

## **SECURITY, BUS, AND TRAFFIC**

Committee Meeting Agenda

Wednesday, April 12, 2023 - 1:00 P.M.

Administration Conference Room A/Zoom

*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**

Donna Gambol – Chair  
Tony Doderio  
Edward Jablonski  
Nick Massetti

Lee Melody  
Teri Nugent  
Camille Thompson

### **3. Chair Announcements**

- a. Introduction of Guests and Staff
  - Marsha Gerber, GRF President
  - Jessica Sedgwick, Executive Director
  - Victor Rocha, Security Services Director
  - Larry Norlander, Security Services Manager
  - Grant Winford, Fleet Manager
  - Emma Hurtado, Executive Assistant
- b. Rules of Order

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

### **5. Approval of Minutes (pp.1-4)**

- a. Minutes of March 8, 2023

### **6. Correspondence (pp.5)**

- a. Security Concerns

### **7. Staff Reports**

- a. Security Services Director (pp.7-15)
- b. Fleet Manager (pp.17-19)

### **8. Unfinished Business**

- a. Gate Access System – Schedule Progress
- b. Off-site Regular Bus Service – Shopper Shuttle – Trader Joes
- c. Electric Vehicles
- d. Charging Stations – Update
- e. Procedures for RV Temporary Parking

- f. Main Entry Traffic Study
- g. Line of Sight at Administration Parking Lot

## **9. New Business N/A**

## **10. Governing Documents (pp.21-26)**

- a. 40-5580-2 – Entry Passes – Fees & 80-5580-1 – Entry Passes – Rules  
Proposed Resolution: That the Committee recommends the Board of Directors approves the changes to Policies 80-5580-1 and 40-5580-2 as discussed and approved by the Committee.

## **11. Future Agenda Items**

## **12. President's Comments**

## **13. Next Meeting Date**

- Wednesday, May 10, 2023, at 1:00 p.m. – Administration Conference Room A/Zoom

## **14. Adjournment**

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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.**



## **SECURITY, BUS, AND TRAFFIC COMMITTEE MINUTES**

**March 8, 2023**

The meeting of the GRF Security, Bus, and Traffic Committee was held on Wednesday, March 8, 2023, and was called to order at 1:00 p.m. by Chair Gambol in the Administration Conference Room and via Zoom.

### **ROLL CALL**

Present: Donna Gambol – Chair  
Tony Doderio  
Edward Jablonski  
Nick Massetti  
Lee Melody  
Teri Nugent  
Camille Thompson

Absent:

Directors, Staff, Marsha Gerber, GRF President  
and Jessica Sedgwick, Executive Director  
Guests: Grant Winford, Fleet Manager  
Larry Norlander, Security Services Manager  
Emma Hurtado, Executive Assistant  
Four Shareholders/Members  
Carol Levine, GRF Representative, Mutual Ten

### **CHAIR'S ANNOUNCEMENTS**

Chair Gambol greeted and welcomed everyone to the Security, Bus, and Traffic Committee and introduced guests and staff—GRF President Marsha Gerber, Executive Director Jessica Sedgwick, Fleet Manager Grant Winford, Security Services Manager Larry Norlander, and Emma Hurtado, Executive Assistant.

### **MEMBER COMMENTS**

Three members spoke during the Member's Comment period.

### **APPROVAL OF MINUTES**

The Security, Bus, and Traffic minutes dated February 8, 2023 were approved as presented.

**CORRESPONDENCE**

Two members offered written comments, submitted prior to meeting.

**STAFF REPORTS****Security Services Director**

The Security Services Manager presented the monthly report and Traffic Report.

**Fleet Manager**

The Fleet Manager presented the monthly bus and transportation report.

**SUBCOMMITTEE REPORTS (N/A)****UNFINISHED BUSINESS****Gate Access System – Schedule Progress**

The Executive Director reported on Gate Access System – Schedule Progress; more information will be provided in the next scheduled meeting.

