

## BOARD OF DIRECTORS

Meeting Agenda  
Tuesday, February 28, 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. Member Comments/Correspondence**

**5. Consent Calendar**

- a. GRF Board of Directors Minutes, January 24, 2023
- b. Accept the Interim Financial Statements, December 2022 and January 2023, for Audit
- c. Approve Reserve Fund Investment Purchase
- d. Approve Association Reserves Loyalty Update Plan
- e. Approve Purchase of Pre-paid Dynamics Technical Support Package
- f. Authorize Transfer of Reserve and Operating Funds Per Civil Code 5502
- g. Ratify Postage and Folder Inserts Lease
- h. Ratify Group Benefits

**6. New Business**

**a. General**

- i. Amend 40-5061-2, Fees

**Proposed Solution:** Approve amended language that starting January 1, 2023, 100 percent of amenities fees collected will be apportioned to the Foundation's Reserve Fund and requiring the Finance Committee's review of the distribution of the Amenities Fee during the annual budgeting process.

**b. Capital Funding**

- i. Capital and Reserve Fund Balance Sheet
- ii. 1.8 Acre Design and Cost Study

**Proposed Solution:** Award contracts for \$26,650 to Farmscape for design development, and \$30,500 to Anacal Engineering Co. for developing construction documents for the proposed 1.8 Acres Garden Site and authorize the President to sign the contracts. Including a \$5,000 contingency, the total funding is not to exceed \$62,150.

- iii. Holiday Tree

**Proposed Solution:** Approve the purchase of a new holiday tree from Magical Holiday Designs with installation and storage for a total cost not to exceed \$15,800.00 and authorize the President to sign the contract.

- iv. Real Estate Sales Office Sign

**Proposed Resolution:** Award a contract to MJ Jurado to install a sign requested by the ADR Committee for the Sales Office at the Leisure World main gate. Cost not to exceed \$8,500 adding \$1,000 contingency and authorizing the President to sign the contract.

- v. Robotic Pool Cleaner  
**Proposed Resolution:** Approve purchasing a robotic pool sweep for the Aquatic Center at a cost not to exceed \$5,363.00.
- c. **Reserve Funding**
  - i. New Buses  
**Proposed Resolution:** Approve the updated proposal from A-Z Bus Sales for the purchase of 4 minibuses at a total cost of \$477,977 plus a contingency of \$9,000 for DMV fees; and to accept GAF's \$123,496.00 donation (plus DMV fees) to purchase 1 minibus.
  - ii. Facilities Department Pickup Trucks  
**Proposed Resolution:** Approve purchasing (4) four Chevy trucks at a total cost not to exceed \$243,000 and to authorize the Fleet Manager to purchase them as soon as administratively feasible.
  - iii. Service Maintenance Utility Vehicles  
**Proposed Resolution:** Approve the purchase of two Club Car 710 LSVs at a total cost not to exceed \$60,000.
  - iv. Clubhouse Two Refrigerator Replacement  
**Proposed Resolution:** Replace the refrigerator in Clubhouse Two at a cost not to exceed \$17,000.00.
- d. **Cost Recovery**
  - i. Amend 70-1411-1, Facility Reservations (Mr. Massetti – pp.95-100)  
**Proposed Resolution:** Amend policy 70-1411-1, Facility Reservation updating language throughout, as presented.
  - ii. Amend 70-1406-2, Limitations on Use of Trust Property – Fee (Mrs. Perrotti – pp.101-104)  
**Proposed Resolution:** Amend policy 70-1406-2, Limitations on Use of Trust Property – Fee, adding new rule, Fees for Clubhouse Facilities Setups and Teardown, as presented.
- e. **Administration**
  - i. Amend 30-1001-5, Glossary of Terms  
**Proposed Resolution:** Amend 30-1001-5 – Glossary of Terms: amending Amenities Fee, Assessment, Budget, Default, Eligibility, Escrow, Orientation, and Trust Property Use Fee (TPUF); and adopting new terms: Deed, Dues, Fee, Identification Card, Management Certificate, Non-Standard Items, Orange County User Fee (OC User Fee), Penalty, Special Assessment and Standard Items, as presented.
  - ii. Amend 30-5167-3, Strategic Planning Committee Charter  
**Proposed Resolution:** Amend policy 30-5167-3, Strategic Planning Committee Charter, as presented.
  - iii. Adopt 30-5700-3, GRF/Mutual Associates Panel Charter  
**Proposed Resolution:** Amend policy 30-5700-3, GRF Mutual Associates Panel Charter, as presented.

## 7. Ad Hoc Reports

- a. Governing Document Ad Hoc Committee – Discussion
- b. Website Ad Hoc Committee – Discussion

## 8. Next Meeting Date

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

## 9. 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.**

February 3, 2023

RE: LW GATE ACCESS SYSTEM

To Whom it May Concern:

I applaud the adoption of this new and more sophisticated gate access system. The old software couldn't interface with the newer version and it was a problem. Not only will the RFID tag be a huge time saver, but expanding all gates for access by visitors will also improve the speed of access and not cause traffic bottlenecks. Additionally, the barrier gates will prevent any entry by someone without identification. (Which still happens occasionally)

However, when I read that with the new system residents will use their own customized login and password to authorize visitors and that they could be printed by the visitor or saved on a smartphone I realized that can NOT be the only method for visitor access. We live with residents who do NOT even own or use a computer nor a smart phone. This is not yet the tech generation of the 25-55. We have seniors here who are in late eighties, nineties and even some a century old.

Hopefully, this plan and design will still be flexible enough to allow for call-ins to for those who do not have the skills or hardware to log in. This is truly an important and significant consideration when implementing this new system.



Mitzi Winks



## [External] Electric Gates

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**From:** Florann Limpus

**To:** GRFBoard

**Date:** Tue, Feb 7, 2023, 7:44 PM

This was my response on "Nextdoor" to the idea of putting in electric gates at entry.....

Why the big hurry all the sudden. I feel not enough time has been spent on the endeavor. I have lived and visited gated communities with and waiting for gates to open, etc., really backs up the flow of traffic. Horrible idea!

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## RE: [External] Real Estate Sign

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**From:** Florann Limpus

**To:** GRFBoard

**Date:** Tue, Feb 7, 2023, 7:38 PM

**Florann Limpus** • Leisure World

I don't get it.....money is spent on this kind of thing or things.....yet they raise our HOA's every year because they want to have money saved for major projects. Why not so away with kind of expenditures and not have to raise our HOA fees? I don't understand. I understand upgrading necessary parts of LW for safety and but these "extra's" that are being done just because a few people like the idea - no. Apparently those who try to push these things through have incomes that will not be affected by such expenditures. Many of us do not and are expected to accept whatever the voices that be decide. I am of the old thinking of "preparing for a rainy day." If those who wish to spend others monies on incidentals want it to be done, then they can pay out of their pockets for such "improvements". Really? \$17,000 for fake ivy??? Who is the nut that came up with that idea? Let them pay for it! Disgusting.

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## Tia Makakaufaki

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**From:** slater  
**Sent:** Friday, February 10, 2023 10:26 AM  
**To:** GRFBoard  
**Subject:** [External] Comments on the Main Gate Access System

To the GRF Board of Directors,

Do you think the planned automated gate access system would mesh well with the complicated traffic pattern found at the Main Gate? This is not the parking lot of a professional building. This a dynamic ever changing traffic intersection. Where have you or I seen an automated gate that leads into a complicated maze of 4+ lanes? Could installation of an automated gate system actually hinder efficient SBLW entrance and or exit?

Each of you should ask yourselves, is the appropriate answer to the issue found in any of the three traffic re routing options proposed at the February SBT Committee Meeting? Was the potential roadway space available just inside the Main Gate adequate to make a simpler efficient traffic pattern, evaluated prior to signing the contract? Which Board Members believe that all the re routing options that are currently proposed are convoluted, highly inefficient and time consuming for residents?

Moreover. I think it was extremely telling when a committee member correctly indicated that a raised gate arm is tantamount to a green light to proceed. How far would the raised gate arm be from the traffic control person. In this situation, what are appropriate stopping distances, measured in car lengths for the unique driving population found here, in Leisure World?

What was the rush to sign a contract? For those of you who owned your own businesses in the past, what was the probable outcome of signing a contract before all aspects of a project were checked out appropriately? Is there a cancellation clause?

I hold no brief for Urban Crossroads, prior to signing a contract appears to ignore principles of sound business practice. What is required is not a superficial traffic count to be done by a GRF employee using a hand held or automated counter for a few hours. As we all know a professional traffic study goes well beyond that.

Does any GRF Board Member believe that a potential dilemma exists here? Furthermore, do you believe the direct cause of that dilemma would be the installation of an automated access gate?

Yours truly,  
Len Slater



## **BOARD OF DIRECTORS MEETING MINUTES GOLDEN RAIN FOUNDATION**

### **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, January 24, 2023, in Clubhouse Four and via live stream.

### **PLEDGE OF ALLEGIANCE**

Director Tony Dodero led the Pledge of Allegiance.

### **ROLL CALL**

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

Directors Damoci was present via Zoom.

Executive Director Jessica Sedgwick, Facilities Director Mark Weaver, Recreation Director Jesse Cripps, Security Service Director Victor Rocha, Human Resource Generalist Allison Steele, and Executive Coordinator Tia Makakaufaki were also present.

IT Director Marcelo Mario, Learning and Development Manager Acacia Young and a guest from DLD Insurance, Michael Perry were present via Zoom.

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

### **SERVICE ANNIVERSARIES AND EMPLOYEES OF THE MONTH**

Service awards was presented by Human Resource Generalist Alison Steele.

In December 2022, Jon Jones celebrated 10 years as an employee. During January 2023, Katherine Thayer celebrated 10 years, Kevin Black celebrated 30 years and Juan Fuentes 20 years.

There was no Employee of the Month award at this time.



## **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 three comments made at the meeting, and no member submitted written comments prior to the meeting.

## **CONSENT AGENDA**

The minutes of the GRF Board of Directors Minutes, November 22, 2022, were approved. Approve Capital Funds Investment Purchase, Approve Reserve Funds Investment Purchase, and the Acceptance of the Interim Financial Statements, November, and December 2022, for Audit were removed from the agenda on January 17, 2023.

## **AD HOC REPORTS**

Chair Melody updated the Board with a report of the Strategic Planning Committee.

Chair Damoci report on the Governing Documents and 1.8 Acre Ad Hoc Committee.

Chair Isom updated the Board with a report of the Website Redesign Ad hoc Committee and announced the cold launch of the website on January 20<sup>th</sup>. Information Technology Director Marcelo Mario updated with the latest information on the website.

## **NEW BUSINESS**

### **GENERAL**

#### **Appoint Chair for Community Rule Violation Panel**

##### 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.

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

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 Dodero, Janet Isom, Susan Jacquelin, Lee Melody, Teri Nugent, Leah Perrotti, and Camille Thompson.

No one spoke on this motion.

**Adopt 30-5700-3, Presidents' Roundtable Charter**

After discussion, 30-5700-3, Presidents' Roundtable Charter will be sent to GRF Administration Committee for further review.

**ARCHITECTURAL DESIGN & REVIEW COMMITTEE**

**Capital Funding Request: Landscaping at the Globe**

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, Polygala Virgata, Festival Grass, Society Garlic, Arizona River Rocks, and Golden Star Esperanza.

Mrs. Levine MOVED, seconded by Mr. Dodero present –

TO 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.

The motion failed with eighteen no votes (Directors Perrotti, Gambol, Jacquelin, Nugent, Geffner, Gerber, W. Thompson, Hopewell, Ableser, C. Thompson, Dodero, Levine, Jablonski, Damoci, Melody, Friedman, Isom and Massetti).

## **COMMUNICATION COMMITTEE**

### **Amend 20-5050-1, Digital Billboards**

#### **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.

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

TO amend 20-5050-1, Digital Billboards, as presented, and retitle it as "Electronic Communications" under the same rule number.

