

## BOARD OF DIRECTORS

Meeting Agenda

Tuesday, January 24, 2023 - 10:00 A.M.

Clubhouse Four

*This meeting may also be live streamed at [www.lwsb.com](http://www.lwsb.com).*

*The tab will be active 15 minutes prior to the start 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. President's Announcement
4. Service Awards/Staff Commendations
5. Seal Beach City Council Member's Update
6. Member Comments/Correspondence
7. Approve of Minutes
  - a. GRF Board of Directors Minutes, November 22, 2022
  - b. Approve Capital Funds Investment Purchase **REMOVED FROM THE AGENDA ON 1-17-23.**
  - c. Approve Reserve Funds Investment Purchase **REMOVED FROM THE AGENDA ON 1-17-23.**
  - d. Acceptance of the Interim Financial Statements, November and December 2022, for Audit **REMOVED FROM THE AGENDA ON 1-17-23.**
8. Ad Hoc Reports
  - a. Trust Property Utilization
  - b. Governing Document Ad Hoc Committee – Discussion
  - c. 1.8 Acre Ad Hoc Committee – Discussion
  - d. Website Ad Hoc Committee – Discussion
9. New Business
  - a. General
    - i. Appoint Chair for Community Rule Violation Panel  
**Proposed Solution:** The Board approve the President's nomination of Director Edward Jablonski as chair/moderator of the 2022-23 Community Rules Violation Panel, and the naming of the following directors to hear Member appeals: Lucy Ableser, Carole Damoci, Tony Dodero, Janet Isom, Susan Jacquelin, Lee Melody, Teri Nugent, Leah Perrotti, and Camille Thompson.
    - ii. Adopt 30-5700-3, Presidents' Roundtable Charter  
**Proposed Solution:** The Board adopt policy 30-5700-3, Presidents'

Roundtable Charter, as presented.

**b. Architectural Design & Review Committee**

- i. Capital Funding Request: Landscaping at the Globe

**Proposed Solution:** The Board approve the contract to J&J Landscape to replace plants at the Globe at a cost not to exceed, \$38,910 and authorize the President to sign the contract.

**c. Communication Committee**

- i. Amend 20-5050-1, Digital Billboards

**Proposed Solution:** The Board amend 20-5050-1, Digital Billboards, as presented, and retitle it as "Electronic Communications" under the same rule number.

- ii. Adopt 20-5050-3, Digital Billboards

**Proposed Solution:** The Board adopt policy 20-5050-3, Digital Billboard, as presented.

**d. Finance Committee**

- i. Operating Funding Request: Approve Active Shooter Insurance

**Proposed Solution:** The Board approve of the Active Shooter insurance proposal as presented by DLD, with coverage in the amount of \$3,000,000 at a total cost of \$21,551 plus taxes and fees. Funds to be expended from Operating Account GL #6731000, which has an annual budget of \$848,802 as of January 1, 2023. The GRF President is authorized to sign the coverage.

**e. Information Technology Services Committee**

- i. Amend 20-5045-3, Board Member Use of Foundation Equipment Procedures

**Proposed Solution:** The Board amend 20-5045-3, Board Member Use of Foundation Equipment, as presented, updating issuance and authorization rule, specifying that board members must sign 20-5045-4 form, and updating the return or replacement rule, giving the board member an option of replacing the device or purchasing theirs.

- ii. Adopt 20-5045-4, Board Member Use of Foundation Equipment Form

**Proposed Solution:** The Board adopt policy 20-5045-4, Board Member Use of Foundation Equipment Form, as presented.

- iii. **Tentative Vote:** Adopt 20-5560-1, Surveillance Camera Policy

- iv. **Proposed Solution:** The Board adopt policy 20-5560-1, Surveillance Camera Policy, as presented, pending a 28-day notification to the members, and a final decision by the GRF Board of Directors at its March 28, 2023 meeting.

**f. GRF Administration Committee**

- i. Amend 30-1001-5, Glossary of Terms



**Proposed Solution:** The Board amend these amendments in 30-1001-5 – Glossary of Terms: Age-Restricted Community, Common Area, Cooperative Housing, Exclusive-Use Common Area, Golden Rain Foundation, In Leisure World, Mutual Corporations (Mutual), Reserved Parking, Trust Property, Amenity, Common Interest Development, Cooperative Mutual, Property Interest, Roadway and Stock Cooperative, as presented.

- ii. **Final Vote:** 30-5025-3, Golden Rain Foundation Election Procedure

**Proposed Solution:** The Board ratify 30-5025-3, GRF Election Procedure, updating the Ballot Retention adding Acclamation rules, as presented.

**g. Mutual Administration Committee**

- i. Capital Funding Request: SSD Alarm System

**Proposed Resolution:** The Board approve the SSD Alarm proposal for \$15,181.48 including a contingency of \$2,500.00, Capital Funding for the installation of the alarm system and a monthly expenditure of \$206.95 from GL Code 6478000- 574, which has a monthly budget of \$70.25 as of January 1, 2023 and authorize the President to sign any contracts.

- ii. Amend 50-5165-3, Mutual Administration and Service Maintenance Charter

**Proposed Resolution:** The Board amend 50-5165-3, Mutual Administration and Service Maintenance Charter, updating language throughout, as presented.

**h. Physical Property Committee**

- i. Reserve Funding Request: Building Five Modifications

**Proposed Resolution:** The Board approve the improvements at Building Five for the replacement of carpet upstairs, LED lighting, workstations and the repainting of the complete exterior and upstairs interior, at a cost not to exceed \$98,515, Reserve Funding, which includes a \$5,000 contingency and authorize the President sign the contracts.

- ii. Capital Funding Request: Power for Fans Clubhouse One

**Proposed Resolution:** The Board award a contract to Pacific 3 Electric for electrical improvements at the Clubhouse One Shuffleboard Court area, installing a 100-amp electrical panel, (3) wall-mounted fans, (8) 110v convenience outlets, (4) porch lights at each entry/exit door, for a cost not to exceed \$18,000, Capital Funding, which includes the \$3,000 contingency, and authorize the President sign the contract.

- iii. Amend 60-5504-1, Insurance Requirements Contractors

**Proposed Resolution:** The Board amend 60-5504-1, Insurance Requirements-Contractors increasing the annual fee of \$150 required from each contractor to adhere to these insurance requirements, as presented.

- iv. Amend 60-5000-1, Use of Community Facilities, Dumpsters at 1.8 Acres – Rules

**Proposed Resolution:** The Board amend 60-5000-1, use of community facilities, dumpsters at 1.8 acres – rules removing rule 2.10 under general regulation, as presented.

i. **Recreation Committee**

- i. Amend 70-1487-2, Schedule of Fees and Monetary Fines

**Proposed Resolution:** The Board amend 70-1487-2, Schedule of Fees and Monetary Fines, increasing the Annual Space Lease Fee, as presented.

- ii. Amend 70-1500-1, Woodshop Rules

**Proposed Resolution:** The Board amend 70-1500-1, woodshop rules, updating language throughout, as presented.

- iii. Amend 70-5562-1, Amphitheater Programs

**Proposed Resolution:** The Board amend 70-5562-1, Amphitheater Programs, updating language throughout, as presented.

- iv. Amend 70-1480-1, Arts and Craft Festival

**Proposed Resolution:** The Board amend 70-1480-1, Arts and Craft Festival, updating language throughout, as presented.

- v. Amend 70-1482-4, Arts and Craft Festival Seller's Statement and Form

**Proposed Resolution:** The Board amend 70-1482-4, Arts and Craft Festival Seller's Statement and Form, updating language throughout, as presented.

- vi. Rescind 70-1409-1, Amphitheater Dancing

**Proposed Resolution:** The Board rescind 70-1409-1 Amphitheater Dancing, as presented.

j. **Security, Bus, and Traffic Committee**

- i. Capital Funding Request: Gate Access System

**Proposed Resolution:** The Board approve the proposal for a vehicle gate access system from CG Systems at a total one-time cost of \$423,485.70, which includes a 10% contingency, with funds to be expended from the Capital Fund, which has an unallocated balance of \$2,731,736 as of November 30, 2022, and a monthly cost of \$1,632.00, with funds to be expended from Operating Account GL #6481000-837, which has an annual budget of \$4,950. The President is authorized to sign the contract.

- ii. Capital Funding Request: Administration Access Control System

**Proposed Resolution:** The Board approve the proposal from CG Systems at a total one-time installation cost, of \$49,218.40 plus a 10% contingency, and the purchase of 200 key cards at \$1,270.00, with funds expended from the



Capital Fund, which has an unallocated balance of \$2,744,771, and approve the monthly subscription of \$191.00, with funds to be expended from Operating Account GL #6481000-837, which has a monthly budget of \$412.50 as of January 1, 2023. The President is authorized to sign the contract.

iii. **Tentative Vote:** Amend 80-1937-1, Parking – Rules

**Proposed Resolution:** The Board tentatively amend 80-1937-1 Parking – Rules, updating language throughout, pending a 28-day notification to the members, and a final decision by the GRF board of directors on March 28, 2023.

**10. Next Meeting Date**

Tuesday, February 28, 2023, at 10:00 a.m. – Clubhouse Four

**11. Adjournment**

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Please be courteous and respectful at all times to other members, Board Directors and representatives from Management. We ask that you do not raise hands or interrupt the Committee or anyone else who may be speaking. **A Member not adhering to these protocols and/or who becomes unruly may be asked to leave the meeting. Failure to comply will result in a special hearing with the Board at which disciplinary action may be taken.**



**BOARD OF DIRECTORS MEETING MINUTES  
GOLDEN RAIN FOUNDATION  
November 22, 2022**

**CALL TO ORDER**

President Marsha Gerber called the regular monthly meeting of the Board of Directors of the Golden Rain Foundation (GRF) to order at 10:01 a.m., on Tuesday, November 22, 2022, in Clubhouse Four and via live stream.

**PLEDGE OF ALLEGIANCE**

Thomas Moore, Seal Beach Council member, led the Pledge of Allegiance.

**ROLL CALL**

Following the roll call, Corporate Secretary Carol Levine reported that Directors Gambol, Jacquelin, Nugent, Geffner, Gerber, W. Thompson, Hopewell, C. Thompson, Doderer, Levine, Damoci, Friedman, Isom and Massetti were present.

Directors Ableser and Melody were present via Zoom.

Directors Perrotti and Jablonski were not present.

Executive Director Jessica Sedgwick, Director of Finance Mallorie Hall, Facilities Director Mark Weaver, IT Director Marcelo Mario, Recreation Director Jesse Cripps, and Executive Coordinator Tia Makakaufaki were also present.

Sixteen Directors participated, representing a quorum of the voting majority.

**SERVICE ANNIVERSARIES AND EMPLOYEES OF THE MONTH**

Service awards was presented by Human Resource Director LeAnn Dillman.

Employee of the Month award was presented to Service Maintenance team by Human Resources Director LeAnn Dillman.



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

Seal Beach Council Member Thomas Moore updated proceedings of the Seal Beach City Council.

## **SHAREHOLDER/MEMBER COMMENTS**

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

- 4-minute limit per speaker, when there are fewer than 15 speakers.

There were no comments made at the meeting, and one member submitted written comments prior to the meeting.

## **CONSENT AGENDA**

The consent agenda included the following: minutes of the GRF Board of Directors Minutes, October 25, 2022; Approve Capital Funds Investment Purchase; Approve Reserve Funds Investment Purchase; Acceptance of the Interim Financial Statements, October 2022, for Audit; Accept Standard Changes to Committee Charter; Approve Heat Pump replacement at Security Building.

## **AD HOC REPORTS**

### **Establishment of GRF Trust Property Utilization Ad Hoc Committee**

REMOVED FROM AGENDA PACKET ON NOVEMBER 15, 2022.

### **Approve Bid for Engineering Drawing**

REMOVED FROM AGENDA PACKET ON NOVEMBER 17, 2022.

Chair Damoci updated the Board with a report of the Governing Documents Ad hoc Committee and the 1.8 Acre Ad hoc Committee. President Damoci reported that the 1.8 Engineering Drawing to be considered had not yet been received.

Chair Isom updated the Board with a report of the Website Redesign Ad hoc Committee.

## **NEW BUSINESS**

### **GENERAL**

#### **Approve City of Seal Beach Camera Installation**

REMOVED FROM AGENDA PACKET ON NOVEMBER 22, 2022.

### **FINANCE COMMITTEE**

#### **Approve Insurance Property Liability Renewal**

##### **Committee Approval:**

At its November 21, 2022, meeting, the Finance Committee recommended GRF Board of Directors approve the 2022-2023 insurance renewal proposal as presented by DLD.

##### **Background:**

DLD provides Property, General Liability, Automobile Liability, Premises Environmental Liability/Pollution, ForeFront Portfolio, Directors and Officers Liability/Employment Practices Liability, Professional Liability (E&O) and Cyber Liability for both Golden Rain Foundation and the Mutuals. Renewal date is December 1, 2022.

##### **Fiscal Impact:**

The GRF budget for 2023 was written with an annual budget of \$848,802. The proposed renewal is a \$34,000 savings for 2023 at a total of \$814,679.70.

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

TO approve the 2022-2023 insurance renewal proposal as presented by DLD, in the amount of \$3,297,945, with \$814,679.70 being allocated to GRF and being expending from Operating Account GL #6731000, which has an annual budget of \$848,802 as of 2023 budget year.

One Director and the Finance Director spoke on the motion.

#### **FINAL VOTE: Amend 40-5061-2, Fees**

At its September 19, 2022, meeting, the Finance Committee recommended the GRF Board of Directors tentatively amend 40-5061-2, Fees.

At its September 27, 2022, meeting, the GRF Board of Directors voted to tentatively amend 40-5061-2, Fees. The document draft was published in the October 6th edition of the LW Weekly. Members were welcomed to submit their comments or questions to the Board Office



on this matter. This process is recommended in accordance with Civil Code §4360. No correspondence was received from members during the 28-day notification period.

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

TO ratify 40-5061-2, Fees, updating and clarifying document language, as presented.

No Director spoke on the motion.

## **GRF ADMINISTRATION COMMITTEE**

### **Amend 30-1001-5, Glossary of Terms**

#### **Committee Approval:**

At its November 10, 2022, meeting, the GRF Administration Committee recommended the Board of Directors approve glossary terms for vehicles.

#### **Background:**

The GRF Glossary of Terms creates greater efficiency for the Board's formulation and enforcement of rules governing the community by codifying meanings of terms and limiting the need to include those definitions in each rule.

In early 2022, the GRF Administration Committee appointed Director Paula Snowden to chair a subcommittee reviewing every term then in the Glossary and propose amendments, additions, or deletions to the list. The subcommittee reviewed thematically related terms in individual meetings to better determine subtle variations among the scores of definitions.

The 2022-23 Administration Committee has been reviewing these packets of definitions. The packet under consideration today concerns "Vehicles."

#### **Fiscal Impact:**

No anticipated financial impact, apart from minimal staff time to incorporate the new definitions into the governing documents.

Mr. Thompson MOVED, seconded by Mr. Massetti, and carried unanimously by the Directors present –

TO adopt these amendments in 30-1001-5 – Glossary of Terms:  
Bicycle, Golf Cart, Inoperable Vehicle, Maintenance Vehicle,  
Mobility Scooter, Motorcycle, Motor Vehicle, Pedestrian, Prohibited  
Vehicle, State-Registered Motor Vehicle, Unauthorized Vehicle,

Vehicle Used for Recreation, All-Terrain Vehicle, Motorized Scooter, Recreational Scooter, Vehicle and Motorized Bicycle, as presented.

One Director spoke on the motion.

**Adopt 30-5022-3, Community Rules Violation Panel Charter**

At its October 22, 2022, meeting, the GRF Administration Committee recommended the GRF Board of Directors adopt 30-5022-3, Community Rules Violation Panel Charter.

Ms. C. Thompson MOVED, seconded by Ms. Gambol -

TO adopt 30-5022-3, Community Rules Violation Panel Charter as presented.

Seven Directors and the Executive Director spoke on the motion.

The motion passed with seven no votes (Directors Jacquelin, Gerber, Hopewell, Levine, Damoci, Friedman and Isom).

**FINAL VOTE: Amend Policy 30-5093-3, Authorized Resident (AR) Rules of Conduct, Procedure for Notification of Violation and Right to Hearing**

At its September 22, 2022, meeting, the GRF Administration Committee recommended the GRF Board of Directors amend 30-5093-3, Authorized Resident (AR) Rules of Conduct, Procedure for Notification of Violation and Right to Hearing.

At its September 27, 2022, meeting, the GRF Board of Directors voted to tentatively amend 30-5093-3, Authorized Resident (AR) Rules of Conduct, Procedure for Notification of Violation and Right to Hearing. The document draft was published in the October 6th edition of the LW Weekly. Members were welcomed to submit their comments or questions to the Board Office on this matter. This process is recommended in accordance with Civil Code §4360. No correspondence was received from members during the 28-day period.

Ms. Gambol MOVED, seconded by Ms. Hopewell, and carried unanimously by the Directors present –

TO ratify 30-5093-3, Authorized Resident (AR) Rules of Conduct, Procedure for Notification of Violation and Right to Hearing, updating language throughout the document, as presented.



Two Directors and the Executive Director spoke on the motion.

## **INFORMATION TECHNOLOGY SERVICE COMMITTEE**

### **Capital Funding Request: Records Digitization Document Management Solution – Iron Mountain**

#### **Committee Approval:**

At its November 1, 2022, meeting, the Information Technology Services Committee recommended the GRF Board of Directors approve the proposal from Iron Mountain as presented; a one-time cost not to exceed \$91,500 (including 10% contingency); annual software cost of \$1,800/year; and the annual storage costs (approximately \$355.65/month).

#### **Background:**

Management has identified the need to digitize and properly store the corporation's records. This action will both properly safeguard our records, but will also free space for needed offices and alternative uses. Iron Mountain was identified as the best solution to fit our needs. Iron Mountain is the only proposal because they are the only provider to provide document management.

Documents located in the Stock Transfer office and the storage room beginning-to-end termed "The Morgue" will be prepped and packed by the Iron Mountain team and transported to their facility for scanning/indexing and hard copy storage based upon GRF's retention policy.

The agreement is broken up into 3 parts:

- Scanning & InSight Essentials agreement
- Package and Preparation Agreement
- Records Hosting and Storage Agreement

The agreement is based on a 3-year term and will be billed annually. (Storage and digital hosting only)

#### **Fiscal Impact:**

The total IT Software budget across cost centers is \$161,191.00. The annual cost of the software would be split across cost centers as PowerDMS currently is.

The one-time implementation cost of \$83,005.48 plus a 10% contingency for a total cost of \$91,500.00, will be expended from the Capital Fund, which has a current unallocated balance of \$2,735,482.

The annual storage costs are estimated at \$355.65/month or \$4,267.80/year, with funds to be expended from Operating GL 6485500, which has an annual budget of \$3,080 as of January 1st, 2023.

Mrs. Nugent MOVED, seconded by Ms. Hopewell, and carried unanimously by the Directors present –

MOVED to approve the proposal from Iron Mountain as proposed: A one-time cost not to exceed \$91,500, including a 10% contingency, with funds to be expended from the Capital Fund account. The annual software cost of \$1,800/year with funds to be expended from Operating GL 6481000, which has an annual budget of \$161,191 as of January 1, 2023. The annual storage costs with funds to be expended from Operating GL 6485500, which has an annual budget of \$3,080 as of January 1st, 2023. The President is authorized to sign the contract.

