

BOARD OF DIRECTORS

Meeting Agenda
Tuesday, April 25, 2023 - 10:00 A.M.
Clubhouse Four

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

3. President's Announcement

4. Member Comments/Correspondence

5. Consent Calendar

- a. GRF Board of Directors Minutes, March 28, 2023
- b. Accept the Interim Financial Statements March 2023, for Audit
- c. Approve Reserve Funds Investment Purchase
- d. Approve Transfers of Funds for GRF per Civil Code 5502

6. New Business

a. General

i. Accept Donation from The Friends of the Library

b. Capital Funding

i. Capital and Reserve Funds Balance Sheet

ii. Perimeter Wall Around Frontier Building

Proposed Solution: Authorize funding to share the cost of replacing the Perimeter Wall with Frontier using their contractor, CRA, and add \$10,000 contingency for a total cost not to exceed \$211,530, Capital Funding and authorize the President sign the contract.

iii. Clubhouse Six - Wall Mount Fans in Fitness Center Dance Room

Proposed Solution: Award a contract to Kress Construction, to install (3) standard receptacles for fans, (1) 120v 20amp circuit for fans, provide (2) global industries wall mount fans, for \$4,081.00 plus a 20% contingency for a total cost not to exceed of \$4,897.20, Capital Funding and authorize the President to sign the contract.

c. Operational Funding

i. Three-Year Contract - Community Facilities Pest Control Service

Proposed Solution: Award a contract to Fenn Termite and Pest Control to provide pest control and termite inspection and localized treatment for all Trust Property Buildings for a three-year period at a cost of \$60,870 Operational Funding and authorize the President to sign the contract.

ii. Holiday Contract

Proposed Solution: Award a contract to Magical Holiday Designs as

presented at a cost not to exceed \$30,995.00, Operational Funding and authorize the President to sign the contract.

d. **Reserve Funding**

i. **Clubhouse Three Kitchen**

Proposed Solution: Award a contract to Vickers Construction for replacing countertops, painting meeting rooms, installing GRF provided appliances (estimated cost \$32,000) and installing new blinds in rooms 1-8 in Clubhouse Three at a cost of \$75,600. Also have Service Maintenance install a storage closet adjacent to Room Nine in the Main Lobby and replace lighting with LED type for a cost of \$9,000 and at a cost of \$10,000 for installation television, Reserve Funding, for a total cost not to exceed \$139,230 and authorize the President to sign the contract.

e. **Cost Recovery**

i. **Approve Homewise Docs Schedule of Fees**

Proposed Solution: Approve Homewise Docs Schedule of Fees, as presented.

f. **Administration**

i. **Amend 30-1001-5, Glossary Term**

Proposed Solution: Amend 30-1001-5, Glossary Terms: Authorized Resident, Commercial Worker, Contractor, Emotional Support Animal, Employee, Member, Member/Owner, Non-Resident, Occupant, Owner, Pet, Renter/Lessee, Resident, Service Animal, Service Provider, Shareholder/Stockholder, Vendor, and Visitor; and to add definitions for Director, Executive Director, Lessor Member, Qualified Resident and Governing Documents, as presented.

ii. **Final Vote: Ratify 70-1411-1, Facility Reservations ITEM HAS BEEN REMOVED AS OF APRIL 21, 2023.**

iii. **Final Vote: Ratify 70-1406-2, Limitations of Use of Trust Property -Fees ITEM HAS BEEN REMOVED AS OF APRIL 21, 2023.**

iv. **Rescind Existing Charters for the Foundation's Standing Committees**

Proposed Solution: Rescind the following Committee Charters, effective as of June 15, 2023: 10-5160-3, Architectural Design and Review Committee; 20-5118-3, Information Technology Services Committee; 20-5125-3, Communications Committee; 30-5110-3, GRF Administration Committee; 30-5167-3, Strategic Planning Committee; 30-5180-3, Governing Documents Committee; 40-5115-3, Finance Committee; 50-5165-3, Mutual Administration and Service Maintenance Committee, 60-5130-3, Physical Property Committee; 70-5135-3, Recreation Committee; 80-5145-3, Security, Bus and Traffic Committee

v. **Adopt Committee Charters**

Proposed Solution: Adopt the following charters assigning responsibilities and

limitations to the four standing committees that will be reporting to the GRF Board of Directors and establish the four committees' starting date of June 15, 2023; 10-1000-3, Administration Committee Charter; 20-1000-3, Facilities Committee Charter; 30-1000-3, Services Committee Charter; 40-1000-3, Operations Committee Charter.

7.Ad Hoc Reports

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

8.Next Meeting Date

Tuesday, May 23, 2023, at 10:00 a.m. – Clubhouse Four

9. Adjournment

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.**



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, March 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 March 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, Gambol, Jacquelin, Nugent, Geffner, Gerber, W. Thompson, Hopewell, Ableser, C. Thompson, Dodero, Levine, Jablonski, Damoci, Melody, 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 Hopewell was 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, February 28, 2023; Accept the Interim Financial Statements February 2023 for Audit; Approve Reserve Fund Investment Purchase; Approve Transfers of Funds for GRF per Civil Code 5502.

CAPITAL FUNDING

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

Capital Funding - Safety Improvement at Golden Rain and Saint Andrews

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

TO 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

Fourteen Directors spoke on this motion.

Capital Funding - Recreational Vehicle Lot Signage

Ms. Levine MOVED, seconded by Mr. Friedman present –

TO 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.

Six Directors and the Recreation Manager spoke on this motion.

The motion passed with four no votes (Directors Gambol, W. Thompson, Jablonski and Isom and one abstention (Director Melody).

Capital Funding - Point of Sale Project

Mr. Friedman MOVED, seconded by Mr. Dodero and carried unanimously by the Directors present –

TO 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.

Six Directors and the Recreation Manager spoke on this motion.

COST RECOVERY

Ratify HomeWiseDocs Contract

Mr. Jablonski MOVED, seconded by Mr. Dodero and carried unanimously by the Directors present –

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

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



ADMINISTRATION

Administration - Final Vote: Adopt 20-5560-1. Surveillance Camera Policy

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

TO ratify 20-5560-1, Surveillance Camera Policy, as presented.

