

## BOARD OF DIRECTORS

Meeting Agenda  
Tuesday, March 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, February 28, 2023
- b. Accept the Interim Financial Statements, February 2023, for Audit
- c. Approve Reserve Funds Investment Purchase
- d. Approve Transfers of Funds for GRF per Civil Code 5502

**6. New Business**

**a. Capital Funding**

- i. Capital and Reserve Funds Balance Sheet
- ii. Safety Improvement at Golden Rain and Saint Andrews  
**Proposed Solution:** Award a contract/change order to Stantec Consulting for additional operational traffic analysis of the traffic light at St Andrews and Golden Rain including vehicles and pedestrians and including protected left-turn phasing on all approaches, at a cost not to exceed an additional expenditure of \$4,581, Capital Funding and authorize the President to sign the contract.
- iii. Recreational Vehicle Lot Signage  
**Proposed Solution:** Award a contract to All American Sign Company to supply and installation two foam facility signs 24"x108", one on each wall, for the Recreational Vehicle Lot at a cost not to exceed \$2,650 Capital Funding and authorize the President to sign the contract.
- iv. Point of Sale Project  
**Proposed Solution:** Approve the Point-of-Sale equipment purchase for a cost not to exceed \$10,000, expending funds from the Capital account with a current balance of \$1,749,306 and to be added to the Reserve component list.

**b. Cost Recovery**

- i. Ratify HomeWiseDocs Contract  
**Proposed Solution:** Ratify the HomeWiseDocs contract, at no net cost, and instruct the President to sing the contract as soon as administratively feasible.

**c. Administration**

- i. **Final Vote:** Adopt 20-5560-1. Surveillance Camera Policy  
**Proposed Resolution:** Ratify 20-5560-1, Surveillance Camera Policy, as presented.
- ii. Amend 60-5130-3, Physical Property Committee Charter

**Proposed Resolution:** Amend 60-5130-3, Committee Charter updating language under Duties rules, as presented.

iii. Amend 30-1001-5, Glossary Term

**Proposed Resolution:** Amend 30-1001-5, Glossary of Terms: Bylaws, Community Rules Violation Notice, Community Rules Violation Panel, Default, Due Process, Governing Documents, Landlord-Tenant Relationship, Occupancy Agreement, Policies Rules and Regulations, Stock Certificate, Transfer, Trust, Trust Property and Trustee as presented.

iv. Amend 30-5020-1, Organization of the Board

**Proposed Resolution:** Approve the proposed changes to Policy 30-5020-1, Organization of the Board, reducing the number of standing committees from 10 to 4, and establishing a target date of June 16, 2023, for the reorganization. Additionally, the GRF Administration Committee recommends the Board assess the new structure's effectiveness approximately three months after the new committee structure has been functioning.

## 7. Ad Hoc Reports

- a. Governing Document Ad Hoc Committee – Discussion
- b. 1.8 Ad Hoc Committee - Discussion

## 8. Next Meeting Date

Tuesday, April 25, 2023, at 10:00 a.m. – Clubhouse Four

## 9. Adjournment

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Please be always courteous and respectful 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.**

Julie Ford-Maloney

RECEIVED FEB 21 2023



February 16, 2023

Golden Rain Foundation  
Seal Beach, CA 90740

Re: Fraudulent letter

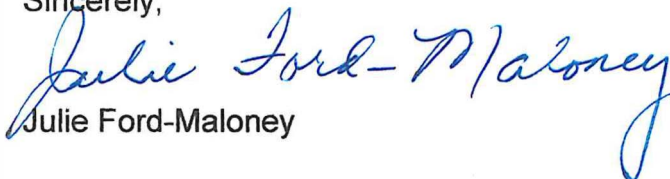
TO WHOM IT MAY CONCERN:

Enclosed you will find copies of:

Letter to Seal Beach Police Department  
Copy of obviously fraudulent letter re a spurious prize  
Copy of check included with letter  
Copy of envelope in which they were enclosed.

It concerns me that other Leisure World residents may have been targeted so I thought it best to notify you as well as the police.

Sincerely,

  
Julie Ford-Maloney

Encl: 4

## Tia Makakaufaki

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**From:** Charlie Guggino Monday, March 13, 2023  
**Sent:** 12:20 PM JoeSeniorVideo Video  
**To:** Tia Makakaufaki  
**Cc:** Re: [External] Objection to extra set up fees  
**Subject:**

I agree with you.

On Sat, Mar 11, 2023 at 8:26 AM JoeSeniorVideo Video ≤ wrote:

Dear Memnners of the GRF Board

This is an objection to the proposed fee to charge all clubs an additional fee for set up of seating-tables that take up additional time to set up and remove.

This proposal is a blanket fee that affects all Entertainment Club's that volunteer to entertain the residents of Leisure World for FREE. These Entertainment clubs do NOT charge admission. They do receive donations to cover their out of pocket expenses, they do NOT make a profit.

I can understand personal use of Clubhouses for weddings anniversaries, and birthday gatherings, and those that charge admission....that is fine with me, if their set ups require additional time and require additional time to put away.

But, please reconsider to NOT penalize the Entertainment Clubs that freely give of their time and their personal out of pocket expenses to bring free Entertainment to our residents.

Regards  
Jose 'Joe' Osuna



**Tia Makakaufaki**

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**From:**  
**Sent:**  
**To:**  
**Subject:**

Sent from my Galaxy

I, personally, strongly oppose the proposed policy 2.2.1 to charge LW clubs for setup over 30 minutes custodial time. Please consider the following:

Several of our popular clubs provide entertainment for 200+ LW residents. It is a huge benefit to have this entertainment provided by LW residents and enjoyed by a large attendance of LW residents. Adopting this policy would be double dipping as all LW residents pay amenity fees for use of the clubhouses and custodial staff. This policy would be penalizing some LW clubs (who are authorized residents) for wanting to entertain many LW authorized residents.

The custodial staff work during shift hours. Whether these custodians have minimal or maximum setups they are paid. If custodians are used from a different clubhouse for an event setup, the custodians are paid the same.

It seems that the large entertainment clubs and religious groups are being penalized unnecessarily.

Sincerely,  
Vincent P. Correnti

**Tia Makakaufaki**

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**From:**  
**Sent:**  
**To:**  
**Subject:**

Dear GRF Board,

After having enjoyed the many creative arts and leisure activities offered in Leisure World for almost 18 years, I feel that I must speak out against the proposed change in Policy 70-1411-1, namely section 2.2.1. This proposed policy reads: "Setups and teardowns requiring more than thirty (30) minutes of custodial time will be charged at the current hourly rate set forth in the custodial contract."

