

## BOARD OF DIRECTORS

Meeting Agenda  
Tuesday, August 22, 2023 - 10:00 A.M.  
Clubhouse Four

*This meeting may also be live streamed at [www.lwsb.com](http://www.lwsb.com).*

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

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

**1. Call to Order/Pledge of Allegiance**

**2. Roll Call/Notice of Quorum**

**3. President's Announcement**

**4. Member Comments/Correspondence**

**5. Consent Calendar**

- a. GRF Board of Directors Minutes, July 22, 2023
- b. Accept the Interim Financial Statements May and June 2023, for Audit
- c. Accept the Reserve Funds Investment Purchase
- d. Approve Transfers of Funds for GRF per Civil Code 5502

**6. New Business**

**a. General**

**i. Appointed on CRV Panel**

**b. Reserve Funding**

**i. Capital and Reserve Funds Balance Sheet**

**ii. Rubberized Golf Walking Path**

**Proposed Resolution:** To award a contract to Robertson Recreational Surfaces for the Replacement of the rubberized walking path to the Golf Course bridge for a cost not to exceed \$14,195, including a 10% contingency, Reserve funding, and authorize the President to sign the contract.

**iii. Elevator Cab Remodel**

**Proposed Solution:** To award a contract to Elite Elevator Services for remodeling the Administration Building elevator cab at a cost not to exceed \$20,427, which includes 10% contingency, Reserve Funding, and authorize the President to sign the contract.

**c. Governing Documents**

**i. Amend 20-5585-1 Advertising Policy**

**Proposed Solution:** To amend 30-1021-1, Posting Signs on Trust Property updating verbiage throughout, as presented.

**ii. Amend 30-5604-3, Publication of Board Minutes**

**Proposed Solution:** To amend 30-5604-3, Publication of Board Minutes, making minor changes in language, and assigning it the number 13-5604-3.

**iii. Amend 30-1001-5, Glossary of Terms**

**Proposed Solution:** To amend 30-1001-5, Glossary of Terms, to incorporate the new term, "Permanent Guest," and renumber the glossary rule as 13-1001-5.

- iv. **Amend 40-5506-3, Request for Proposal (RFP) Requirements**  
**Proposed Solution:** To amend 40-5506-3, Request for Proposal Requirements, modifying language throughout and establishing the Executive Director's spending authorization at 1/10th of 1% (.001) of the Foundation's annual budget. I further move to designate this rule as 14-5506-1.
- v. **Amend 40-3326-1, Purchasing Warehouse Guidelines for Mutual Inventory and Non-Inventory Purchases**  
**Proposed Solution:** To amend 40-3326-1, Purchasing Warehouse Guidelines for Mutual Inventory and Non-Inventory Purchases, modifying language throughout and consolidating within it rule 40-3325-1, Purchase of Non-Standard Items. I further move to change 40-3326-1's title to Purchasing Warehouse Guidelines and designate it as 14-3326-1.
- vi. **RESCIND 40-3324-2, Purchasing Fees; 40-3324-1, Purchasing Fees and 40-3325-1, Purchase of Non-Standard Items**  
**Proposed Solution:** To rescind 40-3324-2, Purchasing Fees; and 40-3325-1, Purchase of Non-Standard Items.
- d. **Cost Recovery**
  - i. **Optum Lease Renewal**  
**Proposed Solution:** To approve the amended language in the Optum lease contract for the Leisure World healthcare facility, and extend Optum's lease at a rate of \$65,000 per month for 60 months, with the lease's five-year term commencing October 1, 2023
  - ii. **FINAL VOTE: Adopt Section 2.4, RFID Transmitters, Within 10-2000-2, Consolidated Fee Schedule**  
**Proposed Solution:** To ratify 10-2000-2, Consolidated Fee Schedule, and section 2.4 of the rule, approving fees for multiple RFID tags.
  - iii. **FINAL VOTE: Adopt Section 1.2., Temporary Member RV Parking, Within 10-2000-2, Consolidated Fee Schedule**
  - iv. **Proposed Solution:** To ratify section 1.2. of Rule 10-2000-2, Consolidated Fee Schedule, approving fees for temporary Recreational Vehicle parking for Members.

## 7. Ad Hoc Reports

- a. 1.8 Ad Hoc Committee – Discussion

## 8. Next Meeting Date

Tuesday, September 26, 2023, at 10:00 a.m. – Clubhouse Four

## 9. Adjournment



## 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, July 25, 2023, in Clubhouse Four and via live stream.

### **PLEDGE OF ALLEGIANCE**

Director Vienna led the pledge.

### **EXECUTIVE SESSION DISCLOSURE**

*An Executive Session Meeting was held on May 4, 2023 and June 1, 2023, during which 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 Gambol, Weber, Nugent, Habel, Gerber, W. Thompson, Hopewell, Vienna, C. Thompson, Levine, Jablonski, Melody, Hamblin, Isom and Massetti were present.

Director Dodero and Damoci were present via Zoom.

Executive Director Jessica Sedgwick, Director of Finance Mallorie Hall, Physical Property Manager Kevin Black, Recreation Director Jesse Cripps, and Executive Coordinator Tia Makakaufaki were also present.

Director of IT Marcelo Mario was present via Zoom.

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

Director Melody left the meeting at 11:00 a.m.



## **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 the Board 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 six comments made at the meeting, and two written comments prior to the meeting.

## **CONSENT AGENDA**

The minutes of the GRF Board of Directors Minutes, May 23, 2023, Election Minutes, June 6, 2023; Organization and Ratification Minutes, June 13, 2023; Accept the Interim Financial Statements April 2023, for Audit; and Transfers of Funds for GRF per Civil Code 5502, were approved as presented.

## **GENERAL**

### **Approve Southern California Edison Easement on Trust Property**

Mr. Dodero MOVED, seconded by Ms. C. Thompson –

TO authorize the President to sign the Grant of Easement across Trust Property for the Electrical Vehicle Charging System being installed in Mutual Four.

Three Directors and the Physical Property Manager spoke on this motion.

The motion passed with two no votes (Director Gambol and Hamblin).



## **CAPITAL FUNDING**

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

### Real Estate Sales Office Sign

Ms. Levine MOVED, seconded by Mr. Massetti -

TO award a contract to MJ Jurado for the installation of a concrete sign visible from both sides of Seal Beach Boulevard for the Real Estate Sales Office at the entrance of Leisure World, at a cost of \$8,500, Capital Funding, adding \$1,000 contingency for a cost not to exceed \$9,500 and authorize the President to sign the contract.

Eight Directors, Physical Property Manager and Executive Director spoke on this motion.

The motion passed with one recusal (Director Gerber) and one no vote (Director Hamblin).

### Engineering EV Stations (Maintenance Yard)

Mr. Melody MOVED, seconded by Mr. Dodero -

TO award a contract to Control Engineering for field engineering to evaluate sources of power to charge electric vehicles in the Service Maintenance Yard at a cost not to exceed \$4,000 Capital Funding and authorize the President to sign the contract.

One Director and the Physical Property Manager spoke on this motion.

The motion passed with one abstention (Director Hamblin).

The President called for a 15 – minute break at 11:00 a.m.

The meeting was called back to order at 11:15 a.m.

Director Melody left the meeting at 11:00 a.m.



### Radar Speed Signs

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

TO authorize purchasing three radar speed signs. Location to be chosen by the Security Department and installed by Service Maintenance, for a total cost not to exceed \$15,000 Capital Funding and authorize the President to sign the contract.

Seven Directors and the Executive Director spoke on this motion.

### Main Entry Traffic Flow

Mr. Massetti MOVED, seconded by Mr. Jablonski –

TO approve the proposal from Urban Crossroads to complete a traffic study and provide solutions to the Main Gate entry at a cost not to exceed \$14,400, Capital Funding and authorize the President to sign the contract.

Five Directors spoke on this motion.

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

## **RESERVE FUNDING**

### HVAC Unit in News Office

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

TO award a contract to Greenwood Heating and Air for the replacement of the HVAC unit in the News Office at a cost not to exceed \$22,800 Reserve Funding and authorize the President to sign the contract.

Two Directors, the Physical Property Manager and Executive Director spoke on this motion.



### 2023 Paving Project

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

TO award a contract to MJ Jurado for the grind and repaving of Interlachen, Glenview, Fairfield South, Mayfield, Twin Hills, and Main Gate entry. Crack Fill and Slurry Seal is required at Fresh Meadows, Knollwood, Kenwood and St Andrews (outside gate) using the same cost as presented in MJ Jurado 2022 bid and not to exceed \$580,000, Reserves Funding and authorize the President to sign the contract.

Seven Directors, the Physical Property Manager and Executive Director spoke on the motion.

### Clubhouse Four Digital Piano

Mrs. Nugent MOVED, seconded by Ms. Hopewell -

TO approve purchasing a Roland GP9 5-foot digital piano in polished ebony at a cost not to exceed \$11,000, Reserve Funding, and authorize the President to sign the contract.

Five Directors, the Recreation Manager and Recreation Director spoke on the motion.

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

## **GOVERNING DOCUMENTS**

The new GRF Rule Numbering Protocol was presented.

### Amend 30-1021-1, Posting Signs on Trust Property

Mr. W. Thompson MOVED, seconded by Ms. C. Thompson and carried unanimously by the Directors –

TO amend 30-1021-1, Posting Signs on Trust Property, updating verbiage throughout, and assigning the number 13-1021-1, as presented.

Four Directors spoke on the motion.



Amend 40-2230-3, Authorized Signatories

Ms. Levine MOVED, seconded by Mr. Jablonski –

TO amend 40-2230-3, Authorized Signatories, adding electronic signing requirement for \$150,000 payments and updating verbiage throughout as presented.

Six Directors, the Director of Finance and Executive Director spoke on the motion.

The motion passed with two no votes (Director Vienna and Isom).

Amend 80-5580-1, Entry Passes – Rules

Ms. Habel MOVED, seconded by Ms. Isom–

TO amend 80-5580-1, Entry Passes – Rules updating language throughout and assigning it the number 48-5580-1, as presented.

One Director and the Executive Director spoke on this motion.

The motion passed with one no vote (Directors Doderio) and one abstention (Director Hamblin).

**COST RECOVERY**

**TENTATIVE VOTE:** Adopt Section 2.4, RFID Transmitters, Within 10-2000-2, Consolidated Fee Schedule

Ms. Gambol MOVED, seconded by Mrs. Nugent -

TO adopt 10-2000-2 Consolidated Fee Schedule and section 2.4 of the rule, approving fees for multiple RFID tags, pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on August 22, 2023, as amended.

Eight Directors and the Executive Director spoke on this motion.

The motion passed with one no vote (Director Vienna) and one abstention (Director Hamblin).