Four Directors spoke on this motion.

#### **Operating Funding Request: CINC System to Replace Jenark**

##### **Committee Approval:**

At its November 1, 2022, meeting, the Information Technology Services Committee recommended the Board approve the proposal for CINC Systems at a cost of \$47,577.60/year and a one-time cost of \$3,500.

##### **Background:**

GRF is currently utilizing Jenark, a 20-year-old resident-service software system, with less-than-adequate support. Jenark has many limitations that require outside assist systems – for instance accompanying spreadsheets are often needed, and the data on those spreadsheets and other non-Jenark resources often require manual processing. It creates extra work, and it's prone to errors. A new, better system is needed that would support accounting for GRF and the Mutuals, as well as service operations, much more efficiently. Over the past several months, Leadership has reviewed and researched multiple options and sat through many product demonstrations. After much consideration of which programs would most benefit to staff productivity and output product to the Boards, CINC management software and accounting software has been identified as the best replacement options.

This system will replace Jenark, ClickPay and Axxerion. A few of the benefits to CINC are:



- 1) Web-based platform that can be accessed from anywhere
- 2) Work Order (SRO) module with ability for service maintenance staff to utilize a mobile device for processing
- 3) Electronic Invoice Processing and approval workflows
- 4) Vendor Management
- 5) Architectural Application (Permits) tracking and processing
- 6) Management reports
- 7) One-button Bank Reconciliation
- 8) Automated reporting
- 9) Resident password-protected portal
- 10) Board password-protected portal

CINC's annual cost is calculated at .60 per residence per month. Over a 12-month period that is estimated to be \$47,577.60. There is a one-time implementation fee of \$3,500.

ClickPay is currently paid for through our banking relationship with US Bank. US Bank has confirmed they will utilize those same funds to pay a portion of the CINC system.

**Fiscal Impact:**

The \$3,500 implementation fee will be taken from Capital Funding, which has a current unallocated balance of \$2,735,482.

CINC's yearly expenses will be billed to the Software Operations Budget. Its 2023 budget is \$110,924 and is supplemented by a \$12,000 in-kind services contract through GRF's customer relationship with US Bank.

In 2022, GRF spent \$27,832 on two of the relic software systems to be replaced by CINC. Still, CINC's expected \$47,577.60 yearly expense, added to the \$83,042 already committed to other necessary software systems, will result in a \$7,695.60 shortfall in the 2023 Software Operations budget.

However, the Finance Director anticipates significant, although as yet undetermined staff-time savings within her department, and in the Physical Properties and Service Maintenance departments, which could result in opportunities to reallocate staff to other responsibilities.

Ms. Isom MOVED, seconded by Mrs. Nugent, and carried unanimously by the Directors present –

TO approve the purchase of CINC systems to replace Jenark, ClickPay, and Axxerion at a cost of \$47,577.60/year (\$.60 per door for 6,608 doors or an estimated cost of \$3,964.80 per month) and one-time implementation cost of \$3,500 and authorize the President to sign the contract. The monthly funds will be expended from Operating Account GL #6481000-934, which has an annual budget of \$110,924 as of January 1, 2023. The one-time funds of

\$3,500 will be expended from the Capital Funding, which has a current unallocated balance of \$2,735.482.

Five GRF Directors, the Finance Director, Information Technology Director, and the Recreation Director spoke on the motion.

## **MUTUAL ADMINISTRATION COMMITTEE**

### **Amend 50-5165-3, Committee Charter**

**REMOVED FROM AGENDA PACKET ON NOVEMBER 17, 2002.**

### **FINAL VOTE: Amend 50-1646-2, Stock Transfer Office Schedule of Fees**

At its September 12, 2022, meeting, the Mutual Administration Committee moved to recommend the GRF Board of Directors amend 50-1646-2, Stock Transfer Office Schedule of Fees.

At the September 27, 2022, meeting of the GRF Board of Directors, the Board voted to tentatively amend 50-1646-2, Stock Transfer Office Schedule of Fees. The document draft was published in the October 6th edition of the LW Weekly. Members were welcomed to submit their comments or questions to the Board Office on this matter. This process is recommended in accordance with Civil Code §4360.

No correspondence was received from members during the 28-day notification period.

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

TO ratify 50-1646-2, Stock Transfer Office Schedule of Fees,  
updating verbiage throughout, as presented.

No Director spoke on the motion.

## **PHYSICAL PROPERTY COMMITTEE**

### **Capital Funding Request: Amphitheater Rear Door Ramp**

The Physical Property Department was requested to seek proposals for the installation of a ramp and railing for the back doors to the Amphitheater per the attached rendering:



MJ Jurado \$28,090  
Bernardo Concrete \$33,700

At its November 2, 2022, meeting, the Physical Property Committee recommended the GRF Board award a contract to MJ Jurado for the installation of a ramp and railing at the back doors to the Amphitheater, for a cost not to exceed \$28,090 Capital funding and authorize the President sign the contract.

Mrs. Damoci MOVED, seconded by Ms. Levine, and carried unanimously by the Directors present-

TO award a contract to MJ Jurado for the installation of a ramp and railing at the back doors to the Amphitheater, for a cost not to exceed \$28,090 Capital funding and authorize the President sign the contract.

Seven Directors and the Facilities Director spoke on the motion.

**Reserve Funding Request: Clubhouse One Kitchen Flooring**

The Physical Property Department was requested to obtain quotes for the repair and refinishing of the epoxy floor at the kitchen in Clubhouse One. Cost is as follows:

Cornerstone Flooring \$14,777  
Kary's Carpet \$16,300  
Bixby Flooring No Bid

At its November 2, 2022, meeting, the Physical Property Committee recommended the GRF Board award a contract to Cornerstone Flooring for the repair and refinishing of the epoxy floor in the kitchen of Clubhouse One, at the cost not to exceed, \$14,777, Reserve Funding, and authorize the President to sign the contract.

Mr. Dodero MOVED, seconded by Mrs. Damoci, and carried unanimously by the Directors present-

TO award a contract to Cornerstone Flooring for the repair and refinishing of the epoxy floor in the kitchen of Clubhouse One, at the cost not to exceed, \$14,777, Reserve Funding and authorize the President to sign the contract.

Two Directors and the Facilities Director spoke on the motion.

### **Reserve Funding Request: Zinsco Electric Panel on Trust Property**

During a routine risk management inspection, our insurance company recommended replacing all Zensco Electric Panels on Trust Property. Zensco Panels were located at Clubhouse One and Three. A total of eleven panels, nine in Clubhouse 3 and two in Clubhouse 1, are recommended for replacement. The Physical Property Department requested quotes for this work:

Pacific 3 Electric Inc. \$28,500

Electric Construction Company \$41,848

A 10% contingency is requested for this project

At its November 2, 2022, meeting, the Physical Property Committee recommended the GRF Board award a contract to Pacific 3 Electric Inc, for the replacement of eleven electric panels, at a cost not to exceed \$31,350 including a 10% contingency, Reserve Funding and authorize the President sign the contract.

Mrs. Nugent MOVED, seconded by Ms. Jacquelin, and carried unanimously by the Directors present-

TO award a contract to Pacific 3 Electric Inc, for the replacement of eleven electric panels, nine in Clubhouse Three and two in Clubhouse One, at a cost not to exceed \$31,350 including a 10% contingency, Reserve funding, and authorize the President sign the contract.

No Director spoke on the motion.

### **FINAL VOTE: Adopt 60-5000-1, Use of Community Facilities, Dumpsters at 1.8 Acres - Rules**

At its September 7, 2022, meeting, the Physical Property Committee recommended the GRF Board of Directors tentatively adopt 60-5000-1, Use of Community Facilities, Dumpsters at 1.8 Acres-Rules.

At its September 27, 2022, meeting, the GRF Board of Directors voted to tentatively adopt 60-5000-1, Use of Community Facilities. The document draft was published in the October 6th edition of the LW Weekly. Members were welcomed to submit their comments or questions to the Board Office on this matter. This process is recommended in accordance with Civil Code §4360.

No correspondence was received from members during the 28-day notification period.

Mr. Massetti MOVED, seconded by Ms. Thompson, and carried unanimously by the Directors present-

TO ratify 60-5000-1, Use of Community Facilities, Dumpsters at 1.8

Acres -Rules, as presented,

Six Directors spoke on this motion.

## **RECREATION COMMITTEE**

### **Reserve Funding Request: Clubhouse One – BBQ at Picnic Area**

#### **Committee Approval:**

At its November 07, 2022, meeting, Recreation Committee recommended the GRF Board of Directors approve the purchase of a replacement BBQ for the Clubhouse One picnic area.

#### **Background:**

The Clubhouse One picnic area BBQ has reached its useful life. The current BBQ has started to fail during private party and club reservations and needs replacement.

#### **Fiscal Impact:**

Purchase of a new Backyard Pro LPG60RD 60" (Liquid Propane) grill will cost \$2,669.00 and a Backyard Pro vinyl outdoor cover \$58.49, with sales tax of \$261.00. Staff also recommends adding \$250.00 contingency funding for a total cost of \$3,238.49, Reserve Funding.

No expected financial return.

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

TO approve the purchase of a Backyard Pro LPG60RD 60" gas grill

(liquid propane) and outdoor cover for a cost of \$2,988.49 adding

\$250.00 contingency for a total cost not to exceed \$3,238.49,

Reserve Funding.

One Director and the Recreation Director spoke on the motion.



## **Approve Turtle Lake Golf Course Signage**

### **Committee Approval:**

At its November 07, 2022, meeting, the Recreation Committee moved to recommend the GRF Board of Directors approve the Turtle Lake design and authorize an identification sign be installed at the GRF Golf Course.

### **Background:**

A 2020 contest asked for shareholder input on naming the recently re-opened golf course. The winning entry was Turtle Lake. At its November 11, 2020, meeting, the ADR Committee approved the logo design for Turtle Lake. At the November 07, 2022, Recreation Committee meeting, the committee approved the sign art with alterations.

### **Fiscal Impact:**

Purchase and installation of Turtle Lake Sign \$641.91  
Contingency funding \$100.00  
No expected financial return.

Ms. Levine MOVED, seconded by Ms. Jacquelin –

TO approve the purchase of the Turtle Lake Golf Course sign for a cost of \$641.91, adding \$100.00 contingency for a total cost not to exceed \$741.00, Non-Budgeted Operating Funding.

One Director, the Recreation Director and Facilities Director spoke on the motion.

The motion passed with one abstention (Director Gambol).

## **Capital Funding Request: Clubhouse Three, Room Seven - Hearing Loop**

### **Committee Approval:**

At its November 07, 2022, meeting, the Recreation Committee recommended the GRF Board of Directors approve the purchase of an acoustics loop for Clubhouse Three Room Seven.

### **Background:**

Clubs reserving Clubhouse Three Room Seven have requested an acoustic loop to aid hearing-impaired club members who have difficulty participating in the club's activities.

The loop is designed to work with specialized hearing aids that capture the sound and amplify it in their device. The system comes with four (4) headsets designed to work with the acoustics loop for those who need assistance but do not have the specialized hearing aid.

The installation would include the loop amplifiers, loop wire, microphone mixer, microphones and all necessary equipment.

**Fiscal Impact:**

Physical Properties Department obtained cost to install.  
Purchase and installation of the hearing loop system \$2,920.00  
Listener receiver RX20-HS (Total of 4) 532.00  
Contingency funding \$300.00  
Total expense \$3,752.00

No expected financial return.

Mr. Massetti MOVED, seconded by Ms. Isom, and carried unanimously by the Directors present –

TO approve the purchase of the hearing loop system and four listener-receiver RX20-HS devices for a cost of \$3,452.00, adding \$300.00 contingency for a total cost not to exceed \$3,752.00, Capital Funding and authorize the President to sign the contract.

Five Directors and the Recreation Director spoke on the motion.

**STRATEGIC PLANNING COMMITTEE****Approve Feasibility for obtaining Liquor License****Committee Approval:**

On November 10, 2022, the Strategic Communication Committee voted to recommend the Board of Directors investigate the procedures and cost-effectiveness of applying for a California liquor license.

**Background:**

The Strategic Planning Committee was tasked with introducing new sources of revenue to soften assessment increases provoked by inflation. One long-discussed initiative concerned the entertainment and revenue opportunities offered by liquor sales within the community. This will require acquiring a permit to sell liquor, either by buying an existing liquor license, or acquiring a new license.

Preliminary research has shown that acquiring an existing license can be very costly. Engaging an outside contractor with a license would make any venture less cost effective for the community.

State law does provide two paths for an association like Leisure World to obtain a liquor license. It can acquire a club license through section 23428.26 of the Business and Professions Code. This section permits non-profit property owners associations established before 1970 with over 2,500 members to obtain a license for on-site alcohol sales and consumption.

A unique option available to Leisure World is the opportunity for an “off-sale license.” This license permits sales of alcohol to be consumed off-site (basically a retail liquor store). Section 23433 offers this option to any golf club that has been operating at least 60 years.

**Fiscal Impact:**

The application for a club license is \$905, with an annual renewal fee of between \$340 and \$550.

An off-sale license requires a \$15,835 application fee, and annual fees of \$540.

While a club license is cheaper, plumbing, furnishings, and appliances set-up costs necessary for on-site consumption will be substantial. Set-up and ongoing staffing costs will be lower for a retail location.

While these costs may be assumed by a lessee operator, it will impact the profits the Foundation could expect from the project.

More extensive study and expert guidance will be necessary to determine total revenue from either option, although an off-sale license would appear to offer the most assured return on investment.

Mr. Melody MOVED, seconded by Ms. Gerber –

TO recommend the GRF Board of Directors asked staff to determine procedures and assess the cost-effectiveness for obtaining and conducting operations associated with a GRF-owned liquor license.

Twelve GRF Directors, the Finance Director and the Executive Director spoke on the motion.

The motion failed with nine no votes (Directors Nugent, Geffner, Gerber, Hopewell, Ableser, Dodero, Damoci, Friedman and Isom).

**Approve Revenue Item List and Assignment**

**Committee Approval:**

On November 10, 2022, the Strategic Communication Committee approved to recommend the Board of Directors validate the list of revenue-generating projects and assign them to their appropriate committees for further research and development.

**Background:**

The Strategic Planning Committee was tasked with introducing new sources of revenue to soften assessment increases provoked by inflation. Committee members have drawn potential revenue initiatives from other communities and from past ideas discussed in other



committees.

The committee has evaluated these ideas and selected those that appear to be most practical in generating near- or medium-term positive income. Generally, this initial set of proposed revenue projects involve expansions of income from advertising and sponsorship sources, modification of fee structures for private and commercial users of GRF facilities, and temporary or long-term leasing of Foundation property to retail businesses or services.

The committee is presenting this list of ideas for the Board of Directors affirmation and asks the President to assign individual items to the relevant committee for further study and development.

**Fiscal Impact:**

Collectively, the items in this list could annually generate hundreds of thousands of dollars in additional revenue for GRF. While the initial financial output to realize such income cannot be determined without further detailed investigation by the committees, the Strategic Planning Committee envisions such costs to vary from nearly zero to significant investments in order to improve Trust properties to interest permanent retail or service clients.

Mr. Thompson MOVED, seconded by Ms. Hopewell -

TO stop discussion about the Revenue Item Listed and Assignment  
and proceed to vote on the original motion.

Four Directors and the Executive Director spoke on the motion.

The motion passed with four no votes (Directors Geffner, Dodero, Damoci and Isom).

Mr. Geffner MOVED, seconded by Mrs. Nugent -

TO validate the list of potential revenue projects and instruct the  
GRF President to assign the projects to relevant committees for  
further study and consideration.

The motion passed with four no votes (Directors Geffner, Dodero, Damoci and Isom).

**ADJOURNMENT**

The meeting was adjourned at 12:47 P.M.

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Carol Levine, Corporate Secretary  
Golden Rain Foundation  
TM 11-22-20



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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** PRESIDENT GERBER  
**SUBJECT:** APPOINT CHAIR FOR COMMUNITY RULE VIOLATION PANEL  
**DATE:** JANUARY 24, 2023  
**CC:** FILE

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### **Committee Approval:**

At its November 22, 2022, the Board of Directors accepted 30-5022-3, Community Rules Violation Panel Charter, which mandates the President to appoint the Panel's chair/moderator, and a rotating panel of three Directors for each meeting.

### **Background:**

The previous review process for potential Member violations of GRF rules required a quorum of the entire GRF Board in order to conduct any hearing. The three-person panel distinguishing the approved 30-5022-3 procedures largely replicates a GRF appeal process that had been used in the past. This approach dramatically decreases the logistical difficulties and commitment of Board resources to fulfill this legally required function.

### **Fiscal Impact:**

Fines assessed to encourage compliance with GRF rules have provided between \$16,000 to \$64,000 annually in the past. Staff expenses to administer the program are expected to be less than incurred by earlier versions of the appeals body. Processing time and expenses previously performed by the on-site security and finance offices to administer parking and vehicle use violations have been outsourced to a private company, and their processing fees will be integrated into the collection structure.

### **Recommendation**

I move to approve the President's nomination of Director Edward Jablonski as chair/moderator of the 2022-23 Community Rules Violation Panel, and the naming of the following directors to hear Member appeals: Lucy Ableser, Carole Damoci, Tony Doderer, Janet Isom, Susan Jacquelin, Lee Melody, Teri Nugent, Leah Perrotti, and Camille Thompson.



## GRF COMMUNITY RULES VIOLATION PANEL



### GRF Rules Violation Panel Charter

Pursuant to state statute (**Corp. Code §7210; Corp. Code §7212(c)**) and Article VIII of the Bylaws of the Golden Rain Foundation (GRF), the Board of Directors (BOD) hereby establishes the GRF Community Rules Violation Panel and grants to the Panel authority specifically stated within the GRF governing documents.

In accordance with Article VII, Section I, of the Bylaws, the Panel's Moderator shall be appointed by the GRF President and approved by action of the BOD, and its members selected by a process approved by the BOD.

#### 1. **COMPOSITION:**

The GRF Community Rules Violation Panel shall consist of a Moderator appointed by the GRF President and three adjudicating panel members. The Panel members will comprise Directors who do are not currently serving as a chair of any of GRF's Standing Committees. A different panel of adjudicating members will be named for each meeting of the panel. The Moderator will serve for the length of the annual term, but the GRF President can appoint a new Moderator to serve temporarily at any time.

#### 2. **PURPOSE:**

As a committee of the board, the Community Rules Violation Panel will administer the Internal Dispute Resolution procedures established by the Golden Rain Foundation, and have full powers to assess, judge and determine fines or sanctions for violations of rules established within the GRF's governing documents.

