.
	Banking	Check for safe deposit box. Review automatic payments and/or transfers.
	Medical alert service	Contact Provider to cancel.
	Internet & Cable Service	Contact Provider.
	Automobile, RV, and all vehicle disposal	Notify DMV. Death certificate required.
	USPS and Subscriptions	Notify USPS and cancel all subscriptions.
	Items labeled Library, Golden Age Foundation and CERT	These are borrowed and need to be returned. See Informational Directory **(pg. 11)**
	Medication Disposal	Contact Pharmacy or see Informational Directory **(pg. 11)**
	Eyeglasses Disposal	Contact Health Care Center (562) 493-9581
	RV Space and/or Mini-Farms plot	Notify the Recreation Department if the deceased has an RV Space and/or Mini-Farms lot. (562) 431-6586, ext. 398

Selling Unit Checklist

✓	TOPIC	NOTES
	Selling the Unit	Contact the On-Site Home Sales Office at (562) 598-1388 or www.onsitehomesales.com Additional Real Estate offices are listed in LW Weekly.
	Important Documents	Copy of Trust or Death Certificate & Original Stock and Membership Certificates.
	Appliances	Appliances may be owned by the Mutual. Contact Mutual President for clarification
	Electricity	**DO NOT** turn off breaker. Must remain on for smoke alarms and refrigerator
	Carport Storage	Clean out the carport storage. Contact the Stock Transfer Department and Mutual President
	Vehicle in Carport	No vehicle may be parked in the carport without current GRF Seal Beach and DMV registrations. Contact Mutual President for details.
	Disposal of items	Consider Estate Sales or Charitable donations. For Estate Sales, contact Mutual President or check classified section on LW Weekly.
	Mutual Trash Bins	These are for small, daily trash only; boxes must be placed into recycle bin only when broken down flat.
	Electronic waste (TV, DVR, lamps, computer, monitors, earphones)	Electronic item dumpster is on west side of Maintenance yard.
	Hazardous waste (paint, cleaning supplies, oils, grease, solvents)	Drop off location: 17121 Nichols St, Huntington Beach 92647
	Mini-farm (1.8 acres) dumpsters	Available for larger items that are not recyclable
	Unit Improvements	Contact Physical Properties Department for approved contractor's list: (562) 431-6586 ext. 352

Seller's Instructions in Order to Sell a Unit

1. Upon a death of a member, the Mutual Corporation may, under some circumstances, have the right to purchase the stock from the Estate. Contact Mutual President for more information.

2. Contact the On-Site Home Sales Office at (562) 598-1388 or another real estate office. The agent/escrow you select will initiate the "Notice of Intention to Withdraw" to begin this process.

3. Documents required in order to sell unit:
   a. Certified copy of death certificate (if any)
   b. Copy of FRONT and BACK of the Stock Transfer Certificate and GRF Membership Certificate
   c. Copy of Trust (if any)
   d. Copy of Court Order (if any)

4. In the event there is a Trust, an additional fee will be required and made payable to the Golden Rain Foundation. The Trust and all of the documents listed above would then be forwarded to the Foundation's Attorney for Trust Review.

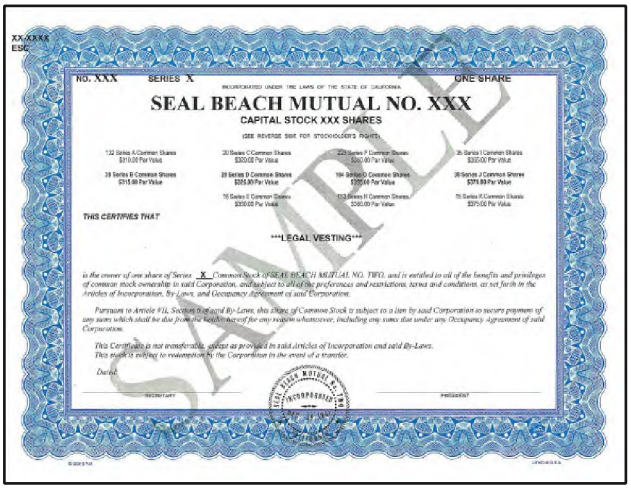
5. The following documents will need to be signed by the Seller and returned to the selected Realtor or Escrow Officer:
   a. Notice of Intention to Withdraw
   b. Pre-listing Inspection
   c. Escape Tax Notice (if original seller is deceased)
   d. Prop 58 – if the property is being sold to a son or daughter

6. Along with the keys, original documents will need to be returned to the selected Escrow Company for further processing.

