

## ADMINISTRATION COMMITTEE

### Committee Meeting Agenda

Thursday, November 16, 2023, 10:00 a.m.

Conference Room A/Zoom

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

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

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

#### 1. Call to Order

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

Donna Gambol  
Marsha Gerber  
Carol Levine  
Nick Massetti

Teri Nugent  
Camille Thompson  
William Thompson – Chair

#### 3. Chair Announcements

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

Jessica Sedgwick, Executive Director  
Dave Potter, Executive Manager of Mutual Services  
Emma Hurtado, Executive Assistant

##### b. Rules of Order

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

##### a. Minutes of October 12, 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. Finance Review

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

##### i. September 2023 (pp.5)

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

##### b. Investments

##### i. Reserve Funds Investment Purchase (pp.7)

Proposed Resolution: To recommend the GRF Board authorize the purchase of brokered CDs through US Bank Corp for \$900,000 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.

##### ii. Capital Funds Investment Purchase (pp.9)

Proposed Resolution: To recommend the GRF Board authorize the purchase of brokered CDs through US Bancorp totaling \$42,000 of capital funds, with terms ranging from six (6) to eighteen (18) months at the prevailing interest rates at the time of purchase and at the discretion of the financial advisor.

##### c. Revenue and Leases

## 8. General

- a. Allocation of 2023 Excess Reserve Contributions (pp.11-13)  
Proposed Resolution: To recommend the GRF Board cap the 2023 Reserve Fund contribution at \$1,950,000 (the 2023 Reserve Study-recommended Full Funding Contribution), and that Reserve Fund contributions exceeding that \$1,950,000 be added to the Capital Fund.

## 9. Governing Documents

- a. Review 40-2244-3 Reconciliation of Annual Financial Statement (pp.15)
- b. Review 40-5523-1 Accounts Receivable Collections (pp.17)
- c. Rescind 40-5523-2 Accounts Receivable – Fees (pp.19)
- d. Amend 30-5022-3 Community Rules Violation Panel Charter (pp.21)  
Proposed Resolution: To recommend the Board of Directors amend 30-5022-3, Community Rules Violation (CRV) Panel Charter, and designate it as 13-5022-3.
- e. Amend 30-5093-3 Member Rules of Conduct-Enforcement (pp.27-35)  
Proposed Resolution: To recommend the Board of Directors amend 30-5093-3, Member Rules of Conduct – Procedure for Notification of Violation and Right to Hearing, and designate it as 13-5093-3.

## 10. Monthly Board Agenda Items

- a. Proposed Capital Expenditures (pp.37-57)
  - i. Operational Analysis Traffic Light: St. Andrews and Golden Rain Rd. (pp.39)
  - ii. 1.8 Phase 1 (pp.41-55)
  - iii. Shuffleboard Court Roof Vents (pp.57)
- b. Proposed Reserve Expenditures (pp.59-65)
  - i. Amphitheater Sewer Lift Station Repair (pp.61)
  - ii. Paving Project Reserve Funding Mayfield (pp.63)
  - iii. Replacement of Ice Machine in Clubhouse 2 Kitchen (pp.65)
  - iv. Bocce Ball Court Modification (pp.67-68) **Added 11/14/23**
- c. Proposed Operations Expenditures (pp.69-71)
  - i. Three-Year Contract Fire Protection (pp.71)
- d. Committee Policies (pp.73-77)

## 11. Strategic Initiatives

- a. Amended Capital Funds Reporting Form (pp.79-80)
- b. Emergency Generator for the Service Maintenance Yard

## 12. Next Meeting Date

- Thursday, January 11, 2024, at 10:00 a.m. – Conference Room A

## 13. Adjournment

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

**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**

**October 12, 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  
William Thompson – Chair

Staff: Jessica Sedgwick, Executive Director  
Mallorie Hall, Sr. Director of Member Services Via Zoom; left 10:22am  
Emma Hurtado, Executive Assistant  
Nine 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 September 14, 2023, were approved as presented.

### **MEMBER CORRESPONDENCE/COMMENTS**

Two Members spoke during the Members' Comment period. One correspondence was reviewed.

### **SUPPLEMENTARY STAFF REPORTS – N/A**

### **FINANCE REVIEW**

#### **Acceptance of Monthly Financial Statements of Accounts**

- a. August 2023

## ADMINISTRATION COMMITTEE

### Committee Meeting Agenda

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## 13. Adjournment

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**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.**

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

First: Camille Thompson  
Second: Donna Gambol

The motion was carried unanimously by the Members present.

### **GOVERNING DOCUMENTS**

#### **Amend 30-5026-1 – GRF Election of Officers**

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

First: Nick Massetti  
Second: Camille Thompson

The motion was carried unanimously by the Members present.

#### **Amend 30-5020-1 – Organization of the Board**

The Committee consented to recommend within policy 30-5020-1 that board officers be limited to two consecutive terms.

Motion: 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.

First: Carol Levine  
Second: Marsha Gerber

The motion was carried unanimously by the Members present.

#### **Rescind 30-5020-1 – Committee Structure & 30-5101-3 – Limitation of Term-GRF Officers**

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

First: Nick Massetti  
Second: Donna Gambol

The motion was carried unanimously by the Members present.

#### **Amend 60-5504-1 – Insurance Requirements**

Motion: To amend 60-5504-1, 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.

First: Nick Massetti

Second: Donna Gambol

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

#### Amend 40-5061-2 – Fees

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

First: Donna Gambol

Second: Nick Massetti

The motion was carried unanimously by the Members present.

#### Amend 13-1001-5 – Glossary of Terms

Motion: To amend GRF Rule 13-1001-5, Glossary of Terms, changing the definitions of “Amenity Fee,” “Capital Improvement Fund,” and “Trust Property User Fee.”

First: Donna Gambol

Second: Carol Levine

The motion was carried unanimously by the Members present.

### **MONTHLY BOARD AGENDA ITEMS**

#### Proposed Capital Expenditures

- i. Clubhouse Two, Card and Game Room Renovation  
Facilities Chair Massetti confirmed the Board Action Request for the Clubhouse Two, Card and Game Room Renovation.
- ii. Electric Vehicle Charging Stations Plan Check Package Service Maintenance Yard  
Facilities Chair Massetti confirmed the Board Action Request for the Electric Vehicle Charging Stations Plan Check Package Service Maintenance Yard is correct.

#### Proposed Reserve Expenditures

- i. Replace Unit Twelve in Clubhouse Two  
Facilities Chair Massetti confirmed the Board Action Request for the Replace Unit Twelve in Clubhouse Two is correct.
- ii. Library Replacement of Flooring and Painting Interior and Exterior

Facilities Chair Massetti confirmed the Board Action Request for the Library Replacement of Flooring and Painting Interior and Exterior is correct.

**STRATEGIC INITIATIVES**

Update on Strategic Capital Spending Reporting

The Committee reviewed the Update on Strategic Capital Spending Reporting as presented in the meeting packet.

**FUTURE AGENDA ITEMS:**

- a. Amend 40-2115-1 Copy and Supply Services
- b. Amend 40-2115-2 Copy and Supply Services - Fees
- c. Review 40-2244-3 Reconciliation of Annual Financial Statement
- d. Review 40-5523-1 Accounts Receivable Collections
- e. Rescind 40-5523-2 Accounts Receivable - Fees

**NEXT MEETING**

Thursday, November 16, 2023, at 10 a.m. in Administration Conference Room A.

**ADJOURNMENT**

The meeting was adjourned at 11:38 am by Chair Thompson.

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

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

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





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## COMMITTEE ACTION REQUEST

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TO: ADMINISTRATION COMMITTEE  
FROM: EXECUTIVE MANAGER OF MUTUAL SERVICES  
SUBJECT: ACCEPTANCE OF THE SEPTEMBER 2023 FINANCIAL STATEMENTS  
DATE: NOVEMBER 16, 2023  
CC: FILE

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

**Committee Action Recommended:**

To accept for audit and forward to the GRF Board the interim financial statements for period ending September 30, 2023, as presented by the Executive Manager of Mutual Services and as reviewed by the Administration Committee.

