

GRF ADMINISTRATION COMMITTEE

Committee Meeting Agenda

Thursday, April 20, 2023, 1:00 p.m.

Conference Room A/Zoom

This meeting may also be live streamed at www.lwsb.com.

The tab will be active 15 minutes prior to the start of the meeting

The live streaming uses YouTube live and terminates at the close of the meeting

1. Call to Order

2. Roll Call/Notice of Quorum

Carole Damoci
Phil Friedman
Donna Gambol
Sandy Geffner

Marsha Gerber
Susan Hopewell
Carol Levine
William Thompson- Chair

3. Chair Announcements

a. Introduction of Guests and Staff

Jessica Sedgwick, Executive Director
LeAnn Dillman, Director of Human Resources
Mallorie Hall, Finance Director
Jenna Dever, Administration Manager

b. Rules of Order

4. Member Comments *(Limited to 3 minutes per person)*

5. Approval of Minutes

a. Minutes of March 23, 2023 **(pp. 3-5)**

6. Correspondence

N/A

7. Staff Reports

a. Human Resources Director Report **(pp. 6-9)**

b. Finance Director Report **(pp. 10)**

8. Unfinished Business

N/A

9. New Business

a. Committee Restructure Task Force Report

10. Governing Documents

- a. **Amend 30-1001-5 - Glossary of Terms (pp. 11)**
Proposed Resolution: That the Committee recommends the Board approve the proposed changes to Policy 30-1001-5 Glossary of Terms.
- b. **Amend 30-1021-1 - Posting of Signs on Trust Property (pp. 12-16)**
Proposed Resolution: That the Committee recommends the Board of Directors amend 30-1021-1, Posting of Signs on Trust Property as presented.
- c. **Approve GRF Committee Charters (pp. 17-24)**
Proposed Resolution: That the Committee recommends the Board of Directors approve the four (4) new committee charters as presented.
- d. **Rescind GRF Committee Charters**
Proposed Resolution: That the Committee recommends the Board of Directors rescind eleven (11) old GRF committee charters.

11. Future Agenda Items

12. Next Meeting Date

- Thursday, May 25, 2023, in Administration Conference Room A /Zoom

13. Adjournment

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



GRF ADMINISTRATION COMMITTEE MINUTES

March 23, 2023

The meeting of the GRF Administration Committee was held on Thursday, March 23, 2023, and was called to order at 1:00 p.m. by Chair Thompson in Conference Room A and via Zoom.

ROLL CALL

Present: Carole Damoci
Phil Friedman
Donna Gambol
Sandy Geffner

Marsha Gerber
Carol Levine
William Thompson- Chair

Absent: Susan Hopewell

Directors, LeAnn Dillman, Human Resources Director
Staff and Jenna Dever, Assistant to Executive Director
Guests:

Donna Gambol arrived at 1:04 pm

CHAIR'S ANNOUNCEMENTS

Chair Thompson welcomed Committee members and guests, and introduced Director of Human Resources LeAnn Dillman and Administration Manager Jenna Dever.

The Chair outlined the rules of order.

MEMBER COMMENTS

Three Members spoke during the Members' Comment period.

APPROVAL OF MINUTES

The Administration Committee minutes dated February 23, 2023, were approved as presented.

CORRESPONDENCE

N/A

STAFF REPORTSHuman Resources Director

The Director of Human Resources presented the Human Resources monthly report, which was included in the agenda packet.

Finance Director

The Director of Finance was not in attendance to present the Finance monthly report. The committee reviewed the monthly report, which was included in the agenda packet.

UNFINISHED BUSINESS

N/A

NEW BUSINESSAdministration Exterior Windows

The topic was discussed, no further action taken.

GOVERNING DOCUMENTSAmend 30-1001-5 - Glossary of Terms

Motion: To recommend the GRF Board amend 30-1005-5, Glossary of Terms, adopting the definitions as presented of 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, and Qualified Resident.