I base my opposition on the following points:

1. Each custodian works at his or her own speed; some may work faster than others. How will the clubs be able to estimate how much extra it would cost for set up or teardown? The extra cost will vary, but by how much? Approval of this policy will give an incentive to our clubs to raise their member fees, penalizing the members who provide entertainment to our community. This is unfair to the clubs, their members, and the community.
2. Some of our more popular clubs entertain more than 200 resident at their shows and concerts. This policy will provide an incentive for clubs to limit the number of attendees, penalizing the larger clubs, which include some of our religious clubs. It will also unfair to our residents of Leisure World.
3. All Leisure World residents pay amenity fees for use of the clubhouses, including custodial staff. Adopting this policy would be adding a surcharge on top of that, which is considered "double-dipping" and is at the very least unethical and unfair to residents and clubs alike.
4. If enacted, this policy change will pressure the larger clubs to do their own "teardown", such as folding the chairs and putting them away, etc. in order to save time during the teardown. This work is supposed to be covered by our fees and would be unfair to the clubs, as well as increasing the liability of LW, should someone be injured in the process.

Please give consideration to the above points, as this proposed policy change is unfair on all counts. Keep in mind, raising the cost of entertainment or anything else causes a "trickle down" effect, further raising the overall cost of living here. Dealing with the current general inflation is bad enough for our residents.

Thank you for your consideration,

Susan Kelleghan

**Tia Makakaufaki**

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**From:** Tia Makakaufaki  
**Sent:** 10/10/2014 10:10:10 AM  
**To:** "Tia Makakaufaki" <tia.makakaufaki@gmail.com>  
**Cc:** "Tia Makakaufaki" <tia.makakaufaki@gmail.com>  
**Subject:** GRF Assessment

I believe paying maintenance for set up and break pay would be a double payment, as shareholders pay a monthly assessment to GRF which includes maintenance and GRF raised their assessment quite a bit due to salaries being increased. Maintenance receives a salary for their job which includes setting up and breaking down events thus GRF would be double charging shareholders if they charged an extra fee for what we are already paying for. Having clubs is part of the enjoyment of living in Leisure World and to burden them with this expense could cause them to limit their events.

Thank you

Adrianne Rosenfeld

## Tia Makakaufaki

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**From:**  
**Sent:**  
**To:**  
**Cc:**  
**Subject:**

I'm commenting on the reservations procedures policy.

Is this the first step in the process for GRF to charge clubs for use of our own facilities??

What's up with use of initials to reference such things as the recreation department? Is GRF trying to confuse everyone?

Let's look at 2.2.1 setups and tear downs  
Please define this clearly.

It references 70-1406-2 in regards to custodial contract and current hourly rate. That is actually a document called Limitations on the Use of Trust Proper - Fees. It has nothing to do with the custodial contract. Why is this being referenced?

By the way what is the current custodial hourly rate? What will be the charges?

2.5. The article in the paper referenced policy 1431-50. I cannot find this policy on the website  
1431-50 is exactly how it is referenced.

Who decides who gets charged and what amount? Is any warning or discussion going to happen between the GRF and the club before the club is charged? Usually the setup is done before the club meets. So many questions!

This document is inaccurate. It does not clearly define the rules and or policies.

Clubs enhance Leisure World living. Why in the world are clubs being threatened? Clubs have no revenue source. If a club setup is too complicated why not just approach the club and work out a reasonable solution. On the subject of what GRF supplies clubs, a clearer picture of what is supplied is needed. At the recent recreation committee meeting there were 2 requests for items. 1. Music stands. 2. Grand piano. Is it reasonable for GRF to supply music stands? Is it reasonable for GRF to supply a grand piano? I'm just asking. An electronic keyboard was purchased several years ago. Is anyone using it? A grand piano is a delicate instrument. There use to be two in clubhouse 4. Now there is one. I remember one was damaged because it fell off the stage. I don't know which one is left in clubhouse 4. Constantly moving a piano is not good for the instrument unless done correctly. Spending thousands of dollars on another piano that isn't taken care of properly is again wasteful spending. Sorry off topic but what does GRF supply clubs? Is there a rule? Policy? Procedure?

Linda Herman  
Mutual 12

[Sent from Yahoo Mail for iPhone](#)

## Tia Makakaufaki

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**From:** Tia Makakaufaki  
**Sent:** Wednesday, 22 May 2013, 10:24 AM  
**To:** Tom Funkhouser  
**Subject:** Re: Club Set-up and Tear Down Time

I would like to hear a discussion and see some data on what the current set-up tear down for a typical club will cost. We are trying to solve a cost issue without explaining what these set-ups; tear downs cost currently.

Exactly how many clubs exceed the 30 minute "free" set-up, tear down time. Is it most of the clubs or just a few? How much extra time is needed? Are there standards for the speed the custodians work? How many chairs/tables can be set up within the 30 minute time frame?. Time for a microphone/podium and the time to get it operational?

Tom Funkhouser

## Tia Makakaufaki

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**From:**  
**Sent:**  
**To:**  
**Subject:**

Good morning,

I would like to address the fees for custodial set up and break down of meeting rooms. My name is Pam Krug. I am the President of the Ladies Golf Club here at LW. So, yes I do have a vested interest in this issue. Many of the ladies I golf with on Tuesday's only outlet from caregiving for their husband for 90 minutes, or only time they exercise for the week depend on this time for their health and sanity. I have had a full career of working in gerontology as a recreation therapist. I have firsthand knowledge and experience, that older adults need to recreate and socialize. This fee could potentially decrease these invaluable skills to maintain quality of life for older adults. Because this would mean that membership fees to join clubs would have no other choice than to increase annual dues, which if members only income is social security, in many cases, these individuals may have to opt out of joining.

We need clubs to meet and events need to happen. This is all part of the philosophy of LW (so, I thought) and definitely researched data that socialization is key to older adults quality of life. Fees would deter the amount of meetings current clubs have, and discourage new clubs from forming. Please consider my letter when meeting to discuss and voting on this.

Thank you,  
Pam Krug

**Tia Makakaufaki**

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**From:**  
**Sent:**  
**To:**  
**Subject:**

I, personally, strongly oppose the proposed policy 2.2.1 to charge LW clubs for setup over 30 minutes custodial time. Please consider the following:

Several of our popular clubs provide entertainment for 200+ LW residents. It is a huge benefit to have this entertainment provided by LW residents and enjoyed by a large attendance of LW residents. Adopting this policy would be double dipping as all LW residents pay amenity fees for use of the clubhouses and custodial staff. This policy would be penalizing some LW clubs (who are authorized residents) for wanting to entertain many LW authorized residents.

The custodial staff work during shift hours. Whether these custodians have minimal or maximum setups they are paid. If custodians are used from a different clubhouse for an event setup, the custodians are paid the same.

It seems that the large entertainment clubs and religious groups are being penalized unnecessarily.

I would appreciate a response to this email.

Margie Thompson, 



## 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, February 28, 2023, in Clubhouse Four and via live stream.

### **PLEDGE OF ALLEGIANCE**

Seal Beach Council member Sandra Massa-Lavitt led the pledge.

### **EXECUTIVE SESSION DISCLOSURE**

*An Executive Session Meeting was held on February 2, 2023, where the Board of Directors discussed some, or all, of the items related to the following: (1) litigation or potential litigation; (2) matters relating to the formation of contracts with third parties; (3) member discipline; (4) member delinquency, including payment plan requests; (5) personnel matters; and/or (6) approval of Executive Session minutes*

### **ROLL CALL**

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

Directors Melody and Dodero were present via Zoom.

