

## ADMINISTRATION COMMITTEE

### Committee Meeting Agenda

Thursday, August 10, 2023, 10:00 a.m.

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

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

Donna Gambol

Marsha Gerber

Carol Levine

Nick Massetti

Teri Nugent

Camille Thompson

William Thompson – Chair

#### 3. Chair Announcements

##### a. Introduction of Guests and Staff

Jessica Sedgwick, Executive Director

Mallorie Hall, Sr. Director of Member Services

Emma Hurtado, Executive Assistant

##### b. Rules of Order

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

##### a. Minutes of July 13, 2023, Administration Committee

#### 5. Member Correspondence/Comments *(Limited to 3 minutes per person if not more than 10 comments)*

#### 6. Supplementary Staff Report (pp.7)

##### a. Annual Budget Process Preview

#### 7. General

##### a. Appoint Vice Chair

#### 8. Finance Review

##### a. Acceptance of Monthly Financial Statements and Accounts

###### i. May 2023 (pp.8-9)

Proposed Resolution: To accept for audit and forward to the GRF Board the interim financial statements for period ending May 31, 2023, as presented by the Sr. Director of Member Services and as reviewed by the Administration Committee.

###### ii. June 2023 (pp.11-13)

Proposed Resolution: To accept for audit and forward to the GRF Board the interim financial statements for period ending June 30, 2023, as presented by the Sr. Director of Member Services and as reviewed by the Administration Committee.

##### b. Investments

###### i. Reserve Funds Investment Purchase (pp.15)

Proposed Resolution: To recommend the GRF Board 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.

c. Revenue and Leases

**9. Governing Documents**

a. Amend 40-5506-3 – Request for Proposal Requirements (pp.17-26)

Proposed Resolution: 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, and to designate this rule as 14-5506-1.

b. Amend 40-3326-1 – Purchasing (pp.27-29)

Proposed Resolution: 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 to move to change 40-3326-1’s title to Purchasing Warehouse Guidelines and designate it as 14-3326-1.

c. Rescind 40-3325-1 – Purchasing of Non-Standard Items (pp.31 \*see page 49 for Action Request)

Proposed Resolution: To rescind 40-3325-1, Purchase of Non-Standard Items.

d. Amend 30-1001-5 – Glossary of Terms (pp.33-45)

Proposed Resolution: To amend 30-1001-5, Glossary of Terms, to incorporate the new term “Permanent Guest,” and renumber the glossary rule as 10-1001-5.

e. Amend 30-5604-3 – Publication of Board Minutes (pp.47-48)

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

**10. Cost Recovery Items**

a. Rescind 40-3324-2 – Purchasing Fees (pp.49-50)

Proposed Resolution: To rescind 40-3324-2, Purchasing Fees; and 40-3325-1, Purchase of Non-Standard Items.

**11. Committee Projects**

a. Policies (pp.51-53)

b. Capital Funding (pp.55)

c. Reserve Funding (pp.57)

**12. Monthly Board Agenda Items**

a. Proposed Capital Expenditures

b. Proposed Reserve Expenditures

i. Rubberized Walking Path the to the Bridge at the Golf Course (pp.59-60)

ii. Elevator Cab Remodel (pp.61)

c. Amend 20-5585-1 – Advertising Policy (pp.63)

**13. Strategic Initiatives**

**14. Next Meeting Date**

- Thursday, September 14, 2023, at 10:00 a.m. – Conference Room A

**15. Adjournment**



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

**A quorum of the Board may be present at this meeting, no Board business will be discussed. This meeting has been duly noticed. There is no agenda.**

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## **GRF ADMINISTRATION COMMITTEE MINUTES**

**July 13, 2023**

The meeting of the Administration Committee was held on Thursday, July 13, 2023, and was called to order at 10:00 a.m. by Chair Thompson in Conference Room A and via Zoom.

### **ROLL CALL**

Present: Donna Gambol  
Marsha Gerber  
Carol Levine  
Nick Massetti

Teri Nugent Via Zoom  
Camille Thompson  
William Thompson - Chair

Staff: Jessica Sedgwick, Executive Director  
Emma Hurtado, Executive Assistant

### **CHAIR'S ANNOUNCEMENTS**

Chair Thompson welcomed Committee members and guests and introduced Executive Director Jessica Sedgwick and Executive Assistant Emma Hurtado.

The Chair outlined the rules of order.

### **APPROVAL OF MINUTES**

The GRF Administration Committee minutes dated May 18, 2023, were approved as presented.

The Finance Committee minutes dated April 21, 2023, were approved as amended.

The Mutual Administration Committee minutes dated May 8, 2023, were approved as presented.

The Strategic Planning Committee minutes dated April 24, 2023, were approved as presented.

### **MEMBER CORRESPONDENCE/COMMENTS**

One Member spoke during the Members' Comment period.

**SUPPLEMENTARY STAFF REPORTS**

Homewise Docs Summary Report

The Executive Director presented the Homewise Docs Summary Report, which was included in the meeting packet.

Open SROs Report

The Executive Director presented the Open SROs Report, which was included in the meeting packet.

**GENERAL**

Bad Debt Write Off

Motion: To approve writing off Oral Health’s bad debt for \$209.40 unpaid news advertising.

First: Nick Massetti  
Second: Carol Levine

The motion was carried unanimously.

The Committee consented not to accept additional advertising from advertisers with bad debt until their accounts are fully paid.

**FINANCE REVIEW**

Acceptance of Monthly Financial Statements of Accounts

- a. April 2023

Motion: To accept for audit and forward to the GRF Board the interim financial statements for the period ending April 30,2023, as presented by the Executive Director and reviewed by the Administration Committee.

First: Carol Levine  
Second: Donna Gambol

The motion was carried unanimously.

Investments

N/A

Revenue and Leases

- a. Optum Lease

Motion: To extend Optum’s lease of the LWSB medical clinic for an additional five years under terms agreed to in the previous lease, establishing as of October 1, 2023, a \$5,000 monthly increase and a monthly rate of \$65,000.

First: Donna Gambol  
Second: Nick Massetti

The motion was carried unanimously.

b. Friends of the Library Donation

Motion: To approve a \$5,000 Friends of the Library donation to GRF.

First: Donna Gambol  
Second: Camille Thompson

The motion was carried unanimously.

**GOVERNING DOCUMENTS**

Amend 30-1021-1 Posting Signs on Trust Property

Motion: To recommend the Board accept amended changes in language to 30-1021-1, Posting Signs on Trust Property, and assign it the number, 13-1021-1.

First: Carol Levine  
Second: Donna Gambol

The motion was carried unanimously.

Amend 70-1406-2 Limitations on Use of Trust Property – Fees

The Committee postponed this item awaiting action of the Member Services Committee.

Amend 40-2230-3 Authorized Signatories

Motion: To recommend the Board approve 40-2230-3, Authorized Signatories, as amended and assign it the number 14-2230-3.

