

ADMINISTRATION COMMITTEE

Committee Meeting Agenda

Thursday, October 12, 2023, 10:00 a.m.

Conference Room A/Zoom

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

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

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

1. Call to Order

2. Roll Call/Notice of Quorum

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
Emma Hurtado, Executive Assistant

b. Rules of Order

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

a. Minutes of September 14, 2023, Administration Committee

5. Member Correspondence/Comments *(Limited to 3 minutes per person if not more than 10 comments)(pp.7)*

6. Supplementary Staff Report

7. Required Assessment of Committee Restructure **REMOVED 10-11-23**

8. Finance Review

a. Acceptance of Monthly Financial Statements and Accounts (pp.9-11)

i. August 2023

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

b. Investments

c. Revenue and Leases

9. Governing Documents

a. Amend 30-5026-1 – GRF Election of Officers (pp.13-18)

i. Redline Version (pp.15-16)

ii. Simple Markup Version (pp.17-18)

Proposed Resolution: To amend GRF Rule 30-5026-3, GRF Election of Officers, and redesignate the amended rule as 13-5026-3.

b. Amend 30-5020-1 – Organization of the Board (pp.19-27)

i. Redline Version (pp.21-23)

ii. Simple Markup Version (pp.25-27)

Proposed Resolution: To amend GRF Rule 30-5020-1, Organization of the Board,

- consolidating within it information from 30-5020-1, Committee Structure; and 30-5101-3, Limitation of Term-GRF Officers, and assigning the amended rule the number 13-5020-1.
- c. Rescind 30-5024-1 – Committee Structure & 30-5101-3 – Limitation of Term-GRF Officers (pp.29-33)
Proposed Resolution: To rescind 30-5020-1, Committee Structure; and 30-5101-3, Limitation of Term-GRF Officers.
- d. Amend 60-5504-1 – Insurance Requirements (pp.35-38)
Proposed Resolution: To amend 60-5506-1, Insurance Requirements – Contractors, to affirm that all independent contractors, including instructors who conduct professional activities on Trust property, must pay a set annual fee for to verify their adherence to the insurance and licensing requirements.
- e. Amend 40-5061-2 – Fees (pp.39-50)
i. Redline Version (pp.41-45)
ii. Simple Markup Version (pp.47-50)
Proposed Resolution: To amend GRF Rule 40-5061-2, Fees, renaming it Residency and Trust Property Use Fees (TPUF), and changing its number to 14-5061-2.
- f. Amend 13-1001-5 – Glossary of Terms (pp.51-53)
Proposed Resolution: To amend GRF Rule 13-1001-5, Glossary of Terms, changing the definitions of “Amenity Fee,” “Capital Improvement Fund,” and “Trust Property User Fee.”

10. Monthly Board Agenda Items

- a. Proposed Capital Expenditures (pp.55-59)
i. Clubhouse Two, Card and Game Room Renovation (pp.57)
ii. Electric Vehicle Charging Stations Plan Check Package Service Maintenance Yard (pp.59)
- b. Proposed Reserve Expenditures (pp.61-63)
i. Replace Unit Twelve in Clubhouse Two (pp.63)
ii. Library Replacement of Flooring and Painting Interior and Exterior (pp.65-66)
- c. Proposed Operations Expenditures (pp.67)
- d. Committee Policies (pp.69-72)

11. Strategic Initiatives

- a. Update on Strategic Capital Spending Reporting (pp.73-75)

12. Next Meeting Date

- Thursday, November 16, 2023, at 10:00 a.m. – Conference Room A

13. Adjournment

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

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.



GRF ADMINISTRATION COMMITTEE MINUTES

September 14, 2023

The meeting of the Administration Committee was held on Thursday, September 14, 2023, and was called to order at 10:00 a.m. by Chair Thompson in Conference Room A .

ROLL CALL

Present: Donna Gambol
Marsha Gerber
Carol Levine

Absent: Teri Nugent

Nick Massetti
Camille Thompson via Zoom
William Thompson – Chair

Staff: Jessica Sedgwick, Executive Director
Mallorie Hall, Sr. Director of Member Services
Emma Hurtado, Executive Assistant
Seven GRF Members

CHAIR'S ANNOUNCEMENTS

Chair Thompson welcomed Committee members and guests and introduced Executive Director Jessica Sedgwick, Sr. Director of Member Services Mallorie Hall, and Executive Assistant Emma Hurtado.

The Chair outlined the rules of order.

APPROVAL OF MINUTES

The Administration Committee minutes dated August 10, 2023, were approved as presented.

MEMBER CORRESPONDENCE/COMMENTS

Four Members spoke during the Members' Comment period.

SUPPLEMENTARY STAFF REPORTS – N/A

2024 BUDGET REVIEW

Budget Review

Motion: To set the Capital Contributions for the 2024 Budget to \$250,000.

First: Nick Massetti

Second: Carol Levine

The motion was carried with two (2) no votes (C. Thompson & W. Thompson) and four (4) yes votes (Gambol, Gerber, Levine, & Massetti).

Motion: To recommend to the Board an SRO increase rate of 5%.

First: Nick Massetti

Second: Carol Levine

The motion was carried unanimously by the members present.

Motion: To approve the Administration Committee's portion of the 2024 budget.

First: Carol Levine

Second: Nick Massetti

The motion was carried unanimously by the members present.

Motion: To forward the consolidated budget of all Committees to the Board of Directors.

First: Camille Thompson

Second: Marsha Gerber

The motion was carried unanimously by the members present.

Adopt Strategic Spending Outline

Motion: To accept the 2024 Strategic Spending Outline as a guide to the GRF's Capital Fund spending priorities in the 2024 fiscal year as modified to reflect the \$250,000 change in the 2024 Budget Capital Contributions.

First: Nick Massetti

Second: Donna Gambol

The motion was carried by the members present.

FINANCE REVIEW

Acceptance of Monthly Financial Statements of Accounts

a. July 2023

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

First: Camille Thompson

Second: Marsha Gerber

The motion was carried unanimously by the members present.

Reserve Funds Investment Purchase

Motion: To recommend the GRF Board authorize the purchase of brokered CDs through US Bank Corp and Morgan Stanley for \$725,000 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.

First: Camille Thompson

Second: Nick Massetti

The motion was carried unanimously by the members present.

GOVERNING DOCUMENTSAmend 40-5520-1 – Reserves

Motion: To amend GRF Rule 40-5520-1, Reserves, and change its number to 14-5520-1.

First: Nick Massetti

Second: Donna Gambol

The motion was carried unanimously by the members present.

Rescind 40-5522-3 – Safe Deposit Boxes

Motion: To rescind GRF Rule 40-5522-3, Safe Deposit Boxes.

First: Nick Massetti

Second: Donna Gambol

The motion was carried unanimously by the members present (Gambol, Levine, Massetti, C. Thompson, & W. Thompson).

Amend 40-5061-2 – Fees

Motion: To amend GRF Rule 40-5061-2, Fees, renaming it Membership and Residency Fees, and changing its number to 14-5061-2.

First: Donna Gambol

Second: Marsha Gerber

The motion was carried unanimously by the members present.

COST RECOVERY ITEMSAmend 40-5506-3 – Request for Proposal Requirements

Motion: 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 14-5506-3.

First: Nick Massetti
Second: Camille Thompson

The motion was carried unanimously by the members present.

Amend 40-3182-2 – Member/Owners and Renter/Lessee Fines – Fees and Deposits

Motion: To amend GRF Rule 40-3182-2, Member/Owner and Renter/Lessee Fines, Fees and Deposits, renaming it Leasing Fees, and changing its number to 14-3182-2.

First: Marsha Gerber
Second: Camille Thompson

The motion was carried unanimously by the members present.

Amend 10-2000-2 – Consolidated Fee Schedule

Motion: To tentatively amend section 1.3. of Rule 10-2000-2, Consolidated Fee Schedule, standardizing the per-square-foot parking rental charge among all sizes of recreational vehicles and accepting the additions of other established fees into the 10-2000-2 document. The changes made in section 1.3. will not be ratified until reconsidered by the Board at its October 24, 2023 meeting.

First: Donna Gambol
Second: Marsha Gerber

The motion was carried with one (1) no vote (Massetti) and five (5) yes votes (Gambol, Gerber, Levine, C. Thompson, & W. Thompson).

Revise 60-5504-1 – Insurance Requirements

The Committee postponed this item and consented to a work study.

MONTHLY BOARD AGENDA ITEMS

Proposed Capital Expenditures

- i. Speed Cushions Change
Facilities Chair Massetti corrected the Board Action Request for the Speed Cushions Change.

Chair Thompson called for a break at 12:00 pm.
Chair Thompson called the meeting back to order at 12:33 pm.

- ii. Bocce Ball Court Remodel
Facilities Chair Massetti confirmed the Board Action Request for the Bocce Ball Court Remodel is correct.

Proposed Reserve Expenditures

- i. HVAC Reroute Administration Office

Facilities Chair Massetti confirmed the Board Action Request for the HVAC Reroute Administration Office is correct.

- ii. Channel Fence Replacement Phase One
Facilities Chair Massetti confirmed the Board Action Request for the Channel Fence Replacement Phase One is correct.
- iii. Clubhouse One Renovations
Facilities Chair Massetti confirmed the Board Action Request for the Clubhouse One Renovations is correct.
- iv. Kilns at Lapidary
Member Services Vice Chair Thompson confirmed the Board Action Request for Kilns at Lapidary is correct.

Proposed Operations Expenditures

- i. Sewer Preventative Maintenance Three-Year Contract
Facilities Chair Massetti confirmed the Board Action Request for the Sewer Preventative Maintenance Three-Year Contract is correct.

STRATEGIC INITIATIVES – N/A

FUTURE AGENDA ITEMS:

- a. Amend 30-5026-3 GRF Election of Officers
- b. Amend 30-5020-1 Organization of the Board
- c. Revise 60-5504-1 Insurance Requirements

NEXT MEETING

Thursday, October 12, 2023, at 10 am in Administration Conference Room A.

ADJOURNMENT

The meeting was adjourned at 12:39 pm by Chair Thompson.