Two Directors and the Executive Director spoke on this motion.

Administration - Amend 60-5130-3, Physical Property Committee Charter

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

TO amend 60-5130-3, Committee Charter updating language under Duties rules, as presented.

No one spoke on this motion.

Administration - Amend 30-1001-5, Glossary Term

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

TO 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.

Five Directors spoke on this motion.



Administration – Amend 30-5020-1, Organization of the Board

Mr. W. Thompson MOVED, seconded by Mrs. Nugent present -

TO 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.

Five Directors spoke on this motion.

The motion passed with five no votes (Director Geffner, Dodero, Melody, Isom and Massetti).

ADJOURNMENT

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

Carol Levine, Corporate Secretary
Golden Rain Foundation
TM:03-28-23



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

COMMITTEE ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: DIRECTOR OF FINANCE
SUBJECT: ACCEPTANCE OF THE MARCH 2023 FINANCIAL STATEMENTS
DATE: APRIL 25, 2023
CC: FILE

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

Recommendation:

To accept for audit and forward to the GRF Board the interim financial statements for period ending March 31, 2023, as presented by the Director of Finance and as reviewed by the Finance Committee.

Financial Recap – March 2023

As of the three-month period ended March 2023, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$193,666.

Major variances are:

Wages, Taxes & Benefits	\$316,010	Favorable: Wages \$138K; P/R Taxes \$11k; Workers' Comp \$46K; 401(k) ER Match \$38K; Group Ins \$73K
Employee Related Expenses	(173,120)	Unfavorable: Agency fees (\$189K); Continuing Education 10K, Incentives \$3K; Recruiting \$3K
Utilities	(43,818)	Unfavorable: Electricity (\$9K); Gas (\$35K)
Building Repair Maintenance	(4,916)	Favorable: Less expense as larger improvements already completed in prior months.
Legal Fees	22,016	Favorable: General Counsel \$5k, Litigation \$12K, HR \$4K
Landscape Maintenance	11,128	Favorable: Seasonality not represented
Janitorial Services	26,364	Favorable: Contract adjustment
Computer Maintenance & Software	13,082	Favorable: Seasonality not represented
Property & Liability Insurance	(9,812)	Unfavorable: Prepayment of unbudgeted active shooter.
Other Professional Services	(11,404)	Unfavorable: More billable hours than budgeted
Certification Preparation Income	(35,400)	Unfavorable: Escrow sales below budgeted amount
SRO Labor Cost Recovery	(36,117)	Unfavorable: Less billable hours than budgeted
Other Income	17,774	Favorable: Valentines dance & golf course ball retrieval
Display Advertising	19,942	Favorable: Advertisement sales exceeding budget due to inserts moving to newspaper ads.

Reserve Funds	Fund Balance	Allocated Current Projects	Allocated Future Projects	For details, see page
Repairs & Replacements	\$11,687,652	\$1,570,205	\$10,117,447	7

Capital Funds	Fund Balance	Allocated Funds	Unallocated Funds	For details, see page
Capital Improvements	\$2,6324,281	\$947,413	\$1,686,868	8

Total year-to-date approved unbudgeted operating expenses are \$43,273.75.



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: APRIL 25, 2023
CC: FILE

Investment Activity – March 2023

Investment Portfolio - All Funds						
3/31/2023						
Financial Institution & Type	Contingency Operating Fund	Reserve Fund	Capital Improvement Fund	General Operating Fund	Total Funds	Uninsured Funds
Morgan Stanley - Deposits	-	546,990	-	-	546,990	296,990
Morgan Stanley - CDs	-	4,595,000	-	-	4,595,000	-
US Bancorp CDs	-	4,279,351	1,725,000	-	6,004,351	-
US Bank - Money Market	1,000,000	2,266,310	909,281	192,352	4,367,944	-
Total Funds	1,000,000	11,687,652	2,634,281	192,352	15,514,285	296,990
Total Liquid Funds		2,266,310	909,281			
Maturing Investments, May		505,000	180,000			
Pending Authorized Purchases		-	-			
Commitments as of 3/31/2023		(1,570,205)	(947,413)			
Cushion ¹		(750,000)	(1,000,000)			
Available for Investing		451,105	-			

¹On 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 \$450,000 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 US Bank Corp for \$450,000 with terms ranging from three (3) 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 4/18/2023 (Includes both Reserves & Capital)**

Morgan Stanley	CUSIP	Rate	Maturity	Amount
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
Lending Club	52603NAU5	5.37%	3/21/2024	245,000.00
State Bank	856285Y54	5.34%	3/21/2024	245,000.00
Royal Business	78011KBG2	5.26%	3/22/2024	245,000.00
Western Alliance	95763PLB5	5.33%	3/28/2024	245,000.00
Comerica Bank	200339FB0	5.02%	9/30/2024	175,000.00
Bank New York	06405VFG9	5.00%	3/21/2025	245,000.00
Texas Exchange Crowley TX	88241TKZ20	0.60%	6/4/2025	50,000.00

Golden Rain Foundation
List of CD Investments as of 4/18/2023 (Includes both Reserves & Capital)

US Bancorp

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
Bank New England		4.85%	2/26/2024	165,000.00
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
Business First Bank		4.85%	4/26/2024	165,000.00
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
BMW Bank	05580AP24	3.25%	8/12/2024	140,000.00

Golden Rain Foundation**List of CD Investments as of 4/18/2023 (Includes both Reserves & Capital)**

Santander Bank		5.20%	9/17/2024	200,000.00
Intrust Bank		4.95%	10/21/2024	200,000.00
Citigroup Sioux Fass Linked CD	17294XQ41	Index	6/1/2028	203,194.57



BOARD ACTION REQUEST

DATE: APRIL 25, 2023
TO: GRF BOARD OF DIRECTORS
FROM: DIRECTOR OF FINANCE
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:

That the Board of Directors authorizes the following transfers of funds:

