

## BOARD OF DIRECTORS

Meeting Agenda  
Tuesday, January 23, 2024 - 10:00 A.M.  
Clubhouse Four

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

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

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

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

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

**3. President's Announcement**

- a. Employee of the Year
- b. Health Care Center Update

**4. Member Comments**

**5. Consent Calendar**

- a. GRF Board of Directors Minutes, November 28, 2023
- b. Accept the Interim Financial Statements for October and November 2023 for Audit
- c. Accept the Reserve Funds Investment Purchase for October
- d. Approve Transfers of Funds for GRF per Civil Code 5502

**6. New Business**

**a. Reserve Funding**

**i. HVAC Unit #5 in Clubhouse One**

**Proposed Resolution:** *To award a contract to Greenwood Heating and Air for the replacement of the HVAC unit #5 in Clubhouse One at a cost not exceeding \$9,995, Reserve Funding, and authorize the President to sign the contract.*

**b. Governing Documents**

**i. Amend 70-1462-1, Table Tennis Rules**

**Proposed Resolution:** *To amend policy 70-1462-1, Table Tennis Rules, as presented, and renumber the document to 13-1463-1.*

- ii. **Amend 70-1487-2, Recreational Vehicle Lot – Schedule of Monetary Fines**  
**Proposed Resolution:** *To amend 70-1487-2, Recreational Vehicle Lot – Schedule of Monetary Fines, as presented, and renumber the document 37-1487-2.*
- iii. **Amend 13-1635-4, Call for GRF Director Candidates**  
**Proposed Resolution:** *To amend 50-1635-4, How to Be a Candidate for the GRF Foundation Board of Directors for Even-Numbered Mutuals Only, changing its title to Call for GRF Board Candidates: Even-Numbered Mutuals Only and designating the rule as 15-1635-3.*
- iv. **Amend 50-1636-3, How to Run for Golden Rain Foundation Board - Even-Numbered Mutuals Only**  
**Proposed Resolution:** *To amend 50-1636-, How to Be a Candidate for the GRF Foundation Board of Directors for Even-Numbered Mutuals Only, changing its title to GRF Board Candidate Instructions: Even-Numbered Mutuals Only, and designating the rule as 15-1636-3.*
- v. **Adopt 10-5028-3 GRF Candidate Guide**  
**Proposed Resolution:** *To adopt 10-5028-3, GRF Board Candidate Guide.*
- vi. **TENTATIVE VOTE: Amend 13-5025-3 GRF Election Procedures**  
**Proposed Resolution:** *To amend 13-5025-3, Golden Rain Foundation Election Procedures, changing its title to Golden Rain Foundation Election Rules, designating the rule as 13-5025-1. Pending a 28-day notification to the members and a final decision by the GRF Board of Directors on February 27, 2024.*
- vii. **TENTATIVE VOTE: Adopt 10-1937-3 Community Rules Violation Panel and Appeal Procedure**  
**Proposed Resolution:** *To adopt 10-1937-3, Resolution for Community Rules Violations. Pending a 28-day notification to the members and a final decision by the GRF Board of Directors on February 27, 2024.*
- viii. **Amend 13-5093-3 Code of Conduct Enforcement Procedure**  
**Proposed Resolution:** *To amend 13-5093-3, Code of Conduct Enforcement Procedure, changing language throughout.*

- ix. **TENTATIVE VOTE: Amend 13-5093-1 Authorized Resident (AR) Rules of Conduct**  
**Proposed Resolution:** To amend 13-5093-1, Authorized Resident Rules of Conduct. *Pending a 28-day notification to the members and a final decision by the GRF Board of Directors on February 27, 2024.*
- x. **TENTATIVE VOTE: Amend 30-5093-2 Authorized Resident (AR) Rules of Conduct, Non-Compliance with Rules of Conduct – Fines and Penalties**  
**Proposed Resolution:** To amend 13-5093-2, Authorized Resident Rules of Conduct; Non-Compliance with Rules of Conduct – Fines and Penalties; and change its title to Code of Conduct – Fines and Penalties. *Pending a 28-day notification to the members and a final decision by the GRF Board of Directors on February 27, 2024.*

## 7. Ad Hoc Reports

- a. **Committee Restructure Ad Hoc Committee**

## 8. Next Meeting Date

Tuesday, February 27, 2024, at 10:00 a.m. – Clubhouse Four

## 9. Adjournment

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Please always be 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.**

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## **BOARD OF DIRECTORS MEETING MINUTES GOLDEN RAIN FOUNDATION**

### **CALL TO ORDER**

President Marsha Gerber called the regular monthly meeting of the Board of Directors of the Golden Rain Foundation (GRF) to order at 10:06 a.m. on Tuesday, November 28, 2023, in Clubhouse Four and via live stream.

### **PLEDGE OF ALLEGIANCE**

Executive Manager of Mutual Services Dave Potter led the pledge.

### **EXECUTIVE SESSION DISCLOSURE**

An Executive Session Meeting was held on October 26, 2023, during which the Board of Directors discussed some or all of the items related to the following: (1) litigation or potential litigation; (2) matters relating to the formation of contracts with third parties; (3) member discipline; (4) member delinquency, including payment plan requests; (5) personnel matters; and/or (6) approval of Executive Session minutes.

### **ROLL CALL**

Following the roll call, Corporate Secretary Carol Levine reported that Directors Gambol, Jacquelin, Habel, Gerber, W. Thompson, Hopewell, Vienna, C. Thompson, Henry, Levine, Jablonski, Damoci, Hamblin, Isom, and Massetti were present.

Director Nugent and Melody were present via Zoom.

Director Weber was not present.

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

Executive Director Jessica Sedgwick, Executive Director of Mutual Administration Dave Potter, Senior Director of Facilities Mark Weaver, and Executive Coordinator Tia Makakaufaki were also present.



## **SHAREHOLDER/MEMBER COMMENTS**

Per Policy 5610, Participation by Foundation Members, members may comment before the beginning of business. Requests must be registered in advance of the meeting. The Open Meeting Act allows the Board of Directors to establish reasonable time limits for the open forum and for speakers to address the board. Time limits per speaker are limited to:

- There is a 2-minute limit per speaker when there are more than 25 speakers.

Seventeen comments were made at the meeting.

## **CONSENT AGENDA**

The GRF Board of Directors Minutes of the GRF Board of Directors Minutes were approved as presented:

- a. GRF Board of Directors Minutes, October 24, 2023
- b. Mutual Nine GRF Representative Ballot Counting Minutes, October 2, 2023
- c. Accept Donation of Two Benches
- d. Approve Extending Library Hours
- e. Accept the Interim Financial Statements for September 2023 for Audit
- f. Accept the Reserve Funds Investment Purchase for October
- g. Accept the Capital Funds Investment Purchase for October
- h. Approve Transfer of Funds for GRF per Civil Code 5502

## **AD HOC REPORT**

### **Committee Restructure Ad Hoc Committee**

Motion: To approve the GRF President's creation of an ad hoc committee to examine the effectiveness of the Foundation's four-committee structure and commission the ad hoc committee to present a formal report of its assessment at the Board's January 23, 2024 meeting.

First: Marsha Gerber

Second: Donna Gambol

Three Directors spoke on this motion.



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

### **1.8 Ad Hoc Committee - Accept 1.8 Acre Ad Hoc Report**

#### Receive Report and Disband Committee

Motion: To accept the final report of the 1.8 Ad Hoc Committee and disband the Committee at this time.

First: Carole Damoci

Second: Susan Hopewell

Two Directors spoke on this motion.

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

#### Approve Appropriation for the Gardens

Motion: To award a contract to Certified Roofing Applicators, Inc. for the installation of the Mini Farms at the 1.8-acre lot as described in the request for proposal dated August 9, 2023, for \$437,150, adding a 10% contingency fee for a total cost of \$480,865 Capital Funding and authorize the President to sign the contract.

First: Carole Damoci

Second: Susan Jacquelin

Fifteen Directors and the Executive Manager of Mutual Administration spoke on this motion.

The motion passed with one abstention (Director Habel) and six no votes (Director Gerber, W. Thompson, Hopewell, Vienna, Jablonski, and Melody).

Director Jablonski left the meeting at 11:33 a.m.





## GENERAL

### Approve 2022 Audit

Motion: To approve the audit of the Golden Rain Foundation and The Trust for the fiscal year ending December 31, 2022, as presented. The President and Treasurer are authorized to sign all necessary paperwork for GRF. Staff is instructed to mail the audit to the membership as soon as practicable.

First: Camille Thompson  
Second: Carole Damoci

No one spoke on this motion.

The motion passed.

### Approve the 2023 Reserve Contribution Cap

Motion: To cap the 2023 Trust Property Use Fee (TPUF) contribution to the Reserve Fund at \$1,950,000 (the 2023 Reserve Study-recommended Full Funding Contribution) and designate the TPUF contribution exceeding that \$1,950,000 be added to the Capital Fund.

First: Nick Massetti  
Second: Carole Levine

Two Directors and the Executive Director spoke on this motion.

The motion passed.



## CAPITAL FUNDING

Capital and Reserve Funds Balance Sheet – September

### Approve Operational Analysis Traffic Light: Saint Andrews and Golden Rain Road

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

First: Maureen Habel

Second: Carole Damoci

One Director and the Senior Director of Facilities spoke on this motion.

The motion passed with three no votes (Director Habel, Melody and Hamblin).

Director C. Thompson left the meeting at 11:45 a.m.

### Approve Ventilation Fans for Shuffleboard Courts

Motion: To award a contract to Roofing Standards for installing eight solar ventilation fans on the shuffleboard building roof at a total cost not exceeding \$8,000 and authorize the President to sign the contract.

First: Maureen Habel

Second: Susan Hopewell

Six Directors spoke on this motion.

The motion passed.



## OPERATIONAL FUNDING

### Approve Election Services Provider

Motion: To award a one-year \$37,136 contract to HOA Elections of California to serve as the election inspector, conduct regularly scheduled GRF and Mutual Elections for the 2024 fiscal year contract, and authorize the President to sign the contract.

First: Carol Levine

Second: Patricia Vienna

Two Directors and the Executive Director spoke on this motion.

The motion passed.

### Approve Fire Protection Community Facilities

Motion: To award a contract to All American Fire Services for fire protection services for trust property five-year at a total cost of \$63,475 Operations Funding and authorize the President to sign the contract.

First: Janet Isom

Second: Susan Hopewell

Two Directors and the Senior Director of Facilities spoke on the motion.

The motion passed.



## RESERVE FUNDING

### Approve Amphitheater Sewer Lift Station Repair

Motion: To award a contract to Jimini Systems to replace the sewer pump station electrical panel and repair the storm drain pump and float system for the cost 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.

First: Patricia Vienna

Second: Susan Jacquelin

No one spoke on this motion.

The motion passed.

### Approve Paving Project Mayfield

Motion: To approve a change order to the MJ Jurado contract to replace the failing asphalt with concrete on the east end of Mayfield at a cost not to exceed \$77,220, Reserve Funding, including the credit for the 2" grind and overlay, and authorize the President to sign the contract.

First: Susan Hopewell

Second: Carol Levine

No one spoke on this motion.

The motion passed.

### Approve Bocce Ball Court Addition/Modification

Motion: To award a contract to Always Green to replace the bocce court's existing playing surface with artificial turf for a cost not to exceed \$12,777, Reserve Funding and authorize the President to sign the contract and authorize Service Maintenance to repair the rails around the Bocce court.

First: Donna Gambol

Second: Lee Melody





Three Directors and the Senior Director of Facilities spoke on this motion.

The motion passed.

Approve Replacement of Ice Machine in Clubhouse Two Kitchen

Motion: To approve replacing the ice machine in the kitchen of Clubhouse 2 at a cost not exceeding \$4,448.57 Reserve Funding.

First: Marla Hamblin

Second: Susan Hopewell

One Director and the Executive Director spoke on this motion.

The motion passed.

**GOVERNING DOCUMENTS**

Amend 20-2841-2, Graphic Design Service

Motion: To amend policy 20-2841-2, Graphic Design Service, as presented, and renumber the document to 42-2841-2.

First: Diane Henry

Second: Donna Gambol

Five Directors and the Executive Director spoke on this motion.

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

Amend 30-5022-3 Community Rules Violation Panel Charter

Motion: To amend 30-5022-3, Community Rules Violation (CRV) Panel Charter, and designate it as 13-5022-3.

First: Maureen Habel

Second: Donna Gambol

Ten Directors spoke on this motion.

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





Amend 30-5093-3 Member Rules of Conduct-Enforcement

Motion: To amend 30-5093-3, Member Rules of Conduct – Procedure for Notification of Violation and Right to Hearing and designate it as 13-5093-3.

First: William Thompson

Second: Nick Massetti

One Director spoke on this motion.

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

Rescind 40-5523-1, Accounts Receivable Collections, and 40-5523-2 Accounts Receivable Collections – Fees

Motion: To rescind 40-5523-1, Accounts Receivable Collections, and 40-5523-2, Accounts Receivable Collections – Fees.

First: Carol Levine

Second: Carole Damoci

One Director spoke on this motion.

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

**ADJOURNMENT**

The meeting was adjourned at 1:01 p.m.