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**COMMITTEE ACTION REQUEST**

TO: ADMINISTRATION COMMITTEE  
 FROM: DIRECTOR OF FINANCE  
 SUBJECT: RESERVE FUNDS INVESTMENT PURCHASE  
 DATE: NOVEMBER 16, 2023  
 CC: FILE

**Investment Activity – October 2023**

<b>Investment Portfolio - All Funds</b>						
10/31/2023						
<b>Financial Institution &amp; Type</b>	<b>Contingency Operating Fund</b>	<b>Reserve Fund</b>	<b>Capital Improvement Fund</b>	<b>General Operating Fund</b>	<b>Total Funds</b>	<b>Uninsured Funds</b>
Morgan Stanley - Cash	-	37,661	-	-	37,661	-
Morgan Stanley - Deposits	-	2,324,454	-	-	2,324,454	-
Morgan Stanley - CDs	-	2,865,000	-	-	2,865,000	-
US Bancorp CDs	-	3,905,741	860,000	-	4,765,741	-
US Bank - Money Market	890,281	3,058,046	1,338,689	303,902	5,590,917	-
<b>Total Funds</b>	<b>890,281</b>	<b>12,190,903</b>	<b>2,198,689</b>	<b>303,902</b>	<b>15,546,113</b>	<b>-</b>
Total Liquid Funds		3,095,707	1,338,689			
Maturing Investments, Nov/Dec		1,280,000	350,000			
Pending Authorized Purchases		(1,180,000)	-			
Commitments as of 9/30/2023		(1,552,855)	(646,954)			
Cushion <sup>1</sup>		(750,000)	(1,000,000)			
<b>Available for Investing</b>		<b>892,852</b>	<b>41,735</b>			

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

**Committee Action Recommended:**

I move to recommend the GRF Board authorize the purchase of brokered CDs through US Bank Corp for \$900,000 with terms ranging from three (3) to eighteen (18) months at the prevailing interest rates at the time of purchase and at the discretion of the financial advisors.

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**COMMITTEE ACTION REQUEST**

TO: FINANCE COMMITTEE  
 FROM: DIRECTOR OF FINANCE  
 SUBJECT: CAPITAL FUNDS INVESTMENT PURCHASE  
 DATE: NOVEMBER 16, 2023  
 CC: FILE

**Investment Activity – October**

<b>Investment Portfolio - All Funds</b>						
10/31/2023						
<b>Financial Institution &amp; Type</b>	<b>Contingency Operating Fund</b>	<b>Reserve Fund</b>	<b>Capital Improvement Fund</b>	<b>General Operating Fund</b>	<b>Total Funds</b>	<b>Uninsured Funds</b>
Morgan Stanley - Cash	-	37,661	-	-	37,661	-
Morgan Stanley - Deposits	-	2,324,454	-	-	2,324,454	-
Morgan Stanley - CDs	-	2,865,000	-	-	2,865,000	-
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**BOARD ACTION REQUEST**

**DATE:** NOVEMBER 28, 2023  
**TO:** ADMINISTRATION COMMITTEE  
**FROM:** GRF TREASURER  
**ACTION:** 2023 RESERVE CONTRIBUTION

**Committee Action:**

At its \_\_\_\_\_, 2023 meeting, the Administration Committee recommended the GRF Board approve the 2023 Reserve Fund contribution be capped at \$1,950,000 (the 2023 Reserve Study-recommended Monthly Full Funding Contribution), and that Reserve Fund contributions exceeding that \$1,950,000 be added to the Capital Fund to partially reimburse the Capital Fund for the \$500,000 whose transfer was authorized to the Reserve Fund at the September 29, 2022, Board meeting.

**Background:**

The August 24, 2022 version of the 2023 Reserve Study recommended a Full Funding Contribution of \$162,500 per month for an annual total of \$1,950,000.



**Golden Rain Foundation** Report #: 26608-5  
 Seal Beach, CA # of Units: 6,608  
 Level of Service: **Update "No-Site-Visit"** **January 1, 2023** through **December 31, 2023**

**Findings & Recommendations** **as of January 1, 2023**

Projected Starting Reserve Balance .....	\$9,113,413
Current Full Funding Reserve Balance .....	\$13,834,502
Average Reserve Deficit (Surplus) Per Unit .....	\$714
Percent Funded .....	65.9 %
Recommended 2023 "Monthly Full Funding Contributions" .....	\$162,500
Alternate minimum contributions to keep Reserve above \$0 .....	\$129,000
Most Recent Reserve Contribution Rate .....	\$41,667
Annual Deterioration Rate .....	\$2,628,634

However, the 2023 GRF Budget presented at a September 29, 2022, special meeting of the GRF Board proposed lowering the annual contribution to \$1,450,000.

	2022	2023	2024	2025	2026	2027	2028	2029
<b>Community Facilities</b>								
574 Service Maintenance	\$ 2,686,239	\$ 128,033	\$ 2,814,272	\$ 1,441,937	\$ 1,372,335	\$ 17.31	12.33	\$ 4.98
575 Trust Property	425,498	2,570	428,068	-	428,068	5.40	4.71	0.69
670 Physical Property Management	1,363,478	41,662	1,405,140	165,600	1,239,540	15.63	15.34	0.29
679 Community Facilities	-	616,696	616,696	900	615,796	7.77	7.37	0.40
Total Property	\$ 4,475,215	\$ 788,961	\$ 5,264,176	\$ 1,608,437	\$ 3,655,739	\$ 46.10	\$ 39.75	\$ 6.36
<b>Reserve Contributions</b>	-	1,450,000	1,450,000	-	1,450,000	18.29	15.76	2.53
<b>Amenities Fees</b>	-	-	-	800,000	(800,000)	(10.08)	(9.45)	(0.63)
<b>Total Trust Administration Cost</b>	\$ 12,778,968	\$ 8,106,892	\$ 20,885,860	\$ 5,063,643	\$ 15,822,217	\$ 199.53	\$ 172.03	\$ 27.50

At that same Special meeting the GRF Board approved a one-time transfer during the 2023 budget year of \$500,000 from the Capital Fund to the Reserve Fund, thereby reducing the budgeted annual contribution gathered through assessments to the Reserve Fund to \$950,000. The exact motion was: *“TO transfer \$500,000 from Capital Funds to the Reserve Funds, reducing by \$500,000 the need to contribute to the Reserves in 2023 from Shareholder Funds (Allocated Trust Costs). This lowers the 2023 PAMP increase by \$6.31. Further, after the 2022 Excess Income has been determined the first \$500,000 is to be transferred to the Capital Fund. If less than \$500,000 is Excess, then the total will be transferred to Capital Fund.”*

It was clear in the motion and in the attendant discussion that the Board intended the \$500,000 be returned to the Capital Fund at some point.

Subsequently at its February 28, 2023, meeting, the GRF Board acted to further support the 2023 Reserve Fund by amending Rule 40-5061-2 Fees as follows:

*“To approve amended language that starting January 1, 2023, 100 percent of amenities fees collected will be apportioned to the Foundation’s Reserve Fund and requiring the Finance Committee’s review of the distribution of the Amenities Fee during the annual budgeting process”.*

A GRF Income Statement dated 8/31/2023 indicated that as of that date, \$1,640,789 had been contributed to the Reserve fund during 2023.

	2022	2023	2024	2025	2026	2027	2028
<b>RESERVE CONTRIBUTION</b>							
8161000-000 Replacement Rsv Contributions	232,827.40	79,167.00	(153,660.40)	1,640,789.83	633,332.00	(1,007,457.83)	950,000.00
<b>Total RESERVE CONTRIBUTION</b>	\$232,827.40	\$79,167.00	(\$153,660.40)	\$1,640,789.83	\$633,332.00	(\$1,007,457.83)	\$950,000.00
<b>Total OPERATING EXPENSE</b>	\$2,286,286.02	\$1,769,229.00	(\$517,057.02)	\$16,646,917.76	\$13,715,388.00	(\$2,931,529.76)	\$20,385,861.00

At the demonstrated revenue level those Reserve Fund contributions may exceed the 2023 Reserve study recommended Full Funding Contribution of \$1,950,000 during October 2023.