First: Marsha Gerber  
Second: Camille Thompson

The motion was carried unanimously.

Review 40-3323-3 Disposition of Surplus Equipment

Motion: To inform the Board that the Committee had reviewed 40-3323-3, Disposition of Surplus Equipment, and did not recommend major revisions apart from assigning it the number 14-3323-3.

First: Camille Thompson  
Second: Nick Massetti

The motion was carried unanimously.

### **REVENUE RECOVERY ITEMS**

#### **Adopt-10-2000-2, sections 1.1. and 1.2, Consolidated Fees**

Motion: To recommend the Board adopt sections 1.1 and 1.2 of the proposed rule 10-2000-2, regarding fees for visitors' temporary Recreational Vehicle parking on Trust Property.

First: Nick Massetti

Second: Camille Thompson

The motion was carried unanimously.

#### **Adopt 10-2000-2, section 2.4, Consolidated Fees**

Motion: To recommend the Board adopt section 2.4. of 10-2000-2, Consolidated Fees, as the fee schedule for proposed Radio Frequency ID (RFID) tag rules passed by the Operations Committee under the number 38-5580-2. The schedule was amended to note that the fee for bulk tag purchases stated in 2.4.3. is \$15.

First: Donna Gambol

Second: Nick Massetti.

The motion was carried with six (6) yes votes and one (1) abstention (Nugent).

#### **Amend 70-1487-2 Recreational Vehicle Lot Schedule of Fees**

The Committee consented to duplicate Recreational Vehicle Lot annual fees from this rule into 10-2000-2, Consolidated Fees, while awaiting action concerning the assignment of responsibility among the various committees for establishing fines.

### **EXPENSE ITEMS**

#### **Proposed Capital Expenditures**

a. Real Estate Sales Sign

The Committee consented to designate the proposed Real Estate Sign as a Capital Expenditure.

b. Engineering Inquiry for EV Stations (Maintenance Yard)

The Committee consented to designate the proposed Engineering Inquiry for EV stations (Maintenance Yard) as a Capital Expenditure.

c. Radar Speed Signs

The Committee consented to designate the proposed Radar Speed Sign purchases as a Capital Expenditure.



Proposed Reserve Expenditures

- a. HVAC Unit in News Office  
The Committee consented to designate the proposed News Office HVAC Unit replacement as a Reserve Expenditure.
- b. Clubhouse 4 Piano  
The Committee consented to designate the proposed Clubhouse 4 piano purchase as a Reserve Expenditure.
- c. Main Entry Traffic Flow Study  
The Committee consented to designate the proposed Main Entry Traffic Flow study as a Capital Expenditure.

**FUTURE AGENDA ITEMS:**

- a. 40-5506-3 Request for Proposal Requirement (For August)
- b. 70-1406-2 Limitations on Use of Trust Property – Fees (Awaiting Action from Member Services Committee)
- c. 70-1487-2 Recreational Vehicle Lot Schedule of Fees (Awaiting Action from Member Services Committee)
- d. 14-5061-2 Facilities and Amenities Fees (Awaiting Annual Budget resolution)

**NEXT MEETING**

Thursday, August 10, 2023, in Administration Conference Room A/Zoom.

**ADJOURNMENT**

The meeting was adjourned at 11:28 pm by Chair Thompson.

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

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

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

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## 2024 GRF Annual Budget Timeline

Staffing	<ul style="list-style-type: none"><li>• HR &amp; Senior Directors 8/7</li><li>• All Directors 8/9</li></ul>
Department Review	<ul style="list-style-type: none"><li>• All Director Meeting 8/16</li></ul>
Committee Review	<ul style="list-style-type: none"><li>• Committe templates 8/25</li><li>• Review &amp; Finalize September Committee Mtgs</li><li>• Admin Committee Overall review 9/14</li></ul>
Board Review	<ul style="list-style-type: none"><li>• Special meeting(s) September/October</li></ul>



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## COMMITTEE ACTION REQUEST

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TO: ADMINISTRATION COMMITTEE  
FROM: DIRECTOR OF FINANCE  
SUBJECT: ACCEPTANCE OF THE MAY 2023 FINANCIAL STATEMENTS  
DATE: AUGUST 10, 2023  
CC: FILE

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

**Committee Action Recommended:**

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

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## COMMITTEE ACTION REQUEST

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TO: ADMINISTRATION COMMITTEE  
FROM: DIRECTOR OF FINANCE  
SUBJECT: ACCEPTANCE OF THE JUNE 2023 FINANCIAL STATEMENTS  
DATE: AUGUST 10, 2023  
CC: FILE

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

**Committee Action Recommended:**

To accept for audit and forward to the GRF Board the interim financial statements for period ending June 30, 2023, as presented by the Director of Finance and as reviewed by the Administration Committee.

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**COMMITTEE ACTION REQUEST**

TO: ADMINISTRATION COMMITTEE  
 FROM: DIRECTOR OF FINANCE  
 SUBJECT: RESERVE FUNDS INVESTMENT PURCHASE  
 DATE: AUGUST 11, 2023  
 CC: FILE

**Investment Activity – March 2023**

<b>Investment Portfolio - All Funds</b>						
6/30/2023						
<b>Financial Institution &amp; Type</b>	<b>Contingency Operating Fund</b>	<b>Reserve Fund</b>	<b>Capital Improvement Fund</b>	<b>General Operating Fund</b>	<b>Total Funds</b>	<b>Uninsured Funds</b>
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 recommend the GRF Board 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.



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## BOARD ACTION REQUEST

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

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### **Committee Approval:**

On \_\_\_\_\_, 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 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

- 181 in writing within five (5) business days after the purchase is made.
- 182 **5.2.3.** Emergency Expenditures Authorizations for MRRs Above \$25,000
- 183 **5.2.3.1.** \$25,001-\$50,000: Approval of at least two Board Directors, and
- 184 ratification at the Board's next General Session.
- 185 **5.2.3.2.** \$50,001-\$75,000: Approval of at least four Board Directors, and
- 186 ratification at the Board's next General Session.
- 187 **5.2.3.3.** More than \$75,001: Majority Board approval at an emergency
- 188 meeting of the Board of Directors.
- 189 **3.7.3.5.3.** Contracts for Supplies and Materials.
- 190 The Executive Director is hereby authorized to initiate the purchase of
- 191 supplies and materials on a negotiated basis under the following
- 192 circumstances:
- 193
- 194 **3.7.3.1.5.3.1.** In case of emergencies as previously defined.
- 195 **3.7.3.2.5.3.2.** When the call for proposals-RFP fails to produce a reasonable
- 196 proposal that complies with the specifications at an amount within the
- 197 lowest limits within which GRF finds it appropriate to make an award,
- 198 provided that said award shall not be made on terms less favorable than
- 199 the best proposal received in response to previous calls for proposals.
- 200 **3.7.3.3.5.3.3.** When proposals are rejected because of conflict of interest.
- 201 **3.7.3.4.5.3.4.** When market conditions force distress sales and GRF is
- 202 thereby enabled to realize a better price than competitive bidding would
- 203 normally produce.
- 204 **5.3.5.** When purchasing non-competitive commodities.
- 205 **5.4.** Sustained Service Contracts
- 206 **3.7.3.5.** Any maintenance or management service with an annual value
- 207 over \$50,000, including those with attorneys or CPAs, must undergo a full bidding
- 208 process at least every five years unless the Board specifically approves otherwise.
- 209 **5.5.** Master Service Agreement
- 210 The Master Service Agreement (MSA), the GRF's standard form of contract
- 211 approved by Legal Counsel, is required for all projects over \$10,000. The MSA
- 212 should be reviewed and updated by the Foundation's attorney at least once every
- 213 three-to-four years.
- 214 **3.7.4.5.6.** Blanket Purchase Orders for Proprietary, Operating Emergency and
- 215 Special Use Items. The Executive Director is hereby authorized to award contracts
- 216 on a negotiated basis for services, supplies and materials on a negotiated basis on
- 217 blanket purchase orders where the total purchases chargeable to any one of such
- 218 orders does not exceed \$10,000 or an amount included within a defined budget.