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Carol Levine, Corporate Secretary  
Golden Rain Foundation  
TM:11-28-23



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

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## BOARD ACTION REQUEST

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TO: GRF BOARD OF DIRECTORS  
FROM: EXECUTIVE MANAGER  
SUBJECT: ACCEPTANCE OF THE OCTOBER 2023 FINANCIAL  
DATE: STATEMENTS JANUARY 5, 2024  
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 the interim financial statements for period ending October 31, 2023, as presented by the Executive Manager and as reviewed by the Administration Committee.



October Budget Highlights	
Income	\$18,614,392.27
Expense	\$18,857,264.98
Net	<b>-\$242,872.71</b>

Account Balances	
Reserve	\$12,145,210.66
Capital	\$2,180,835.72
Unbudgeted Operating	\$53,301.22

### VARIANCES

Department	GL	Mon. Variance	YTD Variance	Notes
Revenue	Cert Prep - Escrow	<b>-\$600</b>	<b>-\$54,300</b>	Escrow YTD less than budget
Revenue	Escrow Recovery	\$14,080	\$67,849	HomeWise Docs
Revenue	Parking Spot	\$36	<b>-\$21,638</b>	AR -RV rental Leases
Revenue	Other Income	\$46,288	\$71,703	Recreation Sales
Revenue	Rental Income	\$1,446	<b>-\$5,698</b>	Additional rental contracts and increases. YTD July onsite sales helped deficit.
Revenue	Display Advertising	\$8,708	\$66,954	Inserts moving to Newspaper ads
Revenue	SRO Labor Recovery	<b>-\$16,227</b>	<b>-\$78,735</b>	Less billable hours.
Revenue	News Sales Discounts	<b>-\$1,236</b>	<b>-\$13,287</b>	Onsite sales discounts
HR	Wages & Benefits	<b>-\$1,218</b>	\$156,881	Less permanent staff than budgeted
HR	Continuing Education	\$3,487	\$12,803	Less education expense than budgeted
HR	Temp Agency	<b>-\$99,198</b>	<b>-\$677,567</b>	Unanticipated temps - ODO in Security
Administration	Office Supplies	<b>-\$5,278</b>	<b>-\$27,705</b>	Home Depot, So Cal Auto/Truck, Alpha Water Systems
Administration	Legal	\$10,000	\$40,473	\$30k in litigation
Member Services	Legal-Trust	\$2,000	<b>-\$17,525</b>	No fee for review past initial contact
Member Services	Legal-Fair Housing	\$2,000	\$19,852	Little expense in 2023

## VARIANCES

Department	GL	Mon. Variance	YTD Variance	Notes
Facilities	Utilities	-\$5,824	-\$138,386	Q1 gas expenses, electricity
Member Services	Election Expense	\$0	-\$78,694	Bylaw amendment & all mutuals
Facilities	Equipment Expense	-\$7,499	-\$23,923	Emergency stop button, swing top trash can, camera, room divider, microphone, umbrella
Facilities	Building Repair	-\$1,513	-\$63,528	Dryout, water pump service CH2, fascia & termite admin, security door repair
Facilities	Equipment Repair	\$3,788	-\$7,313	General pump, repaired club car, disc brakes & rotors
Facilities	Janitorial	\$6,408	\$65,759	Contract lower than budget
Administration	Other Service Contracts	\$1,348	\$16,789	Reduced water filtration contract & new printer leases
IT	Computer Supplies	-\$2,886	-\$17,096	Stock transfer card stock, televic laptop
IT	Other Professional	\$1,342	-\$26,459	Billable hours - FTS (server room rebuild) Boyer (Dynamics) ELC (website)
Recreation	Community Entertainment	-\$248	\$40,085	Negotiated costs are under budget
Newspaper Printing	Newspaper Printing	\$2,592	\$29,058	Over budgeted due to inflation and unpredicatability





Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

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## BOARD ACTION REQUEST

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TO: GRF BOARD OF DIRECTOR  
FROM: EXECUTIVE MANAGER  
SUBJECT: ACCEPTANCE OF THE NOVEMBER 2023 FINANCIAL STATEMENTS  
DATE: JANUARY 5, 2024  
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 the interim financial statements for period ending November 30, 2023, as presented by the Executive Manager and as reviewed by the Administration Committee.



November  
Financial

November Budget Highlights	
Income	\$20,427,699.45
Expense	\$20,576,028.85
Net	-\$148,329.40

Account Balances	
Reserve	\$12,024,667.03
Capital	\$2,126,840.06
Unbudgeted Operating	\$53,667.21

### VARIANCES

Department	GL	Mon. Variance	YTD Variance	Notes
Revenue	Cert Prep - Escrow	-\$7,200	-\$61,500	Escrow YTD less than budget
Revenue	Escrow Recovery	\$12,370	\$80,219	HomeWise Docs
Revenue	Parking Spot	-\$126	-\$21,763	AR -RV rental Leases
Revenue	Other Income	\$4,787	\$76,491	Recreation Sales
Revenue	Rental Income	-\$2,246	-\$7,945	Additional rental contracts and increases.
Revenue	Display Advertising	\$21,738	\$88,693	Inserts moving to Newspaper ads
Revenue	SRO Labor Recovery	-\$11,624	-\$90,359	Less billable hours.
Revenue	News Sales Discounts	-\$1,545	-\$14,832	Onsite sales discounts
HR	Wages & Benefits	\$102,859	\$259,740	Less permanent staff than budgeted
HR	Continuing Education	\$3,171	\$15,974	Less education expense than budgeted
HR	Temp Agency	-\$59,689	-\$737,256	Unanticipated temps - ODO in Security
Administration	Office Supplies	-\$2,775	-\$30,479	Home Depot, So Cal Auto/Truck, Alpha Water Systems
Administration	Legal	\$1,492	\$40,776	\$30k in litigation
Member Services	Legal-Trust	-\$1,881	-\$19,406	No fee for review past initial contact
Member Services	Legal-Fair Housing	\$2,000	\$21,852	Little expense in 2023

## VARIANCES

Department	GL	Mon. Variance	YTD Variance	Notes
Facilities	Utilities	-\$4,949	-\$131,727	Q1 gas expenses, electricity
Member Services	Election Expense	-\$2,774	-\$81,468	Bylaw amendment & all mutuals
Facilities	Equipment Expense	-\$3,847	-\$27,770	Emergency stop button, swing top trash can, camera, room divider, microphone, umbrella
Facilities	Building Repair	-\$1,142	-\$64,670	Dryout, water pump service CH2, fascia & termite admin, security door repair
Facilities	Equipment Repair	-\$1,412	-\$8,726	General pump, repaired club car, disc brakes & rotors
Facilities	Janitorial	\$6,648	\$72,407	Contract lower than budget
Administration	Other Service Contracts	\$4,037	\$20,826	Reduced water filtration contract & new printer leases
IT	Computer Supplies	\$1,210	-\$15,886	Stock transfer card stock, televic laptop
IT	Other Professional	-\$1,689	-\$28,148	Billable hours - FTS (server room rebuild) Boyer (Dynamics) ELC (website)
Recreation	Community Entertainment	\$32,219	\$72,305	Negotiated costs are under budget
Newspaper Printing	Newspaper Printing	\$2,344	\$31,402	Over budgeted due to inflation and unpredictability





Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

## BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTOR  
 FROM: EXECUTIVE MANAGER  
 SUBJECT: RESERVE FUNDS INVESTMENT  
 DATE: PURCHASE JANUARY 5, 2024 FILE  
 CC:

### Investment Activity – November 2023

#### Investment Portfolio - All Funds

11/30/2023

Financial Institution & Type	Contingency Operating Fund	Reserve Fund	Capital Improvement Fund	General Operating Fund	Total Funds	Uninsured Funds
Morgan Stanley - Cash	-	1,969	-	-	1,969	-
Morgan Stanley - Deposits	-	2,230,125	-	-	2,230,125	-
Morgan Stanley - CDs	-	2,495,000	-	-	2,495,000	-
US Bancorp CDs	-	4,051,215	690,000	-	4,741,215	-
US Bank - Money Market	503,374	2,756,358	1,586,834	243,565	5,090,132	-
<b>Total Funds</b>	<b>503,374</b>	<b>11,534,667</b>	<b>2,276,834</b>	<b>243,565</b>	<b>14,556,471</b>	<b>-</b>
Total Liquid Funds		2,758,327	1,586,834			
Maturing Investments, Dec/Jan		545,000	330,000			
Pending Authorized Purchases		-	-			
Commitments as of 11/30/23		(1,351,227)	(1,049,721)			
Cushion <sup>1</sup>		(750,000)	(1,000,000)			
<b>Available for Investing</b>		<b>1,202,100</b>	<b>-</b>			

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

### Committee Action Recommended:

To authorize the purchase of brokered CDs through US Bank Corp for \$1,202,100 with terms ranging from three (3) to eighteen (18) months at the prevailing interest rates at the time of purchase and at the discretion of the financial advisors.





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## BOARD ACTION REQUEST

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**DATE:** JANUARY 23, 2024  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** EXECUTIVE MANAGER  
**BOARD ACTION:** AUTHORIZE TRANSFERS OF FUNDS FOR GRF PER CIVIL CODE 5502

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### **Background:**

Civil Code Section 5502 provides, among other things:

“Notwithstanding any other law, transfers shall not be authorized from the association’s reserve or operating accounts without prior written approval from the board of the association unless the amount of the transfer is less than the following:

\* \* \*

(2) The lesser of ten thousand dollars (\$10,000) or 5 percent of the estimated income in the annual operating budget, for associations with 51 or more separate interests.”

### **Recommendation:**

To authorize the following transfers of funds for the period between November 21, 2023, and January 12, 2024:

<b>Date</b>	<b>Vendor</b>	<b>Check #</b>	<b>Amount</b>
12/13/2023	D L D Insurance Brokers - Premium Down Payment	EFT	\$932,612.52
12/8/2023	Transfer to US Bank - Money Market - 0931	EFT	\$496,625.90
1/9/2024	Transfer to US Bank - Payroll - 1219	EFT	\$307,300.00
12/8/2023	Transfer to US Bank - Restricted MM - 0665	EFT	\$305,865.40
12/12/2023	Transfer to US Bank - Payroll - 1219	EFT	\$282,000.00
12/6/2023	Innovative Cleaning Serv - Multiple Invoices	4139	\$140,066.16
12/11/2023	Innovative Cleaning Serv - Multiple Invoices	4169	\$140,066.16
1/11/2024	ADP, Inc. - EFT - Payroll Taxes 01-12-24	EFT	\$122,669.72

12/1/2023	ADP, Inc. - EFT - Payroll Taxes Paid 12-01-23	EFT	\$121,958.15
1/3/2024	Anthem Blue Cross - HMO Medical	4262	\$108,271.73
12/6/2023	Anthem Blue Cross - HMO Medical	4116	\$106,578.21
12/11/2023	City of Seal Beach - Water Nov-23 & Street Sweeping	4155	\$106,415.32
12/28/2023	P/R Taxes 12-29-23 - EFT - P/R Taxes 12-29-23	EFT	\$102,146.16
12/14/2023	ADP, Inc. - EFT - Payroll Taxes 12/15/23	EFT	\$101,522.09
11/22/2023	California Gate and - Multiple Invoices	4084	\$65,839.23
12/20/2023	California Gate and - Multiple Invoices	4194	\$58,065.35
12/27/2023	Optimal Outsource - Multiple Invoices	4237	\$39,755.08
12/29/2023	Trumbull Insurance Company - 17332253 Insurance	EFT	\$39,258.47
12/6/2023	Off Duty Officers, Inc. - Multiple Invoices	4141	\$33,504.81
12/4/2023	Empower Trst Company, LLC - EFT - Employees 401k Funding 12-01-23	EFT	\$33,367.75
12/18/2023	Empower Trst Company, LLC - EFT - Employees' 401k Funding 12/15/23	EFT	\$32,994.59
12/29/2023	Employees' 401K Funding - EFT - Employees' 401K Funding	EFT	\$31,608.59
12/29/2023	Off Duty Officers, Inc. - Security Service Dec 1-15, 2023	4255	\$27,925.26
12/27/2023	Off Duty Officers, Inc. - Security Service Nov 16-30, 2023	4236	\$26,907.61
12/11/2023	J&J Landscaping, Inc. - Multiple Invoices	4170	\$24,700.00
1/9/2024	J&J Landscaping, Inc. - Multiple Invoices	4300	\$24,700.00
12/20/2023	Optimal Outsource - Multiple Invoices	4208	\$17,066.38
1/3/2024	Magical Holiday Designs - 2023 Holiday Lighting- Balance due	4264	\$15,497.50
1/9/2024	Ganahl Lumber Co - Multiple Invoices	4296	\$15,146.60
12/6/2023	Robert Half - Multiple Invoices	4130	\$14,707.76
12/27/2023	SC Fuels - Gasoline	4222	\$14,026.17
1/9/2024	Ferguson Entrprs #1350 - Multiple Invoices	4295	\$13,646.22
11/28/2023	LED Lighting Solutions - EV15 Radar Speed Sign, Solar Panel Upgrade	EFT	\$13,308.89
11/22/2023	Athens Services - Trash 10-23	EFT	\$13,211.78
1/9/2024	Robert Half - Multiple Invoices	4289	\$12,724.88
12/8/2023	Transfer to US Bank - Restricted MM - 0665	EFT	\$12,500.00
1/9/2024	Home Pipe & Supply - Multiple Invoices	4298	\$12,195.66
11/28/2023	Home Pipe & Supply - Multiple Invoices	4101	\$12,163.08
11/29/2023	Bite Catering Cotoure LLC - Catering Services- GRF & Mutual Dir. Event 12/09/23 CH 4	4114	\$11,973.97
12/11/2023	Athens Services - Trash 11-23	EFT	\$11,548.57