Approved Date

Approval Signature

Printed Name

**THIS
PAGE
INTENTIONALLY
LEFT
BLANK**



COMMITTEE ACTION REQUEST

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

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

Committee Action Recommended:

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

August Budget Highlights	
Income	\$14,725,116.64
Expense	\$14,816,097.34
Net	-\$90,980.70

Account Balances	
Reserve	\$10,423,672.58
Capital	\$1,517,041.34
Unbudgeted Operating	\$50,804.13

VARIANCES

Department	GL	Mon. Variance	YTD Variance	Notes
Revenue	Cert Prep - Escrow	-\$2,400	-\$47,700	Escrow YTD less than budget
Revenue	Escrow Recovery	\$20,935	\$35,448	HomeWise Docs
Revenue	Parking Spot	-\$1,169	-\$22,014	AR -RV rental Leases
Revenue	Other Income	\$91	\$23,666	Recreation Sales
Revenue	Rental Income	\$9,623	\$5,522	Additional rental contracts and increases. YTD July onsite sales helped deficit.
Revenue	Display Advertising	\$12,235	\$52,052	Inserts moving to Newspaper ads
Revenue	SRO Labor Recovery	-\$15,439	-\$56,094	Less billable hours.
Revenue	News Sales Discounts	-\$1,545	-\$10,815	Onsite sales discounts
HR	Wages & Benefits	\$75,681	\$543,967	Less permanent staff than budgeted
HR	Continuing Education	\$306	\$10,283	Less education expense than budgeted
HR	Temp Agency	-\$47,447	-\$507,750	Unanticipated temps - ODO in Security
Administration	Office Supplies	-\$2,624	-\$15,841	Home Depot, So Cal Auto/Truck, Alpha Water Systems
Administration	Legal	-\$3,527	\$30,645	\$30k in litigation
Member Services	Legal-Trust	\$3,000	-\$10,663	No fee for review past initial contact
Member Services	Legal-Fair Housing	\$2,000	\$15,852	Little expense in 2023

VARIANCES

Department	GL	Mon. Variance	YTD Variance	Notes
Facilities	Utilities	-\$26,294	-\$117,413	Q1 gas expenses, electricity
Member Services	Election Expense	-\$103,592	-\$78,583	Bylaw amendment
Facilities	Equipment Expense	-\$6,656	-\$11,582	2 way radios, radio batteries, billards set
Facilities	Building Repair	-\$5,696	-\$36,862	Microbiological test and blinds (August)
Facilities	Equipment Repair	-\$15,815	-\$12,145	Tires, Axles, Condenser, Front gate globe lighting, GP motor
Facilities	Janitorial	\$6,648	\$52,703	Contract lower than budget
Administration	Other Service Contracts	-\$315	\$13,637	Reduced water filtration contract & new printer leases
IT	Computer Supplies	-\$2,039	-\$14,011	Stock transfer card stock, televic laptop
IT	Other Professional	-\$1,507	-\$28,293	Billable hours - FTS (server room rebuild) Boyer (Dynamics) ELC (website)
Recreation	Community Entertainment	\$1,244	\$32,168	Negotiated costs are under budget
Recreation	Production Expense	-\$6,600	-\$11,635	Seasonality of events
Newspaper Printing	Newspaper Printing	\$3,111	\$23,676	Over budgeted due to inflation and unpredicatability

**THIS
PAGE
INTENTIONALLY
LEFT
BLANK**



BOARD ACTION REQUEST

DATE: OCTOBER 24, 2023
TO: BOARD OF DIRECTORS
FROM: ADMINISTRATION COMMITTEE
BOARD ACTION: AMEND 30-5026-3, GRF ELECTION OF OFFICERS

Committee Approval:

On _____, 2023, the Administration Committee recommended the Board of Directors amend 30-5026-3, GRF Election of Officers.

Background:

The rule, last amended in October 2021, was reviewed consistent with biennial committee requirements to examine all policies for which the committee is responsible. In the committee's review, it noted some incoming directors' lack of awareness that the GRF organizational meeting encompassed both the installation of newly elected Directors, as well as the election of GRF officers by the newly constituted Board. The amendments proposed attempt to clarify those election procedures.

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 30-5026-3, GRF Election of Officers, and redesignate the amended rule as 13-5026-3.

**THIS
PAGE
INTENTIONALLY
LEFT
BLANK**



GRF ADMINISTRATION COMMITTEE

GRF Election of Officers

- 1
2 **1.** ~~Immediately following the Annual Meeting, T~~he Board shall conduct an open session,
3 for the purpose of seating newly selected Directors and subsequently an
4 organizational meeting, immediately following the Annual Meeting for the purpose of
5 electing officers. The election of officers shall be in accordance with Robert's Rules of
6 Order. A quorum of the Board as constituted for the new term must be present for the
7 election of officers. ~~The election to an officer's position shall be for a one year term;~~
8 ~~however, the Board may change the officers anytime throughout the year. Only~~
9 ~~directors present at the meeting are eligible to be elected as an officer of the Board.~~
10 ~~(See 30-5101-1, Limitation of Terms, GRF Officers).~~
- 11
12 **2.** If the current President is a candidate for that office, the eChair will be assumed by
13 ~~turned over to~~ the Executive Director or his ~~the Director's~~ representative until a new
14 President's position is filled ~~is elected.~~ At that time, the elected President will assume
15 the Chair.
- 16
17 **3.** The chair shall call for nominations for each office in the following order: President,
18 Vice President, Corporate Secretary, and Treasurer. The election to an officer's
19 position shall be for a one-year term.
- 20
21 **3.1.** An officer of the Board may not have been convicted of a financial crime.
- 22
23 **4.** Nominations should not be seconded. After nominations have been received, the
24 eChair shall call ~~up to~~ three times for additional nominations. If there are no additional
25 nominations ~~none~~, the eChair will declare the nominations closed.
- 26
27 **5.** In uncontested elections, the eChair will declare the nominated person elected.
28 ~~When~~ ~~Where~~ two or more candidates are nominated for an office, the vote will be by
29 secret written ballot utilizing a procedure to maintain confidentiality.
- 30
31 **5.6.** The written ballots will be counted by the Inspector of Elections.
- 32
33 **7.** The winning candidate must receive a majority of the votes cast. If there are more
34 than two candidates and no candidate receives a majority vote of the attending
35 Directors, the candidate receiving the fewest votes shall be eliminated. Balloting shall
36 continue until one candidate receives a majority vote. ~~The written ballots will be~~
37 ~~counted by the Inspector of Elections. A member of the audience will be asked to~~
38 ~~volunteer as an observer to witness the counting of ballots.~~
- 39
40 **6.8.** The Inspector of Elections will announce the ~~result~~ winning candidate's name, and if
41 requested by a candidate for that office, the vote count.
- 42
43 **7.** ~~If there are more than two candidates and no one receives a majority vote of the~~



GRF ADMINISTRATION COMMITTEE

GRF Election of Officers

44
45
46
47
48
49
50
51
52
53
54
55

~~attending Directors, the candidate receiving the fewest votes shall be eliminated and balloting shall continue until one candidate receives a majority vote.~~

~~8. The Inspector of Elections will announce name of the winning candidate and the vote count (if requested by a candidate).~~

9. ~~Please s~~See 3013-5020-1 for information concerning being a Mutual Board member and ~~the~~ a GRF Board officer simultaneously. (#2)

Document History

Adopted: 12 Jul 94	Amended: 15 Jul 97	Amended: 16 Mar 99
Amended: 19 Apr 11	Amended: 26 May 15	Amended: 23 Feb 16
Amended: 24 Oct 17	Amended: 23 Jul 19	Comm. Name Chg: 24 Aug 21
Amended: 26 Oct 21		

Keywords: GRF Election Officers GRF Board
Administration
Committee

56



ADMINISTRATION COMMITTEE

GRF Election of Officers

- 1
- 2 **1.** Immediately following the Annual Meeting, the Board shall conduct an open session,
- 3 for the purpose of seating newly selected Directors and subsequently electing officers
- 4 A quorum of the Board as constituted for the new term must be present for the election
- 5 of officers.
- 6
- 7 **2.** If the current President is a candidate for that office, the Chair will be assumed by the
- 8 Executive Director or the Director's representative until a President's position is filled.
- 9 At that time, the elected President will assume the Chair.
- 10
- 11 **3.** The chair shall call for nominations for each office in the following order: President,
- 12 Vice President, Corporate Secretary and Treasurer. The election to an officer's
- 13 position shall be for a one-year term.
- 14
- 15 **3.1.** An officer of the Board may not have been convicted of a financial crime.
- 16
- 17 **4.** Nominations should not be seconded. After nominations have been received, the
- 18 Chair shall call three times for additional nominations. If there are no additional
- 19 nominations, the Chair will declare the nominations closed.
- 20
- 21 **5.** In uncontested elections, the Chair will declare the nominated person elected. When
- 22 two or more candidates are nominated for an office, the vote will be by secret written
- 23 ballot utilizing a procedure to maintain confidentiality.
- 24
- 25 **6.** The written ballots will be counted by the Inspector of Elections.
- 26
- 27 **7.** The winning candidate must receive a majority of the votes cast. If there are more
- 28 than two candidates and no candidate receives a majority vote of the attending
- 29 Directors, the candidate receiving the fewest votes shall be eliminated. Balloting shall
- 30 continue until one candidate receives a majority vote.
- 31
- 32 **8.** The Inspector of Elections will announce the winning candidate's name, and if
- 33 requested by a candidate for that office, the vote count.
- 34
- 35
- 36 **9.** See 13-5020-1 for information concerning being a Mutual Board member and a GRF Board
- 37 officer simultaneously.
- 38
- 39
- 40
- 41

Document History

Adopted: 12 Jul 94

Amended: 15 Jul 97

Amended:

16 Mar 99



ADMINISTRATION COMMITTEE

GRF Election of Officers

Amended: 19 Apr 11	Amended: 26 May 15	Amended: 23 Feb 16
Amended: 24 Oct 17	Amended: 23 Jul 19	Comm. Name Chg: 24 Aug 21
Amended: 26 Oct 21		

Keywords: GRF Election Officers GRF Board
 Administration
 Committee

42



BOARD ACTION REQUEST

DATE: OCTOBER 24, 2023
TO: BOARD OF DIRECTORS
FROM: ADMINISTRATION COMMITTEE
BOARD ACTION: AMEND 30-5020-1, ORGANIZATION OF THE BOARD

Committee Approval:

On _____, 2023, the Administration Committee recommended the Board of Directors amend 30-5020-1, Organization of the Board.

