FINANCE COMMITTEE

Committee Meeting Agenda
Wednesday, February 22, 2023, 10:00 a.m.
Conference Room B/Zoom

This meeting may also be live streamed at 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**

Phil Friedman- Chair
Carole Damoci
Janet Isom
Susan Jaquelin
Lee Melody

3. **Chair Announcements**
   a. Introduction of Guests and Staff
      Jessica Sedgwick, Executive Director
      Marsha Gerber, GRF President
      Mallorie Hall, Finance Director
      Jenna Dever, Administration Manager
      Dave Lynn, Lynn Wealth Management
      Jeff Beaumont, GRF Legal Counsel
   b. Rules of Order
4. **Member Comments** (*Limited to 3 minutes per person)*
5. **Approval of Minutes**
   a. Minutes of January 20, 2023
6. **Correspondence**
   a. Woodshop Equipment Surplus
7. **Staff Reports**
   a. Finance Director Report
8. **Financials**

   a. **Acceptance of the December 2022 Financial Statements**
   Proposed Resolution: To accept for audit and forward to the GRF Board the interim financial statements for period ending December 31, 2022, as presented by the Director of Finance and as reviewed by the Finance Committee.

   b. **Acceptance of the January 2023 Financial Statements**
   Proposed Resolution: To accept for audit and forward to the GRF Board the interim financial statements for period ending January 31, 2023, as presented by the Director

of Finance and as reviewed by the Finance Committee.

9. Investments

a. Capital Funds Investment

b. Reserve Funds Investment

i. **Lynn Wealth Management**

Proposed Resolution: To recommend the GRF Board authorize the purchase of brokered CDs through Lynn Wealth Management for $2,000,000 with terms ranging from three (3) to thirty-six (36) months at the prevailing interest rates at the time of purchase and at the discretion of the financial advisors.

10. Unfinished Business

N/A

11. New Business

a. **AB2912**

Proposed Resolution: To recommend the GRF Board authorizes the listed transfer of funds.

b. **Boyer Hours**

Proposed Resolution: To recommend the GRF Board 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.

c. **Capital Legal Opinion**

d. **Reserve Funding**

Proposed Resolution: The committee approve the temporary change to the amenities fees allocation to prioritize funding the reserve contribution first. Capital to be funded with remaining amenities fees with a “due to” GL accounting for remaining contribution that can be repaid should escrows resume at the budgeted transaction amount.

e. **Reserve Study**

Proposed Resolution: To recommend the GRF Board 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.

12. Governing Documents

a. Review 40-3182-2 - Member/Owner (M/O) and Renter/Lessee (R/L) Fees, Fines, and Deposits

13. Future Agenda Items

14. Next Meeting Date

- Thursday, March 23, 2023, in Administration Conference Room A /Zoom

15. Adjournment

Please be courteous and respectful to other members, Board of Directors and representatives from Management at all times. 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 where disciplinary action may be taken.**

FINANCE COMMITTEE MINUTES

January 20, 2023

The meeting of the Finance Committee was held on Friday, January 20, 2023, and was called to order at 10:00 a.m. by Chair Friedman, in the Administration Conference Room and via Zoom, followed by the Pledge of Allegiance.

ROLL CALL

Present:	Phil Friedman- Chair	Susan Jacquelin
	Carole Damoci- Zoom	Lee Melody
	Janet Isom- Zoom	
Directors, Staff and Guests:	Marsha Gerber, GRF President-	
	Jessica Sedgwick, Executive Director	
	Mallorie Hall, Director of Finance	
	Jenna Dever, Administration Manager	

CHAIR'S ANNOUNCEMENTS

Chair Friedman welcomed Committee members, and guests, and introduced Executive Director Jessica Sedgwick, Director of Finance Mallorie Hall, and Administration Manager Jenna Dever.

MEMBER COMMENTS

No Shareholders spoke during the Members' Comment period.

APPROVAL OF MINUTES

The Finance Committee minutes dated December 19, 2022, were approved as presented.

CORRESPONDENCE

N/A

STAFF REPORTS

The Finance Director provided the purchasing and finance department monthly reports, as presented in the agenda packet.