12/8/2023	Golden Rain Fdn - Bank Adjustment - Clear October Amenities Fees - Transfer on 12/8/2023	EFT	\$305,865.40
12/19/2023	Transfer to US Bank - Reserve Checking - 8	EFT	\$250,000.00
11/29/2023	Transfer to US Bank - Reserve Checking - 8	EFT	\$150,000.00
12/20/2023	A-Z BUS SALES, INC. - Bus Purchases	2037	\$218,339.13
11/29/2023	M.J. Jurado, Inc - Multiple Invoices	2032	\$117,114.06
12/6/2023	Vicker's Construction - Multiple Invoices	2036	\$57,127.13
12/6/2023	Pacific 3 Electric, Inc - Proj#1060-23 70% Deposit	2034	\$50,393.00
11/22/2023	Cornerstone Floors - Proj #1062-23R Library and Friends of Library	2030	\$26,895.16
12/6/2023	Greenwood Heating & Air - Proj #1055-23R Admin Bldg HVAC	2033	\$14,500.00
11/22/2023	Robertson Industries, Inc. - Proj #1053-23R Re-top;Site Prep	2031	\$12,905.00
12/13/2023	Transfer to US Bank - General - 6144	EFT	\$930,000.00
11/29/2023	Transfer to US Bank - Payroll - 1219	EFT	\$341,300.00
12/27/2023	Transfer to US Bank - Payroll - 1219	EFT	\$285,300.00
11/29/2023	Transfer to US Bank - General - 6144	EFT	\$121,958.15
12/28/2023	Transfer to US Bank - General - 6144	EFT	\$102,146.16
1/3/2024	Transfer to US Bank - General - 6144	EFT	\$100,000.00
11/29/2023	Transfer to US Bank - General - 6144	EFT	\$33,367.75
1/11/2024	Pay to Employees 01-12-24 - EFT - Pay to Employees 01-12-24	EFT	\$302,848.28
12/1/2023	Pay to employees 12-01-23 - EFT - Pay to employees 12-01-23	EFT	\$284,867.46
12/28/2023	Pay to Employees 12-29-23 - EFT - Pay to Employees 12-29-23	EFT	\$282,544.26
12/14/2023	Pay to Employees 12-15-23 - EFT - Pay to Employees 12-15-23	EFT	\$279,103.86

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## BOARD ACTION REQUEST

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**DATE:** JANUARY 23, 2024  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** FACILITIES COMMITTEE  
**ACTION:** RESERVE FUNDING REQUEST: HVAC UNIT #5 IN CLUBHOUSE ONE

---

### **Committee Approval:**

At its January 2, 2024, meeting, the Facilities Committee recommended the Board of Directors award a contract to Greenwood Heating and Air for the replacement of the HVAC unit #5 in Clubhouse One at a cost not to exceed \$9,995, Reserve Funding, and authorize the President to sign the contract.

### **Background:**

The HVAC unit #5 in Clubhouse One has failed and is beyond its useful life. The Physical Property Department obtained a quote from Greenwood Heating and Air (contractor of record) for the replacement of this Reserve Component. The cost is as follows:

Greenwood Heating and Air- \$9,995

### **Fiscal Impact:**

Funding to come from Reserve HVAC Systems

### **Recommendation:**

I move to award a contract to Greenwood Heating and Air in the amount of \$9,995 reserve funding for the replacement of the HVAC unit #5 in Clubhouse One at a cost not to exceed \$9,995, Reserve Funding, and authorize the President to sign the contract.

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## BOARD ACTION REQUEST

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**DATE:** JANUARY 23, 2024  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** MEMBER SERVICES COMMITTEE  
**BOARD ACTION:** AMEND 70-1462-1, TABLE TENNIS RULES

---

### **Committee Approval:**

At its January 9, 2024, meeting, the Member Services Committee recommended the Board of Directors amend 70-1462-1, Table Tennis Rules.

### **Background:**

The former Governing Documents Committee suggested all rules undergo review by their respective oversight committee every two years. The rule governing table tennis activity was last reviewed by the Recreation Committee in July 2019.

### **Fiscal Impact:**

No expected impact.

### **Recommendation:**

I move to amend 70-1462-1, Table Tennis Rules, changing language throughout and renumbering the document as 37-1462-1.



## RECREATION

7013-1463-1



### Table Tennis Rules

1. Players must sign the attendance book prior to playing.
  2. Food or drinks are not permitted in the table tennis area.
  3. Athletic-type footwear must be worn in the Table Tennis area. ~~Dress shoes, penny loafers, open-toed shoes, or similar footwear is not permitted.~~
  4. Players should conduct themselves in a sportsman-like manner. Loud or offensive language or behavior will not be tolerated.
  5. Guests must be a minimum of 12 years of age to play and be accompanied by a resident of ~~Seal Beach~~ Leisure World Seal Beach.
  6. Malfunctioning or broken equipment must be reported to the Recreation Department immediately.
  7. When participants are waiting to play, a three-minute warm-up time will be observed.
  8. Players may not sit on the table tennis tables.
  - 8.9. When all of the tables are in use, players will call "table open" at the end of "best of three" games, or after practicing for 20 minutes, and relinquish the table to waiting players.
  - 9.10. Tapping or striking the tables with paddles is not permitted.
  - 10.11. To avoid collisions, players may not pass behind competitors until a point is concluded. Players will then call "let" so they may pass safely.
  - 11.12. When a ball from another table enters the playing area, players must immediately call "let" and stop play, and then gently throw the ball back. Kicking the ball back is considered discourteous and not permitted.
- ~~Players should consult their doctor or therapist before playing in order to avoid the inherent dangers of exercising and the risk of personal injury.~~
- ~~Players should consult their doctor or physical therapist regarding medical questions.~~
- ~~In order to avoid injury, players should perform appropriate warm-up and cool-down exercises when using the table tennis area.~~

### Document History

Adopted: 17 Feb 04

Reviewed: 08 Feb 17

Reviewed: 02 Aug 17

(Jul 19)

GOLDEN RAIN FOUNDATION Seal Beach, California



**RECREATION**

**Table Tennis Rules**

Amended: 23 Jul 19

**Keywords:** Table Tennis Rules Ping Pong Recreation



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## BOARD ACTION REQUEST

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**DATE:** JANUARY 23, 2024  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** MEMBER SERVICES COMMITTEE  
**BOARD ACTION:** AMEND 70-1487-2, RECREATIONAL VEHICLE LOT – SCHEDULE OF MONETARY FINES

---

### **Committee Approval:**

At its January 9, 2024, meeting, the Member Services Committee recommended the Board of Directors amend 70-1487-2, Recreational Vehicle Lot – Schedule Of Monetary Fines.

### **Background:**

Any association fine enforcement provisions must provide a method for Members to appeal an issued fine. The changes proposed by the Member Services Committee direct all such appeals to the Community Rules Violation panel. Recreational Vehicle lot rental fees, which had previously been listed in this document, are now found in 10-2000-2, Consolidated Fees.

### **Financial Impact:**

No expected impact.

### **Recommendation:**

I move to amend 70-1487-2, Recreational Vehicle Lot – Schedule Of Monetary Fines, changing language throughout and renumbering the document as 37-1487-2.

## RECREATION

### Recreational Vehicle Lot (RVL) - Schedule of Monetary Fines

#### 1. MONETARY FINES

The following Community Rules Violations Fines are enforced and are applicable to all persons ~~renting/leasing~~ parking recreational vehicles on the Recreational Vehicle Lot regulated by the Golden Rain Foundation (GRF) ~~of Seal Beach~~.

~~Renter/Lessee, (R/L);~~ All individuals, including Renter/Lessee (RLs) holding a Recreational Vehicle parking lease, must follow all rules and ~~are~~ is subject to any consequences for failure to do so. The Member/Owner, (M/O), is ultimately responsible for the behavior and action of their R/L and will be held responsible for any fees, fines or disciplinary consequences incurred by the R/L. See Policy ~~3013~~-5093-1, Shareholder Code of Conduct.

#### 2. FINES FOR COMMUNITY RULES VIOLATIONS ON GRF RECREATIONAL VEHICLE LOT

Violation	First Offense	Second/Subsequent Offense
#001 HAZARDOUS MATERIAL	\$50.00	\$50.00
#002 JACK SUPPORT	\$50.00	\$50.00
#003 ILLEGAL JACK	\$50.00	\$50.00
#004 FLAT TIRE	FIX-IT - TEN (10) DAYS	\$50.00
#005 MAINTENANCE OR REPAIR	\$100.00	\$200.00
#006 TORN, WORN OUT RV COVERS	FIX-IT - TEN (10) DAYS	\$50.00
#007 FAILURE TO PROVIDE REGISTRATION PAPERWORK	CANCELLATION OF LEASE	
#008 EXPIRED REGISTRATION	FIX-IT - TEN (10) DAYS	AFTER 10 DAYS, CANCELLATION OF LEASE

**RECREATION****Recreational Vehicle Lot (RVL) - Schedule of Monetary Fines**

<b>#009</b> NO VALID RVL ID STICKER	FIX-IT - TEN (10) DAYS	AFTER 10 DAYS, CANCELLATION OF LEASE
<b>#010</b> UTILIZING QUALIFIED RECREATIONAL VEHICLE (QRV) AS LIVING QUARTERS	CANCELLATION OF LEASE	
<b>#012</b> UNAUTHORIZED STORAGE OUTSIDE QRV	\$50.00	\$100.00
<b>#013</b> UNAUTHORIZED VEHICLE IN SPACE	\$50.00	\$100.00
<b>#014</b> QRV USED AS A STORAGE UNIT, BUSINESS OR WORKSHOP	\$50.00	\$100.00
<b>#015</b> GENERATOR RUNNING UNATTENDED	\$50.00	\$100.00
<b>#016</b> NON-APPROVED STORAGE UNIT ERECTED IN SPACE	\$50.00	\$100.00
<b>#017</b> QRV INOPERABLE	FIX-IT - TEN (10) DAYS	AFTER 10 DAYS, CANCELLATION OF LEASE
<b>#018</b> FAILURE TO NOTIFY GRF OF QRV CHANGES TO THE OWNERSHIP, REGISTRATION, INSURANCE, ADDRESS, PHONE NUMBER, OR EMERGENCY CONTACT	FIX-IT TEN (10) DAYS	AFTER 10 DAYS, CANCELLATION OF LEASE
<b>#019</b> ALTERATION OR RE-PROGRAMMING OF REMOTE OR DUPLICATION OF KEYS	CANCELLATION OF LEASE	



**RECREATION****Recreational Vehicle Lot (RVL) - Schedule of Monetary Fines**

#020 QRV SLIDE OUT EXTENDED FOR MORE THAN ONE DAY	\$50.00	\$100.00
#021 QRV EXCESS SPEED LIMIT IN RVL	\$25.00	\$50.00
#022 OFF ROAD VEHICLE DRIVEN IN RVL	\$25.00	\$50.00
#023 PARKING AT CHARGING STATION IN EXCESS OF 24 HOURS	\$50.00	\$100.00
#024 VIOLATION OF DUMP STATION PROCEDURES	\$50.00	\$100.00
#025 SALE OF QRV BY SOMEONE OTHER THAN OWNER	CANCELLATION OF LEASE	
#026 FOR SALE SIGN ON QRV IN RVL	\$20.00	\$40.00
#027 PETS IN RVL	\$25.00	\$50.00
#028 WILLFUL DESTRUCTION OF GRF PROPERTY IN THE RVL	CANCELLATION OF LEASE	

2.1. Additional Community Rules Violation notices for the same violation may be issued after each 24-hour period.

**3. FAILURE TO COMPLY**

(Jan 23)

GOLDEN RAIN FOUNDATION Seal Beach, California

## RECREATION

### Recreational Vehicle Lot (RVL) - Schedule of Monetary Fines

~~Additional penalties may be assessed to M/O who fails to respond to a rules violation notice in a timely manner. The procedures for assessing those penalties are outlined in 30-5093-3.~~

#### 4.3. APPEAL REQUESTS

~~The violation notice~~ fine may be contested to the COMMUNITY RULES VIOLATION (CRV) PANEL.  
Procedures for the M/O to appeal a Community Rules Violation notice are detailed in ~~30~~13-5093-3.

~~5.1. The fine may be contested to the COMMUNITY RULES VIOLATION (CRV) PANEL.~~

~~5.1. Additional Community Rules Violation notices for the same violation may be issued after each 24-hour period.~~

#### 6.4. FAILURE TO COMPLY

Additional penalties may be assessed to any M/O who fails to respond to a rules violation notice in a timely manner. The procedures for assessing those penalties are outlined in ~~1330~~13-5093-3.