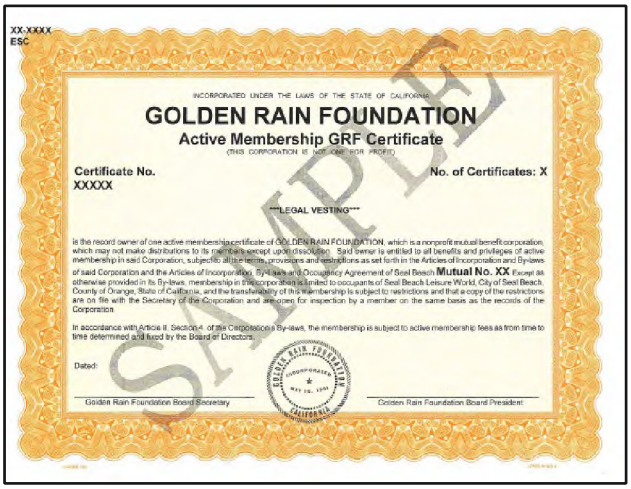
7. All required fees will be disclosed to the Seller by the selected Escrow Company.

8. The pre-authorized Escrow Officer and Realtor will guide the Seller through the process of selling the unit.

Photos for Planning Ahead for My Family



Mutual Stock Certificate (Except Mutual 17)



GRF Membership Certificate

Golden Age Foundation Labels

Golden Age Foundation Walker

Golden Age Foundation Wheelchair & Transporter

Certificate Folder and Library Labels

GOLDEN RAIN FOUNDATION OWNERSHIP CERTIFICATES

Previous Golden Rain Foundation ownership certificate envelope

New Golden Rain Foundation ownership certificate envelope

LEISURE WORLD LIBRARY
GOLDEN RAIN FOUNDATION
P.O. BOX 2069
SEAL BEACH, CA 90740

Leisure World Seal Beach Library label

Golden Rain Foundation Library
003827

Golden Rain Foundation Library label

Guide to Recycling

The law prohibits placing of these items into regular Green or White waste containers

Household Hazardous Waste

All hazardous waste must be taken to a specialized collection center. Hazardous waste are liquids and materials that (1) pose poison or health risks; (2) catch fire easily; (3) corrode readily; or (4) produce harmful substances when mixed with other matter. Examples are.

Examples are:

- Paint and paint products (empty, dry paint cans can be placed in regular trash),
- Sharps and other used medical products,
- Pesticides, herbicides, and petroleum products,
- Automotive fluids, parts, and products,
- Smoke detectors.

The closest disposal point is Republic Services in Huntington Beach.

E-Waste

- Electronic waste: Cut electrical cords if possible. Dispose at the Service Maintenance Yard
- Household batteries: Dispose during office hours at the Copy and Supply Center, or behind Building 5.
- Fluorescent light bulbs: Dispose during office hours at the Copy and Supply Center, or at Service Maintenance. Incandescent and LED light bulbs can be placed in regular trash containers.

Large Items

- Many large and small items, clean clothing and home furniture can be recycled by local charity Thrift Stores.
- Broken and unusable items may be disposed of at the dumpsters located at the 1.8 acres.

Useful Contacts:

Copy and Supply Center – Building 5: (562) 431-6586, ext. 345.

LW Weekly – Amphitheater Building: (562) 430-0534.

Service Maintenance Yard – Golden Rain Rd. & Canoe Brook Dr.: (562) 431-3548, ext. 363.

Republic Services – 17121 Nichols Lane, Huntington Beach: (714) 847-3581.

Items left in residential units or disposed improperly will result in the shareholder being charged the current LWSB service rate per item for removal. Call your Mutual Director for recycling details.

Guide to Recycling

Separating RECYCLE products from TRASH

ATHENS (the waste collection agency serving Leisure World) has provided a S.O.R.T. (Saving Our Resources Together) Guide for the disposal of products from the home. Plastic bags CANNOT be recycled. Please be sure to place recyclables from plastic bags into WHITE bin and place plastic bags into the GREEN trash bin.