Adopt Section 1.1., Temporary Visitor RV Parking, Within 10-2000-2, Consolidated Fee Schedule

Ms. Isom MOVED, seconded by Ms. Hopewell and carried unanimously by the Directors -

TO adopt Section 1.1. of Rule 10-2000-2, Consolidated Fee Schedule, approving fees for temporary Recreational Vehicle parking for visitors.

No one spoke on the motion.

**TENTATIVE VOTE:** Adopt Section 1.2., Temporary Member RV Parking, Within 10-2000-2, Consolidated Fee Schedule

Mr. W. Thompson MOVED, seconded by Ms. Gambol –

TO adopt section 1.2. of Rule 10-2000-2, Consolidated Fee Schedule, approving fees for temporary Recreational Vehicle parking for Members, pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on August 22, 2023.

One Director spoke on the motion.

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

Optum Lease Renewal

Mr. Weber MOVED, seconded by Ms. Hopewell –

TO extend Optum's five-year lease renewal beginning October 1, 2023, at a rate of \$65,000.00 per month for 60 months.

Seven Directors spoke on the motion.

The motion failed with nine no votes (Directors Gambol, Habel, Gerber, Dodero, Levine, Jablonski, Damoci, Hamblin and Isom).

Ms. Hamblin MOVED, seconded by Damoci and carried unanimously by the Directors -



TO place Optum's five-year lease on the next scheduled Board meeting agenda.

No one spoke on the motion.

## **AD HOC REPORT**

### **1.8 Ad Hoc Committee**

Chair Damoci updated the Board members with information about the 1.8 Ad Hoc Committee.

## **ADJOURNMENT**

The meeting was adjourned at 1:10 P.M.

---

Carol Levine, Corporate Secretary  
Golden Rain Foundation  
TM:07-25-23



---

## BOARD ACTION REQUEST

---

**DATE:** AUGUST 22, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** DIRECTOR OF FINANCE  
**BOARD ACTION:** ACCEPTANCE OF THE MAY AND JUNE 2023 FINANCIAL STATEMENTS

---

Following a review of the financial statements, in accordance with Policy 14-5115-3 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 the period ending May 31, 2023, and June 30, 2023, as presented by the Director of Finance and as reviewed by the Administration Committee.



May Budget Highlights	
Income	\$8,951,200.11
Expense	\$8,859,301.45
Net	\$91,898.66

Account Balances	
Reserve	\$10,263,467.33
Capital	\$1,553,071.59
Unbudgeted Operating	\$47,011.11

### VARIANCES

Department	GL	Mon. Variance	YTD Variance	Notes
Revenue	Cert Prep - Escrow	-\$7,200	-\$43,500	Escrow YTD less than budget
Revenue	Lost ID	-\$3,500	-\$9,000	Less ID replacements
Revenue	Other Income	\$85,937	\$24,247	Recreation Sales
Revenue	Rental Income	-\$12,215	-\$53,615	Onsite sales less than budgeted
Revenue	Display Advertising	\$3,181	\$26,304	Inserts moving to Newspaper ads
Revenue	SRO Labor Recovery	-\$6,157	-\$65,051	Less billable hours
HR	Wages & Benefits	\$45,219	\$426,264	Less permanent staff than budgeted
HR	Continuing Education	\$1,040	\$14,408	Less education expense than budgeted
HR	Temp Agency	-\$62,453	-\$333,957	Unanticipated temps - ODO in Security
Administration	Office Supplies	-\$1,674	-\$10,677	Materials from Home Depot, So Cal Auto/Truck, Alpha Water Systems
Administration	Legal	\$6,415	\$26,213	\$20k in litigation
Member Services	Legal-Fair Housing	\$2,000	\$11,000	No 2023 transactions
Facilities	Utilities	\$1,928	-\$47,016	Q1 gas expenses
Facilities	Janitorial	-\$12	\$35,140	Monthly over due to window cleaning
IT	Other Professional	-\$686	-\$14,867	Billable hours - Boyer (Dynamics) ELC (website)



June Budget Highlights	
Income	\$10,867,746.91
Expense	\$10,775,123.52
Net	\$92,623.39

Account Balances	
Reserve	\$10,219,688.07
Capital	\$1,513,916.90
Unbudgeted Operating	\$47,700.61

## VARIANCES

Department	GL	Mon. Variance	YTD Variance	Notes
Revenue	Cert Prep - Escrow	-\$1,800	-\$45,300	Escrow YTD less than budget
Revenue	Parking Spot	-\$20,452	-\$20,696	AR -RV rental Leases unpaid
Revenue	Other Income	-\$1,003	\$23,244	Recreation Sales
Revenue	Rental Income	\$19,789	-\$33,826	Onsite sales less than budgeted
Revenue	Display Advertising	\$10,956	\$37,269	Inserts moving to Newspaper ads
Revenue	SRO Labor Recovery	-\$7,232	-\$72,283	Less billable hours
HR	Wages & Benefits	\$11,100	\$437,364	Less permanent staff than budgeted
HR	Continuing Education	-\$1,728	\$12,680	Less education expense than budgeted
HR	Temp Agency	-\$57,764	-\$391,721	Unanticipated temps - ODO in Security
Administration	Office Supplies	-\$2,051	-\$12,728	Home Depot, So Cal Auto/Truck, Alpha Water Systems
Administration	Legal	\$5,612	\$31,825	\$20k in litigation
Member Services	Legal-Fair Housing	\$852	\$11,852	Little expense in 2023
Facilities	Utilities	-\$22,383	-\$69,404	Q1 gas expenses
Facilities	Building Repair	-\$4,094	-\$13,989	June - News & Mutual Admin copier room
Facilities	Janitorial	\$6,408	\$41,547	Contract lower than budget

## VARIANCES

Department	GL	Mon. Variance	YTD Variance	Notes
Facilities	Other Service Contracts	\$3,797	\$13,642	Reduced water filtration contract & new printer leases
IT	Computer Supplies	-\$6,843	-\$11,993	Phys prop iPad cases & wall mount for switch
IT	Other Professional	-\$609	-\$15,476	Billable hours - Boyer (Dynamics) ELC (website)
Recreation	Community Entertainment	\$25,011	\$23,463	Negotiated costs are under budget
Newspaper Printing	Newspaper Printing	\$3,257	\$17,689	Over budgeted due to inflation and unpredicatability



## BOARD ACTION REQUEST

**DATE:** JULY 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:

Date	Vendor	Amount
06/28/2023	Transfer to US Bank - Payroll - 1219	(\$296,000.00)
07/11/2023	Transfer to US Bank - Payroll - 1219	(\$284,500.00)
06/13/2023	Transfer to US Bank - Payroll - 1219	(\$273,500.00)
05/17/2023	Transfer to US Bank - Payroll - 1219	(\$268,000.00)
05/22/2023	D L D Insurance Brokers - INST 6/1/23	(\$193,932.33)
06/27/2023	D L D Insurance Brokers - INST 7/1/23	(\$193,932.33)
06/12/2023	Innovative Cleaning Serv - Multiple Invoices	(\$142,206.16)
05/09/2023	Innovative Cleaning Serv - Multiple Invoices	(\$140,066.16)
07/11/2023	Innovative Cleaning Serv - Multiple Invoices	(\$140,066.16)
07/11/2023	City of Seal Beach - Water June-23 & Street Sweeping	(\$129,373.96)
06/29/2023	P/R Taxes 06-30-23 - EFT - P/R Taxes 06-30-23	(\$114,957.72)
06/05/2023	City of Seal Beach - Water May-23 & Street Sweeping	(\$114,884.68)
06/02/2023	PR Taxes Paid 06-02 - EFT - PR Taxes Paid 06-02	(\$104,430.85)
07/13/2023	ADP, Inc. - EFT - Payroll Taxes Paid 07/14/23	(\$103,481.67)
05/09/2023	ADP P/R 05/05/23 - EFT - P/R Taxes Paid 05/05	(\$101,078.38)
07/05/2023	Anthem Blue Cross - HMO Medical	(\$101,029.93)
05/01/2023	Anthem Blue Cross - HMO Medical	(\$100,791.85)

06/01/2023	Anthem Blue Cross - HMO Medical	(\$100,791.85)
06/15/2023	ADP, Inc. - EFT - P/R Taxes Paid 06/16	(\$ 99,576.95)
05/19/2023	P/R Taxes Paid 05-19 - EFT - P/R Taxes Paid 05-19	(\$ 97,032.72)
05/09/2023	City of Seal Beach - Water April-23 & Street Sweeping	(\$ 94,961.92)
07/11/2023	Off Duty Officers, Inc. - Multiple Invoices	(\$ 56,419.54)
06/27/2023	Off Duty Officers, Inc. - Security Services May 16-31, 2023	(\$ 39,378.42)
07/17/2023	Ferguson Entrprs #1350 - Multiple Invoices	(\$ 37,060.24)
05/30/2023	Off Duty Officers, Inc. - Security Services Apr 16-30, 2023	(\$ 36,701.15)
06/27/2023	Off Duty Officers, Inc. - Security Services May 1-15, 2023	(\$ 35,789.27)
06/05/2023	Empower Trst Company, LLC - EFT - 401k Deposit PR 06/02/23	(\$ 34,583.68)
05/08/2023	Empower Trst Company, LLC - EFT - 401k Transfer Funds 05-05-23	(\$ 32,193.63)
06/12/2023	CliftonLarsonAllen LLP - Progress Billing Audit	(\$ 30,450.00)
07/17/2023	Empower Trst Company, LLC - EFT - 401k Fund Transfer 07-14-23	(\$ 30,256.13)
05/22/2023	Empower Trst Company, LLC - EFT - 401k Funds Transfer 05-19-23	(\$ 30,073.44)
05/22/2023	Home Depot Credit Svcs - Electric Range	(\$ 28,351.18)
05/09/2023	CliftonLarsonAllen LLP - Progress Billing Audit	(\$ 26,250.00)
05/09/2023	J&J Landscaping, Inc. - Multiple Invoices	(\$ 24,700.00)
05/30/2023	J&J Landscaping, Inc. - Multiple Invoices	(\$ 24,700.00)
06/30/2023	J&J Landscaping, Inc. - Multiple Invoices	(\$ 24,700.00)
05/22/2023	Preferred Employers - INST 04/30/23	(\$ 20,834.00)
06/27/2023	Preferred Employers - INST 05/31/23	(\$ 20,834.00)
07/11/2023	Philadelphia InsuranceCo - Deductible Billing	(\$ 20,000.00)
05/22/2023	Reed Printing, Inc. - GRF Community Guide	(\$ 19,068.44)
06/30/2023	Lowe's - FR 18 CUFT	(\$ 18,705.80)
06/19/2023	Home Pipe & Supply - Multiple Invoices	(\$ 17,592.90)
06/19/2023	PacketWatch - Multiple Invoices	(\$ 15,800.00)
05/15/2023	SC Fuels - Gasoline	(\$ 15,769.35)
05/30/2023	Athens Services - Trash 04-23	(\$ 15,562.50)
07/11/2023	Lowe's - 100-Amp 2-Pole Standard T	(\$ 15,159.73)
07/17/2023	Ganahl Lumber Co - Multiple Invoices	(\$ 14,367.15)
07/11/2023	Lowe's - 100-Amp 2-Pole Standard T	(\$ 13,887.11)
05/15/2023	Home Pipe & Supply - Multiple Invoices	(\$ 13,204.03)
05/31/2023	Home Depot Credit Svcs - Electric Range	(\$ 12,326.60)
06/27/2023	PLK Tech, Inc. - Light Pole	(\$ 12,054.34)
06/30/2023	Athens Services - Trash 05-23	(\$ 11,791.97)
07/17/2023	Timothy Metzger - Multiple Invoices	(\$ 11,305.00)