**Off-Site Regular Bus Service – Shopper Shuttle – Trader Joes**

The Fleet Manager reported on Off-Site Regular Bus Service – Shopper Shuttle.

**Electric Vehicles**

The Fleet Manager reported on Electric Vehicles; more information will be provided in the next scheduled meeting.

**Main Entry Traffic Flow**

Motion: To recommend the Board approve the proposal from Urban Crossroads at a cost not to exceed \$13,900 to complete a traffic study and provide solutions on the main entry with funds to be expended from the Reserve.

First: Nick Massetti

Second: Edward Jablonski

The motion was carried with two (2) no votes and five (5) yes votes.

**Charging Stations – Update**

The Executive Director reported that power has been put in place. Further information to be provided in the next scheduled meeting.

**NEW BUSINESS****Line of Sight – Eliminating Parking by Admin Building**

Motion: To have Physical Property red curb the two parking spots near the Administration building.

First: Nick Massetti

Second: Lee Melody

The motion was carried with two (2) no votes and four (4) yes votes by Committee members present.

**Procedures for RV Temporary Parking**

The Committee discussed Procedures for RV Temporary Parking. Further information will be presented in the next scheduled meeting.

**GOVERNING DOCUMENTS**

a. **Policy 40-5580-2 Entry Passes – Fees**

The Committee discussed Policy 40-5580-2 Entry Passes – Fees and agreed to bring it to the next scheduled meeting.

b. **Policy 80-5580-1 Entry Passes – Rules**

The Committee discussed Policy 80-5580-1 Entry Passes – Rules and agreed to bring it to the next scheduled meeting.

**FUTURE AGENDA ITEMS**

- Gate Access System – Scheduled Progress
- Off-site Regular Bus Service – Shopper Shuttle – Trader Joes
- Electric Vehicles – Update
- Charging Stations – Update
- Procedures for RV Temporary Parking
- Policy 40-5580-2 Entry Passes – Fees
- Policy 80-5580-1 Entry Passes – Rules

**PRESIDENT'S COMMENTS**

The President commented on various items on the agenda throughout the meeting.

**NEXT MEETING**

April 12, 2023 at 1:00 p.m. in Administration Conference Room/Via Zoom

**ADJOURNMENT**

Chair Gambol adjourned the meeting at 2:18 p.m.

\_\_\_\_\_  
Approved Date

\_\_\_\_\_  
Approval Signature

\_\_\_\_\_  
Printed Name

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**March 1, 2023**

**Security Department Staff Report for the  
Security, Bus, and Traffic Committee Meeting  
Wednesday, April 12, 2023**

***Report Completed by: Victor Rocha, Security Services Director***

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**Security Department Statistics**

A recap of the latest statistics regarding Security Department operations for the month of March 2023 is attached to this report for your reference and review.

**Budget Report**

The budget variance report for February 2023 is attached to this report.

**Parking Enforcement Update**

The parking enforcement program is now active. There will be a discussion regarding the program at the SBT meeting.

Also, there needs to be a discussion regarding GRF's parking enforcement role on Mutual property.



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P.O. Box 2069  
Seal Beach CA 90740