#### 3. **DUTIES:**

- 3.1. This Panel may operate as a separate entity but has a duty to work cooperatively with Standing Committees when projects and responsibilities overlap.
- 3.2. Schedule and conduct a regular monthly session during which Members who have been charged with a violation of the community's rules are offered the opportunity to contest the alleged violation.
- 3.3. Oversee proper procedures for noticing and communicating each notice of findings.
- 3.4. Follow procedures for fair and equitable procedures as outlined in GRF rules 30-5093-3.
- 3.5. Make findings based on information offered by GRF staff, other GRF members and the Member charged with the violation, determine a judgment based on those findings, and either vacate the violation charge, or assess a punishment established in Rules 30-5093-2 and 80-1937-2.
- 3.6. Report the Panel's findings to the GRF President and to the Member charged with the violation within the timeline established in Rule 30-5093-3.
- 3.7. Assess the panel's adjudication procedures and suggest revisions in the Foundation's administration and review of the process.
- 3.8. Assist the GRF Executive Director and staff in maintaining all records of the

(Nov 22)

**GOLDEN RAIN FOUNDATION Seal Beach, California**



## GRF COMMUNITY RULES VIOLATION PANEL

### GRF Rules Violation Panel Charter

- Panel's actions.
- 3.9. Assist the GRF President in coordinating the conduct of secondary appeals to the GRF Board of Directors of any judgments rendered by the Panel.

#### 4. LIMITATIONS:

It is to be recognized that regulatory or supervisory activities affecting employed personnel are functions of Management and not to be encroached upon by the Panel's Moderator or any member, either individually or collectively.

The Panel 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: 22 Nov 22

Keywords:

Charter	Internal Dispute Resolution	Community Rules Violation	Member Conduct	Rules	Parking
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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** PRESIDENT GERBER  
**SUBJECT:** ADOPT 30-5700-3 PRESIDENT ROUNDTABLE CHARTER  
**DATE:** JANUARY 24, 2023  
**CC:** FILE

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The Roundtable is an opportunity for Mutual Presidents to exchange viewpoints concerning the duties detailed within the Mutual Management Agreement that GRF performs, or could perform, for the community's constituent Mutuals. The key principle of the Roundtable is that all participants are on equal footing.

Roundtable is not a GRF committee and does not need a charter.

However, after discussions with the chair of the GRF Administration Committee it was recommended that the GRF Board formalize a charter to:

- (1) To avoid a quorum of the GRF Board of Directors in attendance.
- (2) To create an environment of open format dialogue.
- (3) Create a format where all participants are on equal footing.

I move to adopt policy 30-5700-3, Presidents' Roundtable Charter, as presented.



**GRF ADMINISTRATION COMMITTEE****Golden Rain Foundation and Mutual Presidents Roundtable**

Pursuant to state statute Corp. Code 7210; Corp Code 7212(c) and Article VIII of the Bylaws of the Golden Rain Foundation (GRF), the Board of Directors (BOD) hereby establishes the GRF and Mutual Presidents Roundtable and grants to the Panel authority specifically stated within the GRF governing documents.

In accordance with Article VII, Section I, of the GRF Bylaws, the Roundtable's Chair shall be appointed by the GRF President.

**1. PURPOSE**

The Roundtable is an opportunity for Mutual Presidents to exchange viewpoints concerning the duties detailed within the Mutual Management Agreement that GRF performs, or could perform, for the community's constituent Mutuals. The key principle of the Roundtable is that all participants are on equal footing.

**2. COMPOSITION**

2.1. The Roundtable shall comprise:

2.1.1. The Presidents of the community's constituent Mutual corporations.

2.1.2. The GRF President, Vice President, Corporate Secretary, Treasurer and Chair of Mutual Administration Committee.

2.2. No other GRF Board member shall attend any Roundtable (unless they are also a Mutual President) in order to avoid a quorum.

2.3. No member of the Roundtable can invite a guest to the Roundtable without obtaining the approval of the GRF President.

**3. DUTIES**

3.1. Schedule and conduct regular sessions, at the discretion of the GRF President.

3.2. Communicate the concerns and suggestions of the Mutual Presidents to the GRF Executive Director or to the relevant GRF committee for consideration.

**4. TIMING AND FORMAT OF MEETINGS**

4.1. Meetings will be scheduled in January, March, May, July, September, and November. Such meetings may be cancelled, rescheduled, or additional meetings scheduled as needed, at the discretion of the GRF President.

4.2. Each meeting will be co-facilitated by a Mutual President chosen by a method determined by the currently serving GRF President.

**GRF ADMINISTRATION COMMITTEE****Golden Rain Foundation and Mutual Presidents Roundtable**

- 4.3. Meetings of the Roundtable will be held in a closed session to maintain the privacy of the discussions.

**5. LIMITATIONS**

It is to be recognized that regulatory or supervisory activities affecting GRF personnel are functions of Management and not to be encroached upon by the Roundtable's Moderator or any Mutual president, either individually or collectively.

The Roundtable does not have authority to enter into written contracts or oral agreements with any third parties on behalf of GRF or the respective Mutual Boards. Authority to authorize contracts and/or expenses rests solely with the Board of Directors of each respective Mutual or by the Mutual Boards' unanimous consent to assign defined duties to GRF.

**Document History**

Adopted:

**Keywords:** Roundtable



GOLDEN RAIN FOUNDATION  
Action Item  
January 24, 2023

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## BOARD ACTION REQUEST

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**DATE:** JANUARY 24, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** ARCHITECTURAL DESIGN & REVIEW COMMITTEE  
**ACTION:** CAPITAL FUNDING REQUEST: LANDSCAPING AT THE GLOBE

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### **Committee Approval:**

At its meeting on August 12, 2022, the Committee approved plants (list below) to replace the flowers in the Circle by J&J Landscape at a cost not to exceed \$38,910.

The plants that were approved are:

Kangaroo Paws, Polygata Virgata, Festival Grass, Society Garlic, Arizona River Rocks, and Golden Star Esperanza.

I move to approve the contract to J&J Landscape to replace plants at the Globe at a cost not to excess, \$38,910 and authorize the President to sign the contract.





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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** COMMUNICATIONS COMMITTEE  
**SUBJECT:** AMEND 20-5050-1, DIGITAL BILLBOARDS  
**DATE:** JANUARY 24, 2023  
**CC:** FILE

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### **Committee Approval:**

On December 8, 2022, the committee unanimously approved amendments and a document name change to 20-5050-1, Digital Billboards, and recommended it for the Board of Directors' approval.

### **Background:**

Currently, there is no approved governing document regarding an emergency text system, which was favored by 95% of all residents responding to an April 2021 LW Weekly survey. The COMM/ITS committee developed an emergency texting policy under the new number 20-2807-1 and submitted it to the Board of Directors on October 14, 2021. The Board of Directors returned the policy to the Committee, requesting specifics on who was authorized to distribute on text.

The Committee then decided to consolidate all electronic communications, emergency texting and LW Live under the existing 20-5050-1, Digital Billboards. On April 14, 2022, the Committee approved amendments to 20-5050-1. In July 2022, the Board of Directors' recording secretary recommended restructuring the action request before resubmission to the Board. On October 10, 2022, the Board of Directors again returned the measure to the Committee, asking for more clarity in the document's red-line presentation.

On December 8, 2022, the committee approved the version currently under Board consideration.

### **Fiscal Impact:**

Costs are limited staff time to implement the system's infrastructure. No positive income.

**Recommendation:**

I move to recommend the Board of Directors amend 20-5050-1, Digital Billboards, as presented, and retitle it as "Electronic Communications" under the same rule number.



## COMMUNICATIONS/INFORMATION TECHNOLOGY SERVICES

### Digital Billboards/Display Screens Electronic Communications

#### 1. PURPOSE

This document establishes regulates informational content on the electronic communication platforms ~~rules to display informational content on the digital billboards digital display screens~~ of Leisure World Seal Beach.

#### 2. LEISURE WORLD LIVE (LW Live) [from 20-2806-1]

This electronic announcement is provided by the Golden Rain Foundation to provide members with an opportunity to receive rapid notification of events affecting the community.

##### 2.1. Authorization

LW Live announcements will be sent only by the Communications/ITS, Recreation or Administration Department staff with the approval of the GRF Executive Director, or the GRF President or their designees.

##### 2.2. Types of Permitted Notices

2.2.1. Announcements such as scheduled and unscheduled power outages, water service disruptions, road closures and public safety actions.

2.2.2. Community action reminders such as GRF-sponsored events or any other special community events.

2.2.3. Governance notices from GRF Board of Directors such as election ballot counting.

2.2.4. Announcements directed toward residents of a specific Mutual may be authorized by staff of Mutual Administration under guidelines established by the Executive Director.

~~Mutual announcements may be sent at the discretion of GRF staff.~~

2.2.5. Notices distributed through LW Live may also be published on the GRF website in order to inform the largest possible number of residents.

2.2.6. No club announcements will be sent.

##### 2.3. Privacy

2.3.1. Opting into the service is voluntary. and Each person must choose to opt in to the service by submitting an email address to which notices are to be sent.

2.3.2. No email address or personal information will be provided to any other entity.

#### 3. GRF EMERGENCY TEXTS

This telephone-based digital text service is provided by GRF to allow members to receive rapid notification of emergencies affecting the community.

##### 3.1. Authorization





## COMMUNICATIONS/INFORMATION TECHNOLOGY SERVICES

### Digital Billboards/Display sScreens Electronic Communications

GRF emergency texts will be sent only by the Communications, ITS, Security or Administration department staff with the approval of the GRF Executive Director, or the GRF President, or their designees.

#### 3.2. Types of Permitted Notices

These texts are to be employed only for rapid notification of events threatening immediate risk of death or severe injuries to community members.

3.2.1. Texts should be limited to emergencies for which a three-hour delay could/would endanger the lives or physical well-being of community members.

3.2.2. The alerts should focus exclusively on human life.

3.2.3. Each alert text must later be followed by a resolution text.

#### 3.3. Examples

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

↑ can this  
be un-redlined?





## COMMUNICATIONS/INFORMATION TECHNOLOGY SERVICES

### Digital BillboardsDisplay sScreens Electronic Communications

#### 3.4. Privacy

3.4.1. Opting into the Emergency Text service is voluntary. and Each person must choose to opt in to the service by submitting a mobile telephone number to which notices are to be sent.

3.4.2. No telephone numbers or personal information will be provided to any other entity.

#### 3.5. Costs

Residents without free text services who subscribe to the emergency text service are responsible for the provider's charges.

### 4. DIGITAL BILLBOARDSDISPLAY SCREENS

Digital display screens are located in clubhouses and other GRF facilities to provide information on events and programs of community interest.

#### 4.1. AUTHORIZATION

Digital billboarddisplay screen announcements will be uploaded and removed only by the Communications Department staff. Notices outside permitted guidelines must be approved by the GRF Executive or the GRF President. ITS, Recreation or Administration department staff with the approval of the GRF Executive Director or the GRF President. Any exceptions will be determined by the Communications/ITS Committee.

#### 2.4.2. TYPES OF INFORMATION TO DISPLAY Types of Permitted Information Announcements

Priorities for display will be given to free events of community interest. Fee-based community events may be considered for display under the provisions in Section 4.4 below.

The Communications/Information Technology Services (COMM/ITS) Department is responsible for maintaining the Digital BillboardsDisplay screens and accepts the following types of documents for display:

2.1.4.2.1. Community Notices

2.2.4.2.2. GRF Notices

2.3.4.2.3. Recreation Department Events

2.4.4.2.4. Club Events, including those with material fees

4.2.5. Public Service Announcements (PSAs)

4.2.6. Secular events hosted by religious organizations

#### 4.3. PROHIBITED ANNOUNCEMENTS





## COMMUNICATIONS/INFORMATION TECHNOLOGY SERVICES

### Digital Billboards/Display Screens Electronic Communications

4.3.1. The digital display screens will not display Any business-related or sales content or fundraising functions.

4.3.2. Any No commercial venture may be advertised by a club, including classes or events for which an instructor or performer is hired, irrespective of whether the instructor or performer is a GRF member, or a fee or donation is taken.

4.3.3. Those No announcements whose content, or activities advertised, fail to conform to GRF Governing Documents, and local, state or federal laws. will be displayed.

4.3.4. Those submitted by religious organizations advertising may not advertise worship events or religious affiliation on the digital display screens. Any religious organization hosting a secular event such as a movie, concert or rummage sale open to all Leisure World Seal Beach residents is permitted to submit post an announcement concerning that event.

4.3.5. Those announcements submitted in a language other than English.

4.3.6. Those announcements submitted without to the Recreation Department's signed and approved for placement consideration without the completed "Request for Display on Digital display screens" form.

4.3.7. Those announcements Whose artwork or file format do not conform to the specifications set forth by the digital display screens layout requirements in 20-5050-3. Clubs and organizations choosing not to create their own artwork can commission the Communications Department to create it for them for a fee to be determined by that Department.

#### 4.4. CLUB REQUIREMENTS FOR DIGITAL DISPLAY SCREENS SUBMISSIONS

Any GRF club in good standing (determined by the Recreation Department [RD]) may advertise for free on the Digital Billboards screens concerning events that do not charge a fees or participation. The following circumstances may be assessed in considering exceptions to the above rule:

advertise on the Digital Display screens concerning club events that do not charge a fee for participation. The following circumstances may be assessed in considering exceptions to the above rule:

4.4.1. Charitable or service organizations designated as 501c3 or comparable non-profits, where a portion of the funds collected directly benefit the Leisure World community. In lieu of financial contributions, free services to shareholders may qualify the organization for an exemption.

non-profits where a portion of the funds collected directly benefit the Leisure World community. In lieu of funds, free services to Leisure World residents may qualify the organization for an exemption.

4.4.2. Performing Arts clubs that accept donations with/ or charge a fee for a particular event for costs associated in order to cover the club's expenses for producing the

with





## COMMUNICATIONS/INFORMATION TECHNOLOGY SERVICES

### Digital BillboardsDisplay sScreens Electronic Communications

event may advertise on the digital display screens as well as on the physical bulletin boards.

#### 4.5. LENGTH OF DISPLAY

Approved content may be posted no earlier than two weeks prior to the event, and will be removed the day following the event.

2.5.

### 3. REQUIREMENTS FOR POSTING ON THE DIGITAL DISPLAY SCREENS BILLBOARD

The following relate to posting documents on the Digital BillboardsDisplay screens:

#### 3.1. Required documentation:

- 3.1.1. A "Request for Display on Digital Display ScreensBillboard" form (20-5050-4) must be completed and accompanied by the document to be displayed.
- 3.1.2. The document must be approved by the Recreation Department for club events.

#### 3.2. Approved content may be posted no earlier than two weeks prior to the event, and will be removed the day following the event.

#### 3.3. Priorities for display will be given to free events of community interest and fee-based community events, if acceptable.

#### 3.4. The digital billboardsdisplay screens will not be available to display any business-related or sales content or fundraising functions.

#### 3.5. Any exceptions will be determined by the Communications Committee/ITS.

### 4. CLUB REQUIREMENTS FOR DIGITAL DISPLAY SCREENS BILLBOARD DISPLAY SUBMISSIONS

Any GRF club in good standing (determined by the Recreation Department [RD]) may advertise on the Digital Billboardsdisplay screens events of interest to the community under the following conditions:

#### 4.1. The Club/Organization is not charging a fee for participation in the event advertised. The following are exemptions:

- 4.1.1. 4.1.1. Charitable or service organizations, designated as a 501c3 or comparable non-profit, where a portion of the funds collected directly





## COMMUNICATIONS/INFORMATION TECHNOLOGY SERVICES

### Digital BillboardsDisplay sScreens Electronic Communications

benefit the Leisure World community. In lieu of funds, free services to shareholders may qualify the organization for an exemption.

- 4.1.2. Performing Arts clubs that accept donations or charge a fee for a particular event in order to cover the club's expenses for producing an event may advertise on the digital billboardsdisplay screens as well as on the physical bulletin boards.

- 4.2. No commercial venture may be advertised by a club, including classes for which an instructor is hired, irrespective of whether the instructor is a GRF member, or a fee or donation is taken.
- 4.3. Religious organizations are restricted from posting except when hosting a non-religious event, such as a movie, concert or rummage sale open to all GRF members.
- 4.4. The public announcement files must conform to the specifications set forth by the Communications Department and must be submitted to and approved by the Recreation Department, and accompanied by signed and approved "Request for Display on Digital display screensBillboard" Form. Artwork that does not comply with the Digital Billboard display screensLayout Requirements specified in Section 5, will be rejected.
- 4.5. Clubs and organizations will have the option, if they choose not to create their own artwork, to commission the Communications Department to create it for them for a fee to be determined by that Department.
- 4.6. All content and the activities advertised must conform to GRF Governing Documents, and local, state or federal laws.
- 4.7. Postings must be submitted in English language only.

### 5. DIGITAL DISPLAY SCREENS BILLBOARD LAYOUT REQUIREMENTS

The following describes the layout requirements for Digital Billboard display screens submissions:

- 5.1. Acceptable formats: .jpg, .gif, .png, .bmp
- 5.2. Resolution: All files with photo images should be created at 100–150 dpi at an A4 print size. Files submitted at lower than 100 dpi may produce a lower quality output. If there is uncertainty about the quality of the images, please call Communications Department (LW Weekly).
- 5.3. Color Format: RGB
- 5.4. Size in Pixels: 1650 (width) x 1275 (height)
- 5.5. Submitted graphic files are reviewed for accuracy in dimensions, quality of pictures and overall design esthetics.





## COMMUNICATIONS/INFORMATION TECHNOLOGY SERVICES

### Digital BillboardsDisplay sScreens Electronic Communications

5.6. — Artwork with low quality images or photos that appear pixelated, blurred or distorted is not acceptable.

5.7. — GRF is not responsible for proofreading, image quality/resolution and/or correcting errors.

5.8. — GRF reserves the right to reject artwork without further explanation.

#### **Document History**

Adopted: 28 Mar 17	Reviewed: 08 Feb 18	Amended: 12 Sep 19
Amended: 10 Oct 19	Amended: 26 Nov 19	GDC 04 Mar 20

**Keywords:** Digital Graphics  
BillboardsDisplay  
screens



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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** COMMUNICATIONS COMMITTEE  
**SUBJECT:** ADOPT 20-5050-3 DIGITAL BILLBOARD  
**DATE:** JANUARY 24, 2023  
**CC:** FILE

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**Committee Approval:**

On April 14, 2022, the committee approved 20-5050-3, Electronic Communications, and recommended it to the Board of Directors for passage.

**Background:**

20-5050-3, Electronic Communications, is constituted of language originally in 20-5050-1. The appropriate items were placed in 20-5050-3 to defined procedures supporting a proposed consolidation of GRF's electronic communications governing document, 20-5050-1. Both 20-5050-1 and 20-5050-3 were passed by the Communications Committee on April 14, 2022 and forwarded to the Board's consideration. The Board's recording secretary recommended restructuring the proposed format of 20-5050-1. The Committee approved amendments to 20-5050-1 at its October 10, 2022, meeting, and submitted it for the Board's consideration. The Board returned the measure to the committee, requesting greater clarity in the red-lined document. The Committee again amended 20-5050-1, and at this meeting is asking the Board's reconsideration of both components of the electronic communications governing documents, 20-5050-1 and 20-5050-3.

**Fiscal Impact:**

No additional staff time is expected to implement or administer the already existing digital billboard program.

I move to adopt policy 20-5050-3, Digital Billboard, as presented.



## **COMMUNICATIONS**

### **Digital Billboards**

#### **1. APPLICATION PROCEDURES**

- 1.1. A "Request for Display on Digital Billboard" form (20-5050-4) must be completed and accompanied by the document to be displayed.
- 1.2. The request to advertise any club event must be approved by the Recreation Department.