FINANCIALS

DRAFT

N/A

UNFINISHED BUSINESS

Active Shooter Insurance

Motion: To recommend the GRF Board approval of the Active Shooter insurance proposal as presented to 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 $848,802 as of January 1, 2023. The GRF President is authorized to bind the coverage.

First: Susan Jacquelin
Second: Lee Melody

The motion has passed unanimously.

NEW BUSINESS

Postage and Folder Inserter

Motion: To recommend the GRF Board approve the Quadient lease proposal for $1,270.24 per month beginning in June 2023 to be expended from GL 6478000-544 and authorize the GRF President to sign all applicable leases as soon as administratively feasible.

First: Lee Melody
Second: Susan Jacquelin

The motion has passed unanimously.

New Copy & Supply Procedures

Motion: To recommend the GRF Board approve the increases to the fees in Copy & Supply: Black and white printing fees of $0.10 for 8.5x11 & $0.12 for 11X17. Color printing fees of $0.14 for 8.5x11, $0.16 for 8X14 & $0.20 for 11X17. Passport Photo $12. Add a $10 rush fee for any printing job (exceeding 5 pages) needed within 24 hours. Add a $15 special project fee for printing jobs requiring special formatting or sizing.

First: Susan Jacquelin
Second: Lee Melody

The motion has passed unanimously.

The Friends of the Library Donation

Motion: To approve the donation of $5,000 to GRF Library from the Friends of Library.

First: Lee Melody
Second: Susan Jacquelin

The motion has passed unanimously.

DRAFT

Refund of Trust Property User Fee to Mutual 17-126C

Motion: To deny the request for refund of Mutual 17 Unit 126C in the amount of $8,602, Association Fee.

First: Lee Me
Second: Susan Jacquelin

The motion has passed unanimously.

GOVERNING DOCUMENTS

N/A

FUTURE AGENDA ITEMS:

- Policy 40-3182-2 Member/Owner (M/O) and Renter/Lessee (R/L) Fees, Fines and Deposits

ADJOURNMENT

Chair Friedman adjourned the meeting at 11:03 a.m.

_____
Approved Date

_____
Approval Signature

_____
Printed Name

DRAFT

Finance Committee Report

Department Variance Reports

Budget Variance Report

CC 431 - Finance

January 2023

GL	Monthly Variance	Reason	Explanation	YTD Variance
5397100 Taxable Interest Income	$3,069.00	Budget Miss - Under Budgeted	Interest higher than budgeted	$3,069.00
5398000 Interest Income Allocation	$5,605.00	Budget Miss - Over Budgeted	Allocation less than budgeted	$5,605.00
	$8,674.00			**$8,674.00**

Monthly Financial Variance	$13,151.00	-$4,477.00	**YTD Financial Variance**	$13,151.00	-$4,477.00

Budget Variance Report

CC 432 - Purchasing

January 2023

GL	Monthly Variance	Reason	Explanation	YTD Variance
6100000 Salaries & Wages	$3,834.00	Other - See Notes	Vacant Position	$3,834.00
6213100 Agency / Independent Contractor Fees	-$3,775.00	Other - See Notes	Temp for vacant position	-$3,775.00
6143000 Group Insurance - Medical	$1,035.00	Other - See Notes	Vacant Position	$1,035.00
5380320 Purchasing Processing Recovery	-$3,930.00	Budget Miss - Over Budgeted	Purchasing mark up lower than budgeted amount	-$3,930.00
	-$2,836.00			**-$2,836.00**

Monthly Financial Variance	$261.00	-$3,097.00	**YTD Financial Variance**	$261.00	-$3,097.00

Budget Variance Report

CC 439 - Onsite Sales

January 2023

GL	Monthly Variance	Reason	Explanation	YTD Variance
6420100 Electricity	-$217.00	Budget Miss - Under Budgeted	Budgeted amount too low	-$217.00
5395000 Rental Income	-$3,623.00	Budget Miss - Over Budgeted	Anticipated more sales transactions than realized	-$3,623.00
	-$3,840.00			**-$3,840.00**
Monthly Financial Variance	-$3,840.00	$0.00	**YTD Financial Variance**	-$3,840.00 $0.00