Feb Actuals	Feb Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Security								
101,299	115,472	14,173		Salaries & Wages Security	246,650	243,316	(3,334)	1,510,415
9,154	11,061	1,907		Employment Taxes Security	24,309	23,624	(685)	120,239
5,217	8,526	3,309	6142000 837	Workers' Compensation - Security	10,433	17,052	6,619	79,651
6,412	12,407	5,995		Group Ins - Medical Security	12,819	24,814	11,996	148,884
194	251	57	6143300 837	Group Insurance - Dental - Security	346	502	156	3,012
79	148	69	6143500 837	Group Insurance - Vision - Security	172	296	124	1,776
882	1,951	1,069	6144000 837	401(k) Match - Security	2,232	4,111	1,879	25,522
427	571	144	6145000 837	Group Insurance - Life - Security	843	1,142	299	6,852
434	666	232	6146000 837	Long Term Disability Insurance - Securit	836	1,332	496	7,992
0	268	268	6211000 837	Continuing Education - Security	0	531	531	3,211
0	100	100	6212000 837	Employee Exams - Security	0	200	200	1,200
68,303	32,917	(35,386)	6213100 837	Agency / Independent Contractor Fees - S	143,909	65,834	(78,075)	395,000
0	50	50	6214000 837	Meals & Special Events - Security	0	100	100	600
0	25	25	6215000 837	Mileage - Security	0	50	50	300
959	435	(524)	6217000 837	Uniforms & Laundry - Security	1,391	870	(521)	5,220
1,022	725	(297)	6410000 837	Materials & Supplies - Security	1,022	1,450	428	8,700
0	108	108	6410005 837	Building Supplies - Security	0	216	216	1,296
1,253	200	(1,053)	6410010 837	Hospitality - Security	1,253	400	(853)	2,400
0	250	250	6410015 837	Computer Supplies - Security	0	500	500	3,000
98	500	402	6410020 837	Equipment Expense - Security	164	1,000	836	6,000
56	75	19	6410025 837	Lunch Room Supplies - Security	159	150	(9)	900
53	1,000	947	6410030 837	Printer / Copier Supplies - Security	53	2,000	1,947	12,000
1,223	1,242	19	6420100 837	Electricity - Security	2,483	2,361	(122)	15,844
241	185	(56)	6422000 837	Telephone - Security	480	370	(110)	2,220
980	473	(507)	6425100 837	Natural Gas - Security	2,071	1,070	(1,001)	2,698
244	244	0	6444000 837	Equipment Rental - Security	487	488	1	3,033
0	100	100	6471000 837	Building Repair & Maintenance - Security	0	200	200	1,200
1,941	100	(1,841)	6472000 837	Equipment Repair & Maintenance - Securit	2,035	200	(1,835)	1,200
125	50	(75)	6477210 837	Pest Control - Security	175	100	(75)	628
0	64	64	6478000 837	Service Contracts - Security	38	128	90	768
0	0	0	6481000 837	Computer Maintenance & Software - Securi	0	450	450	4,950
40	500	460	6482000 837	Dues, Memberships & Books - Security	40	1,000	960	6,149
200,636	190,664	(9,972)		Total Expenses	454,402	395,857	(58,545)	2,382,860
Other Cost Recovery								
0	200	(200)	5351100 837	Parking Fines - Security	0	400	(400)	2,400
0	200	(200)		Total Other Cost Recovery	0	400	(400)	2,400
198,191	198,191	0	5330000 837	Income / Refund from Mutuals - Security	396,382	396,382	0	2,390,460

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Feb Actuals	Feb Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
198,191	198,391	(200)		Total Cost Recovery	396,382	396,782	(400)	2,382,860
				Off Budget Items				
(2,445)	7,727	(10,172)		Net Income / (Expense)	(58,020)	925	(58,945)	0



## Leisure World Security Department Security Incident Recap

**MARCH 2023**

<i>Type of Incident</i>	<i>Number of Incidents March 2023 (31 Days)</i>	<i>Number of Incidents February 2023 (28 Days)</i>
Paramedic calls	139	142
Theft	8	15
Vandalism	0	2
Traffic Incidents	7	7
Death Investigations	8	8
Lost Residents	3	5
Injury	9	8
Noise Complaints	4	2
Fire Reports	1	2
Dog/Pet Complaints	3	1
Coyote Sightings	0	0
<b>Grand Totals</b>	<b>182</b>	<b>192</b>

## **FIRE**

<b><i>Date</i></b>	<b><i>Time</i></b>	<b><i>Mutual</i></b>	<b><i>Additional Information</i></b>
3/27	10:25 PM	17	Fire department on scene, false alarm, no fire or smoke.