219

220 ~~The Executive Director is hereby authorized to award contracts for services, supplies and~~

221 ~~materials on a negotiated basis on blanket purchase orders where the total purchases chargeable~~

222 ~~to any one of such orders does not exceed \$10,000 or amount included within a defined budget.~~

223

### **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, Ccontractors 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~~the 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



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## BOARD ACTION REQUEST

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

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### **Committee Approval:**

On \_\_\_\_\_, 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:**

The Finance Committee last reviewed the three component rules, 40-3324-2, 40-3325-1 and 40-3326-1 in October 2020.

### **Fiscal Impact:**

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%. Staff have determined this increased fee both reflects industry norms and more closely matches GRF's costs for shipping, storage and staff time associated with purchasing. This additional cost recovery will enhance the Foundation's annual revenue.

### **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. 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. 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 they are not, 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.

~~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.



**ADMINISTRATION PURCHASING**

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

41

42 ~~1.3.~~ **3.2.1.** Any non-defective return of special purchase inventory items ordered by  
43 request of a Mutual ~~request~~ will be subject to review and approval by the ~~Finance~~  
44 Administration Committee and up to a 20% restocking fee.

45

46 ~~1.4.~~ **3.2.2.** In addition to the conditions above, a Mutual of GRF Department  
47 requesting the return of a non-inventory special purchase will be assessed any  
48 charges, e.g., shipping or restocking fees, the~~Any requested return of a non-~~  
49 ~~inventory special purchase will be subject to review and approval by the Finance~~  
50 ~~Committee, up to a 20% GRF restocking fee as well as any conditions imposed~~  
51 ~~by the GRF supplier, e.g., i.e. shipping or restocking fees, the GRF supplier may~~  
52 stipulate. ~~will be passed along to the Mutual or appropriate GRF department.~~

53

**4. WAREHOUSE STAFF LIMITATIONS**

54

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

55

56

57

58

**Document History**

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

**Keywords:** Purchasing Warehouse Inventory

59

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**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



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## BOARD ACTION REQUEST

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**DATE:** AUGUST 22 , 2023  
**TO:** 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, incorporating the new term, "Permanent Guest."

**Background:**

On July 7, 2023, the Operations Committee drafted new language to accommodate the Foundation's decision activating 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 10-1001-5.



## ADMINISTRATION

### Glossary of Terms

The GRF Glossary of Terms creates greater efficiency for the Board's formulation and enforcement of rules governing the community by codifying meanings of terms and limiting the need to include those definitions in each rule.

1. **ACTIVE ADULT COMMUNITY**: A residential community with recreational and educational activities for active senior adults. Assisted living, independent, and skilled nursing services are NOT provided.
2. **AGE-RESTRICTED COMMUNITY**: A residential community for adults aged 55 or over as defined by applicable State and Federal law.
3. **ALL-TERRAIN VEHICLE (ATV)**: a three- or four-wheeled MOTOR VEHICLE no wider than 50 inches designed for riding on unpaved surfaces. Its steering is controlled by handlebars and has a seat designed to be straddled by the operator.
4. **ALTERNATE DISPUTE RESOLUTION (ADR)**: A method of resolving disputes other than by litigation involving a neutral third party pursuant to Civil Code sections 5925-5965.
5. **AMENITIES FEE**: A one-time fee paid to GOLDEN RAIN FOUNDATION (GRF) for use of TRUST PROPERTY, facilities, and AMENITIES, by a MEMBER, authorized CO-OCCUPANT or QUALIFIED PERMANENT RESIDENT. (For RENTER/LESSEE, see TRUST PROPERTY USE FEE).
6. **AMENITY**: Any LEISURE WORLD SEAL BEACH facility or feature that provides comfort, convenience, enjoyment, or pleasure.
7. **ASSESSMENT**:
  - 7.1. Monthly Assessment: The recurring DUES paid by the MEMBER to GRF and the MEMBER's MUTUAL to cover the predicted expenses of maintaining the community.
  - 7.2. Special Assessment: A payment by the MEMBER to GRF or the MEMBER's MUTUAL to cover unforeseen costs, emergencies, or unanticipated DEFAULTS by other MEMBERS of the corporation.
8. **ASSIGNED PARKING**: A defined parking location that has been designated for the use of a specific individual or group by GRF.
9. **AUTHORIZED RESIDENT**: An OCCUPANT who has been approved, under the terms of GRF and the RESIDENT's respective MUTUAL, to occupy a residential UNIT IN LEISURE WORLD. These include a MEMBER occupying a unit, a RENTER/LESSEE, a QUALIFIED PERMANENT RESIDENT under the age of 55, or a CO-OCCUPANT.