No one spoke on this item.

**Adopt 20-5050-3, Digital Billboards**

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.



Mrs. Perrotti MOVED, seconded by Mr. Friedman, and carried unanimously by the Directors present-

TO adopt policy 20-5050-3, Digital Billboards, as presented.

No one spoke on this motion.

## **FINANCE COMMITTEE**

### **Approve Active Shooter Insurance**

#### **Background:**

At its November 21, 2022, meeting, the Finance Committee requested a quote for an Active Shooter Insurance Policy. DLD provided 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

Mr. Friedman MOVED, seconded by Mrs. Perrotti -

TO approve 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.



Fourteen GRF Directors, the Executive Director and Michael Perry from DLD Insurance spoke on the motion.

The motion passed with four no votes (Directors W. Thompson, Levine, Jablonski and Melody).

## **INFORMATION TECHNOLOGY SERVICES COMMITTEE**

### **Amend 20-5045-3, Board Member Use of Foundation Equipment Procedures**

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.

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

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.

Four Directors spoke on the motion.

### **Adopt 20-5045-4, Board Member Use of Foundation Equipment Form**

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

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

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



Four Directors spoke on the motion.

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

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.

Mr. Friedman MOVED, seconded by Mr. Doderio, and carried unanimously by the Directors present-

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.

Seven Directors and Executive Director spoke on the motion.

**GRF ADMINISTRATION COMMITTEE**

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

**Committee Approval:**

At its December 13, 2022, meeting, the GRF Administration Committee recommended the Board of Directors 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.

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

TO 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 Seal Beach, Mutual Corporations (Mutual), Reserved Parking, Trust Property, Amenity, Common Interest Development, Cooperative Mutual, Property Interest, Roadway and Stock Cooperative, as amended.

Five Directors spoke on the motion.

The President called for a 15 – minute break at 12:00 p.m.

Meeting was called back to order at 12:16 p.m.

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

At its December 13, 2022, meeting, the GRF Board of Directors amended 30-5025-3, Golden Rain Foundation Election Procedure, as presented.

Ms. Levine MOVED, seconded by Mr. Dodero –

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

Two Directors and Executive Director spoke on the motion.

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



## MUTUAL ADMINISTRATION COMMITTEE

### Capital Funding Request: SSD Alarm System

#### 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 project's implementation.

The project's 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 the 2023 budget year.

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

TO 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.

Four Directors spoke on the motion.

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

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.

Mr. Jablonski MOVED, seconded by Mr. Geffner present-

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





One Director spoke on the motion.

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

## **PHYSICAL PROPERTY COMMITTEE**

### **Reserve Funding Request: Building Five Modifications**

#### **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 to perform 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.



Mr. Massetti MOVED, seconded by Mrs. Nugent, and carried unanimously by the Directors present-

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.

Two Directors and Facilities Director spoke on the motion.

### **Capital Funding Request: Power for Fans Clubhouse One**

#### **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 fans 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:**

\$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)

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

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.

Two Directors and Facilities Director spoke on the motion.

**Amend 60-5504-1, Insurance Requirements Contractors**

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.

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

TO amend 60-5504-1, Insurance Requirements-Contractors establishing the annual fee of \$150 required from each contractor to adhere to these insurance requirements as soon administratively feasible, as presented.

Five Directors, the Executive Director and Facilities Director spoke on the motion.

**Amend 60-5000-1, Use of Community Facilities, Dumpsters at 1.8 Acres Rules**

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.

Ms. C. Thompson MOVED, seconded by Mr. Massetti present-

TO amend 60-5000-1, use of community facilities, dumpsters at 1.8 acres – rules removing rule, 2.10 under general regulation and updating the days of operation from Monday to Sunday, as amended.

Two Directors spoke on the motion.

The motion passed with one no vote (Director Mr. W. Thompson).



## RECREATION COMMITTEE

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

#### 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
<b>Total</b>	<b>\$77,208</b>	<b>\$97,584</b>	<b>\$1,420,365</b>

Ms. Hopewell MOVED, seconded by Mr. Friedman present-

TO amend 70-1487-2, Schedule of Fees and Monetary Fines,  
increasing the Annual Space Lease Fee effective June 1, 2023, as  
presented.

Ten Directors, the Executive Director and Recreation Manager spoke on the motion.

The motion passed with one no vote (Director Massetti) and one recusal (Director Melody).



Director Hopewell left the meeting at 1:15 p.m.

**Amend 70-1500-1, Woodshop Rules**

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

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

TO amend 70-1500-1, woodshop rules, updating language throughout, as presented.

No one spoke on the motion.

**Amend 70-5562-1, Amphitheater Programs**

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

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

TO amend 70-5562-1, Amphitheater Programs, updating language throughout, as presented.

Three Directors and the Recreation Director spoke on the motion.

**Amend 70-1480-1, Arts and Craft Festival**

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.

Mr. Melody MOVED, seconded by Mrs. Ableser, and carried unanimously by the Directors present-

TO amend 70-1480-1, Arts and Craft Festival, updating language throughout, as amended.



Three Directors and the Executive Director spoke on the motion.

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

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.

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

TO amend 70-1482-4, Arts and Craft Festival Seller's Statement and Form, updating language throughout, as amended.

One Director spoke on the motion.

**Rescind 70-1409-1, Amphitheater Dancing**

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

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

TO rescind 70-1409-1 Amphitheater Dancing, as presented.

No Director spoke on the motion.

**SECURITY, BUS, AND TRAFFIC COMMITTEE**

**Capital Funding Request: Gate Access System**

**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 ongoing monthly subscription cost.

At its meeting on January 11, 2023, the Committee reviewed the PowerPoint presentation and moved 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 annual 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

Ms. Gambol MOVED, seconded by Mrs. Nugent present-

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.

Fourteen Directors, the Executive Director, Security Director and IT Director spoke on the motion.

The motion passed with seven no votes (Directors Perrotti, Jacquelin, Geffner, Damoci, Melody, Friedman and Isom).

### **Capital Funding Request: Administration Access Control System**

#### **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 Administration Building is not sufficient staff offices. 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 spaces that contain sensitive information.

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 changing 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 ID). 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.*

Mr. Jablonski MOVED, seconded by Mr. Dodero present-

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 \$72.11, 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.

One Director and the Executive Director spoke on the motion.

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

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

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.

Mr. Dodero MOVED, seconded by Mr. Jacquelin present-

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.

Six Directors and the Security Director spoke on the motion.

The motion passed with one no vote (Director W. Thompson).

**ADJOURNMENT**

The meeting was adjourned at 2:49 P.M.

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Carol Levine, Corporate Secretary  
Golden Rain Foundation  
TM:1-24-23



GOLDEN RAIN FOUNDATION  
Board Action Item  
February 28, 2023

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## BOARD ACTION REQUEST

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**DATE:** FEBRUARY 28, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** FINANCE DIRECTOR  
**BOARD ACTION:** ACCEPTANCE OF THE DECEMBER, 2022 AND JANUARY, 2023 FINANCIAL STATEMENTS

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

**Recommendation:**

I move to accept the audit for the interim financial statements for period ending January 31, 2023, as presented by the Director of Finance and as reviewed by the Finance Committee.

## Financial Recap – December 2022

As of the tenth-month period ended December 2022, the draft financial reports indicate that GRF is in an unfavorable financial position with a deficit of (\$288,482).

Major variances are:

Wages, Taxes & Benefits	\$314,846	Favorable: Wages \$56K; P/R Taxes (\$8K); Workers' Comp \$44K; 401(k) ER Match \$51K; Group Ins \$163K
Employee Related Expenses	(527,774)	Unfavorable: Agency fees \$492K; Recruiting \$36K
Professional Fees	(78,862)	Unfavorable: System security monitoring
Utilities	(79,133)	Unfavorable: Electricity – rate increase, Trash – new contract
Facilities Maintenance	116,579	Favorable: Less YTD maintenance than planned; Janitorial contract renegotiated for less.
Legal Fees – General Counsel	(40,425)	Unfavorable: General Counsel fees (Superwire, bylaws/ballot)
Janitorial	81,340	Favorable: New contract
Community Entertainment	56,627	Favorable: Community events deferred due to COVID-19
Mailout – Periodic	(55,398)	Unfavorable: Budgets for GRF and Mutuals
Gasoline	(34,845)	Unfavorable: Gas prices and inventory adjustment
Publication Printing	68,845	Favorable: Lower pricing due to change in printing company; less pages in newspaper due to COVID impacts.
Property & Liability Insurance	81,350	Favorable: Actual premiums less than budgeted
Certificate Preparation Income	29,500	Favorable: More unit sales than planned
Other Income	135,006	Favorable: Escrow fees, Permit income; Purchase processing recovery fees,
News Advertising	82,583	Favorable: Display ads greater than budgeted
SRO Labor Cost Recovery	(237,887)	Unfavorable: Less billable hours than budgeted

Reserve Funds	Fund Balance	Allocated Current Projects	Allocated Future Projects	For details, see page
Repairs & Replacements	\$11,498,777	\$1,562,879	\$9,935,898	7

Capital Funds	Fund Balance	Allocated Funds	Unallocated Funds	For details, see page
Capital Improvements	\$2,914,036	\$530,475	\$2,383,561	8

Total year-to-date approved unbudgeted operating expenses are \$425,959.67.



## Financial Recap – January 2023

As of the tenth-month period ended January 2023, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$82,741.

Major variances are:

Wages, Taxes & Benefits	\$95,952	Favorable: Wages \$40K; P/R Taxes \$501; Workers' Comp \$15K; 401(k) ER Match \$12K; Group Ins \$30K
Employee Related Expenses	(42,331)	Unfavorable: Agency fees (\$54K); Continuing Education \$8K, Incentives \$3K
Utilities	(21,717)	Unfavorable: Electricity – rate increase, Gas – rate increase
Building Repair Maintenance	(5,137)	Unfavorable: Clubhouse one heating repair (\$2K), Materials for administration building
Legal Fees	10,700	Favorable: General Counsel \$5k, Litigation \$4K, HR \$2K
Computer Maintenance & Software	12,902	Favorable: Seasonality not represented
Certification Preparation Income	(16,550)	Unfavorable: Escrow sales below budgeted amount
SRO Labor Cost Recovery	(31,625)	Unfavorable: Less billable hours than budgeted

<b>Reserve Funds</b>	<b>Fund Balance</b>	<b>Allocated Current Projects</b>	<b>Allocated Future Projects</b>	<b>For details, see page</b>
Repairs & Replacements	\$11,940,783	\$1,643,693	\$10,297,090	7

<b>Capital Funds</b>	<b>Fund Balance</b>	<b>Allocated Funds</b>	<b>Unallocated Funds</b>	<b>For details, see page</b>
Capital Improvements	\$2,927,756	\$1,086,636	\$1,841,120	8

Total year-to-date approved unbudgeted operating expenses are \$40,792.00.