Recyclables

GLASS

- Clear
- Brown
- Green
- Liquor
- Soft drink
- Juice jars
- Food jars

METAL

- Aluminum foil
- Aerosol cans (empty)
- Food cans & lids
- Wire coat hangers
- Soda cans
- Juice cans

PLASTIC

- Milk jugs
- Soda, juice, and water jugs
- Soap bottles
- Containers with numbers 1-7

PAPER

- Newspaper
- Junk mail & magazines
- Envelopes & paper
- Wrapping paper (non-metallic)
- Cereal boxes
- Egg cartons
- Paper shopping bags
- Phone books
- Cardboard boxes (flattened)
- Juice, drink boxes

Informational Directory

Important phone numbers, websites, and addresses

GOLDEN RAIN FOUNDATION, SEAL BEACH	PHONE	EXT.
Administration	(562) 431-6586	310
Building Inspector	(562) 431-6586	353
Escrow Clerk (Physical Property Dept.)	(562) 431-6586	353
Finance Department	(562) 431-6586	330
Golden Age Foundation	(562) 431-9589	
Library	(562) 598-2431	
Mini-Farm	(562) 431-6586	398
Mutual Administration	(562) 431-6586	313
LW Weekly	(562) 430-0534	
Obituary Editor	(562) 472-1276	
Physical Property Department	(562) 431-6586	352
RV Storage Lot	(562) 431-6586	398
Security Office	(562) 594-4754	
Stock Transfer Office	(562) 431-6586	400
On-Site Home Sales	(562) 598-1388 OnSiteHomeSales@gmail.com	
Health Care Center	(562) 493-9581	
Pharmacy	(562) 795-6202	
Safety Coordinator for CERT	(562) 431-6586	356

OTHER AGENCIES	PHONE/WEBSITE
Eyeglasses disposal	Health Care Center
Hazardous Waste	Republic Services 1(800) 299-4898 www.republicservices.com 17121 Nichols St., Huntington Beach 92647
Hazardous Waste Website	www.oclandfills.com/hazardous
Seal Beach Animal Care Center	(562) 430-4993

Stock Transfer Mail Slot

Stock Transfer is here to serve you

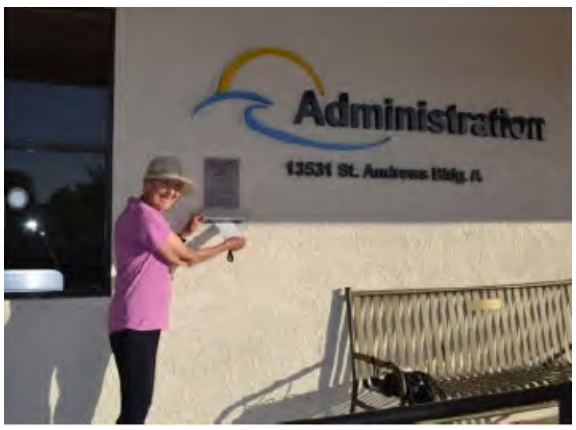
Better!