At its October 24, 2023, meeting the GRF Board approved further updates to Rule 40-5061-2, Residency and Trust Property Use Fee. These included allocating to the Capital Fund the collected amenities fees that exceeded the annual allocation to the Reserve Fund:

- 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.



This motion proposes that the Administration Committee recommend the GRF Board cap the 2023 Reserve Fund contribution at \$1,950,000, which the 2023 Reserve Study recommended as the Full Funding Contribution. Subject to any requirements for the upcoming fiscal year's opening Reserve balance, any additional contributions to the Reserve Fund from all sources exceeding that \$1,950,000 will be added to the Capital Fund to partially reimburse the Capital fund for the \$500,000 transferred from it to the Reserve Fund in 2023.

**Fiscal Impact:**

The actions suggested in this motion will fully finance the 2023 Reserve Funding recommendation, while permitting Trust Property Use Fees exceeding that amount to buttress the Foundation's Capital Fund and provide greater flexibility to pay for authorized Capital projects through the end of the 2024 fiscal year.

**Suggested Motion:**

The Administration Committee recommends the GRF Board cap the 2023 Reserve Fund contribution at \$1,950,000 (the 2023 Reserve Study-recommended Full Funding Contribution), and that Reserve Fund contributions exceeding that \$1,950,000 be added to the Capital Fund..

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## FINANCE

### Reconciliation of Annual Financial Statement

1  
2 It shall be the responsibility of the Executive Director to report to the Finance Committee the  
3 following matters:  
4

- 5 **1.** Items contained in the Outside Auditors statements and schedules which were  
6 originated by them, and which had not theretofore been recorded in the books of the  
7 Foundation; also, any items which have been increased or decreased by the Outside  
8 Auditors above or below the amounts originally recorded by the staff.  
9
- 10 **2.** A reconciliation showing all differences between the report as submitted by the Outside  
11 Auditors and the books of record after final closing entries.  
12  
13

#### Document History

Adopted: 21 May 74	Amended: 10 Feb 98 (Effective April 1, 1998)
Amended: 23 Jul 19	Reviewed: 19 Oct 20

**Keywords:** Financial Auditor Finance  
Statement

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## **FINANCE**

### **Accounts Receivable Collections**

1. All accounts receivable over thirty days past due will be reported quarterly and reported by the Director of Finance to the Finance Committee.
2. Copies of the LW Weekly advertising accounts receivable will be furnished to the Communications/IT and Finance Committees.
3. Collection recommendations that need Board of Directors or Committee action will be presented by the Director of Finance.
4. A fee will be levied on checks that are returned unpaid by the bank. See 40-5523-2.

#### **Document History**

Adopted:	20 Jul 71	Amended:	18 Feb 75	Amended:	18 Jun 85
Amended:	24 Oct 17	Reviewed:	19 Mar 18	Amended:	23 Jul 19
GDC	05 Feb 20	Amended:	27 Oct 20		

**Keywords:** Finance      Receivable      Collection      Fees

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## BOARD ACTION REQUEST

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**DATE:** NOVEMBER 28, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** ADMINISTRATION COMMITTEE  
**BOARD ACTION:** AMEND 30-5022-3, COMMUNITY RULES VIOLATION PANEL CHARTER

---

### **Committee Approval:**

At its November \_\_, 2023, meeting, the Administration Committee recommended the Board of Directors amend 30-5022-3, Community Rules Violation (CRV) Panel Charter.

### **Background:**

At its May 23, 2023, meeting the GRF Board of Directors adopted 30-5022-3, Community Rules Violation Panel Charter, which re-established a functioning disciplinary system that had been inoperative due to Covid restrictions on personal interaction. The new adjudication system was intended to simplify the previous Parking Rules Violation panel, which required a quorum of all 18 GRF Directors to deliberate on Member's parking offenses.

The CRV structure adopted by the Board authorized a three-Director panel, moderated by a non-voting Moderator, to adjudicate violations of GRF rules, and designated Directors who were not in leadership positions to sit on the panel.

In subsequent panel sessions, the panel members introduced interpretations of legal procedures that were not in accord with HOA disciplinary approaches codified in the Davis-Stirling provisions of the California Civil Code, or the GRF training provided to incoming panel members.

The GRF president, in accord with the CRV's incumbent moderator, have requested that the CRV panel include a broader cross-section of the Board of Directors' senior leadership, a panel with more members to dampen minority control of the panel's operating procedures, and a stronger leadership role for the panel's moderator.

### **Fiscal Impact:**

Indeterminate. The incumbent panel's consistency in dismissing fines for rules violations did saddle GRF for costs associated with patrol employees issuing citations, the Foundation's third-party processing firm in providing legal notice of the citation and the Member's right to contest the violation, and GRF staff members requirement to create and transmit mail notifying Members of the panel's determination. A more procedurally defensible disciplinary system may more equitably balance enforcement costs with compensating cost-recovery.

### **Recommendation:**

I move the Board of Directors amend 30-5022-3, Community Rules Violation (CRV) Panel Charter, and designate it as 13-5022-3.

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## ADMINISTRATION

### Community Rules Violation Panel Charter

Pursuant to state statute (Corp. Code §7210; Corp. Code §7212(c)) and Article VIII of the Bylaws of the Golden Rain Foundation (GRF), the Board of Directors (BOD) hereby establishes the Community Rules Violation Panel and grants to the Panel authority specifically stated within the GRF governing documents. In accordance with Article VII, Section I, of the Bylaws, the Panel's Chair and the Panel's members shall be appointed by the GRF President and approved by action of the BOD.

#### 1. PURPOSE:

As a committee of the board, the Community Rules Violation Panel will administer the dispute resolution and enforcement procedures established by the Golden Rain Foundation, and have full powers to assess, judge and determine fines or sanctions for violations of rules established within the GRF's governing documents.

#### 2. COMPOSITION:

- 2.1. Each Community Rules Violation Panel session shall consist of a Chair/Moderator appointed by the GRF President, and four Panel members. All panelists, including the Chair/Moderator, will participate in the panel's hearings and deliberations, except when excused by the Panel's Chair/Moderator over concerns about a specific panelist's conflict of interest.
- 2.2. The Panel members will be drawn in an alternating fashion from among Directors who are not currently serving as a member of the Administration Committee. A different panel of members will be named for each meeting of the panel.
- 2.3. The Chair/Moderator will serve for the length of the annual term, but the GRF President at any time can appoint a new Moderator to serve temporarily.

#### 3. DUTIES:

- 3.1. Schedule and conduct regular sessions during which Members who have been charged with a violation of the community's rules are offered the opportunity to contest the alleged violation.
- 3.2. Follow procedures for fair and equitable procedures as outlined in Davis-Stirling sections 5850 and 5855, and in GRF rule 33-5093-3.
- 3.3. Make findings based only on information offered by GRF staff, other GRF members, and the Member charged with the violation, and determine a judgment of guilt or innocence based on those findings.
  - 3.3.1. If the panel's majority judgment is that the charged Member is guilty of a rule infraction, the panel shall assess a punishment codified in GRF Rules 33-5093-2, 38-1937-2, 27-1487-2 and in such other GRF Rules that establish Member discipline sanctions.

- 3.3.2. If the panel's majority judgment is that the charged Member is innocent of a rule infraction, the panel shall waive any penalty.
- 3.4. After determining their judgment and establishing any penalty, the Panel shall report the Panel's findings to the GRF President and within the timeline established in Davis-Stirling Section 5855(c) to each Member charged with a violation.
- 3.5. Assess the panel's adjudication procedures and suggest revisions in the Foundation's administration and review of the process.
- 3.6. Assist the GRF Executive Director and staff in maintaining all records of the Panel's actions.
- 3.7. Assist the GRF President in coordinating the conduct of secondary appeals to the GRF Board of Directors of any judgments rendered by the Panel.

#### 4. LIMITATIONS:

- 4.1. This Panel may operate as a separate entity but has a duty to work cooperatively with Standing Committees when projects and responsibilities overlap.
- 4.2. It is to be recognized that regulatory or supervisory activities affecting employed personnel are functions of Management and not to be encroached upon by the Panel's Moderator or any member, either individually or collectively.
- 4.3. The Panel does not have the authority to enter into written contracts or oral agreements with any third parties on behalf of the GRF BOD. Authority to authorize contracts and/or expenses rests solely with the BOD.