**Golden Rain Foundation**  
**December 31, 2022**  
**Cost Centers with Unfavorable Budget Variances**

Cost Center	Amount	Comments
320 - Human Resources	(206,742)	Employee recruitment - approved non-budgeted services from ADP; YTD vacation accrual change for total company; board approved non-budgeted recognition
322 - Emergency Preparedness	(4,180)	Approved unbudgeted emergency supplies approved by BOD in Dec 2021.
431 - Finance Department	(28,044)	Agency fees to cover vacancies; unexpected increase in audit fees, unbudgeted annual mailouts
432 - Purchasing Department	(22,228)	Agency fees to cover vacancies and inventory price variances
439 - Onsite Sales	(42,927)	Rental income
545 - Mutual Administration	(3,243)	Agency fees to cover vacancies
574 - Service Maintenance	(229,634)	SRO Labor recovery
629 - Admin Buidling	(15,270)	Buidling repairs & maintenance; Door repairs & painting; utilties
651 - Clubhouse One	(1,616)	Electricity & buliding repairs & maintenance
653 - Clubhouse Three	(7,343)	Listen assistant device, buidling repairs & maintenance, electricity
654 - Clubhouse Four	(9,372)	Electricity; A/C repairs; Audio mixer replacement
655 - Building Five	(524)	Electricity
656 - Clubhouse Six	(2,876)	Electricity
740 - Recreation	(17,618)	Agency fees to cover vacancies
746 - Golf Course	(3,952)	Electricity, equipment and equipment maintenance
837 - Security	(186,520)	5% increase in wages; OT; batteries for equipment
838 - Transportation	(89,634)	5% increase in wages; gasoline, bulk oil purchase
934 - Information Technology	(198,985)	Additional FTE; Packetwatch security unbudgeted
<b>Total Unfavorable Variances</b>	<b>(1,070,708)</b>	<b>of Total Company Variance (\$288,482)</b>



**Golden Rain Foundation**  
**Cash Flow Activity - All Reserves**  
**For the Period Ended December 31, 2022**

	Contingency Operating Fund	Reserve Fund	Capital Improvement Fund	Nonrestricted Funds	Total
<b>Balance 12/31/2021</b>	<b>1,000,000</b>	<b>11,780,045</b>	<b>3,147,920</b>	<b>439,121</b>	<b>16,367,086</b>
Funded: Assessments		500,000			500,000
Funded: Amenities Fees collected (678)		1,433,519	1,433,519		2,867,039
Funded: M17 Lease Fees collected (18)		4,644	4,644		9,288
Funded: Interest on Funds		54,909	6,802		61,711
Expenditures		(2,406,176)	(1,230,485)		(3,636,661)
2021 Excess Income	-	300,000		(300,000)	-
Transfers between funds	-	-			-
Net Monthly Activity				(130,966)	(130,966)
<b>Balance 12/31/2022</b>	<b>1,000,000</b>	<b>11,666,942</b>	<b>3,362,401</b>	<b>8,154</b>	<b>16,037,497</b>
 Net Activity	 -	 (113,103)	 214,480	 (430,966)	 (329,590)

**Golden Rain Foundation  
Cash Flow Activity - All Reserves  
For the Month of December 2022**

	Contingency Operating Fund	Reserve Fund	Capital Improvement Fund	Nonrestricted Funds	Total
<b>Balance 11/30/2022</b>	<b>1,000,000</b>	<b>11,780,261</b>	<b>3,329,450</b>	<b>88,196</b>	<b>16,197,907</b>
Funded: Assessments		41,667			41,667
Funded: Amenities Fees collected	(41)	88,171	88,171		176,341
Funded: M17 Lease Fees collected	-				-
Funded: Interest on Funds		5,253	1,069		6,322
Expenditures		(248,410)	(56,288)		(304,698)
Transfers between funds					-
Net Monthly Activity				(80,042)	(80,042)
<b>Balance 12/31/2022</b>	<b>1,000,000</b>	<b>11,666,942</b>	<b>3,362,401</b>	<b>8,154</b>	<b>16,037,497</b>
 Net Activity	 -	 (113,319)	 32,951	 (80,042)	 (160,410)

## Department Variances

January 2023

Department	Monthly Variance	YTD Variance
CC 101 - Architectural Design & Review	\$220.00	\$220.00
CC 236 - News	\$13,291.00	\$13,291.00
CC 320 - Human Resources	\$25,934.00	\$25,934.00
CC 322 - Emergency Preparedness	\$490.00	\$490.00
CC 330 - Administration	\$16,645.00	\$16,645.00
CC 431 - Finance	\$13,151.00	\$13,151.00
CC 432 - Purchasing	\$261.00	\$261.00
CC 439 - Onsite Sales	-\$3,840.00	-\$3,840.00
CC 460 - Health Care Center	\$0.00	\$0.00
CC 465 - Reserves	\$0.00	\$0.00
CC 533 - Stock Transfer	\$2,592.00	\$2,592.00
CC 544 - Copy & Supply	\$3,748.00	\$3,748.00
CC 545 - Mutual Administration	\$20,473.00	\$20,473.00
CC 574 - Service Maintenance	-\$7,765.00	-\$7,765.00
CC 575 - Trust Property Labor	\$1,910.00	\$1,910.00
CC 629 - Administration Building	-\$5,195.00	-\$5,195.00
CC 651 - Clubhouse One	-\$1,579.00	-\$1,579.00
CC 652 - Clubhouse Two	-\$690.00	-\$690.00
CC 653 - Clubhouse Three	-\$304.00	-\$304.00
CC 654 - Clubhouse Four	-\$11.00	-\$11.00
CC 655 - Clubhouse Five	\$812.00	\$812.00
CC 656 - Clubhouse Six	\$420.00	\$420.00
CC 670 - Physical Properties	\$18,860.00	\$18,860.00
CC 679 - Community Facilities	\$10,439.00	\$10,439.00
CC 735 - Library	\$4,825.00	\$4,825.00
CC 736 - Learning Center	\$369.00	\$369.00
CC 740 - Recreation	-\$3,618.00	-\$3,618.00
CC 745 - Amphitheater	\$612.00	\$612.00
CC 746 - Golf Course	\$2,800.00	\$2,800.00
CC 747 - 1.8 Acres	\$775.00	\$775.00
CC 748 - Swimming Pool	-\$15,271.00	-\$15,271.00
CC 749 - Janitorial	-\$409.00	-\$409.00
CC 756 - Fitness Center	\$3,354.00	\$3,354.00
CC 837 - Security	-\$48,773.00	-\$48,773.00
CC 838 - Transportation	\$12,952.00	\$12,952.00
CC 847 - 5.5 Acre	\$1,984.00	\$1,984.00
CC 934 - Information Technology	\$13,279.00	\$13,279.00
<b>Surplus/Deficit</b>	<b>\$82,741.00</b>	<b>\$82,741.00</b>

\*Before Depreciation

**Golden Rain Foundation**  
**Cash Flow Activity - All Reserves**  
**For the Period Ended January 31, 2023**

	Contingency Operating Fund	Reserve Fund	Capital Improvement Fund	Nonrestricted Funds	Total
<b>Balance 12/31/2022</b>	<b>1,000,000</b>	<b>11,666,942</b>	<b>3,362,401</b>	<b>8,154</b>	<b>16,037,497</b>
Funded: Assessments		12,500			12,500
Funded: Amenities Fees collected (30)		65,280	65,280		130,559
Funded: M17 Lease Fees collected -		-	-		-
Funded: Interest on Funds		5,469	426		5,894
Expenditures		(309,407)	(350)		(309,757)
2022 Excess Income	-				-
Transfers between funds	-	500,000	(500,000)		-
Net Monthly Activity				359	359
<b>Balance 01/31/2023</b>	<b>1,000,000</b>	<b>11,940,783</b>	<b>2,927,756</b>	<b>8,513</b>	<b>15,877,051</b>
Net Activity	-	273,841	(434,645)	359	(160,445)

**Golden Rain Foundation  
Cash Flow Activity - All Reserves  
For the Month of January 2023**

	Contingency Operating Fund	Reserve Fund	Capital Improvement Fund	Nonrestricted Funds	Total
<b>Balance 12/31/2022</b>	<b>1,000,000</b>	<b>11,666,942</b>	<b>3,362,401</b>	<b>8,154</b>	<b>16,037,497</b>
Funded: Assessments		12,500			12,500
Funded: Amenities Fees collected	(30)	65,280	65,280		130,559
Funded: M17 Lease Fees collected	-	-	-		-
Funded: Interest on Funds		5,469	426		5,894
Expenditures		(309,407)	(350)		(309,757)
Transfers between funds		500,000	(500,000)		-
Net Monthly Activity				359	359
<b>Balance 1/31/2023</b>	<b>1,000,000</b>	<b>11,940,783</b>	<b>2,927,756</b>	<b>8,513</b>	<b>15,877,051</b>
 Net Activity	 -	 273,841	 (434,645)	 359	 (160,445)



## Budget Variance Report

CC 431 - Finance

January 2023

[illegible]

## Budget Variance Report

CC 432 - Purchasing

January 2023

[illegible]



## Budget Variance Report

CC 439 - Onsite Sales

January 2023

[illegible]

## January 2023

[illegible]



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

## BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS  
 FROM: DIRECTOR OF FINANCE  
 SUBJECT: RESERVE FUNDS INVESTMENT PURCHASE  
 DATE: FEBRUARY 28, 2023  
 CC: FILE

### Investment Activity – January 2023

#### Investment Portfolio - All Funds

1/31/2023

Financial Institution & Type	Contingency Operating Fund	Reserve Fund	Capital Improvement Fund	General Operating Fund	Total Funds	Uninsured Funds
Morgan Stanley - Deposits	-	518,484	-	-	518,484	268,484
Morgan Stanley - CDs	-	4,606,000	-	-	4,606,000	-
US Bancorp CDs	-	4,023,901	1,895,000	-	5,918,901	-
US Bank - Money Market	1,000,000	2,792,398	1,032,756	8,513	4,833,666	-
<b>Total Funds</b>	<b>1,000,000</b>	<b>11,940,783</b>	<b>2,927,756</b>	<b>8,513</b>	<b>15,877,051</b>	<b>268,484</b>
Total Liquid Funds		2,792,398	1,032,756			
Maturing Investments, Feb, Mar		1,656,000	170,000			
Pending Authorized Purchases		-	-			
Commitments as of 1/31/2023		(1,643,693)	(1,086,636)			
Cushion <sup>1</sup>		(750,000)	(1,000,000)			
<b>Available for Investing</b>		<b>2,054,705</b>	<b>-</b>			

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

Based on the information above, the committee has agreed to the purchase of brokered CDs through Morgan Stanley for \$1,400,000 with terms ranging from three (3) to thirty-six (36) months and US Bank Corp for \$500,000 with terms ranging from six (6) to eighteen (18) months at the prevailing interest rates at the time of purchase and at the discretion of the financial advisors.

### Recommendation:

I move to recommend the GRF Board authorize the purchase of brokered CDs through Morgan Stanley for \$1,400,000 with terms ranging from three (3) to thirty-six (36) months and US Bank Corp for \$500,000 with terms ranging from six (6) to eighteen (18) months at the prevailing interest rates at the time of purchase and at the discretion of the financial advisors.



GOLDEN RAIN FOUNDATION  
Board Action Item  
February 28, 2023

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## BOARD ACTION REQUEST

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**DATE:** FEBRUARY 28, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** FINANCE DIRECTOR  
**BOARD ACTION:** APPROVE ASSOCIATION RESERVES LOYALTY UPDATE PLAN

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### **Background:**

Association Reserves Loyalty Update Plan expired in 2022. A new Loyalty Plan includes a three year commitment with one onsite and two updates as required by Civ. Code § 5550(a) at a flat fee per year.

### **Fiscal Impact:**

The Loyalty Update Plan per year cost is \$9,900. The budgeted amount in GL 6437100 is \$9,600.

### **Recommendation:**

The committee approve the Loyalty Update Plan from Association Reserves for a new three year contract for reserve study services in the amount of \$9,900 per year to be expensed from GL 6437100 and permit the President to sign the lease agreement as soon as administratively feasible.



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## BOARD ACTION REQUEST

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**DATE:** FEBRUARY 28, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** FINANCE DIRECTOR  
**BOARD ACTION:** APPROVE PURCHASE OF PRE-PAID DYNAMICS TECHNICAL SUPPORT PACKAGE

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### **Background:**

Boyer is our technical support for Dynamics. In order to get a discounted hourly rate, from \$240 per hour to \$215 per hour, they require purchasing hourly blocks. With the ongoing Dynamics inventory issues and upcoming software conversion from Jenark to CINC, we will need to utilize their services to ensure operational consistency.

### **Fiscal Impact:**

To add 100 hours at \$215 per hour will result in \$21,500 to be expended from GL 6438000 with an annual budget of \$124,500.

### **Recommendation:**

I move to approve the purchase of 100 hours from Boyer at a cost of \$215 per hour for a total of \$21,500 to be expended from GL 6438000.