Stock Transfer Now Has a Mail Slot

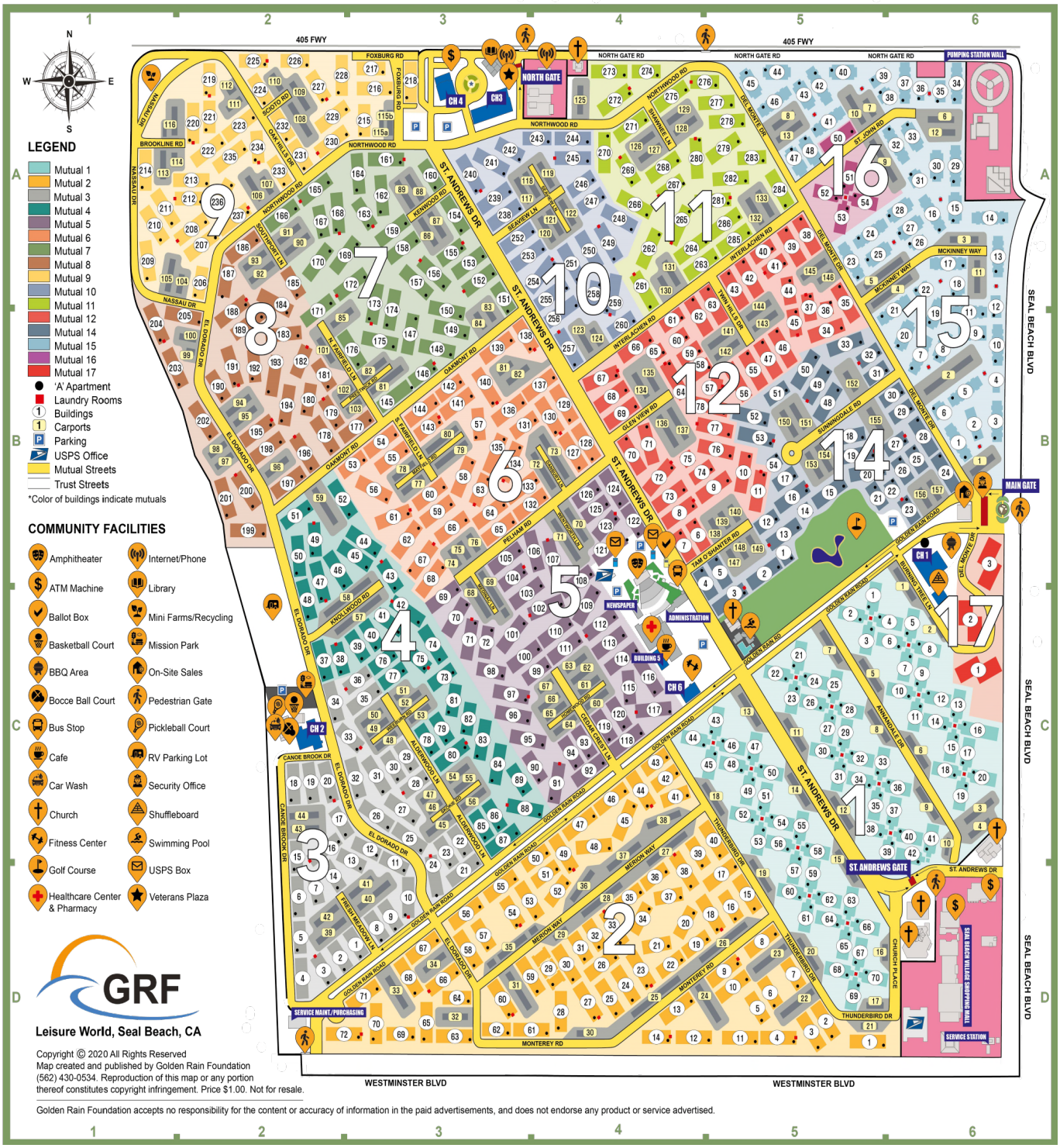
Documents can be dropped off 24 hours a day 7 days a week

Include your name, phone number, Mutual and unit number along with a brief explanation of the business action needed in a sealed envelope. No postage is needed.

Located on the outside wall of the Stock Transfer Office.



LW Map


405 FWY
405 FWY
NORTH GATE
MAIN GATE
ST. ANDREWS GATE
SERVICE MAINT./PURCHASING
SEAL BEACH BLVD
WESTMINSTER BLVD
WESTMINSTER BLVD
LEGEND
Mutual 1
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Mutual 11
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Buildings
Carports
Parking
USPS Office
Mutual Streets
Trust Streets
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COMMUNITY FACILITIES
Amphitheater
ATM Machine
Ballot Box
Basketball Court
BBQ Area
Bocce Ball Court
Bus Stop
Cafe
Car Wash
Church
Fitness Center
Golf Course
Healthcare Center & Pharmacy
Internet/Phone
Library
Mini Farms/Recycling
Mission Park
On-Site Sales
Pedestrian Gate
Pickleball Court
RV Parking Lot
Security Office
Shuffleboard
Swimming Pool
USPS Box
Veterans Plaza
GRF
Leisure World, Seal Beach, CA
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The Januszka Group, Inc.

ON-SITE
HOME SALES

Open 7 Days a Week, 9AM - 5PM

We Specialize in Listing & Selling Exclusively in the LW Community.