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

Directors Gambol and Ableser were not present.

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

### **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:



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

There were twelve comments made at the meeting, and five members submitted written comments prior to the meeting.

### **CONSENT AGENDA**

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

### **NEW BUSINESS**

#### **GENERAL**

##### **General – Amend 40-5061-2, Fees**

Mr. Friedman MOVED, seconded by Ms. Hopewell -

TO 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.

Six Directors and the Director of Finance spoke on this motion.

The motion passed with five no votes (Directors Perrotti, Jacquelin, Geffner, Jablonski and Massetti).

#### **CAPITAL FUNDING**

Director of Finance discussed the Capital and Reserve Fund Balance Sheet.

##### **Capital Funding - 1.8 Acre Design and Cost Study**

Mrs. Damoci MOVED, seconded by Mr. Massetti -

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.

Fourteen Directors spoke on this motion.

The motion passed with two no votes (Directors Perrotti and W. Thompson).

Capital Funding - Holiday Tree

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

TO approve the purchase of a the 2022 leased 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.

Six Directors and the Recreation Manager spoke on this motion.

Capital Funding - Real Estate Sales Office Sign

Ms. Levine MOVED, seconded by Mr. Dodero –

TO 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.

Seven Directors and the Executive Director and Facilities Director spoke on this motion.

The motion failed with twelve no votes (Directors Perrotti, Jacquelin, Nugent, Geffner, W. Thompson, Hopewell, C. Thompson, Levine, Damoci, Friedman, Isom and Massetti).

Capital Funding - Robotic Pool Cleaner

Ms. Jacquelin MOVED, seconded by Ms. Hopewell –

TO approve purchasing a robotic pool sweep for the Aquatic Center  
at a cost not to exceed \$5,363.00.

Six Directors and the Facilities Director and Recreation Director spoke on this motion.

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

**RESERVE FUNDING**

Reserve Funding - New Buses

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

TO approve the purchase of four (4) buses from A-Z Bus Sales as presented, at a total cost not to exceed \$475,977.00. Purchase funds will comprise \$307,100 from the Reserve Fund that the Board approved March 22, 2022, for three buses that were never delivered; a \$126,496.00 donation from the Golden Age Foundation, the purchase price for one bus and the \$3,000.00 associated DMV fees; and an additional \$54,381 from the GRF Reserve Account to account for price increases in the updated proposal from A-Z Bus Sales, including a contingency appropriation of \$9,000 for three buses' anticipated DMV fees.

Five Directors, the Executive Director and Fleet Manager spoke on this motion.

Reserve Funding - Facilities Department Pickup Trucks

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



TO 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.

Seven Directors, the Executive Director and Fleet Manager spoke on this motion.

Reserve Funding - Service Maintenance Utility Vehicles

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

TO approve the purchase of two Club Car 710 LSVs at a total cost not to exceed \$60,000.

Two Directors and the Fleet Manager spoke on this motion.

The President called for a 10-minute break at 12:30 p.m.

Meeting was called back to order at 12:40 p.m.

Director Gambol joined the meeting at 12:40 p.m.

Reserve Funding - Clubhouse Two Refrigerator Replacement

Ms. Hopewell MOVED, seconded by Ms. C. Thompson, and carried unanimously by the Directors present -

TO replace the refrigerator in Clubhouse Two at a cost not to exceed \$17,000.00.

No one spoke on this motion.

**COST RECOVERY**

Tentative Vote: Cost Recovery - Amend 70-1411-1, Facility Reservations

Mr. Massetti MOVED, seconded by Ms. Levine -

TO amend policy 70-1411-1, Facility Reservation updating language throughout as presented, pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on April 25, 2023.

One Director spoke on this motion.

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

Cost Recovery – Tentative Vote: Amend 70-1406-2, Limitations on Use of Trust Property – Fee

Mrs. Perrotti MOVED, seconded by Ms. Jacquelin -

TO amend policy 70-1406-2, Limitations on Use of Trust Property – Fee, changing, Fees for Clubhouse Facilities Setups and Teardown, as presented pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on April 25, 2023.

One Director spoke on this motion.

The motion passed with two no votes (Directors Levine and Jablonski).

**ADMINISTRATION**

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

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

TO 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 Agreement, Non-Standard Items, Orange County User Fee (OC User Fee), Penalty, Special Assessment and Standard Items, as presented.

Two Directors and the Executive Director spoke on this motion.

Administration - Amend 30-5167-3, Strategic Planning Committee Charter

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

TO amend policy 30-5167-3, Strategic Planning Committee Charter, as presented.

No one spoke on this motion.

Administration - Adopt 30-5700-3, GRF/Mutual Associates Panel Charter

Mrs. Nugent MOVED, seconded by Ms. Gambol –

TO amend policy 30-5700-3, GRF Mutual Associates Panel Charter, as presented.

Five Directors spoke on this motion.

The motion passed with six no votes (Directors Hopewell, C. Thompson, Dodero, Damoci, Isom and Massetti) and one recusal (Director Melody).

**AD HOC COMMITTEE**

Ad Hoc Committee – Disband Website Development Ad Hoc Committee

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

TO 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.

No one spoke on this motion.



## **ADJOURNMENT**

The meeting was adjourned at 1:05 P.M.

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Carol Levine, Corporate Secretary  
Golden Rain Foundation  
TM:02-28-23

DRAFT



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

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## COMMITTEE ACTION REQUEST

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TO: FINANCE COMMITTEE  
FROM: DIRECTOR OF FINANCE  
SUBJECT: ACCEPTANCE OF THE FEBRUARY 2023 FINANCIAL STATEMENTS  
DATE: MARCH 20, 2023  
CC: FILE

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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,

**Committee Action Recommended:**

To accept for audit and forward to the GRF Board the interim financial statements for period ending February 28, 2023, as presented by the Director of Finance and as reviewed by the Finance Committee.



# Financial Recap – February 2023

As of the tenth-month period ended February 2023, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$100,614.

Major variances are:

Wages, Taxes & Benefits	\$219,846	Favorable: Wages \$111K; P/R Taxes \$9k; Workers' Comp \$30K; 401(k) ER Match \$24K; Group Ins \$52K
Employee Related Expenses	(112,291)	Unfavorable: Agency fees (\$130K); Continuing Education 11K, Incentives \$582
Utilities	(39,955)	Unfavorable: Electricity (\$7K); Gas (\$31K)
Building Repair Maintenance	(5,089)	Unfavorable: HVAC in clubhouse one, materials for admin building renovation
Legal Fees	15,448	Favorable: General Counsel \$5k, Litigation \$8K, HR \$2K
Landscape Maintenance	6,732	Favorable: Seasonality not represented
Janitorial Services	(7,600)	Unfavorable: Underbudgeted
Computer Maintenance & Software	14,124	Favorable: Seasonality not represented
Property & Liability Insurance	8,284	Favorable: Budgeted more than renewal. Active shooter will close gap.
Other Professional Services	(8,093)	Unfavorable: Less billable hours than budgeted
Certification Preparation Income	(24,900)	Unfavorable: Escrow sales below budgeted amount
SRO Labor Cost Recovery	(40,935)	Unfavorable: Less billable hours than budgeted
Other Income	12,759	Favorable: Valentines dance & golf course ball retrieval
Display Advertising	7,652	Favorable: Advertisement sales exceeding budget due to inserts moving to newspaper ads.