## **COYOTE SIGHTINGS**

**NONE**

## **THEFT**

<b><i>Date</i></b>	<b><i>Time</i></b>	<b><i>Mutual</i></b>	<b><i>Additional Information</i></b>
3/1	6:25 PM	11	Unknown person removed resident's motorcycle cover.
3/2	4:45 PM	1	Resident stated her purse was found missing from her residence.
3/7	11:51 AM	GAF Office	Unknown person removed walkers from office.
3/8	2:45 PM	1	Unknown person removed resident's property from laundry room area.
3/10	12:16 PM	14	Unknown person removed Amazon boxes from the resident's front porch.
3/17	4:17 PM	15	Unknown person cut lock on storage unit in carport and removed a DVD player.
3/20	3:05 PM	1	Unknown person removed delivery box from porch.
3/23	12:01 PM	4	Unknown person removed resident's umbrellas from her patio.

## **VANDALISM**

**NONE**

## **DOG / PET COMPLAINTS**

<b><i>Date</i></b>	<b><i>Time</i></b>	<b><i>Mutual</i></b>	<b><i>Additional Information</i></b>
3/7	7:14 AM	2	Resident complained of neighbor's dog barking – no barking heard upon arrival.
3/11	10:06 AM	10	Resident complained of dog barking – no one home, dogs continued parking, pet citation issued.
3/20	7:20 AM	10	Resident complained of dog barking – no one home, dogs continued parking, pet citation issued.

## **TRAFFIC INCIDENTS**

<b><i>Date</i></b>	<b><i>Time</i></b>	<b><i>Location</i></b>	<b><i>Additional Information</i></b>
3/4	11:21 AM	St. Andrews & Golden Rain Road	Two moving vehicles strike each other into intersection, one vehicle went into the canal.
3/13	1:55 PM	St. Andrews and Church Gate	Unknown moving vehicle struck parked vehicle and fled the scene.
3/14	1:08 PM	Main Gate Exit	Moving vehicle struck another vehicle from behind while waiting for light.
3/17	2:00 PM	Mutual 15	Moving vehicle struck parked vehicle.
3/19	8:55 PM	Mutual 10	Moving vehicle struck parked vehicle.
3/29	1:53 PM	Mutual 1	Unknown moving vehicle struck roof of carport and fled the scene.
3/30	1:10 PM	Main Gate	Moving vehicles collided while exiting community.

## **NOISE COMPLAINTS**

<b><i>Date</i></b>	<b><i>Time</i></b>	<b><i>Mutual</i></b>	<b><i>Additional Information</i></b>
3/12	8:05 PM	6	Resident complained of banging on their wall – no noise detected at the scene.
3/18	9:30 PM	14	Resident complained of noise coming from neighboring unit – no excessive noise detected.
3/30	2:26 PM 12:23 AM	1	Resident complained of noise coming from neighboring unit – no excessive noise detected.
3/31	9:15 AM	3	On-going resident complaints regarding noise

## **OTHER INCIDENTS**

<b><i>Date</i></b>	<b><i>Time</i></b>	<b><i>Mutual</i></b>	<b><i>Type of Incident</i></b>	<b><i>Information</i></b>
3/2	1:30 PM	Security Office	Visitor Disturbance	Visitor engaged security officers in a verbal altercation. SBPD called, visitor fled the scene before PD arrival.
3/2	3:33 PM	9	Injury	Resident fell while getting out of his vehicle – no transport required.
3/3	10:07 AM	3	Mutual Violation	Unauthorized yard sale shut down.
3/3	6:03 PM	3	Lost Resident	Resident lost – taken home safely
3/3	8:37 AM	3	Mutual Violation	On-going issue with unauthorized yard sale - sale shut down.
3/3	11:10 AM	On-Site Sales	Injury	Resident became ill on shuttle bus – transported to hospital.
3/8	11:50 AM	16	Resident Dispute	Dispute over the feeding of wild animals
3/8	10:47 PM	2	Suspicious Person	SBPD called – person not observed by PD.
3/8	6:15 PM	11	Vendor Issue	Resident complained about service received from LW Weekly delivery person.
3/9	3:40 PM	1	Resident Dispute	On-going resident dispute regarding the use of the table tennis area.
3/10	11:07 AM	3	Possible Family Dispute	No dispute – resident speaking loudly only.
3/11	4:30 PM	3	Resident Issue	On-going issue with resident involved in inappropriate behavior.
3/12	6:15 PM	4	Injury	Resident fell in pool area – walked home.
3/12	11:30 AM	3	Family Dispute	Resident complained of son causing a disturbance – son not at scene upon arrival.
3/13	6:54 PM	4	Resident Dispute	On-going resident dispute regarding harassing comments
3/15	5:52 AM	2	Resident Dispute	Residents engaged in a dispute over a traffic incident.
3/15	6:05 PM	1	Family Dispute	Resident involved in a dispute with visiting daughter – daughter left the community
3/16	10:03 AM	12	Injury	Resident fell out of scooter – no transportation required.