We are the Only Office Endorsed by the GRF and Mutual Corporations.

All Our Sales Lower Your Monthly Fees. We Give Back To The Community!

The On-Site Home Sales Office Is Located In The Community Just Inside The Main Gate.

Sally Angell
Realtor®

Dawn Januszka
Broker
DRE #02110601

Holly Paoletto
Escrow Assistant

Suzanne Fekjar
Realtor®

Terri Walters
Realtor®

Verna Chumley
Realtor®

Ginni Houck
Escrow Officer

Tony Accetta
Realtor®

John Webster
Realtor®

Maryann Shaddow
Realtor®

Elana Torres
Realtor®

To See Pictures of Our Current Listings and Many Other Fine Homes For Sale, Visit The Januszka Group Online At:

www.OnsiteHomeSales.com

Notes

COMMITTEE ACTION REQUEST

TO: MUTUAL ADMINISTRATION COMMITTEE
FROM: MUTUAL ADMINISTRATION DIRECTOR
SUBJECT: REVIEW OF NEW BUYER GUIDE
DATE: AUGUST 8, 2022
CC: FILE

On February 14, 2022 - The Mutual Administration Committee resolved "**TO** recommend to the Board of Directors to approve the New Buyer Information packet as amended.".

On February 22, 2022 – The GRF Board "MOVED to approve the New Buyer Information Packet, as amended."

Leisure World Seal Beach is an active, 55+ adult community.

Is Leisure World Seal Beach Right for You?

Leisure World Seal Beach is neither an assisted living nor a skilled nursing facility.

We are
15 Stock Cooperatives
(Mutuals 1-12 and 14-16) and
1 Condominium Association
(Mutual 17)

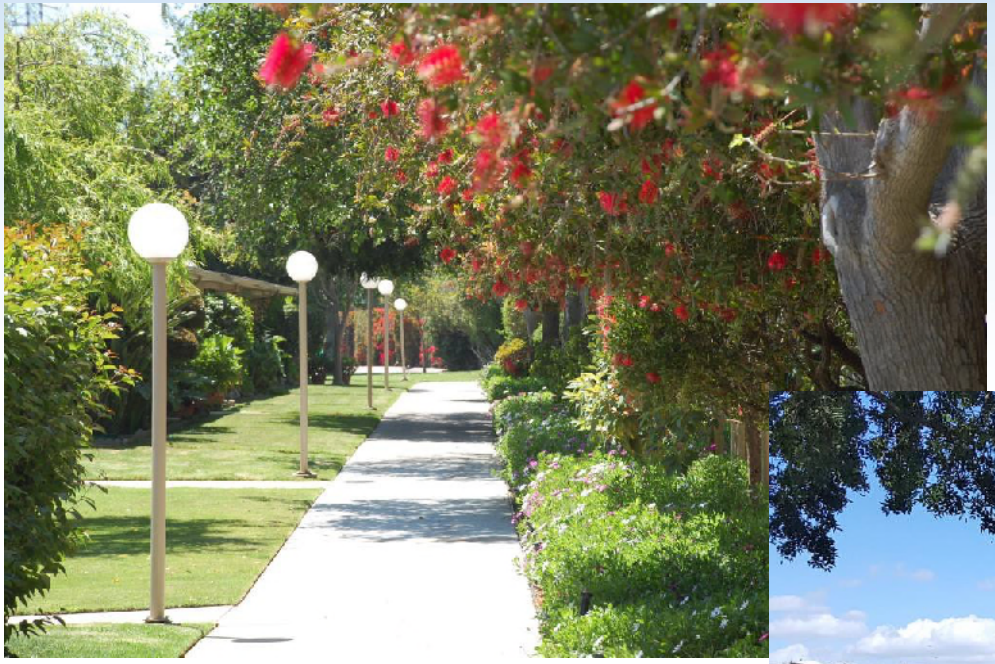
Golden Rain Foundation (GRF) is our management company.

GRF manages the Trust property that includes clubhouses, golf course, aquatic center, library, and named streets.

The Mutual is where you live.

The Trust Property is where you play.

Is Leisure World Seal Beach Right for You?



The Mutual is where you live

Mutual greenbelts

Is Leisure World Seal Beach Right for You?