## BOARD ACTION REQUEST

**DATE:** FEBRUARY 28, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** FINANCE COMMITTEE  
**BOARD ACTION:** AUTHORIZE TRANSFERS OF FUNDS FOR GRF PER CIVIL CODE 5502

### **Background:**

Civil Code Section 5502 provides, among other things:

“Notwithstanding any other law, transfers shall not be authorized from the association’s reserve or operating accounts without prior written approval from the board of the association unless the amount of the transfer is less than the following:

\* \* \*

(2) The lesser of ten thousand dollars (\$10,000) or 5 percent of the estimated income in the annual operating budget, for associations with 51 or more separate interests.”

### **Recommendation:**

I movw to authorizes the following transfers of funds:

Vendor	Date	Amount	Check Number
Anthem Blue Cross	01/03/2023	88,908.24	115668
City of Seal Beach	01/06/2023	82,270.97	115694
Empire Pipe Cleaning &	01/19/2023	41,122.82	115744
Off Duty Officers, Inc.	01/03/2023	36,537.15	115684
Preferred Employers	01/18/2023	32,941.00	115734
Lowe's	12/21/2022	18,394.66	115693
J&J Landscaping, Inc.	01/03/2023	13,950.00	115683
SC Fuels	01/03/2023	12,975.50	115686
Guardian Insurance Co	01/03/2023	12,434.34	115670
J&J Landscaping, Inc.	01/03/2023	10,300.00	115683
Reserve Contribution	01/31/2023	12,500.00	Ref - 00019479
Payroll 1/1/2023	01/01/2023	205,513.81	Ref – 00019275
Payroll 1/31/2023	01/31/2023	260,005.57	Ref – 00019485
Payroll Taxes 1/13/2023	01/13/2023	108,783.70	Ref – 00019271
Payroll Taxes 1/25/2023	01/25/2023	107,025.00	Ref - 00019342
401K Contribution	01/12/2023	21,089.14	Ref - 00019271
401K Contribution	01/26/2023	20,337.88	Ref – 00019342



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## BOARD ACTION REQUEST

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**DATE:** FEBRUARY 28, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** FINANCE COMMITTEE  
**ACTION:** RATIFY POSTAGE AND FOLDER INSERTER

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### **Committee Approval:**

At the January 20, 2023 Finance Committee, the Committee approved the Quadient lease proposal \$1,270.24 per month beginning in June 2023.

### **Background:**

The postage meter in the Copy & Supply department was purchased over 10 years ago. There are new laws and requirements such as font size that are required to be updated on the postage machine. Additionally, the letter sorter has been broken for many months. Quadient has provided a proposal to lease as well as purchase new equipment.

The lease option is slightly over budget however, provides better ability to remain compliant with new laws without needing to purchase new equipment.

The monthly lease option is \$1,270.24 per month with an addendum to begin monthly payments in June 2023.

To purchase new equipment, the cost is \$41,185.71. Neither the postage or letter sorter/folder are in the reserve study and would be expended from capital.

### **Fiscal Impact:**

Current 2023 budget is \$7000. Lease option for both postage machine as well as letter folder is \$7,621.44 resulting in a budget overage of \$621.44 in 2023.

### **Recommendation:**

To ratify the Quadient lease proposal for \$1,270.24 per month beginning in June 2023 to be expended from GL 6478000-544.





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## BOARD ACTION REQUEST

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**DATE:** FEBRUARY 28, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** ADMINISTRATION COMMITTEE  
**BOARD ACTION:** RATIFY 2023-2024 GROUP BENEFIT RENEWAL

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### **Committee Approval:**

At the January 26, 2023, the Administration Committee and February 2, 2023 GRF GRF Board of Directors approved the renewal of GRF employee benefit plans for the plan year beginning April 1, 2023 and ending March 31, 2024 group benefits.

### **Background:**

The annual review of the Foundation's employee group benefit contracts has been completed for the plan year beginning April 1, 2023, through March 31, 2024. The information was provided by the Foundation's insurance broker, Burnham Benefits. The cost to the Foundation, services provided to our employees, plan design, customer service of each carrier, and access to care were considered in this process. GRF Human Resources staff and broker requested the best renewal possible.

### **Medical Insurance**

Our incumbent carrier, Anthem Blue Cross, provided the initial renewal quote for the 2023-2024 plan year with a 12.5% increase in rates for our current plans. GRF Human Resources staff and broker requested the best renewal possible, finishing with a 9.20% increase based on the following recommendations. This fell well below the estimated 19% assumed in the 2023 GRF Operating Budget.

Beginning with our 2016 plan year, the Foundation elected a Kaiser plan with modifications to the copays to mitigate premium increases, including a \$500 copay for hospitalization. GRF chose to offset the additional out-of-pocket expenses to employees by establishing a fund to reimburse the first \$750 for any employee or covered dependent.

Based upon feedback received from employees, the addition of a PPO plan was added to the medical offerings.

**Dental, Vision, Life, Long Term Disability (LTD), Accidental Death & Dismemberment (AD&D) and Employee Assistance Program (EAP)**

The renewal from Guardian for Dental, Vision, Life, LTD, AD&D, and the EAP coverage has provided GRF with a rate-pass (no change) for the dental PPO and HMO coverage since our 2018-2019 plan year and this was offered for one additional year.

Metlife entered the quoting process and quoted dental and vision coverage at a proposed 20.3% cost savings and a 4-year rate pass compared to Guardian's renewal offering. Metlife delivers superior customer service and offers a wide network of providers.

### **Employee Paid Insurances**

The renewal of the basic life and disability insurance from the Guardian also allows the renewal of the voluntary life coverage offered to employees. The renewal offers identical coverage as our expiring Plans with a rate-pass (no change) in the premium. This coverage is 100% paid by the employee.

Accident Insurance, which pays specified amounts for claims such as hospital admission, fractures, etc., and Critical Illness Insurance, which pays specified amounts if a covered person is diagnosed with specific serious conditions such as cancer, stroke, or a heart attack. Both of these plans also offer a Wellness Benefit, which pays \$50 for each wellness test or exam the covered person has during the year.

Hospital Indemnity insurance pays for hospital admissions and daily confinements for employee and their families depending on their enrollment level. The hospital admission benefit is \$500 per admission with a daily hospital confinement benefit of \$100 per day for a 15-day maximum.

The renewal of the pet insurance with VPI/Nationwide Pet offers the same coverage as our current Plan. This coverage is 100% paid by our employees. Additionally, United Pet Care (UPC) is a pet discount program that can be offered alongside VPI/Nationwide. This program is designed to offer immediate discounts within network providers.

Renewing these voluntary plans allows GRF to add to its benefits package at no cost to the Foundation and supports employee retention and attracting new employees.

### **Flexible Spending Account**

This is an account that allows employees to make a contribution on a pre-tax basis to be used to pay for Health Care or Dependent Care (daycare) expenses depending on the type of account.

In 2023, employees can contribute up to \$3,050 for Health Care expenses, and up to \$5,000 for Dependent Day Care expenses annually based on the IRS guidelines.

This benefit was first offered to GRF employees beginning with the 2017 benefit year and continues to be utilized by eligible employees.

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**Fiscal Impact:**

The 2023 approved GRF budget totaled \$1,314,648 for group benefits. Based upon the recommendations below, the total combined spend is \$1,175,843 for an approximate savings to GRF of \$138,805. This figure represents a savings to the 2023 operating budget and no increase to employees' contributions to their medical enrollments.

**Recommendation:**

I ratify the group benefit plans for the plan year beginning April 1, 2023 and ending March 31, 2024 be approved by the Board of Directors as follows:

- The current Medical Plans (HMO Low, HMO-High, HMO-Select) be renewed with Anthem Blue Cross with no increase to employee contributions,
  - The addition of PPO medical plan;
  - The addition of Dental PPO, Dental HMO and Vision with Metlife;
  - The Life, Long Term Disability, AD&D, and the Employee Assistance Plans be renewed with Guardian;
  - The employee paid Voluntary Life Plan to be renewed with Guardian;
  - The employee paid Voluntary Accident, Hospital Indemnity, and Critical Illness Plans to be renewed with Guardian;
  - The renewal of United Pet Care discount program;
  - The employee paid Pet Insurance Plan to be renewed with VPI/Nationwide Pet.
  - The Foundation continues the Flexible Spending Account benefit for its eligible employees.
  - The Foundation continues to set aside funds for hospitalization costs incurred by employees or a covered dependent to offset the employees' out of pocket costs;
  - The Foundation continues to offer a Section 125 Premium Only Plan to reduce the payroll tax liabilities for GRF and its employees.
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## BOARD ACTION REQUEST

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**DATE:** FEBRUARY 28, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** GRF PRESIDENT  
**BOARD ACTION:** AMEND 40-5061-2, FEES

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### **Committee Approval:**

On February 22, 2023, the Finance Committee recommended that the Board approve amendments to 40-5061-2, changing the distribution of the Amenities Fund.

### **Background:**

Each person wishing to live in the community pays what is termed an "Amenities Fee" in order to become a Member. The fees derived from this currently are divided equally between the Reserve Fund and the Capital Improvement Account.

Reserves fund future repair and replacement for existing infrastructure and equipment. The Capital Fund, according to 40-5340-1, is "to be used to purchase new equipment or finance projects that are not included in the reserve study or not considered in the current year's operating budget."

The Foundation's Director of Finance has determined that previous financial decisions intended to lessen Member assessment increases, combined with the threat of lower unit sales, has decreased the Foundation's percentage of Reserves funded. The Finance Director indicates this may weaken the Foundation's capacity to fund infrastructure maintenance, repair and replacement of buildings and equipment, some of which have a lifetime of up to 30 years.

To strengthen the Foundation's financial position regarding the upkeep of present infrastructure, this rule change would devote 100 percent of the Amenities Fee allocation to the Reserve Fund.

### **Fiscal Impact:**

While the Reserves receive some funding from a small portion of Member assessments, the Capital Fund's only source of revenue is from the 50 percent allocation from the Amenities Fee. This change of policy will increase the amount contributed to the Reserve Funding in excess of \$1million annually. However, the action would result in no additional funding being added to the Capital Fund until such time as the Board acts to replace its funding source.

Any unbudgeted projects or new equipment that the Board chooses to pursue or which unforeseen events force it to pursue during the remainder of 2023 must be paid with the diminishing funds in the Capital Account.

**Recommendation:**

I move to amend 40-5061-2, Fees, allocating 100 percent of the Amenities Fee to the Reserve Fund, and adding language requiring the Finance Committee to assess the Amenities Fee allocation during the Foundation's annual budget planning process.

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**Fees**

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

**1. FACILITIES AND AMENITIES (AMENITIES) FEE:**

- 1.1. All GRF Members (owner & co-owner), Co-occupants and Qualified Permanent Residents are required to pay a one-time, non-refundable Amenities fee.
- 1.2. The Amenities fee for a GRF Member (owner & co-owner), Co-occupant and Qualified Permanent Resident(s) co-owner, represents a use fee for access and use of the Trust facilities, amenities, and participation in GRF activities.
- 1.3. Non-resident co-owners do not pay an Amenities fee and have no right to use any of the facilities or amenities except as a guest of a Member where allowed.
- 1.4. The Amenities fee is calculated as twenty-five (25) times the monthly GRF assessment and rounded up to the nearest dollar. The Amenities fee is reviewed annually and is implemented on January 1st of each year.
- 1.5. Existing GRF Member (owner & co-owner), Co-occupant non-owner(s) and Qualified Permanent Resident(s) may transfer from one unit to another without having to pay the Amenities fee again. They have thirty (30) days to complete the transfer.
  - 1.5.1. If they relinquish their GRF membership for more than thirty (30) days, a new Amenities fee will need to be paid.
- 1.6. The Amenities fee shall be allocated as follows:
  - 1.6.1. ~~One-hundred Fifty percent (100.50%)~~ into the GRF ~~Reserve Capital Improvement Fund~~.
  - 1.6.2. The Finance Committee will review the distribution of the Amenities fee for the following year's budget as a part of the annual budgeting process. ~~Fifty percent (50%) into the GRF Reserve Fund.~~

**2. PAYMENT OF AMENITIES FEE:**

- 2.1. New Members are encouraged to pay the Amenities fee in full at the close of the purchase escrow. By California statute, GRF has established a finance plan to pay the Amenities fee over a seven-year period for those Members who wish to finance the fee.
- 2.2. Members who opt to finance the payment of their Amenities fee must complete a Promissory Installment Note and agree to the terms of the Note.
  - 2.2.1. If a Member opts to finance the Amenities fee, the Member shall pay a one-time upfront payment of twenty-five percent (25%) of the total



**Fees**

Amenities fee at the close of Escrow and make seven (7) equal annual installment payments of the remaining balance. Each annual payment will be due and payable on the anniversary of the date of purchase until the principal amount, including the finance charge, is paid in full.