3/16	6:10 PM	1	Suspicious Person	Unauthorized person using laundry room – exited through St. Andrews Gate.
3/17	6:13 PM	3	Lost Resident	Resident wandering, returned safely home
3/18	12:04 PM	9	Resident Dispute	On-going resident dispute regarding the feeding of wild animals.
3/18	8:42 PM	5	Resident Dispute	No issue or concern detected
3/20	1:24 AM	RV Lot	Injury	Security officer on RV lot patrol heard resident yelling for help – resident found with broken ankle, taken to hospital
3/21	4:10 PM	3	Lost Resident	Resident found wandering, taken safely home.
3/22	6:25 PM	4	Vendor Violation	Vendor working past official stop time – vendor stopped work
3/23	7:51 PM	CH 6	Disturbance	Resident causing a disturbance in table tennis area – police called. Kept the peace.
3/24	9:58 AM	12	Resident Dispute	Resident involved in a dispute over a past loan and a mean-spirited card received.
3/25	8:18 AM	1	Vendor Violation	Advised vendor of the 'no-work' rule on weekends. Vendor stopped work.
3/25	4:36 PM	5	Injury	Resident fell while walking – taken to hospital
3/28	10:40 AM	15	Phone Scam	Scammers attempted to have resident send money – resident refused; PD contacted
3/28	12:47 PM	5	Injury	Resident tripped over garden hose – taken to hospital
3/28	1:04 PM	3	Injury	Resident fell while walking her dog – taken to hospital
3/29	11:56 AM 1:55 PM	Admin Office CH 6	Disturbance	On-going issue with resident causing a disturbance regarding the use of amenities.
3/30	2:30 PM	3	Injury	Resident fell while walking – no transport required.
3/31	1:06 AM	6	Vendor Dispute	Resident wanted caregiver to leave, caregiver did so.