## ADMINISTRATION

### Glossary of Terms

- 47 **10. BICYCLE:** A device equipped with a seat, propelled exclusively by human power  
 48 through a belt, chain, or gears, and having one or more wheels.  
 49
- 50 **11. BUDGET:** An estimate of income and expenses for a future period.  
 51
- 52 **12. BYLAWS:** A GOVERNING DOCUMENT that addresses matters such as  
 53 membership meetings, voting rights, elections, meetings of the BOARD OF  
 54 DIRECTORS, appointment of officers, and similar administrative matters.  
 55
- 56 **13. CAPITAL FUNDS:** Monies set aside for the purchase of fixed or capital assets.  
 57
- 58 **14. CAREGIVER:** A family member or other person, unpaid or receiving compensation  
 59 as money, lodging, or food in exchange for care, who tends to the needs or  
 60 concerns of an AUTHORIZED RESIDENT with short- or long-term limitations due  
 61 to illness, injury, or disability. (Also see PERMITTED HEALTH CARE RESIDENT).  
 62
- 63 **15. CC&Rs:** Covenants, Conditions, and Restrictions (Mutual 17).  
 64
- 65 **16. COMMERCIAL VEHICLE:** A MOTOR VEHICLE used or maintained for the  
 66 transportation of persons for hire, compensation, or profit; or a vehicle or trailer  
 67 used, or maintained primarily for the transportation of property. A COMMERCIAL  
 68 VEHICLE shall also mean any type of vehicle, which includes without limitation,  
 69 a passenger vehicle, truck, van, or trailer that has one or more of the following  
 70 traits:  
 71
- 72 **16.1.** Measures more than 80 inches from the ground to the highest point of  
 73 any permanently installed rack, storage container, appliance, machinery  
 74 or other extension to the vehicle's roof. A pop-up top will be measured  
 75 with the extension closed;
- 76 **16.2.** Has a manufacturer's specified minimum curb weight greater than 4,000  
 77 pounds and a Gross Vehicle Weight Rating (GVWR) greater than 8,000  
 78 pounds;
- 79 **16.3.** Bears a prominent business name or advertisement. If the graphic  
 80 medium is removable, such as a magnetically attached sign, this element  
 81 does not apply when all such signage is removed and stored out of view;
- 82 **16.4.** Has equipment racks, materials, ladders, toolboxes and/or tools visible  
 83 from the exterior of the vehicle;
- 84 **16.5.** Used to haul any hazardous materials;
- 85 **16.6.** Designed to carry more than 12 (twelve) passengers.  
 86
- 87 **17. COMMERCIAL WORKER:** A part-time or full-time employee or subcontractor of a  
 88 CONTRACTORS.  
 89  
 90  
 91

## ADMINISTRATION

### Glossary of Terms

- 92 18. **COMMON AREA:** That portion of a real estate development not assigned to the  
 93 exclusive PROPERTY INTEREST of an individual SHAREHOLDER or OWNER.  
 94
- 95 19. **COMMON INTEREST DEVELOPMENT:** A real-estate development whose  
 96 SHAREHOLDERS or OWNERS share a common set of financial obligations,  
 97 property rights and community RULES established in a set of recorded rights and  
 98 restrictions.  
 99
- 100 20. **COMMUNITY RULES VIOLATION NOTICE:** A written notification of a violation  
 101 of a GRF RULE that is presented to a MEMBER, AUTHORIZED RESIDENT,  
 102 VISITOR, or other person, or posted on their VEHICLE.  
 103
- 104 21. **COMMUNITY RULES VIOLATION PANEL:** A panel comprising designated  
 105 members of the GRF BOARD OF DIRECTORS that receives from MEMBERS  
 106 any appeals and resolves violations of GRF rules.  
 107
- 108 22. **CONDOMINIUM OR CONDOMINIUM UNIT:** A Single, individually – owned  
 109 housing unit in a multi-unit Mutual 17 building.  
 110
- 111 23. **CONTRACTOR:** Any company, organization, or person, including a CAREGIVER,  
 112 who enters into an agreement with GRF, its MEMBERS, the MUTUALS or  
 113 AUTHORIZED RESIDENTS to do business or provide services IN LEISURE  
 114 WORLD SEAL BEACH.  
 115
- 116 24. **CONTRACT WORKER:** see CONTRACTOR.  
 117
- 118 25. **CO-OCCUPANT:** A person holding no ownership interest in a UNIT who is  
 119 approved by the respective MUTUAL to reside with a SHAREHOLDER or Mutual  
 120 17 CONDOMINIUM OWNER. A co-occupant is required to pay the GRF  
 121 AMENITIES FEE.  
 122
- 123 26. **COOPERATIVE HOUSING:** The arrangement in which a COOPERATIVE  
 124 MUTUAL owns a group of housing UNITS and COMMON AREAS for the use by  
 125 all the MUTUAL's RESIDENTS.  
 126
- 127 27. **COOPERATIVE MUTUAL:** One of the MUTUALS numbered 1-12 and 14-16 in  
 128 which the RESIDENTS' PROPERTY INTEREST is conveyed through ownership  
 129 of the MUTUAL's STOCK CERTIFICATE.  
 130
- 131 28. **COVENANTS:** Formal agreements or promises set forth in a DEED OR  
 132 OCCUPANCY AGREEMENT.  
 133
- 134 29. **DEED:** An official legal document establishing ownership rights to a Mutual 17  
 135 CONDOMINIUM.  
 136

## ADMINISTRATION

### Glossary of Terms

- 137 **30. DEFAULT:** Failure to fulfill an obligation required by duty, law, or GOVERNING  
138 DOCUMENTS.  
139
- 140 **31. DIRECTOR:**  
141
- 142 **31.1.** An individual elected by the MEMBERS of each MUTUAL to the GRF  
143 BOARD OF DIRECTORS.
- 144 **31.2.** The professional manager heading one of the following GRF departments:  
145 Facilities, Finance, Human Resources, Information Technology Services,  
146 Internal Operations, Mutual Administration, Recreation, Security, and  
147 Service Maintenance.
- 148 **31.3.** An individual elected by a MUTUAL's SHAREHOLDERS to a position on  
149 the BOARD OF DIRECTORS of their respective MUTUAL.  
150
- 151 **32. DUES:** The obligatory monthly payment by the MEMBER to GRF and the  
152 MEMBER's MUTUAL to pay for the predicted expenses of maintaining the  
153 community. (See ASSESSMENT)  
154
- 155 **33. DUE PROCESS:** An established procedure designed to safeguard legal rights of  
156 an individual during the resolution of their possible violation of GRF RULES or  
157 other GOVERNING DOCUMENTS.  
158
- 159 **34. DWELLING UNIT:** (See UNIT).  
160
- 161 **35. EGREGIOUS CONDUCT:** An act or omission that is deplorable, flagrant, or  
162 outrageous by an accepted standard of legal or moral conduct, including but not  
163 necessarily limited to highly offensive and/or aggressive acts, discrimination,  
164 boundary violations and invasions of privacy.  
165
- 166 **36. ELECTRIC BICYCLE:** A two- or three-wheeled MOTOR VEHICLE that has fully  
167 operable pedals for human-driven propulsion, and an electric motor of no more  
168 than 750 watts capable of propelling the bicycle at no more than 28 miles per  
169 hour.  
170
- 171 **37. ELIGIBILITY:** Satisfying the conditions each MUTUAL has established for  
172 qualifying to reside within their respective MUTUAL.  
173
- 174 **38. EMOTIONAL SUPPORT ANIMAL:** Animals that do not qualify as SERVICE  
175 ANIMALS but that provide a sense of safety, companionship, and comfort to those  
176 with psychiatric or emotional disabilities or conditions.  
177
- 178 **39. EMPLOYEE:** A person who is directly employed by the GRF, either on a full-time,  
179 part-time, or temporary basis.  
180  
181