Background:

The proposed rule consolidates information concerning the Board's structure from three short policies into a single document, 30-5020-1, Organization of the Board. It combines descriptions of the Board's committees that are presently in two other documents, 30-5024-1, Committee Structure; and 30-5101-3, Limitation of Term-GRF Officers. The proposed rule standardizes language describing the the GRF's standing committees with more detailed descriptions of the ad hoc committees and subcommittees, and defines officer eligibility standards currently scattered over the several policies. The committee will propose in separate motions the rescision of 30-5024-1 and 30-5101-3.

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 30-5020-1, Organization of the Board, consolidating within it information from 30-5020-1, Committee Structure; and 30-5101-3, Limitation of Term-GRF Officers, and assigning the amended rule the number 13-5020-1.

**THIS
PAGE
INTENTIONALLY
LEFT
BLANK**



GRF ADMINISTRATION COMMITTEE

Organization of the Board

1. MEMBERS OF THE BOARD

The Board of Directors (BOD) has eighteen members, consisting of two representatives each from Mutual One and Mutual Two, and one representative from each of the other Mutuels.

2. OFFICERS OF THE BOARD

~~2.1. The following Board officers shall be elected from among the Directors: The GRF Executive Director must be able to communicate freely with any and all GRF Board Officers without being concerned about a potential conflict involving Mutual-related business. Therefore, GRF Board Officers may not serve on their Mutual Board concurrently due to unavoidable conflicts of interest inherent in serving on both Boards.~~

- ~~2.1.~~ 2.1.1. President
- ~~2.2.~~ 2.1.2. Vice President
- ~~2.3.~~ 2.1.3. Corporate Secretary
- 2.1.4. Treasurer

2.2. Limitations on Officer Service

2.2.1. Golden Rain Foundation (GRF) Board Officers shall not serve on their Mutual Board concurrently due to unavoidable conflicts of interest inherent in serving on both Boards.

2.2.2. BOD Officers shall not be elected to the same office for a third consecutive term. A term is defined as beginning at the officer's election during the organizational meeting in June until the election of a candidate for that post at the following June's organizational meeting.

2.4. 2.2.3. Only Directors present at the organizational meeting are eligible to be elected as an officer of the Board.

3. ~~STANDING COMMITTEES OF THE BOARD~~

~~The Golden Rain Foundation (GRF) President nominated the Chair and Members of all committees, subject to the BOD's approval. Committees of the Board and sub-committees have no power to make decisions for GRF, but refer findings and recommendations to the board or committee from which they were constituted. Except for ad hoc committees, all committees dissolve at the end of each Board term, or upon a majority vote of the constituting board or committee's members. No committee's membership can comprise a quorum of the constituting committee.~~

3.1. Standing Committees

GRF operates through four Standing Committees. Each studies issues within their individual purview and present recommendation to the BOD for its consideration.

~~3.~~ 3.1.1. The four standing committees are:

- ~~3.1.~~ Administration Committee
- ~~3.2.~~ Facilities Committee
- ~~3.3.~~ Member Services Committee



GRF ADMINISTRATION COMMITTEE

Organization of the Board

Operations Committee

3.1.2. Sub-Committees of the Committees

The chair of a standing committee, with the committee’s approval, may appoint a sub-committee and name its chair to study a defined project relevant to the committee’s functions.

~~3.4.~~ _____

~~3.2. COMMUNITY RULES VIOLATION PANEL~~**Community Rules Violation Panel**

~~4.~~ The Community Rules Violation panel hears appeals to Community Rule Violation notices and presents findings to the appealing Member.

~~3.3. OTHER COMMITTEES AS APPROVED BY THE BOARD~~**Ad Hoc Committees**

Ad hoc committees are formed by the BOD to study a defined project relevant to the Board’s functions. An ad hoc committee continues to exist until the duty it has been assigned is accomplished and/or the Board votes to dissolve the ad hoc.

4. MEMBER SPECILISTS

Member Specialists are non-GRF Directors whose expertise or interest in an ad hoc committee or sub-committee’s defines study area allows them to make important contributions.

4.1. Member Specialists may by appointed by the President to an ad hoc committee, or by a Committee Chair to a sub-committee, and can be removed by their appointing officers at any time.

~~5.~~ 4.2. Member Specialists have no voting power within the body and cannot comprise a majority of the d hoc committee or sub-committee to which they have been appointed. Lessor/Members, Renters/Lessees, Co-Occupants and Qualified Permanent Residents cannot serve.



GRF ADMINISTRATION COMMITTEE

Organization of the Board

Document History

Adopted: 18 Jan 72	Amended: 17 Feb 76	Amended: 16 Aug 83
Amended: 18 Feb 79	Amended: 15 Sept 09	Amended: 19 Apr 11
Changed: 27 Aug 13	(update Committee Title)	
Amended: 23 Sep 14	(Effective Start of 2015/2016 Term)	
Amended: 28 Mar 17	(Effective Start of 2017/2018 Term)	
Reviewed: 09 Feb 18	Amended: 23 Jul 19	Amended: 23 Mar 21
Amended: 24 Aug 21	Com. Name Change	24 Aug 21
Amended: 17 June 22	Amended: 28 Mar	

Keywords: Administration GRF Board Committee Officer

**THIS
PAGE
INTENTIONALLY
LEFT
BLANK**



ADMINISTRATION COMMITTEE

Organization of the Board

1. MEMBERS OF THE BOARD

The Board of Directors (BOD) has eighteen members, consisting of two representatives each from Mutual One and Mutual Two, and one representative from each of the other Mutuels.

2. OFFICERS OF THE BOARD

2.1. The following Board officers shall be elected from among the Directors:

- 2.1.1. President
- 2.1.2. Vice President
- 2.1.3. Corporate Secretary
- 2.1.4. Treasurer

2.2. Limitations on Officer Service

2.2.1. Golden Rain Foundation (GRF) Board Officers shall not serve on their Mutual Board concurrently due to unavoidable conflicts of interest inherent in serving on both Boards.

2.2.2. BOD Officers shall not be elected to the same office for a third consecutive term. A term is defined as beginning at the officer's election during the organizational meeting in June until the election of a candidate for that post at the following June's organizational meeting.

2.2.3. Only Directors present at the organizational meeting are eligible to be elected as an officer of the Board.

3. COMMITTEES OF THE BOARD

The Golden Rain Foundation (GRF) President nominated the Chair and Members of all committees, subject to the BOD's approval. Committees of the Board and sub-committees have no power to make decisions for GRF, but refer findings and recommendations to the board or committee from which they were constituted. Except for ad hoc committees, all committees dissolve at the end of each Board term, or upon a majority vote of the constituting board or committee's members. No committee's membership can comprise a quorum of the constituting committee.

3.1. Standing Committees

GRF operates through four Standing Committees. Each studies issues within their individual purview and present recommendation to the BOD for its consideration.

3.1.1. The four standing committees are:

- Administration Committee
- Facilities Committee
- Member Services Committee
- Operations Committee



ADMINISTRATION COMMITTEE

Organization of the Board

3.1.2. Sub-Committees of the Committees

The chair of a standing committee, with the committee's approval, may appoint a sub-committee and name its chair to study a defined project relevant to the committee's functions.

3.2. Community Rules Violation Panel

The Community Rules Violation panel hears appeals to Community Rule Violation notices and presents findings to the appealing Member.

3.3. Ad Hoc Committees

Ad hoc committees are formed by the BOD to study a defined project relevant to the Board's functions. An ad hoc committee continues to exist until the duty it has been assigned is accomplished and/or the Board votes to dissolve the ad hoc.

4. MEMBER SPECIALISTS

Member Specialists are non-GRF Directors whose expertise or interest in an ad hoc committee or sub-committee's defines study area allows them to make important contributions.

4.1. Member Specialists may be appointed by the President to an ad hoc committee, or by a Committee Chair to a sub-committee, and can be removed by their appointing officers at any time.

4.2. Member Specialists have no voting power within the body and cannot comprise a majority of the ad hoc committee or sub-committee to which they have been appointed. Lessor/Members, Renters/Lessees, Co-Occupants and Qualified Permanent Residents cannot serve.



ADMINISTRATION COMMITTEE

Organization of the Board

Document History

Adopted:	18 Jan 72	Amended:	17 Feb 76	Amended:	16 Aug 83
Amended:	18 Feb 79	Amended:	15 Sept 09	Amended:	19 Apr 11
Changed:	27 Aug 13	(update Committee Title)			
Amended:	23 Sep 14	(Effective Start of 2015/2016 Term)			
Amended:	28 Mar 17	(Effective Start of 2017/2018 Term)			
Reviewed:	09 Feb 18	Amended:	23 Jul 19	Amended:	23 Mar 21
Amended:	24 Aug 21	Com. Name Change		24 Aug 21	
Amended:	17 June 22	Amended:	28 Mar		

Keywords: Administration GRF Board Committee Officer

**THIS
PAGE
INTENTIONALLY
LEFT
BLANK**



BOARD ACTION REQUEST

DATE: OCTOBER 24, 2023
TO: BOARD OF DIRECTORS
FROM: ADMINISTRATION COMMITTEE
BOARD ACTION: RESCIND 30-5024-1, COMMITTEE STRUCTURE; AND 30-5101-3, LIMITATION OF TERM-GRF OFFICERS.

Committee Approval:

On _____, 2023, the Administration Committee recommended the Board of Directors rescind two policies: 30-5024-1, Committee Structure; and 30-5101-3, Limitation of Term-GRF Officers.

Background:

In an action during the Committee's October meeting, it recommended the amendment of 30-5020-1, Organization of the Board, which combined related elements of the Board's committees that are presently detailed in 30-5024-1, Committee Structure; and 30-5101-3, Limitation of Term-GRF Officers. It is the Committee's resolution that 30-5024-1 and 30-5101-3 are now redundant and should be rescinded to simplify the Members' access to this information.

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

Suggested Motion: I move to rescind 30-5020-1, Committee Structure; and 30-5101-3, Limitation of Term-GRF Officers.

**THIS
PAGE
INTENTIONALLY
LEFT
BLANK**



GRF ADMINISTRATION COMMITTEE

Committee Structure

The Golden Rain Foundation (GRF) Board of Directors (BOD) has three (3) types of committees. No Committee can consist at a quorum of the Board.