Transaction	Date	Amount
D L D Insurance Brokers	03/16/2023	193,932.33
Innovative Cleaning Serv	03/16/2023	130,486.85
Innovative Cleaning Serv	03/16/2023	130,486.85
Innovative Cleaning Serv	03/16/2023	130,486.85
California Gate and	03/16/2023	121,270.91
Anthem Blue Cross	04/03/2023	99,996.02
California Gate and	04/05/2023	96,086.25
City of Seal Beach	03/16/2023	92,123.68
Anthem Blue Cross	03/01/2023	88,601.55
CliftonLarsonAllen LLP	03/16/2023	68,250.00
City of Seal Beach	04/17/2023	63,751.00
Sitelogiq Inc	04/14/2023	40,620.85
Sitelogiq Inc	04/14/2023	40,620.84
Off Duty Officers, Inc.	03/16/2023	35,475.66
Ferguson Entrprs #1350	03/08/2023	34,504.20
Off Duty Officers, Inc.	04/05/2023	34,490.76
Shade Comforts, Inc.	03/17/2023	32,381.25
CliftonLarsonAllen LLP	04/05/2023	31,500.00
Off Duty Officers, Inc.	03/16/2023	30,923.57

D L D Insurance Brokers	03/16/2023	22,236.32
Boyer & Associates	03/16/2023	21,500.00
Preferred Employers	03/29/2023	20,834.00
Preferred Employers	04/07/2023	20,834.00
Lowe's	03/29/2023	18,674.57
PacketWatch	03/16/2023	15,346.95
California Gate and	03/16/2023	14,494.41
SoCalGas	03/15/2023	14,491.20
J&J Landscaping, Inc.	03/30/2023	14,200.00
Athens Services	03/29/2023	13,779.03
Guardian Insurance Co	03/01/2023	12,572.07
Pacific 3 Electric, Inc	04/07/2023	11,680.00
J&J Landscaping, Inc.	03/30/2023	10,500.00
SirsiDynix EOS LLC	04/13/2023	10,238.81
Payroll	3/10/2023	269,683.03
Payroll	3/24/2023	261,783.62
401K	3/9/2023	27,498.72
Payroll Taxes	3/10/2023	99,361.81
FERGUSON ENTERPRISES	03/17/2023	39,929.27
Ganahl Lumber Co	03/17/2023	10,791.44
Home Pipe & Supply	03/17/2023	24,153.11
Edison	03/22/2023	21,751.68
The Gas Company	03/22/2023	16,990.30
Home Depot/GECF	03/27/2023	20,116.50
Home Depot/GECF	03/31/2023	29,548.84
Lowe's	03/31/2023	38,401.11



GOLDEN RAIN FOUNDATION
Board Action Item
April 25, 2023

BOARD ACTION REQUEST

DATE: APRIL 25, 2023
TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE
BOARD ACTION: APPROVE DONATION FROM THE FRIENDS OF THE LIBRARY

A \$7,500 donation was received from the Friends of the Library.

Recommendation:

I move to accept the donation of \$7,500 to GRF Library from The Friends of the Library.

**Capital Funds
March 2023**

Balance	\$1,686,868.10	*Implied
Monthly Funding Budgeted	\$66,667.00	
Monthly Funding Actual	\$0.00	

Proposed Capital Expenditures

Perimeter Wall	\$211,530.00
Fitness Center Fans	\$4,897.00
ITEM	\$0.00
ITEM	\$0.00
ITEM	\$0.00
ITEM	\$0.00
ITEM	\$0.00
ITEM	\$0.00
ITEM	\$0.00
ITEM	\$0.00

Total Balance Remaining	\$1,470,441.10
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Stock Transfer Transactions

January	16	30
February	24	29
March	24	41
April	38	48
May		51
June		46
July		41
August		40
September		34
October		32
November		32
December		28

2023

2022

**Reserve Funds
March 2023**

Balance	\$10,117,446.73
Monthly Funding Budgeted (Amenity)	\$66,667.00
Monthly Funding Budgeted (Assmnt)	\$12,500.00
Monthly Funding Actual	\$159,362.00

Proposed Reserve Expenditures

Clubhouse Three Kitchen	\$139,230.00
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

Total Balance Remaining	\$10,137,578.73
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BOARD ACTION REQUEST

DATE: APRIL 25, 2023
TO: GRF BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTY COMMITTEE
BOARD ACTION: CAPITAL FUNDING REQUEST: PERIMETER WALL AROUND FRONTIER BUILDING

Committee Approval:

At its April 5, 2023, meeting, the Physical Property Committee moved to recommend the Board authorize funding to share the cost of replacing the Perimeter Wall with Frontier using their contractor, Certified Roofing Applicators, adding a \$10,000 contingency for a total cost not to exceed \$211,530, Capital Funding and authorize the President sign the contract.

Background:

A little over two years ago GRF staff was requested to contact Frontier to inquire about sharing the cost of replacing the retaining wall around their facility. We were told this was not in Frontier's budget at the time, but Frontier has now come to us to equally share the cost of replacement (50/50). (Attached is the Wall Evaluation and Scope of Work)

Frontier has shared their proposal from Certified Roofing Applicators; total cost of the project is \$449,535 (see attached)

GRF-	\$201,530
Frontier-	\$224,767.50
First Christian Church-	\$23,237.50

Note: Section of wall at First Christian Church not included in GRF cost.

Fiscal Impact:

No funds have been budgeted for this replacement.

Recommendation:

I move to authorize funding to share the cost of replacing the Perimeter Wall with Frontier using their contractor, CRA, and add \$10,000 contingency for a total cost not to exceed \$211,530, Capital Funding and authorize the President sign the contract.



BOARD ACTION REQUEST

DATE: APRIL 25, 2023
TO: GRF BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTY COMMITTEE
BOARD ACTION: CAPITAL FUNDING REQUEST: CLUBHOUSE SIX - WALL MOUNT FANS IN FITNESS CENTER DANCE ROOM

Committee Approval:

At its April 5, 2023 meeting, the Physical Property Committee moved to recommend the Board install 3 wall-mounted fans in the Dance Fitness Center in Clubhouse Six. The contract to Kress Construction, to install (3) standard receptacles for fans, (1) 120v 20amp circuit for fans, provide (2) Global Industries wall-mount fans, for \$4,081.00 plus a 20% contingency for a total cost not to exceed \$4,897.20, Capital Funding and authorize the President to sign the contract.