#### 7. APPEAL REQUESTS

~~Procedures for M/O to appeal a Community Rules Violation notice are detailed in 30-5093-3.~~

#### Document History

Adopted:	27 Feb 18	Amended:	23 Jul 19	Amended:	24 Sep 19
Amended:	25 May 21	Amended:	23 Aug 22	Amended:	24 Jan 23

**Keywords:** Fee RVL Recreational Cancellation of

(Jan 23)

GOLDEN RAIN FOUNDATION Seal Beach, California

**RECREATION**

**Recreational Vehicle Lot (RVL) - Schedule of Monetary Fines**

Vehicle Lot	Lease	35
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37





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## BOARD ACTION REQUEST

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**DATE:** JANUARY 23, 2024  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** ADMINISTRATION COMMITTEE  
**BOARD ACTION:** AMEND 50-1635-4, CALL FOR GRF BOARD CANDIDATES

---

### **Committee Approval:**

At its January 11, 2024, meeting, the Administration Committee recommended the Board of Directors amend 50-1635-4, How to Be a Candidate for the GRF Foundation Board of Directors for Even-Numbered Mutuels Only.

### **Background:**

The Foundation's election instructions, most recently formulated by the Mutual Administration Committee (MAC), while labeled as 50-1935-4 and 50-1936-4, were both titled "How to Be a Candidate for the GRF Foundation Board of Directors for Even-Numbered Mutuels Only. In the rules written by MAC, the two rules were nearly identical.

Under the Foundation's new committee structure, the Administration Committee has been charged with updating election rules. After investigating the origin of the similar rules, the Administration Committee chair discovered the 1635 rule was intended to be the basis of the community newspaper's "Call for Candidates" announcement. Meanwhile, the rule designated 1636 started as a more detailed and formalistic presentation of instructions to guide GRF Board candidates.

The Administration Committee suggests differentiating the two rules to meet these separate purposes. Additionally, the Administration Committee recommends recategorizing the "dash-4" form rule to a "dash-3" procedure and recognizing its different oversight with the Administration's committee designation.

### **Fiscal Impact:**

No expected impact.

### **Recommendation:**

I move to amend 50-1635-4, How to Be a Candidate for the GRF Foundation Board of Directors for Even-Numbered Mutuels Only, changing its title to Call for GRF Board Candidates: Even-Numbered Mutuels Only, and designating the rule as 15-1635-3.



## A Call for Candidates for the ~~GRF~~Golden Rain Foundation Board of Directors: ~~for~~ Even-Numbered Mutuals Only

The election cycle for the Golden Rain Foundation (GRF) Board of Directors representing Mutual 2 (2 seats) and Mutuals 4, 6, 8, 10, 12, 14 and 16 (1 seat) ~~shall begin~~begins in February.

1. A Mutual Board of Directors (BOD) may appoint a nominating committee for the purpose of recommending a candidate for election. Any candidates who are recommended by their Mutual BOD or nominating committee will be given candidate instructions by the Stock Transfer Office.
2. Candidates may self-nominate or be nominated by their Mutual GRF Board Nominating Committee or Mutual Board of Directors.
3. A candidate may be a member who is an officer or director of a Mutual Corporation; of any City Council; of the Orange County Board of Supervisors; of the City of Seal Beach or the County of Orange Planning Commission. However, a member of any entity or partnership or an officer or director of any corporation engaged in supplying material or labor to GRF is strongly discouraged from running for the Board. This may cause a potential conflict of interest, causing an unnecessary liability including, but not limited to, breaching fiduciary duties.
4. Candidates cannot be convicted of a crime that would either prevent GRF from securing fidelity bond coverage or terminate GRF's existing coverage. The candidate must be current in the payment of carrying charges which does not include non-payment of collection charges, late charges, fines, remove assessments, costs levied by a third party, or if the member has (1) paid regular or special assessments under protest per Civil Code Section 5658, (2) has entered into and is currently on a payment plan, or (3) if the member has not been provided with the opportunity to engage in Internal Dispute Resolution (IDR).
5. Candidates must be members of GRF for at least one year. Therefore, renters/lessees of a unit within a Mutual are not eligible to run for the GRF Board of Directors.
6. Each candidate is required to submit a statement of no more than 300 words, 12pt font, single-sided, to the Stock Transfer Office. Statements shall be written in compliance with the election rules, e.g., contain the background, qualifications, and platform of the candidate, and shall not contain any disparaging or defamatory content. The statement will be mailed out with ballots.
7. Refer to GRF By-laws, Article Six, Section 1. Candidate shall complete an Eligibility Disclaimer.
8. Application for Candidacy forms and GRF Directors Handbooks are available in the Stock Transfer Office in the Administration Building beginning Tuesday, February 20, 2024, and submitted by the deadline before 4:30 p.m. on Friday, March 29<sup>th</sup>, 2024.





9. Candidates shall turn in the Application for Candidacy, Eligibility Disclaimer and Statement. Candidates must show their GRF ID. Candidates will receive a receipt when turning in their application materials.
10. Candidates who complete an Application for Candidacy (or are nominated by a Mutual's nominating committee or Board) will be listed on the Secret Mail-in Ballot. Three packets containing the Secret Mail-in Ballot, postage-paid envelopes, balloting instructions, and deadlines will be mailed to each household in the even-numbered Mutuals on **Friday, May 3<sup>rd</sup> 2024**. Nominations from the floor and write-ins are prohibited.

On behalf of the existing GRF Board, and your fellow members, we thank all candidates for your willingness to assist in the continued success of our community.

**For further information on being a candidate for the GRF Board, please call (562) 431-6586, Ext. 346 for Stock Transfer, Ext. 303 for the Board of Directors Office.**

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## BOARD ACTION REQUEST

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**DATE:** JANUARY 23, 2024  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** ADMINISTRATION COMMITTEE  
**BOARD ACTION:** AMEND 50-1636-3, HOW TO RUN FOR GOLDEN RAIN FOUNDATION BOARD  
-EVEN-NUMBERED MUTUALS ONLY

---

### **Committee Approval:**

At its January 11, 2024, meeting, the Administration Committee recommended the Board of Directors amend 50-1636-3, How to Run for Golden Rain Foundation Board.

### **Background:**

GRF Board of Directors' annual elections alternate between odd- and even-numbered mutuals. The Foundation's election instructions, most recently formulated by the Mutual Administration Committee (MAC), comprised both a Call for Nominations, 50-1935-4, and How to Run for a GRF Director, 50-1936-4, which have to be updated each year.

Under the Foundation's new committee structure, the Administration Committee has been charged with updating election rules. Under MAC, the Call for nominations and How to Run for GRF Director, were nearly identical.

The Administration Committee suggests differentiating the two rules. The call for candidates, 50-1635-4, intended to be the community media's announcement of the election, has been written more informally and truncated. 50-1936-4, How to Run for GRF Board, is a more formal presentation of the GRF rules governing candidacy and the voting and installation process.

The Administration Committee recommends recategorizing the "dash-4" form to a "dash-3" procedure, and recognizing its different oversight with Administration's committee designation.

### **Fiscal Impact:**

No expected impact.

### **Recommendation:**

I move to amend 50-1636-3, How to Run for GRF Director, changing its title to Instructions for GRF Board Candidates, and designating the rule as 15-1636-3.





## **Instructions for GRF Board Candidates**~~How to be a Candidate~~ **for the Golden Rain Foundation Board of Directors:**      **for** **Even-Numbered Mutuals Only**

The campaign cycle for the Golden Rain Foundation (GRF) Board of Directors will begin soon! During 2024, an even-numbered year, the GRF Board seats representing the even-numbered Mutuals are up for election.

### **1. Eligibility for Candidacy:**

- 1.1. The candidate must have been a GRF Member for at least (1) one year prior to the application deadline.
- 1.2. The candidate cannot ~~be have been~~ convicted of a crime that would ~~either~~ prevent GRF from purchasing fidelity bond coverage or terminate GRF's existing coverage.
- 1.3. To avoid any potential conflict of interest, no member of the GRF Board of Directors or a Director's spouse may be employed by the Foundation.
- 1.4. The candidate's payment of any ~~, current in the payment of monthly or special assessment is current, or they carrying charges which does not include non-payment of collection charges, late charges, fines, fines rename assessments, costs levied by a third party, or if~~
  - 1.4.1. ~~the member has have (1) paid any past-due monthly or special assessments under protest per Civil Code Section 5658, or (2)~~
  - 1.4.2. ~~have has~~ entered into and ~~is are~~ currently on a payment plan, or ~~(3) if the~~
  - 1.4.3. ~~have member has~~ not been provided the opportunity to engage in ~~an~~ Internal Dispute Resolution (IDR) ~~concerning their non-payment of any monthly or special assessment.~~

~~The candidate is a member of GRF for at least (1) year.~~
- 1.5. A candidate's eligibility to run is not affected by non-payment of fines, fees, collection charges or administrative payments; or costs levied by a third party.
- 1.6. Per Foundation By-Laws and GRF Election Procedures, candidates shall complete the Candidate Eligibility Disclaimer, 15-1632-4, to affirm they are qualified to serve on the GRF Board of Directors.
- 1.7. The GRF Secretary is authorized to determine the qualifications of all candidates, pursuant to the terms of all GRF Governing Documents and applicable State laws.

### **4. ~~Nomination Process~~**



## STOCK TRANSFER ADMINISTRATION

5015-1636-43



### 2.

2.1. Candidates may self-nominate, or be nominated by their Mutual's GRF Nominating Committee or Board of Directors.

### 2.2. Copies of

50-1631-4 Application for Candidacy ~~forms, 15-1631-4,~~ are available in the Stock Transfer Office in the Administration Building beginning Tuesday, February 20, 2024. ~~Candidates who are self-nominated must complete a 50-1631-4 Application for Candidacy before 4:00 p.m. on~~ Friday, April 26<sup>th</sup>, 2024.

### 2.3.

Mutual ~~Candidates who are nominated by their GRF Nominating Committee or Boards of Directors or their appointed nomination committees who nominate candidates will present will those have their names submitted to Stock Transfer by the GRF Secretary prior to 4 p.m. on~~ Friday, March 22, 2024. Upon receiving ceipt of any candidate names submitted by a mutual submitted names, the GRF Board Office will contact each such candidate and arrange for them to confirm their candidacy by receiving and completing an "Application for Candidacy" form and candidate instructions.

2.4. ~~Candidates who are self-nominated must complete and submit 15-1631-4, Application for Candidacy, before 4:00 p.m. on~~ Friday, March 29, 2024, to the Stock Transfer Office.

### 2.5.

In accordance with 130-5025-3, GRF Election Procedures, each candidate shall submit a statement, or résumé resume, of no more than 300 words, single-single-sided, to the Stock Transfer Office. Statements shall be written in compliance with the election rules, i.e.g., contain the candidate's background, qualifications, and platform ~~of the candidate;~~ but and shall not include contain any disparaging or defamatory content. All Statements are due before 4:30 p.m. on Friday, April 26<sup>th</sup>, 2024.

~~2.~~ 2.6. ~~Per Foundation by laws, 30-5025-3 GRF Election Procedures, section 3.1.2. Candidates shall complete a 50.1632-4 Candidate Eligibility Disclaimer to set forth that they are qualified to serve on the GRF Board of Directors.~~

~~When turning in the~~ Before a nomination will be considered to be placed on the official ballot, candidates for office must present, in person to the Stock Transfer Office:



## STOCK TRANSFER ADMINISTRATION

5015-1636-43



- 2.6.1 50-1631-4 Application for Candidacy, 15-1631-4;
- 2.6.2 50-1632-4 Candidate Eligibility Disclaimer, 15-1632-4;
- 2.6.3 and Candidate Statement; and
- 2.6.4. members must show their GRF photo ID.

Candidates will receive a receipt ~~when turning in~~ acknowledging their application materials.

- 2.7. All statements and application materials are due in the Stock Transfer Office before 4:00 p.m. on Friday, April 29, 2024. No late submissions will be accepted.

*March*

- 3. To avoid any potential conflict of interest, no member of the GRF Board of Directors or their spouse may be employed by the Foundation. GRF Board Candidates must sign a 50-1632-4 Candidate Eligibility Disclaimer stating that they are eligible to service as a Director and a member for one year.

### 3. Balloting Process

- 3.1. Candidates who complete a timely 50-1631-4 Application for Candidacy, 35-1631-4, (or are nominated by a GRF nominating committee or Mutual Board or its nominating committee) will be listed on a the Secret Mail-in bBallot mailed to each household within the mutual the candidate desires to represent. Ballot packets containing the Secret Mail-in-Ballot. The ballot packet also contains voting instructions and deadlines, and postage-paid envelopes, balloting instructions, and deadlines to ensure voter confidentiality. The packets will be mailedmailed to each household in the even-numbered GRF on Friday, May 3<sup>rd</sup>, 2024.

- 3.2. The GRF By-Laws have no provisions for write-in candidates on the ballots, or for nominations from the floor.

### 4. Vote Counting

- 4.1. Returned ballots are submitted directly to the Foundation's independent inspector of elections.
- 4.2. Ballots presented in person at the ballot-counting meeting on Tuesday, June 4, 2024, prior to the beginning of the vote count will be included in the inspector of elections' tabulation.

- 3.1.4.3. The inspector of elections will announce the vote tabulations and declare the winner in each race at the conclusion of the June 4, 2024, meeting.

For further information on being a GRF Board candidate ~~for the GRF Board~~, please call (562) 431-6586;

Ext. 346 for the Stock Transfer Office, or Ext. 303 for the Board of Directors Office.