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

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

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

**3. MEMBERSHIP CERTIFICATE AND MUTUAL STOCK CERTIFICATE PROCESSING FEE:**

**3.1.** GRF shall issue one membership certificate per unit.

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

**3.3.** To cover the cost of preparing, recording and/or replacing either or both certificates, a certificate processing fee of three hundred dollars (\$300) will be charged in advance each time any of the certificates are changed or altered.

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

**4. TRANSFER FEE – IN ESCROW:**

The seller of a Mutual share of stock shall pay a transfer fee of six hundred dollars (\$600) to cover the cost of transferring ownership(s).

**5. PROCESSING FEE**

Co-Occupant and Qualified Permanent Resident shall be charged a processing fee of one hundred and twenty dollars (\$120) to cover the set up and processing costs.

**6. MUTUAL CORPORATION FEES**

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



**Fees****7. STOCK TRANSFER LEGAL REVIEW OF TRUST FEES**

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

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

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

7.1.3. To offset the cost of the required GRF attorney review, there shall be assessed to the trustee or successor trustee, a fee of one hundred fifty dollars (\$150) representing the attorney's fee and GRF's pro-rated staff time, to be collected at the time of the trust review.

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

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

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

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

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

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

8.4. In addition to late fees, for each check from a Lessee that a bank returns for any reason, the Lessee must pay a twenty-five dollar (\$25) returned check

## **FINANCE**

40-5061-2



### **Fees**

fee, and all bank charges assessed against the association.

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

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

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

**9.** The fee for verifying Powers of Attorney and Court Orders will be ninety dollars (\$90) per document, per review.

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

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

### **Document History**

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

**Keywords:** Finance      Fee      Stock Transfer      Amenities      Lessee

(Nov 22)

**GOLDEN RAIN FOUNDATION Seal Beach, California**

**Capital Funds  
January 2023**

Balance	\$1,841,119.66	
Monthly Funding Budgeted	\$66,667.00	*Implied
Monthly Funding Actual	\$0.00	

**Proposed Capital Expenditures**

1.8 Acre Design	\$62,150.00
Christmas Tree	\$15,800.00
Resale Office Sign	\$8,500.00
Robotic Pool Sweep	\$5,363.00
ITEM	\$0.00
ITEM	\$0.00
ITEM	\$0.00
ITEM	\$0.00
ITEM	\$0.00
ITEM	\$0.00

<b>Total Balance Remaining</b>	<b>\$1,749,306.66</b>
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**Stock Transfer Transactions**

January	16	30
February	24	29
March		41
April		48
May		51
June		46
July		41
August		40
September		34
October		32
November		32
December		28
	2023	2022

**Reserve Funds  
January 2023**

Balance	\$10,297,090.24
Monthly Funding Budgeted (Amenity)	\$66,667.00
Monthly Funding Budgeted (Assmnt)	\$12,500.00
Monthly Funding Actual	\$12,500.00

**Proposed Reserve Expenditures**

New Buses	\$113,689.00
Pickup Trucks	\$245,000.00
Service Maintenance Vehicles	\$60,000.00
Refrigerator Clubhouse Two	\$17,000.00
ITEM	\$0.00
ITEM	\$0.00
ITEM	\$0.00
ITEM	\$0.00
ITEM	\$0.00
ITEM	\$0.00
ITEM	\$0.00

<b>Total Balance Remaining</b>	<b>\$9,873,901.24</b>
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## BOARD ACTION REQUEST

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**DATE:** FEBRUARY 28, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** 1.8 ACRES AD HOC COMMITTEE  
**BOARD ACTION:** CAPITAL FUNDING REQUEST: 1.8 DESIGN AND COST STUDY

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### **Committee Approval:**

On February 13, 2023, the 1.8 Acres Ad Hoc Committee recommended the Board award two contracts totaling \$62,150 for design development and creating construction documents for gardens at the 1.8 Acres.

### **Background:**

At the September 24, 2019, Board of Directors meeting, the Facilities and Recreation Ad Hoc Committee announced it was reviewing, among other amenities, the 1.8 Acres, "to make sure that the areas are still the best use for the majority of residents."

At its October 8, 2019, meeting the Facilities and Recreation Ad Hoc Committee "moved to approve utilizing the Mini Farm area for the general purpose of gardening...for a one-year period."

On May 25, 2021, the Board responded to reports of structural hazards at the gardens, and approved a moratorium on all plot leasing until..."final determination is made by the Board on the renovation of the 1.8 Acres" and required owners to close their plots by December 31, 2021. At the same meeting, the Board voted to "approved a conceptual renovation" of the 1.8 acres as a minifarm and "to seek professional consultants for...the design and specification and construction plans."

On July 27, 2021, the Recreation Committee submitted a motion to the Board to hire a garden design firm, and indicated the Committee desired the Board's direction since the garden renovation expense "estimated at \$300,000 to \$400,000" "represented a substantial community expense." The Board rejected the motion to issue a contract to a garden design firm, and instead instructed the Recreation Committee to develop a questionnaire to "seek Shareholder/Member feedback on the optimum uses" of the property. That questionnaire was developed but never distributed.

At the February 22, 2022, Board meeting, the Board requested that the Physical Properties department “provide a scope of work and estimated cost to rebuild the minifarm” and submit its findings to the Board. The Board also awarded a contract for \$14,630 to clean off the 1.8 acre plots and grade the site.

At its April, 6, 2022, meeting, the Board appropriated \$11,300 for soil tests and a topographic survey.

At the August 3, 2022, the Board approved a \$20,900 contract to Farmscape for a “design scope of work and cost for the proposed Mini Farm,” but the company said its contract would not include costing information. Farmscape submitted its final report to the 1.8 Ad Hoc Committee on February 14, 2023.

**Fiscal Impact:**

The work proposed in this motion will cost \$62,150, and follows expenditures of \$46,830 for previous remediation and study efforts. The total project costs, estimated at \$300,000 to \$400,000 in July 2021, are to be established by the work proposed in this motion.

The 1.8 Acre’s construction cost was not funded in the 2023 Budget, and has never been included in the Foundation’s Reserve Study, so all associated costs must come from the Foundation’s Capital Account, which is currently funded by one-half of new Member amenity fees. However, there is a pending motion on the February 21, 2023, the Finance Committee recommend the Board to no longer contribute to this funding source for upcoming projects.

Any compensating revenue comes from gardeners’ lease payments amortizing the amenity’s direct operating expenses. The Board last approved an annual fee of \$75.00 per plot in October 2020. That fee level would yield an annual cost-recovery of \$18,750 if 250 plots were rented in the proposed gardens.

**Recommendation:**

I move to award contracts for \$26,650 to Farmscape for design development, and \$30,500 to Anacal Engineering Co. for developing construction documents for the proposed 1.8 Acres Garden Site and authorize the President to sign the contracts. Including a \$5,000 contingency, the total funding is not to exceed \$62,150 and be expended from the Capital Account.

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## BOARD ACTION REQUEST

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**DATE:** FEBRUARY 28, 2023  
**TO:** BOARD OF DIRECTORS  
**FROM:** ARCHITECTURAL REVIEW & DESIGN COMMITTEE  
**BOARD ACTION:** CAPITAL FUNDING REQUEST: PURCHASE HOLIDAY TREE FOR  
ADMINISTRATION BUILDING PLAZA

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### **Committee Approval:**

On January 13, 2023, the Architectural Review and Design Committee recommended the Board purchase an artificial tree from Magical Holiday Designs, and included costs for installation, decoration, removal, and storage for a total cost not to exceed \$15,800.00, Capital Funding.

### **Background:**

A decorated artificial tree has traditionally been placed near the Administration Building during the year-end holidays. The transfer of the community's main tree to Mission Park left downtown Leisure World without a tree. The Recreation Committee approved leasing a holiday tree for the Administration Building plaza during the 2022 season from Magical Holiday Designs.

Subsequently, the Recreation Committee asked staff to determine the cost of purchasing the 2022 leased tree for future holiday use, and installation, decoration and storage costs incidental to the purchase. Magical Holiday Designs offered to sell GRF's 2022 leased tree for the tree's wholesale price.

### **Fiscal Impact:**

\$8,300 plus an additional cost of \$7,500 for installation, decoration, removal, and storage from the Capital Fund for a total cost of \$15,800. Purchasing the tree is expected to result in minor savings compared to leasing a tree during subsequent years.

### **Recommendation:**

I move to approve the purchase of an artificial holiday tree from Magical Holiday Designs, including costs to install, decorate, remove, and store the tree for a total cost not to exceed \$15,800.00, Capital Funding.





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## BOARD ACTION REQUEST

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**DATE:** FEBRUARY 28, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** ARCHITECTURAL DESIGN & REVIEW COMMITTEE  
**BOARD ACTION:** CAPITAL FUNDING REQUEST: REAL ESTATE SALES OFFICE SIGN

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### **Committee Action:**

On February 10, 2023, the Architectural Design and Review Committee recommended the Board award a contract to MJ Jurado to install a concrete two-sided sign for the on-site sales office at the Leisure World main gate. Funds not to exceed \$8,500, adding \$1,000 contingency, will be taken from the Capital Account.

### **Background:**

At its January 13, 2023, meeting, the Architectural Design and Review Committee approved an sales office sign to coordinate with a similar design already at the community's main gate. The committee asked the Physical Property Committee to obtain cost information. At the February 1, 2023, meeting the Physical Property Committee determined that the ADRC design would cost \$8,500, and recommended adding \$1,000 for any contingencies associated with its installation.

At the ADRC meeting on February 13, 2023, the committee recommended the Board approve the project.

### **Fiscal Impact:**

\$8,500 for the sales office concrete sign, adding \$1,000 for contingency, from the Capital Account. Any cost recovery is dependent on increased visibility for the sales office, which returns a portion of its commissions to GRF.





**Recommendation:**

I move to award a contract to MJ Jurado to install a concrete exit and entrance sign for the sales office at Leisure World's main gate for a cost from the Capital Account not to exceed \$8,500, adding \$1,000 contingency, and to authorize the President to sign the contract.



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## BOARD ACTION REQUEST

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**DATE:** FEBRUARY 28, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** RECREATION COMMITTEE  
**BOARD ACTION:** CAPITAL FUNDING REQUEST: PURCHASE ROBOT POOL SWEEP

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### **Committee Approval:**

On February 6, 2023, the Recreation Committee recommended the Board approve purchasing a robotic pool sweep for the Aquatic Center at a cost not to exceed \$5,363.00, Capital Account.

### **Background:**

At its October 3, 2022, meeting, the Recreation Committee voted to recommend the Board approve Capital Funds in the amount of \$5,363 to purchase a robotic pool sweep. On October 25, 2022, the Board returned the request to the Recreation Committee, asking the committee to conduct on-site tests of the device before the Board's final decision.

In January 2023, Lincoln Aquatics demonstrated the preferred unit. Staff tested it over several days and found it successfully performed its cleaning tasks. The Recreation Committee at its February 6, 2023, meeting again recommended that the Board authorize its purchase.