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Feb Actuals	Feb Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Transportation								
29,505	32,188	2,683		Salaries & Wages Transportation	59,489	67,825	8,336	419,599
2,646	2,928	282		Employment Taxes Transportation	5,810	6,442	632	36,069
1,449	2,369	920	6142000 838	Workers' Compensation - Transportation	2,898	4,738	1,840	22,127
1,306	2,142	836		Group Ins - Medical Transportation	2,610	4,284	1,674	25,704
37	51	14	6143300 838	Group Insurance - Dental - Transportatio	74	102	28	612
25	34	9	6143500 838	Group Insurance - Vision - Transportatio	50	68	18	408
365	780	415	6144000 838	401(k) Match - Transportation	759	1,643	884	10,165
61	91	30	6145000 838	Group Insurance - Life - Transportation	119	182	63	1,092
62	106	44	6146000 838	Long Term Disability Insurance - Transpo	122	212	90	1,272
0	0	0	6211000 838	Continuing Education - Transportation	0	0	0	2,000
0	10	10	6214000 838	Meals & Special Events - Transportation	0	20	20	110
0	10	10	6215000 838	Mileage - Transportation	0	20	20	120
453	411	(42)	6217000 838	Uniforms & Laundry - Transportation	630	822	192	4,932
110	767	657	6410000 838	Materials & Supplies - Transportation	220	1,534	1,314	9,204
56	32	(24)	6410010 838	Hospitality - Transportation	56	64	8	384
0	20	20	6410015 838	Computer Supplies - Transportation	0	40	40	240
196	150	(46)	6410022 838	Tool Expense - Transportation	196	300	104	1,800
0	10	10	6410030 838	Printer / Copier Supplies - Transportati	0	20	20	120
50	0	(50)	6422000 838	Telephone - Transportation	100	0	(100)	0
0	100	100	6471000 838	Building Repair & Maintenance - Transpor	0	200	200	1,200
630	540	(90)	6472000 838	Equipment Repair & Maintenance - Transpo	946	1,080	134	6,480
211	1,250	1,039	6472100 838	Equipment Repair & Maint - Minibus - Tra	211	2,500	2,289	15,000
339	146	(193)	6478000 838	Service Contracts - Transportation	339	292	(47)	5,717
0	50	50	6482000 838	Dues, Memberships & Books - Transportati	0	100	100	600
0	100	100	6483000 838	Propane - Transportation	0	200	200	600
0	1,625	1,625	6483100 838	Propane - Minibus - Transportation	0	3,250	3,250	19,500
16,515	16,515	0	6483105 838	Gasoline - Transportation	16,515	16,515	0	80,880
0	53	53	6484000 838	Permits & Licenses - Transportation	0	106	106	636
54,016	62,478	8,462		Total Expenses	91,145	112,559	21,414	666,571
55,548	55,548	0	5330000 838	Income / Refund from Mutuals - Transport	111,096	111,096	0	666,571
55,548	55,548	0		Total Cost Recovery	111,096	111,096	0	666,571
Off Budget Items								
1,532	(6,930)	8,462		Net Income / (Expense)	19,951	(1,463)	21,414	0

**Budget Variance Report**  
CC 838 - Transportation  
February 2023

[illegible]



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

## SECURITY, BUS & TRAFFIC COMMITTEE

**TO:** SECURITY, BUS AND TRAFFIC COMMITTEE  
**FROM:** GRANT WINFORD, FLEET MANAGER  
**SUBJECT:** MINIBUS MONTHLY REPORT FEBRUARY 2022  
**DATE:** APRIL 14, 2023  
**CC:** FILE

**FEBRUARY 2023 TOTAL PASSENGER 1949**

**FEBRUARY 2022 TOTAL PASSENGER 2198**

### PASSENGER TOTALS FOR WEEKDAY ROUTES FOR THE MONTH

A-BUS	B-BUS	C-BUS	D-BUS	E-BUS	CALL INS
255	295	283	288	198	

### PASSENGER AVERAGE FOR WEEKDAY ROUTES FOR THE MONTH

A-BUS	B-BUS	C-BUS	D-BUS	E-BUS	CALL-INS
13	16	15	15	10	

### PASSENGER TOTALS/AVERAGE FOR WEEKEND ROUTES FOR THE MONTH

D-BUS	E-BUS
140/ 28	185 / 37

THE ACCESS W/C BUS MADE 281 ONE WAY TRIPS IN THE MONTH OF FEBRUARY. THE ACCESS BUS PICKED UP 305 PASSENGERS IN THE MONTH OF FEBRUARY.

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## **COMMITTEE ACTION REQUEST**

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**DATE:** APRIL 12, 2023  
**TO:** SECURITY BUS AND TRAFFIC COMMITTEE  
**FROM:** MANAGEMENT  
**ACTION:** APPROVE PROPOSED CHANGES TO POLICY 80-5580-1 AND 40-5580-2

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### **Background:**

At its meeting on January 24, 2023 the Board of Directors approved the implementation of a new gate access system including the use of RFID tags. With the implementation of the new system the committee will need to review Policies 80-5580-1 and 40-5580-2 and adjust to align with the new system.

The committee will need to set costs and fees for additional tags and lost and replacement tags. The project management team for the Gate Access system has put some preliminary suggestions to the committee to review.