#### Document History

Keywords: Charter      Internal Dispute Resolution      Community Rules Violation  
Member Conduct Rules      Parking

ADMINISTRATION

Community Rules Violation Panel Charter ~~(xx) GOLDEN RAIN FOUNDATION Seal Beach, California Page 1 of 2~~

Pursuant to state statute (Corp. Code §7210; Corp. Code §7212(c)) and Article VIII of the Bylaws of the Golden Rain Foundation (GRF), the Board of Directors (BOD) hereby establishes the Community Rules Violation Panel and grants to the Panel authority specifically stated within the GRF governing documents. In accordance with Article VII, Section I, of the Bylaws, the Panel's Chair and the Panel's members shall be appointed by the GRF President and approved by action of the BOD, ~~and its members selected by a process approved by the BOD.~~

1.        PURPOSE:

As a committee of the board, the Community Rules Violation Panel will administer the dispute resolution and enforcement procedures established by the Golden Rain Foundation, and have full powers to assess, judge and determine fines or sanctions for violations of rules established within the GRF's governing documents.

2.        COMPOSITION:

2.1. ~~Each~~ The Community Rules Violation Panel session shall consist of ~~comprise~~ a Chair/Moderator appointed by the GRF President, and ~~three~~ four ~~adjudicating~~ ~~P~~ panel members. All panelists, including the Chair/Moderator, will participate in the panel's hearings and deliberations, except when excused by the Panel's Chair/Moderator over concerns about a specific panelist's conflict of interest.

2.2. The Panel members will be drawn in an alternating fashion from among ~~directors appointed to the panel by the President.~~ Directors who are not currently serving as a member of the ~~GRF Administration Committee.~~ A different panel of ~~adjudicating~~ members will be named for each meeting of the panel.

2.3. The Chair/Moderator will serve for the length of the annual term, but the GRF President at any time can appoint a new Moderator to serve temporarily.

3.        DUTIES:

~~3.1. This Panel may operate as a separate entity but has a duty to work cooperatively with Standing Committees when projects and responsibilities overlap.~~ 3.1.2. ~~\_\_~~ Schedule and conduct ~~a~~ regular ~~monthly~~ sessions during which Members who have been charged with a violation of the community's rules are offered the opportunity to contest the alleged violation.

~~3.3. Oversee proper procedures for noticing and communicating each notice of findings.~~ 3.24. ~~\_\_~~ Follow procedures for fair and equitable procedures as outlined in Davis-Stirling sections 5850 and 5855, and in GRF rule 3330-5093-3.

3.35. \_\_\_ Make findings based only on information offered by GRF staff, other GRF members, and the Member charged with the violation, and determine a judgment of guilt or innocence based on those findings.

3.3.1. If the panel's majority judgment is that the charged Member is guilty of a rule infraction, the panel shall ~~and either vacate the violation charge, or~~ assess a punishment codified in GRF Rules 330-5093-2, 380-1937-2, 270-1487-2 and in such other GRF Rules that establish Member discipline sanctions.

3.3.2. If the panel's majority judgment is that the charged Member is innocent of a rule infraction, the panel shall waive any penalty. ~~30-5022-3 GRF ADMINISTRATION Community Rules Violation Panel Charter (xx) GOLDEN RAIN FOUNDATION Seal Beach, California Page 2 of 2~~

3.64. After determining their judgment and establishing any penalty, the Panel shall ~~r~~Report the Panel's findings to the GRF President and within the timeline established in Davis-Stirling Section 5855(c) to each ~~the~~ Member charged with the a violation. ~~within the timeline established in Davis-Stirling Section 5855(c).~~

3.75. \_\_\_ Assess the panel's adjudication procedures and suggest revisions in the Foundation's administration and review of the process.

3.86. \_\_\_ Assist the GRF Executive Director and staff in maintaining all records of the Panel's actions.

3.79. \_\_\_ Assist the GRF President in coordinating the conduct of secondary appeals to the GRF Board of Directors of any judgments rendered by the Panel.

#### 4. LIMITATIONS:

4.1. This Panel may operate as a separate entity but has a duty to work cooperatively with Standing Committees when projects and responsibilities overlap.

4.2. It is to be recognized that regulatory or supervisory activities affecting employed personnel are functions of Management and not to be encroached upon by the Panel's Moderator or any member, either individually or collectively.

4.3. The Panel does not have the authority to enter into written contracts or oral agreements with any third parties on behalf of the GRF BOD. Authority to authorize contracts and/or expenses rests solely with the BOD.

#### Document History

Keywords: Charter \_\_\_ Internal Dispute Resolution \_\_\_ Community Rules Violation

Member Conduct Rules \_\_\_ Parking



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## BOARD ACTION REQUEST

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**DATE:** NOVEMBER 28, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** ADMINISTRATION COMMITTEE  
**BOARD ACTION:** AMEND 30-5093-3, MEMBER RULES OF CONDUCT-PROCEDURES

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**Committee Approval:**

At its November\_\_, 2023, meeting, the Administration Committee recommended the Board of Directors amend 30-5093-3, Member Rules of Conduct – Procedure for Notification of Violation and Right to Hearing.

**Background:**

Modifying 30-5022-3, Community Rules Violation (CRV) Panel charter, necessitates minor changes to 30-5093-3, Member Rules of Conduct – Procedure for Notification of Violation and Right to Hearing, to coordinate the two rules.

**Fiscal Impact:**

Indeterminate. Anticipated changes to the CRV Panel's operations may more equitably balance enforcement costs with compensating cost-recovery.

**Recommendation:**

I move the Board of Directors amend 30-5093-3, Member Rules of Conduct – Procedure for Notification of Violation and Right to Hearing, and designate it as 13-5093-3.

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5. THE COMMUNITY RULES VIOLATION PANEL

- 5.1 A Community Rules Violation panel will regularly meet to assess and rule on the merits of the violation complaint.
- 5.2 Each CRV panel will consist of five serving directors of the GRF Board chosen from a pool of panelists appointed by the GRF president and approved by the GRF Board of Directors.
- 5.3 The panel will be moderated by a GRF Director appointed by the GRF President, who shall participate in the deliberations and vote on the panel's judgment. In the moderator's absence, the GRF President may designate another GRF Director to temporarily fill the moderator's position.
- 5.4 With the approval of the panel's moderator, a serving panelist who perceives a conflict of interest may recuse themselves from individual judgments . A majority of votes from the panelists deliberating on a decision is needed to issue a judgment against a Member.

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5. THE COMMUNITY RULES VIOLATION PANEL

- 5.1 ~~Three~~ A Community Rules Violation panel will regularly meet to ~~servicing members of the GRF BOARD who currently do not sit as a chair of a GRF STANDING COMMITTEE will~~ assess and rule on the merits of the violation complaint.
- 5.2. Each CRV panel will consist of five serving directors of the GRF Board chosen from a pool of panelists appointed by the GRF president and approved by the GRF Board of Directors.
- ~~5.3~~ 2 The ~~three-member~~ panel will be moderated by a GRF ~~Director~~ DIRECTOR appointed by the GRF President, who shall participate in the deliberations and vote on the panel's judgment. ~~or in that director's~~ In the moderator's absence, the GRF President may designate another GRF ~~DIRECTOR designated by the GRF President~~ Director to temporarily fill the moderator's position.
- ~~5.4~~ 3 The CRV PANEL moderator will not vote on the judgment ~~except to break a tie caused by a p~~ With the approval of the panel's moderator, a serving panelist who perceives a conflict of interest may recuse themselves from individual judgments ~~recusing himself or herself because of a CONFLICT OF INTEREST, or who otherwise declines to vote on the judgment. A minimum of two~~ majority of votes from the panelists deliberating on affirming a decision ~~are~~ is needed to issue a judgment against a ~~Member~~ EMBER.