#### **2. LAYOUT REQUIREMENTS**

- 2.1. Acceptable formats: .jpg or PDF.
- 2.2. Resolution: Artwork should be 300 dpi, 8.5x11 inches in a landscape orientation. For questions on image quality, contact LW Weekly at 562-430-0534.
- 2.3. Color Format: RGB preferred.
- 2.4. Communications Department will review digital files to make sure they meet specifications, photo/art quality and overall design aesthetics.
- 2.5. Artwork that does not meet quality specifications or that appears pixelated, blurred, or distorted is not acceptable.
- 2.6. GRF is not responsible for proofreading and/or correcting errors.
- 2.7. GRF reserves the right to reject artwork without further explanation.

### **Document History**

Adopted:

**Keywords:** Digital Display Screen





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## BOARD ACTION REQUEST

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**DATE:** JANUARY 24, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** FINANCE COMMITTEE  
**ACTION:** OPERATING FUNDING REQUEST: APPROVE ACTIVE SHOOTER INSURANCE PROPOSAL

---

### **Background:**

At its November 21, 2022, meeting, the Finance Committee requested a quote for an Active Shooter Insurance Policy. DLD was requested and obtain a proposal for Active Shooter Coverage.

In brief, this coverage is triggered by violent attacks and/or threats. It provides supplemental liability and extra expense coverage to insureds. Additionally, it provides death benefits and medical, rehabilitation, psychiatric and funeral-expense coverage to victims.

At its December 20, 2023, meeting, the Finance Committee recommended the GRF Board to approve the Active Shooter insurance.

### **Fiscal Impact:**

The GRF budget for 2023 was written with an annual insurance budget of \$848,802. The year's approved general insurance was renewed at a cost \$34,000 under its projected cost.

Premium options are as follows:

- \$1,000,000 - \$12,443 plus taxes and fees
- \$2,000,000 - \$17,594 plus taxes and fees
- \$3,000,000 - \$21,551 plus taxes and fees

### **Recommendation:**

I move to recommend the GRF Board approve of the Active Shooter insurance proposal as presented by DLD, with coverage in the amount of \$3,000,000 at a total cost of \$21,551 plus taxes and fees. Funds to be expended from Operating Account GL #6731000, which has an annual budget of \$848,802 as of January 1, 2023. The GRF President is authorized to sign the coverage.



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** INFORMATION TECHNOLOGY SERVICES COMMITTEE  
**SUBJECT:** AMEND 20-5045-3, BOARD MEMBER USE OF FOUNDATION EQUIPMENT PROCEDURES  
**DATE:** JANUARY 24, 2023  
**CC:** FILE

---

At its December 6, 2022, meeting, the Information Technology Service Committee recommended the GRF Board of Directors amend 20-5045-3, Board Member Use of Foundation Equipment, as presented.

I move to amend 20-5045-3, Board Member Use of Foundation Equipment, as presented, updating Issuance and Authorization rule, specifying that Board members must sign 20-5045-4 form, and updating the Return or Replacement rule, giving the Board member an option of replacing the device or purchasing theirs.





## ITS

### **Board Member Use of Foundation Equipment**

To assist the Golden Rain Foundation (GRF) Board of Directors in its work, electronic equipment may be issued to Board members. Such equipment is Foundation property recommended for the express use of Foundation business only.

Examples of electronic equipment include laptops, iPads, tablets and other platforms and devices.

#### **1. ISSUANCE AND AUTHORIZATION**

Authorization for Board members to receive Foundation equipment is to be initiated and approved by majority vote of the GRF Board.

Equipment shall be issued with standard operating and business software, and, where applicable, standard accessories such as charging cords, adapters, and cases. Any additional accessories, other than software, which are purchased by a Board member, shall remain the Board member's property. Board members must sign [policy 20-5045-4 Board Member Use of Foundation Equipment form](#) for the issued equipment; upon receipt, they will receive a copy of this Policy. Equipment shall be identified via barcode and serial number.

#### **2. EQUIPMENT PROTECTION**

Board members are encouraged to use the device for business purposes only. Email and photography is allowed for Foundation business use.

Board members receiving Foundation equipment shall be responsible for the protection and exclusive use of the equipment, including hardware and software.

#### **3. SOFTWARE UPDATES AND CONTROL**

The equipment shall be issued with standard business software/applications (i.e. Adobe Acrobat, Microsoft Office Suite, Apple iWorks and the integrative associated software). The Information Technology Services (ITS) Department Manager shall have authority and responsibility for use and control of all software applications including upgrades and updates on all electronic assets.

Board members shall be issued passwords for email access and, when applicable, software.

Board members may download or add applications (i.e. "apps") to equipment at their own risk. Board members will be personally responsible for the cost of any software or app that necessitates the expenditure of funds.





## ITS

### **Board Member Use of Foundation Equipment**

All electronically stored information contained within Foundation equipment is subject to search or subpoena only through the California or Federal court systems.

#### **4. LOSS OR DAMAGE**

Loss or damage shall be reported as soon as possible to the ITS Department. In the case of loss or theft, law enforcement may be contacted.

Board members should exercise reasonable and prudent care of the equipment in their possession. If damage to equipment is beyond the scope of warranty protection the Foundation purchased, and the cause of damage is a result of negligence, responsibility to repair the equipment may be placed on the Board member.

#### **5. RETURN OR REPLACEMENT**

All equipment shall be surrendered to the ITS Department at the end of the Board member's term, resignation or death, or when equipment is returned for new equipment assignment. Returns for technical issues shall be via the ITS Department for diagnosis and corrective action.

Board members have the option of purchasing issued equipment at the time of their resignation from the Board at the remaining book value of the equipment. After a four-year period the Board members have the option of replacing the device with a newer version. The old device can be purchased at the device's resale value.

#### **Document History**

Adopted:	14 Mar 14	Reviewed:	21 Aug 18	Amended:	23 Jul 19
GDC	26 Feb 20				

#### **Keywords:** ITS

Information  
Technology  
Services

Foundation

Equipment



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** INFORMATION TECHNOLOGY SERVICE COMMITTEE  
**SUBJECT:** ADOPT 20-5045-4, BOARD MEMBER USE OF FOUNDATION EQUIPMENT FORMS.  
**DATE:** JANUARY 24, 2023  
**CC:** FILE

---

At its December 6, 2022, meeting, the Information Technology Services Committee recommended the GRF Board of Directors adopt 20-5045-4, Board Member Use of Foundation Equipment Form.

I move to adopt policy 20-5045-4, Board Member Use of Foundation Equipment Form, as presented.



INFORMATION TECHNOLOGY SERVICES COMMITTEE

## Board Member Use of Foundation Equipment Form



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

**BOARD DIRECTOR TECHNOLOGY EQUIPMENT USER AGREEMENT**

This Director Technology Equipment User Agreement ("Agreement") is between X, ("Director"), and Golden Rain Foundation ("GRF, the company"), and is subject to the terms and conditions below.

1. **OWNERSHIP.** GRF holds the rights to possess and transfer custody to the Director of the Technology Equipment and its installed software during the Term of this Agreement.
2. **CUSTODY.** The Director is a licensee with rights to use GRF's Technology Equipment during the term of this Agreement subject to all other terms and conditions stated herein. The Director is fully responsible for the security, care, custody, and control of the Technology Equipment at all times. The Director shall not allow unknown or unauthorized individuals to use or access the Technology Equipment. The Director is responsible for the actions of others while in possession of the Technology Equipment. The Director will not allow any other person to access his or her network Director account or password.
3. **TERM.** The Term of this Agreement shall begin at the time of issue to the Director and terminate with each Director's end of board service.
4. **ACCEPTABLE USES.** The Technology Equipment is provided to the Director for use both on and off GRF grounds for company-related business. All use of the technology equipment, including Internet and e-mail use must be consistent with this purpose. Acceptable use includes:
  - A. E-mail communication with fellow Board Directors, GRF employees, residents, and patrons; and
  - B. Conducting GRF-related business via the internet or applications;
  - C. Internet research and other use for instructional purposes;
  - D. Use of electronic resources during meetings.
5. **PRIVACY.** The Technology Equipment is the property of GRF. The Director has no expectation of privacy with respect to his or her use of the Technology Equipment. GRF reserves the right to access, monitor, and review Director's use of the Technology Equipment with or without notice or consent. This right extends to the Technology Equipment and any hardware, software, files (current or deleted), portable media, portable storage devices, mobile devices, Internet, e-mail, or any other device or media used with the Technology Equipment.



**INFORMATION TECHNOLOGY SERVICES COMMITTEE****Board Member Use of Foundation Equipment Form**

6. **PERSONAL USE.** Incidental personal use of the Technology Equipment is authorized provided that such use does not interfere with performance of the Director's duties and does not otherwise violate any other provision of this Agreement. Director is responsible for any additional software
7. **SOFTWARE.** Company standard software has been installed on the Technology Equipment, which may not be duplicated, transferred, or downloaded to any other system or media. Additional legally licensed software shall be installed only with GRF's permission. Director is responsible for any additional software purchases and charges outside of standard software.
8. **HARDWARE.** The Director shall not add or remove any hardware from the Technology Equipment without the authorization of GRF.
9. **DATA BACKUP.** The Director shall back up all data on the Technology Equipment on an as-needed basis. Backups shall be retained as long as directed by GRF.
10. **CONFIDENTIAL INFORMATION.** The Director shall be responsible for maintaining any confidential information on the Technology Equipment including, but not limited to, confidential records and proprietary information. The Director shall not disclose any confidential information except as allowed by law or GRF policy.
11. **GUIDELINES FOR PROPER CARE.**
  - A. Keep food, drink, and other harmful materials away from the Technology Equipment;
  - B. Do not leave the Technology Equipment exposed to direct sunlight;
  - C. Do not drop the Technology Equipment or allow it to fall;
  - D. Give care appropriate for any electrical device;
  - E. Perform regular preventative virus scans on all disks placed in the Technology Equipment; and alert IT personnel of any suspicious activity.
  - F. Do not attempt to repair damaged or malfunctioning Technology Equipment;
  - G. Do not allow children to play on the Technology Equipment;
  - H. Do not leave the Technology Equipment unattended;
  - I. Do not leave the Technology Equipment in any unlocked home, office, or car;
  - J. Use car trunk or other means to keep Technology Equipment out of plain view;
  - K. Be aware that extreme hot or cold temperatures are harmful to the Technology Equipment;
  - L. Do not leave the A/C adapter behind when moving the Technology Equipment;
  - M. Use protective storage bags or carrying cases specifically designed for the Technology Equipment;
  - N. Routinely inspect the Technology Equipment for damage;
  - O. Maintain appropriate virus and firewall protection.
12. **SANCTIONS FOR VIOLATIONS.** Directors who violate this Agreement will be subject to discipline, up to and including censure in accordance with GRF policy. GRF does not consider conduct in violation of GRF policy to be within the course and scope of the Director's term or the direct consequence of the discharge of Director's duties. Accordingly, to the extent permitted by law, GRF reserves the right not to provide a defense or pay



**INFORMATION TECHNOLOGY SERVICES COMMITTEE****Board Member Use of Foundation Equipment Form**

damages assessed against Director for conduct in violation of this Agreement or GRF policy. Further damages may be assessed against the Director for damaged, lost, or stolen Technology Equipment.

**13. CONFORMANCE WITH GRF POLICIES.** The Director must comply with all provisions of GRF policies including, but not limited to, any Internet or e-mail use policies, equipment policies, and copyright compliance policies.

**14. MAINTENANCE AND REPAIR.** The Director shall keep the Technology Equipment and all software in good working order and condition. Any necessary repairs that are not due to the Director's negligence or intentional misuse shall be repaired by GRF.

**15. STOLEN, MISSING OR DAMAGED TECHNOLOGY EQUIPMENT.** Any Technology Equipment, related equipment, or software that is discovered to be stolen, missing, or damaged must be reported immediately. If the theft, loss, or damage occurs off GRF property, the report must be made to the nearest law enforcement agency if criminal activity is suspected. A copy of a police report and a written report of the relevant events from the Director must be delivered to GRF within 24 hours. If the theft, loss, or damage occurs on GRF property, then the report must be made to the GRF Information Technology Services Department. The Director should submit a written report of the relevant events as well as any relevant document. The Director shall be financially responsible for any theft, loss, or damage determined by GRF to be due to the negligence or intentional act of the Director. The Director shall pay the cost of repair or replacement.

**16. TERMINATION.** GRF may terminate this Agreement without notice and for any reason.

**17. ASSIGNMENT.** The Director may not assign, sublease, or otherwise transfer any rights or obligations under this Agreement without the express written approval of GRF.

**18. ENTIRE AGREEMENT.** Each party acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms. Each party further agrees that this Agreement is the complete and exclusive statement of the Agreement between the parties. This Agreement may not be modified, unless in writing.

**19. GOVERNING LAW.** This Agreement is governed by and construed in accordance with the laws of the State of California.

**20. RETURN POLICY.** Upon expiration of the term of this Agreement, termination, resignation, or end of term, the Director shall return the Technology Equipment, all related equipment, and all software to GRF.

**21. DEVICE INFORMATION**

DEVICE TYPE	Description	Serial Number	Initials

**INFORMATION TECHNOLOGY SERVICES COMMITTEE****Board Member Use of Foundation Equipment Form**


I have reviewed the above-stated terms and agree to comply with the terms.

**X**

Employee Signature

Date





Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** INFORMATION TECHNOLOGY SERVICES COMMITTEE  
**SUBJECT:** **TENTATIVE VOTE:** ADOPT 20-5560-1, SURVEILLANCE CAMERA POLICY  
**DATE:** JANUARY 24, 2023  
**CC:** FILE

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At the December 6, 2022, meeting of the Information Technology Services Committee, the Committee duly recommended the GRF Board of Directors tentatively adopt 20-5560-1, Surveillance Camera Policy.

I move to adopt policy 20-5560-1, Surveillance Camera Policy, as presented, pending a 28-day notification to the members, and a final decision by the GRF Board of Directors at its March 28, 2023 meeting.

**ITS****SURVEILLANCE CAMERA POLICY****1. PURPOSE**

Golden Rain Foundation ("GRF") requires a clear and consistent policy regarding the administration of surveillance cameras installed within the community, specifically defined as the trust property (i.e., shared amenities). The following policy is intended to provide clear guidelines and procedures for storing footage and responding to requests to view footage, in order to protect GRF and its members.

**2. GOVERNING LEGAL AUTHORITY**

The Occupancy Agreement entered into between the Mutuals and all GRF members provides that GRF members will follow the policies created by the GRF Board, stating:

- 2.1. "The Member covenants that Member will preserve and promote the cooperative ownership principles on which the Corporation has been founded, abide by the Articles, Bylaws, rules and regulations of the Corporation and any amendments thereto, and by Member's acts of cooperation with its other members bring about for Member and Member's co-members a high standard in home and community conditions." (Article 16).

**3. SURVEILLANCE CAMERA STANDARDS****3.1. Scope**

Surveillance cameras shall not constitute an increase in security nor guarantee safety of persons or property within the community; rather members, residents and their guests shall be solely responsible for protection of his/her property and for ensuring his/her own safety. GRF and its Board, agents or representatives are not required to monitor or view live surveillance or recorded surveillance footage.

**3.2 Installation, Placement and Maintenance**

Surveillance cameras monitoring the community, including, without limitation, the clubhouses, pools and surrounding areas, amphitheater, and all other shared amenities, may be installed at the discretion of the Board. The primary purpose of the surveillance cameras is to: (i) increase and maintain surveillance within the community, (ii) identify, monitor, and enforce the governing documents, (iii) deter vandalism and other criminal acts, and (iv) to improve the desirability and property values of the community as a whole.





## ITS

### **SURVEILLANCE CAMERA POLICY**

- 3.3.** Surveillance cameras are positioned so as not to willfully intrude on a member's property or privacy. Surveillance cameras and equipment shall not be tampered with or altered by members, residents, or their guests. GRF shall be responsible for maintenance, repair and replacement of cameras and equipment.
- 3.4. Member Access to Recordings**  
Access to live video surveillance and/or any recorded video shall be limited to the Board and GRF's staff. Members are not entitled to review or obtain copies of video recordings, if any, unless GRF is otherwise instructed by law enforcement, subpoena, or court order. In the event GRF is required by law, subpoena, or court order to release the video recordings, the requesting member shall reimburse GRF for any and all actual costs incurred in the production and/or copying of same and GRF may recover the amount of its actual costs by levying a Reimbursement Special Assessment.
- 3.5. Other Access to Recordings**  
If access to video surveillance is requested for the purpose of law enforcement investigation due to criminal activity or potential criminal activity, pertinent footage related to the investigation will be provided to the law enforcement officials.
- 3.6. Custody and Retention of Video/Audio Recordings**  
Unless otherwise instructed by a court order, subpoena, or law, GRF is under no obligation to keep, maintain or store video recordings. Video surveillance footage may automatically be erased or overwritten by the recording device when capacity of the device has been exhausted or upon expiration of the retention period, which shall be for thirty (30) days. Specific video recordings relating to evidence or investigations required to be retained, or which the Board determines to retain in its sole discretion, may be copied onto portable media and stored by GRF's staff or legal counsel.

#### **Document History**

Adopted:	Reviewed:	Amended:
Amended:	Amended:	GDC

**Keywords:** Security  
Cameras

Recordings  
Video/Audio





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## BOARD ACTION REQUEST

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**DATE:** JANUARY 24, 20223  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** GRF ADMINISTRATION COMMITTEE  
**BOARD ACTION:** AMEND 30-1001-5 - GLOSSARY OF TERMS

---

### **Committee Approval:**

At its December 13, 2022, meeting, the GRF Administration Committee recommended the Board of Directors to approve glossary terms for geography.

### **Background:**

The GRF Glossary of Terms creates greater efficiency for the Board's formulation and enforcement of rules governing the community by codifying meanings of terms and limiting the need to include those definitions in each rule.

In early 2022, the GRF Administration Committee appointed Director Paula Snowden to chair a subcommittee reviewing every term then in the Glossary and propose amendments, additions or deletions to the list. The subcommittee reviewed thematically related terms in individual meetings to better determine subtle variations in the scores of definitions.

The 2022-23 Administration Committee has been reviewing these packets of definitions. The packet under consideration today is "Geography."

### **Fiscal Impact:**

No anticipated financial impact, apart from minimal staff time to incorporate the new definitions into the governing documents.

**Recommendation:**

I move that the Board of Directors adopt these amendments in 30-1001-5 – Glossary of Terms:

Age-Restricted Community, Common Area, Cooperative Housing, Exclusive-Use Common Area, Golden Rain Foundation, In Leisure World, Mutual Corporations (Mutual), Reserved Parking, Trust Property, Amenity, Common Interest Development, Cooperative Mutual, Property Interest, Roadway and Stock Cooperative, as presented.

AMEND: 11.17.22 – First version redlined, second version clean

1.  
1.

~~2. **AGE-AGE-RESTRICTED COMMUNITY:** A residential community for ~~senior~~ adults aged 55 or over under as defined by applicable State and Federal law.~~

2. **AGE-RESTRICTED COMMUNITY:** A residential community for adults aged 55 or over as defined by applicable State and Federal law.