1. STANDING COMMITTEES.

See policy 30-5020-1.

2. SUB-COMMITTEES:

2.1. A Sub-committee is used to do the research on a specific project that would take too much time during a committee meeting;

2.2. Sub-committees are approved by a standing committee. The Chair of the standing committee appoints the Sub-committee and names the Chair;

2.3. Sub-committees have no power to make decisions. Their findings are to be presented to their standing committee. The standing committee will decide if a recommendation is to be presented to the full BOD;

2.4. The BOD recognizes the important contribution that can be made by Members/Owners (M/Os), in residence, in this community. M/Os Specialists are appointed by a Committee Chair to a sub-committee and can be removed by the Chair at any time. Renters/Lessees, Co-Occupants and Qualified Permanent Residents cannot serve.

2.4.1. M/Os serve in an advisory capacity only, having no voting power and cannot comprise a majority of the Sub-committee.

2.5. Sub-committees need not be approved by the GRF BOD; and

2.6. Sub-committees expire upon the election of a new BOD.

2.7. Sub-committee cannot have a quorum of the Committee as members.

3. AD HOC COMMITTEES.

3.1. The GRF President, with BOD approval, may create Ad hoc Committees to address a specific issue.



GRF ADMINISTRATION COMMITTEE

Committee Structure

- 3.2.** Ad hoc committees continue to exist until the duty assigned to them is accomplished and/or dissolved by the BOD. For example, a committee preparing recommendations for redecorating the lobbies would continue its work despite the election of a new BOD.
- 3.3.** Ad hoc committees have no power to make decisions.
- 3.4.** The BOD recognizes the important contribution that can be made by (M/Os, in residence, in this community. M/Os Specialist may be appointed to an Ad hoc Committee. Renters/Lessees, Co-occupants and Qualified Permanent Residents cannot serve.
- 3.4.1.** M/Os serve in an advisory capacity only, having no voting power and cannot comprise a majority of the Ad Hoc Committee.
- 3.5.** Once an assigned project has been completed, the committee gives a final report to the Board. The Board may vote to dissolve the Ad hoc Committee.

Document History

Adopted:	22 Dec 15	Reviewed:	22 May 17	Reviewed:	09 Feb 18
Amended:	23 Jul 19	Amended:	11 Sep 20	Amended:	25 May 21
Comm. Name Chg.	24 Aug 21	Amended:	22 Mar 22	Amended:	26 Apr 22

Keywords: Administration Committee GRF Board Member Specialist Ad Hoc



GRF ADMINISTRATION COMMITTEE

Limitation of Term – GRF Officers

Officers of the Golden Rain Foundation (GRF) Board of Directors (BOD) shall not be permitted to succeed themselves in office for more than two terms.

A term, herein used, is considered to be from the Organizational meeting in June to the following year's Annual meeting.

Document History

Adopted:	08 Jul 80	Reviewed:	10 Feb 17	Amended:	27 Mar 18
Amended:	23 Jul 19	Amended:	26 Nov 19	Comm. Name Chg.	24 Aug 21

Keywords:	GRF Administration Committee	Term of Office	GRF	Board of Directors	Committee
------------------	------------------------------------	-------------------	-----	--------------------	-----------

**THIS
PAGE
INTENTIONALLY
LEFT
BLANK**



BOARD ACTION REQUEST

DATE: OCTOBER 24, 2023
TO: ADMINISTRATION COMMITTEE
FROM: EXECUTIVE DIRECTOR
BOARD ACTION: REVISE 60-5504-1, INSURANCE REQUIREMENTS - CONTRACTORS

Committee Action

At its _____ meeting, the Administration Committee recommended that the Board of Directors apply the vetting fee listed in 60-5504-1, Insurance Requirements-Contractors, to professionals accepting fees for instruction and education that is not sponsored by the GRF Recreation Department on Trust Property.

Background:

In January 2023, the Board of Directors approved a revision to 60-5504-1, Insurance Requirements – Contractors. The rule requires contractors to pay an annual fee of \$150 before they can provide for-profit services within the community. The fee is intended to recover the costs for vetting the vendor’s capabilities and insurance to provide quality services safely to community members.

The Glossary of Terms defines a contractor as: *“Any company, organization, or person, including a CAREGIVER, who enters into an agreement with GRF, its MEMBERS, the MUTUALS or AUTHORIZED RESIDENTS to do business or provide services IN LEISURE WORLD SEAL BEACH.”*

The Recreation Department oversees a similar vetting service for independent contractors, such as dance instructors, who enter the community and offer services using rent-free community-supplied infrastructure. Currently, GRF conducts this vetting for free to such independent contractors.

Following the GRF Board Meeting on August 21, 2023, several Board members expressed concerns about standardizing the charge for vetting to these instructors.

This is a fee charged to non-Members, so it does not require Board approval. The Administration Committee was asked to review the policy and advise the Executive Director whether a justifiable exclusion exists for charging different types of contractors different fees for the same GRF services.

The committee investigated the various rules pertaining to the practicing of professionals in Leisure World. Building contractors previously subject to the \$150 vetting fee do not utilize GRF facilities to generate their income. The independent contractors introduced by the clubs do. Such commercial use of Trust Property is defined in 70-1403-1 as “the operation of commercial endeavors practicing of professionals...” This would normally trigger the requirement that the professional pay the facility rental fee, currently \$200 for gatherings of less than 100 people.

The committee received additional backgrounding from Recreation Department staff. The responding staff member indicated that only one of the instructors objected to the fee, “as they recognize this is a cost of doing business and common in their industry.” The staffer observed that the fee was proportional to the instructors’ income from their services, citing “several instructors [who] teach multiple classes here weekly, charging \$5 to \$12 per person” for “classes that sometime exceed 40 attendees.”

The committee’s resolution was to recommend retaining the \$150 vetting charge for instructors, but narrowed the definition to include only those instructors, trainers and class leaders who conduct their professional activities on GRF Trust property. This would allow individuals who conduct personal training or consulting for authorized residents in Mutual housing units or on Mutual property to be exempt from the charge.

Fiscal Impact:

GRF’s introduction of the contractor vetting fee was intended to serve as a cost-recovery measure for individual contractors who undertake revenue-generating activities within the community. Contractors who generate income through the free use of Trust property subsidized by Members appear to both provide services whose quality and safety need to be vetted and who obtain sufficient income to not be overly burdened by the fee. The Foundation could collect thousands of dollars of additional income that could be used to limit Members’ monthly assessments.

Recommendation:

I move to amend 60-5506-1, Insurance Requirements – Contractors, to affirm that all independent contractors, including instructors who conduct professional activities on Trust property, must pay a set annual fee for to verify their adherence to the insurance and licensing requirements.



PHYSICAL PROPERTY

Insurance Requirements – Contractors

An independent contractor is a natural person, business or corporation that provides goods or services to the Golden Rain Foundation (GRF) and/or Mutual Corporations 1-12 and 14-17 under the terms specified in a contract or within a verbal or written agreement. ~~Some examples of independent contractors are general contractors, contractors, sub-contractors, masons, lawn care workers, or tradesmen.~~

The GRF and Mutual 1-12 and 14-17 Corporations have established requirements relating to insurance in order for independent contractors (IC) to work in the community. The stipulations below also apply to all those conducting training, instruction or providing other services for financial gain on any GRF Trust Property.

1. GENERAL LIABILITY (G/L) INSURANCE

- 1.1 Independent contractors earning up to \$4,999 per project in the community shall obtain a G/L insurance policy with a minimum limit of \$300,000 from an insurance company that is rated by AM Best as “A” or “better than A.”
- 1.2 Independent contractors earning \$5,000 or more per project in the community shall obtain a G/L insurance policy with a minimum limit of \$1,000,000 from an insurance company that is rated by AM Best as “A” or “better than A.”
- 1.3 All independent contractors working in the community shall provide a Certificate of Insurance with a 30-day Notice of Cancellation. GL insurance shall include premises/operations, owners and contractors protective, products and completed operations, personal injury, and contractual.
- 1.4 All independent contractors working in the community shall provide a separate endorsement naming both the GRF and Mutual Corporations 1-12 and 14-17 as an Additional Insured. Additional Insured status shall extend to both “ongoing work” and “completed operations.”

2. WORKERS’ COMPENSATION INSURANCE

- 2.1 Independent contractors earning up to \$4,999 per project in the community are required to carry Workers’ Compensation Insurance Statutory (Employer’s Liability) with a minimum limit of \$300,000.
- 2.2 Independent contractors earning \$5,000 or more per project in the community shall carry Workers’ Compensation Insurance Statutory (Employer’s Liability) with a minimum limit of \$1,000,000.
- 2.3 All independent contractors working in the community shall provide a



PHYSICAL PROPERTY

Insurance Requirements – Contractors

Workers' Compensation Waiver of Subrogation Endorsement naming GRF and Mutuals 1-12 and 14-17.

3. VEHICLE LIABILITY INSURANCE

3.1 Independent contractors earning up to \$4,999 per project in the community must obtain a policy with a minimum limit of \$300,000 combined single limits with Bodily Injury & Property Damage, inclusive of scheduled and/or non-owned/hired automobiles.

3.2 Independent contractors earning \$5,000 or more per project in the community must obtain a policy with a minimum limit of \$1,000,000 combined single limits with Bodily Injury & Property Damage, inclusive of scheduled and/or non-owned/hired automobiles.

4. INSURANCE VERIFICATION FEE

4.1 An annual fee of \$150 is required from each contractor to verify adherence to these insurance requirements

Document History

Adopted:	15 Oct 91	Amended:	11 Feb 92	Amended:	21 Sep 10
Amended:	23 May 17	Amended:	23 Jul 19	Amended:	24 Jan 23

Keywords: Insurance Liability Contractor



BOARD ACTION REQUEST

DATE: OCTOBER 24, 2023
TO: BOARD OF DIRECTORS
FROM: ADMINISTRATION COMMITTEE
BOARD ACTION: AMEND 40-5061-2, FEES

Committee Approval:

At its _____, 2023, meeting, the Administration Committee recommended the Board of Directors amend 40-5061-2, Fees.