<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	\$11,663,712	\$1,721,151	\$9,942,561	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	\$2,819,221	\$1,126,167	\$1,693,054	8

Total year-to-date approved unbudgeted operating expenses are \$41,071.45.



## BOARD ACTION REQUEST

**DATE:** MARCH 28, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** DIRECTOR OF FINANCE  
**BOARD ACTION:** RESERVE FUNDS INVESTMENT PURCHASE

### Investment Activity – February 2023

#### Investment Portfolio - All Funds

2/28/2023

Financial Institution & Type	Contingency Operating Fund	Reserve Fund	Capital Improvement Fund	General Operating Fund	Total Funds	Uninsured Funds
Morgan Stanley - Deposits	-	1,394,153	-	-	1,394,153	1,144,153
Morgan Stanley - CDs	-	3,735,000	-	-	3,735,000	-
US Bancorp CDs	-	3,779,115	1,895,000	-	5,674,115	-
US Bank - Money Market	1,000,000	2,755,444	924,221	4,851	4,684,515	-
<b>Total Funds</b>	<b>1,000,000</b>	<b>11,663,712</b>	<b>2,819,221</b>	<b>4,851</b>	<b>15,487,784</b>	<b>1,144,153</b>
Total Liquid Funds		2,755,444	924,221			
Maturing Investments, Apr		245,000	240,000			
Pending Authorized Purchases		-	-			
Commitments as of 2/28/2023		(1,721,151)	(1,126,167)			
Cushion <sup>1</sup>		(750,000)	(1,000,000)			
<b>Available for Investing</b>		<b>529,293</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 US Bank Corp for \$530,000 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 authorize the purchase of brokered CDs through US Bank Corp for \$530,000 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**

**List of CD Investments as of 03/14/2023 (Includes both Reserves & Capital)**

<b>Morgan Stanley</b>	<b>CUSIP</b>	<b>Rate</b>	<b>Maturity</b>	<b>Amount</b>	
Dubuque Bank & Trust CO Dubuque IA	263849BP5	0.35%	2/7/2023	245,000.00	
Minnesota Bank & Trust Edina	60400TAJ5	0.35%	2/7/2023	136,000.00	PENDING COMPLETION
New Mexico Bank & Trust Albuquerque	64707PAG1	0.35%	2/7/2023	245,000.00	
Illinois State Bank IL	45177RBH4	0.10%	2/13/2023	245,000.00	
Bank of America Charlotte NC	06051VQ33	0.75%	3/2/2023	245,000.00	
M1 Bk Macks Creek MO	55316CBD7	0.70%	3/15/2023	50,000.00	
Barclays Bank CD Willmington DE	06740KPC5	0.85%	3/16/2023	245,000.00	
Israel Disc BK New York NY	465076TE7	1.10%	4/10/2023	245,000.00	
Bank Hapoalim New York NY	06251A3G3	0.30%	5/8/2023	245,000.00	
Capital One Bank Glen Allen, VA	14042TDX2	0.30%	5/17/2023	245,000.00	
Synchrony Draper UD	87164YG81	0.30%	5/30/2023	15,000.00	
Peoples ST BK Wausau WI	712515JZ9	0.60%	8/11/2023	245,000.00	
Bank of China New York NY		3.00%	8/17/2023	155,000.00	
Ally Bank Midvale UT	02007GNU3	0.95%	9/5/2023	245,000.00	
Goldman Sachs New York NY	38149M2G7	1.00%	9/5/2023	245,000.00	
Sioux Falls		4.70%	9/7/2023	245,000.00	
Ocean First Bank National Toms River NJ	67523TAJ2	0.95%	9/8/2023	245,000.00	
Pacific Premium		4.70%	9/14/2023	155,000.00	
Eastern Colorado Bank Cheyenne Wells, CO	27631PCL6	1.00%	9/15/2023	245,000.00	
Fifththird Bank Cincinnati, OH	316777XZ9	4.10%	10/5/2023	125,000.00	
Charles Schwab Bk SSB WESTLAKETEX	15987UAC2	4.70%	11/21/2023	245,000.00	
UBS Bank		3.20%	2/20/2024	245,000.00	
Texas Exchnge Crowley TX	88241TKZ20	0.60%	6/4/2025	50,000.00	

**Golden Rain Foundation**  
**List of CD Investments as of 03/14/2023 (Includes both Reserves & Capital)**

**US Bancorp**

Pacific Western Bank	69506YTC3	1.70%	3/1/2023	170,000.00
Merrick Bank South Jordan UT	59013KNP7	0.15%	4/14/2023	245,000.00
Veritex Community Bank NA Dallas TX	923450CR9	0.15%	4/17/2023	240,000.00
TIAA Bank		4.35%	5/9/2023	180,000.00
Connect One Bank Englewood Cliffs, NJ	20786ADT9	1.80%	5/16/2023	245,000.00
Citizens National Bank	175612AB6	0.10%	6/16/2023	200,000.00
Third Fed Svgs & Ln, Cleveland OH	88413QDD7	0.30%	6/19/2023	200,000.00
First Richmond IN	319267JP6	0.45%	6/30/2023	125,000.00
Texas Capital Bank	88224PMY2	2.95%	8/11/2023	170,000.00
First Caroline Bank Rocky Mountain, NC	31944MBS3	1.90%	8/18/2023	245,000.00
Old MO Bank Springfield MO	68002LCE6	0.15%	8/21/2023	145,000.00
Amerant Bk Natl Assn Coral Gables, FL		3.00%	9/7/2023	150,000.00
Synchrony Bank Draper UT	87164XC53	0.40%	10/10/2023	225,000.00
First State Bank Farnam, NE	33648GBL6	2.05%	11/13/2023	245,000.00
Garrett State Bank, Garrett, IN	366526BB6	2.10%	11/13/2023	245,000.00
BMO Harris Bank	05600XFN5	2.45%	11/27/2023	170,000.00
Haddon Svgs Bank Haddon Heights NJ	404730EA7	1.10%	11/30/2023	245,000.00
Synovus Bank		4.55%	12/11/2023	180,000.00
Preferred Bank		5.15%	12/15/2023	100,000.00
United bankers Bank Bloomington MN	909557JR2	2.00%	1/5/2024	200,000.00
Bell St Bank & Trust Fargo, ND		3.10%	1/12/2024	150,000.00
First Bank Hamilton NJ	319137BJ3	3.05%	2/16/2024	170,000.00
American Express National Bank	02589ABU5	1.90%	3/25/2024	245,000.00
Beal Bank USA Las Vegas NV	07371CS26	1.70%	3/27/2024	30,000.00
Patriot Bank		4.05%	4/12/2024	150,000.00
PNC Bank		4.60%	5/8/2024	190,000.00
Discover Bank Greenwood DE	245673C95	2.65%	5/13/2024	245,000.00
USB Bank	90348J3B4	2.85%	5/13/2024	80,000.00
First National Bank of America East Lansing, MI	32110YXB6	2.60%	5/24/2024	245,000.00
Ottawa Savings		5.25%	6/24/2024	200,000.00