## ADMINISTRATION

### Glossary of Terms

- 182 **40. ESCROW:** Process under which something such as a DEED or money is put in  
 183 the custody of a neutral third party until prescribed conditions are met.  
 184
- 185 **41. EXCLUSIVE USE COMMON AREA:**  
 186
- 187 **41.1.** COMMON AREA in the MUTUALS or TRUST PROPERTY designated  
 188 for the particular use of one or more, but fewer than all MEMBERS.  
 189 **41.2.** That portion of TRUST PROPERTY leased by GRF to a CONTRACTOR  
 190 or GRF-recognized CLUB.  
 191
- 192 **42. EXECUTIVE DIRECTOR:** The professional manager appointed by and reporting  
 193 to the GRF BOARD OF DIRECTORS, who is responsible for GRF's day-to-day  
 194 operations and business strategy.  
 195
- 196 **43. FEE:** A charge or payment for services, or use of a privilege.  
 197
- 198 **44. GOLDEN RAIN FOUNDATION (GRF):** A non-profit corporation that holds in  
 199 trust, operates, and maintains TRUST PROPERTY facilities, STREETS,  
 200 AMENITIES, and certain other improvements within the geographic area  
 201 identified as LEISURE WORLD SEAL BEACH for the benefit of the MEMBERS.  
 202 GRF, under a MANAGEMENT AGREEMENT, provides defined services such as  
 203 administrative, financial, maintenance, and community patrol to the MUTUALS.  
 204
- 205 **45. GOLF CART:** A MOTOR VEHICLE having not less than three wheels in contact  
 206 with the ground, having an unloaded weight of less than 1,300 pounds, and a  
 207 maximum width of 48 inches. It is designed to be and cannot be operated at more  
 208 than 20 mph.  
 209
- 210 **46. GOVERNING DOCUMENTS:** Articles of Incorporation, BYLAWS, OCCUPANCY  
 211 AGREEMENT, Declaration of Trust, RULES, and any other documents that  
 212 regulate the operation of GRF and the MUTUAL corporations.  
 213
- 214 **47. GUEST:** See Visitor.  
 215
- 216 **48. IDENTIFICATION CARD:** A card indicating current membership status issued  
 217 by the GRF to an individual AUTHORIZED RESIDENT.  
 218
- 219 **49. IN LEISURE WORLD SEAL BEACH:** Any real property held in TRUST or  
 220 managed by the GRF or owned by the MUTUAL Corporations.  
 221
- 222 **50. INOPEPARABLE VEHICLE:** A VEHICLE that lacks a functioning engine or  
 223 transmission, wheels, tires, doors, windshield, or any other major part or  
 224 equipment necessary to operate within its intended purpose.  
 225  
 226



## ADMINISTRATION

### Glossary of Terms

- 227 51. **INTERNAL DISPUTE RESOLUTION (IDR):** DUE PROCESS procedure offering  
 228 an opportunity for both sides to meet and confer in good faith in an effort to  
 229 resolve a dispute or reach a resolution concerning alleged violations of  
 230 community RULES.  
 231
- 232 52. **LANDLORD TENANT RELATIONSHIP:**  
 233
- 234 52.1. Relationship between the COOPERATIVE MUTUAL corporations and  
 235 their respective SHAREHOLDERS.  
 236 52.2. Relationship in which a MEMBER leases the UNIT in which they have a  
 237 PROPERTY INTEREST to another authorized person.  
 238
- 239 53. **LEISURE WORLD:** A geographic location within Seal Beach, California.  
 240
- 241 54. **LESSOR MEMBER:** a GRF MEMBER who leases their UNIT to a person  
 242 approved as an authorized resident by the MEMBER's MUTUAL. A LESSOR  
 243 MEMBER who enters into a contract with a new RENTER/LESSEE after January  
 244 1, 2021, is subject to restrictions outlined in GRF RULE 35-3182-1, and relevant  
 245 rules of their respective MUTUAL.  
 246
- 247 55. **LOW SPEED VEHICLE (LSV):** a MOTOR VEHICLE similar to and including a  
 248 GEM car, which is designed to travel in excess of 20 MPH with a maximum speed  
 249 of 25 MPH. LSVs wider than 48 inches are not permitted to travel on sidewalks  
 250 IN LEISURE WORLD SEAL BEACH.  
 251
- 252 56. **MAINTENANCE VEHICLE:** A VEHICLE, including GOLF CARTS, LSVs or self-  
 253 powered landscaping and earth-moving equipment, or trailers or carts employed  
 254 to provide services to GRF, the MUTUALS and AUTHORIZED RESIDENTS.  
 255
- 256 57. **MANAGEMENT AGREEMENT:** A contract between GRF and a MUTUAL that  
 257 specifies the administrative, maintenance and other services GRF supplies to the  
 258 MUTUAL and the costs for those services.  
 259
- 260 58. **MEMBER:** A SHAREHOLDER in one of the COOPERATIVE MUTUALS or a  
 261 Mutual 17 CONDOMINIUM OWNER in LEISURE WORLD SEAL BEACH.  
 262
- 263 59. **MEMBER/OWNER:** See Member.  
 264
- 265 60. **MEMBERSHIP CERTIFICATE:** A legal document affirming a COOPERATIVE  
 266 MUTUAL SHAREHOLDER or Mutual 17 OWNER's right of access to community  
 267 AMENITIES. A single certificate per unit is issued by GRF upon the individual's  
 268 payment of their AMENITIES FEE, or upon the individual entering into an  
 269 approved payment plan for same.  
 270  
 271



## ADMINISTRATION

### Glossary of Terms

- 272 61. **MOBILITY SCOOTER:** A three- or four-wheeled, electrically propelled  
 273 conveyance no more than 27 inches wide at its widest point. It provides mobility  
 274 aid equivalent to a wheelchair. Its maximum speed is no more than 15 MPH on  
 275 level ground.  
 276
- 277 62. **MOTORCYCLE:** A two- or three-wheeled MOTOR VEHICLE propelled by a  
 278 gasoline-fueled engine of more than 150 cubic centimeters, or by an electric motor  
 279 of more than 4 brake horsepower. It must be registered with the Department of  
 280 Motor Vehicles.  
 281
- 282 63. **MOTOR-DRIVEN CYCLE:** A two- or three-wheeled MOTOR VEHICLE propelled  
 283 by a gasoline-fueled engine of 149 cubic centimeters or less, or by an electric  
 284 motor of less than 4 brake horsepower. It must be registered with the Department  
 285 of Motor Vehicles.  
 286
- 287 64. **MOTORIZED SCOOTER:** A powered two-wheeled MOTOR VEHICLE that has a  
 288 platform on which the operator can stand while riding.  
 289
- 290 65. **MOTOR VEHICLE:** A means of conveyance that is self-propelled, including  
 291 MOTOR-DRIVEN CYCLES, GOLF CARTS, LSVs, MOTORCYCLES,  
 292 RECREATIONAL SCOOTERS, ELECTRIC BICYCLES, and self-balancing  
 293 human-transporter-type vehicles.  
 294
- 295 66. **MUTUAL CORPORATION (MUTUAL):** One of the 16 independent corporations  
 296 in LEISURE WORLD SEAL BEACH that owns, manages, and operates its  
 297 respective COMMON INTEREST PROPERTY.  
 298
- 299 67. **NON-RESIDENT:** Any person who is not an AUTHORIZED RESIDENT within  
 300 Leisure World.  
 301
- 302 68. **NON-RESIDENT CO-OWNER:** Any person whose name is listed on a UNIT's  
 303 STOCK CERTIFICATE but who has not been authorized by their respective  
 304 MUTUAL to legally reside within that UNIT. A NON-RESIDENT CO-OWNER has  
 305 no rights of residency or access to AMENITIES but can initiate the TRUST review  
 306 upon the SHAREHOLDER's death.  
 307
- 308 69. **NON-STANDARD ITEMS:** Those components within a UNIT that are defined by  
 309 a COOPERATIVE MUTUAL's OCCUPANCY AGREEMENT or RULES as  
 310 STANDARD ITEMS that were replaced on the initiative of a present or a previous  
 311 SHAREHOLDER. Such components are no longer the MUTUAL's responsibility  
 312 to maintain and/or replace.  
 313
- 314 70. **OCCUPANCY AGREEMENT:** The agreement between one of the  
 315 COOPERATIVE MUTUALS and a UNIT's SHAREHOLDER(s), that details the  
 316 terms under which the individual(s) is entitled to possession of their respective