Background:

At its February 28, 2023, meeting, the Board amended 40-5061-2, Fees, changing the designation of amenities fees from an equal division between reserve and capital funds. The board designated 100% of all amenities fees to be assigned to the Reserve Fund to recover a shortfall in Reserve Fund contributions. The motion required the Finance Committee (since superceded by the Administration Committee) to review the distribution of the Amenities Fee as part of the annual budget process.

The amended rule added language that the entry fee is the Member-applicant's contribution to 60 years of infrastructure funded by previous community residents.

At the Board of Directors' September 26, 2023, meeting, several Directors disagreed with the Committee's recommendation to employ the term "Membership Fee," and stated their discomfort at understanding the rule's meaning when presented in a heavily redlined version.

The Administration resubmits the rule to the Board using the term "Trust Property Use Fee," which standardizes the language used by all authorized residents required to pay the fee when they enter the community.

Anticipating the need for building a secure Reserve Fund and to potentially provide additional resources for Capital Account expenditures, the Administration Committee proposes that 100% of TPUF collections be dedicated to the Reserve Fund until the Board's designated annual Reserve appropriation has been met. After that threshold is achieved, funds from the TPUF could be directed to the Capital Fund.

During its deliberations, the Committee also chose to submit a clean copy of the rule as well as the redlined version to more coherently communicate the Committee's intent.

Fiscal Impact: The new rule authorizes cost-recovery for subsequent trust reviews when the initial submission contained insufficient information to facilitate the Trust attorney's validation. These costs were previously assumed by GRF. Based upon 2023 trust review procedures, staff anticipates annual revenues from this fee will be approximately \$16,000.

Suggested Motion: I move to amend GRF Rule 40-5061-2, Fees, renaming it Residency and Trust Property Use Fees (TPUF), and changing its number to 14-5061-2.

**THIS
PAGE
INTENTIONALLY
LEFT
BLANK**



Residency and Trust Property Use Fees

The Golden Rain Foundation (GRF) has set the following schedule of for fees is that established an Authorized Resident's residency and membership status. by the Golden Rain Foundation (GRF).

1. MEMBERSHIP FEE: FACILITIES AND AMENITIES (AMENITIES) FEE:

1.1. All GRF Members ~~(owner & co-owner)~~, Co-occupants and Qualified Permanent Residents are required to pay, or enter a financing plan to pay, a one-time, non-refundable Amenities fee Trust Property Use Fee (TPUF) when they initiate their residency in the community.

1.2. The ~~Amenities fee~~ TPUF establishes the A/R's investment in maintaining and improving community infrastructure funded by past residents/A/Rs and funding those facilities that will enhance the experiences of present and future A/Rs. for a GRF Member (owner & co-owner), Co-occupant and Qualified Permanent Resident(s) co-owner, represents a use fee for It provides access to and use of the Trust facilities, and amenities, and participation in GRF activities for those A/Rs in good standing.

1.3. Non-resident co-owners do not pay a ~~TPUF n Amenities fee~~ and have no right to use any of the facilities or amenities except as a A/R's guest of a Member where allowed.

1.4. The ~~Amenities fee~~ TPUF is calculated as twenty-five (25) times the monthly GRF assessment and rounded up to the nearest dollar. The ~~Amenities fee is TPUF is~~ reviewed annually and any changes of rates is implemented on January 1st of each year.

1.5. ~~Existing GRF Member (owner & co-owner), Co-occupant non-owner(s) and Qualified Permanent Resident(s) An A/R in good standing~~ may transfer from one unit to another without having to pay the ~~Amenities fee~~ TPUF again. ~~They have thirty (30) days to complete if the transfer is completed within thirty (30) days.~~

1.5.1. If an A/R they relinquishes their GRF membership for more than thirty (30) days, a new ~~Amenities fee~~ TPUF will need to must be paid at the rate current when their new unit is acquired.

1.6. ~~The Amenities fee~~ TPUF shall be is allocated as follows:

1.6.1. Divided monthly on a percentage basis between the Reserve and Capital Funds according to the current budget year document.

~~1.6.~~ **1.6.2.** All amounts in excess of the allocation to the Reserve Fund specified in the current budget year document are allocated to the Capital Fund.

~~1.6.1.~~ One hundred percent (100%) into the GRF Reserve Fund.

~~1.6.2.~~ The Finance Committee will review the distribution of the Amenities fee for the following year's budget as a part of the annual budgeting



Residency and Trust Property Use Fees

~~process.~~

2. PAYMENT OF AMENITIES FEE:

2.1. ~~Each A/R is~~~~New Members are~~ encouraged to pay the TPUF Amenities fee in full at the close of the purchase escrow. By California statute, GRF has established a finance plan that permits Members to pay the TPUF Amenities fee over a seven-year period ~~for those Members who wish to finance the fee.~~

2.2. Members who opt to finance the payment of their ~~Amenities fee~~TPUF must complete a Promissory Installment Note and agree to the Note's terms ~~of the Note.~~

2.2.1. If a Member opts to finance the ~~Amenities fee~~TPUF, the Member shall pay a one-time upfront payment of twenty-five percent (25%) of the total ~~Amenities fee~~TPUF at the close of Escrow and make seven (7) equal annual installment payments of the remaining balance. Each annual payment will be due and payable on the anniversary of the date of purchase until the principal amount, including the finance charge, is paid in full.

2.2.2. The annual finance charge on matured, unpaid amounts shall be one percent (1%) per month (APR of 12%) paid annually on the outstanding balance.

2.2.3. In the event that a unit changes ownership before the ~~Amenities fee~~TPUF is paid in full, the balance due must be paid before transfer is complete.

~~2.2.4. 2.3.~~ All co-occupant non-owners and ~~q~~Qualified p~~Permanent r~~Residents must pay the ~~Amenities fee~~TPUF in advance without an option to finance.

3. MEMBERSHIP ~~CERTIFICATE~~ AND MUTUAL STOCK CERTIFICATE PROCESSING FEE:

3.1. GRF shall issue one GRF membership certificate per unit.

3.2. GRF shall issue one Mutual stock certificate per unit in Mutuals 1-12 and 14-16. ~~They~~These certificates may contain one or more names.

3.3. To cover the cost of preparing, recording and/or replacing either or both certificates, a certificate processing fee of three hundred dollars (\$300) will be charged in advance each time ~~either~~any of the certificates are changed or altered.

3.4. The certificate processing fee will be waived when a Member elects to remove a deceased co-owner from the title and have new certificates issued. ~~The fee will be waived only~~ within one (1) year of the owner's death. ~~and Fees~~ will not be waived for other transfer requests such as ~~the~~ replacingment of lost



Residency and Trust Property Use Fees

certificates, or ~~the addition~~ or ~~removal~~ of Member owners or non-resident co-owner(s).

4. TRANSFER FEE – IN ESCROW:

The seller of a Mutual share of stock shall pay a transfer fee of six hundred dollars (\$600) to cover the cost of transferring ownership(s).

5. PROCESSING FEE

A Co-Occupant and Qualified Permanent Resident shall be charged a processing fee of one hundred and twenty dollars (\$120) to recover the set up and processing costs.

6. MUTUAL CORPORATION FEES

Each Mutual represents a fully independent corporation and as such may establish fees applicable to the Mutual. GRF operates as the management company for the Mutuals and will, as part of its duties, apply and collect Mutual Fees in accordance with established Mutual policies/rules.

7. ~~STOCK TRANSFER LEGAL REVIEW OF TRUST FEES~~

7.1. ~~Reviews of Trusts~~

~~7.1. Upon a Trust's requested transfer of stock ownership ~~by a Trust~~, either by the unit's sale ~~of a unit~~ or an in-house ownership transfer, Probate Code §18100.5 delegates to ~~the~~ GRF the right to require ~~est~~ the current acting trustee or successor trustee to provide the Stock Transfer Office either a eCertification of trust, or a copy of the trust document for the GRF attorney to review. ~~The following procedures will be implemented.~~~~

~~7.1.1. Any trustee or successor trustee seeking to transfer the ownership of a mutual unit, either by the sale of the unit through escrow or an in-house ownership transfer, will be required to provide the Stock Transfer Office a Certification of Trust, or a copy of the Trust document for the GRF attorney to review prior to any completed transfer of ownership.~~

~~7.1.2.~~ 7.1.1. The Stock Transfer Office shall not proceed with any sale or transfer of ownership via a trust document prior to the GRF attorney reviewing the trust and providing in writing a letter of release allowing the Stock Transfer Office to proceed.

7.1.2. ~~To offset the cost of the required GRF attorney review, there shall be assessed to~~ At the time of the trust review the trustee or successor trustee, a fee of one hundred fifty dollars (\$150) representing the attorney's fee and GRF's pro-rated staff time, ~~to be collected at the time of the trust review.~~



Residency and Trust Property Use Fees

127 7.1.3. If trust documents initially submitted fail to include information
128 necessary to validate the trust, the trustee or successor trustee will be
129 assessed an additional fee of seventy-five dollars (\$75) for the second
130 review, and again for any subsequent attorney reviews. The
131 reexamination of a trust will not begin until the additional fee is paid.

132 7.2. Reviews of Power of Attorney and Court Orders

133 7.1.3. Ninety dollars (\$90) per document, per review.