~~20. **COMMON AREA:** Describes that ~~Describes that That~~ portion of a real estate development ~~that is shared with respect to both use and title not assigned to the exclusive PROPERTY INTEREST of an individual SHAREHOLDER or OWNER.~~ that is shared with respect to both use and title.~~

20. **COMMON AREA:** That portion of a real estate development not assigned to the exclusive PROPERTY INTEREST of an individual SHAREHOLDER or OWNER.

~~27. **COOPERATIVE HOUSING:** An ~~The An~~ arrangement in which ~~an association or corporation an association or corporation a~~ COOPERATIVE MUTUAL owns a group of housing units ~~units-UNITS~~ and the common areas ~~the common areas~~ COMMON AREAS for the use of ~~by~~ all the residents the MUTUAL's RESIDENTS ~~(Mutuals 1-12 and 14-16).~~~~

27. **COOPERATIVE HOUSING:** The arrangement in which a COOPERATIVE MUTUAL owns a group of housing UNITS and COMMON AREAS for the use by all the MUTUAL's RESIDENTS.

45. **EXCLUSIVE-EXCLUSIVE-USE COMMON AREA:** ~~Common Area~~

~~45.1. That portion of the Common Area COMMON AREA in the MUTUALS or TRUST PROPERTY designated for the exclusive-particular exclusive use of one or more, but fewer than all the members of the Members MEMBERS.~~

~~45.2. That portion of TRUST PROPERTY leased by GRF to a CONTRACTOR or a GRF-recognized CLUB.~~

45. **EXCLUSIVE-USE COMMON AREA:**

45.1. COMMON AREA in the MUTUALS or TRUST PROPERTY designated for the particular use of one or more, but fewer than all MEMBERS.

45.2. That portion of TRUST PROPERTY leased by GRF to a CONTRACTOR or a GRF-recognized CLUB.



AMEND: 11.17.22 – First version redlined, second version clean

39

40 49. **GOLDEN RAIN FOUNDATION (GRF):** ~~is a~~ is a nonprofit ~~not for profit~~ corporation that holds in  
41 trust, operates, and maintains ~~Trust Property~~ the Trust ~~TRUST Property~~ PROPERTY facilities,  
42 ~~streets, amenities~~ streets ~~STREETS, AMENITIES~~ and ~~other~~ certain other improvements ~~and~~  
43 ~~amenities~~ within the geographic area identified as ~~Leisure World Seal Beach~~ Leisure  
44 World ~~LEISURE WORLD SEAL BEACH~~ for the benefit of the ~~Members~~ MEMBERS ~~Members~~. GRF, under  
45 a ~~management agreement~~ management agreement ~~MANAGEMENT AGREEMENT~~, provides ~~certain~~  
46 ~~certain defined~~ services ~~to the Mutuals~~, such as administrative, financial, maintenance, and  
47 security to the MUTUALS.

48 49. **GOLDEN RAIN FOUNDATION (GRF):** –A non-profit corporation that holds in trust, operates, and  
49 maintains TRUST PROPERTY facilities, STREETS, AMENITIES and certain other improvements  
50 within the geographic area identified as LEISURE WORLD SEAL BEACH for the benefit of the  
51 MEMBERS. GRF, under a MANAGEMENT AGREEMENT, provides defined services such as  
52 administrative, financial, maintenance, and security to the MUTUALS.

53

54 55. **IN LEISURE WORLD:** Any real property held in ~~Trust~~ TRUST ~~Trust~~ or managed by the ~~Golden Rain~~  
55 ~~Foundation~~ the Golden Rain Foundation GRF, or owned by the ~~Mutual~~ Mutual MUTUAL  
56 Corporations.

57 55. **IN LEISURE WORLD:** Any real property held in TRUST or managed by GRF, or owned by the  
58 MUTUAL corporations.

59

60 72. **MUTUAL CORPORATIONS (MUTUAL):** ~~Entities~~ One of the 16 independent corporations in LEISURE  
61 WORLD SEAL BEACH ~~Entities that owns, manages, and operates~~ independent residential  
62 ~~communities~~ independent residential communities its respective COMMON INTEREST PROPERTY.

63 72. **MUTUAL CORPORATION (MUTUAL):** One of the 16 independent corporations in LEISURE WORLD  
64 SEAL BEACH that owns, manages, and operates its respective COMMON INTEREST PROPERTY.

65

66 100. **RESERVED PARKING:** A parking location GRF has set aside for use only by the designated user(s)  
67 ~~that is and specified~~ marked as such by a sign, or markings on curb or pavement ~~marking~~ marking.

68 100. **RESERVED PARKING:** A parking location GRF has set aside for use only by the designated user(s)  
69 and specified ~~marked~~ as such by a sign, or markings on curb or pavement ~~marking~~.

70

71 119. **TRUST PROPERTY:** Property held in common and administered by GRF for the use and benefit of  
72 the ~~Members~~ MEMBERS.

73 119. **TRUST PROPERTY:** Property held in common and administered by GRF for the use and benefit of  
74 the MEMBERS.

ADOPT: 11.17.22 – New definitions

- 1
- 2 6. **AMENITY**: Any LEISURE\_WORLD SEAL BEACH facility or feature that provides comfort,
- 3 convenience, enjoyment or pleasure.
- 4
- 5 21. **COMMON INTEREST DEVELOPMENT**: A real-estate development whose SHAREHOLDERS or
- 6 OWNERS share a common set of financial obligations, property rights and community RULES
- 7 established in a set of recorded rights and restrictions.
- 8
- 9 28. **COOPERATIVE MUTUAL**: One of the MUTUALS numbered 1-12 and 14-16 in which the RESIDENTS'
- 10 PROPERTY INTEREST is conveyed through ownership of the MUTUAL's STOCK CERTIFICATE.
- 11
- 12 92. **PROPERTY INTEREST**: In the COOPERATIVE MUTUALS, the STOCKHOLDER/SHAREHOLDER's
- 13 ownership interest in their MUTUAL corporation that is accompanied with the right to occupy a
- 14 designated UNIT within that MUTUAL.
- 15
- 16 103. **ROADWAY**: A paved way a MUTUAL maintains within its property that is intended for access to
- 17 MUTUAL carports, curb-side MOTOR VEHICLE parking and/or the passage of vehicular traffic.
- 18
- 19 115. **STOCK COOPERATIVE**: Corporations such as MUTUALS 1-12 and MUTUALS 14-16 that are formed
- 20 primarily for the purpose of holding title to real estate and offering the corporation's
- 21 SHAREHOLDERS/STOCKHOLDERS the right of exclusive OCCUPANCY in a portion of the
- 22 corporation's property.
- 23
- 24



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** GRF ADMINISTRATION COMMITTEE  
**SUBJECT:** **FINAL VOTE:** ADOPT 30-5025-3, GRF ELECTION PROCEDURE  
**DATE:** JANUARY 24, 2023  
**CC:** FILE

---

At its September 27, 2022, meeting, the GRF Board of Directors voted to tentatively adopt 30-5025-3. GRF Election Procedure. The document draft was published in the October 6th edition of the LW Weekly. Members were welcomed to submit their comments or questions to the Board Office on this matter. This process is recommended in accordance with Civil Code §4360.

No correspondence was received from members during the 28-day notification period.

I move to ratify 30-5025-3, GRF Election Procedure, updating the Ballot Retention adding Acclamation rules, as presented.





## **GRF ADMINISTRATION COMMITTEE**

### **GRF Election Procedures**

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

#### **1. ELECTIONS**

##### **1.1. ANNUAL ELECTION**

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

##### **1.2. SPECIAL ELECTIONS**

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

#### **2. VOTING**

##### **2.1. QUALIFICATION FOR VOTING**

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

##### **2.2. CUMULATIVE VOTING**

Pursuant to the Bylaws, cumulative voting is not permitted.

##### **2.3. VOTING BY ACCLAMATION**

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

#### **3. CANDIDATES**

##### **3.1. CANDIDATE ELIGIBILITY AND QUALIFICATIONS**

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

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

## GRF ADMINISTRATION COMMITTEE



### GRF Election Procedures

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

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

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

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

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





## GRF ADMINISTRATION COMMITTEE

### **GRF Election Procedures**

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

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

### **3.2. CANDIDATE APPLICATION MATERIALS**

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

- 3.2.1. Application for Candidacy as a GRF Director

- 3.2.2. Signed Candidate Eligibility Disclaimer (set forth below)

- 3.2.3. Signed Candidate Statement (set forth below)

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

### **3.3. CANDIDATE ELIGIBILITY DISCLAIMER**

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

### **3.4. CANDIDATE STATEMENT**

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

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

### **3.5. NOTIFICATION OF NOMINATIONS FOR ELECTION OF DIRECTORS**

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

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





## **GRF ADMINISTRATION COMMITTEE**

### **GRF Election Procedures**

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

#### **3.6. SELF-NOMINATION BY MEMBERS**

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

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

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

**3.8.** Nominations from the floor or write-ins.

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

**3.9.** Campaign Cycle

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

**3.10.** Equal Access to GRF Media

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

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

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

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

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

## GRF Election Procedures

- Page 5 of 10





## **GRF ADMINISTRATION COMMITTEE**

### **GRF Election Procedures**

#### **4. ELECTION MEETINGS**

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

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

#### **5. ELECTION PROCESS**

5.1. The GRF Administration Committee shall review the election materials and the election process and recommend approval to the GRF BOD.

5.2. GRF shall contract with an independent third-party vendor to perform all election services as Inspector(s) of Election. The vendor will be directed to conduct the election and be accountable for the conduct of the election in accordance with this policy, all applicable codes, GRF By-Laws, and state laws.

5.3. During its meeting in February, the GRF Administration Committee of the GRF BOD will recommend that the Board appoint the election services company as its Inspector(s) of Election.

5.4. During its meeting in February, the BOD will appoint the election services company as its Inspector of Election.

#### **6. ELECTION MATERIALS**

##### **6.1. Notice of Election**

At least thirty (30) days before the ballots are distributed, GRF will provide general notice of (1) the date and time by which, and address where, ballots are to be returned; (2) the date, time and location of the meeting to tabulate the ballots; and (3) the list of all candidates' names that will appear on the ballot.

##### **6.2. Verification of Election Material**

GRF shall permit members to verify the accuracy of their individual information on the Election Material at least thirty (30) days before the ballots are distributed. GRF or any member shall report any errors or omissions for either list to the inspector(s) of election who shall make the corrections within two (2) business days.

"Election Material" means the following documents: returned ballots, signed voter envelopes, Candidate Registration List and the Voter List. The Candidate Registration List means the list of qualified candidates existing as of the close of nominations. The Voter List may include: the name, voting power and either the





## **GRF ADMINISTRATION COMMITTEE**

### **GRF Election Procedures**

physical address of the member's separate interest or the parcel number, or both; and the mailing address of the member (if different from the physical address or if the parcel number is used).

#### **6.3. Ballot Packet**

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

#### **6.4. Secret Ballots Returned by Mail**

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

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

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

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

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

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

## **7. INSPECTOR(S) OF THE ELECTION**

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

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

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



## GRF ADMINISTRATION COMMITTEE

### **GRF Election Procedures**

- 292                    **7.1.3.**      Prepare and mail to all members in the odd- or even-numbered Mutuals,  
293                    no later than thirty (30) days prior to the election meeting, the notice  
294                    letter, mail-in secret ballot, any candidate statements/resumes, voting  
295                    instructions, the election rules, two envelopes, and mailing instructions  
296                    for the GRF election, in a manner consistent with providing and  
297                    ensuring that the member's vote will be by "secret ballot."
- 298                    **7.1.4.**      Receive secret ballots, which can be mailed in, or hand delivered to the  
299                    Special Election Meeting prior to poll closing.
- 300                    **7.1.5.**      Open secret ballots at the special meeting for the purpose of counting  
301                    ballots.
- 302                    **7.1.6.**      Count and tabulate all votes.
- 303                    **7.1.7.**      Determine the results of the election.
- 304                    **7.1.8.**      Certify, in writing, that the election was held in accordance with this  
305                    policy and Section 5110 of the Davis-Stirling Common Interest  
306                    Development Act (the Act).
- 307                    **7.1.9.**      Consult with GRF's legal counsel, if necessary, to fulfill the  
308                    Inspector(s)' obligations under the law.

### **8. OBSERVERS OF THE ELECTION**

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

### **9. BALLOT RETENTION**

- 318                    **9.1.**      The sealed ballots at all times shall be in the custody of the Inspector or  
319                    Inspectors of election or at a location designated by the inspector or inspectors  
320                    until after the tabulation of the vote, and until the time allowed by Section 5145 of  
321                    the Civil Code (twelve months) for challenging the election has expired, at which  
322                    time custody will be transferred to GRF.
- 324                    **9.2.**      After the transfer of the ballots to GRF, the ballots shall be stored by GRF in a  
325                    secure place for no less than one year after the date of the election.

### **10. ACCLAMATION**

- 327                    **10.1.**      In the event the number of candidates at the close of nominations is the same  
328                    as the number of open positions on the Board, those candidates shall be  
329                    automatically elected, by acclamation. Pursuant to Civil Code Section 5103,



**GRF Election Procedures**

election by acclamation shall be permitted if the following conditions are satisfied:

**10.1.1.** GRF has held a regular election for the directors in the last three years. The three-year time period shall be calculated from the date ballots were due in the last full election to the start of voting for the proposed election.

**10.1.2.** GRF provided individual notice of the election and the procedure for nominating the candidate as follows: (1) initial notice at least ninety (90) days before the deadline for submitting nominations which includes (a) the number of board positions that will be filled at the election; (b) the deadline for submitting nominations; (c) the manner in which nominations can be submitted, and (d) a statement informing members that if, at the close of the time period for making nominations, there are the same number or fewer qualified candidates as there are Board positions to be filled, then the Board may seat the qualified candidates by acclamation without balloting; and (2) a reminder notice between seven (7) and thirty (30) days before the deadline for submitting nominations which includes those items listed in the initial notice under (1) above, in addition to a list of the names of all of the qualified candidates to fill the Board positions as of the date of the reminder notice.

**10.1.3.** GRF provides, within seven (7) business days of receiving a nomination: (1) a written or electronic communication acknowledging the nomination to the member who submitted the nomination; and (2) a written or electronic communication to the nominee indicating that the nominee is qualified for the Board or the nominee is not qualified and the basis for said disqualification, including procedures by which the nominee may appeal the disqualification.

**10.1.4.** GRF permits all candidates to run if nominated, except for nominees disqualified for running as allowed or required pursuant to Civil Code Section 5105(b)-(e). To the extent that term limits are enforceable by applicable law, a nominee or director who has served the maximum number of terms or sequential terms allowed in the governing documents may be disqualified.

**10.1.5.** The Board votes to consider the qualified candidates elected by acclamation at a duly noticed meeting. The meeting notice shall include an agenda item reflecting the name of each qualified candidate that will be seated by acclamation, if approved at the meeting.



## GRF ADMINISTRATION COMMITTEE



### GRF Election Procedures

#### Document History

Adopted:	15 Jun 76	Amended:	20 Aug 96	Amended:	19 Aug 97
Amended:	15 Sep 09	Amended:	15 Feb 11	Amended:	24 Feb 15
Amended:	23 Feb 16	Amended:	27 Dec 16	Amended:	12 May 17
Amended:	28 Nov 17	Amended:	23 Jul 19	Amended:	28 Jan 20
Comm. Name Chg.	24 Aug 21	Amended:	26 Oct 21		

**Keywords:** GRF Election Candidate Voting GRF Board  
Administration  
Committee

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## BOARD ACTION REQUEST

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**DATE:** JANUARY 24, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION COMMITTEE  
**ACTION:** CAPITAL FUNDING REQUEST: APPROVE SSD ALARM SYSTEM

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### **Committee Approval:**

At its December 12, 2022, meeting, the Mutual Administration Committee voted to recommend the Board of Directors approve funding for a security system at the service maintenance yard.

### **Background:**

The service maintenance yard is in a vulnerable area far from the security office. At night, the yard is left unattended for hours at a time. There have been thefts at the yard including one major theft when over \$6,000 worth of equipment and a vehicle were stolen.

It is the committee's opinion that a security alarm system will provide perimeter security with alerting will help prevent and or lessen the chance of theft if there is a security breach.

Areas to secure include: the Service Maintenance office, workshop, Purchasing Department office and warehouse, Transportation, and adjacent storage areas. The yard area where the Cushman's are parked should be secured as well.

SSD Alarm and Bay Alarm were asked to submit proposals. Bay Alarm did not respond.

The committee feels proposals from SSD Alarm will establish a comprehensive security alarm solution encompassing every possible entry point, including all doors, and windows, and includes motion sensors for areas that cannot be secured via contact sensors. In addition to the contact and motion sensors for building perimeters at the maintenance yard, SSD is proposing a CaptureCam video alarm sensor add-on. This will cover the Cushman's and parking areas as well as gates unable to be secured by the alarm system. CaptureCam has intelligence that alerts and provides video verification of any alarms.

Electrical service points and low-voltage conduit between buildings will be installed by Service Maintenance electricians.



**Fiscal Impact:**

One Time Charges:

SSD Alarm System Installation cost: \$9,535.48

SSD CaptureCam System Installation Cost: \$3,146.00

Contingency for materials \$2,500

Monthly Recurring Charges:

SSD Alarm System Monitoring: \$56.95/mo

SSD CaptureCam Monitoring: \$150.00/mo

No determination has been established for Service Maintenance staff time costs incurred during the projects implantation.

The projects upfront cost of \$15,181 and its annual monitoring fee of \$2,483 is to avoid what was described as a "major" theft of \$6,000 of equipment plus the replacement cost for a vehicle. Potential premium savings from the Foundation's insurance policy were not established, but are projected to be minimal.

The recurring charges of \$2,483.40 annually represent an unbudgeted expense of \$1,533.40 from GL Code 6478000-574, during he 2023 budget year.

**Recommendation:**

I move to recommend the GRF Board approve the SSD Alarm proposal for \$15,181.48 including a contingency of \$2,500.00, Capital Funding for the installation of the alarm system and a monthly expenditure of \$206.95 from GL Code 6478000- 574, which has a monthly budget of \$70.25 as of January 1, 2023, and authorize the President to sign any contracts.



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION COMMITTEE  
**SUBJECT:** AMEND 50-5165-3. MUTUAL ADMINISTRATION AND SERVICE MAINTENANCE CHARTER  
**DATE:** JANUARY 24, 2023  
**CC:** FILE

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At its January 9, 2023, meeting, the Mutual Administration Committee recommended the GRF Board of Directors amend 50-5165-3, Mutual Administration and Service Maintenance Charter, as presented.

I move to amend 50-5165-3, Mutual Administration and Service Maintenance Charter, updating language throughout, as presented.



## MUTUAL ADMINISTRATION & SERVICE MAINTENANCE

50-5165-3



### Committee Charter

Pursuant to state statute (**Corp. Code §7210; Corp. Code §7212(c)**) and Articles VII and VIII 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:

##### Verify that:

- GRF actively prioritizes service to the Mutuals and residents.
- 1.1. GRF is focused on Increase oOrganizational eEffectiveness and eEfficiency and seeks to improve them.
- 1.2. GRF pProtects, pPreserves and ilmproves our the Mutual Administration and Service Maintenance related aAssets, as applicable.