**Golden Rain Foundation**

**List of CD Investments as of 03/14/2023 (Includes both Reserves & Capital)**

BMW Bank	05580AP24	3.25%	8/12/2024	140,000.00
Santander Bank		5.20%	9/17/2024	200,000.00
Citigroup Sioux Falls Linked CD	17294XQ41	Index	6/1/2028	203,194.57



**Capital Funds  
February 2023**

Balance	\$1,693,053.76	
Monthly Funding Budgeted	\$66,667.00	*Implied
Monthly Funding Actual	\$0.00	

**Proposed Capital Expenditures**

Stantec Consulting	\$4,581.00
All American Sign	\$2,650.00
Square	\$10,000.00
ITEM	\$0.00
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>\$1,675,822.76</b>
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**Stock Transfer Transactions**

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

**Reserve Funds  
February 2023**

Balance	\$9,942,561.29
Monthly Funding Budgeted (Amenity)	\$66,667.00
Monthly Funding Budgeted (Assmnt)	\$12,500.00
Monthly Funding Actual	\$110,000.00

**Proposed Reserve Expenditures**

Urban Crossroads	\$13,900.00
ITEM	\$0.00
ITEM	\$0.00
ITEM	\$0.00
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>\$10,038,661.29</b>
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GOLDEN RAIN FOUNDATION  
Action Item  
March 28 2023

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## BOARD ACTION REQUEST

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**DATE:** MARCH 28, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** PHYSICAL PROPERTY COMMITTEE  
**ACTION:** CAPITAL FUNDING REQUEST: SAFETY IMPROVEMENT AT GOLDEN RAIN AND SAINT ANDREWS

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### **Committee Approval:**

At its March 1, 2023, meeting, the Physical Property Committee recommended a change order in a contract for a traffic engineering analysis studying the intersection of Golden Rain Road and Saint Andrews Road.

### **Background:**

On July 6, 2022, the Physical Property Committee evaluated proposals to conduct a traffic analysis concerning the intersection of Golden Rain Road and Saint Andrews Drive. The committee recommended the Board select Stantec Consulting to conduct the survey, at a cost not to exceed \$9,954, and to add \$1,000 for any unexpected contingencies.

The proposed contract required Stantec to 1) perform an operational analysis at the Golden Rain and Saint Andrews intersection to eliminate left-turn conflicts; 2) prepare a concept plan identifying signing/stripping and traffic signal phasing and improvement recommendations at the intersection as identified in the operational analysis; and 3) present an engineer's opinion of probable construction costs for the improvements shown on the the concept plan. The GRF Board approved the committee's recommendation on August 3, 2022.

At the PPC's February 1, 2023, meeting, Stantec presented a draft of its Operational Analysis Summary. At that time, the committee was informed or determined that "changes needed to be made to the analysis," and that a request for additional funding would be submitted at the committee's March 1, 2023, meeting. Later documentation described as "attached" would reference additional Stantec analysis would include "vehicles, pedestrians and protected left-turn phasing on all approaches."

At the Physical Property Committee's March 2023 meeting, Stantec submitted a change order to the original contract, specifying the following amendments (shown in red) to the tasks defined in the original contract: "Include operational traffic analysis (vehicles and pedestrians) with updated summary memorandum report, conceptual improvement plan and an engineer's opinion of probable construction costs for a traffic signal alternative providing protected left-turn phasing on



the N-S Saint Andrews Drive approaches. This change order also includes time for completed work preparing for and attending a virtual Physical Property Committee Meeting on February 1, 2023."

**Fiscal Impact:**

The suggested change order would increase the traffic study's cost by an additional \$4,581, for a total cost not to exceed \$14,535.00. This represents a 46% increase in the project's originally projected price. Stantec's amended contract proposal did not include any additional contingency set-aside.

While the expenditure will not generate positive revenues for the Foundation, the study was initiated by the perception that improvements in the community's single traffic signal might lessen the Foundation's future costs for liability insurance and litigation expenses.

**Recommendation:**

I move to recommend the Board award a contract/change order to Stantec Consulting for additional operational traffic analysis of the traffic light at Saint Andrews and Golden Rain including vehicles and pedestrians and including protected left-turn phasing on all approaches, at a cost not to exceed an additional expenditure of \$4,581, Capital Funds and authorize the President to sign the contract.

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## BOARD ACTION REQUEST

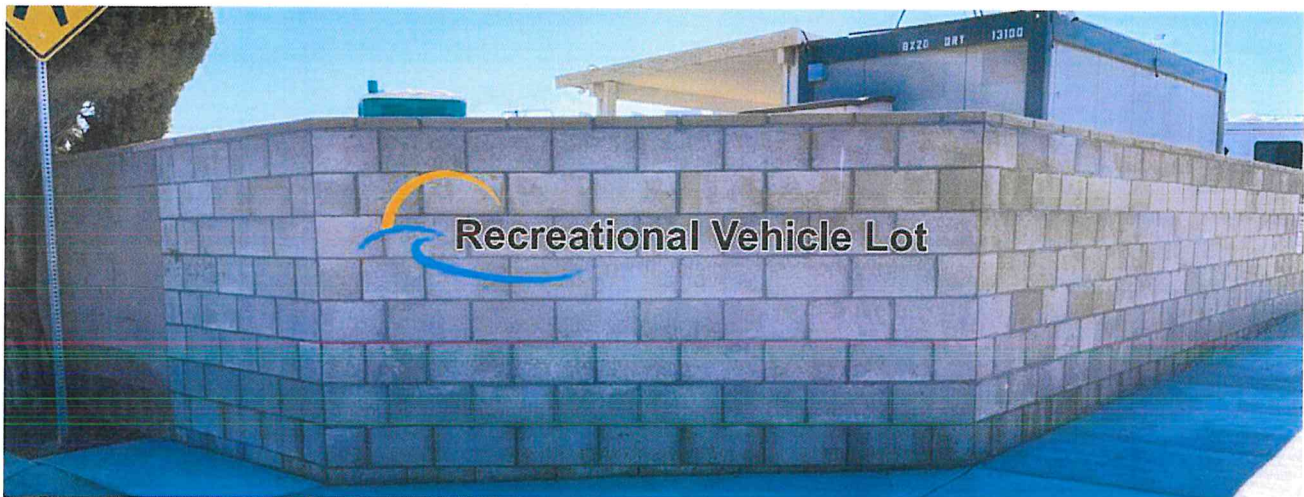
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**DATE:** MARCH 28, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** ARCHITECTURAL DESIGN AND REVIEW COMMITTEE  
**BOARD ACTION:** CAPITAL FUNDING REQUEST: RECREATIONAL VEHICLE LOT SIGNS

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### Committee Approval:

At its March 10, 2023, meeting, the Architectural Design Review Committee assessed different versions of signage from All American Sign Company for the Recreational Vehicle Lot. The Committee recommended the version below for the Board's approval.