## ADMINISTRATION

### Glossary of Terms

- 317 UNIT.
- 318
- 319 71. **OCCUPANCY:** The legal act, state, or condition of holding, possessing, or
- 320 residing in a UNIT in LEISURE WORLD SEAL BEACH.
- 321
- 322 72. **OCCUPANT:** A person who has been authorized by their respective MUTUAL to
- 323 reside in a UNIT in LEISURE WORLD SEAL BEACH.
- 324
- 325 73. **OPERATING FUND:** Monies set aside for operating expenses.
- 326
- 327 74. **ORANGE COUNTY USER FEE (OC USER FEE):** The payment for sewer
- 328 services provided to each UNIT by the Orange County Sanitation District.
- 329
- 330 75. **ORIENTATION:** The required new RESIDENT's "in-person" meeting with one or
- 331 more MUTUAL Board DIRECTORS and a GRF Physical Property Inspector, to:
- 332
- 333 75.1. Review MUTUAL RULES and expectations;
- 334 75.2. Examine the UNIT's condition;
- 335 75.3. Identify STANDARD ITEMS and NON-STANDARD ITEMS;
- 336 75.4. Answer new AUTHORIZED RESIDENTS' questions.
- 337
- 338 76. **OWNER:** The person(s) named on the DEED of a MUTUAL 17 CONDOMINIUM.
- 339
- 340 77. **PEDESTRIAN:**
- 341 77.1. Any person who is a foot.
- 342 77.2. Any person operating a manually- or self-propelled wheelchair, MOBILITY
- 343 SCOOTER, or other conveyance designed to provide mobility equivalent
- 344 to a wheelchair to persons with physical disabilities.
- 345
- 346 78. **PENALTY:** A monetary fine or disciplinary action.
- 347 ~~78.79.~~ **PERMANENT GUEST:** An individual designated by a Member to receive a date-
- 348 access pass that can be periodically renewed without the Member's further action.
- 349
- 350 ~~79.80.~~ **PERMITTED HEALTH CARE RESIDENT:** A temporary residency status an
- 351 AUTHORIZED RESIDENT can request for a family member or other person
- 352 providing substantial live-in, long-term, or terminal health care to the
- 353 AUTHORIZED RESIDENT when the RESIDENT is absent from the unit due to
- 354 hospitalization or other necessary care but is expected to return to the unit within
- 355 90 days. [Civil Code 51.3(7)] and [Civil Code 51.3(7)(i)]. (Also see CAREGIVER).
- 356
- 357 ~~80.81.~~ **PET:** A domesticated animal as approved and defined in each Mutual's Pet
- 358 Policy.
- 359
- 360 ~~81.82.~~ **POLICIES, RULES AND REGULATIONS:** The principles and directives
- 361 governing GRF, the respective MUTUAL corporations, and MEMBERS.

## ADMINISTRATION

### Glossary of Terms

362

363 **82-83. PROCEDURE:** A series of steps to be followed to accomplish an end result.

364 **83-84. PROHIBITED VEHICLE:** A conveyance, including all those listed below, that  
365 cannot be parked on TRUST PROPERTY or TRUST STREETS.

366 **83-1-84.1.** Aircraft.

367 **83-2-84.2.** Boats, personal watercraft, snowmobiles, and similar recreational  
368 conveyances; and their trailers.

369 **83-3-84.3.** INOPERABLE VEHICLE.

370 **83-4-84.4.** Off-road vehicle (not street-licensed) other than GOLF CART.

371 **83-5-84.5.** UNAUTHORIZED VEHICLE.

372 **83-6-84.6.** UNREGISTERED VEHICLE: Any MOTOR VEHICLE that does not  
373 possess current registration required by the state of California.

374 **83-7-84.7.** MOTOR VEHICLE designed to carry more than 12 passengers, with  
375 the exception of buses or limousines authorized by PATROL SERVICES  
376 or RECREATION Department to load or offload passengers.

377

378 **84-85. PROPERTY INTEREST:** In the COOPERATIVE MUTUALS, the  
379 STOCKHOLDER/SHAREHOLDER's ownership interest in the MUTUAL  
380 corporation that is accompanied with the right to occupy a designated UNIT  
381 within the MUTUAL.

382

383 **85-86. QUALIFYING RESIDENT:** A person whose age of 55 years or more permits them  
384 to apply for residency in a senior citizen housing development.

385

386 **86-87. QUALIFIED PERMANENT RESIDENT (QPR):** A residency status available to  
387 a person who meets all the criteria in one of the following categories:

388

389 **86-1-87.1.** Is 45 years of age or older, and residing with an AUTHORIZED  
390 RESIDENT prior to the AUTHORIZED RESIDENT's prolonged absence  
391 from the unit due to the RESIDENT's death or hospitalization, or  
392 dissolution of marriage with the AUTHORIZED RESIDENT; or

393 **86-2-87.2.** Was a spouse, co-habitant, or person providing primary economic  
394 or physical support to an AUTHORIZED RESIDENT, and residing with  
395 the AUTHORIZED RESIDENT prior to the RESIDENT's prolonged  
396 absence from the unit due to the RESIDENT's death or hospitalization,  
397 or the dissolution of marriage with the AUTHORIZED RESIDENT; or

398 **86-3-87.3.** Is an AUTHORIZED RESIDENT's disabled child or grandchild,  
399 whose disability, disabling illness or disabling injury requires the disabled  
400 person to live with the AUTHORIZED RESIDENT during the time of their  
401 disabling condition.