07/17/2023	Home Pipe & Supply - Multiple Invoices	(\$ 10,923.62)
05/15/2023	Ferguson Entrprs #1350 - Multiple Invoices	(\$ 10,553.92)
06/27/2023	CliftonLarsonAllen LLP - Services through May 2023	(\$ 10,500.00)
05/15/2023	Ganahl Lumber Co - Multiple Invoices	(\$ 10,236.39)
07/11/2023	AJ's Entertainment - Summer Concert- Tribute to Michael Buble	(\$ 10,000.00)



## BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS  
 FROM: DIRECTOR OF FINANCE  
 SUBJECT: RESERVE FUNDS INVESTMENT PURCHASE  
 DATE: AUGUST 11, 2023  
 CC: FILE

### Investment Activity – March 2023

Investment Portfolio - All Funds						
6/30/2023						
Financial Institution & Type	Contingency Operating Fund	Reserve Fund	Capital Improvement Fund	General Operating Fund	Total Funds	Uninsured Funds
Morgan Stanley - Cash	-	815,829	-	-	815,829	565,829
Morgan Stanley - Deposits	-	490,000	-	-	490,000	-
Morgan Stanley - CDs	-	3,845,000	-	-	3,845,000	-
US Bancorp CDs	-	4,370,046	1,180,000	-	5,550,046	-
US Bank - Money Market	725,701	2,092,776	1,260,788	43,010	4,122,275	-
<b>Total Funds</b>	<b>725,701</b>	<b>11,613,650</b>	<b>2,440,788</b>	<b>43,010</b>	<b>14,007,321</b>	<b>565,829</b>
Total Liquid Funds		2,908,604	1,260,788			
Maturing Investments, Aug		40,000	170,000			
Pending Authorized Purchases		-	-			
Commitments as of 8/31/2023		(944,416)	(883,972)			
Cushion <sup>1</sup>		(750,000)	(1,000,000)			
<b>Available for Investing</b>		<b>1,254,188</b>	<b>-</b>			

<sup>1</sup>On 7/19/2021, the Finance Committee established a lower liquid threshold of \$1M to be maintained in the capital fund.

Based on the information above, the committee has agreed to the purchase of brokered CDs through US Bank Corp and Morgan Stanley for \$1,255,000 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.

### Committee Action Recommended:

I move to authorize the purchase of brokered CDs through US Bank Corp and Morgan Stanley for \$1,255,000 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.



## BOARD ACTION REQUEST

**DATE:** AUGUST 22, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** DIRECTORS 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:

Date	Vendor	Amount
07/25/2023	Fund Payroll 07/28/23	\$282,000.00
08/08/2023	Fund Payroll 08/11/23	\$276,000.00
07/21/2023	Accounts Payable - Voucher Inv # 8007 Inv: 8007 D L D Insurance Brokers	\$193,932.33
07/20/2023	INST 8/1/23 Inv: 8007	\$182,698.87
08/11/2023	Accounts Payable - Voucher Inv # 60-01423-00 Inv: 60-01423-00 City of Seal Beach	\$148,483.48
08/15/2023	Accounts Payable - Voucher Inv # 27838 Inv: 27838 Innovative Cleaning Serv	\$130,486.85
08/01/2023	Accounts Payable - Voucher Inv # 1919920A Inv: 1919920A Anthem Blue Cross	\$103,921.21
07/27/2023	PR Taxes Paid 07/28/23	\$73,106.00
08/10/2023	Payroll Tax Liability - EE 08-11-23	\$69,165.09
07/31/2023	Amort. Property & Liability Insurance	\$58,639.17
07/17/2023	Accounts Payable - Voucher Inv # 2593964 Inv: 2593964 Ferguson Entrprs #1350	\$34,504.20
08/10/2023	Payroll Tax Liability - ER 08-11-23	\$27,890.68
08/11/2023	Accounts Payable - Voucher Inv # 74447 Inv: 74447 Off Duty Officers, Inc.	\$27,265.08

07/27/2023	Pay to Employees 07/28/23	\$20,925.20
07/21/2023	Accounts Payable - Voucher Inv # 2399516 Inv: 2399516 Preferred Employers	\$20,834.00
07/31/2023	July Workers' Compensation	\$20,834.00
07/31/2023	FR 18 CUFT Inv: 998649	\$20,524.39
08/14/2023	Employees' 401k Funding 08-11-23	\$20,134.45
07/17/2023	401k Fund Transfer 07-14-23	\$19,835.27
07/31/2023	Employees' 401k Funding 07-31-23	\$19,092.29
08/04/2023	Gasoline Inv: IN-0000320691	\$17,155.69
08/11/2023	Accounts Payable - Voucher Inv # IN-0000320691 Inv: IN-0000320691 SC Fuels	\$16,366.92
07/21/2023	Accounts Payable - Voucher Inv # 14786313 Inv: 14786313 Athens Services	\$15,161.56
07/31/2023	Accounts Payable - Voucher Inv # JUL2023GC Inv: JUL2023GC J&J Landscaping, Inc.	\$14,200.00
08/11/2023	Accounts Payable - Voucher Inv # 23-038(B2) Inv: 23-038(B2) Anacal Engineering Co.,	\$12,850.00
07/31/2023	Reserve Funding	\$12,500.00
07/31/2023	July Property & Liability Insurance	\$11,233.46
07/31/2023	Record 7/1/23 Insurance payment	\$11,233.46
07/31/2023	Accounts Payable - Voucher Inv # JUL2023CF Inv: JUL2023CF J&J Landscaping, Inc.	\$10,500.00
08/07/2023	Accounts Payable - Voucher Inv # 47 Inv: 47 Floor Care of Arizona	\$10,400.00
07/31/2023	Record July Amphitheater shows, 4th July event	\$10,277.82

**Capital Funds  
June 2023**

Balance	\$1,556,816.90	
Monthly Funding Budgeted	\$66,667.00	*Implied
Monthly Funding Actual	\$0.00	

**Proposed Capital Expenditures**

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	<b>\$1,556,816.90</b>
-------------------------	-----------------------

**Stock Transfer Transactions**

January	16	30
February	24	29
March	24	41
April	38	48
May	30	51
June	32	46
July	37	41
August		40
September		34
October		32
November		32
December		28

2023      2022

**Reserve Funds  
June 2023**

Balance	\$10,699,425.04
Monthly Funding Budgeted (Amenity)	\$66,667.00
Monthly Funding Budgeted (Assmnt)	\$12,500.00
Monthly Funding Actual	\$220,233.00
Funds YTD	\$1,164,540.63

**Proposed Reserve Expenditures**

Rubberized Walking Path	\$14,195.00
Elevator Cab	\$20,427.00
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	<b>\$10,885,036.04</b>
-------------------------	------------------------

---

## BOARD ACTION REQUEST

---

**DATE:** AUGUST 22, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** FACILITIES COMMITTEE  
**ACTION:** RESERVE FUNDING REQUEST: RUBBERIZED WALKING PATH TO THE BRIDGE AT THE GOLF COURSE

---

### **Committee Approval:**

At its August 1, 2023, meeting, the Facilities Committee recommended the GRF Board award a contract to Robertson Recreational Surfaces for replacing the rubberized walking path to the Golf Course bridge for a cost not to exceed \$14,195, which includes 10% contingency, Reserve funding, and authorize the President to sign the contract.

### **Background:**

Attempts to repair the rubberized walking path to the Golf Course bridge (see illustration below) have not been successful. The Physical Property Department received two bids, from Robertson Recreational Surfaces and Cornerstone Floors, to replace the surfaces:

Cornerstone Floors	\$30,395
Robertson Recreational Surfaces	\$12,905



**Fiscal Impact:**

\$10,050 is scheduled in this year's reserve study for the project.

**Recommendation:**

I move to award a contract to Robertson Recreational Surfaces to replace the rubberized walking path to the Golf Course bridge for a cost not to exceed \$14,195, which includes a 10% contingency, Reserve funding, and authorize the President to sign the contract.

---



---

## BOARD ACTION REQUEST

---

**DATE:** AUGUST 22, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** FACILITIES COMMITTEE  
**ACTION:** RESERVE FUNDING REQUEST: ELEVATOR CAB REMODEL

---

### **Committee Approval:**

At its August 1, 2023, meeting, the Facilities Committee recommended the GRF Board award a contract to Elite Elevator Services for remodeling the Administration Building elevator cab at a cost not to exceed \$20,427 including a 10% contingency, Reserve Funding, and authorize the President to sign the contract.

### **Background:**

The Administration Building's elevator cab is past its useful life. The Physical Property Department obtained two bids for remodeling the elevator cab:

TK Elevator Service	\$35,701
Elite Elevator Services	\$18,570

### **Fiscal Impact:**

The reserve study has \$38,000 scheduled for this project this year. TK Elevator Services currently holds the service contract for this elevator.

### **Recommendation:**

I move to award a contract to Elite Elevator Services for remodeling the Administration Building elevator cab at a cost not to exceed \$20,427, which includes 10% contingency, Reserve Funding, and authorize the President to sign the contract.



---

## BOARD ACTION REQUEST

---

**DATE:** AUGUST 22, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** OPERATIONS COMMITTEE  
**BOARD ACTION:** AMEND 20-5585-1 ADVERTISING POLICY

---

### **Committee Approval:**

On August 3, 2023, the Operations Committee recommended the Board of Directors amend 20-5585-1, Advertising Policy.

### **Background:**

The Communications/IT committee last reviewed 20-5585-1, Advertising Policy, in May 2021. The suggestions included in the amendments largely consist of changes to update titles and to improve the document's organization and readability.

### **Fiscal Impact:**

There is no anticipated change in revenue or expenses as a result of adopting this rule.

### **Recommendation:**

I move to amend GRF Rule 20-5585-1, Advertising Policy, and designate it as 42-5585-1.