#### 2.1. PURPOSE:

Oversee the operations of the Mutual Administration Department and the Service Maintenance Departments as it relates to Mutual services, only. 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. 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.;
- 3.2.2.1. Post an agenda four (4) days in advance of the each-Committee meeting.;
- 3.3.2.2. The Chair shall, with the approval of the Committee, appoint a Vice-Chair.;
- 3.4.2.3. Review monthly staff report formats to be included in the monthly agenda. Such reports should highlight the effectiveness and efficiency of operations wherever possible.;
- 3.5.2.4. Meet with staff monthly or whenever such meetings are deemed necessary unless canceled by the Chair.;
- 3.6.2.5. Review monthly department reports from the Mutual Administration, Stock Transfer and Service Maintenance Departments.;
- 3.7.2.6. Review monthly budget comparisons for cost centers 533 (Stock Transfer), 545 (Mutual Administration), and 574 (Service Maintenance).;
- 3.8.2.7. Review annually the fees (see fee schedule) associated with the Mutual Administration, Stock Transfer, and Service Maintenance departments (See fee schedule). Recommendations to be forwarded and forward suggested changes to the Finance Committee.;

((May 24 Sept 22)-08/30/22

GOLDEN RAIN FOUNDATION Seal Beach, California



## MUTUAL ADMINISTRATION & SERVICE MAINTENANCE

50-5165-3

### Committee Charter



~~3.9.2.8.~~ Review annually the New Buyers Guide, Welcome Packet, Bereavement Workbook 50-6101-5 Planning Ahead for My Family, and the Realtor Handout 50-1670-4 Leisure World Seal Beach Buying and Selling Handout for possible amendments suggested changes and ~~send~~ forward changes to the GRF BOD for approval.

~~3.10.2.9.~~ Review policies for cost centers 533 (Stock Transfer), 545 (Mutual Administration), 574 (Service Maintenance); every two years annually and ~~send~~ changes forward suggested changes to the GRF BOD for approval.

~~3.11.2.10.~~ Approve and recommend to the Finance Committee the annual budgets for cost centers 533 (Stock Transfer), 545 (Mutual Administration), and 574 (Service Maintenance); including Capital requests and upcoming Reserve replacements; and

~~3.12.2.11.~~ Furnish a report at the GRF annual meeting.

### 4.3. 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 are 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	<u>Amended:</u>			

Keywords:	Mutual Administration	Service Maintenance	Charter	Stock Transfer
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## BOARD ACTION REQUEST

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**DATE:** JANUARY 24, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** PHYSICAL PROPERTIES COMMITTEE  
**ACTION:** RESERVE FUNDING REQUEST: APPROVE BUILDING FIVE MODIFICATIONS

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### Committee Approval

**Physical Property Committee Meeting on Wednesday, January 4, 2023.**

**Building Five Improvement:** To recommend the GRF Board approve the modifications as described, at a cost not to exceed \$105,444, Reserve Funding, which includes the contingency, and authorize the President sign the contract.

The following is the recommendation of bidders by the Physical Property Committee to the Board:

#### **Flooring for Physical Property Department**

Bixby Plaza Carpets- \$21,290

#### **Interior painting for upstairs/ Exterior and Deck Complete**

First Street Painting- \$17,580

#### **15 Work Stations for Physical Property Department**

Tal-Mar- \$49,945

#### **LED Lighting for Physical Property Department**

Service Maintenance- \$4,700

Note: The incorrect cost was used for a painting bid at the Physical Property Committee meeting, resulting in project total reduced to \$98,515, which includes the contingency.

**Background:**

The Physical Property Department was requested to seek proposals for improvements at Building Five for the replacement of carpet upstairs, LED lighting, work stations and the repainting of the complete exterior and upstairs interior. At the regular schedule Physical Property Committee meeting on January 4, 2023 the committee reviewed multiple bids and contractors performance for this work.

**Fiscal Impact:**

Funding available from reserves. (See attached Reserve Study for Building Five) Staff recommends a \$5,000 contingency for floor prep not included

**Recommendation**

I move to approve the improvements at Building Five for the replacement of carpet upstairs, LED lighting, workstations and the repainting of the complete exterior and upstairs interior, at a cost not to exceed \$98,515, Reserve Funding, which includes a \$5,000 contingency and authorize the President sign the contracts.

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## BOARD ACTION REQUEST

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**DATE:** JANUARY 24, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** PHYSICAL PROPERTY COMMITTEE  
**BOARD ACTION:** CAPITAL FUNDING REQUEST: APPROVE CLUBHOUSE ONE POWER FOR FANS

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### **Committee Approval:**

At its January 4, 2023, meeting, the Physical Property Committee recommended the GRF Board approve the proposal from Pacific Three Electric to install four porch lights, additional fan and upgrade the panel as needed in the Clubhouse One Shuffleboard Court area at a cost not to exceed \$18,000, Capital Funding, which includes the \$3,000 contingency, and authorize the President sign the contract.

### **Background:**

Correspondence was received by the Recreation Committee to help with electrical and cooling issues in the Clubhouse One Shuffleboard Court area. The Physical Property department was asked to obtain costs for electrical upgrades to help the facility. A proposal was received from Pacific 3 Electric for these requests, the Physical Property Committee reviewed this proposal, and the committee recommended the GRF Board approve this request.

### **Fiscal Impact:**

THE \$18,000 expenditure would be expended from the Capital Account, which has an unallocated balance of \$2,744,771 (not including \$500,000 transfer to reserves from October 31, 2022)

**Recommendation:**

I move to award a contract to Pacific 3 Electric for electrical improvements at the Clubhouse One Shuffleboard Court area, installing a 100-amp electrical panel, (3) wall-mounted fans, (8) 110v convenience outlets, (4) porch lights at each entry/exit door, for a cost not to exceed \$18,000, Capital Funding, which includes the \$3,000 contingency, and authorize the President sign the contract.

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Golden Rain Foundation

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Leisure World, Seal Beach

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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** PHYSICAL PROPERTY COMMITTEE  
**SUBJECT:** AMEND 60-5504-1, INSURANCE REQUIREMENTS CONTRACTORS  
**DATE:** JANUARY 24, 2023  
**CC:** FILE

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At its January 4, 2023, meeting, the Physical Property Committee recommended the GRF Board of Directors amend 60-5504-1, Insurance Requirements-Contractors, as presented.

I move to amend 60-5504-1, Insurance Requirements-Contractors increasing the annual fee of \$150 required from each contractor to adhere to these insurance requirements, as presented.



## **PHYSICAL PROPERTY**

### **Insurance Requirements – Contractors**

An independent contractor is a natural person, business or corporation that provides goods or services to the Golden Rain Foundation (GRF) and/or Mutual Corporations 1-12 and 14-17 under the terms specified in a contract or within a verbal or written agreement. Some examples of independent contractors are general contractors, contractors, sub-contractors, masons, lawn care workers, or tradesmen.

The GRF and Mutual 1-12 and 14-17 Corporations have established requirements relating to insurance in order for independent contractors (IC) to work in the community.

#### **1. GENERAL LIABILITY (G/L) INSURANCE**

- 1.1** Independent contractors earning up to \$4,999 per project in the community shall obtain a G/L insurance policy with a minimum limit of \$300,000 from an insurance company that is rated by AM Best as "A" or "better than A."
- 1.2** Independent contractors earning \$5,000 or more per project in the community shall obtain a G/L insurance policy with a minimum limit of \$1,000,000 from an insurance company that is rated by AM Best as "A" or "better than A."
- 1.3** All independent contractors working in the community shall provide a Certificate of Insurance with a 30-day Notice of Cancellation. GL insurance shall include premises/operations, owners and contractors protective, products and completed operations, personal injury, and contractual.
- 1.4** All independent contractors working in the community shall provide a separate endorsement naming both the GRF and Mutual Corporations 1-12 and 14-17 as an Additional Insured. Additional Insured status shall extend to both "ongoing work" and "completed operations."

#### **2. WORKERS' COMPENSATION INSURANCE**

- 2.1** Independent contractors earning up to \$4,999 per project in the community are required to carry Workers' Compensation Insurance Statutory (Employer's Liability) with a minimum limit of \$300,000.
- 2.2** Independent contractors earning \$5,000 or more per project in the community shall carry Workers' Compensation Insurance Statutory (Employer's Liability) with a minimum limit of \$1,000,000.
- 2.3** All independent contractors working in the community shall provide a Workers' Compensation Waiver of Subrogation Endorsement naming GRF and Mutuals 1-12 and 14-17.





## PHYSICAL PROPERTY

### Insurance Requirements – Contractors

#### 3. VEHICLE LIABILITY INSURANCE

3.1 Independent contractors earning up to \$4,999 per project in the community must obtain a policy with a minimum limit of \$300,000 combined single limits with Bodily Injury & Property Damage, inclusive of scheduled and/or non-owned/hired automobiles.

3.2 Independent contractors earning \$5,000 or more per project in the community must obtain a policy with a minimum limit of \$1,000,000 combined single limits with Bodily Injury & Property Damage, inclusive of scheduled and/or non-owned/hired automobiles.

#### 4. 4. INSURANCE VERIFICATION FEE

4.1 An annual fee of \$150 is required from each contractor to verify adherence to these insurance requirements

#### **Document History**

Adopted:	15 Oct 91	Amended:	11 Feb 92	Amended:	21 Sep 10
Amended:	23 May 17	Amended:	23 Jul 19		

**Keywords:** Insurance Liability Contractor



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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** PHYSICAL PROPERTY COMMITTEE  
**SUBJECT:** AMEND 60-5000-1, USE OF COMMUNITY FACILITIES, DUMPSTERS AT 1.8 ACRES – RULES  
**DATE:** JANUARY 24, 2023  
**CC:** FILE

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At its January 4, 2023, meeting, the Physical Property Committee recommended the GRF Board of Directors amend 60-5000-1, Use of Community Facilities, Dumpsters at 1.8 Acres – Rules, as presented.

I move to amend 60-5000-1, Use of Community Facilities, Dumpsters At 1.8 Acres – Rules removing rule 2.10 under General Regulation, as presented.





## **PHYSICAL PROPERTY**

### **Use of Community Facilities, Dumpsters at 1.8 Acres - Rules**

These rules apply to the Golden Rain Foundation (GRF) dumpsters located in the area known as the 1.8 acres and to GRF Authorized Residents, caregivers, visitors, and business operators.

The Physical Property Department (PPD) is authorized to verify the status of any user and may enlist the Security Department and/or other agencies to enforce these rules.

#### **1. PURPOSE**

The purpose of these rules is to properly manage the use of the dumpsters located at the area known as the 1.8 acres.

#### **2. GENERAL REGULATIONS**

The PPD is responsible for the fair and equitable use of the dumpsters located in the area also known as the 1.8 acres. The PPD will also be responsible to ensure that all the conditions of these rules are followed.

- 2.1. The dumpsters are for the use of GRF Authorized Residents. They may be required to show their GRF ID to an attendant prior to using the dumpsters.
- 2.2. Authorized Residents must be present when items from their residences are deposited in the dumpsters, but an authorizing document, such as the GRF ID of the related Authorized Resident, may be presented instead by a representative of the Authorized Resident.
- 2.3. GRF Members are responsible for the actions of all those associated with their property, including the following: Qualified Permanent Residents, Co-occupants, Renters/Lessees, Caregivers, Contractors, and visitors and will be held responsible for any fees, fines or disciplinary consequences incurred by them. See Policy 30-5093-1, Authorized Resident Rules of Conduct.
- 2.4. Only items originating within Leisure World may be placed in the dumpsters.
- 2.5. For safety and liability concerns, entering a dumpster is not allowed except as may be required to deposit an item. Entering a dumpster to remove an item is forbidden. Large signs noting this rule may be displayed near the dumpsters.
- 2.6. In general, except for contractors employed by the Mutual remediating termite/dry rot issues, business operators doing work within Leisure World may not deposit the remnants of their business operations in the dumpsters.
- 2.7. No items may be placed outside of any dumpster. If all dumpsters are full, items must be returned at a time when space in a dumpster is available.



## **PHYSICAL PROPERTY**

### **Use of Community Facilities, Dumpsters at 1.8 Acres - Rules**

- 2.8. Cardboard items must be broken down and deposited in the dumpster identified for cardboard items.
- 2.9. Metal items must be deposited in the dumpster identified for metal items.
- ~~2.10. Reusable household items, especially large furniture items, may be recycled by taking them to a nearby thrift store or by calling such a store or a junk hauler for a pickup at the residence.~~

### **3. HOURS OF OPERATION**

9:00 a.m. to 5 p.m. Monday through Saturday.

#### **Document History**

Amended: 22 Nov 22

**Keywords:** Dumpsters 1.8 Acres





Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

## BOARD ACTION REQUEST

**TO:** GRF BOARD OF DIRECTORS  
**FROM:** RECREATION COMMITTEE  
**SUBJECT:** AMEND 70-1487-2, SCHEDULE OF FEES AND MONETARY FINES  
**DATE:** JANUARY 24, 2023  
**CC:** FILE

### **Committee Approval:**

At its December 5, 2022, meeting, the Recreation Committee recommended the GRF Board of Directors amend 70-1487-2, Schedule of Fees and Monetary Fines, as presented.

### **Fiscal Impact:**

Proposed changes will increase total annual revenue from the RV lot space rentals by approximately \$20,000 from current rates. However, GRF's rental charges remain strikingly below local market rates. A January 19, 2023, internet search for outdoor RV storage lot rental space determined that one of the closest commercial lots, Studebaker Self Storage at 698 N. Studebaker in Long Beach, charged \$373 per month for a 10x25 foot RV slot. That translates to \$4,476 annually, or \$17.90 per square foot per year. GRF's per-square-foot-per-year rate averages 97.5 cents.

If GRF charged market rates for its RV lot at the same square foot rental rate as Studebaker Self Storage, the community's annual revenue from its current usage would be over \$1.4 million, which is \$1.32 million over receipts expected under the proposed fee increase.

<b>Annual RV parking rental for vehicles...</b>	<b>Current</b>	<b>Proposed</b>	<b>Studebaker RV</b>
Less than 31 feet long:	\$240	\$312	Approx. \$4,476
31 feet or greater	\$348	\$420	Approx. \$6,265

<b>Estimated Annual RV Revenue for vehicles...</b>			
Less than 31 feet long:	\$47,280	\$61,464	\$881,575
31 feet or greater	\$29,928	\$36,120	\$538,790
Total	\$77,208	\$97,584	\$1,420,365

### **Recommendation**

I move to amend 70-1487-2, Schedule of Fees and Monetary Fines, increasing the Annual Space Lease Fee, as presented.



## RECREATION

### Recreational Vehicle Lot (RVL) - Schedule of Fees and Monetary Fines

#### SCHEDULE OF FEES AND MONETARY FINES FOR NOTICE OF VIOLATION

##### 1. FEES

##### 1.1. Annual Space Lease Fee

1.1.1.	10 foot to 20 foot parking space	\$ <del>276.35</del> 204.00
1.1.2.	21 foot to 30 foot parking space	\$ <del>312.35</del> 240.00
1.1.3.	31 foot to 40 foot parking space	\$ <del>420.35</del> 348.00

	First Offense	Second/Subsequent Offense
#001 HAZARDOUS MATERIAL	\$50.00	\$50.00
#002 JACK SUPPORT	\$50.00	\$50.00
#003 ILLEGAL JACK	\$50.00	\$50.00
#004 FLAT TIRE	FIX-IT - TEN (10) DAYS	\$50.00
#005 MAINTENANCE OR REPAIR	\$100.00	\$200.00
#006 TORN, WORN OUT RV COVERS	FIX-IT - TEN (10) DAYS	\$50.00
#007 FAILURE TO PROVIDE REGISTRATION PAPERWORK	CANCELLATION OF LEASE	
#008 EXPIRED REGISTRATION	FIX-IT - TEN (10) DAYS	AFTER 10 DAYS, CANCELLATION OF LEASE
#009 NO VALID RVL ID STICKER	FIX-IT - TEN (10) DAYS	AFTER 10 DAYS, CANCELLATION OF LEASE
#010 UTILIZING QUALIFIED RECREATIONAL VEHICLE (QRV) AS LIVING QUARTERS	CANCELLATION OF LEASE	
#011 CLUTTER	\$50.00	\$100.00

(Aug 22)

GOLDEN RAIN FOUNDATION Seal Beach, California





## RECREATION

### Recreational Vehicle Lot (RVL) - Schedule of Fees and Monetary Fines

	First Offense	Second/Subsequent Offense
<b>#012</b> UNAUTHORIZED STORAGE OUTSIDE QRV	\$50.00	\$100.00
<b>#013</b> UNAUTHORIZED VEHICLE IN SPACE	\$50.00	\$100.00
<b>#014</b> QRV USED AS A STORAGE UNIT, BUSINESS OR WORKSHOP	\$50.00	\$100.00
<b>#015</b> GENERATOR RUNNING UNATTENDED	\$50.00	\$100.00
<b>#016</b> NON-APPROVED STORAGE UNIT ERECTED IN SPACE	\$50.00	\$100.00
<b>#017</b> QRV INOPERABLE	FIX-IT - TEN (10) DAYS	AFTER 10 DAYS, CANCELLATION OF LEASE
<b>#018</b> FAILURE TO NOTIFY GRF OF QRV CHANGES TO THE OWNERSHIP, REGISTRATION, INSURANCE, ADDRESS, PHONE NUMBER, OR EMERGENCY CONTACT	FIX-IT TEN (10) DAYS	AFTER 10 DAYS, CANCELLATION OF LEASE
<b>#019</b> ALTERATION OR RE-PROGRAMMING OF REMOTE OR DUPLICATION OF KEYS	CANCELLATION OF LEASE	
<b>#020</b> QRV SLIDE OUT EXTENDED FOR MORE THAN ONE DAY	\$50.00	\$100.00



## RECREATION

### Recreational Vehicle Lot (RVL) - Schedule of Fees and Monetary Fines

	First Offense	Second/Subsequent Offense
#021 QRV EXCESS SPEED LIMIT IN RVL	\$25.00	\$50.00
#022 OFF ROAD VEHICLE DRIVEN IN RVL	\$25.00	\$50.00
#023 PARKING AT CHARGING STATION IN EXCESS OF 24 HOURS	\$50.00	\$100.00
#024 VIOLATION OF DUMP STATION PROCEDURES	\$50.00	\$100.00
#025 SALE OF QRV BY SOMEONE OTHER THAN OWNER	CANCELLATION OF LEASE	
#026 FOR SALE SIGN ON QRV IN RVL	\$20.00	\$40.00
#027 PETS IN RVL	\$25.00	\$50.00
#028 WILLFUL DESTRUCTION OF GRF PROPERTY IN THE RVL	CANCELLATION OF LEASE	

#### Document History

Adopted: 27 Feb 18 Amended: 23 Jul 19 Amended: 24 Sep 19  
 Amended: 25 May 21 Amended: 23 Aug 22

**Keywords:** Fee RVL Recreational Vehicle Lot Cancellation of Lease

(Aug 22)





Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** RECREATION COMMITTEE  
**SUBJECT:** AMEND 70-1500-1, WOODSHOP RULES  
**DATE:** JANUARY 24, 2023  
**CC:** FILE

---

At its January 6, 2023, meeting, the Recreation Committee recommended the GRF Board of Directors amend 70-1500-1, Woodshop Rules, as presented.

I move to amend 70-1500-1, Woodshop Rules, updating language throughout, as presented.