**STOCK TRANSFER ADMINISTRATION**  
**5015-1636-43**





## **Instructions for GRF Board Candidates: Even-Numbered Mutuals Only**

The campaign cycle for the Golden Rain Foundation (GRF) Board of Directors will begin soon! During 2024, an even-numbered year, the GRF Board seats representing the even-numbered Mutuals are up for election.

### **1. Eligibility for Candidacy:**

- 1.1. The candidate must have been a GRF Member for at least (1) one year prior to the application deadline.
- 1.2. The candidate cannot have been convicted of a crime that would prevent GRF from purchasing fidelity bond coverage or terminate GRF's existing coverage.
- 1.3. To avoid any potential conflict of interest, no member of the GRF Board of Directors or a Director's spouse may be employed by the Foundation.
- 1.4. The candidate's payment of any monthly or special assessment is current, or they:
  - 1.4.1. have paid any past-due monthly or special assessments under protest per Civil Code Section 5658, or
  - 1.4.2. have entered into and are currently on a payment plan, or
  - 1.4.3. have not been provided the opportunity to engage in an Internal Dispute Resolution (IDR) concerning their non-payment of any monthly or special assessment.
- 1.5. A candidate's eligibility to run is not affected by non-payment of fines, fees, collection charges or administrative payments; or costs levied by a third party.
- 1.6. Per Foundation By-Laws and GRF Election Procedures, candidates shall complete the Candidate Eligibility Disclaimer, 15-1632-4, to affirm they are qualified to serve on the GRF Board of Directors.
- 1.7. The GRF Secretary is authorized to determine the qualifications of all candidates, pursuant to the terms of all GRF Governing Documents and applicable State laws.

### **2. Nomination Process**

- 2.1. Candidates may self-nominate, or be nominated by their Mutual's GRF Nominating Committee or Board of Directors.
- 2.2. Copies of Application for Candidacy, 15-1631-4, are available in the Stock Transfer Office in the Administration Building beginning **Tuesday, February 20, 2024.**

## **ADMINISTRATION**

15-1636-3



- 2.3. Mutual Boards of Directors or their appointed nomination committees who nominate candidates will present those names to the GRF Secretary prior to 4 p.m. on **Friday, March 22, 2024**. Upon receiving any candidate names submitted by a mutual, the GRF Board Office will contact each such candidate and arrange for them to confirm their candidacy by completing an "Application for Candidacy" form.
- 2.4. Candidates who are self-nominated must complete and submit 15-1631-4, Application for Candidacy, before 4:00 p.m. on **Friday, March 29, 2024**, to the Stock Transfer Office.
- 2.5. In accordance with 13-5025-3, GRF Election Procedures, each candidate shall submit a statement or résumé of no more than 300 words, single-sided, to the Stock Transfer Office. Statements shall be written in compliance with the election rules, i.e., contain the candidate's background, qualifications, and platform; but shall not include any disparaging or defamatory content.
- 2.6. Before a nomination will be considered to be placed on the official ballot, candidates for office must present, in person to the Stock Transfer Office:
  - 2.6.1 Application for Candidacy, 15-1631-4;
  - 2.6.2 Candidate Eligibility Disclaimer, 15-1632-4;
  - 2.6.3 Candidate Statement; and
  - 2.6.4 their GRF photo ID.Candidates will receive a receipt acknowledging their application materials.
- 2.7. All statements and application materials are due in the Stock Transfer Office before 4:00 p.m. on **Friday, April 29, 2024**. No late submissions will be accepted.

### **3. Balloting Process**

- 3.1. Candidates who complete a timely Application for Candidacy, 35-1631-4, (or are nominated by a Mutual Board or its nominating committee) will be listed on a ballot mailed to each household within the mutual the candidate desires to represent. The ballot packet also contains voting instructions and deadlines, and envelopes to ensure voter confidentiality. The packets will be mailed **Friday, May 3, 2024**.
- 3.2. The GRF By-Laws have no provisions for write-in candidates on the ballots, or for nominations from the floor.

### **4. Vote Counting**

- 4.1. Returned ballots are submitted directly to the Foundation's independent inspector of elections.
- 4.2. Ballots presented in person at the ballot-counting meeting on **Tuesday, June 4, 2024**, prior to the beginning of the vote count will be included in the inspector of elections' tabulation.

(Feb 22)

GOLDEN RAIN FOUNDATION Seal Beach, California

## **ADMINISTRATION**

15-1636-3



- 4.3. The inspector of elections will announce the vote tabulations and declare the winner in each race at the conclusion of the June 4, 2024, meeting.

**For further information on being a GRF Board candidate, please call (562) 431-6586: Ext. 346 for the Stock Transfer Office, or Ext. 303 for the Board of Directors Office.**



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## BOARD ACTION REQUEST

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**DATE:** JANUARY 23, 2024  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** ADMINISTRATION COMMITTEE  
**BOARD ACTION:** ADOPT 10-5028-3, GRF BOARD CANDIDATE GUIDE

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### **Committee Approval:**

At its January 11, 2024, meeting, the Administration Committee recommended the Board of Directors adopt 10-5028-3, GRF Board Candidate Guide.

### **Background:**

For several years, candidates running for a GRF Board position have received a copy of the GRF Director's Handbook within the packet of nomination materials they receive when they express interest in running for office.

The present director's handbook contains sections offering information relevant to a Member seeking the position, as well as detailed information is only marginally relevant until a candidate is elected to the position.

While the information directed toward candidates remains fundamentally unchanging, frequent modifications to the Board's meeting and administrative protocols and procedures have meant the handbook's directors section is amended frequently. Even though serving Board directors no longer require information about running for office, the Candidates section nevertheless has to be printed again.

The Administration Committee recommends the publication be split to more precisely focus on the two discrete audiences. The attached draft of a new "GRF Candidate Guide" has gleaned information relevant to the campaign process from the Director's Handbook. The Candidate Guide includes more explicit information concerning the candidate's expected investment of time and energy if they become Board Directors. This may better prepare candidates to evaluate their decisions to run.

The Director's Handbook will be abridged to focus on more legalistic and technical matters of Board service to be presented to winning candidates of the GRF Board races.

### **Fiscal Impact:**

Lower printing costs from fewer pages in candidate packet. Minimal savings.

### **Recommendation:**

I move to adopt 10-5028-3, GRF Board Candidate Guide.



# GRF Candidate's Guide



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## Want to Become a GRF Director?

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What Does a GRF Board Director Do? Page 2

What Are the Expectations of GRF Director?

Will I Have Help to Succeed in My Role? Page 3

Am I Eligible to Be a GRF Director?

What is the Application Process?

Are There Restrictions on My Campaigning?

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If you're elected...the first afternoon

Page 3

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## Want to Become a GRF Director?

### A. What Does a GRF Board Director Do?

1. You fulfill a legally required role in the management of the community, largely conducted under the provisions of the California Assembly's Davis-Stirling Act.
2. You will serve with 17 other Directors to establish policies governing the GRF Executive Director's administration of the community's shared Trust Property and facilities, as well as the non-profit master association that serves as the management company for the 16 Mutual Corporations comprising Leisure World Seal Beach.
3. Each month, you will be reading hundreds of pages of documents and supplementary materials, performing additional research on upcoming Board issues, and attending hours of meetings of the Board and its committees before voting on official Board actions.

### B. What are the Expectations of GRF Directors?

1. You will conduct your duties according to the statutes and restriction contained within the California Civil Code, and the rules and codes of behavior established by the GRF Board of Directors.
2. You will serve as a volunteer in an unpaid position, representing not your own interests or the interests of your Mutual's residents, but the interests and welfare of the entire community.
3. You will devote the time and have a willingness to learn about a wide variety of familiar and unfamiliar topics.
4. You possess the ability and desire to work as a team.
5. You recognize a duty to research/study and vote on all items that come to the Board for action or response.
6. You will attend an overwhelming proportion of GRF Board Meetings, and Committee meetings and related meetings to which you are assigned.
7. You will fulfill all rules governing GRF Members, and additionally comply with rules defining and limiting the Directors of the GRF Board, and understand you will be subject to censure or other discipline for violations.
8. You will comply with the Board's rules on confidentiality, and display loyalty in supporting the Board's official decisions.



## GRF Candidate's Guide

**C. Will I Have Help to Succeed in My Role?**

1. GRF staff and outside professionals throughout the Board's term train Directors in legal compliance, financial management, technology use, and meeting protocol.
2. The GRF Board President will assign a mentor to guide first-time Directors through the first months of their term.
3. GRF furnishes an iPad or laptop, and establishes an official GRF email account for each director.

**D. Am I Eligible to Become a GRF Director?**

1. You are a GRF Member in good standing in the Mutual you wish to represent on the GRF Board of Directors.
2. You have been a GRF Member for at least one year by the deadline date for nominations to be submitted.
3. You have not been convicted of a crime that would prevent GRF from purchasing fidelity bond coverage or would terminate GRF's existing coverage.

**E. What is the Application Process?**

1. All potential Directors must obtain the application packet in the Stock Transfer Office.
2. Submitted application package must include the following:
  - a. Complete application.
  - b. A statement of qualifications and experience, including your platform, totaling no more than 300 words.
  - c. Copy of GRF Member ID card.
  - d. A signed acknowledgement of the documents received by the applicant.
3. The complete package must be submitted to the Stock Transfer Office by the nomination period deadline to ensure any questions of eligibility can be resolved. No candidacy materials will be accepted after the close of the nomination period.

**F. Are There Restrictions on My Campaigning?**

1. Candidates are entitled to purchase labels for the addresses in their Mutual at a flat rate of \$10 per request, plus \$0.25 per sheet. This is to be paid at the time the labels are ordered. Labels can be ordered by completing an "Access to Documents" form in the Accounting Department. This list will not contain all addresses as some Shareholders have opted out of receiving campaign correspondence.
2. Candidates MAY NOT use a Mutual e-mail contact list to send campaign-related correspondence. If any candidate violates this rule, they will be liable for reimbursing GRF for the cost of the election and may be removed as a candidate.

**G. If You're Elected? In the First Afternoon...**

Be prepared to be installed on the Board at the Annual Meeting, and to participate in voting to choose the Board's officers.



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## BOARD ACTION REQUEST

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**DATE:** JANUARY 23, 2024  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** ADMINISTRATION COMMITTEE  
**BOARD ACTION:** **TENTATIVE VOTE:** AMEND 13-5025-3, GOLDEN RAIN FOUNDATION ELECTION PROCEDURES

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### **Committee Approval:**

At its January 11, 2024, meeting, the Administration Committee recommended the Board of Directors amend 13-5025-3, Golden Rain Foundation Foundation Election Procedures.

### **Background:**

The Foundation's detailed election instructions are frequently amended to synchronize the Foundation's practices with new laws passed by the California Assembly. The changes suggested by the Administration Committee update language and notification instructions as codified in state law.

Additionally, the Executive Director recommends retitling the document from "Procedures" to "Rules" and recategorizing it as a dash-1 "rule," to more precisely match the state's statutory language.

### **Fiscal Impact:**

No expected impact.

### **Recommendation:**

I move to amend 13-5025-3, Golden Rain Foundation Foundation Election Procedures, changing its title to Golden Rain Foundation Foundation Election Rules, designating the rule as 13-5025-1. Pending a 28-day notification to the members and a final decision by the GRF Board of Directors on February 27, 2024.



## Golden Rain Foundation Election Rules



The following will be in effect for the election of directors to the Golden Rain Foundation (GRF) Board of Directors (BOD):

**1. ELECTIONS****1.1. ANNUAL ELECTION**

The election of directors for odd-numbered Mutuals will occur during odd-numbered years and the election of directors for even-numbered Mutuals will occur during even-numbered years. Each director shall serve a two-year term. One (1) director will be elected from each Mutual except for Mutuals One (1) and two (2) where there will be two (2) Directors.

**1.2. SPECIAL ELECTIONS**

Upon the occurrence of a vacancy on the BOD representing an odd- or even-numbered Mutuals, the process for a special election will begin within ten (10) days after the Secretary of the Board is notified of the vacancy.

**2. VOTING****2.1. QUALIFICATION FOR VOTING**

Members must vote by using the secret ballot. It may be mailed or handed in at the Annual Meeting prior to poll closing. Members may cast one (1) vote, except on the ballots of Mutuals One (1) and Two (2), members may cast two (2) votes, but they may not be cast cumulatively. Members may obtain replacement ballots by contacting the Inspector of Elections.

**2.2. CUMULATIVE VOTING**

Pursuant to the Bylaws, cumulative voting is not permitted.

**2.3. VOTING BY ACCLAMATION**

~~To the extent permitted by law, if~~ in the event the number of candidates at the close of nominations is the same as the number of open positions on the Board, those candidates shall be automatically elected, by acclamation, without further action, ~~and if~~ the procedure shall be conducted and the results shall be announced as required by Section 10 of this these Rules and applicable law.

**3. CANDIDATES****3.1. CANDIDATE ELIGIBILITY AND QUALIFICATIONS**

~~All candidates must be members of GRF for at least one (1) year, at the time of nomination.~~

**3.1.1.** Only members who meet the following criteria are qualified to be elected to the BOD:



## Golden Rain Foundation Election Rules



3.1.1.1. Candidates and Directors may not have been convicted of a crime that would either prevent GRF from purchasing fidelity bond coverage or terminate GRF's existing coverage.