## COMMUNICATIONS

### Advertising Policy

#### 1. Advertising Policy

The policy of the Golden Rain Foundation (GRF) is to publish and distribute media a newspaper to the members of the Foundation that will serve the best interests of all members of the community. The Finance Department is responsible for the collection of advertising accounts. Golden Rain Foundation reserves the right to reject any advertising for any reason.

The general policy is to accept all advertising with the exception of:

- 1.1. Medical or paramedical practitioners or firms providing goods or services that are harmful to the interests of Foundation members;
- 1.2. Contractors who are not properly licensed or insured; in the opinion of the Community Facilities Manager or their designate;
- 1.3. Any advertiser selling goods or services who has obtained leads or entry to Leisure World Seal Beach by way of trick, subterfuge or innuendo; and
- 1.4. Any provider of goods or services who seeks to advertise in a manner that would be untruthful, misleading or in any way detrimental to the general good of the Golden Rain Foundation and its members;:-

1.4.

#### 2. Establishing Advertising Rates (originally 20-2860-1)

The Golden Rain Foundation (GRF) endeavors to establish advertising rates that will be competitive with rates in the surrounding community, taking into consideration the uniqueness of demographics of our community. with respect to the Members and their desirability as potential customers of advertisers.

2.1. The Communications Department will periodically semi-annually review the advertising rates in use and report recommend to the Operations Communications/Information Technology Services (COMM/ITS) Committee. any rate changes for the approval of the Committee and the GRF Board of Directors;

2.2. Advertising categories to be reviewed:-

##### 2.2.1. Display Advertising

Printed or digital advertising such as banners or other advertising formats



## COMMUNICATIONS

### Advertising Policy

~~including~~~~made-of~~ text, images, video, and audio, used to deliver general advertisements and brand messages.

#### 2.2.2.2.1.1. Classified Advertising

Printed or digital advertising that allows private individuals or businesses to solicit sales for products and services. ~~(headings such as Accounting, Automobiles, Clothing, Farm Produce, For Sale, For Rent).~~

#### 2.2.3.2.1.2. Outdoor Advertising

Any outdoor advertising ~~done-outdoors~~ that publicizes a business's products and services. Types of outdoor advertising include billboards, bus benches, ~~interiors and exteriors of buses, taxis and business vehicles,~~ and signage posted on ~~building~~the exteriors ~~of brick-and-mortar locations.~~

2.3.2.2. Other revenue producing media (such as events and Amphitheater sponsorships).

### 3. Special Types of Advertising

#### ~~3.1.~~ Special Types of Advertising

##### ~~3.1.1.~~ Special Publications

The Communication Department~~LW Weekly~~ produces the following special publications with varying rate structures:-

##### 3.1.1.1. LW Weekly

~~3.1.1.1.3.1.1.2.~~ Community Guide and Telephone Directory.

~~3.1.1.2.3.1.1.3.~~ Mini-Bus~~Minibus~~ Schedule. ~~Transportation schedules, bus routes and other information.~~

~~3.1.1.3.3.1.1.4.~~ Leisure World Community Map.

~~3.1.1.4.3.1.1.5.~~ Spotlight Magazine. ~~Amphitheater summer series and LW excursion guide.~~

3.1.1.6. Leisure World Wall Calendar.

3.1.1.7. Leisure World Community Leadership Guide

3.1.1.8. Leisure World Walking Paths

~~3.1.1.5.3.1.1.9.~~ Minibus Advertising

#### ~~3.2.~~ Minibus Advertising (originally 20-5583-3)

~~Space is available on the minibuses for advertising.~~



## COMMUNICATIONS

### Advertising Policy

~~3.2.1. The Managing Editor of the LW Weekly is responsible to assign staff to sell minibus advertising space;~~

~~3.2.2. Space rates are established in compliance with Policy 20-5585-2, Advertising Rates;~~

~~3.2.3. The Director of Finance is responsible for the collection of minibus advertising accounts;~~

~~3.2.4. 3.2.3. Income from minibus advertising will be credited to the communications (CC-236).~~

### 3.3. Multilingual Advertising ~~(originally 20-2866-1)~~

The LW Weekly will accept mMultilingual advertisements that are in accordance with the general advertising guidelines and that meet the additional criteria:

~~3.3.1. Ads may include up to more than two languages; English must be one of the languages displayed;~~

~~3.3.2. Multilingual ads must include English translations for all text displayed (including text displayed in logos and/or other graphic elements);~~

~~3.3.3. Multilingual ads must be vetted reviewed by a translator paid for by the advertiser and pre-approved by the Communications Director Managing Editor or Executive Director;~~

~~3.3.4. Golden Rain Foundation reserves the right to reject any ad for any reason.~~

### 3.4. Estate and Patio Sales ~~(originally 20-2861-1)~~

~~3.4.1. All advertising in the LW Weekly offering to purchase entire households of goods and furniture (estates) or offering to conduct estate sales or patio sales for the owner or heir(s), and all advertising announcing such sales, shall contain the name of the person or business (mMust list business license number) soliciting such purchases or conducting such sales;~~

~~3.4.2. All advertising for estate or patio sales conducted by the owner or heir(s) shall contain the words "by owner" or "by heir(s)."~~

### 3.5. Obituaries ~~(originally 20-2806-2)~~



## COMMUNICATIONS

### Advertising Policy

3.5.1. First 250 words (may include photo): ~~free~~ of charge;

3.5.2. Additional words will be charged at ~~the cCurrent Authorized Resident~~  
~~cClassified rRate\*~~;

3.5.3. Decorative elements supplementing an obituary, eulogy or photos: ~~will be~~  
~~charged at the cCurrent classified Display aAdvertising rRate (20-5885-~~  
~~2);-~~

3.5.4. A "Card of Thanks" section is available in the LW Weekly ~~cClassified~~  
section at current ~~cClassified rRates; and~~

3.5.5. The LW Weekly provides the following rate structure:

3.4.5.1. GRF Member ~~rRate: cCurrent cClassified rRate\*~~;

3.4.5.2. Non-~~GRF~~ Member ~~rRate: cCurrent cClassified rRate\*~~.

\*Contact LW Weekly Office for details.

#### Document History

Adopted: 15 Nov 77	Amended: 21 Jan 86	Amended: 23 Jul 19
Reviewed: 24 Sep 20	Amended: 23 Nov 20	Amended: 27 Apr 21
Amended: 25 May 21		

<b>Keywords:</b> Communication	Advertising	LW Weekly	LW Live	Newspaper
Fees	Religion	Obituary	Editor	Submission
Estate	Patio	Sale	Multilingual	Minibus
Rates				

(Retyped 2/2/00 to replace Physical Property Manager with Community Facilities Manager)



GOLDEN RAIN FOUNDATION  
Committee Action Item  
August 22, 2023

---

## BOARD ACTION REQUEST

---

**DATE:** AUGUST 22, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** ADMINISTRATION COMMITTEE  
**BOARD ACTION:** AMEND 30-5604-3, PUBLICATION OF BOARD MINUTES

---

### **Committee Approval:**

On August 10, 2023, the Administration Committee recommended the Board of Directors amend 30-5604-3, Publication of Board Minutes.

### **Background:**

This policy has not been reviewed since the 2018-19 term. It is subject to review every two years.

### **Fiscal Impact:**

There is no anticipated change in revenue or expenses as a result of adopting this rule.

### **Recommendation:**

I move to amend 30-5604-3, Publication of Board Minutes, making minor changes in language, and assigning it the number 13-5604-3.

**GRF ADMINISTRATION COMMITTEE****Publication of Board Minutes**

1. The draft minutes, and any corrections to the draft minutes, of the monthly ~~Board of Directors~~ Golden Rain Foundation Board of Directors open meeting, ~~except executive sessions~~, will be published on lwsb.com within 30 days of the meeting date as soon as possible.
- 1.1. Hard copies are available in the Administration Building, second floor ~~Any corrections to the draft minutes will be published on lwsb.com.~~
- 1.2. Executive session minutes will not be posted, per Civil Code 5215 (a)(5)(D) ~~Hard copies are available in the Administration Building, second floor.~~
2. The published minute record ~~as published~~ will include policy statements in full if the minute record shows action concerning any policy.
3. The publication of these draft minutes will ~~include a statement that~~ they are tentative and subject to correction and adoption by the Board of Directors.

**Document History**

Adopted:	16 May 72	Amended:	15 Aug 78	Amended:	21 Oct 86
Amended:	28 Apr 15	Reviewed:	09 Feb 18 (name of publication updated)		
Amended:	23 Jul 19	Coom. Name Chg.	24 Aug 21		

**Keywords:** Administration Minutes GRF Board



---

## BOARD ACTION REQUEST

---

**DATE:** AUGUST 22, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** ADMINISTRATION COMMITTEE  
**BOARD ACTION:** AMEND 30-1001-5, GLOSSARY OF TERMS

---

### **Committee Approval:**

At its August 10, 2023, meeting, the Administration Committee recommended the Board of Directors amend 30-1001-5, Glossary of Terms, to incorporate the new term, "Permanent Guest," and renumber the glossary rule as 13-1001-5.

### **Background:**

On July 7, 2023, the Operations Committee drafted new language to accommodate the Foundation's decision to activate a Radio Frequency Identification system at the community's entrance gates. Their proposal, approved by the Board of Directors at its July 25, 2023, meeting, eliminates the annual guest passes previously issued to Members. GRF Members will now be able to authorize a limited number of individuals to receive a renewable entry pass. The Operations Committee requested that the Administration Committee develop a definition for "Permanent Guest" designating those individuals.

### **Fiscal Impact:**

There is no fiscal impact associated with this action.

### **Recommendation:**

I move to amend 30-1001-5, Glossary of Terms, to incorporate the new term, "Permanent Guest," and renumber the glossary rule as 13-1001-5.

## ADMINISTRATION

130-1001-5



### Glossary of Terms

UNIT.

**71. OCCUPANCY:** The legal act, state, or condition of holding, possessing, or residing in a UNIT in LEISURE WORLD SEAL BEACH.

**72. OCCUPANT:** A person who has been authorized by their respective MUTUAL to reside in a UNIT in LEISURE WORLD SEAL BEACH.

**73. OPERATING FUND:** Monies set aside for operating expenses.

**74. ORANGE COUNTY USER FEE (OC USER FEE):** The payment for sewer services provided to each UNIT by the Orange County Sanitation District.