Background:

During the summer of 2022, the dance area experienced too much heat. At the direction of the Recreation Committee on March 6th, 2023, a trial wall mount fan was set up to test the possibility of moving air in the fitness center. We had success, so the Recreation Department sent a request to install two more wall mount fans for a total of 3 fans on their own electrical circuit back to the electrical panel. Physical Property and received two bids:

1. Kress Construction: \$4,081.00
2. Pacific 3 Electric: \$5,150.00

Fiscal Impact:

Non-Budgeted Capital Expense - (3) 30" three-speed wall-mount fans - replacement costs 1,800.00 every 7 years

Recommendation:

I move to award a contract to Kress Construction, to install (3) standard receptacles for fans, (1) 120v 20amp circuit for fans, provide (2) global industries wall mount fans, for \$4,081.00 plus a 20% contingency for a total cost not to exceed of \$4,897.20, Capital Funding and authorize the President to sign the contract.



BOARD ACTION REQUEST

DATE: APRIL 25, 2023
TO: GRF BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTY COMMITTEE
BOARD ACTION: OPERATIONAL FUNDING REQUEST: THREE-YEAR CONTRACT -
COMMUNITY FACILITIES PEST CONTROL SERVICE

Committee Approval:

At its April 5, 2023, meeting, the Physical Property Committee moved to recommend the Board award a contract to Fenn Termite and Pest Control to provide pest control and termite inspection and localized treatment for all Trust Property Buildings for a three-year period at a cost of \$60,870 Operational Funding and authorize the President to sign the contract.

Background:

The Pest Control Service Contract for Trust Property expires May 31, 2023, and a new 3-year contract is needed. The service includes Pest Control and Termite inspection and localized treatment for all Trust Property buildings. The Physical Property department issued an RFP for this service to five (5) vendors; two (2) bids were received, costs are as follows:

Fenn- \$60,870
Hawx- \$97,200

It was also staff's recommendation to select Fenn Termite and Pest Control to service the Trust Property for the 3-year term at a cost of \$60,870.

Fiscal Impact:

OPERATIONS EXPENSE - The increase to the budget line item is a little over 38% for the 3 year period.

Recommendation:

I move to award a contract to Fenn Termite and Pest Control to provide pest control and termite inspection and localized treatment for all Trust Property Buildings for a three-year period at a cost of \$60,870 Operational Funding and authorize the President to sign the contract.



BOARD ACTION REQUEST

DATE: APRIL 25, 2023
TO: GRF BOARD OF DIRECTORS
FROM: ARCHITECTURAL DESIGN REVIEW COMMITTEE
ACTION: HOLIDAY CONTRACT APPROVAL

Background:

At its April 15, 2023, meeting, the Architectural Design and Review Committee approved the scope of work proposed by Magical Holiday Designs for the 2023 holiday decorations as submitted. In 2022, the contractor submitted a 3-year proposal incorporating the purchase, storage, erection, and striking of décor throughout Trust Property however, the contract is drawn annually. There are no changes from the original proposal.

Fiscal Impact:

Operating Funds: G/L: 6481500-101 – Holiday Decorations -\$30,995.00 with 50% deposit due upon execution of the contract and the balance due upon installation.

Recommendation:

I move to recommend the Board award a contract to Magical Holiday Designs as presented at a cost not to exceed \$30,995.00, Operational Funding and authorize the President to sign the contract.



BOARD ACTION REQUEST

DATE: APRIL 12, 2023
TO: BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTY COMMITTEE
BOARD ACTION: CLUBHOUSE THREE KITCHEN REFURBISHMENT ROOMS 1-8

Committee Approval:

On, April 5, 2023, meeting, the Physical Property Committee moved: TO recommend the Board award a contract to Vickers Construction for the replacement of countertops, painting meeting rooms, installation of GRF provided appliances (estimated cost \$32,000) and installing new blinds in rooms 1-8 in Clubhouse Three at a cost of \$75,600. Also have Service Maintenance install a storage closet adjacent to room 9 in the Main Lobby and replace lighting with LED type for a cost of \$9,000 and at a cost of \$6,000 for installation television, Reserve Funding, for a total cost not to exceed \$138,710

	Capital	Reserve	Project Total
Vickers Construction		\$ 75,600	
Service Maintenance			
Build storage room	\$ 3,500		
Install LED lights Main Lobby and Kitchens 1-8		\$ 9,000	
TV installation kitchen 1-8	\$ 6,000		
Appliance budget		\$ 32,000	
Contingency 10%	\$ 6,305	\$ 6,305	
Total Cost	\$ 15,805	\$ 122,905	\$ 138,710

Background:

The Physical Property Department was requested by the Recreation Committee to seek proposals for the following modifications at the Kitchens in Clubhouse 3 Rooms 1-8.

- Build storage room in main lobby
- LED Lighting up-grade
- Paint kitchen ceilings

- Paint meeting rooms
- Install window coverings
- Replace appliances and counter tops
- TV installation kitchen 1-8

Three contractors were requested to provide cost per kitchen for the replacement of countertops, painting meeting rooms, installation of GRF provided appliances (sink dishwasher, stove and refrigerator) and installing new blinds in rooms 1-8 in Clubhouse Three.