134
135 ~~8. LESSEE ANNUAL AMENITIES FEE FOR ALL MUTUAL 17 LEASES INITIALLY~~
136 ~~DATED PRIOR TO JANUARY 1, 2021 AND SUBSEQUENT RENEWALS.~~

137
138 ~~8.1. The GRF annual Lessee Amenities fee is a required use fee for access to the~~
139 ~~Trust facilities, amenities, and participation in GRF activities. The Lessee fee~~
140 ~~is calculated at twenty-five percent (25%) of the GRF annual assessment~~
141 ~~rounded up to the nearest dollar for each occupant.~~

142 ~~8.2. The required annual Lessee Amenities fee payment is due and payable in full~~
143 ~~on the date of the lease agreement. No monthly payments can be made.~~

144 ~~8.3. If delinquent, the current (before January 1, 2021) Mutual 17 Lessee shall pay~~
145 ~~damages to reimburse GRF for its expense and overhead in collecting the~~
146 ~~payment as follows:~~

147
148 ~~8.3.1. A twenty five dollar (\$25) late fee, and~~

149 ~~8.3.2. Interest at one percent (1%) per month (APR of 12%) from the original~~
150 ~~date due until the date the full payment is received.~~

151
152 ~~8.4. In addition to late fees, for each check from a Lessee that a bank returns for~~
153 ~~any reason, the Lessee must pay a twenty five dollar (\$25) returned check~~
154 ~~fee, and all bank charges assessed against the association.~~

155 ~~8.5. If a Lessee becomes more than ninety (90) days delinquent, the Lessee will~~
156 ~~receive a 30-day notice of GRF's intent to suspend the right to use GRF~~
157 ~~amenities and Trust facilities. GRF may also refer the Lessee account to an~~
158 ~~attorney or collection agency for appropriate action. All fees incurred by an~~
159 ~~attorney or collection agency to recover the delinquent amounts will be~~
160 ~~assessed to the Lessee.~~

161 ~~8.6. GRF reserves the right to collect the delinquent account for the Amenities fee~~
162 ~~from Lessor.~~

163 ~~8.7. Lessee Amenities fees shall be allocated as stated in Section 1.7.~~

164
165 ~~9. The fee for verifying Powers of Attorney and Court Orders will be ninety dollars (\$90) per~~
166 ~~document, per review.~~



Residency and Trust Property Use Fees

168
169
170
171
172

~~10. The fee for additional Leisure World maps will be one dollar (\$1) per map (shareholders excluded).~~

11.8. All Fees are subject to annual review and are subject to change.

Document History

Adopted: 21 Apr 70	Amended: 31 Aug 73	Amended: 20 Nov 73
Amended: 19 Aug 75	Amended: 31 Aug 77	Amended: 16 Jun 81
Rescinded: 20 Oct 81 (Amendments passed 16 Jun 81)		
Amended: 16 Dec 86 (Effective 01 Jan 87)		
Amended: 21 Jul 87 (Effective 01 Aug 87)		
Amended: 20 Sep 88 (Effective 01 Jan 89)		
Amended: 21 Nov 89		
Amended: 16 Nov 93 (Effective 01 Dec 93)		
Amended: 18 Nov 03 (Effective 01 Jan 04)		
Amended: 15 May 07 (Effective 01 Jul 07)		
Amended: 17 July 12 (Effective 01 Sept 12)		
Amended: 22 Apr 14 (subheading correction only)		
Amended: 28 Oct 14 (Effective 01 Jan 2015)		
Amended: 27 Oct 15 (Effective 01 Jan 2016)		
Amended: 27 Dec 16 (Effective 01 Jan 2017)		
Amended: 23 May 17 (Effective 01 each year)		
Amended: 19 Dec 17	Amended: 17 Dec 18	Amended: 23 Apr 19
Amended: 23 Jul 19	Amended: 22 Oct 19	GDC 26 Feb 20
Amended: 24 May 22	Amended: 22 Nov 22	Amended: 28 Feb 23

Keywords: Finance Fee Stock Transfer Amenities Lessee

173

**THIS
PAGE
INTENTIONALLY
LEFT
BLANK**



Residency and Trust Property Use Fees

The Golden Rain Foundation (GRF) has set the following schedule for fees that establish an Authorized Resident’s residency and membership status.

1. MEMBERSHIP FEE:

- 1.1. All GRF Members, co-occupants and qualified permanent residents are required to pay, or enter a financing plan to pay, a non-refundable Trust Property Use Fee (TPUF) when they initiate their residency in the community.
- 1.2. The TPUF establishes the resident’s investment in maintaining and improving community infrastructure funded by past residents/A/Rs and funding those facilities that will enhance the experiences of present and future A/Rs. It provides access to and use of the Trust facilities and amenities, and participation in GRF activities for those A/Rs in good standing.
- 1.3. Non-resident co-owners do not pay a TPUF and have no right to use any GRF facilities or amenities except as an A/R’s guest where allowed.
- 1.4. The TPUF is calculated as twenty-five (25) times the monthly GRF assessment and rounded up to the nearest dollar. The TPUF is reviewed annually, and any change of rates is implemented on January 1st of each year.
- 1.5. An A/R in good standing may transfer from one unit to another without having to pay the TPUF again if the transfer is completed within 30 days.
 - 1.5.1. If an A/R relinquishes their GRF membership for more than thirty (30) days, a new TPUF must be paid at the rate current when their new unit is acquired.
- 1.6. The TPUF is allocated as follows:
 - 1.6.1. Divided monthly on a percentage basis between the reserve and Capital Funds according to the current budget year document.
 - 1.6.2. All amounts in excess of the allocation to the Reserve Fund specified in the current budget year document are allocated to the Capital Fund.

2. PAYMENT OF MEMBERSHIP FEE:

- 2.1. Each Member is encouraged to pay the TPUF in full at the close of the purchase escrow. By California statute, GRF has established a finance plan that permits Members to pay the TPUF over a seven- year period.
- 2.2. Members who opt to finance the payment of their TPUF must complete a Promissory Installment Note and agree to the Note’s terms.
 - 2.2.1. If a Member opts to finance the TPUF, the Member shall at the close of escrow pay an upfront payment of twenty-five percent (25%) of the total TPUF and make seven (7) equal annual installment payments of the remaining balance. Each annual payment



Residency and Trust Property Use Fees

will be due and payable on the anniversary of the unit’s purchase date until the principal amount, including the finance charge, is paid in full.

2.2.2. The annual finance charge on matured, unpaid amounts shall be one percent (1%) per month (APR of 12%) paid annually on the outstanding balance.

2.2.3. In the event a unit changes ownership before the Membership fee is paid in full, the balance due must be paid before the transfer can be completed.

2.3. All co-occupant non-owners and Qualified Permanent Residents must pay the **TPUF** in advance without an option to finance.

3. MEMBERSHIP AND MUTUAL STOCK CERTIFICATES PROCESSING FEE:

3.1. GRF shall issue one GRF membership certificate per unit.

3.2. GRF shall issue one Mutual stock certificate per unit in Mutuals 1-12 and 14-16. These certificates may contain one or more names.

3.3. To cover the cost of preparing, recording and/or replacing either or both certificates, a certificate processing fee of three hundred dollars (\$300) will be charged in advance each time either of the certificates are changed or altered.

3.4. The certificate processing fee will be waived when a Member elects to remove a deceased co-owner from the title and have new certificates issued within one (1) year of the owner’s death. Fees will not be waived for other transfer requests such as replacing lost certificates, or adding or removing Member owners or non-resident co-owner(s).

4. TRANSFER FEE – IN ESCROW:

The seller of a Mutual share of stock shall pay a transfer fee of six hundred dollars (\$600) to cover the cost of transferring ownership(s).

5. PROCESSING FEE

A Co-Occupant and Qualified Permanent Resident shall be charged a processing fee of one hundred and twenty dollars (\$120) to recover the setup and processing costs.

6. MUTUAL CORPORATION FEES

Each Mutual represents a fully independent corporation and as such may establish fees applicable to the Mutual. GRF operates as the management company for the Mutuals and will, as part of its duties, apply and collect Mutual Fees in accordance with established Mutual policies/rules.

7. LEGAL REVIEW FEES



Residency and Trust Property Use Fees

7.1. Reviews of Trusts

Upon a Trust’s requested transfer of stock ownership, either by the unit’s sale or an in-house ownership transfer, Probate Code §18100.5 delegates to GRF the right to require the current acting trustee or successor trustee to provide the Stock Transfer Office either a Certification of Trust, or a copy of the Trust document for the GRF attorney to review.

7.1.1. The Stock Transfer Office shall not proceed with any sale or transfer of ownership via a trust document prior to the GRF attorney reviewing the trust and providing in writing a letter of release allowing the Stock Transfer Office to proceed.

7.1.2. At the time of the trust review the trustee or successor trustee shall be assessed a fee of one hundred fifty dollars (\$150) representing the attorney’s fee and GRF’s pro-rated staff time.

7.1.3. If trust documents initially submitted fail to include information necessary to validate the trust, the trustee or successor trustee will be assessed an additional fee of seventy-five dollars (\$75) for the second review, and again for any subsequent attorney reviews. The reexamination of a trust will not begin until the additional fee is paid.

7.2. Reviews of Power of Attorney and Court Orders
Ninety dollars (\$90) per document, per review.

8. All Fees are subject to annual review and are subject to change.

Document History

Adopted:	21 Apr 70	Amended:	31 Aug 73	Amended:	20 Nov 73
Amended:	19 Aug 75	Amended:	31 Aug 77	Amended:	16 Jun 81
Rescinded:	20 Oct 81 (Amendments passed 16 Jun 81)				
Amended:	16 Dec 86 (Effective 01 Jan 87)				
Amended:	21 Jul 87 (Effective 01 Aug 87)				
Amended:	20 Sep 88 (Effective 01 Jan 89)				
Amended:	21 Nov 89				
Amended:	16 Nov 93 (Effective 01 Dec 93)				
Amended:	18 Nov 03 (Effective 01 Jan 04)				
Amended:	15 May 07 (Effective 01 Jul 07)				
Amended:	17 July 12 (Effective 01 Sept 12)				
Amended:	22 Apr 14 (subheading correction only)				
Amended:	28 Oct 14 (Effective 01 Jan 2015)				
Amended:	27 Oct 15 (Effective 01 Jan 2016)				
Amended:	27 Dec 16 (Effective 01 Jan 2017)				
Amended:	23 May 17 (Effective 01 each year)				
Amended:	19 Dec 17	Amended:	17 Dec 18	Amended:	23 Apr 19
Amended:	23 Jul 19	Amended:	22 Oct 19	GDC	26 Feb 20
Amended:	24 May 22	Amended:	22 Nov 22	Amended:	28 Feb 23

(Feb 23)

GOLDEN RAIN FOUNDATION Seal Beach, California

ADMINISTRATION

40-5061-2



Residency and Trust Property Use Fees

Keywords: Finance Fee Stock Transfer Amenities Lessee



BOARD ACTION REQUEST

DATE: OCTOBER 24, 2023
TO: BOARD OF DIRECTORS
FROM: ADMINISTRATION COMMITTEE
BOARD ACTION: AMEND 13-1001-5, GLOSSARY OF TERMS

Committee Approval:

At its _____, 2023, meeting, the Administration Committee recommended the Board of Directors amend three definitions in 13-1001-5, Glossary of Terms.