**75. ORIENTATION:** The required new RESIDENT's "in-person" meeting with one or more MUTUAL Board DIRECTORS and a GRF Physical Property Inspector, to:

**75.1.** Review MUTUAL RULES and expectations;

**75.2.** Examine the UNIT's condition;

**75.3.** Identify STANDARD ITEMS and NON-STANDARD ITEMS;

**75.4.** Answer new AUTHORIZED RESIDENTS' questions.

**76. OWNER:** The person(s) named on the DEED of a MUTUAL 17 CONDOMINIUM.

**77. PEDESTRIAN:**

**77.1.** Any person who is a foot.

**77.2.** Any person operating a manually- or self-propelled wheelchair, MOBILITY SCOOTER, or other conveyance designed to provide mobility equivalent to a wheelchair to persons with physical disabilities.

**78. PENALTY:** A monetary fine or disciplinary action.

**78-79. PERMANENT GUEST (in reference to the Gate Access System):** An individual designated by a Member to receive a gate-access pass that can be periodically renewed without the Member's further action.

**79-80. PERMITTED HEALTH CARE RESIDENT:** A temporary residency status an AUTHORIZED RESIDENT can request for a family member or other person providing substantial live-in, long-term, or terminal health care to the AUTHORIZED RESIDENT when the RESIDENT is absent from the unit due to hospitalization or other necessary care but is expected to return to the unit within 90 days. [Civil Code 51.3(7)] and [Civil Code 51.3(7)(i)]. (Also see CAREGIVER).

**80-81. PET:** A domesticated animal as approved and defined in each Mutual's Pet Policy.

**81-82. POLICIES, RULES AND REGULATIONS:** The principles and directives



---

## BOARD ACTION REQUEST

---

**DATE:** AUGUST 22, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** ADMINISTRATION COMMITTEE  
**BOARD ACTION:** AMEND 40-5506-3, REQUEST FOR PROPOSAL (RFP) REQUIREMENTS

---

### **Committee Approval:**

On August 10, 2023, the Administration Committee recommended the Board of Directors amend 40-5506-3, Request for Proposal Requirements.

### **Background:**

The present 40-5506-3 establishes the procedures for the Foundation's proposal requests, establishing the budget-level authorizations and bid requirements assigned to the Executive Director and senior staff directors, and those dollar amounts and funding classifications reserved for approval by the Board of Directors.

The amendments suggested in this proposal add more, and more precisely defined, budget level categories, and format them so staff members and Board Directors can more easily access information on spending approval procedures.

The other significant modification is a proposed change in the Executive Director's spending authority over budgeted items approved by the Board of Directors in the annual budget. The Executive Director's spending authorization for such expenditures has not been increased since at least December 2007, when the Board established it at \$10,000. Inflation over the past 16 years has significantly diminished the spending authority that the 2007 Board found justifiable.

To adjust this spending authority to future budgets, this rule is amended to approximately equal the spending authority granted by the 2007 Board. It sets the Executive Director's spending authority for expenditures adopted in the annual budget at one-tenth-of-one-percent (.001) of the Foundation's total annual budget. In the 2007 budget, 1/10<sup>th</sup> of 1% would have totaled \$9,141. For the 2023 budget, the proposed amendment would establish the Executive Director's authorized spending authority at \$20,386.

**Fiscal Impact:**

There are no changes in this document that will increase expenses or lower revenues to the Foundation.

**Recommendation:**

I move to amend 40-5506-3, Request for Proposal Requirements, modifying language throughout and establishing the Executive Director's spending authorization at 1/10<sup>th</sup> of 1% (.001) of the Foundation's annual budget. I further move to designate this rule as 14-5506-1.

---



## FINANCE

### Request for Proposal (RFP) Requirements

#### 1. PURPOSE

The purpose of this section is to establish procedures governing formulation of contracts and/or purchases in connection with construction, repair, maintenance, alteration and operation of Golden Rain Foundation (GRF) Trust Property.

#### 2. GENERAL PROVISIONS

##### 2.1. Completion Competition

All contracts and purchases made on behalf of the Golden Rain Foundation (GRF) for labor and/or materials shall be let by competitive bidding except as otherwise provided herein.

Excepted from the competitive requirements of this policy are contracts which, by their very nature, are impossible to award by competitive bidding, such as:

2.1.1. Replacement of equipment parts.

2.1.2. Public utilities, including water, light, ~~and natural gas heat, and telephone.~~

2.1.3. Professional or other personal services requiring special skills in which ~~where~~ the personal qualifications of the individual are the determining factor.

2.1.4. Repair and maintenance work ~~that which~~ cannot be described specifically as to character and/or extent prior to the start of the job. The intent of this exception is to clarify make clear the Board's authority ~~of the Board in all cases to arrange for the expeditious~~ performance of essential work ~~in all cases.~~

2.1.5. In Circumstances in which ~~where~~ no alternate proposals are available, the Committee may waive additional bid requirements.

##### 2.2. Conflict of Interest

No Board member and/or employee of GRF shall have any interest, direct or indirect, in any contract or proposed contract for materials or services to be furnished or used in connection with any GRF operation. (See applicable policies.)

#### 3. REQUIREMENTS RELATING TO REQUESTS FOR PROPOSALS (RFP)

To carry out the competitive intent of this policy, adequate publicity shall be given to potential bidders by the person responsible for the undertaking.

##### ~~3.1. Proposals under \$25,000~~

~~Contract undertakings involving an estimated expenditure of less than \$25,000 shall not be subject to specific requirements relating to competitive bidding or publicity; however, it shall be the expressed intent of this policy that proposals, either verbal or written, shall be obtained to the fullest extent consistent with expeditious~~



## FINANCE

### Request for Proposal (RFP) Requirements

~~administration and the protection of the best interest of the GRF and a record of said proposals shall be maintained.~~

#### ~~3.2. Proposals from \$25,000 to \$100,000~~

~~Proposals to award contracts where the estimated expenditure is greater than \$25,000 and less than \$100,000 shall call for written competitive proposals, either sealed or open.~~

#### ~~3.3. Proposals in Excess of \$100,000~~

~~Except as otherwise provided in this policy, all proposals to award contracts in excess of \$100,000 shall call for sealed proposals unless authorized by committee and/or board.~~

~~All proposals for contracts where the estimated expenditure for construction work is in excess of \$100,000 shall include the cost for performance and completion bonds.~~

#### 3.4.3.1. Specifications

The proposals-RFP shall describe the type of commodity or service sought in sufficient detail to assure that all bidders shall know exactly what their obligation will be, the exact nature of the work, the time and manner in which it is to be executed, and the nature, quality and grade of materials, together with any special requirements. All contract specifications shall be so established as to facilitate and encourage maximum competition.

#### 3.5.3.2. Review of RFP

When directed by the BOD and/or committee, RFP shall be submitted to the Board and/or committee initiating the request to determine the appropriateness of the bid documents.

#### 3.6.3.3. Qualified Proposals

3.6.1.3.3.1. GRF shall qualify potential contractors, service providers, and/or material suppliers in connection with construction, alteration and repair undertakings.

3.3.2. The qualifying process shall be designed to secure the best combination of service and value from the group of qualified bidders. GRF is under no obligation to select the lowest bid. product at the lowest long term cost.

## 4. AUTHORIZATION AND BID REQUIREMENTS

To ensure the most effective use of our resources the below outlines the requirements and authority for purchasing and contracting. For a reserve item expenditure that is planned on the Reserve Study within 18 months, that item will be considered "budgeted" whether on the specific year's approved reserve budget or not.

### 4.1. Budgeted Expenses



## FINANCE

### Request for Proposal (RFP) Requirements

Budgeted expenses are those expenditures the Board of Directors have approved during the annual budgeting period that have been designated to pay for individual items or defined categories of expenses.

#### 4.1.1. Proposals with annual value under \$1,000

4.1.1.1. Authorization: Senior Department Director or above.

4.1.1.2. One Bid required.

#### 4.1.2. Proposals with annual value from \$1,001 to \$10,000

4.1.2.1. Authorization: Executive Director or Majority vote of the Board of Directors.

4.1.2.2. One bid required.

#### 4.1.3. Proposals with annual value from \$10,001 to \$25,000

4.1.3.1. Authorization: Executive Director or Majority vote of the Board of Directors.

4.1.3.2. Two bids required.

#### 4.1.4. Proposals with annual value from \$25,001 to \$50,000

4.1.4.1. Authorization: Executive Director or Majority vote of the Board of Directors.

4.1.4.2. Three bids required.

#### 4.1.5. Proposals with annual value greater than \$50,000

4.1.5.1. Authorization: Majority vote of the Board of Directors.

4.1.5.2. Three bids required.

#### 4.1.6. Proposals with annual value greater than \$100,000

4.1.6.1. Authorization: Majority vote of the Board of Directors.

4.1.6.2. Three sealed bids required.

#### 4.2. Unbudgeted Expenses

Unbudgeted expenses are those expenditures the Board of Directors did not designate during the annual budgeting period for individual items or defined categories of expenses.

#### 4.2.1. Proposals with annual value under \$1,000

4.2.1.1. Authorization: Senior Department Director or above.

4.2.1.2. No bid required.

#### 4.2.2. Proposals with annual value from \$1,001 to \$10,000

4.2.2.1. Authorization: Majority vote of the Board of Directors.

4.2.2.2. One bid required.

#### 4.2.3. Proposals with annual value from \$10,001 to \$25,000

4.2.3.1. Authorization: Majority vote of the Board of Directors.

4.2.3.2. One bid required.

#### 4.2.4. Proposals with annual value over \$25,000

4.2.4.1. Authorization: Majority vote of the Board of Directors.

4.2.4.2. Three bids required.

#### 4.2.5. Proposals with annual value greater than \$100,000

4.2.5.1. Authorization: Majority vote of the Board of Directors.

4.2.5.2. Three sealed bids required, which shall include the cost for performance and completion bonds.

#### 4.3. Reserve Expenditures



## FINANCE

### Request for Proposal (RFP) Requirements

Reserve Expenditures are those allocations made for the scheduled Maintenance, Replacement or Repair (MRR) of major components assets as designated within the Reserve Study.

#### 4.3.1. Proposals with annual value up to \$25,000

4.3.1.1. Authorization: Executive Director of Majority Vote of the Board of Directors.

4.3.1.2. One bid required.

4.3.1.3. Signed by two Board directors.

#### 4.3.2. Proposals with annual value over \$25,000

4.3.2.1. Authorization: Majority Vote of the Board of Directors.

4.3.2.2. Three bids solicited required.

4.3.2.3. Signed by two Board directors.

#### 4.3.3. Proposals with annual value greater than \$100,000

4.3.3.1. Authorization: Majority vote of the Board of Directors.

4.3.3.2. Three sealed bids required, which shall include the cost for performance and completion bonds.

4.3.3.3. Signed by two Board directors.

#### 4.4. Capital Expenditures

All expenditures from the Capital Fund must be approved by a majority vote of the Board of Directors.