Mutual multi-level options

Is Leisure World Seal Beach Right for You?

Mutuals are independent housing corporations.

Managed by an elected volunteer Board of Directors from the Mutual to:

- **Set their own policies and rules for *high density*, *cooperative* living;**
- **Create their own budgets and monthly fees;**
- **Conduct fire/safety inspections of the interior of every home (unit).**

What are some of the differences between a Stock Cooperative and a Condominium?

Is Leisure World Seal Beach Right for You?

Stock Cooperatives Mutuals 1-12 and 14-16	Condominium Mutual 17 only
• Mutual owns the property • You own a share of stock, that allows you to live and make improvements approved by the Mutual, to the unit • Monthly assessment includes taxes	• You own the Condominium • Property taxes billed to homeowner

Is Leisure World Seal Beach Right for You?

Stock Cooperatives Mutuals 1-12 and 14-16	Condominium Mutual 17 only
Occupancy Agreement	Covenants, Conditions, and Restrictions (CCRs)
No Mortgage Purchase price paid in full	Mortgage is possible
No Reverse Mortgage	Reverse Mortgage is Possible on an approved building
Some Mutuals allow rentals	Lease is allowed

What are some of the similarities between a Stock Cooperative and a Condominium?

Is Leisure World Seal Beach Right for You?

Stock Cooperatives Mutuals 1-12 and 14-16	Condominium Mutual 17 only
Board of Directors **Self-governed by elected representatives from the Mutual**	
Monthly Assessment: • The Mutual monthly fee • The GRF monthly fee • OC User fee (Sewer)	

Is Leisure World Seal Beach Right for You?

Stock Cooperatives Mutuals 1-12 and 14-16	Condominium Mutual 17 only
Each unit is all electric. No gas is available.	
Guests are limited to maximum of 60 days, per year.	
Mutual approval required for unit improvements. Permits required for most work.	
One-time amenities fee.	
Pets allowed, with some restrictions.	
Co-Occupants must be approved.	

GRF is the Management company:

- Manages the Trust Property
- Requires an initial one-time, per-person amenities fee for the right to use the amenities
- Requires a monthly fee

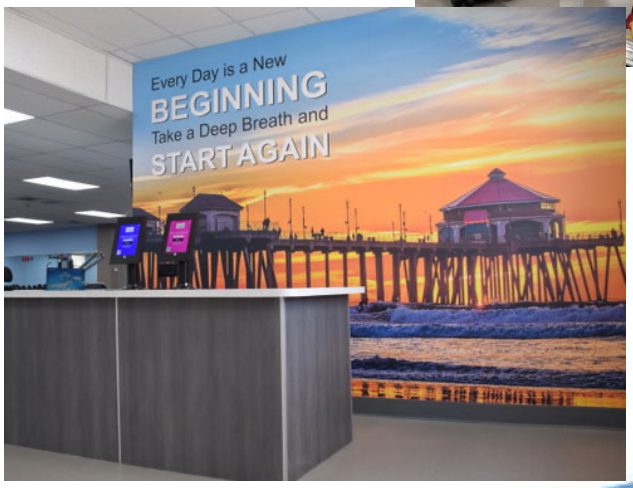
Guests are not allowed to use most of the amenities, such as the RV lot, aquatic center, fitness center, and golf course.

Is Leisure World Seal Beach Right for You?

Trust property is where you play

Aquatic Center

Fitness Center



Is Leisure World Seal Beach Right for You?