### **Fiscal Impact:**

A cost not to exceed \$5,363.00 expended from Capital Account. The device enhances the pool's cleaning process but is unlikely to save any significant staff time in maintaining the pool.

### **Recommendation:**

I move to approve the purchase of a robotic pool sweep for the Aquatic Center at a cost not to exceed \$5,363.00 from the Capital Account.



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## BOARD ACTION REQUEST

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**DATE:** FEBRUARY 28, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** SECURITY, BUS, AND TRAFFIC COMMITTEE  
**ACTION:** RESERVE FUNDING REQUEST: MINIBUS PURCHASE

---

### **Committee Approval:**

At its meeting on February 8, 2023, the Security, Bus and Traffic Committee voted to recommend the Board approve a change order in a previously approved request to purchase three minibuses. The change order requests the purchasing of a total of four minibuses, at a total cost of \$477,977 plus DMV fees. This is an additional \$45,381.00 (plus DMV fees) over the initial approved cost and funds will be expended from the Reserve Account. Additionally, the Committee recommended the Board approve a donation of \$123,496 from GAF, which represents the cost of one minibus.

### **Background:**

GRF owns four (4) 1994 GMC minibuses that have exceeded their useful life and need to be replaced. At its March 2022 meeting, the GRF Board of Directors approved purchasing three (3) minibuses from A-Z Bus Sales at a cost not to exceed \$307,100. On December 6, 2022, A-Z Bus informed GRF that the production of the platform the GRF buses were to be built on had been halted. Similar bus platforms would not be available until the 2023 production run. This would alter the timeline and costs for our minibuses. New quotes were sought from local vendors for 2023 model shuttle buses, and A-Z and Creative Bus Sales responded with the quotes below. Because of additional reserve funds available in the 2023 budget year, staff recommended purchasing one additional minibus at what would presumably be a lower price.

A-Z Bus Sales	\$477,977
Creative Bus Sales	\$528,000

### **Fiscal Impact:**

Two units are equipped with ADA lifts and two are without lifts. The total purchase cost for two units with ADA lifts and two without lifts, is \$477,977.00 plus DMV fees. (DMV fees are estimated not to exceed \$3,000.00 per shuttle).





At its March 2022 meeting, the GRF Board approved \$307,100 for minibus shuttle purchases. Subsequently the Golden Age Foundation Board has approved an in-kind donation of one (1) ADA lift-equipped shuttle at a cost of \$123,496.00 (plus DMV fees).

GRF's additional expenditures to be approved for all four minibuses are as follows:

<b>TOTAL COST:</b>	\$477,977.00
Minus 2022 approved allocation:	\$307,100.00
Minus GAF donation	<u>\$123,496.00</u>
	<b>= \$45,381.00</b>
Plus, contingency for DMV fees	\$9,000.00

The Reserve study has \$613,889 available for the Mini Buses replacement.

**Recommendation:**

I move to approve the updated proposal from A-Z Bus Sales for the purchase of 4 minibuses at a total cost of \$477,977 plus a contingency of \$9,000 for DMV fees, with funds to be expended from the Reserve Account and to accept the donation of funds from GAF for the purchase of 1 minibus at an amount of \$123,496.00 (plus DMV fees).



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## BOARD ACTION REQUEST

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**DATE:** FEBRUARY 28, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** EXECUTIVE DIRECTOR  
**ACTION:** RESERVE FUNDING REQUEST – REPLACE CHEVY TRUCKS

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### **Committee Action:**

At the meeting of the Security, Bus and Traffic Committee on October 13, 2021, the Committee endorsed a proposal offered by the GRF Fleet Manager to purchase four pickup trucks beginning in 2023 to replace units then in operation. The motion was never forwarded to the Board of Directors.

### **Background:**

On February 15, 2023, one of the current fleet of four 1988 Chevy 2500 trucks primarily assigned to Service Maintenance experienced a critical failure.

In the opinion of the Fleet Manager and Executive Director, all four vehicles' condition represented an imminent safety hazard, complicating the normal process of committee consideration. That process would necessitate the approval by the SB&T committee on March 8, 2023, with purchase approval by the Board of Directors on March 28, 2023, and purchase after that date. The motion for purchase was thus advanced directly to the Board of Directors at this meeting.

The proposal is to replace two trucks with Chevy Silverado 2500s and two trucks with Chevy Silverado 1500s. These trucks are spec'd to Service Maintenance's needs. One Model 2500 truck will be outfitted with a rear lift and box, and a second 2500 with a box.

### **Fiscal Impact:**

New 2023 Chevrolet Silverado 2500 HD – Work Truck; 4x4; Crew Cab with Rear Lift; 6.75ft box	\$79,746.88
New 2022 Chevrolet Silverado 2500HD – Work Truck; 4x2; Double Cab; 8ft. box	\$65,859.08
Total Cost for Two Work Trucks:	<b>\$145,605.96</b>
New 2024 Chevrolet Silverado 1500                      x2 Single Cab 6.6 ft (\$1000 deposit, 3-4 month order time)	\$48,699.62



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Total for two standard trucks  
**\$97,399.24**

All Four Trucks - **\$243,005.20**

The Reserve study characterizes the Chevrolet trucks at 0 years of remaining life, and has reserved \$245,000 to replace them.

1904 (2023) Chevy Trucks - Replace	25	0	\$245,000
1905 (2023) Large Buses - Replace	18	0	\$285,000

A \$7,000 contingency is recommended as the trucks are subjected to availability and price may adjust depending on the availability of the truck and if we need to order or make any last minute adjustments.

**Recommendation:**

I move to approve the purchase of four (4) Chevy trucks as presented, at a total cost not to exceed \$250,000 including a \$7,000 contingency, with funds to be expended from the Reserve Fund and authorize the Fleet Manager to purchase the vehicles as soon as administratively feasible.





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## BOARD ACTION REQUEST

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**DATE:** FEBRUARY 28, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** SECURITY, BUS, AND TRAFFIC COMMITTEE  
**BOARD ACTION:** RESERVE FUNDING REQUEST: SERVICE MAINTENANCE UTILITY VEHICLES

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### **Committee Approval:**

At its February 8, 2023, the Security Bus and Traffic Committee recommended to the GRF Board, replacement of two (2) Cushman utility vehicles with two (2) Club Car 710 LSV utility vehicles equipped with a six-door facilities-engineered van box and ladder rack for a cost not to exceed \$52,304.02 plus a \$2,000.00 contingency to cover any additional fees associated with the customization of the van box.

### **Background:**

Many of the Cushman utility vehicles within the GRF Fleet have been in service for 30-40 years and have exceeded their useful life. The Fleet and Transportation department in coordination with the Service Maintenance department are recommending replacing two (2) gasoline Cushman Haulster utility vehicles with two (2) electric Club Car 710 LSV utility vehicles and include two (2) new service utility boxes on the Club Car 710 utility vehicles.

### **Fiscal Impact:**

Replacement of two (2) Cushman utility vehicles not to exceed \$52,304.02 and a \$2,000.00 contingency with funds to be expending from the Reserve Account.

### **Recommendation:**

I move to approve funding for the replacement purchase of two (2) Cushman utility vehicles at a cost not to exceed \$52,304.02, plus a \$2,000.00 contingency, from Elcetric Cars Sales and Service Inc. Funding from the Reserve Fund.



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## BOARD ACTION REQUEST

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**DATE:** FEBRUARY 28, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** RECREATION COMMITTEE  
**BOARD ACTION:** RESERVE FUNDING REQUEST: REPLACEMENT OF REFRIGERATOR  
CLUBHOUSE 2 KITCHEN

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### **Committee Approval:**

At its February 6, 2023, the Recreation Committee recommended the Board replace the Victory commercial refrigerator in Clubhouse Two for a cost not to exceed \$17,000.00.

### **Background:**

The Victory commercial refrigerator located in the kitchen of Clubhouse Two has experienced a failure. GRF contacted the GRF-approved refrigeration repair contractor (Norm's Refrigeration & Ice Equipment), that determined the evaporator coil had failed. The Recreation Committee recommended replacing of the refrigerator in Clubhouse Two kitchen.

### **Fiscal Impact:**

Replacement of commercial refrigerator not to exceed \$17,000.00 with funds to be expended from the Reserve Account.

### **Recommendation:**

I move to approve funding for replacing the refrigerator in the kitchen of Clubhouse Two at a cost not to exceed \$17,000.00 Reserve Funding.



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 70-1411-1, FACILITY RESERVATION  
**DATE:** FEBRUARY 28, 2023  
**CC:** FILE

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### **Committee Approval:**

At its February 6, 2022, meeting, the Recreation Committee recommended the Board amend 70-1411-1, Facility Reservation, as presented.

### **Fiscal Impact:**

These amendments will permit the Recreation Department to recover expenses associated with complex or unanticipated room set-up charges or changes in room set-up instructions.

### **Recommendation:**

I move to amend 70-1411-1, Facility Reservation updating language throughout, as presented.

## **RECREATION**

70-1411-1

### **Facility Reservations**



The Golden Rain Foundation (GRF) Trust facilities will be made available for the use of all Authorized Residents (A/R's). The Recreation Department (RD) is designated to schedule the use of the clubhouses and other recreational facilities. The Recreation Department head Director is responsible for the equitable application of this policy.

#### **1. RESERVATIONS WILL BE PLANNED TO PROVIDE FOR THE FOLLOWING NEEDS:**

- 1.1. Facilities for the GRF, Mutual boards and committees;
- 1.2. Special events sponsored by the RD Recreation Department;
- 1.3. Facilities for religious services;
- 1.4. Facilities for Holidays;
- 1.5. Programs and/or functions that provide important information or services for the benefit of all Members will be determined administratively;
- 1.6. Facilities for recognized GRF clubs/organizations;
- 1.7. Reservations for private parties must be made by and/or be for Members only;
- 1.8. All regularly scheduled reservations will be automatically cancelled on the following holidays each year: Thanksgiving, Christmas, New Year's Eve and New Year's Day;
  - 1.8.1. The Golden Age Foundation may use the hospitality area of Clubhouse Six (6) on any holiday for the benefit of the Members.
- 1.9. Some scheduled reservations may be canceled on Election Days as required, if the clubhouse is to be used for polling, with advance notice to the club/organization; and

#### **2. RESERVATION PROCEDURES**

The RD Recreation Department will supply Community Facility Application forms for Members desiring to make a reservation in a clubhouse or other recreational facility.

- 2.1. GRF, Mutual boards and committees may make a reservation for meetings without the completion of the standard form.
- 2.2. The club or organization desiring a reservation must designate a responsible A/R's to arrange for the reservation and the setup required. Any communication between the RD Recreation Department and the club will be through the designated A/R.

##### **2.2.2.2.1. Setups and teardowns requiring more than thirty (30) minutes of**

(Jul 21)

**GOLDEN RAIN FOUNDATION Seal Beach, California**



## **RECREATION**

70-1411-1

### **Facility Reservations**



custodial time will be charged at the current hourly rate set forth in the custodial contract (See 70-1406-2).

- 2.3. Members must pay a \$200 deposit to use a clubhouse or the Clubhouse One (1) Picnic area. The deposit must be paid ten (10) days prior to the event as a good faith deposit against any damage to the facility or overtime charges. (See policy 1406-50) The deposit will be returned or refunded, less any fee for damages or overtime, within ten (10) working days.
- 2.4. The facility must be signed for at the time the request is made.
- 2.5. A complete setup plan must be in the Recreation Office ten (10) days prior to a booked event or the event is automatically canceled. If a caterer is to be used, the caterer's name must be on the application (See policy 1431-50).
- 2.6. Clubs or Organizations registered with the **RD Recreation Department** may make a clubhouse reservation for once a week on a regular basis, subject to availability. Additional one-time reservations in the same week may be permitted at the discretion of the RD.
- 2.7. Clubs, Organizations and Mutuals may not reserve Trust Property space on a recurring basis for holiday events. In case of a conflict, space will be awarded by lottery.
- 2.8. The limitation on private parties is intended to limit the use of the clubhouse facilities to functions directly related to A/R's. Functions honoring nonmembers, or relating to nonmembers, cannot be scheduled. Reservations and arrangements can only be made in person by an A/R.
- 2.9. Adult classes sponsored by the GRF will be supervised by the **RD Recreation Department** and will be given the same status as a reservation for recognized clubs. The use of a room or facility and its equipment by a regularly scheduled class will be available only to regularly enrolled students in that class. (See policy 1710-50.)
- 2.10. Individuals may not reserve any community facility on a regular basis.
- 2.11. All reserved activities in the clubhouses will be held between the hours of 7:30 am and 10:00 pm. Any event extending beyond these hours will be charged overtime at the current rate in accordance with the janitorial contract. In the event of overtime, a minimum of one-hour increments will be charged.
  - 2.11.1. In order for arrangements to be made with the janitorial contractor to provide the appropriate number of staff, advance notice of possible overtime must be given by the A/R at the time the reservation is made.