#### 3.6.2.

### 5. Exceptions to RFP Requirements ~~(Negotiated Awards)~~

#### 3.7.5.1. Negotiated Awards

3.7.1. Annual RFP's for the period of one year will be requested for a contractor of ~~record for the period of one (1) year~~ in the areas of landscape, streets, electric and painting. Proposals will include prices for labor and materials most commonly used for each type of work to be included in the annual contract.

#### 3.7.2.5.2. ~~Emergencies Contracts for Labor and Materials.~~

5.2.1. In case of emergencies affecting public health, welfare, safety, or convenience, it shall be the policy of GRF to let contracts without a formal call for proposals, only to the extent necessary to meet the emergency. In case of emergencies as defined herein, the Executive Director is hereby authorized to negotiate and award contracts on a lump-sum or cost-plus-a-~~affixed-fee~~ basis without due notification to the Board of Directors, as the conditions may require, in amounts that which do not exceed \$25,000~~\$10,000 without due notification to the Board of Directors.~~

5.2.2. If a Scheduled Maintenance, Replace or Repair (MRR) of major components/assets is required as a result of an emergency and the GRF Executive Director is not available, a Senior Director may authorize the expenditure from Reserves. All emergency authorizations must be verified



## FINANCE

### Request for Proposal (RFP) Requirements

- in writing within five (5) business days after the purchase is made.
- 5.2.3. Emergency Expenditures Authorizations for MRRs Above \$25,000
- 5.2.3.1. \$25,001-\$50,000: Approval of at least two Board Directors, and ratification at the Board's next General Session.
- 5.2.3.2. \$50,001-\$75,000: Approval of at least four Board Directors, and ratification at the Board's next General Session.
- 5.2.3.3. More than \$75,001: Majority Board approval at an emergency meeting of the Board of Directors.

3.7.3.5.3. Contracts for Supplies and Materials.

The Executive Director is hereby authorized to initiate the purchase of supplies and materials on a negotiated basis under the following circumstances:

- 3.7.3.1.5.3.1. In case of emergencies as previously defined.
- 3.7.3.2.5.3.2. When the call for proposals-RFP fails to produce a reasonable proposal that complies with the specifications at an amount within the lowest limits within which GRF finds it appropriate to make an award, provided that said award shall not be made on terms less favorable than the best proposal received in response to previous calls for proposals.
- 3.7.3.3.5.3.3. When proposals are rejected because of conflict of interest.
- 3.7.3.4.5.3.4. When market conditions force distress sales and GRF is thereby enabled to realize a better price than competitive bidding would normally produce.
- 5.3.5. When purchasing non-competitive commodities.

5.4. Sustained Service Contracts

3.7.3.5. Any maintenance or management service with an annual value over \$50,000, including those with attorneys or CPAs, must undergo a full bidding process at least every five years unless the Board specifically approves otherwise.

5.5. Master Service Agreement

The Master Service Agreement (MSA), the GRF's standard form of contract approved by Legal Counsel, is required for all projects over \$10,000. The MSA should be reviewed and updated by the Foundation's attorney at least once every three-to-four years.

3.7.4.5.6. Blanket Purchase Orders for Proprietary, Operating Emergency and Special Use Items. The Executive Director is hereby authorized to award contracts on a negotiated basis for services, supplies and materials on a negotiated basis on blanket purchase orders where the total purchases chargeable to any one of such orders does not exceed \$10,000 or an amount included within a defined budget.

~~The Executive Director is hereby authorized to award contracts for services, supplies and materials on a negotiated basis on blanket purchase orders where the total purchases chargeable to any one of such orders does not exceed \$10,000 or amount included within a defined budget.~~

## 4.6. RECEIPT AND OPENING OF PROPOSALS



## FINANCE

### Request for Proposal (RFP) Requirements

#### 4.1.6.1. Receiving and Opening Sealed Proposals

4.1.1.6.1.1. All calls for proposals shall include instructions which inform the bidders as to how, when, and where the proposal is to be submitted.

#### 4.2.6.2. Rejection of Proposals

4.2.1.6.2.1. GRF shall reserve the right to reject any or all proposals for any reason.

### 5.7. CONTRACT AWARDS

#### 5.1.7.1. Award of Contract

The contract shall be awarded in the interest of ultimate economy or expeditious administration.

#### 5.2.7.2. Budget Authorization

Contracts shall not be awarded in amounts ~~that which~~ may cause GRF to incur expenditures ~~exceeding in violation of~~ its most recently approved budget, except in the case of an emergency, as provided herein.

#### 5.3.7.3. Delegation to Award Contracts

No agent or employee of GRF shall have the power or authority to bind GRF by any contract unless specific or general authorization is granted by the GRF Board of Directors. Pursuant to the intent of these provisions, general authorization to award contracts is hereby granted as follows:

##### 5.3.1.7.3.1. Awards Not Exceeding \$10,000.

The Executive Director is authorized to award contracts not exceeding \$10,000 provided that such contracts and/or amounts have been included within the approved budget.

##### 5.3.2.7.3.2. The Purchasing Manager or such persons designated by the Executive Director are authorized to award, per budget, contracts necessary to maintain inventories of supplies, materials and equipment.

#### 5.4.7.4. Surety and Guaranties

— The Executive Director and other persons authorized to award contracts may require such surety bonds or guaranties, including proposal, payment, performance or other type of bonds and in such amounts as will adequately protect the interests of GRF in the event of default.

~~Performance and completion bonds may be required for all construction projects where the cost for construction is estimated to be~~

##### 7.4.1. \$100,000 or more.

##### 7.4.2. GRF new vendor forms must be completed for all purchases from a new



## FINANCE

### Request for Proposal (RFP) Requirements

vendor and the appropriate insurance documentation/certificates and W9 received prior to the processing of the first payment.

**7.4.3.** Performance and completion bonds are required for all construction projects where the cost for construction is estimated to be \$100,000 or more.

#### **5.5.7.5. Notification to Unsuccessful Bidders**

The department responsible for contract shall notify all bidders of the date of the award.

### **6.8. CONTRACT PREPARATION**

#### **6.1.8.1. Standard Form**

To facilitate and expedite the preparation and execution of contracts, a standardized GRF contract (MSA) shall be used.

#### **6.2.8.2. Preparation of Contract**

~~When~~ ~~re the standard form of contract MSA, approved by Legal Counsel,~~ is not appropriate, the staff member responsible for the undertaking shall submit to the appropriate committee a memorandum to applicable committee requesting the preparation of a contract.

#### **6.3.8.3. Contract Execution**

**6.3.1.8.3.1.** Contracts Not Exceeding \$10,000 within the approved budget.

The Executive Director is authorized to execute contracts in amounts that ~~which~~ do not exceed \$~~1025~~,000.

**6.3.2.8.3.2.** All other contracts will be executed by the Board Officer or Officers or staff member authorized to execute the contract in the award resolution.

### **7.9. CONTRACT PERFORMANCE AND TERMINATION**

#### **7.1.9.1. Proceed Order**

Except in emergency situations, ~~C~~contractors shall not be given authorization to proceed unless and until the contract is executed by both parties, ~~except in the case of emergency.~~

#### **7.2.9.2. Compliance with Terms of Contract**

The Executive Director or a designated representative shall be responsible for determining seeing that each contractor complies fully with the terms of the contract.

#### **7.3.9.3. Inspection**

The Executive Director or such person designated shall provide adequate inspection to assure that contract performance complies with plans and specifications.



## FINANCE

### Request for Proposal (RFP) Requirements

#### 7.4.9.4. Contract Changes

7.4.1.9.4.1. In the case of a contract awarded, the designated representative may authorize a change in the scope of the work or other terms of the contract, provided that the cost of the change does not exceed the approved contingency amount and ~~that notify~~ the committee is notified at its next meeting.

7.4.2.9.4.2. In the case of a contract awarded in which, ~~any change where~~ the cost of ~~any~~ change is more than the approved contingency amount, the change must be submitted to the awarding authority for action.

#### 7.5.9.5. Termination

When a contractor has discharged their obligation or when GRF otherwise determines to cancel any outstanding contracts, the authorized representative shall execute such documents as may be necessary to terminate the contractual relationship and consummate final settlement.

#### 7.6.9.6. Warranties

The responsible parties for the contract or purchase undertaking shall record guaranties and warranties and shall be responsible for seeing that the terms of any warranty or guaranty are performed by the contractor, service provider and/or material supplier and enforced by GRF.

### 8-10. PROCUREMENT SERVICES AVAILABLE TO MUTUAL BOARDS

Designated persons shall be permitted to provide procurement services to any Mutual Board requesting service in accordance with this policy.

The Mutual Board request for service should specify, in writing, any variations from the policy in the request, at possible additional cost.

### 9-11. RFP RETENTION

All submitted bid packages will be retained per retention procedures per 20-5046-3.

#### **Document History**

Adopted: 16 Nov 71	Amended: 16 Oct 73	Amended: 21 Oct 75
Amended: 17 Jan 78	Amended: 15 Sep 81	Amended: 16 Jul 85
Amended: 18 Nov 97	Amended: 20 Jan 98	Amended: 18 Dec 07
Amended: 05 Sep 18	Amended: 23 Oct 18	Amended: 23 Jul 19
Reviewed: 19 Oct 20		

**Keywords:** RFP      Proposal      Bid      Finance      Contract



---

## BOARD ACTION REQUEST

---

**DATE:** AUGUST 22, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** ADMINISTRATION COMMITTEE  
**BOARD ACTION:** AMEND 40-3326-1, PURCHASING WAREHOUSE GUIDELINES FOR MUTUAL INVENTORY AND NON-INVENTORY PURCHASES

---

### **Committee Approval:**

On August 10, 2023, the Administration Committee recommended the Board of Directors amend 40-3326-1, Purchasing Warehouse Guidelines for Mutual Inventory and Non-Inventory Purchases, consolidating this rule with 40-3325-1, Purchase of Non-Standard Items; and 40-3324-2, Purchasing Fees.

### **Background:**

One of the Administration Committee's precursors, the Finance Committee, last reviewed the three component rules, 40-3324-2, 40-3325-1, and 40-3326-1 in October 2020.

The proposed rule consolidates from 40-3324-2 the fee charged for merchandise and materials ordered through the Purchasing Department. The proposed rule increases that fee to 10% above of the item's cost. The staff has determined this increased fee more closely matches GRF's costs for shipping, storage, and staff time associated with purchasing; and reflects industry norms.

### **Fiscal Impact:**

The proposed rule's increase in the purchasing fee will enhance the Foundation's annual revenue and as yet undermined extent.

### **Recommendation:**

I move to amend 40-3326-1, Purchasing Warehouse Guidelines for Mutual Inventory and Non-Inventory Purchases, modifying language throughout and consolidating within it rule 40-3325-1, Purchase of Non-Standard Items; and 40-3324-2, Purchasing Fees. I further move to change 40-3326-1's title to Purchasing Warehouse Guidelines and designate it as 14-3326-1.

