

OPERATIONS

Committee Meeting Agenda

Thursday, November 9, 2023 - 10:00 A.M.

Conference Room A

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/Pledge of Allegiance

2. Roll Call

- Donna Gambol– Chair
- Maureen Habel
- Janet Isom
- Susan Jacquelin
- William Thompson
- Patricia Vienna
- Daniel Weber
- *Marsha Gerber, Ex-Officio.*

3. Chair Announcement

a. Introduction of Guest and Staff

- Marsha Gerber, GRF President
- Jessica Sedgwick, Executive Director
- Acacia Young, Senior Director of Internal Operations
- Marcelo Mario, IT Director
- Victor Rocha, Security Director

4. Approve Minutes

a. Operations Committee, October 5, 2023

5. Member Comments/Correspondence

6. Staff Report

- a. Project List
- b. RFID tags and New Gate System

7. General

a. Security Distraction

8. Capital Funding

- a. Access Control Phasing
- b. Update of Conference Rooms Camera and Microphones
- c. Clubhouse Four Dais Technology Feature

9. Governing Document

- a. Amend 20-2841-2, Graphic Design Services
- b. Amend 80-5580-3, Entry Passes – Procedures

10. Next Meeting Date

- Thursday, December 7, 2023, at 10:00 a.m. – Conference Room A

11. Adjournment



Please be always courteous and respectful to other members, Board Directors, and representatives from Management. We ask that you do not raise your 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 at which disciplinary action may be taken.**



OPERATIONS COMMITTEE MINUTES

October 5, 2023

The regular meeting of the Operations Committee was called to order at 10:00 a.m. by Chair Gambol on Thursday, October 5, 2023, in Conference Room A and via Zoom, followed by the Pledge of Allegiance.

Present: Donna Gambol - Chair
Maureen Habel
William Thompson
Susan Jacquelin
Patricia Vienna
Daniel Weber

Absent: Janet Isom

Staff and M. Gerber, GRF President
Guest: M. Mario, IT Director via Zoom
T. Makakaufaki, Executive Coordinator

CHAIR'S ANNOUNCEMENTS

Chair Gambol greeted and welcomed everyone to the Operations Committee meeting and introduced Foundation members and staff.

APPROVAL OF MINUTES

The minutes listed were approved, as presented:

- Operations Committee, August 3, 2023

SHAREHOLDER/MEMBER COMMENTS

One Shareholder spoke at the time of the meeting.

CORRESPONDENCE

There was no correspondence at the time of the meeting.

STAFF REPORTS

OPERATIONS COMMITTEE MINUTES - 10.05.2023

The IT Director presented the monthly project report.

CAPITAL FUNDING

Update of Conference Rooms Camera and Microphones

The IT Director will have more information at the next scheduled meeting.

GOVERNING DOCUMENT

The Committee reviewed policy 20-2841-2, Graphic Design Service. A work-study is scheduled for October 11th for further review.

FUTURE AGENDA ITEMS N/A

ADJOURNMENT

Chair Gambol adjourned the meeting at 10:57 a.m.

Donna Gambol, Chair
Operations Committee
TM: 10.05.23

Project	Status
Phone System	November 13th-17th Install date.
Cinc System	
Document Scanning	
Gate Access	RFID -Over 2000 have been distributed, Oct 27 all mutuals done, oct 30 - Nov 4th makeup days. Gates - Controllers are up, we will be working on scheduling testing with Security. Building access - We are live in Admin building with badges.
Website Implementation	This is in the design pahse. Expecting to have a demo test by end of November.
GRF Surveillance Cameras	Working on the Design plan for RFP.
Livestream Tech Issues	The audio issues between zoom and livestream in the conference rooms are due to a setting that keeps resetting. We are looking into what is causing it to change. We have been manually checking the setting since and have not had issues.
Homewise Docs	
Authorize Template for Club Website	Pending Website Implementation
Campus Links	IT is looking into procuring antennas to interconnect the buildings. In doing so, they will gain full control of intercampus links, and reduce operating expenses as they will no longer need to rely on FTS providing intercampus links at a monthly cost.



COMMUNICATIONS

Graphic Design Services - Fees

Graphic Design Services are available if individuals or organizations ~~if~~ do not have artwork that meets the requirements of the Leisure World Weekly newsmedia.

1. The fee for graphic design services will be the prevailing hourly service rate of Golden Rain Foundation is \$40 per hour; ~~one hour one-hour~~ minimum payment is billed required. Additional fees may apply for ~~the~~ purchasing ~~of~~ stock images if requested.

2. The estimated design time will be provided at the start of the service.

3. Express Design (1-2 hours)

~~3.1. Simple layout, and typesetting, and editing-~~

~~3.2. Vector-based/high resolution graphics~~

4. Custom Design (3-4 hours)

~~4.1. Layout, and typesetting, and editing~~

~~4.1.4.2. Logo design~~

~~4.2.4.3. Simple photo editing (including cropping and color adjusting)~~

5. Custom Design (5-7 hours)

~~5.1. Layout, and typesetting, and editing~~

~~5.1.5.2. Logo design~~

~~5.2.5.3. Photo editing (including cropping, color adjusting and cloning)~~

~~5.3.5.4. Creating vector elements~~

Document History

Adopted:	28 May 19	Amended:	23 Jul 19	Reviewed:	12 Dec 19
GDC	26 Feb 20				

Keywords: Communication Graphic Design Fee



SECURITY

Entry Passes – Procedures

1. AUTHORIZATION

The Executive Director, or individual staff Directors of the Golden Rain Foundation (GRF) departments designated in this document, are authorized to issue annual-gate entry passes, ~~semi-annual and quarterly service passes, and short term passes~~. A record of these passes will be maintained in the offices by which they were issued.