## RECREATION

### Woodshop - Rules

#### PURPOSE:

The purpose of these rules is to create a safe environment for Woodshop users.

#### 1. GENERAL REGULATIONS

The Recreation Department (RD) is responsible for the fair and equitable use of the Club House One Woodshop. The RD, in cooperation with Woodshop Supervisors, will ensure that all the rules are followed. be responsible for enforcing the rules and disciplining rule breakers.

- 1.1. The Woodshop is for Golden Rain Foundation (GRF) Members and Authorized Residents (ARs) in good standing only.
- 1.2. The Woodshop will be open only when a trained supervisor, designated and approved by the RD is onsite.
- 1.3. A Lead Supervisor, designated by the RD is responsible for recommending other qualified, experienced woodworkers to the RD for appointment as alternate Supervisors. The Lead will also schedule other supervisors to cover the hours of operation of the shop.

#### 2. HOURS OF OPERATION

The hours of operation will be determined by the RD in cooperation with the Woodshop Supervisors in accordance with their availability.

#### 3. WOODSHOP RULE

- 3.1 The Recreation Department reserves the right to review and adjust the operating rules at any time to accommodate the needs of the community.
- 3.2 Woodshop users must be approved by Supervisor prior to using the equipment.
- 3.3 Safety is paramount for all Woodshop users:
  - 3.3.1 Wear proper clothing (no loose jewelry, gloves, ties, or loose clothing that could get caught in moving parts).
  - 3.3.2 Non-slip footwear must be worn. No open-toed.
  - 3.3.3 Secure long hair.
  - 3.3.4 Do not operate machinery or tools if on medication that does not allow you to drive.
  - 3.3.5 Keep hands in sight and safely clear of moving tools and parts.
  - 3.3.6 Safety glasses must be worn when using all power tools.
  - 3.3.7 Safety guards must be used on table saws, circular saws, grinders, and chop saws.
- 3.4 Only GRF Members and ARs with a GRF I.D. card may use the woodshop equipment and must sign in upon entering the shop.



- 41
- 42 3.5 The blade on the table saw should be no more than ¼" above the top of the wood to
- 43 be cut.
- 44 3.6 The work benches are for everyone's use. There are no assigned spaces.
- 45 3.7 Never reach across the machine while it is running.
- 46 3.8 In crosscutting on saws, one end of the material should be free.
- 47 3.9 Never pick a cutoff from the table while the saw is turning.
- 48 3.10 Never attempt to slow down or stop the machine after switching it off by grabbing work
- 49 or tool.
- 50 3.11 Use pusher sticks and hold-downs to avoid getting fingers and other body parts no
- 51 less than 3" from any moving blade, cutter, or disk.
- 52 3.12 Always control the return of the saw when crosscutting.
- 53 3.13 Never force the work or rush the job.
- 54 3.14 Stand at one side of the cutting tool, not in line with it.
- 55 3.15 Never use carbide-tipped blade or cutter to machine secondhand lumber without
- 56 Supervisors' inspection.
- 57 3.16 Never stand or lean on the machines.
- 58 3.17 GRF Members and ARs may drop off items for repair and must check in with
- 59 Supervisor and keep clear of all power tools.
- 60 3.18 Do not work with stock or materials that are too small or too large to manage safely;
- 61 ask Supervisor for assistance.
- 62 3.19 Never leave a machine running unattended.
- 63 3.20 Re-purposed wood must be inspected for nails before it is cut, shaped, or planed.
- 64 3.21 Painted wood shall not be planed on the thickness planer and joiner.
- 65 3.22 Users are responsible for cleaning the area of their work.
- 66 3.23 When in doubt, ask the Supervisor!
- 67 3.24 Woodshop tools may not be removed from the woodshop.
- 68 3.25 The use of alcohol beverages is expressly prohibited.
- 69 3.26 Supervisors have the authority to refuse use of equipment if they observe it is used in
- 70 an unsafe manner.
- 71 3.27 Any form of harassment, intimidation, and/or verbal abuse is prohibited and may result
- 72 in GRF taking appropriate actions pursuant to the Code of Conduct, 30-5093-1
- 73 resulting in loss of privileges and/or monetary fines.
- 74 3.28 Signs containing these rules will be prominently posted.
- 75
- 76

#### **Document History**

Adopted: 25 Oct 22

**Keywords:** Woodshop Rule



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** RECREATION COMMITTEE  
**SUBJECT:** AMEND 70-5562-1 AMPHITHEATER PROGRAMS  
**DATE:** JANUARY 24, 2023  
**CC:** FILE

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At its December 5, 2022, meeting, the Recreation Committee recommended the GRF Board of Directors amend 70-5562-1, Amphitheater Programs, as presented.

I move to amend 70-5562-1, Amphitheater Programs, updating language throughout, as presented.



**Amphitheater Programs**



The Amphitheater exists for the use and entertainment of the Community and is managed by the Recreation Department (RD).

**1. THE RECREATION DEPARTMENT HEAD IS AUTHORIZED AND DIRECTED TO PROVIDE APPROXIMATELY FOURTEEN (14) DIFFERENT PROGRAMS FOR THE SUMMER AMPHITHEATER ~~CONCERT~~ SEASON.**

1.1. The Recreation Department head ~~RD~~ is authorized to contract for such programs in the name of the Golden Rain Foundation (GRF) with the following limitations and guidelines:

1.1.1. The Recreation Department head ~~RD~~ is authorized to contract programs at or less than the budgeted amount without specific approval;

1.1.2. The number of programs sponsored and paid for by outside organizations is not limited. The Recreation Department head ~~RD~~ is authorized to combine GRF monies with funds from outside organizations or use it for other Recreational events;

1.1.3. The RD is authorized to offer a maximum of two (2) community programs during the season.

1.1.3.1. Any GRF registered club in good standing may apply to produce a community program by submitting a proposal to the RD.

~~1.1.2.~~ 1.1.3.2. The RD will have sole discretion on selection of community programs.

~~1.1.3.~~ 1.1.4. The Amphitheater program audience will not be permitted to enter the Amphitheater earlier than one and one-half hours before a program is scheduled to begin;

~~1.1.4.~~ 1.1.5. Nonresidents are permitted to attend Amphitheater programs only when accompanied by a member an Authorized Resident (AR) with a resident photo identification card;

~~1.1.5.~~ 1.1.6. When a program is considered popular and will attract a large audience, members will be limited to one (1) nonresident guest; GRF identification is required. Caregivers may not attend amphitheater programs unless they are on duty and accompanied by their employer. Caregiver badges must be worn at all times;

1.1.7. The Recreation Committee will determine which programs will have a limited audience. Notices of limited-audience programs will be published in the LW Weekly.

1.1.8. Reserving seats is expressly prohibited.

1.1.9. The RD will determine start times for the concerts.

## RECREATION

70-5562-1

### **Amphitheater Programs**



1.1.10. Only videography that is authorized by the RD will be permitted at the concerts.

1.1.10.1. Tripods may not be used so as to obstruct audience viewing.

1.1.6.—

2. It is intended that the Amphitheater programs shall be presented for the benefit of all members.

2.1. ARs may reserve the Amphitheater for a private event for which a fee based upon use of staff and production resources may be charged.

2.2. GRF Authorized clubs may reserve the Amphitheater stage for club meetings, subject to availability.

3. The RD is authorized and directed to provide approximately eight (8) movies to be shown during the summer concert season at the Amphitheater.

3.1. Movie attendance is subject to the same restrictions as the concerts.

3.2. The RD will determine start times which may change during the season.

#### 4. AMPHITHEATER DANCING

4.1. Dancing at amphitheater performances is limited to the upper platforms east and west of the stage.

2.5. No animals other than service animals are permitted at the Amphitheater.

#### **Document History**

Adopted: 15 Aug 72	Amended: 16 Oct 73	Amended: 16 Sep 75
Amended: 20 Jun 78	Amended: 15 Sep 81	Amended: 12 Jun 85
Amended: 15 Dec 98	Amended: 20 Feb 01	Amended: 18 Dec 07
Amended: 25 Mar 14	Amended: 23 May 17	Amended: 23 Jul 19

**Keywords:** Amphitheater Program Recreation





Golden Rain Foundation

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Leisure World, Seal Beach

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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** RECREATION COMMITTEE  
**SUBJECT:** AMEND 70-1480-1, ARTS AND CRAFT FESTIVAL  
**DATE:** JANUARY 24, 2023  
**CC:** FILE

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At its January 6, 2023, meeting, the Recreation Committee recommended the GRF Board of Directors amend 70-1480-1, Arts and Craft Festival, as presented.

I move to amend 70-1480-1, Arts and Craft Festival, updating language throughout, as presented.



## RECREATION

70-1480-1

### Arts and Crafts Festival



#### 1. PURPOSE

An semiannual Arts and Crafts Festival is authorized to be held in one of the clubhouses on a Friday and Saturday in April and November. The Festival shall be open from 9:00 am to 3:00 pm on Friday, and from 9:00 am to 2:00 pm on Saturday, with the understanding that booths are to remain open until closing time unless sold out or by permission of the Recreation Director Manager.

1.1. Operations of the Festival will be under the direction and administration of the Recreation Director Manager.

1.2. The Recreation ~~Manager~~ Director is authorized to publish detailed rules and regulations for the operation of the Festival. These rules and regulations shall include a formal "Seller's Statement" form. (See 70-14824).

1.3. All income from the Festival shall be treated as miscellaneous income of the Recreation Department and deposited in the account of the Golden Rain Foundation (GRF) upon receipt.

1.4. The Recreation Department will submit a report of the Festival activities to the Recreation Committee at the close of the Festival.

#### 2. ARTS AND CRAFTS FESTIVAL REGULATIONS

2.1. All items for sale at the Festival must have been made by the seller. Manufactured articles are prohibited.

2.2. Each seller is required to be a GRF legal Authorized ~~Resident~~.

2.3. Sign-ups and table selection shall be made on a first-come, first-serve basis at a scheduled meeting in Clubhouse Two (2) prior to opening day. The time and place of the sign-ups and table selection shall be published in the LW Weekly. Table requests made after the sign-up day will be processed in the Recreation Office. All fees are payable at the time of reservation.

2.4. Exchanging assigned tables between sellers will not be permitted without approval of the Recreation ~~Manager~~ Director.

2.5. The charge to sellers for tables will be determined by the Recreation ~~Manager~~ Director and approved by the Recreation Committee.

~~2.6. All sellers shall turn in the total amount of their sales, whether their product is taxable or non-taxable.~~

~~2.7.~~ 2.6. ~~Sellers of taxable items shall be required to turn in their sales tax in the envelope provided for that purpose. State law requires that this sales tax be paid.~~ The Authorized Resident is required to pay taxes to the state.

## RECREATION

70-1480-1

### Arts and Crafts Festival



~~2.8.~~2.7. In order to avoid misunderstanding, each individual or group who sells items at the Festival shall be required to sign a statement whereby they agree to comply with the rules that apply to sellers. (See 70-1482-1.)

~~2.9.~~2.8. The Recreation ~~Manager~~ Director shall be authorized to hire workers to perform necessary labor for the Festival.

#### Document History

Adopted:	16 May 72	Amended:	08 Feb 83	Amended:	19 Feb 85
Amended:	19 May 87	Amended:	17 Feb 06	Amended:	28 Apr 15
Amended:	22 Aug 17	Amended:	23 Jul 19	Amended:	29 Jan 21

**Keywords:** Arts Crafts Festival Sellers Recreation





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Leisure World, Seal Beach

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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** RECREATION COMMITTEE  
**SUBJECT:** AMEND 70-1482-4, ARTS AND CRAFT FESTIVAL SELLER'S STATEMENT  
AND FORM  
**DATE:** JANUARY 24, 2023  
**CC:** FILE

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At its January 6, 2023, meeting, the Recreation Committee recommended the GRF Board of Directors amend 70-1482-4, Arts and Craft Festival Seller's Statement and Form, as presented.

I move to amend 70-1482-4, Arts and Craft Festival Seller's Statement and Form, updating language throughout, as presented.

## RECREATION

70-1482-4



### Arts and Crafts Festival Seller's Statement & Form

The 20\_\_\_\_ LW Arts and Crafts Festival will be held in the Clubhouse Two on Friday, November \_\_\_\_ from 9:00 a.m. to 3:00 p.m. and Saturday, November \_\_\_\_ from 9 a.m. to 2:00 p.m.

The rules that govern the event are as follows:

1. Each seller must be a member of the Golden Rain Foundation.
2. All items for sale must have been made by the seller. Manufactured articles may not be sold.
3. All tables will be assigned on the day of sign-ups. **Tables will not be assigned on the opening day.**
4. Tables may not be shared or exchanged by sellers without the permission of the Recreation Department head.
5. Tables and booths shall remain open until closing time each day, unless sold out.
- ~~6. All sellers shall turn in a report of their sales for each day, whether their product is taxable or non-taxable, in envelopes provided for that purpose.~~
- ~~7. Sellers of taxable items shall enclose their sales tax payments in the envelope provided.~~
- 6. State law requires that this sales tax be paid. The Authorized Resident is required to pay the taxes to the state.**
- ~~8.~~**7.** In order to avoid misunderstandings, all sellers are required to sign the following statement (the chairperson or an officer of an organization may sign for a group).

Please see Seller's Statement on Page 2

(Sep 20)

GOLDEN RAIN FOUNDATION Seal Beach, California



## RECREATION

70-1482-4



### Arts and Crafts Festival Seller's Statement & Form

#### Seller's Statement:

I have read the above rules and regulations governing the Leisure World Arts and Crafts Festival and I/we hereby indicate my/our willingness to comply with them.

Date: \_\_\_\_\_ Printed \_\_\_\_\_  
Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Email: \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Club/Organization (if applicable) \_\_\_\_\_

Item(s) Being Sold \_\_\_\_\_  
\_\_\_\_\_

#### **Document History**

Amended:	11 Oct 77	Amended:	28 Jun 82	Amended:	27 Feb 84
Amended:	19 Feb 85	Amended:	19 May 87	Amended:	13 Apr 04
Amended:	22 Aug 17	Amended:	23 Jul 19	Reviewed:	08 Sept 20

<b>Keywords:</b>	Arts	Crafts	Festival	Seller Statement	Recreation
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Golden Rain Foundation

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Leisure World, Seal Beach

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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** RECREATION COMMITTEE  
**SUBJECT:** RESCIND 70-1409-1 AMPHITHEATER DANCING  
**DATE:** JANUARY 24, 2023  
**CC:** FILE

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At its January 6, 2023, meeting, the Recreation Committee recommended the GRF Board of Directors rescind 70-1409-1, Amphitheater Dancing, as presented.

I move to amend 70-149-1, Amphitheater Dancing, as presented.



## **RECREATION**

### **Amphitheater Dancing**

Dancing at amphitheater performances is limited to the upper platforms east and west of the stage.

#### **Document History**

Adopted:	23 Aug 16	Reviewed:	10 May 17	Reviewed:	29 Mar 18
Amended:	23 Jul 19	Reviewed:	08 Sept 20		

**Keywords:** Amphitheater Dancing Recreation





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## BOARD ACTION REQUEST

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**DATE:** JANUARY 24, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** SECURITY BUS AND TRAFFIC COMMITTEE  
**ACTION:** CAPITAL FUNDING REQUEST – GATE ACCESS SYSTEM

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### **Committee Approval:**

At its meeting on December 10, 2022, the Committee approved the proposal from CG systems including the purchase of 10,000 RFID tags, to give one tag per member and approval of the on-going monthly subscription cost.

At its meeting on January 11, 2023, the Committee reviewed the PowerPoint presentation and made a motion to approve the proposal from CG Systems with a change to increase the initial purchase of RFID tags to 15,000 plus a 10% contingency for a total one-time cost not to exceed \$423,485.70.

### **Background:**

In 2013, a new access control program was proposed. In 2022 a newer access control system was implemented to expedite community entries and minimize errors with guest entries. The implemented system proved inadequate to achieve the entry system goals for the community. Visitor Management and resident access continued to be an issue at the entry gates. Despite several changes in software, an appropriate solution was not found. Management looked at these issues to achieve the following goals:

1. Swift and efficient guest access into the community
2. Up-to-date access for shareholders
3. Knowledge of what vehicles have entered and left the community

After review and determination of the goals, management and a committee work-study finalized a scope of work to include:

1. New software platform
2. Guest kiosks at all entrances
3. License Plate Readers at entrances and exits
4. RFID access control
5. Barrier arms at the entrances



In conjunction, the items offer the best, holistic approach to resident and visitor access. Three companies were approached – CG Systems was the only company to make a formal proposal. The proposal is attached for your reference and review.

**Fiscal Impact:**

The total one-time cost proposed by CG Systems is \$384,987, comprising the following components:

15,000 RFID transponders @ \$10.95 each:	\$164,250
Readers, kiosks and gate additions:	\$220,737
10% contingency:	\$38,500

A 10% contingency is recommended to address any electrical issues found during the course of the project. Funds would be expended from the Capital Account, which has an unallocated balance of \$2,731,736 as of November 30, 2022.

The monthly software subscription proposed by CG Systems is \$1,632.00. Funds would be expended from the Operating Account GL #6481000-837, which has a monthly budget of \$412.50 as of January 1, 2023. This represents an unbudgeted expense of \$14,634.

The total cost includes the one-time purchase of 15,000 RFID tags at \$10.95 each. This would provide 1 tag per Member plus additional for staff and contractors. Additional RFID tags could be purchased at a cost and for total revenue to be determined at a later date by Security Bus and Traffic. Potential revenue from such sales will be assessed.

**Recommendation:**

I move to approve the proposal for a vehicle gate access system from CG Systems at a total one-time cost of \$423,485.70, which includes a 10% contingency, with funds to be expended from the Capital Fund, which has an unallocated balance of \$2,731,736 as of November 30, 2022, and a monthly cost of \$1,632.00, with funds to be expended from Operating Account GL #6481000-837, which has an annual budget of \$4,950. The President is authorized to sign the contract.





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## BOARD ACTION REQUEST

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**DATE:** JANUARY 24, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** SECURITY BUS AND TRAFFIC COMMITTEE  
**BOARD ACTION:** CAPITAL FUNDING REQUEST: ADMINISTRATION ACCESS CONTROL SYSTEM

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### **Committee Approval:**

On December 14, 2022, the Security Bus and Traffic Committee approved to recommend to the Board, a proposal from CG Systems to install key card access control at ten doors in the Administration Building and IT areas.

### **Background:**

Our current access control into staff offices that contain sensitive information is not sufficient. The current system is a pin pad entry. The codes on these pin pads have not changed in at least 5 years. This means that anyone who has been terminated in those 5 years could potentially still access the spaces.

Service Maintenance was recently asked to change the access codes at these pin pad systems. The electrician who knew how to change the code is no longer employed with GRF, resulting in Service Maintenance needing to research how to change the pin code.

In place of this system, the committee recommends to change to a key card system. This system would utilize the same system, Proptia, proposed for the Visitor and Resident Management System. Each GRF employee would get a key card that would also function as their Employee ID (we currently do not have Employee IDS). This key card can be programmed to access only those doors deemed necessary to each employee's responsibilities can be easily turned off when an employee is no longer employed by GRF.