QTY:2 24"X108" 1.5" thick Dimensional Exterior Foam Letters with Acrylic Faces **\$1025.00 EACH WALL**  
Installation **\$300.00 EACH WALL**

### Background:

A person or persons not documented in the committee's minutes requested signage outside the Recreational Vehicle Lot entrance area to be consistent with other amenities in the community. No additional rationale for the party's request was stated.

There is currently no signage displayed in this location, so this requested change would not replace non-compliant graphics or signage with newly consistent designs.

The committee's documentation introduces no assertion that the proposed signage will improve the lot's appearance or make the facility more attractive to nearby residents, who have complained about the Foundation's continuing inability to sustain plantings or otherwise enhance the long RV-lot wall bordering El Dorado Drive.

**Fiscal Impact:**

No generated revenue is expected from undertaking this expenditure.

**Recommendation:**

I move to award a contract to All American Sign Company to supply and install two foam facility signs measuring 24"x108" as presented, one on each entrance wall of the Recreational Vehicle Lot, at a cost not to exceed \$2,650 Capital Funding, and authorize the President to sign the contract.

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## BOARD ACTION REQUEST

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**DATE:** MARCH 28, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** DIRECTOR OF INFORMATION TECHNOLOGY AND DIRECTOR OF FINANCE  
**BOARD ACTION:** CAPITAL FUNDING REQUEST: POINT OF SALE PROJECT

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### **Committee Approval:**

At its March 20, 2023, meeting, the Finance Committee recommended that the Board approve the Point of Sale equipment purchase.

### **Background:**

There are five Point of Sale terminals that need to be replaced, and two terminals need to be added. The replacements are for aging NCR terminals. GRF will be switching from NCR to SquarePOS, which has already replaced NCR in a number of departments, such as Recreation, and News.

The Point of Sale terminals will be allocated as follows:

Copy and Supply - 1 replacement, 1 addition  
Cashier Desk - 1 addition  
Physical Properties - 1 replacement  
Stock Transfer - 1 replacement  
Purchasing - 1 replacement  
News - 1 replacement

Each Point of Sale setup includes a Point of Sale Terminal, Cash Drawer, and Printer. Each setup will cost about \$1,400 for a total of \$9,800.

### **Fiscal Impact:**

One time cost of \$9,800. Each transaction will incur a 2.6% transaction fee.

**Recommendation:**

I move to recommend the Board of Directors approve the Point of Sale equipment purchase for a cost not to exceed \$10,000, expending funds from the capital account with a current balance of \$1,749,306 and to be added to the reserve component list.

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## BOARD ACTION REQUEST

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**DATE:** MARCH 28, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** GRF EXECUTIVE DIRECTOR  
**BOARD ACTION:** RATIFY HOMEWISEDOCS CONTRACT

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### **Committee Approval:**

At the December 1, 2022, Board of Directors Executive Session, the board unanimously voted to approve a one-year services contract with HomeWiseDocs, which in exchange for per-transaction fees associated with real estate changes, will return a portion of those charges to GRF.

### **Background:**

GRF's Stock Transfer office provides many services concerning Leisure World real estate transactions to privately held escrow companies and real estate firms. GRF practice has been to offer those services for free, even though the private firm would be charged for those services for properties located outside Leisure World.

HomeWiseDocs is an integrated flow-through escrow process software platform that houses documents and procedures related to real estate exchanges. Employing the HomeWiseDocs services lets GRF recover staff time and resource costs it undertakes in administering the escrow process involving the exchange of Leisure World properties.

### **Fiscal Impact:**

GRF's proposed contract with HomeWiseDocs does not require GRF to pay any money to HomeWiseDocs. The company charges a fee to each client firm or individual requesting a service related to the escrow process. GRF is expected to establish billing parameters that allows the Foundation to recover its costs in facilitating the transfer process. Until those fee parameters are set, potential cost recovery income cannot be accurately projected.

### **Recommendation:**

I move to ratify the HomeWiseDocs contract, at no net cost, and instruct the President to sign the contract as soon as administratively feasible.





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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** INFORMATION TECHNOLOGY SERVICES COMMITTEE  
**SUBJECT:** **FINAL VOTE:** ADOPT 20-5560-1, SURVEILLANCE CAMERA POLICY  
**DATE:** MARCH 28, 2023

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### **Committee Approval:**

At its January 25, 2023, meeting, the GRF Board of Directors voted to tentatively adopt 20-5560-1, Surveillance Camera Policy. The document draft was published in the February 2nd edition of the LW Weekly. Members were asked to submit their comments or questions to the Board Office on this matter. This process is recommended in accordance with Civil Code §4360.

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

### **Fiscal impact:**

Fiscal impact will be limited. There is the potential that future litigation costs may be reduced by clarifying policies on sharing surveillance video.

### **Recommendation:**

I move to ratify policy 20-5560-1, Surveillance Camera Policy, as presented.

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

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

**2. GOVERNING LEGAL AUTHORITY**

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

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

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

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

**3.2 Installation, Placement and Maintenance**

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





## ITS

### **SURVEILLANCE CAMERA POLICY**

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

#### **Document History**

Adopted:	Reviewed:	Amended:
Amended:	Amended:	GDC

**Keywords:** Security  
Cameras

Recordings  
Video/Audio



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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** PHYSICAL PROPERTY COMMITTEE  
**SUBJECT:** AMEND 60-5130-3, COMMITTEE CHARTER  
**DATE:** MARCH 28, 2023

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### **Committee Approval:**

At its March 1, 2023, meeting, the Physical Property Committee recommended the Board of Directors amend 60-5130-3, Physical Property Committee Charter.

### **Background:**

The Mutual Administration and Service Maintenance Committee oversees the delivery of Service Maintenance support to the community's constituent Mutuals. This amendment proposed by the Physical Properties Committee removes potentially contradictory language from the PPC charter.

### **Fiscal Impact:**

No expected change in revenue. Slight staff savings may result as a result of removing duplication of reporting the same information to two committees.

### **Recommendation:**

I move to amend 60-5130-3, Committee Charter, updating language under Duties as presented.



## **PHYSICAL PROPERTY**

### **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 Physical Property Committee (PPC) and grants to the Committee authority specifically stated within the GRF governing documents.

In accordance with Article VIII of the Bylaws, the committee chair and members shall be appointed by the GRF President and approved by action of the BOD.

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

Oversee the operations of the Physical Property and Service Maintenance for Trust Property.