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# **GOLDEN RAIN FOUNDATION**

## **POLICY FOR ADDRESSING PERSONNEL MATTERS INVOLVING COMPLAINTS OF ABUSIVE, THREATENING AND HARASSING BEHAVIOR**

*Effective \_\_\_\_\_, 2023*

It is the intent of the California Legislature to ensure that all employees are safeguarded from abusive, threatening and harassing behavior. Abusive, threatening and harassing behavior exhibited by Mutual board members and officers, as well as shareholders and residents of GOLDEN RAIN FOUNDATION (hereinafter "GRF") towards GRF staff is violative of the governing documents and applicable law.

GRF, through its volunteer Board of Directors, is responsible for management, control and administration of a residential common interest development, under the Declaration of Trust ("Trust"), which grants GRF the authority to manage and govern trust property and community facilities, all within what is known as Leisure World, Seal Beach, consisting of sixteen (16) Mutuels (hereinafter the "Mutuels").

Each Mutual in Leisure World, Seal Beach, is its own fully functioning association with its own Occupancy Agreements, Bylaws, Rules, Resolutions and Policies. Each Mutual is solely responsible for the enforcement of its own governing documents, including, but not limited to, disciplinary matters, and the Mutual Boards direct GRF to take action on their behalf pursuant to the Management Agreements between GRF and each Mutual, pursuant to applicable law.

In accordance with applicable law and the Trust, harassing and abusive conduct and statements may constitute a hostile work environment for GRF staff exposing GRF and the Board to significant legal and financial exposure. Allowing a hostile work environment to occur constitutes employment discrimination under applicable employment laws. These claims are investigated by the California Civil Rights Department and are both legal and administrative in nature, meaning that GRF can be required to pay fines/penalties, and GRF Board members can be required to participate in mandatory discrimination training.

Further, although GRF staff are employees of GRF, should a member or resident cause harm or injury to a staff member, which is tantamount to a hostile work environment, the Mutuels may be liable under a theory of indemnity, wherein the Mutuels may be obligated to pay for any damages incurred to staff. Further, GRF could initiate a lawsuit against the Mutuels alleging that the Mutual Boards failed to take necessary action to prevent harm

or injury to its employees, which frustrates the purpose of the Trust agreement, and the intent of the parties, as provided for under same. Although the Mutuals are not in an employer/employee relationship with staff, and GRF is, the Mutuals are still exposed to various theories of liability claims from GRF if its staff is subject to a hostile work environment.

The following rules have been approved and adopted by GRF's Board of Directors with respect to the handling of complaints involving abusive, threatening and harassing behavior towards GRF staff exhibited by Mutual board members and officers, as well as shareholders and residents of GRF.

- 1.1. Complaints of abusive, threatening and harassing behavior towards GRF staff shall be forwarded to GRF's HR director who will notify GRF's President and Executive Director of same. Complaints of abusive, threatening and harassing behavior from GRF staff shall be forwarded to GRF's HR director.
- 1.2. GRF's HR director, President and Executive Director will initiate an investigation to determine whether there is a reasonable basis for believing that the alleged violation likely occurred.
- 1.3. During the investigation, GRF's HR director, President and Executive Director, with legal counsel (if prudent), will interview the complainant staff member, the Mutual board member(s), officer(s), shareholder(s) and resident(s) and any witnesses to determine whether the alleged conduct likely occurred.
- 1.4. If the investigation is inconclusive or if it is determined that there has likely been no alleged conduct but potentially problematic conduct may have occurred, GRF's HR Director, President and Executive Director may recommend appropriate preventive action to GRF's Board of Directors.
- 1.5. If it is determined that the alleged conduct has occurred and it's a first offense which doesn't significantly create a threat to personal safety of staff or otherwise, a warning will be issued by GRF's HR Director, President and Executive Director to the appropriate party(ies).
- 1.6. If it is determined that the alleged conduct likely occurred and it's a first offense, yet the conduct is of such significance that it creates a threat to personal safety of staff or otherwise, the complaint shall be forwarded to GRF's Board of Directors for handling on a going forward basis.
- 1.7. If it is determined that the alleged conduct has occurred, and it's a repeat offense, the complaint shall automatically be forwarded to GRF's Board of Directors for handling.

- 1.8. Possible action that GRF's Board of Directors may take against the appropriate party(ies) includes, but is not limited to, monetary fines, suspension of trust property use privileges, banning the Mutual board member(s), officer(s), shareholder(s) and resident(s) from having any interaction with staff, which may include a ban from entering certain trust property, for a period of ninety (90) days and then on a permanent basis thereafter for any further investigated and confirmed complaints involving abusive, threatening and harassing behavior.

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## COMMITTEE PROJECT REPORT - CAPITAL FUNDING

PROJECT NAME	Comm. Approval	On ADMIN Agenda	Action Request Complete	ADMIN Vets Action Request	On BoD Agenda	Supporting Materials in Packet	BoD Approval
Radar Speed Signs	X	X	X	X	X	X	X
Engineering Inquiry for EV Stations	X	X	X	X	X	X	X
Real Estate Sales Sign	X	X	X	X	X	X	X
Speed Cushions Change Order	X	X	X	X	X	X	X
Bocce Ball Court Remodel	X	X	X	X			
Clubhouse Two, Card and Game Room Renovation	X	X	X	X	X	X	
Electric Vehicle Charging Stations Plan Check Package Service Maintenance Yard	X	X	X	X	X	X	X
Library Replacement of Flooring and Painting Interior and Exterior	X	X	X	X	X	X	X
Operational Analysis Traffic Light St. Andrews and Golden Rain Rd.	X	X	X				
1.8 Phase 1	X	X	X				
Shuffleboard Court Roof Vents	X	X	X				

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## BOARD ACTION REQUEST

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**DATE:** NOVEMBER 28, 2023  
**TO:** BOARD OF DIRECTORS  
**FROM:** FACILITIES COMMITTEE  
**BOARD ACTION:** CAPITAL FUNDING: OPERATIONAL ANALYSIS TRAFFIC LIGHT: ST. ANDREWS AND GOLDEN RAIN RD.

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### **Committee Approval:**

On November 7, 2023, the Facilities Committee approved to recommend to the Board approve \$30,384 for construction for pedestrian-only phase as well as the left turn east/west split phasing at the traffic light at St. Andrews and Golden Rain with a 10% contingency of \$3,038 and authorize the President to sign the contract.

### **Background:**

The Board awarded a contract to Stantec Consulting to conduct an intersection operational analysis to eliminate left-turn conflicts at St. Andrews and Golden Rain Road. The committee reviewed their work and requested, if permissible, a pedestrian-only segment to be added in the final analysis. Stantec Consulting has completed its analysis and recommends the pedestrian-only phase and left turn east/west split phasing. The cost to provide construction plans for this change is \$30,384.

### **Fiscal Impact:**

Funding from Capital.

### **Recommendation:**

I move to approve \$30,384 for construction plans for pedestrian-only phase as well as the left turn east/west split phasing at the traffic light at St. Andrews and Golden Rain, adding an additional 10% contingency for a total not to exceed \$33,422 and authorize the President to sign the contract.

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## BOARD ACTION REQUEST

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**DATE:** OCTOBER 24, 2023  
**TO:** BOARD OF DIRECTORS  
**FROM:** 1.8 AD HOC COMMITTEE  
**BOARD ACTION:** MINI FARM REDESIGN 1.8 ACRES

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### **Committee Approval:**

On, October 3, 2023, the 1.8 AD HOC Committee approved: To recommend the GRF Board award a contract to Certified Roofing Applicators, Inc. for the installation of the Mini Farms at the 1.8-acre lot in the amount of \$437,150, adding a 10% contingency fee of \$43,715 for a total cost of \$480,865 Capital Funding and authorize the President to sign the contract.

### **Background:**

The GRF Board of Directors established the 1.8 AD HOC Committee on September 27, 2022. The BOD then approved Farmscape to develop Design and Engineering Plans for the area at a cost not to exceed \$62,500 from a recommendation by the committee. The 1.8 AD HOC Committee approved the scope of work from Farmscape and requested staff to send the project out for bid. The committee received and opened two bids out of the seven RFPs sent out. The committee requested the two bidding contractors to revise their bids removing the options on the attached bid sheet and Costs are as follows:

MJ Jurado-	\$483,000	Days to complete -	120
CRA Inc. -	\$437,150	Days to complete -	95

### **Fiscal Impact:**

Funding would come from capital. Any compensating revenue comes from the gardeners lease payments. The Board last approved an annual fee of \$75.00 per plot in October 2020. That fee would yield an annual cost-recovery of \$18,750 if 250 plots were rented.