First: Phil Friedman

Second: Carol Levine

The motion was carried unanimously.

Amend 30-1021-1 - Posting of Signs on Trust Property

Motion: That GRF's legal counsel review the standing policy 30-1021-1 – Posting of Signs on Trust Property; and the proposed version of 30-1021-1 – Posting of Signs on Trust Property.

First: Phil Friedman

Second: Sandy Geffner

The motion was carried with four (4) yes votes, and three (3) no votes.

FUTURE AGENDA ITEMS:

- Committee Restructure
- Conference Room/ Lobby Seating
- Elevator Cab Remodel
- Review 30-1021-1 - Posting of Signs on Trust Property

NEXT MEETING

Thursday, April 27, 2023, in Administration Conference Room A/Zoom.

ADJOURNMENT

The meeting was adjourned at 2:18 pm by Chair Thompson.

Approved Date

Approval Signature

Printed Name

DRAFT

GRF Administration Committee - Human Resources Report

April 27, 2023

Below are the budget variances as of April 13, 2023

1) GRF – Budget Variance Information - GRF has a year-to-date a favorable variance of \$317,368 Salaries and Employee Benefits:

Mar Actuals	Mar Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses							
846,769	873,803	27,034		Salaries & Wages	2,346,545	2,484,503	137,958
(7,046)	0	7,046	6100001	Vacation Accrual Expense	1,358	0	(1,358)
3,254	3,344	90	6101000	Commissions	9,339	9,450	111
64,969	67,533	2,564		Employment Taxes	203,094	214,556	11,462
21,963	38,540	16,577	6142000	Workers' Compensation	69,121	115,620	46,499
72,815	99,175	26,360		Group Insurance - Medical	220,318	297,525	77,207
1,497	1,668	171	6143300	Group Insurance - Dental	4,759	5,004	245
762	1,013	251	6143500	Group Insurance - Vision	2,370	3,039	669
12,997	27,372	14,375	6144000	401(k) Match	39,555	77,639	38,084
3,294	3,552	258	6145000	Group Insurance - Life	9,790	10,656	866
2,709	4,146	1,437	6146000	Long Term Disability Insurance	8,171	12,438	4,267
Salary and Benefits Totals					2,914,420	3,230,430	*316,010

2) Cost Center 320 – Human Resources Budget Variance Information - The Human Resources Department has a year-to-date a favorable variance of \$17,437 excluding the vacation accrual expense.

04/12/2023 4:58 PM 1020 Golden Rain Foundation Budget Comparison - GRF 03/31/2023 Page: 9
P.O. Box 2069 Seal Beach CA 90740