## ADMINISTRATION PURCHASING

### **Purchasing Warehouse Guidelines ~~for Mutual Inventory and Non-Inventory Purchases~~**

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

The intent of this rule is to ~~establish~~ ensure best practices in materials management ~~are established and adopted by the Golden Rain Foundation (GRF), in order to~~ and minimize costs associated with the ordering, processing, and storing of material purchases made at the request of the individual Mutuals or GRF Departments.

#### **2. ALL PURCHASES**

**2.1.** All purchases of materials and supplies made through GRF will be subject to a 10% transaction processing fee and applicable tax.

**2.2.** To mitigate potential loss and to effectively manage ~~any additional~~ costs ~~incurred~~ and space limitations, all purchases made through the Purchasing Warehouse must be removed by the requesting Mutual or GRF Department within five (5) business days of receipt by the warehouse. If purchases are not removed, any costs associated with or not recovered due to damage, defect, or short shipment, will be solely at the expense of the requesting Mutual or GRF Department. ~~are subject to the following requirements:~~

#### **3. SPECIAL PURCHASES**

A special purchase is defined as non-inventory items or beyond-normal-demand inventory items.

**3.1.** Any special purchases made on behalf of a Mutual that have been left in storage within the warehouse for more than five (5) business days will be subject to a \$100 per week storage fee per order.

#### **~~1.1.~~ 3.2. Returns**

**1.1.1.** ~~———— Mutuals must provide their own storage accommodations for any special purchase items ordered. A special purchase is defined as non-inventory items or beyond-normal-demand inventory items,~~

**1.1.2.** ~~———— All purchases received within the warehouse must be delivered within five (5) business days of receipt or any costs associated with, or not recovered due to damage, defect, or short shipment will be solely at the expense of the requesting Mutual or GRF Department.~~

## ADMINISTRATION PURCHASING

### **Purchasing Warehouse Guidelines for Mutual Inventory and Non-Inventory Purchases**

~~1.2. Any special purchases, made on behalf of the Mutual, left in storage within the warehouse after five (5) business days will be subject to a \$100 per week, per order, storage fee.~~

~~1.3.~~ **3.2.1.** Any non-defective return of special purchase inventory items ordered by request of a Mutual ~~request~~ will be subject to review and approval by the Finance Administration Committee and up to a 20% restocking fee.

~~1.4.~~ **3.2.2.** In addition to the conditions above, a Mutual of GRF Department requesting the return of a non-inventory special purchase will be assessed any charges, e.g., shipping or restocking fees. The Any requested return of a non-inventory special purchase will be subject to review and approval by the Finance Committee, up to a 20% GRF restocking fee as well as any conditions imposed by the GRF supplier, e.g., i.e. shipping or restocking fees, the GRF supplier may stipulate. will be passed along to the Mutual or appropriate GRF department.

#### 4. WAREHOUSE STAFF LIMITATIONS

The Purchasing Department does not research or purchase non-standard items for individual Members or organizations.

#### **Document History**

Adopted:	28 May 19	Amended:	23 Jul 19	GDC	05 Feb 20
Reviewed:	19 Oct 20				

**Keywords:** Purchasing Warehouse Inventory



---

## BOARD ACTION REQUEST

---

**DATE:** AUGUST 22, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** ADMINISTRATION COMMITTEE  
**BOARD ACTION:** RESCIND 40-3324-2, PURCHASING FEES; AND 40-3325-1, PURCHASE OF NON-STANDARD ITEMS

---

### **Committee Approval:**

On August 10, 2023, the Administration Committee recommended the Board of Directors rescind 40-3324-2, Purchasing Fees; and 40-3325-1, Purchase of Non-Standard Items.

### **Background:**

The contents of these two rules have been consolidated into the proposed 10-3326-1, Purchasing Warehouse Guidelines, which was presented for the Board's consideration at its August 2023 meeting.

### **Fiscal Impact:**

There is no fiscal impact associated with this action.

### **Recommendation:**

I move to rescind 40-3324-2, Purchasing Fees; and 40-3325-1, Purchase of Non-Standard Items.

**RESCIND PURCHASING****Purchasing Fees**

All purchase of materials and supplies made through GRF will be subject to a 5% transaction processing fee and applicable tax.

**Document History**

Adopted: 23 Sep 14	Amended: 28 Feb 17	Amended: 17 May 18
Amended: 29 Jan 19	Amended: 23 Jul 19	Amended: 22 Oct 19
Reviewed: 19 Oct 20		

**Keywords:** Purchasing      Fees      Materials      Supplies



**Purchase of Non-Standard Items**

The Purchasing Department does not research or purchase non-standard items for individual shareholder/members and/or organizations.

**Document History**

Adopted:	23 Aug 16	Reviewed:	17 May 18	Amended:	23 Jul 19
Reviewed:	19 Oct 20				

**Keywords:** Purchasing      Non-  
Standard



---

## BOARD ACTION REQUEST

---

**DATE:** AUGUST 22, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** ADMINISTRATION COMMITTEE  
**BOARD ACTION:** APPROVE OPTUM LEASE RENEWAL

---

### **Committee Approval**

At its July 13, 2023, meeting, the Administration Committee recommended the Board of Directors approve renewing Optum's lease (formerly Optumcare) for the community's medical clinic facility for a five-year term beginning October 1, 2023. The GRF Board of Directors rejected the contract at its July 25, 2023, meeting, and asked for additional assurances in the contract language that Optum would place a pharmacy in the Health Care Center building, and that financial terms for the lease beginning in 2028 would be negotiated.

### **Background:**

The Optum lease for the community's medical clinic facility expires September 30, 2023. The existing agreement requires Optum to pay GRF \$60,000-per-month to lease the building. Language in the present contract established a pre-agreed renewal amount of \$65,000 per month during a new five-year term. When the contract renewal takes effect on October 1, 2023, Optum will pay GRF \$780,000 per year during the contract's duration..

### **Fiscal Impact:**

\$5,000 per month of additional revenue beginning October 1, 2023.

### **Recommendation:**

To approve the amended language in the Optum lease contract for the Leisure World health care facility, and extend Optum's lease at a rate of \$65,000 per month for 60 months, with the lease's five-year term commencing October 1, 2023.



---

## BOARD ACTION REQUEST

---

**DATE:** AUGUST 22, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** ADMINISTRATION COMMITTEE  
**BOARD ACTION:** **FINAL VOTE:** ADOPT SECTION 2.4., RFID TRANSMITTERS, WITHIN 10-2000-2, CONSOLIDATED FEE SCHEDULE

---

### **Committee Approval:**

On July 13, 2023, the Administration Committee recommended the Board of Directors adopt a fee schedule for Member's gate-access identification tags outlined in Section 2.4. of 10-2000-2, Consolidated Fee Schedule. On July 22, 2023, the Board of Directors voted to tentatively adopt section 2.4. of 10-2000-2.

The document draft was published on July 22nd on LWSB.com. Members were welcome to submit their comments or questions to the Board Office on this matter. This process is recommended in accordance with Civil Code §4360. No correspondence was received from members during the 28-day notification period.

### **Background:**

The community's adoption of Radio Frequency Identification (RFID) tags for gate access makes it necessary to establish costs associated with issuing multiple RFID tags to Members and service personnel.

Responding to Members' concerns about parking availability, both the Operations and the Administration committees recommended a progressively higher fee structure for individuals wishing to equip additional vehicles with automated community access.

### **Fiscal Impact:**

Each RFID tag costs \$10.95. The Operations Committee proposes issuing free RFID tags to approximately 11,000 Members, contractors, employees, lessee employees, caregivers, and real estate company personnel. These RFID tags cost approximately \$120,000, which was appropriated at the January 24, 2023, Board meeting.

Because other GRF-issued documents authorize gate access, not all Members are anticipated to purchase RFID tags for all their vehicles. The sale of additional RFID tags is expected to generate less than \$10,000 in annual revenue,

**Recommendation:**

I move to ratify section 2.4 of Rule 10-2000-2, Consolidated Fee Schedule, approving fees for multiple RFID tags.

---

**ADMINISTRATION****Consolidated Fees**

The following schedule of MEMBER fees is established by the GOLDEN RAIN FOUNDATION (GRF).

**1. RECREATIONAL VEHICLES (RV) AND VEHICLES USED FOR RECREATION (VUFR)**

**1.1. NON-MEMBER RV TEMPORARY PARKING FEE (See Rule 48-1937-1, §5.4.):**

- 1.1.1. Day One: \$50 non-refundable..... \$50 (includes registration fee)
- 1.1.2. Subsequent days.....\$30 per day
- 1.1.3. Weekly rate: \$200 per week..... \$200 per week

**1.2. MEMBER RV TEMPORARY PARKING FEE AT CLUBHOUSE 4 (See Rule 48-1937-1, §5.4.1.):**

- 1.2.1. Day One (includes registration fee) ..... \$25
- 1.2.2. Subsequent days (up to 21 days) ..... \$3 per day

**1.3. MEMBER RV STORAGE ANNUAL LEASE FEE (See Rule 37-1487-1):**

- 1.3.1. 10-foot to 20-foot space..... \$276.35
- 1.3.2. 20-foot+ to 30-foot space: ..... \$312.35
- 1.3.3. 30-foot+ to 40-foot space.....\$420.35

**2. GRF IDENTIFICATION**

**2.1. IDENTIFICATION CARD (See 14-1201-1 and 14-3182-1)**

**2.1.1. Initial Issue (See 14-3182.1)**

- 2.1.1.1. Member/Owner.....No charge
- 2.1.1.2. Renter/Lessee..... \$500 Refundable Deposit

**2.1.2. Lost Identification Card (See 14-1201-1)**

- 2.2.1. First occurrence.....\$25
- 2.2.2. Subsequent occurrences.....\$50
- 2.2.3. Not surrendered on vacating..... \$500

**2.2. VEHICLE DECALS (See 14-1382-1)**

**2.2.1. Initial Issue**

- 2.2.1.1. Member's First Vehicle.....No charge
- 2.2.1.2. Renter/Lessee.....\$100 refundable
- 2.2.1.3. Golf cart (with disability waiver) ..... No charge

**2.2.2. Subsequent Vehicles**

- 2.2.2.1. Member's Second Vehicle..... \$25
- 2.2.2.2. Member's Third Vehicle.....\$75
- 2.2.2.3. Member's Subsequent Vehicles.....\$250

(xx)