Budget Variance Report

CC 544 - Copy & Supply

January 2023

GL	Monthly Variance	Reason	Explanation	YTD Variance
6100002 Salaries&Wages Reimb	$3,334.00	Other - See Notes	Vacant Position	$3,334.00
6213100 Agency / Independent Contractor Fees	-$2,642.00	Other - See Notes	Temp employee filling vacant position	-$2,642.00
6143000 Group Insurance - Medical	$819.00	Other - See Notes	Vacant Position	$819.00
6410030 Printer / Copier Supplies	$725.00	Budget Miss - Over Budgeted	Less supplies needed than budgeted	$725.00
6484500 Postage	$538.00	Budget Miss - Over Budgeted	Less postage expense than budgeted	$538.00
	$2,774.00			**$2,774.00**
Monthly Financial Variance	$3,748.00	-$974.00	**YTD Financial Variance**	$3,748.00	-$974.00

Aged Receivables & Café Commission

Aged Receivables - GRF **1/31/2023**

	Current	Over 30	Over 60	Over 90	Total	Change
Customers	402	5,075	35	1,585	7,098	3,900
Violations	-	-	-	2,905	2,905	-
RV Lot Leases	232	-	-	1,548	1,780	-
News Advertisers*	7,374	120	2,409	1,153	11,056	(62,870)
Total	8,008	5,195	2,444	7,192	22,838	(58,970)

Prior

	Current	Over 30	Over 60	Over 90	Total
Customers	1,197	1,156	361	484	3,198
Violations	-	-	-	2,905	2,905
RV Lot Leases	232	-	-	1,548	1,780
News Advertisers	69,369	1,494	1,370	1,692	73,925
Total	70,798	2,650	1,731	6,629	81,808

Change

	Current	Over 30	Over 60	Over 90	Total	
Customers	(795)	3,919	(326)	1,101	3,900	
Parking Violations	-	-	-	-	-	FN
RV Lot Leases	-	-	-	-	-	R1,R2,R3
News Advertisers	(61,995)	(1,374)	1,039	(539)	(62,870)	
Total	(62,791)	2,545	713	563	(58,970)	

Café Commission December

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2021	229.21	109.93	231.57	248.14	161.82	248.49	254.30	213.06	257.69	238.17	233.73	198.23	2,624.34
2022	225.28	201.19	247.63	247.75	248.00	238.75	242.38	246.69	240.98	249.09	221.02	226.60	2,835.36
2023													
2023 Budget	224.00	224.00	224.00	224.00	224.00	224.00	224.00	224.00	224.00	224.00	224.00	224.00	2,688.00

Contracts

Golden Rain Foundation
February 23,2023
Director of Finance Report

Golden Rain Foundation
Revenue Contracts - Finance Committee
As of 12/31/22

Committee	Client	Name	Revenue		Contract	Expiration Date*
Finance		Superwire Telecom, Inc.	36,000	**	Telecommunication Services 3.5 yr	3/31/2023
Finance	3SUPERWIRE	Superwire Telecom, Inc.	18,000		Trust Property Lease	3/31/2023
Finance	3RVCLUB	RV Club	1		Trust Property Lease 12 Month	12/31/2024
Finance	3GENE01	Genealogy Club	1		Trust Property Lease 12 Month	12/31/2024
Finance	3HIST01	Historical Society	1		Trust Property Lease 12 Month	12/31/2024
Finance	3RADI01	Radio Club	1		Trust Property Lease 12 Month	12/31/2024
Finance	3ROLLI01	Rolling Thunder	1		Trust Property Lease 12 Month	12/31/2024
Finance	3THEA01	Theater Club	1		Trust Property Lease 12 Month	12/31/2024
Finance	3VIDEO01	Video Producers Club	1		Trust Property Lease 12 Month	12/31/2024
Finance	3FRIENDSLIB	Friends of the Library	1		Trust Property Lease 12 Month	12/31/2024
Finance	3GAF	Golden Age Foundation	1		Trust Property Lease 12 Month	12/31/2024
Finance	3GAF	Golden Age Foundation -COA	1		Trust Property Lease 12 Month	12/31/2024
Finance		Optum Care	660,000		Trust Prop & Service Lease 5 yrs	9/30/2023
Finance	1008	Seal Beach Mutual No. Eight	1		Trust Property Lease 2 yrs	12/31/2024
Finance	1014	Seal Beach Mutual No. Fourteen	1		Trust Property Lease 3 yrs	12/31/2024
Finance		Januszka Group	120,000	**	Trust Prop & Service Lease 5 yrs	12/31/2024
Finance	3NUVISION	NuVision Federal Credit Union	18,500		Trust Prop & Service Lease 5 yrs	12/1/2027
Finance		CARE	34,925		Trust Prop & Service Lease 5 yrs	5/31/2025
Finance		SCE Payment Processing	1,800	*	Revenue Lease- Updated 1/2021	12/31/9999