Background:

At the Board of Directors' September 26, 2023, meeting, several Directors disagreed with the Administration Committee's recommendation to employ the term "Membership Fee" in place of "Amenities Fee" in rule 40-5061-2, Fees. The Administration Committee resubmitted the rule to the Board employing the term "Trust Property Use Fee." This standardizes the language for all authorized residents required to pay the fee when they enter the community.

If this nomenclature change is approved by the Board, it becomes necessary to amend the definitions of "Amenity Fee," and "Trust Property Use Fee" within rule 13-1001-5, Glossary of Terms, to reflect the new terminology.

The Administration Committee also recommends a change to the definition of "Capital Funds" to more closely follow the term's explanation found in rule 40-5340-1, Capital Improvement Fund."

Fiscal Impact: No expected fiscal impact.

Suggested Motion: I move to amend GRF Rule 13-1001-5, Glossary of Terms, changing the definitions of "Amenity Fee," "Capital Improvement Fund," and "Trust Property User Fee."

**THIS
PAGE
INTENTIONALLY
LEFT
BLANK**

1
2 **Glossary of Terms**

3 **First version is redline; second is a clean copy of redline.**

4
5 **5. AMENITIES FEE:** ~~A one-time fee paid to GOLDEN RAIN FOUNDATION (GRF)~~
6 ~~for use of TRUST PROPERTY, facilities, and AMENITIES, by a MEMBER,~~
7 ~~authorized CO-OCCUPANT or QUALIFIED PERMANENT RESIDENT. (For~~
8 ~~RENTER/LESSEE, (see TRUST PROPERTY USE FEE).~~

9 **5. AMENITIES FEE:** (see TRUST PROPERTY USE FEE).

10
11 **13. CAPITAL FUNDS:** Monies set aside ~~for the purchase of fixed or capital assets~~
12 ~~to purchase equipment or finance new projects that are not included in the~~
13 ~~reserve study or were not considered in the current year's operating~~
14 ~~budget.~~

15
16 **13. CAPITAL FUNDS:** Monies set aside to purchase equipment or finance new
17 projects that are not included in the reserve study or were not considered
18 in the current year's operating budget.

19
20
21 **108.—TRUST PROPERTY USE FEE (TPUF):** A one-time FEE paid to GRF by ~~the~~
22 ~~RENTER/LESSEE~~ every AUTHORIZED RESIDENT for use of TRUST PROPERTY,
23 facilities, and AMENITIES during the A/R's term of control of OCCUPANCY
24 within the UNIT.

25 **108. TRUST PROPERTY USE FEE (TPUF):** A one-time FEE paid to GRF by every
26 AUTHORIZED RESIDENT for use of TRUST PROPERTY, facilities, and
27 AMENITIES during the A/R's term of control of OCCUPANCY within the UNIT.

**THIS
PAGE
INTENTIONALLY
LEFT
BLANK**

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	Ordered
Engineering Inquiry for EV Stations	X	X	X	X	X	X	X	Work in process
Real Estate Sales Sign	X	X	X	X	X	X	X	On hold
Speed Cushions Change Order	X	X	X	X	X	X	X	Order submitted
Bocce Ball Court Remodel	X	X	X	X				
Clubhouse Two, Card and Game Room Renovation	X	X	X	X				
Electric Vehicle Charging Stations Plan Check Package Service Maintenance Yard	X	X	X	X				
Library Replacement of Flooring and Painting Interior and Exterior	X	X	X	X				

**THIS
PAGE
INTENTIONALLY
LEFT
BLANK**



BOARD ACTION REQUEST

DATE: BOARD MEETING DATE
TO: BOARD OF DIRECTORS
FROM: FACILITIES COMMITTEE
BOARD ACTION: CAPITAL FUNDING: CLUBHOUSE TWO, CARD & GAME ROOM
RENOVATION

Committee Approval:

On, October 3, 2023, the Facilities Committee approved to recommend the Board award a contract to Hadi Construction for the renovation of Clubhouse Two, Card & Game Room in the amount of \$129,800 and adding a 10% contingency for a total cost not to exceed \$142,780 Capital Funding and authorize the President to sign the contract.

Background:

Physical Property Department was tasked with obtaining bids for the renovation of the area in Clubhouse Two previously known as the Wood Shop. The Physical Property Department sent out an RFP (request for proposal) to three contractors and received two bids (opened at the October 3, 2023 Facilities Meeting). Bids are as follow for the attached scope of work:

- Hadi Cosnbtruction \$129,800
- Ogan Construction \$141,600

Fiscal Impact:

Renovation of this area will be from Capital

Recommendation:

I move the GRF Board award a contract to Hadi Construction for the renovation of the Clubhouse Two Card & Game Room in the amount of \$129,800 and adding a 10% contingency for a total cost not to exceed \$142,780 and authorize the President to sign the contract.

**THIS
PAGE
INTENTIONALLY
LEFT
BLANK**



BOARD ACTION REQUEST

DATE: OCTOBER 24, 2023
TO: BOARD OF DIRECTORS
FROM: FACILITIES COMMITTEE
BOARD ACTION: CAPITAL FUNDING: EV CHARGING STATIONS PLAN CHECK PACKAGE
SERVICE MAINTENACE YARD

Committee Approval:

At its October 3, 2023 Facilities Committee meeting, the committee resolved to recommend the GRF Board award a contract to Control Engineering for the Service Carts electric vehicle charging station plan check package at the service maintenance yard for a cost not to exceed \$10,770 Capital Funding and authorize the President to sign the contract.

Background:

The Board of Directors approved at its July 25, 2023 meeting the design/engineering for charging of the new electric service carts for the Service Maintenance Department. The Service Maintenance Department will be changing from gas-powered vehicles to an electric fleet. Control Engineering, the same consultant who provided design/engineering the new woodshop at Clubhouse One, completed their investigation and will need further study to complete the design due to the lack of available power. Control Engineering has provided a proposal to do the final engineering work for us to send out an RFP (Request for Proposal) for construction of this project.

Fiscal Impact:

Funding from Capital for this design. Construction cost will depend on bids received.

Recommendation:

I move the GRF Board award a contract to Control Engineering for the Service Carts EV Charging Stations Plan Check Package at the Service Maintenance Yard, for a cost not to exceed \$10,770 using Capital Funding and authorize the President to sign the contract.

**THIS
PAGE
INTENTIONALLY
LEFT
BLANK**

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	Complete
HVAC Unit in News Office	X	X	X	X	X	X	X	Complete
Elevator Cab Remodel	X	X	X	X	X	X	X	Contract executed
Rubberized Walking Path to the Bridge at the Golf Course	X	X	X	X	X	X	X	Contract executed
HVAC Reroute Administration Office	X	X	X	X	X	X	X	Contract draft in process
Channel Fence Replacement Phase One	X	X	X	X	X	X	X	Contract draft in process
Clubhouse One Renovations	X	X	X	X	X	X	X	Contract draft in process
Kilns at Lapidary	X	X	X	X				
Replace Unit Twelve in Clubhouse Two	X	X	X	X				

**THIS
PAGE
INTENTIONALLY
LEFT
BLANK**



BOARD ACTION REQUEST

DATE: OCTOBER 24, 2023
TO: BOARD OF DIRECTORS
FROM: FACILITIES COMMITTEE
BOARD ACTION: RESERVE FUNDING: REPLACE UNIT TWELVE IN CLUBHOUSE TWO

Committee Approval:

On October 3, 2023, the Facilities Committee approved to recommend to the Board award a contract to Greenwood Heating and Air for the replacement of the HVAC unit #12 in Clubhouse Two at a cost not to exceed \$9,475, Reserve Funding, and authorize the President to sign the contract.

Background:

The HVAC unit #12 in Clubhouse Two has failed and is beyond its useful life. The Physical Property Department obtained a quote from Greenwood Heating and Air to replace this Reserve Component. The cost is as follows:

Greenwood Heating and Air	\$9,475
---------------------------	---------

Fiscal Impact:

Funding from Reserves. Routine maintenance is to be conducted in-house.

Recommendation:

I move award a contract to Greenwood Heating and Air for the replacement of the HVAC unit #12 in Clubhouse Two at a cost not to exceed \$9,475, Reserve Funding, and authorize the President to sign the contract.

**THIS
PAGE
INTENTIONALLY
LEFT
BLANK**



BOARD ACTION REQUEST

DATE: BOARD MEETING DATE
TO: BOARD OF DIRECTORS
FROM: FACILITIES COMMITTEE
BOARD ACTION: RESERVE FUNDING: LIBRARY AND FRIENDS - REPLACEMENT OF FLOORING AND PAINT INTERIOR/EXTERIOR

Committee Approval:

On, October 3, 2023, the Facilities Committee approved to recommend the GRF Board award contracts for the Library and Friends of Library Buildings to Hutton Painting for the repainting of the interior and exteriors in the amount of \$11,900, to Cornerstone Flooring for the floor replacement at both buildings in the amount of \$44,825 and to Penn to remove and reinstall inventory in the amount of \$43,837 adding a 10% contingency for a total cost not to exceed \$110,700.00 and authorize the President to sign the contract.

Background:

The Physical Property Department was tasked with obtaining bids for the scheduled replacement of flooring and repainting of the interior and exteriors at the Library and Friends of Library Buildings. For the contractor to access all areas during this project, cost was also obtained to remove and store the Library inventory along with some shelving. Inventory and shelving will be stored at the previous woodshop at Clubhouse 2 and then reinstalled after work is completed.

Costs are as follows:

Remove and re install inventory	
Penn	\$ 43,837
Iron Mountain	\$ 76,298
Flooring	
Karys Carpets	
Bixby Carpets	\$ 45,272
Cornerstone Flooring	\$ 44,825
Painting Interior/Exterior	
Hutton Painting	\$ 11,900
1st. Street Painting	\$ 20,430

Fiscal Impact:

Funding from Reserves

Recommendation:

I move to award contracts for the Library and Friends of Library Buildings to Hutton Painting for the repainting of the interior and exteriors in the amount of \$11,900, to Cornerstone Flooring for the floor replacement at both buildings in the amount of \$44,825 and to Penn to remove and reinstall inventory in the amount of \$43,837 adding a 10% contingency for a total cost not to exceed \$110,700.00 and authorize the President to sign the contract.