### **Recommendation:**

I move the GRF award a contract to Certified Roofing Applicators, Inc. for the installation of the Mini Farms at the 1.8-acre lot in the amount of \$437,150, adding a 10% contingency fee of \$43,715 for a total cost of \$480,865 Capital Funding and authorize the President to sign the contract.

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TOAL JOB COST  
GOLDEN RAIN FOUNDATION  
MINI FARM REDESIGN  
IN SEAL BEACH LEISURE WORLD

TOTAL JOB COST	
Written in words	Six hundred forty two thousand seven hundred fifty
Written in figures	\$ 642,750.00

## TIME OF COMPLETION:

Contractor proposes and promises to complete all work within 95 days of issuance of an effective Notice to Proceed.

DATE: 10-2-2023 Proposed By:

FIRM NAME: Certified Roofing Applicators, Inc

BY: Koko Arabian

TITLE: V.P.

PHONE: 310-489-3179

EMAIL: KOKO@CRARoofing.com

## Attachments:

- a) Acknowledgment
- b) Certification Form

CONTRACTOR LICENSE NO. \_\_\_\_\_ TYPE OF LICENSE \_\_\_\_\_

**FORM OF PROPOSAL  
GOLDEN RAIN FOUNDATION  
MINI FARM REDESIGN  
IN SEAL BEACH LEISURE WORLD**

P. O. Box 2069  
Seal Beach, CA 90740

Gentlemen:

The undersigned proposes to furnish all labor, material, and equipment as required for 1.8 Mini Farm Redesign at Leisure World - Seal Beach, as described in the Request for Proposal dated August 9, 2023.

**ITEMIZED COST SHEET OF BID SUBMISSION  
GOLDEN RAIN FOUNDATION  
MINI FARM REDESIGN  
IN SEAL BEACH LEISURE WORLD**

	ITEM	COST
A.	Community Farmstand (sheet #4.03)	22,100-
B.	Composting Center (sheet #F4.02)	34,600-
C.	Bulk Material Storage (sheet #F4.02)	19,700-
D.	Fencing (sheet #F4.04)	39,850-
D.1	Option A: No Coating	35,850-
D.2	Option B: No Rails	32,600-
E.	Gate (sheet #F4.04)	36,100+
F.	Option A: Key Fobs, Electric Entry	33,450-
G.	Tool Storage Shed, 10' x 12' (sheet #F2.00) Prefab Unit, per GRF	6,200-
H.	Administration Office, 10' x 12' (sheet #F2.00) Prefab Unit, per GRF	13,600-
<b>Total for all Items A - H</b>		<b>205,600-</b>

August 9, 2023

Mini Farm Redesign

## **1.8 Ac Ad Hoc Committee Report**

**GRF Board of Directors  
September 27, 2022  
Motion Carried Unanimously**

**“TO approve and thereby establish the 1.8 Acre Ad hoc Committee and grant the Ad hoc committee limited authority to review proposals and establish estimated costs for utilizing what is known as the 1.8 Acres for the mutual benefit of a majority of GRF Members and report its findings to the GRF Board of Directors for its final determination.”**

## 1.8 Ac Ad Hoc Committee Report

Initial Finding: A Community Garden is the Priority Beneficial Use of the 1.8ac

Provides opportunities for residents to:

Engage with nature through interaction with plants, birds, insects, critters, etc.

Exercise the body and calm the mind

Reduce isolation / increase social connectedness / build community cohesion

Exchange and continue cultural practices

Accommodate and engage mobility disabled community members

Have a source of fresh healthy food from their own labor at potentially lower cost

Share excess produce with other residents

Participate in an extremely popular hobby in Leisure World since 1978

Enjoy the area if only passing through

## 1.8 Ac Ad Hoc Committee Report

### Timeline and Costs to Date:

Jun 2022	1.8ac cleared of mini-farms	\$ 13,300
Mar 2023	1.8as soil test & topographical map	\$ 9,945
Aug 2023	1.8 ac Community Gardens Design	\$ 19,934
Sep 2023	Gardens Design & Construction Specs	<u>\$ 57,150</u>
	Total Project Cost to date:	\$100,329

## 1.8 Ac Ad Hoc Committee Report

Secondary Finding: No other beneficial use rose to equivalent popularity after several committees and surveys extending over almost three years.

### Therefore:

The Ad Hoc Committee considered no other proposals to determine costs.

### Recommended Board Action:

That the Board approve the identification of the priority beneficial use of the 1.8 ac to be for use as a Community Gardens, subject to Board approval of the related costs.

Should the recommendation be adopted the related costs will be presented.

## 1.8 Ac Ad Hoc Committee Report

### Proposed Project and Cost – Baseline Configuration

Community Gardens designed by Landscape Architect and Civil Engineer

223 In-Ground 10'x10' plots with 2'x6' Redwood border.

22 Raised Bed ADA 2.5'x8' plots.

3 Raised Bed ADA Narrow plots.

Hose bibs at each plot.

ADA compatible grading with wheel compatible surfaces.

Decomposed Granite / mulch paths throughout.

Optional fencing provided by each gardener.

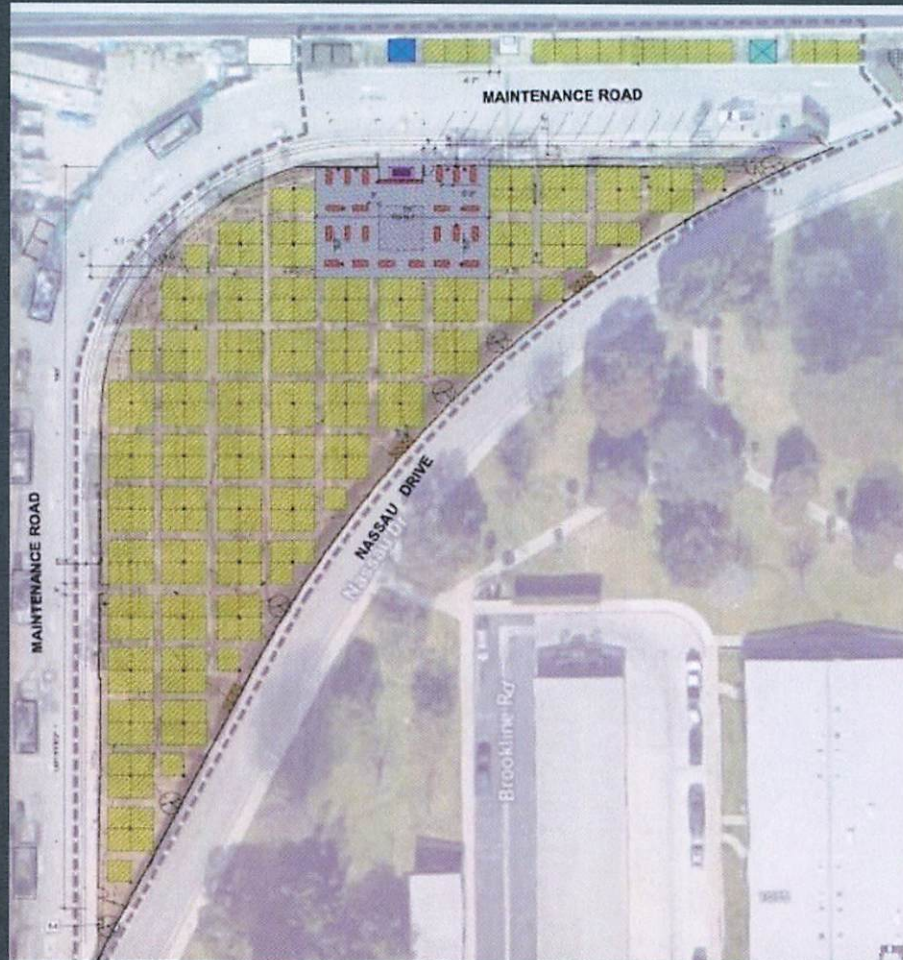
Area secured during non-operating hours by area security gates.