### **NO FEES:**

- Initial issuance of 1 RFID tag per RESIDENT MEMBER/OWNER(RMO) in residence in the unit eligible for entry passes under the provisions of 80-5580-3
- Initial issuance of 4 permanent guest entry passes assigned to each unit as provided under the provisions of 80-5580-1.
- Initial issuance of 1 caregiver pass per unit.
- Initial issuance of 1 RFID tag per Renter/Lessee in residence in the unit eligible for entry passes under the provisions of 80-5580-1
  - Renter/Lesseees will not be issued guest entry passes.
- Initial issuance of 2 RFID tags per vendor
- Initial issuance of 1 RFID tag per commercial leasee employee
- Initial issuance of 1 RFID tag per contracted worker (i.e. Security staff, Temporary Employees, Custodial staff)
- Initial issuance of 1 RFID tag per approved Real Estate agent.

### **ADDITIONAL PASSES**

- Resident Members/Owners (RMO)  
A RMO may purchase additional RFID tags at a cost of \$25.00 each, not to exceed the number of vehicles registered to the RMO or permitted under their Mutual Occupancy Agreement.

- Vendors

A vendor may purchase additional RFID tags for their employees at a cost of \$25.00 each. A discounted rate of \$15 each for certain vendors purchasing over 10 additional tags for their employees.

#### REPLACEMENT PASSES

A Pass/RFID tag may be replaced at a fee of:

- 1st Occurrence - \$25
- 2nd Occurrence - \$50
- 3rd plus Occurrence - \$75

The Committee will want to consider if they wish to continue to offer 4 annual guest passes for each unit. The proposed changes do include providing 4 permanent guest passes. We will be able to change from printing these annually as we will be able to track through the system. These passes will either be an RFID tag or a printed pass with a QR code.

#### **Fiscal Impact:**

The ongoing cost for RFID tags (\$10.65-\$13.50/each) for those initial issuances. We currently have a budget of \$11,000 for annual guest pass, service pass and caregiver pass printing. However, switching to either an RFID tag or QR printed pass, will negate the need to print passes each year. There would be one issuance of each pass and replacements would be at a cost.

#### **Recommendation:**

That the Committee recommends the Board of Directors approves the changes to Policies 80-5580-1 and 40-5580-2 as discussed and approved by the Committee.





## SECURITY

### Entry Passes – Fees

#### 1. NO FEES

- 1.1. Initial issuance of 1 RFID tag per RESIDENT MEMBER/OWNER(RMO) in residence in the unit eligible for entry passes under the provisions of 80-5580-3
- 1.2. Initial issuance of ~~annual~~ 4 permanent guest entry passes ~~for MEMBERS/OWNERS in residence in the unit and Mutual Seventeen MEMBER/OWNERS assigned to each unit eligible for entry passes as provided~~ under the provisions of 80-5580-~~31~~.
- 1.3. Initial issuance of P1 caregiver passes issued to contract workers, vendors, and caregivers per unit.
- 1.4. Initial issuance of 1 RFID tag per Renter/Lessee in residence in the unit eligible for entry passes under the provisions of 80-5580-1
- ~~1.3.1.~~ 1.4.1. Renter/Lessees will not be issued ~~annual~~ guest entry passes.
- 1.5. Initial issuance of 2 RFID tags per vendor
- 1.6. Initial issuance of 1 RFID tag per commercial leasee employee
- 1.7. Initial issuance of 1 RFID tag per contracted worker (i.e. Security staff, Temporary Employees, Custodial staff)
- ~~1.4.~~ 1.8. Initial issuance of 1 RFID tag per approved ~~Yearly passes for~~ Real Estate agent.

#### 2. ADDITIONAL PASSES

- 2.1. Resident Members/Owners (RMO)  
A RMO may purchase additional RFID tags at a cost of \$25.00 each, not to exceed the number of vehicles registered to the RMO or permitted under their Mutual Occupancy Agreement.
- 2.2. Vendors  
A vendor may purchase additional RFID tags for their employees at a cost of \$25.00 each. A discounted rate of \$15 each for certain vendors purchasing over 10 additional tags for their employees.