COMMITTEE PROJECT REPORT - OPERATIONS 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
Sewer Preventative Maintenance Three-Year Contract	X	X	X	X	X	X	X	

**THIS
PAGE
INTENTIONALLY
LEFT
BLANK**

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	X	X	X	X	X
10-2000-2 (section 1.1 and 1.2) - Consolidated Fees	X	X	X	X	X	X	X	X	28-Day Notice	X	X	X	X	X
40-3323-3 - Disposition of Surplus Equipment	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	X	X	X	X
40-2230-3 - Authorized Signatories	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	X	X	X	X
70-1406-2 Limitations on Use of Trust Property	X	X	X	X	X									
70-1411-1 Facility Reservations	X	X	X	X	X									
30-1021-1 - Posting Signs on Trust Property	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	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
40-5506-3 – Request for Proposal Requirements	X	X	X	X	X	X	X	X	Return to Committee	ON HOLD				
40-3326-1 – Purchasing	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	X	X	X	X
Rescind 40-3325-1 – Purchasing of Non-Standard Items	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	X	X	X	X
30-1001-5 – Glossary of Terms	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	X	X	X	X
30-5604-3 – Publication of Board Minutes	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	X	X	X	X
Rescind 40-5523-2 – Returned Check Fees														
Rescind 40-3324-2 – Purchasing Fees	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	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	X	X	X	Board Preliminary Approval	X	X	X	X	X
Amend 40-5520-1 - Reserves	X	X	X	X	X	X	X	X	Return to Committee					
Rescind 40-5522-3 - Safe Deposit Boxes	X	X		X	X	X	X	X	Board Preliminary Approval	X				
Amend 40-5061-2 - Fees	X	X	X	X	X	X	X	X	Return to Committee					
Amend 40-3182-2 - leasing Fees	X	X	X	X	X	X	X	X	Board Preliminary Approval	X				
Amend 40-3182-2 - Member/Owners and Renter/Lessee Fines - Fees and Deposits	X	X	X	X	X	X	X	X	Board Preliminary Approval	X				
Amend 10-2000-2 - Consolidated Fee Schedule	X	X	X	X	X	X	X	X	28-Day Notice					

COMMITTEE PROJECT REPORT - POLICIES

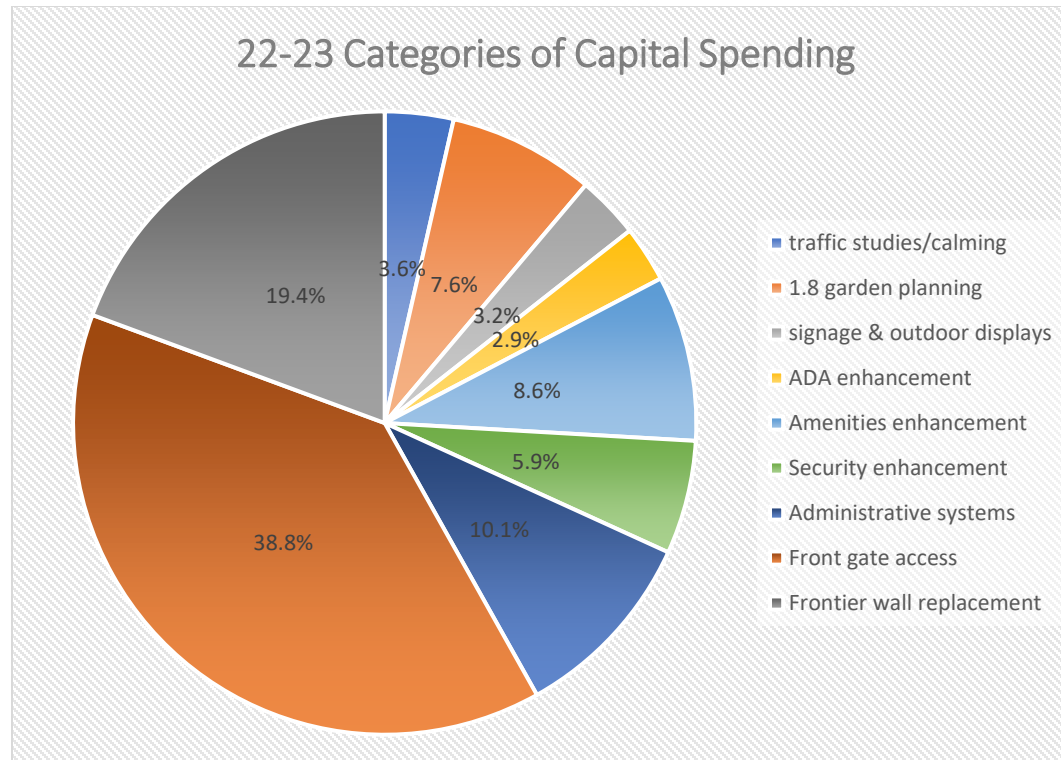
PROJECT NAME	On Comm. Agenda	Gov Doc. Draft	Comm. Approval	On ADMIN Agenda	Action Request Complete	ADMIN Vets Action Request	On BoD Agenda	Supporting Materials in Packet	Board Action	Final BoD Approval	Rule in Gov. Docs	Rule in Website	Internal Procedures Developed	Implemented
Revise 60-5504-1 - Insurance Requirements	X	X	X	X	X									
Amend 30-5026-1 - GRF Election of Officers	X	X												
Amend 30-520-1 - Organization of the Board	X	X												
Rescind 30-5024-1 - Committee Structure	X	X												
Rescind 30-5101-3 - Limitation of Term-GRF Officers	X	X												

Capital Spending Approved by 2022-23 Committees: Total approximately \$1.1 million

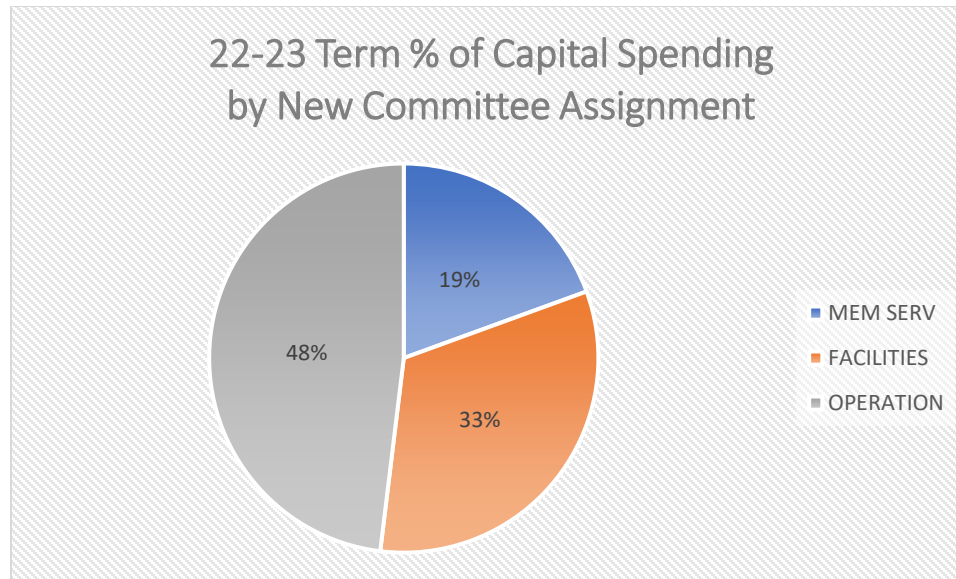
Capital Fund can be used: "...to purchase equipment or finance new projects that are not included in the reserve study or were not considered in the current year's operating budget." From 40-5340-1.

	Recreation				ITS		
	\$ 20,900	Farmscape design			\$ 5,000	Sharepoint migration	
	\$ 21,866	Pool shade cover			\$ 91,500	Mut Admin digitization	
	\$ 8,500	Holiday tree			\$ 3,500	CINC implementation	
	\$ 5,000	Bocce railing			\$ 49,218	Building access system	
	\$ 7,667	Pickleball fencing			\$ 10,000	Point of sale equip	
	\$ 28,080	Amphitheater rear railing		TOTAL	\$ 159,218		
	\$ 14,777	CH1 kitchen flooring					
	\$ 3,752	CH3 loop hearing system			PPC		
	\$ 18,000	CH1 fans			\$ 10,954	Stoplight analysis	
	\$ 62,150	1.8 design/construction plan			\$ 13,500	Speed cushion install	
	\$ 15,800	Holiday tree			\$ 211,530	Frontier wall	
	\$ 5,363	Robot pool cleaner		TOTAL	\$ 235,984		
	\$ 2,650	RV lot sign					
	\$ 4,897	CH6 fans			MAC		
	\$ 16,290	Amphitheater dressing rooms AC			\$ 15,181	Serv Main Security	
TOTAL	\$ 235,692			TOTAL	\$ 15,181		

	SB&T				ADRC		
	\$ 9,870	Northgate calming			\$ 8,500	Real estate sign	
	\$ 423,486	Gate access system		TOTAL	\$ 8,500		
	\$ 4,581	Intersection traffic study					
	\$ 51,742	Utility vehicles					
TOTAL	\$ 489,679						



This chart displays disbursements from the GRF capital account during the 2022-23 term. Most notably, it shows that 60% of capital funds were spent on two projects: the gate access system and rebuilding the Frontier wall. These big-ticket projects that were never included in the reserve fund suggest the Board must recognize that high-priority, time-critical initiatives need to be accounted for in the Reserve Study or accommodated within our capital expenditures plan.



The chart above displays the 2022-23 term Capital spending authorization within the restructured duties assigned to the new committees. The chart is somewhat misleading because a huge percentage of the authorization for Operations were swallowed by the front gate access. Similarly, the Frontier wall consumed a great portion of the Facilities capital expenditures.

The incumbent Operations Committee may experience less pressure to spend on technology upgrades from the Capital account. Nearly a half-million dollars has been allocated to technology in the 2024 Reserve study, so there should be fewer unanticipated withdrawals for those purposes. However, GRF is still exposed to surprise expenditures such as the Frontier wall and the failure of other lifetime components.

These observations should caution the committee chairs in automatically acceding to resident requests for new projects. Even after removing both the Frontier wall and the front gate access system, the committees still expended about \$470,000 of capital funds with other projects. As indicated earlier in this document, to maintain the minimum balance, we cannot expend more than \$510,000 in capital funding during the next 15 months.