402

403 **87-88. RECREATIONAL SCOOTER:** A three- or four-wheeled, electrically propelled  
404 conveyance greater than 27 inches but less than 40 inches at its widest point. Its  
405 maximum speed is no more than 20 MPH on level ground. Such VEHICLES must  
406 observe all standards governing GOLF CARTS under the provisions of these

## ADMINISTRATION

### Glossary of Terms

407 RULES.

408

409 **88.89. RECREATIONAL VEHICLE (RV):** A MOTOR VEHICLE or trailer for dwelling  
410 purposes; or a vehicle designed and used to tow such;

411

412 **88.1.89.1.** A motor home, camper van, travel trailer, truck camper, camping  
413 trailer, with or without motive power, designed for recreational purposes,  
414 emergency, or other occupancy.

415 **88.2.89.2.** Van-camper conversions, or vehicles designed to tow RVs or  
416 VUFRs without motive power, that display one or more of the following  
417 characteristics:

418 **88.2.1.89.2.1.** Is longer than 20 feet.

419 **88.2.2.89.2.2.** Measures more than 80 inches from the ground to the  
420 highest point of any permanently installed rack, storage  
421 container, appliance, machinery, or other extension to the  
422 vehicle's roof. A pop-up top will be measured with the extension  
423 closed.

424 **88.2.3.89.2.3.** Has a manufacturer's listed curb weight over 4,000  
425 pounds and a Gross Vehicle Weight Rating over 8,000 pounds.

426

427

428 **89.90. RENTER/LESSEE:** A person whom a MUTUAL has authorized to lease a UNIT  
429 IN LEISURE WORLD SEAL BEACH.

430

431 **90.91. RESERVED PARKING:** A parking location GRF has set aside for use only by the  
432 designated user(s) and specified as such by a sign, or markings on curb or pavement.

433

434 **91.92. RESERVES AND/OR RESERVE FUND:** Monies set aside and identified for  
435 future repairs, replacements, or additional components.

436

437 **92.93. RESIDENT:** Any authorized OCCUPANT of a LEISURE WORLD residential unit,  
438 including a MEMBER occupying their unit, a RENTER/LESSEE, a QUALIFIED  
439 PERMANENT RESIDENT, or a CO-OCCUPANT authorized by their respective  
440 MUTUAL.

441

442 **93.94. RESIDENTIAL PURPOSES:** To be used as a private dwelling and for no other  
443 purpose.

444

445 **94.95. ROADWAY:** A paved way a MUTUAL maintains within its property that is  
446 intended for access to MUTUAL carports, curb-side MOTOR VEHICLE parking and/or  
447 the passage of vehicular traffic.

448

449 **95.96. SERVICE ANIMAL:** A dog that is individually trained to perform tasks, such as  
450 recovering dropped items, minimal protection work, rescue work or pulling a wheelchair,  
451 for an individual with a disability. (See California Civil Code 54.1 and Penal Code Section  
452 365.5).

(May 23)

GOLDEN RAIN FOUNDATION Seal Beach, California

## ADMINISTRATION

### Glossary of Terms

453

454

455 **96-97. SERVICE PROVIDER:** Any non-GRF EMPLOYEE contracted by a MEMBER or  
 456 AUTHORIZED RESIDENT to assist with home health, cleaning, and/or residential  
 457 maintenance and repair at their residential UNIT, (See CONTRACTOR).

458

459 **97-98. SHAREHOLDER/STOCKHOLDER:** A person named on a STOCK  
 460 CERTIFICATE issued by the BOARD OF DIRECTORS of one of the COOPERATIVE  
 461 MUTUALS in LEISURE WORLD SEAL BEACH.

462

463 **98-99. SPECIAL ASSESSMENT:** See ASSESSMENT.

464

465 **99-100. STANDARD ITEMS:** Structural elements, fixtures, flooring, and appliances  
 466 within a UNIT that each COOPERATIVE MUTUAL's OCCUPANCY AGREEMENT or  
 467 RULES define as the MUTUAL's responsibility to maintain and/or replace.

468

469 **100-101. STATE-REGISTERED MOTOR VEHICLE:** a MOTOR VEHICLE that  
 470 California state law requires to be registered and licensed.

471

472 **101-102. STOCK CERTIFICATE:** Legal document evidencing ownership in a  
 473 LEISURE WORLD SEAL BEACH COOPERATIVE MUTUAL corporation.

474

475 **102-103. STOCK COOPERATIVE:** A corporation such as MUTUALS 1-12 and  
 476 MUTUALS 14-16 that are formed primarily for the purpose of holding title to real estate  
 477 and offering the corporation's SHAREHOLDERS/STOCKHOLDERS the right of  
 478 exclusive OCCUPANCY in a portion of the corporation's property.

479

480 **103-104. TITLE:** Legal document showing ownership rights in property (Mutual 17).

481

482 **104-105. TRANSFER:** The recording of any changes of an ownership interest to a  
 483 COOPERATIVE MUTUAL STOCK CERTIFICATE or DEED of a Mutual 17  
 484 CONDOMINIUM.

485

486 **105-106. TRUST:** See GOLDEN RAIN FOUNDATION TRUST.

487

488 **106-107. TRUST PROPERTY:** Property held in common and administered by GRF for  
 489 the use and benefit of the MEMBERS.

490

491 **107-108. TRUST PROPERTY USE FEE (TPUF):** FEE paid to GRF by the  
 492 RENTER/LESSEE for use of LEISURE WORLD SEAL BEACH AMENITIES, for the  
 493 duration of the lease.

494

495 **108-109. TRUST STREETS:** Streets within LEISURE WORLD SEAL BEACH  
 496 designated with names.

497

498 **109-110. TRUSTEE:** The person or administrative group whose legal duty is to hold

(May 23)

GOLDEN RAIN FOUNDATION Seal Beach, California



## ADMINISTRATION

### Glossary of Terms

- 499 and administer property for the benefit of a third party.  
 500 ~~110-111.~~ **UNASSIGNED PARKING:** A location GRF has designated as a legal  
 501 parking space, but which has not been posted as assigned or reserved parking.  
 502  
 503 ~~111-112.~~ **UNAUTHORIZED VEHICLE:** Any VEHICLE whose entry into the  
 504 community was not authorized by GRF or a MUTUAL.  
 505  
 506 ~~112-113.~~ **UNIT OR DWELLING UNIT:** Residential units located within Leisure  
 507 World Seal Beach.  
 508  
 509 ~~113-114.~~ **UNREGISTERED VEHICLE:** Any VEHICLE that does not possess current  
 510 registration and license plate required by California state law.  
 511  
 512 ~~114-115.~~ **VEHICLE:** A thing used for transporting people or goods.  
 513  
 514 ~~115-116.~~ **VEHICLE USED FOR RECREATION (VUFR):** Boats, watercraft, ALL-  
 515 TERRAIN VEHICLES (ATVs) and snowmobiles; and trailers used to transport them.  
 516  
 517 ~~116-117.~~ **VENDOR:** A person or entity seeking to become a CONTRACTOR.  
 518  
 519 ~~117-118.~~ **VISITOR:** A person invited by an AUTHORIZED RESIDENT to visit their  
 520 UNIT.  
 521  
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 530