#### **2. DUTIES:**

- 2.1.** 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.
- 2.2.** Publish an agenda four (4) days in advance of the Committee meeting.
- 2.3.** The Chair shall, with the approval of the Committee, appoint a Vice-Chair.
- 2.4.** Review monthly staff report formats to be included in the monthly agenda.
- 2.5.** Meet with the PPC staff at least monthly or whenever such meetings are deemed necessary, unless canceled by the Chair.
- 2.6.** Review monthly budget comparison for cost centers 670 (Physical Property), 679 (Community Facilities), and 575 Trust Property Labor.
- 2.7.** Committee responsibilities include but are not limited to: all community infrastructure and related areas.
- 2.8.** Analyze requests from various sources within the community that are within the purview of the BOD.
- 2.9.** Oversee services provided to the GRF ~~and Mutual Corporations~~ in the areas of Service Maintenance, Trust Property and Inspection.
- 2.10.** Act as coordinating committee on construction and service bids.
- 2.11.** Assist the BOD in understanding the compliance with any contracts relating to PPC.
- 2.12.** Quarterly review of all contracts related to the PPC.
- 2.13.** Initial approval and recommendation to the Finance Committee of the annual budget for cost centers 670 (Physical Property), and 679 (Community Facilities) including Capital requests and upcoming Reserve replacements.
- 2.14.** Review policies for cost centers 670 (Physical Property), and 679 (Community Facilities). Send recommended changes to the BOD for approval every two years.
- 2.15.** Chair must furnish a report at the GRF Annual meeting.





## **PHYSICAL PROPERTY**

### **Committee Charter**

#### **3. LIMITATIONS:**

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

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

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

#### **Document History**

Adopted:	11 Jul 69	Amended:	15 Dec 76	Amended:	15 Oct 85
Amended:	15 Jul 86	Amended:	19 Mar 96	Amended:	15 Mar 11
Amended:	21 Jun 16	Amended:	23 May 17	Amended:	23 Jul 19
Amended:	04 Sep 19	Amended:	24 Nov 20	Amended:	30 Apr 21
Amended:	28 Sep 21				
Amended:	22 Nov 22				

**Keywords:** Charter      Physical  
Property



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## BOARD ACTION REQUEST

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**DATE:** MARCH 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 February 23, 2023, meeting, the GRF Administration Committee recommended the Board of Directors to approve glossary terms for Legal.

### **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 "Legal."

### **Fiscal Impact:**

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

### **Recommendation:**

I move to amend Amend 30-1001-5, Glossary of Terms: Bylaws, Community Rules Violation Notice, Community Rules Violation Panel, Default, Due Process, Governing Documents, Landlord-Tenant Relationship, Occupancy Agreement, Policies Rules and Regulations, Stock Certificate, Transfer, Trust, Trust Property and Trustee as presented.

Legal Category to AMEND

**GRF ADMINISTRATION COMMITTEE****30-1001-5****AMEND: 2.23.23 – First version clean, second version redlined**

**13. BYLAWS:** A GOVERNING DOCUMENT that addresses matters such as membership meetings, voting rights, elections, meetings of the BOARD OF DIRECTORS, appointment of officers, and similar administrative matters.

**13. BYLAWS:** ~~One of the~~ A GOVERNING DOCUMENT ~~governing documents~~ that ~~pertains to such~~ addresses matters such as membership meetings, voting rights, elections, meetings of the ~~Board of Directors~~ BOARD OF DIRECTORS, appointment of officers, and similar administrative matters.

**22. COMMUNITY RULES VIOLATION NOTICE:** A written notification of a violation of a GRF RULE that is presented to a RESIDENT, VISITOR or other person, or posted on their VEHICLE.

**22. COMMUNITY RULES VIOLATION NOTICE:** A written notification of a violation of ~~GRF parking or conduct policies~~ a GRF RULE that is presented to a ~~RESIDENT, VISITOR~~ resident visitor or other person. or posted on their ~~vehicle~~ VEHICLE.

**23. COMMUNITY RULES VIOLATION PANEL:** A panel comprising designated members of the GRF BOARD OF DIRECTORS that receives from MEMBERS any appeals and resolves violations of GRF RULES.

**23. COMMUNITY RULES VIOLATION PANEL:** A panel comprising ~~designated members~~ a quorum of the GRF ~~Board of Directors~~ BOARD OF DIRECTORS that receives ~~from MEMBERS~~ any appeals ~~to and resolves~~ violations of GRF ~~RULES.~~ rules from MEMBER/OWNERS.

**33. DEFAULT:** Failure to fulfill an obligation required by duty, law, or GOVERNING DOCUMENTS.

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

**35. DUE PROCESS:** An established procedure designed to safeguard the legal rights of an individual during the resolution of their possible violation of GRF RULES or other GOVERNING DOCUMENTS.

**35. DUE PROCESS:** An established ~~procedure~~ course for judicial proceedings or other governmental activities designed to safeguard the legal rights of ~~an~~ the individual ~~during the resolution of their possible violation of GRF RULES or other GOVERNING DOCUMENTS.~~



## Legal Category to AMEND

52. **GOVERNING DOCUMENTS:** Articles of Incorporation, BYLAWS, OCCUPANCY AGREEMENTS, CC&Rs, RULES and any other documents that regulate the operation of GRF and the MUTUAL corporations.

52. **GOVERNING DOCUMENTS:** Articles of Incorporation, ~~Bylaws~~BYLAWS, ~~Occupancy Agreement~~OCCUPANCY AGREEMENTS, CC&Rs, RULES and any other documents, ~~and operating rules that, which govern regulate~~ the operation of GRF and the MUTUAL corporations. ~~the associations.~~

58. **LANDLORD-TENANT RELATIONSHIP:**

58.1. Relationship between the COOPERATIVE MUTUAL corporations and their respective SHAREHOLDERS.

58.2. Relationship in which a MEMBER leases the UNIT in which they have a PROPERTY INTEREST to another authorized person.

58. **LANDLORD-TENANT RELATIONSHIP:**

58.1. Relationship between the ~~Mutual~~COOPERATIVE MUTUAL corporations ~~stock co-operatives and the Member~~their respective SHAREHOLDERS.

58.2. Relationship ~~where in which~~ a ~~Member~~MEMBER leases the ~~Unit~~UNIT in which they have a PROPERTY INTEREST to another ~~qualified authorized~~ person.

76. **OCCUPANCY AGREEMENT:** The agreement between one of the COOPERATIVE MUTUALS and a UNIT's SHAREHOLDER(s), that details the terms under which the individual(s) is entitled to possession of their respective UNIT.

76. **OCCUPANCY AGREEMENT:** The agreement between ~~a Mutual~~one of the- COOPERATIVE MUTUALS and ~~Members~~a UNIT's SHAREHOLDER(s), under that details the terms ~~of under~~ which ~~the said Member~~ individual(s) is entitled to possession of their respective ~~Unit~~UNIT.

89. **POLICIES, RULES AND REGULATIONS:** The principles and directives governing GRF and the respective MUTUAL corporations.

89. **POLICIES, RULES AND REGULATIONS:** The principles and directives governing of GRF and the respective MUTUAL corporations.

114. **STOCK CERTIFICATE:** Legal document evidencing ownership in a LEISURE WORLD SEAL BEACH COOPERATIVE MUTUAL corporation.