3.1.1.2. Candidates and Directors must be current in the payment of all monthly assessments and special assessments carrying charges. Note, this does not include non-payment of collection charges, late charges, fines, fines renamed as assessments, costs levied by a third party, or if the member has (1) paid under protest per Civil Code Section 5658; (2) has entered into and is current in a payment plan (defined as a signed written agreement between the Board and the Owner) per Section 5665, and is current and in compliance with all terms thereof; or (3) if the member has not been provided the opportunity to engage in Internal Dispute Resolution ("IDR").

All members of GRF have the right to engage in Internal Dispute Resolution ("IDR") and/or Alternative Dispute Resolution ("ADR"), pursuant to the Civil Code. A member may contact the Board, in writing, to initiate IDR/ADR. Note, if IDR/ADR is not scheduled and completed prior to the nomination deadline, candidates may be disqualified for non-payment of carrying charges.

3.1.1.3. Candidates **must** have been a member of GRF for at least one (1) year at the time nominations for the office are closed.

3.1.2. In addition to the foregoing qualifications, any member who is (a) an officer or director of a Mutual Corporation at Seal Beach Leisure World; (b) a member of any City Council; (c) a member of the Board of Supervisors of the County of Orange, California; (d) a member of the Planning Commission for the City of Seal Beach, California, or the County of Orange, California; (e) an elected official of any city, county, governmental body or political subdivision thereof; (f) an individual, a member of any entity or partnership, or an officer or director of any other corporation engaged in supplying material, services or labor to the Golden Rain Foundation, is strongly discouraged from running for the BOD, as such action creates a substantial time commitment and causes

**Golden Rain Foundation Election Rules**



a potential conflict of interest. Further, such action may expose any individual member and/or the Board to unnecessary liability, including,

## Golden Rain Foundation Election Rules



but not limited to, breaching fiduciary duties.

The Corporate Secretary is authorized to determine the qualifications of a Director, pursuant to the terms of all GRF Governing Documents and applicable State laws.

- 3.1.3. Serving on both a Mutual Board and the GRF Board may require you to recuse yourself from some issues brought before the Board.

### 3.2. CANDIDATE APPLICATION MATERIALS

Candidates shall turn in the following materials prior to the deadline set by the GRF. Candidates will receive a receipt for their application.

3.2.1. Application for Candidacy as a GRF Director

3.2.2. Signed Candidate Eligibility Disclaimer (set forth below)

3.2.3. Signed Candidate Statement (set forth below)

3.2.3.3.2.4.

At the time of ~~submitting~~turning in candidate materials, candidates must present their current GRF identification card. ~~Candidates will receive a receipt for their application.~~

### 3.3. CANDIDATE ELIGIBILITY DISCLAIMER

~~Refer to GRF By-laws, Article Six, Section 1.~~ Candidates shall complete an Eligibility Disclaimer to set forth that they are qualified to serve on the GRF Board of Directors. Refer to GRF By-Laws, Article Six, Section 1.

### 3.4. CANDIDATE STATEMENT

Prior to the deadline established by the GRF, each candidate shall submit a ~~S~~statement containing up to 300 words (no less than 12-point type, single sided). The statement shall be mailed with the ballot.

3.4.1. The statement shall contain the candidate's background, qualifications and platform, and shall not contain any disparaging or defamatory content.

### 3.5. NOTIFICATION OF NOMINATIONS FOR ELECTION OF DIRECTORS

As prescribed by law, at least thirty (30) days before the close of nominations, GRF will provide individual or general notice of the election and the procedure for nominating candidates.



## Golden Rain Foundation Election Rules



Additionally, the GRF shall place a notice in the Community newspaper not less than ninety (90) days prior to the election counting meeting that any member may place his or her name into nomination for the director position representing the Mutual in which they reside. The notice shall be published in the Community newspaper every week thereafter until the close of the nominating period.

**3.6. SELF-NOMINATION BY MEMBERS**

Members who wish to nominate themselves as a candidate for election to the BOD must do so in writing to the Stock Transfer Office prior to the closing of the application deadline.

**3.6.1.** All candidates shall be provided candidate instructions upon submitting their name for nomination.

**3.7.** A Mutual BOD may appoint a nominating committee for the purpose of recommending a candidate for the election. Any candidates who are recommended by their Mutual BOD or nominating committee will be given candidate instructions by the Stock Transfer Office.

**3.8.** Nominations from the floor or write-ins.

**3.8.1.** Nominations from the floor and write-ins are prohibited.

**3.9.** Campaign Cycle

**3.9.1.** The campaign cycle shall begin in February and end with the closing of the polls.

**3.10.** Equal Access to GRF Media

**3.10.1.** Candidates advocating a point of view for purposes reasonably related to the election shall be provided a one-time access to ~~the~~ GRF's website (LWSB website) during the campaign cycle as follows:

**3.10.1.1.** Submissions shall be posted on the election bulletin board on the LWSB website during the campaign cycle.

**3.10.1.2.** Submissions shall be limited to 300 words and shall not contain disparaging or defamatory content.

**3.10.1.3.** One submission shall be accepted from each candidate for posting on the LWSB website.

**3.10.2.** Candidates advocating a point of view for purposes reasonably related to the election may purchase, subject to space availability and

## Golden Rain Foundation Election Rules



advertising guidelines established by the News Office, a maximum of a half-page of space in an edition of the Community newspaper at regular advertising rates during the campaign cycle. No other access to the Community newspaper will be granted.

- 3.10.3. Equal access to clubhouse meeting spaces shall be provided at no cost to all candidates, including those who are not incumbents, and to all members advocating a point of view for purposes reasonably related to the election. The clubhouses are subject to availability by reservation only on a first-come, first-serve basis.
- 3.10.4. In the event that an incumbent director makes any statements or takes any actions, solely in the context of the ei rose directors' performance of their duties ~~as directors~~, any and all such statements or actions shall not ~~constitute provision by the GRF of~~ require GRF to provide any opposing candidates access to its media for campaign purposes.
- 3.10.5. In the event that GRF's media reports any candidates' statements or actions that are reasonably unrelated to the election, the reporting of such shall not ~~constitute require GRF to provide provision by GRF~~ any opposing candidates access to its media for campaign purposes.
- 3.10.6. In accordance with Civil Code 5135, no GRF funds shall be used for campaign purposes, except to the extent necessary for the GRF to comply with the duties imposed upon it by law.
- 3.10.7. Campaign Restrictions
- 3.10.7.1. Candidates are entitled to purchase labels for the addresses in their Mutual at a flat rate of \$10 per request, plus \$0.25 per sheet. This is to be paid at the time the labels are ordered. Labels can be ordered by completing an "Access to Documents" form in the Accounting Department available through the GRF Client Service Team. This list will not contain ~~all addresses as some~~ Shareholders who have opted out of receiving campaign correspondence.
- 3.10.7.2. Candidates MAY NOT use a Mutual e-mail contact list to send ~~campaign campaign~~-related correspondence if it contains the names of Members who have opted out from such notices. If a candidate violates this Campaign Rule, the candidate you will be liable for reimbursing GRF for the cost of the election and candidate may be removed ~~as a candidate from the ballot~~.



**Golden Rain Foundation Election Rules**



- 3.10.8.** Non-Responsibility for Statements and Actions  
Neither GRF or its officers, directors or employees shall be responsible

## Golden Rain Foundation Election Rules



for any claims, damages, injuries, judgments, orders or settlements, including attorney's fees, arising from a candidate's statement or actions made in connection with an election.

#### 4. ELECTION MEETINGS

The GRF BOD will convene a special meeting one week prior to the Annual Meeting for ~~the purpose of~~ the Inspector of the Election to counting ~~secret~~ ballots. All members are welcome to attend the special meeting.

In the case of a special election, the GRF BOD will convene a special meeting approximately thirty (30) days after the ballots are mailed for ~~the purpose of~~ the Inspector of the Election to counting ballots. All members are welcome to attend the special meeting.

#### 5. ELECTION PROCESS

5.1. The GRF Administration Committee each year shall evaluate independent third-party vendors to perform all election services as Inspector(s) of Elections and recommend a firm or individual to the Board of Directors to serve in that capacity. ~~shall review the election materials and the election process and recommend approval to the GRF BOD.~~

5.2. The GRF BOD shall contract with an independent third-party vendor to perform all election services as Inspector(s) of Election. The an vendor election services vendor that will be directed to ~~conduct the election and be accountable for the conduct of each~~ the election in accordance with this policy, all applicable codes, GRF By-Laws, and state laws.

5.3. ~~During its meeting in February, the GRF Administration Committee of the GRF BOD will recommend that the Board appoint the election services company as its Inspector(s) of Election.~~

5.4. ~~During its meeting in February, the BOD will appoint the election services company as its Inspector of Election.~~

#### 6. ELECTION MATERIALS

6.1. The Foundation's Administration shall review the election materials and the election process and recommend their acceptance by the GRF BOD.

6.1.6.2. Notice of Election

At least thirty (30) days before the ballots are distributed, GRF will provide general

Golden Rain Foundation Election Rules



notice of (1) the date and time by which, and address where, ballots are to be returned; (2) the date, time and location of the meeting to tabulate the ballots; and (3) the list of all candidates' names that will appear on the ballot.

**6.2.6.3.** Verification of Election Material

GRF shall permit members to verify the accuracy of their individual information on



## Golden Rain Foundation Election Rules



the Election Material at least thirty (30) days before the ballots are distributed. GRF or any member shall report any errors or omissions for either list to the inspector(s) of election who shall make the corrections within two (2) business days.

"Election Material" means the following documents: returned ballots, signed voter envelopes, Candidate Registration List and the Voter List. The Candidate Registration List means the list of qualified candidates existing as of the close of nominations. The Voter List may include: the name, voting power and either the physical address of the member's separate interest or the parcel number, or both; and the mailing address of the member (if different from the physical address or if the parcel number is used).

#### 6.3.6.4. Ballot Packet

The ballot packet will consist only of a secret ballot, voting instructions, any candidate statements/résumés, ~~a copy of the election rules~~, two return envelopes, and mailing instructions for the election. The ballot packet will be mailed no less than thirty (30) days prior to the ballot counting meeting. ~~Note, The election rules~~ will be posted on the Foundation's website (lwsb.com). Upon request, they can may be provided by individual delivery, ~~or by posting same on an internet site and providing the corresponding internet.~~

#### 6.4.6.5. Secret Ballots Returned by Mail

6.4.1.6.5.1. The secret ballot is required to be mailed to the Inspector(s) of the Election for proper verification and validation and must be received before noon on the date established on the ballot.

6.4.1.1.6.5.1.1. Ballot can also be delivered to the Inspector(s) of Election at the Special Election Meeting prior to poll closing.

6.4.2.6.5.2. The mail-in secret ballot is irrevocable once received by the Inspector(s) of the Election.

6.4.3.6.5.3. The denial of a ballot to a person with general power of attorney for a member is prohibited. (Civil Code Section 5105(g)(2).) A ballot submitted for a member by an individual with general power of attorney is valid so long as it is submitted in a timely fashion.

6.4.4.6.5.4. The Inspectors of Election will open and process, in public view, the mail-in secret ballots on the day of the special ~~meeting~~ held for the purpose of counting ballots as outlined in ~~under~~ Section 7.

6.4.4.1.6.5.4.1. If a secret ballot is compromised or improperly sealed or addressed, or has any identifying marks, it will be





invalidated by the Inspector(s) of the Election.

**7. INSPECTOR(S) OF THE ELECTION**

**Golden Rain Foundation Election Rules**

- 7.1. Inspector(s) of the Elections shall perform the following:
  - 7.1.1. Determine the number of shareholders entitled to vote and the voting power of each.
  - 7.1.2. Establish a mailing address for mail-in ballots, and the contact phone number for members' questions.
  - 7.1.3. Prepare and mail to all members in the odd- or even-numbered Mutuals, no later than thirty (30) days prior to the election meeting, the notice letter, mail-in secret ballot, any candidate statements/résumés, voting instructions, the election rules, two envelopes, and mailing instructions for the GRF election, in a manner consistent with providing and ensuring ~~that~~ the member's vote will be by "secret ballot."
  - 7.1.4. Receive secret ballots, which can be mailed in, or hand delivered to the Special Election Meeting prior to poll closing.
  - 7.1.5. Open secret ballots at the special meeting for the purpose of counting ballots.
  - 7.1.6. Count and tabulate all votes.
  - 7.1.7. Determine the results of the election.
  - 7.1.8. Certify, in writing, that the election was held in accordance with this policy and Section 5110 of the Davis-Stirling Common Interest Development Act (the Act).
  - 7.1.9. Consult with GRF's legal counsel, if necessary, to fulfill the Inspector(s)' obligations under the law.

**8. OBSERVERS OF THE ELECTION**

Any candidate or member of the GRF may witness the counting and tabulation of the votes. However, the Inspector(s) of Election may establish reasonable guidelines for candidates and members for the observing of the counting and tabulation of ballots, including guidelines on distance from which observers may stand.

**9. BALLOT RETENTION**

- 9.1. The sealed ballots at all times shall be in the custody of the Inspector or Inspectors of the election or at a location designated by the inspector or inspectors until after the tabulation of the vote, and until the time allowed by Section 5145 of the Civil Code (twelve months) for challenging the election has

## ADMINISTRATION

### Golden Rain Foundation Election Rules

13-5025-13



expired, at which



## Golden Rain Foundation Election Rules



time custody will be transferred to GRF, or if approved by the BOD, retained by the Inspector.