Vickers Construction- \$9,450
Marko Construction- \$9,725
Hadi Construction- \$10,835

The Service Maintenance Department will provide the materials and labor for the LED lighting upgrades, tv installation and to add the storage area in the lobby

Fiscal Impact:

Reserve Study- Kitchens 1-8 has \$232,000 scheduled for 2023-2024

Recommendation:

I recommend to award a contract to Vickers Construction for replacing countertops, painting meeting rooms, installing GRF provided appliances (estimated cost \$32,000) and installing new blinds in rooms 1-8 in Clubhouse Three at a cost of \$75,600. Also have Service Maintenance install a storage closet adjacent to Room Nine in the Main Lobby and replace lighting with LED type for a cost of \$9,000 and at a cost of \$10,000 for installation television, Reserve Funding, for a total cost not to exceed \$139,230 and authorize the President to sign the contract



BOARD ACTION REQUEST

DATE: APRIL 25, 2023
TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE
BOARD ACTION: APPROVE HOMEWISE DOCS SCHEDULE OF FEES

Committee Approval:

At its April 21, 2023, meeting, the Finance Committee recommended the Board of Directors to approve Homewise Docs Schedule of Fees.

Background:

HomeWise Docs is an integrated software platform that houses the process, documents required and ability to pay for all things related to the escrow process. Utilization of the software was previously approved by the Board of Directors with MAC reviewing and providing fees recommendation.

Fiscal Impact:

All fees are unbudgeted income to aid in recovering the costs associated with time and resources devoted to the escrow process.

Recommendation:

I move to approve Homewise Docs Schedule of Fees, as presented.



BOARD ACTION REQUEST

DATE: APRIL 25, 2023
TO: GRF BOARD OF DIRECTORS
FROM: GRF ADMINISTRATION COMMITTEE
BOARD ACTION: AMEND 30-1001-5 - GLOSSARY OF TERMS

Committee Approval:

At its March 23, 2023, meeting, the GRF Administration Committee recommended the Board of Directors to approve glossary terms for People and Pets.

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 "People and Pets."

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: Authorized Resident, Commercial Worker, Contractor, Emotional Support Animal, Employee, Member, Member/Owner, Non-Resident, Occupant, Owner, Pet, Renter/Lessee, Resident, Service Animal, Service Provider, Shareholder/Stockholder, Vendor, and Visitor; and to add definitions for Director, Executive Director, Lessor Member, Qualified Resident and Governing Documents, as presented.

- 1
2 1. 9. AUTHORIZED RESIDENT: An OCCUPANT who has been approved, under the terms of
3 GRF and the RESIDENT's respective MUTUAL, to occupy a residential UNIT IN LEISURE WORLD.
4 These include a MEMBER occupying a unit, a RENTER/LESSEE, a QUALIFIED PERMANENT RESIDENT
5 under the age of 55, or an authorized CO-OCCUPANT.
- 6 9. AUTHORIZED RESIDENT: An occupant ~~OCCUPANT~~ who has been approved, under the terms of
7 GRF and the resident's ~~RESIDENT's~~ respective ~~mutual~~ **MUTUAL**, to occupy a residential ~~unit~~ **UNIT**
8 IN LEISURE WORLD. These include a ~~Member/Owner~~ **MEMBER** occupying a unit, a ~~renter/lessee~~
9 **RENTER/LESSEE**, a ~~Qualified Permanent Resident~~ **QUALIFIED PERMANENT RESIDENT** under the age
10 of 55, or a ~~certified~~ **an authorized CO-OCCUPANT** ~~co-occupant (a residing non-owner)~~.
- 11
12 18. COMMERCIAL WORKER: Part-time or full-time employee or subcontractor of a CONTRACTOR.
- 13 18. COMMERCIAL WORKERS: Part-time or full-time employee **or subcontractor** of **a CONTRACTORS**.
- 14
- 15 25. CONTRACTOR: Any company, organization, or person, including a CAREGIVER, that enters into an
16 agreement with GRF, its MEMBERS, the MUTUALS or AUTHORIZED RESIDENTS to do business or
17 provide services IN LEISURE WORLD SEAL BEACH.
- 18
- 19 25. CONTRACTOR: Any **company, organization or** person, including a CAREGIVER, **that who** enters into
20 an agreement with GRF, **its MEMBERS**, the ~~mutuals~~ **MUTUALS** **and or** **AUTHORIZED** RESIDENTS to
21 do business or provide services IN LEISURE WORLD-**SEAL BEACH**.
- 22
- 23
- 24 42. EMOTIONAL SUPPORT ANIMAL: Animals that do not qualify as SERVICE ANIMALS but that provide
25 a sense of safety, companionship, and comfort to those with psychiatric or emotional disabilities
26 or conditions.
- 27 42. EMOTIONAL SUPPORT ANIMAL: Animals **that do not qualify as SERVICE ANIMALS but** that provide
28 a sense of safety, companionship, and comfort to those with psychiatric or emotional disabilities
29 or conditions. ~~California Civil Code 54.1.~~
- 30
- 31 43. EMPLOYEE: A person who is directly employed by GRF , either on a full-time, part-time, or
32 temporary basis.
- 33 43. EMPLOYEE: ~~Means a~~ **A** person who is **directly** employed by GRF , either on a full-time, part-time or
34 temporary basis.
- 35 64. MEMBER: A SHAREHOLDER in one of the COOPERATIVE MUTUALS or a Mutual 17 CONDOMINIUM
36 OWNER in LEISURE WORLD SEAL BEACH.
- 37 64. MEMBER: **A SHAREHOLDER in one of the COOPERATIVE MUTUALS or a Mutual 17 CONDOMINIUM**
38 **OWNER in LEISURE WORLD SEAL BEACH**