Mar Actuals	Mar Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Human Resources								
31,274	30,904	(370)		Salaries & Wages Human Resources	84,831	87,337	2,506	349,349
(7,046)	0	7,046	6100001 320	Vacation Accrual Expense - Human Resourc	1,358	0	(1,358)	0
2,292	2,310	18		Employment Taxes Human Resource	6,844	7,172	329	26,755
352	617	265	6142000 320	Workers' Compensation - Human Resources	1,107	1,851	744	5,759
5,468	6,186	718		Group Ins - Medical Human Resources	16,409	18,558	2,149	74,232
219	206	(13)	6143300 320	Group Insurance - Dental - Human Resourc	657	618	(39)	2,472
50	52	2	6143500 320	Group Insurance - Vision - Human Resourc	150	156	6	624
648	1,545	897	6144000 320	401(k) Match - Human Resources	1,944	4,367	2,423	17,468
174	132	(42)	6145000 320	Group Insurance - Life - Human Resources	521	396	(125)	1,584
112	154	42	6146000 320	Long Term Disability Insurance - Human R	336	462	126	1,848
154	185	31	6210006 320	FSA Administration Fees - Human Resource	452	555	103	2,995
207	200	(7)	6210007 320	Benefits Processing - Human Resources	1,154	600	(554)	3,075
0	0	0	6210010 320	Fraud Hotline - Human Resources	0	0	0	640
0	680	680	6211000 320	Continuing Education - Human Resources	285	2,140	1,855	6,790
221	3,000	2,779	6211100 320	Employee Incentives - Human Resources	4,164	7,525	3,361	21,250
80	0	(80)	6212000 320	Employee Exams - Human Resources	80	0	(80)	0
69	30	(39)	6212005 320	Employee Drivers License Inquiry - Human	78	90	12	360
0	1,000	1,000	6213000 320	Employee Recruitment - Human Resources	0	3,400	3,400	18,400
794	530	(264)	6213005 320	Employment Screening - Human Resources	932	1,590	658	6,360
199	0	(199)	6214000 320	Meals & Special Events - Human Resources	199	0	(199)	200
0	50	50	6214500 320	Gifts - Human Resources	0	150	150	600
63	135	72	6410000 320	Materials & Supplies - Human Resources	1,151	405	(746)	1,620
159	80	(79)	6410015 320	Computer Supplies - Human Resources	159	240	81	960
0	200	200	6410030 320	Printer / Copier Supplies - Human Resour	0	600	600	2,400
0	40	40	6410035 320	Refreshments - Human Resources	0	120	120	480
261	133	(128)	6422000 320	Telephone - Human Resources	780	398	(382)	1,595
0	1,700	1,700	6434110 320	Legal Fees - HR - Human Resources	742	5,100	4,358	20,400
0	100	100	6481000 320	Computer Maintenance & Software - Human	0	300	300	1,200
227	50	(177)	6482000 320	Dues, Memberships & Books - Human Resour	227	2,850	2,623	4,000
35,977	50,219	14,242		Total Expenses	124,560	146,980	22,420	573,416
47,785	47,785	0	5330000 320	Income / Refund from Mutuals - Human Res	143,355	143,355	0	573,416
47,785	47,785	0		Total Cost Recovery	143,355	143,355	0	573,416
Off Budget Items								
11,808	(2,434)	14,242		Net Income / (Expense)	18,795	(3,625)	22,420	0

Budget Variance Report

CC 320 - Human Resources

March 2023

GL	Monthly Variance	Reason	Explanation	YTD Variance
6143000 Group Insurance - Medical	\$718.00	Budget Miss - Over Budgeted	Enrollment not as expected	\$2,149.00
6144000 401(k) Match	\$897.00	Budget Miss - Over Budgeted	Participation less than assumed in budget	\$2,423.00
6211100 Employee Incentives	\$2,779.00	Other - See Notes	Incentives not purchased or exchanged by staff. Amount will fluctuate throughout the year	\$3,361.00
6213000 Employee Recruitment	\$1,000.00	Other - See Notes	No specialty postings required in March	\$3,400.00
6434110 Legal Fees - HR	\$1,700.00	Budget Miss - Over Budgeted	Less assistance in employment legal matters	\$4,358.00
6482000 Dues, Memberships & Books	-\$177.00	Other - See Notes	CEA membership to be processed in April	\$2,623.00
Select GL				
	\$6,917.00			\$18,314.00
Monthly Financial Variance	\$14,242.00	-\$7,325.00	YTD Financial Variance	\$22,420.00
				-\$4,106.00

3) **Safety – 0 incident(s)/injury(ies) recorded in March.**

Workers' Compensation – On the Job Incident(s) by Month

Month	Current Year 2023	2022	2021	2020	2019	2018
January	1	0	1	1	3	1
February	0	2	1	2	0	0
March	1	0	1	1	0	2
April		2	0	1	3	2
May		1	2	0	5	1
June		0	2	2	2	0
July		0	0	0	0	0
August		0	1	0	1	0
September		1	3	0	1	1
October		1	1	0	1	0
November		0	1	0	1	0
December		0	1	2	1	1
Total	2	7	14	9	18	8

Staff Information

Data as of April 13, 2023 unless noted otherwise.