Golden Rain Foundation
Operating Expense Contracts - Finance Committee
As of 12/31/22

Committee	Vendor	Name	Contract Amount		Contract Start Date	Contract End Date*
Finance	ASSO02	Association Reserves	9,600		3/29/2017	3/29/2022
Finance	DLDI01	DLD Insurance Brokers	626,810		12/1/2022	12/1/2023
Finance	CLIF01	CliftonLarsonAllen LLP	160,200		1/1/2015	12/31/2023
Finance	UNIF01	UniFirst Uniform Company	21,000	**	1/8/2019	1/8/2024
Finance	KYOC01	Kyocera Maintenance	4,247	**	3/28/2019	7/31/2024
Finance	KYOC01	Kyocera Lease	36,422		3/28/2019	7/31/2024
Finance	KONI01	Konica Minolta Business	21,000	**	12/5/2022	12/4/2027
Finance	KONI02	Konica Minolta QDS	27,755		12/5/2022	12/4/2027
Finance	CORO01	Corodata Records Management	3,060	**	9/26/2014	12/31/9999

Amenities Fees

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	$158,000.00
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

Total Balance Remaining	**$1,607,106.66**

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	$363,481.00
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

Total Balance Remaining	**$9,624,109.24**

Governing Documents

FINANCE

Member/Owner (M/O) and Renter/Lessee (R/L) Fines, Fees and Deposits

The following schedule of fines, fees and deposits is established by the Golden Rain Foundation (GRF) for M/Os and R/Ls. Any unpaid fines, fees or charges incurred by an R/L are the ultimate responsibility of the Member/Owner (M/O).

1. M/O FEES

Five Hundred ($500) dollar Stock Transfer Office (STO) Rental Processing fee.

2. M/O FINES:

2.1 Five Hundred ($500) dollar fine for failure to surrender each GRF ID card.

2.2 One Hundred ($100) dollar fine for failure to surrender each GRF issued vehicle decal.

2.3 One Hundred ($100) dollar fine for failure to surrender each GRF Entry pass.

2.4 One Hundred ($100) dollar fine for failure to surrender each GRF issued caregiver pass.

3. R/L FEES:

3.1 GRF Trust Property Use Fee (TPUF).

3.1.1 TPUF is calculated as twenty-five (25) times the monthly GRF assessment and rounded up to the nearest dollar.

3.1.2 The TPUF fee starting in January 2021 is $4,127 per person. No financing permitted.

3.1.3 Any TPUF refund will be prorated over five (5) year period based on lease date. If R/L moves out before five (5) years is up the excess will be refunded within sixty (60) days after R/L moves out of the Community. No partial years will be refunded.

3.1.4 If R/L moves to another rented/leased Residential unit within thirty (30) days, the TPUF will be transferred to the new Residential unit.

3.1.5 If R/L purchases a Residential unit in LW within thirty (30) days after their lease expires, the TPUF will be transferred to the purchased Residential unit as payment of the GRF membership fee.

3.2 One Hundred ($100) dollar non-refundable fee per animal registration.

3.2.1 Mutual Board has the final discretion on pets being allowed in the unit.

FINANCE

Member/Owner (M/O) and Renter/Lessee (R/L) Fines, Fees and Deposits

4. DEPOSITS

4.1 A refundable deposit of five hundred ($500) dollars will be charged for each GRF renter ID card.

4.2 A refundable deposit of one hundred ($100) dollars will be charged for each GRF renter issued vehicle decal.

4.3 A refundable deposit of one hundred ($100) dollars will be charged for each GRF renter issued caregiver pass.

Document History

Adopted: 23 Dec 20 Amended: 29 Jan 21

Keywords: Fine Fee Deposit Rental