### **3. CLUBHOUSE CLEANING STANDARDS**

(Jul 21)

GOLDEN RAIN FOUNDATION Seal Beach, California



**Facility Reservations**

All clubs/organizations using GRF Trust kitchen facilities are held responsible for the cleaning of kitchens and kitchen equipment. All facilities and appliances are to be left clean and orderly.

- 3.1. All dishes and silverware are to be properly washed, dried and placed neatly in the cupboards and drawers.
- 3.2. Refrigerators, stove tops, ovens, coffee urns and dishwashers are to be left clean.
  - 3.2.1. The coffee urns are to be assembled in a unit following cleaning and drying.
- 3.3. Counter and table tops are to be thoroughly scrubbed and washed down.
- 3.4. Shelves from refrigerators and stoves which have been removed are to be replaced.
- 3.5. All areas of the Clubhouse One (1) Picnic Area must be cleaned by the reserving A/R, except for the BBQ, which will be cleaned by the custodian.

When A/R's or club/organization does not leave the kitchen facilities in a reasonably clean and sanitary condition, the clubhouse custodian will do the necessary cleaning and report time and cost involved to the **RD Recreation Department**. The A/R's or club/organization having last used the facilities will be charged. Any such charge must be paid before the A/R or club/organization can make any further reservations for use of any Trust facility. The **RD Recreation Department** is authorized to refuse further use of the Trust facilities to any A/R or club/organization which does not comply with the cleaning standards. This authority includes the right to decide who has violated the regulation. The reports made by the clubhouse custodian may be used as evidence in this determination.

**4. RESERVATIONS BY OUTSIDE ORGANIZATIONS**

The Executive Director, with the Recreation Committee's approval, is authorized to permit outside organizations and persons to use the clubhouse facilities when a service will be performed which will be of benefit to the A/R's.

- 4.1. This policy is interpreted to include, but not be restricted to, the following:
  - 4.1.1.1. Elected Officials;
  - 4.1.1.2. Utility company representatives;
  - 4.1.1.3. Governmental Agencies; and
  - 4.1.1.4. Special events.

## **RECREATION**

70-1411-1

### **Facility Reservations**



4.2. The Executive Director is authorized to approve the following without the Recreation Committee's prior approval:

4.2.1. Registrar of Voters and official polling places.

### **5. AMPHITHEATER RESERVATIONS**

All uses of the Amphitheater is are scheduled by the RD Recreation Department.

5.1 Priorities for Amphitheater use are:

5.1.1 Golden Rain Foundation (GRF) and Mutual annual or special stockholder's meetings;

5.1.2 RD Recreation Department sponsored programs and public functions; or

5.1.3 Recognized club meetings and programs needing large seating capacity.

Any recognized political club of the GRF may obtain reservations for the Amphitheater when they desire to hold an event. The club sponsoring the meeting will be required to meet the following special conditions:

5.1.3.1 Accept full financial responsibility for any facilities or services provided at the request of the news media or the political organization involved;

5.1.3.2 Notify any concerned individuals that guests other than the official party can be admitted only by individual invitation extended by a Member of GRF;

5.1.3.3 Give written notice to staff members where their participation or assistance is requested; and

5.1.3.4 Hire any staff needed to ensure the fire-permit rules and regulations are enforced. These include capacity limits (2,500) and ensuring no one sits or stands in the aisles.

The Security Services Director is responsible for making the necessary contacts with the Seal Beach Police Department and security personnel accompanying the official party.

## **RECREATION**

70-1411-1

### **Facility Reservations**



#### **Document History**

Adopted:	16 Feb 65	Amended:	21 Jun 66	Amended:	18 May 71
Amended:	21 Jan 75	Amended:	21 Oct 75	Amended:	15 Jul 80
Amended:	21 Jun 83	Amended:	19 Mar 85	Amended:	20 Nov 90
Amended:	08 Mar 94	Amended:	19 Mar 96	Amended:	16 Oct 01
Amended:	16 Sep 03	Amended:	22 Apr 14	Amended:	28 Apr 15
Amended:	26 Sep 17	Amended:	23 Jul 19	Amended:	27 Jul 21

**Keywords:** Facility Reservation    Amphitheater    Outside Organization    Recreation



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 70-1406-2, LIMITATIONS ON USE OF TRUST PROPERTY - FEES  
**DATE:** FEBRUARY 28, 2023  
**CC:** FILE

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### **Committee Approval:**

At its February 6, 2022, meeting, the Recreation Committee recommended the GRF Board of Directors amend 70-1406-2, Limitations on Use of Trust Property – Fees, as presented.

### **Fiscal Impact:**

These amendments will permit the Recreation Department to recover expenses associated with complex or unanticipated room set-up charges or changes in room set-up instructions.

### **Recommendation:**

I move to amend 70-1406-2, Limitations on Use of Trust Property – Fees, adding new rule, Fees for Clubhouse Facilities Setups and Teardown, as presented.



**Limitations on Use of Trust Property – Fees****1. FEES FOR USE OF CLUBHOUSE FACILITIES BY OUTSIDE ORGANIZATIONS**

A charge will be made for the outside organizations to use Trust property. All money must be paid at least ten (10) business days before the date of the event.

- 1.1. Under one hundred (100) people: \$200.00 non-refundable fee.
- 1.2. Up to two hundred (200) people: \$400.00 non-refundable fee.
- 1.3. Up to three hundred (300) people: \$500.00 non-refundable fee.
- 1.4. Up to four hundred (400) people: \$600.00 non-refundable fee.
- 1.5. Up to five hundred (500) people: \$800.00 non-refundable fee.
- 1.6. Over five hundred (500) people: \$1,000.00 non-refundable fee.

**2. FEES FOR CLUBHOUSE FACILITIES SETUPS AND TEARDOWNS**

A non-refundable fee will be charged for all reservation, excluding Mutual and GRF events, for setups or teardowns exceeding thirty (30) minutes of custodial time, based upon one (1) custodian.

2.1. Setups or teardowns of all equipment requested by the reserving party exceeding thirty (30) minutes of total custodial time will be charged at the current hourly rate set forth in the custodial contract.

2.2. Fees will be collected by the Reservations Office prior to the event at the time the layout is submitted.

2.3. Clubs/organizations with recurring reservations will be billed monthly for excessive setups.

2.4. If additional equipment is requested during an event, the reserving party will be charged at 1.5 times the hourly rate.

2.5. Clubs/organizations that request additional equipment not shown on their layout on a one-time basis will be charged at 1.5 times the current custodial hourly rate.

2.5.1. Clubs/organizations that repeatedly ask for additional equipment not submitted on their layout may have their reservations cancelled at the discretion of the Recreation





## RECREATION

### Limitations on Use of Trust Property – Fees

#### Department.

2.6. Reservations that are not cancelled in advance by the booking party but fail to appear will result in a charge for both the setup and teardown of the space at the current hourly rate of the custodial contractor.

**1.6.**

#### **Document History**

Adopted: 28 Jan 20

**Keywords:** Fees      Clubhouse      Outside      Organizations      Facilities  
Setups



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## BOARD ACTION REQUEST

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**DATE:** FEBRUARY 28, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** GRF ADMINISTRATION COMMITTEE  
**BOARD ACTION:** AMEND 30-1001-5 - GLOSSARY OF TERMS

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### **Committee Approval:**

At its January 26, 2023, meeting, the GRF Administration Committee recommended the Board of Directors approve glossary terms for finance.

### **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 "Finance."

### **Fiscal Impact:**

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

### **Recommendation:**

I move the Board of Directors amend 30-1001-5 – Glossary of Terms, accepting changes in Amenities Fee, Assessment, Budget, Default, Eligibility, Escrow, Orientation, and Trust Property Use Fee; and adding Deed, Dues, Fee, Identification Card, Management Certificate, Non-Standard Items, Orange County User Fee (OC User Fee), Penalty, Special Assessment and Standard Items, as presented.

Adopt: Finance section

1.  
1.

**32. DEED:** An official legal document establishing ownership rights to a Mutual 17 CONDOMINIUM.

**36. DUES:** The obligatory monthly payment by the MEMBER to GRF and the MEMBER's MUTUAL to pay for the predicted expenses of maintaining the community. (See ASSESSMENT).

**47. FEE:** A charge or payment for services or use of a privilege.

**54. IDENTIFICATION CARD:** A card indicating current membership status issued by the GRF to an individual AUTHORIZED RESIDENT.

**63. MANAGEMENT AGREEMENT:** A contract between GRF and a MUTUAL that specifies the administrative, maintenance and other services GRF supplies to the MUTUAL and the costs for those services.

**66. MEMBERSHIP CERTIFICATE:** A legal document affirming a COOPERATIVE MUTUAL SHAREHOLDER, or Mutual 17 OWNER's right of access to community AMENITIES. A single certificate per unit is issued by GRF upon the individual's payment of their AMENITIES FEE, or upon the individual entering into an approved payment plan for same.

**75. NON-STANDARD ITEMS:** Those components within a UNIT that are defined by a COOPERATIVE MUTUAL's OCCUPANCY AGREEMENT or RULES as STANDARD ITEMS that were replaced on the initiative of a present or a previous SHAREHOLDER. Such components are no longer the MUTUAL's responsibility to maintain and/or replace.

**81. ORANGE COUNTY USER FEE (OC USER FEE):** The payment for sewer services provided to UNITS by the Orange County Sanitation District.

**85. PENALTY:** A monetary fine or disciplinary action.

**111. SPECIAL ASSESSMENT:** See ASSESSMENT.

**112. STANDARD ITEMS:** Structural elements, fixtures, flooring and appliances within a UNIT that each COOPERATIVE MUTUAL's OCCUPANCY AGREEMENT or RULES define as the MUTUAL's responsibility to maintain and/or replace.

**KEYWORDS:** Glossary

Definition

**Categories:** Legal; Financial; Geography; Administration; Mammals

## Financial Glossary Definitions to Amend

1  
2 1.

3 **5. AMENITIES FEE:** A one-time fee paid to Golden Rain Foundation -GOLDEN RAIN FOUNDATION  
4 (GRF) for the use of Trust Property TRUST PROPERTY, facilities and AMENITIES amenities by a  
5 Shareholder/Member MEMBER, authorized CO-OCCUPANT or QUALIFIED PERMANENT RESIDENT  
6 by a Shareholder/Member. (For RENTER/LESSEE, see TRUST PROPERTY USE FEE).

7 **5. AMENITIES FEE:** A one-time fee paid to GOLDEN RAIN FOUNDATION (GRF) for the use of TRUST  
8 PROPERTY, facilities and AMENITIES by a MEMBER, authorized CO-OCCUPANT or QUALIFIED  
9 PERMANENT RESIDENT. (For RENTER/LESSEE, see TRUST PROPERTY USE FEE).

10 -----  
11 **7. ASSESSMENT:** A monthly or special payment paid by the Member to GRF and/or the Mutual in  
12 accordance with the law and governing documents.