4) Open Positions (by headcount)

Position	Total Openings	Position Type	Status	Department
Warehouse Assistant	1	Full-Time	Open - Temp(s) in Place	Purchasing
Customer Care Associate	1	Full-Time	Open - Temp(s) in Place	Stock Transfer
Assistant Portfolio Specialist	1	Full-Time	Open - Temp(s) in Place	Mutual Administration
Portfolio Specialist	1	Full-Time	Open- Interviewing	Mutual Administration
Bus Driver	3	Part-Time	Open - Interviewing	Transportation
Fleet Mechanic	1	Full-Time	Open - Interviewing	Transportation
Security Officer	4	Full-Time	Open - Interviewing	Security
Lead Electrician	1	Full-Time	Open - Interviewing	Service Maintenance
Carpenter	1	Full-Time	Open - Interviewing	Service Maintenance
Plumber	1	Full-Time	Open - Start Date Pending	Service Maintenance
Electrician	1	Full-Time	Open - Interviewing	Service Maintenance
Building Inspector	2	Full-Time	Open - Start Date Pending	Physical Property
Total Openings	18			

5) Employee Count by Department (as of April 13, 2023)

Department Name	Full Time		Full Time Total Count	Part Time	Part Time Total Count	Total
	Exempt	Non-exempt		Non-exempt		
5.5 Acre Storage		1	1	1	1	2
Administration	3	2	5			5
Copy & Supply		1	1			1
Finance	4	6	10			10
Fitness Center				10	10	10
Golf Course				5	5	5
Human Resources	2	1	3			3
IT	2	2	4			4
Library	1	2	3	4	4	7
Mutual Administration	2	4	6			6
News	3	6	9			9
Physical Property	2	11	13			13
Purchasing	1	2	3			3
Recreation	3	3	6			6
Security	2	32	34			34
Service Maintenance	2	30	32			32
Service Maintenance-Trust		5	5			5
Stock Transfer	1	2	3			3
Swimming Pool				4	4	4
Transportation	1	3	4	19	19	23
Total	29	113	142	43	43	185

- 6) **Overtime** – There is an unfavorable variance of **\$4,116** for March and an unfavorable variance of **\$30,063** 2023 year to date.

Overtime by Month	Total OT Worked	2023 OT Billable Hrs to Mutuals	2023 OT Billable Dollars to Mutuals @ \$75.00	2023 OT Hours – Less Billable to Mutuals	2023 OT Dollars – Less Billable to Mutuals	2022 OT Hours – Less Billable to Mutuals	2022 OT Dollars – Less Billable to Mutuals
January	1,519	130.75	\$9,806.25	1,388	\$37,689	1,177	\$34,847
February	295	7	\$525	288	\$10,472	364	\$11,835
March	621.72	67	\$5,025	555	\$15,223	711	\$20,880
April						298	\$ 9,228
May						407	\$11,902
June						727	\$20,865
July						710	\$20,719
August						353	\$10,958
September						771	\$24,274
October						323	\$10,221
November						660	\$19,583
December						1,278	\$40,159

7) **Retirement – Employee 401(k) Plan**

For 2023, the amount employees may contribute to their 401(k) plan is \$22,500 per year plus the additional “catch-up” provision for employees over 50 is \$7,500.

- As of **March 15, 2023**, total plan assets total is **\$9,573,981**
- 2023 YTD Employee Contributions **\$116,357** Average Per Month **\$38,785**
- 2023 YTD GRF Matching Contributions **\$39,554** Average Per Month **\$13,184**
through check date 3/24/2023