- 39 ~~GRF Member~~ is a stockholder or condominium owner in Seal Beach Leisure World.
 40 ~~Mutual Member~~
 41 ~~Mutual 1 12 and 14 16 a shareholder/stockholder and a GRF member~~
 42 ~~Mutual 17~~ condominium owner and a GRF member
 43 _____
 44
 45 65. MEMBER/OWNER: See MEMBER.
 46 65. MEMBER/OWNER: ~~See MEMBER. GRF Member/Residential Unit Owner.~~
 47 _____
 48 73. NON-RESIDENT: Any person who is not an AUTHORIZED RESIDENT and cannot legally occupy a
 49 UNIT within LEISURE WORLD SEAL BEACH.
 50 73. NON-RESIDENT: Any person who is not an ~~authorized resident~~ AUTHORIZED RESIDENT and cannot
 51 legally occupy a UNIT within ~~Leisure World~~ LEISURE WORLD SEAL BEACH.
 52 _____
 53 78. OCCUPANT: A person who has been authorized by their respective MUTUAL to reside in a UNIT in
 54 LEISURE WORLD SEAL BEACH.
 55 78. OCCUPANT: A person ~~who has been authorized by their respective MUTUAL to reside legally~~
 56 ~~residing in a Unit~~UNIT in ~~Leisure World~~ LEISURE WORLD SEAL BEACH.
 57 _____
 58 83. OWNER: The person(s) named on the DEED of a Mutual 17 CONDOMINIUM.
 59 83. OWNER: ~~Refers to the owner~~ The person(s) named on the DEED of a ~~Mutual 17 CONDOMINIUM.~~
 60 ~~Condominium in Mutual 17.~~
 61 _____
 62 87. PET: A domesticated animal as approved and defined in each MUTUAL's Pet Policy.
 63 87. PET: A domesticated animal as approved and defined in ~~each the Mutual~~ each MUTUAL's Pet Policy.
 64 _____
 65
 66 99. RENTER/LESSEE: A person whom a MUTUAL has authorized to lease a UNIT IN LEISURE WORLD
 67 SEAL BEACH.
 68 99. RENTER/LESSEE: ~~A person whom a MUTUAL has authorized to lease a UNIT IN LEISURE WORLD~~
 69 ~~SEAL BEACH. Non-Owner leasing a residential unit.~~
 70 102. RESIDENT: An authorized OCCUPANT of a LEISURE WORLD SEAL BEACH residential unit, including
 71 a MEMBER occupying their unit, a RENTER/LESSEE, a QUALIFIED PERMANENT RESIDENT, or a CO-
 72 OCCUPANT authorized by their respective MUTUAL.
 73 102. RESIDENT: Any authorized ~~OCCUPANT~~ occupant of a ~~mutual~~ LEISURE WORLD SEAL BEACH
 74 residential unit, including a ~~MEMBER member/owner~~ MEMBER member/owner occupying their unit, a ~~renter/lessee,~~
 75 ~~RENTER/LESSEE, a qualified permanent resident~~ QUALIFIED PERMANENT RESIDENT under the age

of 55, or a certified CO-OCCUPANT co-occupant ~~authorized by their respective MUTUAL. (a~~
~~residing non-owner).~~

107. SERVICE ANIMAL: A dog that is individually trained to perform tasks, such as recovering dropped items, minimal protection work, rescue work or pulling a wheelchair, for an individual with a disability. (See California Civil Code 54.1 and Penal Code Section 365.5).

107. SERVICE ANIMAL: ~~An animal dog~~ that is ~~individually~~ trained to ~~do work or~~ perform tasks, ~~such as recovering dropped items, minimal protection work, rescue work or pulling a wheelchair,~~ for an individual with a disability. (See ~~California~~ Civil Code 54.1 ~~and Penal Code Section 365.5~~).

109. SERVICE PROVIDER: Any non-GRF EMPLOYEE contracted by a MEMBER or AUTHORIZED RESIDENT to assist with home health, cleaning, and/or residential maintenance and repair at their residential UNIT. (See CONTRACTOR).

109. SERVICE PROVIDER: Any ~~person~~ ~~non-GRF EMPLOYEE~~ contracted by a MEMBER or AUTHORIZED RESIDENT to assist with home health, cleaning, and/or residential maintenance and repair at their residential ~~unit~~ ~~UNIT~~. (See ~~CONTRACTOR~~).

110. SHAREHOLDER/STOCKHOLDER: A person named on a STOCK CERTIFICATE issued by the BOARD OF DIRECTORS of one of the COOPERATIVE MUTUALS in LEISURE WORLD SEAL BEACH.

110. SHAREHOLDER/STOCKHOLDER: ~~A person named on a STOCK CERTIFICATE issued by the BOARD OF DIRECTORS of one of the COOPERATIVE MUTUALS in LEISURE WORLD SEAL BEACH. Member to whom a Stock Certificate has been issued (Mutual 1-12 and 14-16).~~

129. VENDOR: A person or entity seeking to become a CONTRACTOR.

129. VENDOR: A person or entity ~~seeking to become a CONTRACTOR. soliciting business from or delivering supplies and service to GRF.~~

130. VISITOR: A person invited by an AUTHORIZED RESIDENT to visit their UNIT.

130. VISITOR: A person invited by a ~~Member~~ ~~an AUTHORIZED RESIDENT~~ to visit their ~~Unit~~ ~~UNIT~~. ~~Visitors may not stay longer than 60 days in a twelve month period and have very limited use of GRF facilities/amenities and must be accompanied by resident.~~

DEFINITIONS TO ADOPT

34. DIRECTOR:

34.1. An individual elected by the MEMBERS of each MUTUAL to the GRF BOARD OF DIRECTORS;

34.2. The professional manager heading one of the following GRF departments: Facilities, Finance, Human Resources, Mutual Administration, Recreation, Security, and Service Maintenance.

34.3. An individual elected by a MUTUAL's SHAREHOLDERS to a position on the BOARD OF DIRECTORS of their respective MUTUAL.

46. EXECUTIVE DIRECTOR: The professional manager appointed by and reporting to the GRF BOARD OF DIRECTORS, who is responsible for GRF's day-to-day operations and business strategy.

60. LESSOR MEMBER: A GRF MEMBER who leases their UNIT to a person approved as an AUTHORIZED RESIDENT by the MEMBER's MUTUAL. A LESSOR MEMBER who enters into a contract with a new RENTER/LESSEE after January 1, 2021, is subject to restrictions outlined in GRF RULE 50-3182-1, and relevant rules of their respective MUTUAL.

94. QUALIFIED RESIDENT: A person whose age of 55 years or more permits them to apply for residency in a senior citizen housing development.



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE
SUBJECT: FINAL VOTE: AMEND 70-1411-1, FACILITY RESERVATION
DATE: APRIL 25, 2023
CC: FILE

THIS ITEM HAS BEEN REMOVED FROM THE AGENDA.