- 9.2. ~~After the transfer of the ballots to GRF, t~~The ballots shall be stored ~~by GRF~~ in a secure place for no less than one year after the date of the election.

## 10. ACCLAMATION

- 10.1. In the event the number of candidates at the close of nominations is the same as the number of open positions on the Board, those candidates shall be automatically elected, by acclamation. Pursuant to Civil Code Section 5103, election by acclamation shall be permitted if the following conditions are satisfied:

10.1.1. GRF has held a regular election for the directors in the last three years. The three-year time period shall be calculated from the date ballots were due in the last full election to the start of voting for the proposed election.

10.1.2. GRF provided individual notice of the election and the procedure for nominating the candidate as follows: (1) initial notice at least ninety (90) days before the deadline for submitting nominations which includes (a) the number of board positions that will be filled at the election; (b) the deadline for submitting nominations; (c) the manner in which nominations can be submitted, and (d) a statement informing members that if, at the close of the time period for making nominations, there are the same number or fewer qualified candidates as there are Board positions to be filled, then the Board may seat the qualified candidates by acclamation without balloting; and (2) a reminder notice between seven (7) and thirty (30) days before the deadline for submitting nominations ~~which-that~~ includes those items listed in the initial notice under (1) above, in addition to a list of the names of all ~~of the~~ qualified candidates to fill the Board positions as of the date of the reminder notice.

10.1.3. GRF provides, within seven (7) business days of receiving a nomination: (1) a written or electronic communication acknowledging the nomination to the member who submitted the nomination; and (2) a written or electronic communication to the nominee indicating ~~that~~ the nominee is qualified for the Board or the nominee is not qualified and the basis for said disqualification, including procedures by which the nominee may appeal the disqualification.

10.1.4. GRF permits all candidates to run if nominated, except for nominees disqualified for running as allowed or required pursuant to Civil Code Section 5105(b)-(e). To the extent that term limits are enforceable by applicable law, a nominee or director who has served the maximum number of terms or sequential terms allowed in the governing documents may be disqualified.

10.1.5. The Board votes to consider the qualified candidates elected by acclamation at a duly noticed meeting. The meeting notice shall

## Golden Rain Foundation Election Rules



include an agenda item reflecting the name of each qualified candidate ~~that~~who will be seated by acclamation, if approved at the meeting.

**Document History**

Adopted:	15 Jun 76	Amended:	20 Aug 96	Amended:	19 Aug 97
Amended:	15 Sep 09	Amended:	15 Feb 11	Amended:	24 Feb 15
Amended:	23 Feb 16	Amended:	27 Dec 16	Amended:	12 May 17
Amended:	28 Nov 17	Amended:	23 Jul 19	Amended:	28 Jan 20
Comm. Name Chg.	24 Aug 21	Amended:	26 Oct 21	Amended:	24 Jan 23

**Keywords:** ~~GRF~~ Election Candidate Voting GRF Board  
Administration  
Committee





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## BOARD ACTION REQUEST

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**DATE:** JANUARY 23, 2024  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** ADMINISTRATION COMMITTEE  
**BOARD ACTION:** **TENTATIVE VOTE:** ADOPT 10-1937-3, COMMUNITY RULES ENFORCEMENT PROCEDURE

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### **Committee Approval:**

At its January 11, 2024, meeting, the Administration Committee recommended the Board of Directors adopt 10-1937-3, Community Rules Enforcement Procedure.

### **Background:**

At the Board's September 11, 2023, executive session, the Board voted to refer all hearings for resident code of conduct violations to the full Board of Directors. This replaced a previously approved procedure that referred all preliminary appeals of resident violations of governing documents to the Community Rule Violation (CRV) panel.

At the Board's October 26, 2023, executive session, the Board directed the Administration Committee to integrate suggestions by the Foundation's corporate attorney concerning possible violations against GRF personnel into 13-5093-3, Authorized Resident Rules of Conduct.

With those changes, the rule's focus was no longer on parking, traffic, and minor community rule violations, issues specifically referred to the CRV panel's jurisdiction. The Administration Committee thus recommends the largely intact transferral of the procedures governing the Community Rules Violation panel from 13-5093-3 to a new rule, 10-1937-3. This new number corresponds to the rules governing parking violations, 48-1937-1 and 48-1937-2.

### **Fiscal Impact:**

No expected impact.

### **Recommendation:**

I move to adopt 10-1937-3, Community Rules Enforcement Procedure, changing language throughout. Pending a 28-day notification to the members and a final decision by the GRF Board of Directors on February 27, 2024.





**Community Rules Violation Panel and Appeal Procedure**

**DUE PROCESS**

This rule constitutes Golden Rain Foundation's (GRF) published policy of due process, as required by law, governing the Foundation's enforcement policy.

**1. RESOLUTION PROCESS FOR COMMUNITY RULES VIOLATIONS**

**1.1.1** With the exception of offenses detailed in 13-5093-1, alleged violations of any rule stated in the GOVERNING DOCUMENTS by a MEMBER, AUTHORIZED RESIDENT (AR), QUALIFIED PERMANENT RESIDENT (QPR), or VISITOR will be referred to the COMMUNITY RULES VIOLATION (CRV) PANEL, and all official information concerning the violation will be transmitted to the CRV PANEL for its initial review.

**2. INITIAL ACTIONS**

- 2.1** The MEMBER OR QPR charged with the violation can pay the fine. The citation or violation notice letter will list the potential fines or sanctions.
- 2.2** If a violation is contested in writing to the CRV PANEL within ten (10) days of the issue date of the citation or letter, the assessment of any fines or penalties will be suspended until the appeals process is completed.
- 2.3** If the fine is not paid, nor a violation contested in writing within ten (10) days of the issue date of the citation or letter, the CRV PANEL will review the incident, make findings, and communicate its decision to the person charged with the violation.

**3. INITIAL APPEAL**

- 3.1** A MEMBER or QPR has the right to contest the "rules violation":
- 3.1.1** Issued to them, or to a RENTER/LESSEE (R/L), or VISITOR who enters the community through the MEMBER or QPR's authorization, or
- 3.1.2** ~~or~~ issued to those who enter the community through the authorization of the R/L, or visitor associated with the MEMBER or QPR's residential unit.
- 3.2** An initial appeals hearing will be scheduled for the next CRV PANEL meeting consistent with proper notification procedures. The appealing MEMBER or QPR may choose to attend the hearing in person or may submit a written statement concerning the rule violation notice to the CRV PANEL.
- 3.3** The MEMBER or QPR appealing the citation will be presented with a written notice at least ten (10) days prior to the hearing.

**Community Rules Violation Panel and Appeal Procedure****4. NOTICE OF HEARING**

The written COMMUNITY RULES VIOLATION NOTICE (citation or letter) serves as written notice of the violation and hearing (Civ. Code §5855). The following items will be set forth in the written notice:

- 4.1** Description of violation, including time and location of violation and possible sanctions or monetary penalties;
- 4.2** The date, time, and place of the hearing;
- 4.3** A statement that the individual cited for a violation has a right to attend the hearing and present evidence. (Civ. Code §5855(b).); and
- 4.4** Notification that a "Failure to Respond" will result in the CRV PANEL assessing the alleged violation using only the evidence the panel holds at the time of the hearing.

**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.

**5.4**

**6. CRV PANEL HEARING DEFENSE**

- 6.1** A MEMBER or QPR cited for a violation has the right to examine any evidence relating to their citation prior to the scheduled date of their hearing before the CRV PANEL.
- 6.2** A MEMBER or QPR appealing a CRV violation has the right to submit their defense in writing rather than, or in addition to, appearing before the CRV PANEL. (Corp. Code 95 §7341(c)(3).)
- 6.3** Representation/Observers



**Community Rules Violation Panel and Appeal Procedure**

**6.3.1** The CRV PANEL Session is a closed meeting. The MEMBER or QPR may request an open hearing.

**6.3.2** Lawyers

Under the provisions of Civil Code Section 5910(f), the MEMBER or QPR can request in writing to be assisted by a lawyer hired at their own expense. The hearing for the person requesting a lawyer's assistance may be delayed for a month in order to schedule the GRF lawyer's appearance.

**6.3.3** Interpreters

Upon written request at least ten (10) business days prior to the hearing, a MEMBER or QPR appealing a CRV violation notice may be accompanied by an interpreter. The request should specify the language required.

**6.3.4** Observers

A MEMBER or QPR appealing a CRV violation notice can be accompanied by a single observer who cannot participate in the appellant's defense beyond their stated role as observer or interpreter.

**6.3.5** A MEMBER or QPR appealing a CRV violation notice can be accompanied and assisted during the hearing process by the MEMBER's agent or attorney-in-fact whom the MEMBER or QPR has designated to serve as their representative in such disciplinary matters.

**7. RESOLUTION**

**7.1** If, without prior notification to the CRV panel, the person who requested the appeal does not appear at the scheduled meeting or provide a written defense, the panel will assess the validity of the citation based upon the evidence or testimony the panel has received.

**7.2** Notice of Decision

**7.2.1** The CRV panel shall make "findings" to support the panel's decision regarding the alleged violation. Findings may allow for issuing a warning letter or upholding, amending, or vacating the citation.

**7.2.2** Notice of the panel's decision must be issued by first-class mail within 15 business days following the CRV PANEL's decision (Civ. Code §5855(c); Corp. Code §7341(c)(2).) The letter of decision shall identify the violation by date and/or number, the panel's findings, and the results of the hearing.



**Community Rules Violation Panel and Appeal Procedure**



**8. FINAL APPEAL**

**8.1** A person may appeal, in writing, the CRV PANEL's decision to the GRF BOD. The BOD must receive the request for a final appeal within 25 days after the scheduled date of the initial appeal hearing.

**8.1.1** The Appeals Panel of the GRF BOD will comprise a quorum of the BOD. The Appeals panel will be moderated by the GRF PRESIDENT.

**8.1.2** A majority of the GRF BOD of Directors, or the majority of the quorum reviewing a case, shall be necessary to confirm the judgment of the CRV PANEL.

**8.2** The BOD Appeals Hearing will be conducted ~~with~~using the procedure listed in sections 6 and 7 above.

**8.3** The BOD's decision to uphold, alter, or waive any sanction will be final.

**8.4** Notice of the BOD's decision must be issued by first-class mail to the appealing MEMBER or QPR within 15 business days following their appeal hearing date.

**9. FAILURE TO RESPOND**

**9.1** A failure to respond to a properly adjudicated VIOLATION OF COMMUNITY RULES judgment may be cited as an additional violation:

**9.2** It is a failure to respond when a violator, who within 10 days from the date of the CRV violation, has not:

**9.2.1** Paid the resulting fine;or

**9.2.2** Submitted a written request for any remaining appeal within the provisions of this rule;

**9.3** It is also deemed a failure to respond when a MEMBER or QPR:

**9.3.1** Has not paid any resulting fine; or requested a final appeal in writing to the BOD within 25 days after the CRV's initial appeal hearing; or

**9.3.2** Within 25 days after the BOD has issued a final decision on an appeal, has not paid the fine affirmed by the CRV PANEL.

**9.4** A MEMBER or QPR deemed to have failed to respond will be issued a letter by first-class mail calling them to attend an additional hearing before the CRV PANEL.

**9.5** A MEMBER or QPR cited for failure to respond will have the same capacity to respond to the CRV PANEL in person, or in writing, as outlined in Section 6

**Community Rules Violation Panel and Appeal Procedure**

above. However, the MEMBER or QPR's statements shall only address issues involved with their failure to respond.

**9.6** The CRV PANEL shall assess the failure-to-respond charge using the same criteria as outlined in Section 7 above.

**9.7** The CRV PANEL shall provide the non-responding MEMBER or QPR who has failed to respond with written notice of its decision within fifteen (15) days following the hearing.

**9.8** Sanctions for Failure to Respond

The MEMBER or QPR who has completed the appeal processes within the procedures and time periods defined and has not paid any resulting fines shall be liable for additional sanctions.

**9.8.1** The CRV PANEL, at its discretion, may determine to impose on the non-respondent an additional monetary fine, of no more than 50 percent of the unpaid fine at the time of the failure-to-respond hearing.

**9.8.2** To avoid the imposition of these sanctions, all outstanding fines imposed by the CRV panel, and liable to be collected under the due process outlined above, must be paid within 25 days after the date of the CRV hearing on the MEMBER or QPR's failure to respond.

**9.8.3** If the non-respondent has not paid the total fines by that date, the CRV PANEL may issue an additional letter citing the MEMBER or QPR's failure to respond, and the MEMBER or QPR may be subject to further penalties.

**9.8.4** The judgment of the CRV PANEL concerning sanctions for failure to respond will be considered final.

**Document History**

Adopted:	26 Nov 19	Amended:	26 Jan 21	Amended:	24 Aug 21
Amended:	22 Nov 22	Amended:	28 Nov 23		

**Keywords:** Rules of Conduct      Fine      Appeal      Parking      Violation





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## BOARD ACTION REQUEST

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**DATE:** JANUARY 23, 2024  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** ADMINISTRATION COMMITTEE  
**BOARD ACTION:** AMEND 13-5093-3, CODE OF CONDUCT ENFORCEMENT PROCEDURE

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### **Committee Approval:**

At its January 11, 2024, meeting, the Administration Committee recommended the Board of Directors amend 13-5093-3, Code of Conduct Enforcement Procedure.