2. ENTRY-PERMANENT GUEST PASSES (FREQUENT VISTORS)

2.1. ~~Each resident member owner can designate four (4) individual permanent guest passes. GRF is authorized to mail four (4) ANNUAL ENTRY PASSES per residential unit in the yearly payment coupon package in December during each calendar year to:~~

2.1.1. ~~Permanent Guest passes are valid for unlimited gate entry and must be renewed every three (3) months at the Main Gate Security Office. Each RESIDENT MEMBER/OWNER.~~

2.1.2. ~~Lessees may request non-renewable guest passes. Each Mutual Seventeen (MT17) MEMBER/OWNER who is still contracted in a lease agreement with a RENTER/LESSEE (R/L) entered into prior to January 1, 2021.~~

~~2.2. An RMO is authorized to designate six (6) people for preferred entry passes for their unit by contacting the Security Department.~~

~~2.3.2.2.~~ Any RESIDENT is authorized to designate individuals ~~additional people~~ for daily entry passes by contacting the Security Department.

~~2.4.2.3.~~ Any RESIDENT is authorized to designate service/delivery personnel ~~people~~ for time-limited entry passes by contacting the Security Department.

~~2.5.2.4.~~ Any RESIDENT can designate individuals ~~people~~ to be placed on a “Do Not Admit” list with the Security Department.

3. SERVICE PASSES

The Executive Director and GRF staff ~~directors of the GRF's various departments~~ are authorized to issue revocable passes of a duration not to exceed the current calendar year to those vendors, legally contracted personnel and caregivers providing services to GRF, its AUTHORIZED RESIDENTS and the Mutual Boards.

3.1. Contractors and Vendors

The Physical Property and Recreation departments may issue quarterly service passes to those contractors and vendors who supply:

3.1.1. Documentation of their proper licensing to operate IN LEISURE WORLD SEAL BEACH.



SECURITY

Entry Passes – Procedures

- 44 **3.1.2.** Documentation of insurance coverage to operate IN LEISURE WORLD
45 SEAL BEACH.
- 46 **3.1.3.** A written list of all names of the persons receiving the passes.
- 47 **3.1.4.** A valid driver's license for all personnel expected to operate MOTOR
48 VEHICLES IN LEISURE WORLD SEAL BEACH.
- 49
- 50 **3.2.** The Stock Transfer department may issue temporary entry passes during business
51 hours to those who supply:
- 52
- 53 **3.2.1.** Legal documentation of their authority to act on behalf of an RMO or
54 AUTHORIZED RESIDENT.
- 55 **3.2.2.** A valid photo identification card issued by a governmental agency.
- 56
- 57 **3.3.** Employees of the Leisure World Health Care Center.
58 The Stock Transfer department may issue quarterly service passes to those who
59 provide:
- 60
- 61 **3.3.1.** Valid and current documentation of Health Care Center employment.
- 62 **3.3.2.** A valid state-issued photo identification card.
- 63
- 64 **3.4.** Real Estate Agents
65 The Stock Transfer department may issue quarterly service passes to agents of
66 real estate firms and escrow companies who:
- 67
- 68 **3.4.1.** Submit a written request on the firm's letterhead identifying the pass for
69 a specific individual.
- 70 **3.4.2.** Present the applicant's valid and current photo ID card issued by a
71 government agency.
- 72 **3.4.3.** Present themselves in person at the Stock Transfer Office to be
73 photographed.
- 74 **3.4.4.** Pay the required fee (See ~~80-5580-210-2000-2~~).
- 75
- 76 **3.5.** Caregivers
77 The Executive Director or Mutual Administration Director is authorized to issue
78 quarterly CAREGIVER passes.
- 79
- 80 **3.5.1.** In compliance with the sponsoring AUTHORIZED RESIDENT's Mutual
81 Policy 7557.
- 82 **3.5.2.** After paying any fee required under ~~40-3182-210-2000-2~~.

~~4. SHORT-TERM PASSES~~



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Entry Passes – Procedures

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~~The Executive Director or Security Department is authorized to issue a VISITOR admittance pass of up to 72-hours duration upon the request of a GRF M/O or an AUTHORIZED RESIDENT.~~

5. EXPIRATION OF PASSES

~~5.1. Annual entry passes are valid until December 31 in the year in which they were issued.~~

~~5.2. Quarterly service passes will expire on March 31, June 30, September 30 and December 31 in the quarter in which they were issued.~~

~~5.3.5.1. Short-term entry passes will expire at noon on the expiration date listed on the pass.~~

6. FORMAT

~~6.1. Annual entry passes will be produced with a different color for each succeeding year in the same wallet size as GRF MEMBER identification cards. The mutual and unit number to which each pass was issued shall be printed or written on the front of the pass.~~

~~6.2. Quarterly service passes will be designated by four different colors each year, and shall expire on the final day of March, June, September and December of the quarter in which they are issued. Entry access passes for CONTRACTORS, VENDORS and CAREGIVERS will be produced with a different color for each succeeding year so current passes can be easily identified.~~

~~6.1. Passes shall display the date of issuance, its expiration date and time, and the mutual and residential unit number of the GRF AUTHORIZED RESIDENT requesting the pass.~~

~~6.3.6.2. Passes intended for real estate and escrow firm representatives shall display a photograph of the recipient.~~

~~6.4. Short term passes shall display the date of issuance, its expiration date and time, and the mutual and residential unit number of the GRF AUTHORIZED RESIDENT requesting the pass. The color of paper on which short term passes are printed should be routinely changed to discourage counterfeited passes and other unauthorized entry into LEISURE WORLD SEAL BEACH.~~

~~6.3.~~

Document History

Adopted: 23 Feb 21

Keywords: Gate Pass Annual Pass Pass Expiration Service Pass

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