The system would be installed at the following ten locations:

- Admin Stairway Entry
- Accounting Rear Entry
- Admin 2<sup>nd</sup> Floor Rear Entry
- Accounting Main Entry
- Accounting Cashier Internal Entry
- Server Room
- IT Office Entry
- Admin Main Entry
- Stock Transfer Entry
- New door at Admin 2<sup>nd</sup> floor reception





This system is expandable if more access points are required. Management is recommending starting with these locations first for security purposes. We could expand key card access for resident access to amenities.

**Fiscal Impact:**

The total one-time cost for the installation of the Proptia access control at ten locations as proposed by CG Systems is \$44,744. A 10% contingency is recommended bringing the total installation cost to \$49,218.40.

The cost of key cards is \$6.35/each with a recommendation to purchase 200 for a total of \$1,270.00. Funds for both items would be expended from the Capital Account, which has an unallocated balance of \$2,744,771 (not including \$500K transfer to reserves).

The monthly cost as proposed by CG Systems is \$191.00/month\*. Funds would be expended from the Operating Account GL #6481000-837, which has a monthly budget of \$412.50 as of January 1, 2023.

*\*If Proptia is approved for the visitor and resident management system, then the "base" fee of \$119 would not be charged again, lowering the additional monthly cost for the access system to \$72/month.*

**Recommendation:**

I move to approve the proposal from CG Systems at a total one-time installation cost, of \$49,218.40 plus a 10% contingency, and the purchase of 200 key cards at \$1,270.00, with funds expended from the Capital Fund, which has an unallocated balance of \$2,744,771, and approve the monthly subscription of \$191.00, with funds to be expended from Operating Account GL #6481000-837, which has a monthly budget of \$412.50 as of January 1, 2023. The President is authorized to sign the contract.



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** SECURITY, BUS AND TRAFFIC COMMITTEE  
**SUBJECT:** **TENTATIVE VOTE:** AMEND 80-1937-1 PARKING – RULES  
**DATE:** JANUARY 24, 2023  
**CC:** FILE

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At its January 11, 2023, meeting, the Security, Bus and Traffic Committee recommended the GRF Board of Directors tentatively amend 80-1937-1 Parking – Rules, as presented.

I move to tentatively amend 80-1937-1 Parking – Rules, updating language throughout, pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on March 28, 2023.





## SECURITY

### Parking – Rules

#### 1. PREFACE

In order to promote safety, all drivers and pedestrians shall follow the same parking rules as required on public streets, unless otherwise specified herein.

#### 2. GENERAL RULES

The following Parking Rules are enforced and are applicable to all persons owning, controlling or operating vehicles on Golden Rain Foundation (GRF) TRUST PROPERTY. This refers to the streets, sidewalks, parking areas, clubhouses, grounds, and other amenities overseen by GRF.

**2.1** All MEMBER/OWNERS (M/O) are solely responsible for the actions of any VISITOR, RENTER/LESSEE (R/L), CAREGIVER OR CONTRACTOR who has entered Leisure World Seal Beach (LWSB) under their authorization, as well as any persons who have entered LWSB through their R/L's authorization. Therefore, the M/O is responsible for any fines and penalties associated with their unit that are imposed by GRF.

**2.2** GRF is not liable for damaged, lost or stolen property associated with the use of vehicles on GRF TRUST PROPERTY.

**2.3** GRF vehicles are exempted from these policies when appropriate, such as maintenance or security vehicles assisting first responders or providing emergency services to a unit or GRF TRUST PROPERTY.

#### **2.4** Documentation

**2.4.1** No MOTOR VEHICLE (including GOLF CARTS) may be parked on TRUST PROPERTY without a GRF decal on its windshield or GRF entry pass visibly displayed. In the case of COMMERCIAL VEHICLES or RVs without a windshield or dashboard, a GRF pass can be secured to the vehicle or the trailer.

**2.4.2** Any vehicle motor without proof of current valid State registration may not be parked on TRUST PROPERTY at any time.

#### **2.5** Requirements

**2.5.1** All persons parking IN LEISURE WORLD SEAL BEACH must observe California Vehicle Code Chapter 10.12 regarding time limits associated with the painted curbs and parking limitations listed in this document.

**2.5.2** Curb or Parking space – Vehicles may park in a designated parking space or along a curb or sidewalk, unless otherwise provided herein.

**2.5.3** Parking on all Trust Streets (streets having names) shall be in the direction of the flow of traffic in all cases of parallel parking.

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GOLDEN RAIN FOUNDATION Seal Beach, California





## SECURITY

### Parking – Rules

- 2.5.4 Vehicles on a two-way travel roadway must be parked with the passenger side wheels within 18 (eighteen) inches of the curb or sidewalk.
- 2.5.5 Vehicles must be parked completely within the marked boundaries of a parking space, except for commercial or recreational vehicles more than 20 feet in length.
- 2.5.6 No MOTOR VEHICLE may be parked with any portion of the vehicle on a sidewalk.
- 2.5.7 At no time may a motor vehicle be parked with any portion of the vehicle on the grass.
- 2.5.8 Vehicles may be parked for no more than 72 (seventy-two) hours in one location.
- 2.5.9 At no time may a vehicle be parked in a manner that creates a traffic hazard, interferes with other vehicle access, PEDESTRIAN traffic, or access to facilities or equipment.
- 2.5.10 MOTOR VEHICLES shall not park in GOLF CART- or LSV-designated spaces.
- 2.5.11 Pods, moving trailers or similar portable storage units are permitted on TRUST PROPERTY for up to 72 (seventy-two) hours with prior authorization.
- 2.5.12 Trailers not hitched to a vehicle are not permitted to be parked on TRUST PROPERTY except as noted in 5.4.

### 3. PARKING ZONES

- 3.1. Red Zone: Vehicles in violation are subject to immediate tow at the VEHICLE owner's expense.
  - 3.1.1. Fire Hydrant: No person shall park within fifteen (15) feet of a fire hydrant even if the curb is unpainted.
  - 3.1.2. Fire Lanes: A vehicle may not be left unattended at any time.
  - 3.1.3. Bus Stops: No person shall park or leave standing any vehicle within thirty (30) feet on bus-stop side of the street to provide for loading and unloading of buses unless otherwise marked.
- 3.2. Blue Zone (Handicapped): Vehicles must display a valid, government-issued disabled (handicapped) license plate or placard.
- 3.3. Green Zone: Parking may not exceed twenty (20) minutes.  
EXCEPTION:  
Unlimited time parking in a Green Zone is permitted only when the vehicle is displaying a valid government-issued disabled license plate or placard.
- 3.4. White Zone: Immediate passenger loading and unloading only.
- 3.5. Yellow Zone: Vehicle loading and unloading only not to exceed 20 (twenty) minutes.

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## SECURITY

### Parking – Rules

- 3.6. Unpainted: Parking is permitted up to 72 (seventy-two) hours, unless otherwise restricted.

#### 4. SPECIFIC VEHICLE TYPES

##### 4.1. Commercial Vehicles

- 4.1.1. Contractor vehicles must comply with all traffic and parking rules and regulations inside the community and must not obstruct or park on sidewalks or walkways.
- 4.1.2. Contractor and service vehicles, including personal vehicles driven by EMPLOYEES or COMMERCIAL WORKERS, shall not be parked overnight on TRUST PROPERTY (including named TRUST STREETS) without a permit.

##### 4.2. Golf Carts and LSVs

- 4.2.1. GOLF CARTS AND LSVs may be parked in parking spaces or along curbs designated for GOLF CARTS or MOTOR VEHICLES.
- 4.2.2. GOLF CARTS AND LSVs may not be parked in any manner interfering with foot or vehicle traffic.
- 4.2.3. ~~Parking on a sidewalk by~~ GOLF CARTS AND LSVs ~~is~~ are prohibited from parking on a sidewalk.

##### 4.3. Bicycles and Electric Bicycles

- 4.3.1. BICYCLES or ELECTRIC BICYCLES must be parked utilizing bicycle racks where provided.
- 4.3.2. BICYCLES or ELECTRIC BICYCLES may not be parked in any manner interfering with foot or vehicle traffic.
- 4.3.3. Attended BICYCLES or ELECTRIC BICYCLES may be parked off pavement, but only in such a manner as not to damage landscaping.
- 4.3.4. ~~Parking on a sidewalk by~~ BICYCLES or ELECTRIC BICYCLES ~~is~~ are prohibited from parking on a sidewalk.
- 4.3.5. Overnight parking of bicycles on TRUST PROPERTY is not permitted.

##### 4.4. Mobility Scooters

- 4.4.1. MOBILITY SCOOTERS may be parked in parking spaces designated as intended for "SCOOTERS" or "GOLF CARTS."
- 4.4.2. MOBILITY SCOOTERS may not be parked in any manner interfering with foot or vehicle traffic.
- 4.4.3. ~~Parking a~~ MOBILITY SCOOTERS ~~on a sidewalk is~~ are prohibited from parking on a sidewalk.

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## SECURITY

### Parking – Rules

#### 4.5. RECREATIONAL VEHICLES (RV) or VEHICLE USED FOR RECREATION (VUFR)

- 4.5.1. The RV or VUFR parked on TRUST PROPERTY MUST display a GRF-issued decal or an entry pass.
- 4.5.2. The RV or VUFR cannot be parked for more than 72 (seventy-two) hours on trust streets.
- 4.5.3. Other activities, such as vehicle maintenance, sleeping, cooking or resting in the RV or VUFR, are not allowed.
- 4.5.4. The RV or VUFR must be parked with engine and accessory equipment (e.g., exterior lights, air conditioner, audio and video equipment) shut off. The generator may be used while loading or unloading the vehicle and ONLY between the hours of 8:00 a.m. and 8:00 p.m. when parked on trust streets
- 4.5.5. The extensions such as slide-outs, tilt-outs, and awnings must remain closed. Steps must not block the sidewalk.
- 4.5.6. The RV or VUFR shall not be attached to any external power or water supply.
- 4.5.7. Leveling jacks, if used, must include a base plate sufficient to prevent damage to pavement.
- 4.5.8. No animals or children shall be left unattended on or within any RV or VUFR at any time.

#### 5. TRUST PROPERTY PARKING AREAS

##### 5.1. Clubhouse One

There is no parking between 11 p.m. and 7 a.m. in the following Clubhouse One parking areas:

- 5.1.1. The lot near the woodshop.
- 5.1.2. The spaces on the west side of the clubhouse (Burning Tree).
- 5.1.3. The lot across from the clubhouse next to the golf course, except for Employee vehicles during their work shift and authorized GRF contractor vehicles.

##### 5.2. Clubhouse Two

- 5.2.1. Parking in the lot next to the ~~Woodshop~~ and car wash is prohibited between 11:00 p.m. and 7:00 a.m.
- 5.2.2. Parking is prohibited between 11:00 p.m. and 7:00 a.m. in the spaces on the east side of the clubhouse (El Dorado).
- 5.2.3. Parking is permitted up to 72 (seventy-two) hours in the lot between the

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## SECURITY

### Parking – Rules

clubhouse and the RV lot if the vehicle displays an official GRF decal or an unexpired short-term entry pass issued by the Security Department. No RVs are allowed to park overnight near Clubhouse Two, except as stated in 5.2.3.

#### 5.3. Clubhouses Three and Four

5.3.1. ~~No overnight parking allowed, except for The Radio Club Yellow Emergency Van 3 and contractor vehicles as authorized by GRF. Overnight parking is prohibited with the exception of those vehicles permitted by the Security Department, i.e. GRF busses, Radio Club Emergency Van, Innovative Cleaning Services Vehicles.~~

5.3.2. No RVs are allowed to park overnight near clubhouses three and four. Participants in a sanctioned overnight bus tours may park their vehicles in Clubhouse Three parking lot for up to seventy-two (72) hours. An authorized permit must be displayed on dash.

5.3.3. RVs and VUFRs may be permitted to park in the extended lot (where the GRF busses are stationed) for up to fourteen (14) days as noted in 5.4.1.

#### 5.4. Designated Temporary RV Parking Area

##### 5.4.1. Designated Temporary RV – VUFR Parking

The Three (3) approved locations within the Clubhouse Four (4) parking lot are for temporary RV and VUFR use, subject to the terms and conditions noted in this policy.

Available permit parking is limited. Spaces are allotted on a "first-come-first-served" basis.

Exception:

The Radio Club Yellow Emergency Van  
Innovative Cleaning Service Vehicles

##### 5.4.2. Identification

All RVs and VUFRs must be registered with the Recreation Department and display the Parking Permit in order to park in the noted locations. If the RV and VUFR does not have a windshield, the identification must be placed on the king pin of a fifth wheel or the tongue of a trailer.

##### 5.4.3. RVs and VUFRs

5.4.3.1. Shareholders/Members and Guests may park an RV or VUFR temporarily in the noted locations for the purpose of loading and unloading and preparing the vehicle for travel or storage subject to these Rules and Regulations.

5.4.3.2. Notification – Shareholders/Members and Guests must notify Security Department immediately when entering the community with their RV and





## SECURITY

### **Parking – Rules**

VUFR. This notification is required in order to park temporarily for a term as follows:

#### 5.4.3.3. Maximum Consecutive Nights

Shareholders/Members may park one (1) RV (and boat or trailer) or VUFR at a time temporarily in the approved location within Clubhouse Four (4) parking lot for a maximum of fourteen (14) days at a charge. An additional third week may be approved at an additional fee (see rate card)\*. A second term will be allowed within twelve calendar months provided that the RV or VUFR has been out of the community for no less than one hundred eighty (180) days. Guests may park one (1) RV (and boat or trailer) or VUFR at a time temporarily in the approved location within Clubhouse Four (4) parking lot for a maximum of fourteen (14) days at a charge. An additional third week may be approved at an additional fee (see rate card)\*. Vehicle must be removed at the expiration of approved stay. Failure to comply will result in immediate towing of the vehicle at the owner's expense and/or withholding of security deposit.

5.4.3.4. In the event of an unexpected medical and or mechanical emergency, the Security Chief, Deputy Security Chief, or the Executive Director may grant a limited extension not to exceed seventy-two (72) hours.

#### EXCEPTION:

Watch commander or Deputy Chief may grant extension until return of the Security Chief or Executive Director.

5.4.3.5. The Security Chief must take a monthly report of all permitted vehicles to the Security Bus and Traffic Committee (SBT).

#### 5.4.4. Use of an RV or VUFR

5.4.4.1. Shareholder/Members and Guests may not live in a RV or VUFR parked in the community lots. This includes sleeping, cooking or any other activities not associated with preparation of the vehicle for travel or storage. No barbecues or exterior cooking is permitted.

5.4.4.2. No animal or child shall be left alone in a vehicle at any time.

5.4.5. Safety Requirements – All sections of the California Vehicle Code that are applicable to RVs and VUFRs shall be adhered to while parked in the community.

5.4.6. Parking Charges for RV or VUFR (see rate card)\*.

5.4.6.1. Shareholder/Members and or/guests will be charged a fee and requested to submit a security deposit (see rate card)\*.

5.4.6.2. Payment and security deposit will be collected by the Recreation Department at the time the Parking Permit is issued.

5.3.1.1.5.4.6.3. A second term will be allowed within twelve calendar months provided that the RV or VUFR has been out of the community for no less than one hundred eighty (180) days.

5.4.5.5. Building Five, Clubhouse Six, Healthcare Center, Administration and Alley





## SECURITY

### Parking – Rules

**5.4.1.5.5.1.** No overnight parking is permitted, except for GRF Security Vehicles, CARE ambulances, Leisure World Pharmacy delivery vehicles; two (2) healthcare vehicles; the vehicle used by the 24-Hour Nurse; the HCC Golf Cart, GRF vehicles and contractor vehicles as authorized by GRF.

**5.4.2.5.5.2.** Parking spaces in the Health Care Center parking lot, unless otherwise marked, will be for AUTHORIZED RESIDENTS and VISITORS of Leisure World Seal Beach during business hours.

**5.4.3.5.5.3.** No RVs are allowed to park overnight in any space near building five, Clubhouse Six, the healthcare center, the administration building and the alley.

### **5.5.5.6.** Amphitheater

**5.5.1.5.6.1.** Only employees of GRF or the Healthcare Center (HCC) may park in designated employee parking from 7 a.m. to 6 p.m. Monday to Friday.

**5.5.2.5.6.2.** AUTHORIZED RESIDENTS may only park in spaces marked for "Staff" or "HCC" from 6 p.m. until 11 p.m. Monday through Friday, and from 7 a.m. until 11 p.m. Saturday and Sunday.

**5.5.3.5.6.3.** No overnight parking is allowed.

**5.5.4.5.6.4.** Visitors are only allowed to park in the Amphitheater parking lot during GRF-sponsored special events.

**5.5.5.5.6.5.** The parking space designated for the HCC 24-Hour Nurse may never be used by anyone else except that employee and the HCC Golf Cart.

## **6. SPECIAL CIRCUMSTANCES**

**6.1.** No animal or child is allowed to be left alone in any parked vehicle on TRUST PROPERTY. Animal Control or Seal Beach Police, respectively, will be called immediately.

**6.2.** "For Sale" signage shall not be displayed on any vehicle on TRUST PROPERTY.

**6.3.** Vehicles may not be repaired and/or major service may not be performed, and fluids may not be changed on any TRUST PROPERTY.

**6.4.** All vehicles must may be washed at the car and RV washing areas behind Clubhouse Two. The vehicle must be owned by the AUTHORIZED RESIDENT and must display a GRF-issued decal.

**6.5.** Non-RESIDENTS shall not be permitted to wash their vehicles anywhere on TRUST PROPERTY.

## **7. TOWING**

The Security Department has been authorized by the GRF Board of Directors to enforce the traffic rules of this community in compliance with California Vehicle Code Section 22658, which may result in the towing of a vehicle at the vehicle owner's expense.

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GOLDEN RAIN FOUNDATION Seal Beach, California



## SECURITY

### Parking – Rules

#### 7.1. MOTOR VEHICLES Subject to Immediate Towing at the VEHICLE Owner's Expense:

- 7.1.1. Those in red zones designating fire lanes or fire hydrants;
- 7.1.2. Those parked in any no-parking zone;
- 7.1.3. Those parked in handicapped spaces without a proper government-issued placard or state-issued disabled license plates;
- 7.1.4. Those in properly posted construction zones;
- 7.1.5. Those blocking entrances, exits and crosswalks, or preventing access to or operation of another motor vehicle.
- 7.1.6. Those leaking gasoline, oil or any other hazardous fluids; and
- 7.1.7. Those parked in the space designated for the HCC 24-Hour Nurse.
- 7.1.8. Any PROHIBITED VEHICLE:
  - 7.1.8.1. Boats or unattached trailers;
  - 7.1.8.2. Inoperable vehicles;
  - 7.1.8.3. Unlicensed and/or off-road vehicles (except golf carts);
  - 7.1.8.4. Vehicles lacking current state registration;
  - 7.1.8.5. Aircraft.

#### 7.2. OTHER PARKING VIOLATIONS SUBJECT TO TOWING

Any vehicle issued a Community Rules Violation notice shall be subject to towing 72 hours after the citation has been posted.

- 7.2.1. Any RV or VUFR that has exceeded its fourteen (14) day permit shall be towed at the owner's expense unless an additional third week has been approved at a charge (see rate card)\*.

#### Document History

Adopted: 05 Apr 21 Amended: 24 May 22

Keywords: Parking Towing Oversize Vehicles Parking Zones Trust Property