#### ~~2.3.~~ LOSS OF REPLACEMENT PASSES

- ~~2.1.~~ Caregiver  
A lost CAREGIVER pass may be replaced for a \$20.00 fee, per occurrence.





## **SECURITY**

### **Entry Passes – Fees**

#### ~~2.2. Real Estate or Escrow Firm Representatives~~

~~A lost pass may be replaced for \$50.00. If the pass is lost a second subsequent time, a \$75.00 fee is charged.~~

A Pass/RFID tag may be replaced at a fee of:

- 1<sup>st</sup> Occurrence - \$25
- 2<sup>nd</sup> Occurrence - \$50
- 3<sup>rd</sup> plus Occurrence - \$75

#### **3.4. REVIEW**

All fees are reviewed on an annual basis.

#### **Document History**

Adopted: 25 Jan 22

**Keywords:** Fees Pass Caregiver Real Estate Loss



## **SECURITY**

### **Entry Passes – Rules**

#### **1. PURPOSE**

All MOTOR VEHICLES (e.g., GOLF CARTS, LSV, MOTORCYCLES), BICYCLES, and PEDESTRIANS entering LEISURE WORLD SEAL BEACH are required to present or obtain valid and current authorization for entry before operating on Golden Rain Foundation (GRF) TRUST PROPERTY streets, or parking on TRUST PROPERTY.

#### **2. DISPLAY**

Entry authorization for MOTOR VEHICLES must be displayed the entire time the vehicle is on TRUST PROPERTY.

##### **2.1. An AUTHORIZED RESIDENT is a:**

**2.1.1.** RESIDENT MEMBER/OWNER (RMO) who is currently not leasing their Leisure World Seal Beach (LWSB) UNIT.

**2.1.2.** RENTER/LESSEE (R/L) who has been approved by Golden Rain Foundation (GRF) Stock Transfer and the R/L's Mutual to reside in a LWSB residence.

**2.1.3.** Co-occupant who has been authorized to reside in a LWSB residence; or

**2.1.4.** QUALIFIED PERMANENT RESIDENT (QPR).

##### **2.2. For an AUTHORIZED RESIDENT's MOTOR VEHICLE, the authorization will be in the form of an authorized GRF windshield decal and RFID tag assigned to the vehicle.**

##### **2.3. A VISITOR, SERVICE PROVIDER or CONTRACT WORKER must display the entry pass authorization on the vehicle's dashboard, so to be visible through the windshield, or RFID tag if so provided.**

##### **2.4. An AUTHORIZED RESIDENT temporarily operating a VEHICLE (such as a rental car) without a GRF windshield decal, must display a GRF-issued entry pass authorization from the Security Department, on the vehicle's dashboard so to be visible through the windshield.**

##### **2.5. If the VEHICLE or equipment does not have a dashboard, the entry pass authorization should be securely taped to the driver's side windshield of the vehicle.**

##### **2.6. ANY AUTHORIZED RESIDENT who enters LEISURE WORLD SEAL BEACH as a PEDESTRIAN, or operating a BICYCLE or MOBILITY SCOOTER, must present a duly authorized GRF identification card or a valid entry pass.**

##### **2.7. A VISITOR or CONTRACT WORKER who enters LEISURE WORLD SEAL BEACH as a PEDESTRIAN, or operating a BICYCLE or MOBILITY SCOOTER, must present a valid entry pass or a GRF Identification card.**

## Entry Passes – Rules

- ### **3. TRANSFER RIGHTS**

- 3.2.** No VISITOR or CONTRACT WORKER may assign any other form of entry pass or parking authorization to a VEHICLE or a person other than to the VEHICLE or person initially authorized to receive it.

**4.2.** Any PERSON who presents a photocopied or counterfeit GRF pass for entry into LEISURE WORLD SEAL BEACH may be referred for civil or criminal action for making a false representation.

Adopted: 05 Apr 21

**Keywords:** Entry Pass      Caregiver      Service Providers      Contractor      Display