#### Document History

Adopted:	24 Apr 18	Amended:	23 Oct 18	Amended:	23 Jul 19
Amended:	23 Dec 20	Amended:	29 Jan 21	Amended:	23 Mar 21
Com. Name Chg.	24 Aug 21	Amended:	21 Nov 22	Amended:	24 Jan 23
Amended:	28 Feb 23	Amended:	28 Mar 23	Amended:	23 Apr 23

**Keywords:** Glossary Definition  
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## COMMITTEE ACTION REQUEST

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**DATE:** AUGUST 10, 2023  
**TO:** BOARD OF DIRECTORS  
**FROM:** ADMINISTRATION COMMITTEE  
**BOARD ACTION:** AMEND 30-5604-3, PUBLICATION OF BOARD MINUTES

---

**Committee Approval:**

On \_\_\_\_\_, 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.

**Suggested Motion:** I move to amend GRF Rule 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
  - 2
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  - 19
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

20



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## BOARD ACTION REQUEST

---

**DATE:** AUGUST 22 , 2023  
**TO:** 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 \_\_\_\_\_, 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

## COMMITTEE PROJECT REPORT - POLICIES

PROJECT NAME	On Comm. Agenda	Gov Doc. Draft	Comm. Approval	On ADMIN Agenda	Action Request Complete	ADMIN Vets Action Request	On BoD Agenda	Supporting Materials in Packet	Board Action	Final BoD Approval	Rule in Gov. Docs	Rule in Website	Internal Procedures Developed	Implemented
10-2000-2 (section 2.4) - Consolidated Fees	X	X	X	X	X	X	X	X	28-Day Notice					
10-2000-2 (section 1.1 and 1.2) - Consolidated Fees	X	X	X	X	X	X	X	X	28-Day Notice					
40-3323-3 - Disposition of Surplus Equipment	X	X	X	X	X	X	X	X	Board Preliminary Approval					
40-2230-3 - Authorized Signatories	X	X	X	X	X	X	X	X	Board Preliminary Approval					
70-1406-2 Limitations on Use of Trust Property	X	X												
70-1411-1 Facility Reservations	X	X												
30-1021-1 - Posting Signs on Trust Property	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	X			

## COMMITTEE PROJECT REPORT - POLICIES

PROJECT NAME	On Comm. Agenda	Gov Doc. Draft	Comm. Approval	On ADMIN Agenda	Action Request Complete	ADMIN Vets Action Request	On BoD Agenda	Supporting Materials in Packet	Board Action	Final BoD Approval	Rule in Gov. Docs	Rule in Website	Internal Procedures Developed	Implemented
40-5506-3 – Request for Proposal Requirements	X	X		X	X									
40-3326-1 – Purchasing	X	X		X	X									
Rescind 40-3325-1 – Purchasing of Non-Standard Items	X	X		X	X									
30-1001-5 – Glossary of Terms	X	X		X	X									
40-3325-1 – Purchasing of Non-Standard Items	X	X		X	X									
30-5604-3 – Publication of Board Minutes	X	X		X	X									
Rescind 40-5523-2 – Returned Check Fees														
40-3324-2 – Purchasing Fees	X	X		X	X									

## COMMITTEE PROJECT REPORT - POLICIES

PROJECT NAME	On Comm. Agenda	Gov Doc. Draft	Comm. Approval	On ADMIN Agenda	Action Request Complete	ADMIN Vets Action Request	On BoD Agenda	Supporting Materials in Packet	Board Action	Final BoD Approval	Rule in Gov. Docs	Rule in Website	Internal Procedures Developed	Implemented
20-5585-1 - Advertising Policy	X	X	X	X	X									

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## COMMITTEE PROJECT REPORT - CAPITAL FUNDING

PROJECT NAME	Comm. Approval	On ADMIN Agenda	Action Request Complete	ADMIN Vets Action Request	On BoD Agenda	Supporting Materials in Packet	BoD Approval	Implemented
Radar Speed Signs	X	X	X	X	X	X	X	
Engineering Inquiry for EV Stations	X	X	X	X	X	X	X	
Real Estate Sales Sign	X	X	X	X	X	X	X	



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## COMMITTEE PROJECT REPORT - RESERVE FUNDING

PROJECT NAME	Comm. Approval	On ADMIN Agenda	Action Request Complete	ADMIN Vets Action Request	On BoD Agenda	Supporting Materials in Packet	BoD Approval	Implemented
Clubhouse 4 Piano	X	X	X	X	X	X	X	
HVAC Unit in News Office	X	X	X	X	X	X	X	
Elevator Cab Remodel	X	X	X					
Rubberized Walking Path to the Bridge at the Golf Course	X	X	X					

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## BOARD ACTION REQUEST

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

---

### Committee Approval:

On August 1, 2023, the Facilities Committee approved to recommend to the Board award a contract to Robertson Recreational Surfaces for the Replacement of the rubberized walking path to the bridge at the Golf Course for a cost not to exceed \$14,195 including a 10% contingency, Reserve Funding and authorize the President to sign the contract.

### Background:

The rubberized walking path to the bridge at the Golf Course is beyond repair. Attempts to repair have not been successful. Staff received proposals from Robertson Recreational Surfaces and Cornerstone Floors:

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



**Fiscal Impact:**

Funding from Reserves (\$10,050 scheduled for 2023).

**Recommendation:**

I move to award a contract to Robertson Recreational Surfaces for the Replacement of the rubberized walking path to the bridge at the Golf Course for a cost not to exceed \$14,195 including a 10% contingency, Reserve Funding and authorize the President to sign the contract.



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## BOARD ACTION REQUEST

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

---

### **Committee Approval:**

On August 1, 2023, the Facilities Committee approved to recommend to the Board award a contract to Elite Elevator Services for the remodel of the elevator cab in the Administration Building at a cost not to exceed \$20,427, including a 10% contingency, Reserve Funding and authorize the President to sign the contract.

### **Background:**

The elevator cab in the Administration Building is beyond its useful life. The Physical Property Department obtained a quote from TK Elevator Service and Elite Elevator Services for the remodel of this Reserve Component. The cost is as follows:

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

Staff recommends a 10% contingency for this project \$1,857.

### **Fiscal Impact:**

There is \$38,000 in the reserve study for this project. There is currently a service contract for this elevator with TK Elevator Service.

### **Recommendation:**

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

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## BOARD ACTION REQUEST

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**DATE:** AUGUST 10, 2023  
**TO:** BOARD OF DIRECTORS  
**FROM:** OPERATIONS COMMITTEE  
**BOARD ACTION:** ADOPT 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 sharpen the document's accuracy and readability.

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

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