13 **7.1. Monthly Assessment:** A monthly or special payment The recurring DUES paid by the  
14 Member MEMBER to GRF and/or and the MEMBER'S MUTUAL Mutual to cover the  
15 predicted expenses of maintaining the community. in accordance with the law and  
16 governing documents.

17 **7.2. Special Assessment:** A payment by the MEMBER to GRF or the MEMBER'S MUTUAL to cover  
18 unforeseen costs, emergencies, or unanticipated DEFAULTS by other MEMBERS of the  
19 corporation.  
20

21 **7. ASSESSMENT:**

22 **7.1. Monthly Assessment:** The recurring DUES paid by the MEMBER to GRF and the MEMBER'S  
23 MUTUAL to cover the predicted expenses of maintaining the community.

24 **7.2. Special Assessment:** A payment by the MEMBER to GRF or the MEMBER'S MUTUAL to cover  
25 unforeseen costs, emergencies, or unanticipated DEFAULTS by other MEMBERS of the  
26 corporation.  
27 -----

28  
29 **12. BUDGET:** An estimate of income and expenses for a future period. given time.

30 **12. BUDGET:** An estimate of income and expenses for a future period.  
31 -----

32 **33. DEFAULT:** Failure to ~~do something~~ ~~do something~~ fulfill an obligation required by duty, law, or  
33 ~~governing documents~~ GOVERNING DOCUMENTS ~~governing documents.~~

34 **33. DEFAULT:** Failure to fulfill an obligation required by duty, law, or GOVERNING DOCUMENTS.  
35 -----  
36  
37



## Financial Glossary Definitions to Amend

38

39 **40. ELIGIBILITY:** Satisfying the conditions each MUTUAL has established for qualifying to reside within  
 40 ~~Seal Beach Leisure World~~ their respective MUTUAL. ~~Leisure World (May be different in each~~  
 41 ~~Mutual). (May be different in each Mutual).~~

42 **40. ELIGIBILITY:** Satisfying the conditions each MUTUAL has established for qualifying to reside within  
 43 their respective MUTUAL.

44 -----

45 **44. ESCROW:** Process under which something such as a deed DEED or money is put in the custody of a  
 46 neutral third party until ~~certain~~ prescribed conditions are met.

47 **44. ESCROW:** Process under which something such as a DEED or money is put in the custody of a  
 48 neutral third party until prescribed conditions are met.

49 -----

50 **82. ORIENTATION:** ~~The Required new RESIDENT's buyers "in-person" meeting with Mutual one or~~  
 51 ~~more Mutual Board Director(s) and MUTUAL Board Director~~ DIRECTORS and Physical Property  
 52 PHYSICAL PROPERTY Physical Property Inspector, to:

53  
 54 **82.1.** ~~to discuss Review Mutual Rules~~ MUTUAL Rules ~~RULES~~ and expectations;

55 **82.2.** ~~review~~ Examine ~~Review the~~ UNIT'S condition of the Unit;

56 **82.3.** ~~Identify standard standard~~ STANDARD ITEMS and ~~non-standard items non-standard~~  
 57 ~~items~~ NON-STANDARD ITEMS; and

58 **82.4.** ~~Answer new buyer(s) buyer~~ AUTHORIZED SHAREHOLDERS' questions.

59  
 60 **82. ORIENTATION:** The required new RESIDENT's buyers "in-person" meeting with one or more  
 61 MUTUAL Board DIRECTORS and GRF PHYSICAL PROPERTY Inspector, to:

62  
 63 **82.1.** Review MUTUAL RULES and expectations;

64 **82.2.** Examine the UNIT'S condition;

65 **82.3.** Identify STANDARD ITEMS and NON-STANDARD ITEMS; and

66 **82.4.** Answer new AUTHORIZED SHAREHOLDERS' questions.

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68  
 69 **120. TRUST PROPERTY USE FEE (TPUF):** Fee FEE paid by the RENTER/LESSEE ~~Renter/Lessee~~ to GRF for  
 70 use of all LEISURE WORLD SEAL BEACH ~~amenities~~ AMENITIES, for the duration of the lease.

71 **120. TRUST PROPERTY USE FEE (TPUF):** FEE paid by the RENTER/LESSEE to GRF for use of all LEISURE  
 72 WORLD SEAL BEACH AMENITIES, for the duration of the lease.

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74

75 **KEYWORDS:** Glossary Definition-





GOLDEN RAIN FOUNDATION  
Board Action Item  
February 28, 2023

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## BOARD ACTION REQUEST

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**DATE:** FEBRUARY 28, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** STRATEGIC PLANNING COMMITTEE  
**BOARD ACTION:** AMEND 30-5167-3, STRATEGIC PLANNING COMMITTEE CHARTER

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**Committee Approval:**

At its January 18, 2023, meeting, the Strategic Planning Committee recommended the GRF Board amend 30-5167-3, Strategic Planning Committee Charter.

**Recommendation:**

I move to amend 30-5167-3, Strategic Planning Committee Charter, as presented.

## STRATEGIC PLANNING COMMITTEE

30-5167-3

### Committee 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 Strategic Planning Committee 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 and approved by action of the BOD.

#### **1. GOALS:**

~~1.1. Protect, preserve and improve Trust Property.~~

~~1.2. Plan, Budget and Prioritize for medium and long-term community projects (3 to 10 years).~~

~~1.3. Assess and adjust the organization's direction in response to a changing environment and community demographics.~~

#### **1. PURPOSE:**

~~To study and provide recommendations to the Board to support establishing and setting priorities for the preservation and improvement of Trust Property.~~

~~2.1.1.1. Focus direction and financial resources by estimating for future projects. Assesses the Foundation's positioning within a changing environment and evolving community demographics.~~

~~2.2.1.2. Strengthen operations through unified common goals. Evaluate the priorities of future needs and develop data to inform Board decision making.~~

~~1.3. Establish agreement around intended outcomes/results. Identify and propose solutions to structural impediments preventing the Foundation from implementing its Vision and Mission Statements and their related strategic initiatives.~~

~~1.4. Serve as a resource for the Board of Directors in identifying and initiating revenue-generating and community improvement projects.~~

~~2.3.1.5. Periodically evaluate and report progress toward identified strategic goals to the Board of Directors.~~

#### **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.~~

(Jun 22)

GOLDEN RAIN FOUNDATION Seal Beach, California

## STRATEGIC PLANNING COMMITTEE

30-5167-3

### Committee Charter



~~3.2.2.1. Publish an agenda four (4) days in advance of Committee meeting. Meet monthly or whenever such meetings are deemed necessary;~~

~~3.3.2.2. The Committee Chair shall, with the approval of the Committee, appoint a Vice Chair. Publish an agenda four (4) days in advance of the Committee meeting;~~

~~3.4.2.3. Meet quarterly or whenever such meetings are deemed necessary. The Committee Chair shall, with the approval of the Committee, appoint a Vice Chair;~~

~~2.4. Furnish a report at the GRF annual meeting.~~

~~2.5. Identify trends relevant to maintaining the best use of Trust Property for the benefit of the Members.~~

~~2.6. Identify and prioritize major new developments of the Property, Programs, Services and Competencies needed to preserve and improve Trust property and its utility by the Members.~~

~~2.7. Focus on developments to be implemented between three and ten years in the future.~~

~~3.5.2.8. Research alternative services of revenue and alternative expense models for Board consideration.~~

### 4.3. LIMITATIONS:

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

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

**3.3** 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: 26 Jul 16	Amended: 23 Jul 19	Amended: 22 Oct 19
Amended: 30 Apr 21	Amended: 25 Jan 22	Amended: 17 Jun 22

**Keywords:** Strategic Planning Charter SPC



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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** PRESIDENT GERBER  
**SUBJECT:** ADOPT 30-5700-3 GRF/MUTUAL ASSOCIATES PANEL CHARTER  
**DATE:** FEBRUARY 28, 2023  
**CC:** FILE

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The GRF/Mutual Associates Panel Formerly known as GRF 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 panel is an informal grouping of GRF officers and staff and Mutual presidents. As such, the panel does not comprise a quorum of any of the community's constituent corporations and its meetings do not fall under the governance of California civil statutes.

Although the panel does not require a charter, 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.

**Recommendation:**

I move to adopt policy 30-5700-3, GRF/Mutual Associates Panel Charter, as presented.



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

Pursuant to sections 7210, 7212(b) and 7212(c) of the California Corp. Code; and by Article VIII of the Bylaws of the Golden Rain Foundation (GRF), the Board of Directors (BOD) hereby establishes the GRF Mutual Associates Panel and extends to the Panel authority and limitations specifically stated within the above-referenced provisions.

**1. PURPOSE**

The GRF Mutual Associates Panel is an opportunity for the GRF Executive Director and the current Presidents of the community's constituent Mutuals to exchange information and viewpoints concerning the duties detailed within the Mutual Management Agreement that GRF performs, or could perform, for the Mutuals.

**2. COMPOSITION**

2.1 The GRF Mutual Associates Panel shall comprise:

- 2.1.1. The current Presidents of the community's constituent Mutual corporations that are parties in the community's management agreement. In a Mutual President's absence for a particular meeting, he or she may appoint a single designee to attend that meeting.
- 2.1.2. The GRF Executive Director, who will also serve as the panel's chair.
- 2.1.3. The GRF President, or the President's single designee.
- 2.1.4. The chair of the GRF Mutual Administration committee, or this chair's single designee.

2.2. No member of the Associates Panel can invite a guest to the panel without obtaining the approval of the GRF Executive Director.

**3. DUTIES**

- 3.1. Schedule and conduct regular sessions, at the discretion of the GRF Executive Director.
- 3.2. Serve as an opportunity for the GRF Executive Director to provide updates on issues that may affect each Mutual's governing decisions.
- 3.3. Communicate the Mutual Presidents' concerns and suggestions on items pertaining to the Mutual Management Agreement to the GRF Executive Director or to a relevant GRF committee for consideration.
- 3.4. Allow the Mutual Presidents to jointly discuss and exchange ideas that apply to the GRF's participation in the management efficiency of their Mutual corporations.

**GRF ADMINISTRATION COMMITTEE****Golden Rain Foundation and Mutual Presidents Roundtable****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 Executive Director.
- 4.2. Meetings of the Associates Panel do not constitute a meeting of the GRF or any of the constituent Mutuals and will be held in closed session to maintain the privacy of the discussions.

**5. LIMITATIONS**

- 5.1. This panel does not have authority to enter into written contracts or oral agreements with any third parties on behalf of any of the respective Mutual Boards of GRF. Authority binding any Mutual to authorize contracts and/or expenses rests solely with the Board of Directors of each respective Mutual, or by the individual Mutual Boards' explicit consent to assign defined duties to GRF.
- 5.2. No powers and authority designated to the GRF Board of Directors are assigned to the panel by this charter. The Mutual Presidents who primarily comprise the panel do not exercise oversight for Foundation-administered property, employees, or activities, so panel topics will be limited to tasks assigned to GRF by the management agreement.
- 5.3. Regulatory or supervisory activities affecting any GRF staff members are functions of GRF's Management. That role is not to be encroached upon by any Mutual president, either individually or collectively, nor should issues concerning individual GRF staff members be voiced in this forum. To preserve employee privacy, such discussions should be conducted in individual consultations with the GRF Director of Human Resources.

**Document History**

Adopted:

**Keywords:** Associates Panel    Management Agreement    Mutual Presidents



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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** PRESIDENT GERBER  
**SUBJECT:** DISBAND WEB SITE DEVELOPMENT AD HOC COMMITTEE  
**DATE:** FEBRUARY 28, 2023  
**CC:** FILE

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### Background:

At the July 23, 2019, meeting of the GRF Board of Directors, then President Linda Stone established the Website Development Ad Hoc Committee. On January 24, 2023, the Information Technology Department posted a link to the community's new site on its previous site, and asked Members for suggestions and comments on its accessibility and features.

### Recommendation:

I move that the Board of Directors, having received the final report of the Website Development Ad Hoc Committee, thank its members and the IT staff and disband the ad hoc committee.