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE
SUBJECT: FINAL VOTE: AMEND 70-1406-2, LIMITATIONS ON USE OF TRUST
PROPERTY - FEES
DATE: APRIL 25, 2023
CC: FILE

THIS ITEM HAS BEEN REMOVED FROM THE AGENDA.



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: GRF ADMINISTRATION COMMITTEE
SUBJECT: RESCIND EXISTING CHARTERS FOR THE FOUNDATION'S STANDING COMMITTEES
DATE: APRIL 25, 2023
CC: FILE

Committee Approval:

At its April 20, 2023, meeting, the GRF Administration Committee recommended the Board of Directors rescind the existing charters for all 11 of the Foundation's standing committees.

Background:

At its March 28, 2023, monthly meeting, the GRF Board of Directors amended 30-5020-1, Organization of the Board, reducing the number of GRF standing committees from 11 to four at the start of the 2022-2023 term. Subsequently, the Governing Documents Committee and a task force assembled by the President has proposed charters and has designated duties for each of the four new committees reporting to the Board. This makes it necessary to rescind the charters of the existing standing committees in preparation for the change in responsibilities.

Fiscal Impact:

Reducing the number of committees by seven is anticipated to save about \$40,000 annually because fewer staff hours will be required to manage fewer committee preparations, recording and reporting.

Recommendation

I move to rescind the following committee charters, effective as of June 15, 2023:

- 10-5160-3: Architectural Design and Review Committee
- 20-5118-3: Information Technology Services Committee
- 20-5125-3: Communications Committee
- 30-5110-3: GRF Administration Committee
- 30-5167-3: Strategic Planning Committee
- 30-5180-3: Governing Documents Committee

40-5115-3: Finance Committee
50-5165-3: Mutual Administration and Service Maintenance Committee
60-5130-3: Physical Property Committee
70-5135-3: Recreation Committee
80-5145-3: Security, Bus and Traffic Committee



BOARD ACTION REQUEST

DATE: APRIL 25, 2023
TO: GRF BOARD OF DIRECTORS
FROM: GRF ADMINISTRATION COMMITTEE
BOARD ACTION: ADOPT NEW CHARTERS

Committee Approval:

At its April 20, 2023, meeting, the GRF Administration Committee recommended the Board of Directors adopt charters for each of the four committees proposed to overview the Foundation's operations.

Background:

At its March 28, 2023, monthly meeting, the GRF Board of Directors amended 30-5020-1, Organization of the Board, reducing the number of GRF standing committees from 11 to four at the start of the 2022-2023 term. Subsequently, the Governing Documents Committee and a task force assembled by the President has proposed charters and has designated duties for each of the four new committees reporting to the Board.

Fiscal Impact:

Reducing the number of committees by seven is anticipated to save about \$40,000 annually in staff costs because fewer personnel hours will be required to manage fewer committee preparations, recording and reporting.

Recommendation:

I move to adopt the following charters assigning responsibilities and limitations to the four standing committees that will be reporting to the GRF Board of Directors and establish the four committees' starting date of June 15, 2023.

10-1000-3, Administration Committee Charter

20-1000-3, Facilities Committee Charter

30-1000-3, Services Committee Charter

40-1000-3, Operations Committee Charter

Administration 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 Administration Committee (AC) 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

To coordinate management functions that monitor the Foundation's financial and human resources, maintain adherence to principles of good governance, project a future vision for the community and suggest actions necessary to fulfill those ambitions.

2. DUTIES

- 2.1. This Standing Committee may operate as a separate entity but has a duty to work cooperatively with other Standing Committees.
- 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. Unless canceled by the Chair, the committee will meet with the Administration staff monthly or whenever such meetings are deemed necessary.
- 2.5. Review monthly staff reports.
- 2.6. Analyze requests within the purview of this committee.
- 2.7. Assist the BOD in understanding the compliance with contracts relating to the duties of this committee.
- 2.8. Every two years the committee will review the rules/policies under its purview, and if any changes are suggested, send any recommended changes to the BOD for approval.
- 2.9. Perform a yearly review of the reserve study for areas under the purview of this committee. Update dates and costs.
- 2.10. Chair will furnish a report at the GRF Annual meeting.
- 2.11. Committee responsibilities include the items listed in SECTION 3.

3. AREAS OF PURVIEW

- 3.1. Finance
 - 3.1.1. Budgeting
 - 3.1.2. Purchasing
 - 3.1.3. Monitor Reserve and Capital Accounts

- (Apr 23)



4. LIMITATIONS

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

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

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

Document History

Adopted: 25 Apr 23

Keywords: Charter

Facilities 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 Facilities Committee 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

To coordinate the construction, upgrading and preservation of all the Foundation's physical plant and fleet, including those open spaces hosting amenities, as well as the delivery of maintenance services to the Mutual corporations under the terms of the Management Agreement.

2. DUTIES

- 2.1.** This Standing Committee may operate as a separate entity but has a duty to work cooperatively with other Standing Committees.
- 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.** Unless canceled by the Chair, the committee will meet with the Facilities staff monthly or whenever such meetings are deemed necessary.
- 2.5.** Review monthly staff reports.
- 2.6.** Analyze requests within the purview of this committee.
- 2.7.** Act as coordinating committee for Construction and Service bids.
- 2.8.** Assist the BOD in understanding compliance with contracts relating to the duties of this committee.
- 2.9.** Quarterly review of all Construction and Service Contracts.
- 2.10.** Initial approval and recommendation to the Administration Committee (AC) of the annual budget for areas under the purview of this committee.
- 2.11.** Review upcoming applicable Reserve expenses.
- 2.12.** Every two years the committee will review the rules/policies under its purview, and if any changes are suggested, send any recommended changes to the BOD for approval.
- 2.13.** Perform a yearly review (during the budget cycle) of applicable Reserve components. Update dates, costs and transmit findings to the AC.
- 2.14.** Approve yearly 'Contractors of Record' list.