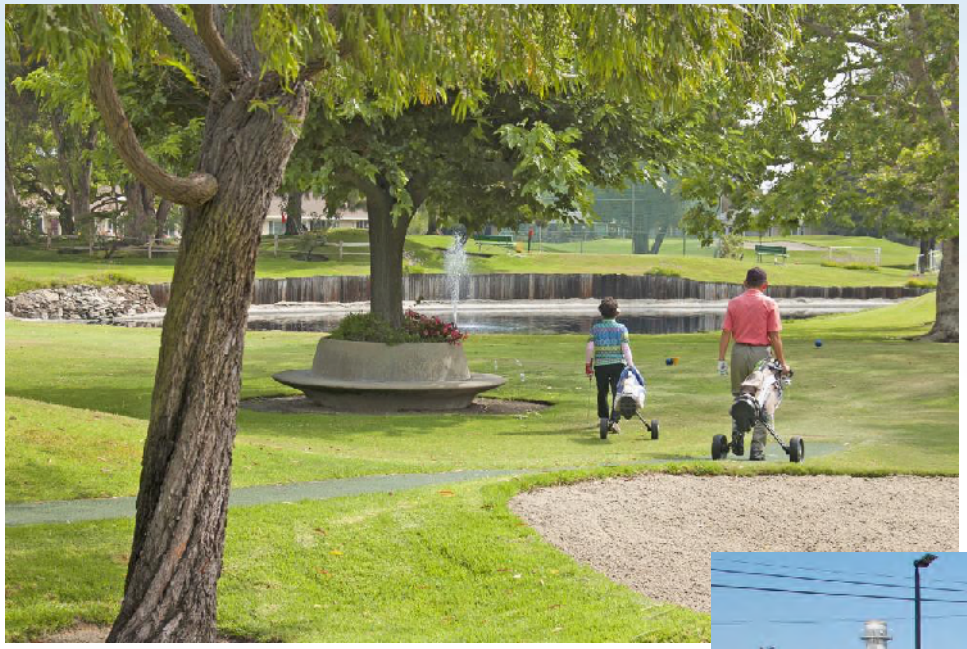
Library

Amphitheater shows

Is Leisure World Seal Beach Right for You?

Three of our five clubhouses

Is Leisure World Seal Beach Right for You?



9-hole Golf Course

Pickleball

Is Leisure World Seal Beach Right for You?

150+ clubs

Table Tennis

Arts and Crafts

In Leisure World Seal Beach there are a variety of religious and spiritual groups to serve the needs of our community.

GRF services include:

- Security Services
- Transportation
- Weekly Newspaper
- Copy Center (passport photos and notary)

Is Leisure World Seal Beach Right for You?

Gated Community

24-hour Gate Security

Is Leisure World Seal Beach Right for You?

Transportation Service

Bus service provided within the community and the Seal Beach Village shopping center.

Is Leisure World Seal Beach Right for You?

LW Weekly

October 12, 2017

GET YOUR FLU SHOT

HCC FIU Clinic
8 a.m.-3 p.m.
CH 6, Oct. 13
For the complete story and schedule, see page 3.

Finbars ITALIAN

EAT ITALIAN ON MONDAY NIGHTS
Finbars brings its Italian Kitchen to Clubhouse 1 on Monday nights. Reservations are now required. People can order in or take out.
For the complete menu, see page 10.

DISASTER PREPAREDNESS

Shake Out

DROP! COVER! HOLD ON!

October 19, 10:19 a.m.

Millions of people worldwide will practice how to Drop, Cover, and Hold On at 10:19 a.m. on Oct. 19 during Great ShakeOut Earthquake drills, which began in California in 2008.

Mutuals and Golden Rain Foundation staff will participate in the drill in various ways throughout Leisure World.

At 10:19 a.m. next Thursday, people will Drop down to their hands and knees, cover their heads and try to crawl to a sheltered area, such as under a desk. Then they will hold on till the shaking stops.

Most buildings will remain standing in a major earthquake, so people are advised to stay inside, take cover and try to avoid flying objects. The exterior of a building is the most dangerous place to be.

For those who are outdoors when the shaking starts, try to move to a clear area; avoid power lines, trees, buildings and vehicles.

For more information, see GRF Safety column, page 4.

Pat Lay-Wilson displayed paper doll art at last year's festival.

GRF ARTS & CRAFTS FEST

Table sign-ups are Oct. 18 in CH 2

LW artists and crafts people can sign up for tables on Oct. 18 from 7-9 a.m. in Clubhouse 2. The GRF Arts and Crafts Fest will be held Nov. 3 and 4.

For more information, see page 3.

Open Enrollment starts Oct. 15

Medicare clinics will be held Oct. 30, Nov. 30

It's that time of the year for all Medicare beneficiaries to review their health and drug plan needs for 2018. Beneficiaries should review their plans every year to see if they continue to meet their needs for the following year.

Did you know that:

- *Health or drug plans can change?*
- *Premiums or co-pays may increase?*
- *Healthcare providers change networks?*
- *Prescription drug coverage changes?*
- *Another plan might save you money?*

Medicare Open Enrollment is the time when people should review and analyze plans, and compare 2018 costs for their plans to other Medicare plans offered in Orange County.