114. **STOCK CERTIFICATE:** Legal document evidencing ownership in a LEISURE WORLD SEAL BEACH COOPERATIVE MUTUAL ~~the~~ corporation. ~~(Mutual 1-12 and 14-16).~~

117. **TRANSFER:** The recording of any changes of an ownership interest to a COOPERATIVE MUTUAL STOCK CERTIFICATE or the DEED of a Mutual 17 CONDOMINIUM.

Legal Category to AMEND

79 117. **TRANSFER:** ~~Changing The recording of any changes of an ownership interest of to a Stock~~  
80 ~~Certificate~~ COOPERATIVE MUTUAL STOCK CERTIFICATE or the DEED of a Mutual 17  
81 CONDOMINIUM. for a Mutual Dwelling Unit.

82 -----

83



Legal Category to AMEND

84 **118. TRUST:** See GOLDEN RAIN FOUNDATION TRUST.

85 **118. TRUST:** See GOLDEN RAIN FOUNDATION TRUST.

86 Relating to GRF: A legal document granting GRF the power, authority and duty to manage and  
87 govern property held in common by the mutuals.

88 Relating to Shareholder/Member: Legal document in which real and personal property is held and  
89 administered by the assigned Trustee(s).

90 -----  
91 **119. TRUST PROPERTY:** Property held in common and administered by GRF for the use and benefit of  
92 the MEMBERS.

93  
94 **119. TRUST PROPERTY:** Property held in common and administered by GRF for the use and benefit of  
95 the ~~members~~ MEMBERS ~~and administered by The Golden Rain Foundation.~~

96 -----  
97 **122. TRUSTEE:** The person or administrative group whose legal duty is to hold and administer property  
98 for the benefit of a third party.

99 **122. TRUSTEE:** The person or administrative group whose legal duty is to whold and administer  
100 property for the benefit of a third party. ~~who has a legal duty to manage the Trust's assets in the~~  
101 ~~best interests of the beneficiary(s)~~



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## BOARD ACTION REQUEST

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**DATE:** MARCH 28, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** GRF ADMINISTRATION COMMITTEE  
**ACTION:** AMEND 30-5020-1, ORGANIZATION OF THE BOARD

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### **Committee Action:**

At its February 23, 2023, meeting, the GRF Administration Committee recommended the GRF Board of Directors approve proposed amendments to 30-5020-1, Organization of the Board.

### **Background:**

The number of standing committees in the Golden Rain Foundation governing structure has grown to 10 committees. Each committee requires time investments from among the Foundation's volunteer board members to research the issues, attend meetings and help prepare the materials for consideration by 18 members of the Board of Directors.

More critically, each of the 10 standing committees is staffed by a recording secretary, who must assure compliance with state statutes stipulating correct construction of the agenda, timely noticing to Members of the committee's agenda, accurate reporting of the committee's deliberations during the committee meeting, and legal requirements concerning the posting of the committee's minutes.

Between two and seven senior department directors and managers routinely serve as in-person resources during meetings to committee members inquiring about the Foundation's operations. The executive director generally attends every standing committee meeting and a number of senior administrators perform such duties for multiple committees during a single month.

The predictable result is that a significant proportion of the Foundation's available staff hours are consumed attending committee meetings, and cannot be devoted to what might presumably be higher value tasks in which those directors, managers and recording secretaries might be engaged.

The proposed changes to 30-5020-1 would redistribute the delegated roles of the GRF's present 10 standing committees into four committees. The proposed restructuring does not contemplate staffing or protocol changes for the Foundation's monthly board of directors meeting. The restructure also does not propose changing GRF staffing for governance activities involving the Mutual corporations, the Mutual Presidents Council, or the GRF/Mutual Associates Panel.

**Fiscal Impact:**

An analysis of staff/hour commitments to the GRF's current committee structure indicates the new committee structure will save approximately 53% of the staff time currently committed to GRF committee meetings. This recommitted staff time, priced out within different tiers for currently established clerical and administrative salaries, is valued at about \$38,000 over the 11 months the standing committees routinely meet each year.

The analysis is based on relatively conservative suppositions. While it is difficult to determine the time required for the combined meetings, the staff-cost analysis presumes that each of the four remaining meetings will, on average, be approximately 40% longer than consumed by each of the 10 current standing committees. It assumes the Foundation's executive director will continue to attend all standing committees under the new system, but anticipates staff at the department director and manager levels will report to only a single committee.

**Recommendation:**

I move the Board of Directors approve the proposed changes to Policy 30-5020-1, Organization of the Board, reducing the number of standing committees from 10 to 4, and establishing a target date of June 16, 2023, for the reorganization. Additionally, the GRF Administration Committee recommends the Board assess the new structure's effectiveness approximately three months after the new committee structure has been functioning.

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## GRF-ADMINISTRATION COMMITTEE

### Organization of the Board

#### 1. MEMBERS OF THE BOARD

The Board has eighteen members, consisting of two representatives each from Mutual One and Mutual Two, and one representative from each of the other Mutuels.

#### 2. OFFICERS OF THE BOARD

The GRF Executive Director must be able to communicate freely with any and all GRF Board Officers without being concerned about a potential conflict involving Mutual-related business. Therefore, GRF Board Officers may not serve on their Mutual Board concurrently due to unavoidable conflicts of interest inherent in serving on both Boards.

2.1. President

2.2. Vice President

2.3. Corporate Secretary

2.4. Treasurer

#### ~~3. GRF ADMINISTRATION COMMITTEE~~

~~The GRF Administration Committee shall consist of the elected officers of the Golden Rain Board and the chairpersons of the Recreation, Physical Property, Mutual Administration and Security, Bus and Traffic Committees.~~

#### 4.3. STANDING COMMITTEES

3.1. Administration Committee

3.2. Facilities Committee

3.3. Member Services Committee

3.4. Operations Committee

~~4.1. Architectural and Design Committee~~

~~4.2. Communications Committee~~

~~4.3. Information Technology Services Committee~~

~~4.4. Finance Committee~~

~~4.5. Mutual Administration Committee~~

~~4.6. GRF Administration Committee~~

~~4.7. Physical Property Committee~~

~~4.8. Recreation Committee~~

~~4.9. Security, Bus & Traffic Committee~~

~~4.10. Strategic Planning Committee~~

#### 4. COMMUNITY RULES VIOLATION PANEL

#### 5. OTHER COMMITTEES AS APPROVED BY THE BOARD

## GRF-ADMINISTRATION COMMITTEE



### Organization of the Board

#### Document History

Adopted:	18 Jan 72	Amended:	17 Feb 76	Amended:	16 Aug 83
Amended:	18 Feb 97	Amended:	15 Sep 09	Amended:	19 Apr 11
Changed:	27 Aug 13 (to update Committee Title)				
Amended:	23 Sep 14 (Effective Start of 2015/2016 Term)				
Amended:	28 Mar 17 (Effective Start of 2017/2018 Term)				
Reviewed:	09 Feb 18	Amended:	23 Jul 19	Amended:	23 Mar 21
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