**GOLDEN RAIN FOUNDATION Seal Beach, California**



## ADMINISTRATION

### Consolidated Fees

- 2.2.2.4. Renter/Lessee..... \$100 refundable per vehicle
- 2.2.3. Not surrendered on vacating
  - 2.2.3.1. Member ..... \$100 per vehicle
  - 2.2.3.2. Renter/Lessee..... Forfeit decal deposit
- 2.3. ANNUAL GATE ENTRY PASSES (See 48-5180-1, 48-5180-3)
  - 2.3.1. Initial Issue
    - 2.3.1.1. Member ..... No charge
    - 2.3.1.2. Renter/Lessee.....No passes issued
  - 2.3.2. Not surrendered on vacating (see 14-3182-1)
    - 2.3.2.1. Member ..... \$100 per pass
- 2.4. RADIO FREQUENCY IDENTIFICATION (RFID) TRANSMITTER (see 48-5580-2)  
*\*As allowed per occupancy agreement.*
  - 2.4.1. Member
    - 2.4.1.1. Initial issue for vehicle or golf cart. .... No charge
    - 2.4.1.2. Golf cart (with disability waiver) .....No charge
    - 2.4.1.3. Second motor vehicle transmitter..... \$25
    - 2.4.1.4. Third motor vehicle transmitter..... \$75
    - 2.4.1.5. Fourth motor vehicle transmitter..... \$200
    - 2.4.1.6. Fifth & subsequent transmitters..... \$500
  - 2.4.2. Vendors and Employees
    - 2.4.2.1. Vendor..... No charge for 1 or 2
    - 2.4.2.2. Commercial Lessee..... No charge for 1
    - 2.4.2.3. Contracted worker..... No charge for 1
    - 2.4.2.4. Real estate worker.....No charge for 1
    - 2.4.2.5. More than 10 RFIDs..... \$15 each
  - 2.4.4. Replacement RFID on individual vehicle
    - 2.4.4.1. 1<sup>st</sup> Occurrence..... \$25
    - 2.4.4.2. 2<sup>nd</sup> Occurrence.....\$50
    - 2.4.4.3. Subsequent replacements.....\$75
- 2.5. CAREGIVER IDENTIFICATION (see 48-5180-1 and 14-3182-1)
  - 2.5.1. Initial Issue
    - 2.5.1.1. Member.....No charge
    - 2.5.1.2. Renter/Lessee.....\$100 refundable per pass
  - 2.5.2. Lost Identification.....\$20 per occurrence
  - 2.5.3. Not surrendered on vacating
    - 2.5.3.1. Member..... \$100 per caregiver pass

(xx)

GOLDEN RAIN FOUNDATION Seal Beach, California



## ADMINISTRATION

### Consolidated Fees

- 2.5.3.2. Renter/Lessee..... Forfeit caregiver deposit
- 2.6. REAL ESTATE PERSONNEL (see 48-5180-1)
  - 2.6.1. Initial Issue..... No charge
  - 2.6.2. Lost Identification
    - 2.6.2.1. Initial occurrence..... \$50
    - 2.6.2.2. Subsequent occurrences..... \$75
- 3. PET REGISTRATION (See 15-1023-1 and 14-3182-1)
  - 3.1. Members..... No charge
  - 3.2. Renter/Lessees..... \$100 non-refundable

### Document History

Adopted: 22 Aug 23

### Key words:

Members Fee



---

## BOARD ACTION REQUEST

---

**DATE:** AUGUST 22, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** ADMINISTRATION COMMITTEE  
**BOARD ACTION:** **FINAL VOTE:** ADOPT SECTION 1.2., TEMPORARY MEMBER RV PARKING, WITHIN 10-2000-2, CONSOLIDATED FEE SCHEDULE

---

### **Committee Approval:**

At its July 25, 2023, meeting, the Board of Directors tentatively adopted changes to 80-1937-1, Parking. One change authorized temporary parking for Recreational Vehicles for Members and referenced a fee schedule establishing the charges for that parking access. No fee schedule was developed in the intervening months.

The document draft was published on July 22nd on LWSB.com. Members were welcome to submit their comments or questions to the Board Office on this matter. This process is recommended in accordance with Civil Code §4360. No correspondence was received from members during the 28-day notification period.

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

### **Background:**

The fee structures pertaining to Members had formerly been distributed among several different committees. With the reorganization of the GRF committee structure, the establishment and amending of all fees has been assigned to the Administration Committee.

For the Members' convenience, the Administration Committee has recommended a listing of all fees be consolidated into a single document, which has been issued the number, 10-2000-2. The document presented here assembles many fees previously authorized by the board but asks for the board's preliminary adoption of fees associated with temporary RV parking for GRF Members. Sections 1.2. of 10-2000-2 list those proposed fees, which were determined after studying the costs of temporary RV parking in state, federal and private sites. A chart illustrating those costs is included among the supporting materials.

### **Fiscal Impact:**

GRF Members who rent RVs for an upcoming trip or who are temporarily transitioning to a new RV sometimes need temporary parking facilities. The proposed fees, which incorporate initial staff time for paperwork and registration checks immediately assignable to the transaction, will

likely result in more than several thousand dollars of revenue. However, maintaining oversight of additional RVs in the community is necessary to uphold other RV owners who pay to keep their RVs in the storage lot.

**Recommendation:**

I move to ratify section 1.2. of Rule 10-2000-2, Consolidated Fee Schedule, approving fees for temporary Recreational Vehicle parking for Members.

---



## ADMINISTRATION

### Consolidated Fees

The following schedule of MEMBER fees is established by the GOLDEN RAIN FOUNDATION (GRF).

#### 1. RECREATIONAL VEHICLES (RV) AND VEHICLES USED FOR RECREATION (VUFR)

##### 1.1. NON-MEMBER RV TEMPORARY PARKING FEE (See Rule 48-1937-1, §5.4.):

- 1.1.1. Day One: \$50 non-refundable..... \$50 (includes registration fee)
- 1.1.2. Subsequent days.....\$30 per day
- 1.1.3. Weekly rate: \$200 per week..... \$200 per week

##### 1.2. MEMBER RV TEMPORARY PARKING FEE AT CLUBHOUSE 4 (See Rule 48-1937-1, §5.4.1.):

- 1.2.1. Day One (includes registration fee) ..... \$25
- 1.2.2. Subsequent days (up to 21 days) ..... \$3 per day

##### 1.3. MEMBER RV STORAGE ANNUAL LEASE FEE (See Rule 37-1487-1):

- 1.3.1. 10-foot to 20-foot space..... \$276.35
- 1.3.2. 20-foot+ to 30-foot space: ..... \$312.35
- 1.3.3. 30-foot+ to 40-foot space.....\$420.35

#### 2. GRF IDENTIFICATION

##### 2.1. IDENTIFICATION CARD (See 14-1201-1 and 14-3182-1)

###### 2.1.1. Initial Issue (See 14-3182.1)

- 2.1.1.1. Member/Owner.....No charge
- 2.1.1.2. Renter/Lessee..... \$500 Refundable Deposit

###### 2.1.2. Lost Identification Card (See 14-1201-1)

- 2.2.1. First occurrence.....\$25
- 2.2.2. Subsequent occurrences.....\$50
- 2.2.3. Not surrendered on vacating..... \$500

##### 2.2. VEHICLE DECALS (See 14-1382-1)

###### 2.2.1. Initial Issue

- 2.2.1.1. Member's First Vehicle.....No charge
- 2.2.1.2. Renter/Lessee.....\$100 refundable
- 2.2.1.3. Golf cart (with disability waiver) ..... No charge

###### 2.2.2. Subsequent Vehicles

- 2.2.2.1. Member's Second Vehicle..... \$25
- 2.2.2.2. Member's Third Vehicle.....\$75
- 2.2.2.3. Member's Subsequent Vehicles.....\$250

(xx)

GOLDEN RAIN FOUNDATION Seal Beach, California



## ADMINISTRATION

### Consolidated Fees

- 2.2.2.4. Renter/Lessee..... \$100 refundable per vehicle
- 2.2.3. Not surrendered on vacating
  - 2.2.3.1. Member ..... \$100 per vehicle
  - 2.2.3.2. Renter/Lessee..... Forfeit decal deposit
- 2.3. ANNUAL GATE ENTRY PASSES (See 48-5180-1, 48-5180-3)
  - 2.3.1. Initial Issue
    - 2.3.1.1. Member ..... No charge
    - 2.3.1.2. Renter/Lessee.....No passes issued
  - 2.3.2. Not surrendered on vacating (see 14-3182-1)
    - 2.3.2.1. Member ..... \$100 per pass
- 2.4. RADIO FREQUENCY IDENTIFICATION (RFID) TRANSMITTER (see 48-5580-2)  
*\*As allowed per occupancy agreement.*
  - 2.4.1. Member
    - 2.4.1.1. Initial issue for vehicle or golf cart. .... No charge
    - 2.4.1.2. Golf cart (with disability waiver) .....No charge
    - 2.4.1.3. Second motor vehicle transmitter..... \$25
    - 2.4.1.4. Third motor vehicle transmitter..... \$75
    - 2.4.1.5. Fourth motor vehicle transmitter..... \$200
    - 2.4.1.6. Fifth & subsequent transmitters..... \$500
  - 2.4.2. Vendors and Employees
    - 2.4.2.1. Vendor..... No charge for 1 or 2
    - 2.4.2.2. Commercial Lessee..... No charge for 1
    - 2.4.2.3. Contracted worker..... No charge for 1
    - 2.4.2.4. Real estate worker.....No charge for 1
    - 2.4.2.5. More than 10 RFIDs..... \$15 each
  - 2.4.4. Replacement RFID on individual vehicle
    - 2.4.4.1. 1<sup>st</sup> Occurrence..... \$25
    - 2.4.4.2. 2<sup>nd</sup> Occurrence.....\$50
    - 2.4.4.3. Subsequent replacements.....\$75
- 2.5. CAREGIVER IDENTIFICATION (see 48-5180-1 and 14-3182-1)
  - 2.5.1. Initial Issue
    - 2.5.1.1. Member.....No charge
    - 2.5.1.2. Renter/Lessee.....\$100 refundable per pass
  - 2.5.2. Lost Identification.....\$20 per occurrence
  - 2.5.3. Not surrendered on vacating
    - 2.5.3.1. Member..... \$100 per caregiver pass

(xx)

GOLDEN RAIN FOUNDATION Seal Beach, California



## ADMINISTRATION

### Consolidated Fees

- 2.5.3.2. Renter/Lessee..... Forfeit caregiver deposit
- 2.6. REAL ESTATE PERSONNEL (see 48-5180-1)
  - 2.6.1. Initial Issue..... No charge
  - 2.6.2. Lost Identification
    - 2.6.2.1. Initial occurrence..... \$50
    - 2.6.2.2. Subsequent occurrences..... \$75
- 3. PET REGISTRATION (See 15-1023-1 and 14-3182-1)
  - 3.1. Members..... No charge
  - 3.2. Renter/Lessees..... \$100 non-refundable

### Document History

Adopted: 22 Aug 23

### Key words:

Members Fee