Lowest Cost Bid: \$437,150 plus 10% contingency = Total: \$480,865

Selected Bidder: Certified Roofing Applicators, Inc.

## 1.8 Ac Ad Hoc Committee Report

Leisure  
World  
Community  
Gardens





## 1.8 Ac Ad Hoc Committee Report

### Proposed Project and Cost – Optional / Additional Phase Configurations

1. Perimeter fencing	\$39,850	
2. Fencing Lockable Gates With Key Fobs	\$36,100	
3. Community Sharing Farmstand	\$22,100	
4. Tool shed	\$ 6,200	
5. Composting Center	\$34,600	
6. Bulk Materials Storage Bins	\$19,700	
7. Attendant Office	\$13,600	\$

## 1.8 Ac Ad Hoc Committee Report

### Amenity Financial Comparison

Amenity	2023 Annual Operating Budget	Equivalent Monthly Payment per Resident	Unique Users	Resident's Annual Ongoing Cost per User	One-Time Refurbish Cost \$
Golf Course	\$287,000	\$3.63	479	\$599	
Aquatic Center	\$166,000	\$2.10	644	\$258	\$2,600k
Fitness Center	\$192,000	\$2.43	2465	\$78	\$230k
Library	\$365,000	\$4.62	3000	\$122	\$110k
RV Lot	\$94,300	\$1.19	290	0	
Mini-Farm	\$27,000	\$0.34	250	0	580k

The RV Lot and the Mini-Farm annual cost is born by the unique users, not all residents

## 1.8 Ac Ad Hoc Committee Report

### 1.8 Ac Ad Hoc Committee Findings:

1. The Ad Hoc Committee finds the priority beneficial use of the 1.8 ac to be for use as a Community Gardens and recommends that the Board approve the construction the Baseline Configuration of a Community Gardens on the 1.8ac site for a cost of \$437,150 by Certified Roofing Applicators, Inc. with a 10% contingency for a total of \$480,865 Capital Funding and authorize the President to sign the contract.
2. The Ad Hoc Committee recommends that the Board accept the final report of the 1.8Ac Ad Hoc Committee and dissolve the Ad Hoc Committee

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## BOARD ACTION REQUEST

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**DATE:** NOVEMBER 28, 2023  
**TO:** BOARD OF DIRECTORS  
**FROM:** MEMBER SERVICES COMMITTEE  
**BOARD ACTION:** CAPITAL FUNDING: SHUFFLEBOARD COURT ROOF VENTS

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### **Committee Approval:**

On November 14, 2023 the Member Services Committee approved to recommend to the Board award a contract to Roofing Standards for the installation of eight solar ventilation fans at total cost of not to exceed \$8,000.

### **Background:**

Correspondence received at a previous Facilities Committee meeting requested the addition of roof vents to the Shuffleboard Court Roof, to cool the area in the hot weather. Staff was tasked with obtaining the cost for 8 solar vents for this area. Roofing Standards provided a proposal for \$8,000 and is attached.

### **Fiscal Impact:**

No budgeted funding for this project.

### **Recommendation:**

I move to award a contract to Roofing Standards for the installation of eight solar ventilation fans at total cost of not to exceed \$8,000.

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## COMMITTEE PROJECT REPORT - RESERVE FUNDING

PROJECT NAME	Comm. Approval	On ADMIN Agenda	Action Request Complete	ADMIN Vets Action Request	On BoD Agenda	Supporting Materials in Packet	BoD Approval
Clubhouse 4 Piano	X	X	X	X	X	X	X
HVAC Unit in News Office	X	X	X	X	X	X	X
Elevator Cab Remodel	X	X	X	X	X	X	X
Rubberized Walking Path to the Bridge at the Golf Course	X	X	X	X	X	X	X
HVAC Reroute Administration Office	X	X	X	X	X	X	X
Channel Fence Replacement Phase One	X	X	X	X	X	X	X
Clubhouse One Renovations	X	X	X	X	X	X	X
Kilns at Lapidary	X	X	X	X	X	X	X
Replace Unit Twelve in Clubhouse Two	X	X	X	X	X	X	X
Amphitheater Sewer Lift Station Repair	X	X	X				
Paving Project Reserve Funding Mayfiled	X	X	X				
Replacement of Ice Machine in Clubhouse 2 Kitchen	X	X	X				

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## BOARD ACTION REQUEST

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**DATE:** NOVEMBER 28, 2023  
**TO:** BOARD OF DIRECTORS  
**FROM:** FACILITIES COMMITTEE  
**BOARD ACTION:** AMPITHEATER SEWER LIFT STATION REPAIR

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### **Committee Approval:**

On November 7, 2023, the Facilities Committee approved to recommend the GRF Board of Directors award a contract to Jimini Systems for the replacement of the Sewer Pump Station Electrical Panel and repairs to the Storm Drain Pump and float system at the Amphitheater for \$54,815, adding an additional 10% contingency for a total not to exceed \$60,297 and authorize the President to sign the contract.

### **Background**

The Sewer Lift Station electrical panel at the Amphitheater has failed and parts are no longer available as well as the Storm Drain Pump Motor and float system. The Physical Properties Department reached out to two vendors for proposals for this replacement and repair. Costs are as follows :

- Pumpman - \$63,777
- Jimni Systems- \$54,815

### **Fiscal Impact:**

Funding to come from allocated Reserve Funds

### **Recommendation:**

I move the GRF Board of Directors award a contract to Jimini Systems for the replacement of the Sewer Pump Station Electrical Panel and repair of the Storm Drain Pump and float system for the amount of \$54,815, adding an additional 10% contingency for a total not to exceed \$60,297 Reserve Funds and authorize the President to sign the contract.

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## BOARD ACTION REQUEST

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**DATE:** NOVEMBER 28, 2023  
**TO:** BOARD OF DIRECTORS  
**FROM:** FACILITIES COMMITTEE  
**BOARD ACTION:** RESERVE FUNDING: PAVING PROJECT RESERVE FUNDING MAYFIELD

---

### **Committee Approval:**

On November 7, 2023, the Facilities Committee approved to recommend to the Board approve a change order for the replacement of the failing asphalt with concrete from MJ Jurado on West end of Mayfield at a cost not to exceed \$77,220 Reserve Funding including the credit for the 2” grind and overlay.

### **Background:**

The GRF Board of Directors approved the Paving Project for 2023 at its July 2023 meeting. A 2” grind and overlay was called out for Mayfield Road; upon removal of the west area, it was determined the asphalt was too thin and the base is failing. To element this area from failing again, the asphalt will need to be removed, the base will need to be replaced, and installation of concrete or asphalt will be needed.

### **Fiscal Impact:**

Funding from un-budgeted reserves.

### **Recommendation:**

I move to approve a change order for the replacement of the failing asphalt with concrete from MJ Jurado on West end of Mayfield at a cost not to exceed \$77,220 Reserve Funding including the credit for the 2” grind and overlay.

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## BOARD ACTION REQUEST

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**DATE:** NOVEMBER 28, 2023  
**TO:** BOARD OF DIRECTORS  
**FROM:** MEMBER SERVICES COMMITTEE  
**ACTION:** RESERVE FUNDING: REPLACEMENT OF ICE MACHINE IN CLUBHOUSE 2 KITCHEN

---

### **Committee Approval:**

On November 14, 2023, the Member Services Committee approved to recommend the GRF Board the replacement of the Ice-O-Matic commercial ice machine in Clubhouse 2 kitchen by Norm's Refrigeration & Ice Equipment in the total amount not to exceed \$4,448.57, with funds to be expending from Reserve Funding.

### **Background:**

The Ice-O-Matic commercial ice machine located in the kitchen of Clubhouse 2 has experienced an evaporator coil failure. Staff recommends replacement of the ice machine as the cost of repair is greater than the cost of a replacement ice machine.

The ice machine at Clubhouse 2 is heavily used by clubs and private shareholder reservations.