8) **Anti-Fraud Compliance Hotline Reports** - *None to Report*

9) **Gift Log** - *Available upon request*

GRF Administration Committee Report
April 27, 2023

Amend 30-1001-5
Glossary of Definitions

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

Administration Committee Charter

10-____-3
Revised 4/17.23 Noon

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 recommend 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
 - 3.1.4. Fulfill Civil Code section 5050 reporting requirements
 - 3.1.5. Community Leases
 - 3.1.5.1. Outside vendor leases
 - 3.1.5.2. 1.8 Acres and 5.5 Property
- 3.2. Human Resources
 - 3.2.1. Group Benefits

- 3.2.2. Training and Development
- 3.2.3. Compliance
- 3.2.4. Workforce Health and Safety
- 3.3. Mutual Administration
 - 3.3.1. Compliance support
 - 3.3.2. Services
 - 3.3.3. Financial reporting
 - 3.3.4. Shareholder/Owner discipline
 - 3.3.5. Management Agreement
- 3.4. Administrative Support Services
 - 3.4.1. Centralized distribution of office equipment, supplies and support services
- 3.5. Strategic Planning
 - 3.5.1. Future Capital Requirements
 - 3.5.2. Corporate Communication Strategy
 - 3.5.3. Branding
- 3.6. Retail/revenue production
 - 3.6.1. Copy & supply center
 - 3.6.2. Purchasing store
 - 3.6.3. Retail/revenue production ventures
 - 3.6.4. Grants and sponsorships
- 3.7. Governing Documents
 - 3.7.1. Board document standardization
 - 3.7.2. Bylaws
 - 3.7.3. Articles of Incorporation
 - 3.7.4. Trust Agreement
- 3.8. Director Training

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

Keywords: Charter

FACILITIES COMMITTEE

Facilities Committee Charter

20-____-3
Revised 4/16/23 6 p.m.

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. Staff in cost centers 746 (Golf Course), 747 (1.8 Acres), 748 (Aquatic Center), 749 (Janitorial Services), and 847 (RV Lot) are directed by the Recreation Department.
- 2.7. Analyze requests within the purview of this committee.
- 2.8. Act as coordinating committee for Construction and Service bids.
- 2.9. Assist the BOD in understanding compliance with contracts relating to the duties of this committee.
- 2.10. Quarterly review of all Construction and Service Contracts.
- 2.11. Initial approval and recommendation to the Administration Committee (AC) of the annual budget for areas under the purview of this committee.
- 2.12. Review upcoming applicable Reserve expenses.
- 2.13. Every two years the committee will review the rules/policies under its purview and recommend changes to the BOD for approval.
- 2.14. Perform a yearly review (during the budget cycle) of applicable Reserve components. Update dates, costs and transmit findings to the AC.
- 2.15. Approve yearly 'Contractors of Record' list.
- 2.16. Oversight of the CA Manual on Uniform Traffic Control Devices (CA MUTCD); Including line of sight, red curb reset study and traffic flow.
- 2.17. Chair will furnish a report at the GRF Annual meeting.
- 2.18. Committee responsibilities include but are not limited to all community infrastructure and related areas. See SECTION 3 for list.

3. AREAS OF PURVIEW

- 3.1. Physical plant
 - 3.1.1. Building and infrastructure assessment
 - 3.1.2. Custodial contract direction
 - 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

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

Keywords: Charter

MEMBER SERVICES COMMITTEE
Member Services Committee Charter

30-____-3
Revised 4/17/23 noon

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 community access procedures, 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 recommend 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.

3. AREAS OF PURVIEW

- 3.1. Member Programming
 - 3.1.1. Events production
 - 3.1.2. Club administration
 - 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
 - 3.4.3. Coordination with law 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.

Document History

Keywords: Charter

OPERATIONS COMMITTEE

Operations Committee Charter

40-____-3
Revised 4/17/23 noon

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 recommend 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.

3. AREAS OF PURVIEW

- 3.1. Communication
 - 3.1.1. Newspaper
 - 3.1.2. Leisure World Live
 - 3.1.3. Publications
 - 3.1.4. Summer 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
 - 3.1.3. Coordination with law enforcement
- 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**

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

Keywords: Charter