Facilities Committee Charter

- 2.15.** Oversight of the CA Manual on Uniform Traffic Control Devices (CA MUTCD); Including line of sight, red curb reset study and traffic flow.
- 2.16.** Chair will furnish a report at the GRF Annual meeting.
- 2.17.** Committee responsibilities include but are not limited to all community infrastructure and related areas. See SECTION 3.

3. AREAS OF PURVIEW

- 3.1.** Physical Plant
 - 3.1.1.** Building and Infrastructure Assessment
 - 3.1.2.** Architectural Design
 - 3.1.3.** Trust Property Labor
 - 3.1.4.** Trust Property Maintenance
- 3.2.** Project Management
 - 3.2.1.** Construction
 - 3.2.2.** Project Management
 - 3.2.3.** Contractors of Record
 - 3.2.4.** Building Code Compliance
- 3.3.** Service Maintenance
 - 3.3.1.** Service Maintenance Coordination Systems
 - 3.3.2.** Physical Property Inspectors
- 3.4.** Outside Services Contracts
 - 3.4.1.** Custodial
 - 3.4.2.** Landscaping
 - 3.4.3.** Concrete & Paving
 - 3.4.4.** Trash
 - 3.4.5.** Pest Control
- 3.5.** Environmental Services and Compliance
 - 3.5.1.** Building and Infrastructure Assessment
 - 3.5.2.** Occupational Safety
- 3.6.** Fleet Management

Facilities Committee Charter**4. LIMITATIONS**

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

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

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

Document History

Adopted: 25 Apr 23

Keywords: Charter

Member Services 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 Member Services Committee 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

To oversee and enhance Members' engagement with safety protocols, local assistance organizations and available transportation services. Supports GRF's wide array of recreational, entertainment and educational programs available to all Members.

2. DUTIES

- 2.1.** This Standing Committee may operate as a separate entity but has a duty to work cooperatively with other Standing Committees.
- 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.** Unless canceled by the Chair, the committee will meet with the Member Services staff monthly or whenever such meetings are deemed necessary.
- 2.5.** Review monthly staff reports.
- 2.6.** Analyze requests within the purview of this committee.
- 2.7.** Assist the BOD in understanding the compliance with contracts relating to the duties of this committee.
- 2.8.** Initial approval and recommendation to the Administration Committee (AC) of the annual budget for areas under the purview of this committee.
- 2.9.** Review upcoming applicable Reserve expenses.
- 2.10.** Every two years the committee will review the rules/policies under its purview, and if any changes are suggested, send any recommended changes to the BOD for approval.
- 2.11.** Perform a yearly review of the reserve study for areas under the purview of this committee. Send updates to the AD.
- 2.12.** Chair will furnish a report at the GRF Annual meeting.
- 2.13.** Committee responsibilities include the items listed in SECTION 3.

Member Services Committee Charter**3. AREAS OF PURVIEW**

- 3.1. Member Programming**
 - 3.1.1. Events Production**
 - 3.1.2. Club Administration/Leases**
 - 3.1.3. Community Events**
 - 3.1.4. Education**
 - 3.1.4.1. NOCE Programs**
 - 3.1.4.2. College-Level Courses**
 - 3.1.4.3. Volunteerism, community history and governance**
- 3.2. Library**
- 3.3. Recreation Services**
 - 3.3.1. Assessment of Services**
 - 3.3.2. Recreation Equipment Assessment**
- 3.4. Patrol Services**
 - 3.4.1. Community Patrol**
 - 3.4.2. Parking and Vehicle Enforcement**
- 3.5. Resident Transportation**
- 3.6. Resident Welfare**
 - 3.6.1. Social Services Coordination**
 - 3.6.2. Volunteer programs Coordination**
 - 3.6.3. HCC Cooperative Programming**
- 3.7. Concierge**
 - 3.7.1. Facilities Reservations**
 - 3.7.2. Visitor Gate Access Passes**
 - 3.7.3. Service Maintenance Requests**
 - 3.7.4. Pet Registration**
 - 3.7.5. Caregiver Registration**

4. LIMITATIONS

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

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

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

Member Services Committee Charter



Document History

Adopted 25 Apr 23

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Operations 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 Operations Committee 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

To oversee and enhance efficiencies of Foundation functions delivered to Members and the Mutual corporations through technology or procedural changes.

2. DUTIES

- 2.1.** This Standing Committee may operate as a separate entity but has a duty to work cooperatively with other Standing Committees.
- 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.** Unless canceled by the Chair, the committee will meet with the Operations staff monthly or whenever such meetings are deemed necessary.
- 2.5.** Review monthly staff reports.
- 2.6.** Analyze requests that are within the purview of this committee.
- 2.7.** Assist the BOD in understanding the compliance with contracts relating to the duties of this committee.
- 2.8.** Initial approval and recommendation to the Administration Committee (AC) of the annual budget for areas under the purview of this committee.
- 2.9.** Review upcoming applicable Reserve replacements.
- 2.10.** Every two years the committee will review the rules/policies under its purview, and if any changes are suggested, send any recommended changes to the BOD for approval.
- 2.11.** Perform a yearly review of the reserve study for areas under the purview of this committee. Send updates to the AC.
- 2.12.** Chair will furnish a report at the GRF Annual meeting.
- 2.13.** Committee responsibilities include the items listed in SECTION 3.

Operations Committee Charter



3. AREAS OF PURVIEW

- 3.1. Communication**
 - 3.1.1. Newspaper**
 - 3.1.2. Leisure World Live**
 - 3.1.3. Publications**
 - 3.1.4. Advertising and Amphitheater sponsorships**
- 3.2. IT system**
 - 3.2.1. System Software Assessment and Support**
 - 3.2.2. IT security**
 - 3.2.3. System Upkeep and Maintenance**
- 3.3. Gate Access**
 - 3.1.1. Operational systems**
 - 3.1.2. Member decal and RFID issuance**
- 3.4. Stock Transfer**
 - 3.4.1. Escrow**
 - 3.4.2. Cooperation with real estate agencies**
 - 3.4.2.1. Training**
 - 3.4.2.2. Compliance**
 - 3.4.2.3. Real estate agent registration**
- 3.5. Resales Office Operations**

4. LIMITATIONS

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