Starting next week, beneficiaries can:

- *switch from one Medicare Prescription Drug Plan to another*
- *switch from one Medicare Advantage Plan to another Medicare Advantage Plan*
- *change from Original Medicare to a Medicare Advantage Plan*
- *change from a Medicare Advantage Plan to Original Medicare*
- *join a Medicare Prescription Drug Plan*
- *do nothing, and existing plans will rollover into 2018, and existing coverage will remain in effect.*

All changes take effect Jan. 1, 2018.

Leisure World residents can get free help from Health Insurance Counseling and Advocacy Program (HICAP) counselors on any of the above types of changes or just to review and compare Medicare plans. HICAP counselors are highly trained and state-registered. They provide free, unbiased, individualized counseling and assistance for any Medicare related question or issue. HICAP does not sell, endorse or recommend insurance products or plans.

During Open Enrollment, a designated team of HICAP counselors will

MEDICARE, page 3

NEW CARDS COMING IN 2018

Watch for new Medicare cards, coming in 2018

New Medicare cards arriving next year will no longer display Social Security numbers, a move designed to protect against fraud and identity theft, according to *Medicare.gov*.

Identity Theft on Rise

Identity theft has been on the rise among those age 65 and older. According to the latest figures from the Department of Justice, the number of cases reached 2.6 million in 2014, up a half million incidents in just two years.

Here's what you need to know about the new cards:

- The Centers for Medicare & Medicaid Services will begin mailing the cards to beneficiaries in April.
- The cards will automatically be mailed to all 58 million current beneficiaries. People don't need to do anything special to receive them. There is no charge for the cards.
- The new cards will feature a randomly assigned Medicare Beneficiary Identifier (MBI) made up of 11 letters and numbers.
- Individual's benefits won't change under the new MBI.
- Scams relating to the new card are already surfacing. Some Medicare recipients report getting calls from fraudsters who tell them that they must pay for the new cards and then ask for their checking

CARDS, page 3

COFFEE WITH A COP

Seal Beach Mayor and the Police Chief invite LWers for coffee

The Seal Beach Police Department is hosting Coffee with a Cop from 4-6 p.m. on Tuesday, Oct. 17, at Starbucks, 2311 Seal Beach Blvd.

Mayor Sandra Massa Lavitt, Chief Joe Miller and his command staff will meet with Seal Beach residents to discuss questions and concerns.

One of the Seal Beach City Council's strategic goals for this year is to concentrate on public safety.

Mayor Massa Lavitt, who lives in Leisure World, and Chief Miller look for ward to meeting, listening, asking questions, and sharing ideas and concerns.

405 FREEWAY IMPROVEMENT

Drill exploration is underway near LW

Drill exploration work is underway as part of the 405 Freeway Improvement Project through Oct. 20.

Work will be conducted between 9 p.m.-5 a.m.

Drill exploration is performed to obtain information on the soil and rock around a site as a prelude to designing structures. Crews will be on the north-bound and southbound shoulders, and on- and off-ramps of the I-405 freeway, as well as on local streets.

Nest avoidance is performed prior to the start of construction to prevent birds and bats from nesting inside structures.

The work may be loud, and dates are subject to change based on inclement weather and other operational factors.

In the Seal Beach area, the schedule is

405, page 3

STOCK TRANSFER

Office closed Oct. 20 to work on backlog

The Stock Transfer Office will be closed on Oct. 20. All other GRF offices will be open.

The office is closed to the public on the third Friday of every month to provide uninterrupted time to work on reports and documentation to improve customer service.

The office will also be closed on Nov. 17 and Dec. 15.

THE OFFICIAL PUBLICATION OF THE GOLDEN RAIN FOUNDATION, LEISURE WORLD, SEAL BEACH, CA | WWW.LWEB.COM

LW Weekly community newspaper: free home delivery and online at www.lwweekly.com

Other resources in the Community:

- U.S. Post Office
- Pharmacy
- Medical Center
- NuVision Credit Union

Please contact the On-Site Home Sales for more information 562-598-1388

We hope you will consider Leisure World Seal Beach, an active senior community.