### **Fiscal Impact:**

Replacement of the ice machine at a cost of \$4,098.57. This cost includes installation.  
Project funding contingency \$350.00.  
Total cost of repair with contingency funding \$4,448.57

### **Recommendation:**

I move to approve the replacement of the Ice-O-Matic commercial ice machine in Clubhouse 2 kitchen by Norm's Refrigeration & Ice Equipment in the total amount not to exceed \$4,448.57 with funds to be expending from Reserve Funding.

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## BOARD ACTION REQUEST

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**DATE:** NOVEMBER 28, 2023  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** MEMBER SERVICES COMMITTEE  
**ACTION:** RESERVE FUNDING REQUEST: BOCCE BALL COURT MODIFICATION

---

### **Committee Approval:**

At its November 14, 2023 meeting the Member Services Committee moved to recommend the GRF Board of Directors award a contract to Always Green for the replacement of the existing playing surface only with artificial turf for a cost not to exceed a total of \$12,777 including 10% contingency. Authorize Service Maintenance to replace the rails around the court. Funds to be expended from the Reserve, and authorize the President to sign the contract.

### **Background:**

At its July 3, 2023 meeting, the Facilities Committee requested costs for modifications to the Bocce court area. The modifications requested are:

Change the playing surface to artificial grass, re-establish the drains, add a second court, modify the fence, and move the pergola to accommodate the second court. The Physical Property Department obtained the cost for these modifications.

Proposals are as follows:

### **SUBBASE / SYNTHETIC GRASS**

- J and J Landscaping - \$15,500 x2 = \$31,000
- Always Green - \$11,614.50 x2 = \$23,229

At its September 3, 2023 meeting, the Facilities Committee submitted cost information to the Member Services Committee for their recommendation.

### **Fiscal Impact:**

Construction funding for an additional court would be from Capital.

Refurbishment of the existing bocce court surface with artificial turf and rail replacement would be a Reserve expenditure.

**Recommendation**

I move to award a contract to Always Green for the replacement of the existing playing surface only with artificial turf for a cost not to exceed \$12,777 including 10% contingency. Authorize Service Maintenance to replace the rails around the court. Funds to be expended from the Reserve, and authorize the President to sign the contract.

Example of added Bocce Ball Court and relocated Pergola





## 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
Sewer Preventative Maintenance Three-Year Contract	X	X	X	X	X	X	X
Three-Year Contract Fire Protection	X	X					

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**BOARD ACTION REQUEST**

**DATE:** NOVEMBER 27, 2023  
**TO:** BOARD OF DIRECTORS  
**FROM:** FACILITIES COMMITTEE  
**BOARD ACTION:** FIRE PROTECTION COMMUNITY FACILITIES

**Committee Approval:**

On November 7, 2023, the Facilities Committee approved to recommend the Board, award a contract to ASI for the Fire Protection Services for Trust Property at a total cost of \$23,538 for a three-year term funded by Operations. After careful review of the bids it was found, the low bidder (ASI Fire Protection contractor selected at the FC meeting) does not provide service for Fire Alarms and Fire Hoses. Therefore, it is staff’s recommendation to select All American Fire Services for a three year term with an option of five years provided at no additional cost for the extra two years. Below are the bids opened at the meeting:

Contractor	Year 1	Year 2	Year 3	3 year term	Notes	5year term
All American Fire Systems	\$ 12,695	\$ 12,695	\$ 12,695	\$ 38,085	option for 5 year term	\$ 63,475
ASI Fire Protection	\$ 7,096	\$ 9,346	\$ 7,069	\$ 23,511	no service to alarm systems	
Control Fire & Security	\$ 112,000	\$ 112,000	\$ 112,000	\$ 336,000		

**Background:**

The service contract for Fire Protection of Trust Property terminates December 2023. The budgeted cost for this service this year is \$ 8,064 with All American Fire Systems. The Physical Property Department sent out a Request for Proposal to seven contractors and received three bids.

**Fiscal Impact:**

\$ 8,064 is budgeted in operations for this service for the 2024 budget. It is the staff’s recommendation to take advantage of the no increase five-year term.

**Recommendation:**

I move the Board award a contract to All American Fire Services for the Fire Protection Services for Trust Property at total cost of \$63,475 for a five year term funding from Operations and authorize the President sign the contract.

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## 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												
70-1411-1 Facility Reservations		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	/	/	/	/
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	/	/	/	/

## 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	X	Board Preliminary Approval	X	/	/	/	/
Amend 40-5061-2 - Fees	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	X	X	X	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	X	X	X	X
Amend 10-2000-2 - Consolidated Fee Schedule	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	X	X	X	X
Revise 60-5504-1 - Insurance Requirements	X	X	X	X	X	X	X	X	Board Preliminary Approval					

## 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
Amend 30-5026-1 - GRF Election of Officers	X	X	X	X	X	X	X	X	Board Preliminary Approval	X				
Amend 30-5020-1 - Organization of the Board	X	X	X	X	X	X	X	X	Board Preliminary Approval	X				
Rescind 30-5024-1 - Committee Structure	X	X	X	X	X	X	X	X	Board Preliminary Approval	X				
Rescind 30-5101-3 - Limitation of Term-GRF Officers	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	/	/	/	/
Review 40-2244-3 - Reconciliation of Annual Financial Statement	X	X		X										
Review 40-5523-1 - Accounts Receivable Collections	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
Rescind 40-5523-2 - Accounts Receivable – Fees	X	X		X										
Amend 30-5022-3 - Community Rules Violation Panel Charter	X	X		X	X									
Review 30-5093-1 Member Rules of Conduct	X	X		X	X									

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## CAPITAL SUMMARY - CONCEPTUAL VIEWS

(This is not a Finance Department Form)

11/8/2023

Current Capital Fund Balance		
Board Approved - Project Description	Total Approved	Allocated Remaining*
Real Estate sales Office Sign	\$9,500	\$9,500
Service Maintenance Yard - SSD Alarm System	\$15,181	\$15,181
Service Maintenance Utility Vehicles	\$51,473	\$51,473
Engineering EV Stations	\$4,000	\$4,000
Adminstration Access Control	\$50,488	\$35,994
Clubhouse Three Kitchens Rooms 1-8	\$15,805	\$14,874
Clubhouse Six - Wall Mount Fans in Fitness Center Dance Room	\$4,897	\$4,897
Speed Cushions Study	\$9,600	\$980
Storm Drain Screens	\$99,000	\$9,945
Operational Analysis Traffic ight Saint Andrews & Golden Rain Rd	\$15,535	\$1,000
Install Speed Cushion in Five Locations (El Dorado, Golden Rain, St. Andrews, Del Monte)	\$13,500	\$13,500
Landscaping at the Globe - Replace Plants	\$38,910	\$38,910
Holiday Tree Replacement	\$15,800	
Perimeter Wall Around Frontier Building	\$211,530	\$10,000
Main Entry Traffic Flow	\$14,400	\$13,350
Mini Farm Design	\$20,900	\$966
1.8 Acre Design and Cost Study	\$62,150	\$3,980
Robotic Pool Cleaner	\$5,363	\$74
Two Radar Trailers with Data Logger	\$30,000	\$30,000
3 Radar Speed Signs	\$15,000	\$15,000
Gate Access System	\$423,486	\$206,129
Vehicle Lot Signage	\$2,650	\$18
Website Redesign	\$57,930	\$8,255
Sharepoint Migration Project	\$5,000	\$5,000
Cinc System	\$3,500	
Records Digitization Document Management Solution - Iron Mountain	\$91,500	\$79,878
Point of Sale Project - 7 Equipment	\$10,000	\$563
Total	\$1,297,098	\$573,467

\*Not actual funds available

Committee Recommended - Project Description (not approved)	Total Recommended
Bocce Ball Court Resurface Turf	\$11,615
Cooling Turbines for Shuffleboard Courts	\$8,000
Amphitheater Dance Ramps	\$21,000
Total	

Under Active Consideration - Project Description (in discussion)	Total
Bocce Ball Court Request 2	\$99,000
Total	

Strategic Plan items (from Admin Committee)	Total
Emergency Generator for The Service Maintenance Yard	\$135,000
Total	