### **Background:**

At the Board's September 11, 2023, executive session, the Board voted to refer all hearings for resident code of conduct violations to the full Board of Directors. This replaced a previously approved procedure that referred all preliminary appeals of resident violations of governing documents to the Community Rule Violation (CRV) panel.

At the Board's October 26, 2023, executive session, the Board directed the Administration Committee to integrate suggestions by the Foundation's corporate attorney concerning possible violations against GRF personnel into 13-5093-3, Authorized Resident Rules of Conduct.

The Administration Committee recommends transferring the rules governing the Community Rules Violation panel from 13-5093-3 to a new rule, 10-1937-3. Proposals more clearly defining discipline for violations affecting GRF personnel submitted by the Foundation's corporate attorney were incorporated into Section 1 of the amended 13-5093-3 document. Other suggested changes codify the Committee's decision to continue the CRV's jurisdiction over hearings regarding a resident's failure to respond.

### **Fiscal Impact:**

No expected impact.

### **Recommendation:**

I move the Board of Directors amend 13-5093-3, Code of Conduct Enforcement Procedure, changing language throughout.



**Code of Conduct Enforcement Procedure**

This rule constitutes Golden Rain Foundation's (GRF) published policy of due process, as required by law, governing the Foundation's enforcement policy of its handling of complaints involving abusive, threatening, or harassing behavior toward GRF Directors during the execution of their official duties, GRF staff, and GRF-contracted workers.

**1. INVESTIGATION**

Alleged violations by a MEMBER, AUTHORIZED RESIDENT (AR), QUALIFIED PERMANENT RESIDENT (QPR), or VISITOR of any rule stated in the Code of Conduct (13-5092-1), or that in the judgment of the GRF President or GRF Executive Director constitutes an egregious offense of any GRF governing rule, will be assessed in the following manner:

**1.1** Complaints of abusive, threatening or harassing behavior, or inappropriate language toward GRF staff, GRF Directors during the execution of their official duties, and GRF-contracted workers shall be forwarded to GRF's Human Resources (HR) Director who will notify GRF's President and Executive Director of the complaint.

**1.2** GRF's HR Director, President and Executive Director, and legal counsel (if prudent), will interview the complainant GRF staff member, and seek statements from the alleged violator and any additional witnesses to determine whether there is a reasonable basis for believing the alleged violation likely occurred.

**1.3** If the results of the investigation exonerate the accused violator, no further action will be taken.

**1.4** If the results of the investigation are inconclusive or if it is determined the investigation finds actions that are problematic, but not chargeable, the GRF HR Director, President and Executive Director may recommend appropriate preventative action to GRF's Board of Directors.

**1.5** If it is determined the alleged conduct has occurred, but that the action...  
1.5.1 doesn't create a significant threat to personal safety of staff or others, or;  
1.5.2 does not create an abusive or toxic work environment as defined under the Fair Housing and Employment Act; or  
1.5.3 is not considered an egregious offense; or  
1.5.4 is the first violation by the individual against whom the complaint was lodged,

...the GRF President or Executive Director may choose to issue a warning to the alleged violator.

**1.6** If the results of the investigation determine the alleged violator's conduct...

1.6.1 did create a significant threat to personal safety of staff or others; or





**Code of Conduct Enforcement Procedure**

1.6.2 created an abusive or toxic work environment as defined under the Fair Housing and Employment Act; or  
1.6.3 is considered an egregious offense; or  
1.6.4 was a repeat violation by the individual against whom the complaint was lodged,  
...the GRF President or Executive Director shall issue a formal letter summoning the alleged violator to a Board of Directors hearing, and transmit all official information concerning the incident to the Board for its assessment and judgment.

**2. CONTESTING THE VIOLATION LETTER**

- 2.1 A MEMBER or QPR has the right to contest the "rules violation":
- 2.1.1 issued to them, or to a RENTER/LESSEE (R/L), or VISITOR who enters the community through the MEMBER or QPR's authorization.
- 2.1.2 or issued to those who enter the community through the authorization of the R/L, or visitor associated with the MEMBER or QPR's residential unit.
- 2.2 An initial appeals hearing will be scheduled for an executive session of the GRF Board of Directors consistent with proper notification procedures. The appealing MEMBER or QPR may choose to attend the hearing in person or may submit a written statement concerning the rule violation notice to the Board of Directors.
- 2.3 The MEMBER or QPR appealing the citation will be presented with a written notice at least ten (10) days prior to the hearing.

**3. NOTICE OF HEARING**

The written Rules of Conduct Violation Letter serves as notice of the violation and hearing (Civ. Code §5855). The following items will be set forth in the written notice:

- 3.1. Description of violation, including time and location of violation and possible sanctions or monetary penalties;
- 3.2. The date, time, and place of the hearing;
- 3.3. A statement that the individual cited for a violation has a right to attend the hearing and present evidence. (Civ. Code §5855(b).); and
- 3.4. Notification that a "Failure to Respond" will result in the Board of Directors assessing the alleged violation using only the evidence the panel holds at the time of the hearing.

**Code of Conduct Enforcement Procedure****4. HEARING DEFENSE**

**4.1** A MEMBER or QPR cited for a violation has the right to examine any evidence relating to their citation prior to the scheduled date of their hearing before the Board of Directors.

**4.2** A MEMBER or QPR appealing a Rules of Conduct violation has the right to submit their defense in writing rather than, or in addition to, appearing before the Board. (Corp. Code 95 §7341(c)(3).)

**4.3** Representation/Observers

**4.3.1** The Board of Directors hearing is a closed meeting. The MEMBER or QPR may request an open hearing.

**4.3.2** Lawyers

Under the provisions of Civil Code Section 5910(f), the MEMBER or QPR can request in writing to be assisted by a lawyer hired at their own expense. The hearing for the person requesting a lawyer's assistance may be delayed for a month in order to schedule the GRF lawyer's appearance.

**4.3.3** Interpreters

Upon written request at least ten (10) business days prior to the hearing, a MEMBER or QPR appealing a violation notice may be accompanied by an interpreter. The request should specify the language required.

**4.3.4** Observers

A MEMBER or QPR appealing a violation notice can be accompanied by a single observer who cannot participate in the appellant's defense beyond their stated role as observer or interpreter.

A MEMBER or QPR appealing a violation notice can be accompanied and assisted during the hearing process by the MEMBER's agent or attorney-in-fact whom the MEMBER or QPR has designated to serve as their representative in such disciplinary matters.

**5. RESOLUTION**

**5.1** If, without prior notification to the GRF Board of Directors, the person who requested the appeal does not appear at the scheduled meeting or provide a written defense, the panel will assess the validity of the citation based upon the evidence or testimony the Board has received at the time of the hearing.



**Code of Conduct Enforcement Procedure**

- 5.2 A majority vote of the Board quorum present at the hearing is necessary to affirm any or all charges made in the formal citation letter, and to assess any fines or penalties against the alleged violator.
- 5.3 Notice of Decision
- 5.3.1 The Board shall make "findings" to support the panel's decision regarding the alleged violation. Findings may allow for issuing a warning letter or upholding, amending, or vacating the citation.
- 5.3.2 Notice of the Board's decision must be issued by first-class mail within 15 business days following its decision (Civ. Code §5855(c); Corp. Code §7341(c)(2).) The letter of decision shall identify the violation by date, the board's findings, and any imposition of a fine or other penalty.
- 5.3.3 The Board of Directors' decisions concerning its judgment of the complaint and any sanctions will be final.

**6 FAILURE TO RESPOND**

- 6.1 A failure to respond to a properly adjudicated Code of Conduct judgment may be cited as an additional violation:
- 6.2 It is deemed a failure to respond when a MEMBER or QPR has not paid any resulting fine within 25 days after the Board of Directors hearing. The failure to comply with a non-financial penalty assessed by the Board of Directors can be cited as an additional offense.
- 6.3 A MEMBER or QPR deemed to have failed to respond will be issued a letter by first-class mail calling them to attend an additional hearing before the Community Rules Violation (CRV) PANEL.
- 6.4 A MEMBER or QPR cited for failure to respond will have the capacity to respond to the CRV PANEL in person, or in writing, as outlined in 13-1937-3. However, the MEMBER or QPR's statements shall only address issues involved with their failure to respond.
- 6.5 The CRV PANEL shall assess the failure-to-respond charge using the same criteria as outlined in 13-1937-3.
- 6.6 The CRV PANEL shall provide the non-responding MEMBER or QPR who has failed to respond with written notice of its decision within fifteen (15) days following the hearing.
- 6.7 Sanctions for Failure to Respond
- The MEMBER or QPR who has completed the appeal processes within the procedures and time periods defined and has not paid any resulting fines may be liable for additional sanctions.

**Code of Conduct Enforcement Procedure**

- 157 6.7.1 The CRV PANEL, at its discretion, may determine to impose on the  
158 non-respondent an additional monetary fine, of no more than 50  
159 percent of the unpaid fine at the time of the failure-to-respond hearing.
- 160 6.7.2 To avoid the imposition of these sanctions, all outstanding fines  
161 imposed by the Board of Directors and the CRV panel, and liable to  
162 be collected under the due process outlined above, must be paid  
163 within 25 days after the date of the CRV hearing on the MEMBER or  
164 QPR's failure to respond.
- 165 6.7.3 If the non-respondent has not paid the total fines by that date, the  
166 CRV PANEL may issue an additional letter citing the MEMBER or  
167 QRV's failure to respond, and the MEMBER or QPR may be subject  
168 to further penalties.
- 169 6.7.4 The judgment of the CRV PANEL concerning sanctions for failure to  
170 respond will be considered final.

**Document History**

Adopted:	26 Nov 19	Amended:	26 Jan 21	Amended:	24 Aug 21
Amended:	22 Nov 22	Amended:	28 Nov 23		

<b>Keywords:</b>	Rules of Conduct	Fine	Appeal	Violation
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## BOARD ACTION REQUEST

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**DATE:** JANUARY 23, 2024  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** ADMINISTRATION COMMITTEE  
**BOARD ACTION:** AMEND 13-5093-1, AUTHORIZED RESIDENT RULES OF CONDUCT

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### **Committee Approval:**

At its January 11, 2024, meeting, the Administration Committee recommended the Board of Directors amend 13-5093-1, Authorized Resident Rules of Conduct.

### **Background:**

At the Board's October 26, 2023, executive session, the Board directed the Administration Committee to integrate suggestions by the Foundation's corporate attorney concerning possible violations against GRF personnel into 13-5093-3, Authorized Resident Rules of Conduct.

In consultation with the Foundation's President, Executive Director and Director of Human Resources, the committee in a work study added language to include limited protection for GRF Directors from abusive behaviors while performing their duties.

The other significant change establishes that unwanted recording of employee activities or the unauthorized sharing of employee images and recordings is also a violation of the Foundation's Code of Conduct.

### **Fiscal Impact:**

No expected impact.

### **Recommendation:**

I move that the Board of Directors amend 13-5093-1, Authorized Resident Rules of Conduct.





## Authorized Resident (AR) Rules of Conduct

### 1. PURPOSE

The purpose of the Authorized Resident (AR) Rules of Conduct is to protect Golden Rain Foundation (GRF) and its directors, GRF staff, ~~GRF-GRF~~-contracted service providers and GRF residents.

The Rules of Conduct apply to GRF Members/Owners, Qualified Permanent Residents, Co-occupants, Renters/Lessees, caregivers, and visitors.

### 2. RULES OF CONDUCT

**2.1** Shall apply on all property held in trust by GRF (Trust Property).

**2.2** Shall apply on Mutual Property for behavior and actions toward GRF Directors, GRF staff and GRF-contracted service providers working in Mutuals.

**2.3** GRF Members are responsible for the actions of all those associated with their property, including the following: Qualified Permanent Residents, Co-occupants, Renters/Lessees, Caregivers, and visitors.

**2.4** Interactions with others must be both verbally and physically respectful and non-abusive, ~~both verbally and physically~~.

**2.4.1** Behaviors such as the following are prohibited:

**2.4.1.1** Verbal or physical violence, implied or actual (threats).

**2.4.1.2** Personal insults and yelling.

**2.4.1.3** Any form of discrimination.

**2.4.1.4** Unwanted or offensive touching or infringement on personal space, filming, photography and recording.

**2.4.1.4.2.4.1.5** Unwanted filming, photography or recording, and/or the unauthorized sharing of videos, images or recordings.

**2.4.1.5.2.4.1.6** Sexually suggestive language or gestures.

**2.4.1.6.2.4.1.7** Directing objects or substances at another person with intent to harm or intimidate.

**2.4.1.7.2.4.1.8** Disruptive behavior, personal attacks, or harassment during GRF meetings.

**2.4.1.8.2.4.1.9** Creating a hostile work environment for GRF staff and-or GRF-contracted service providers on Trust Property or while working in Mutuals.



## Authorized Resident (AR) Rules of Conduct

2.4.1.92.4.1.10 Bodily odor or cleanliness that would be considered offensive and a health and safety hazard to others.

2.4.1.102.4.1.11 Willful damage, destruction, or defacing of Trust Property, or unauthorized/unlawful entry, use ~~of~~ or trespass upon Trust Property.

2.4.1.112.4.1.12 Theft of any Trust Property.

2.4.1.122.4.1.13 Egregious behavior of any kind.

2.4.1.14 Non-compliance with GRF Governing Documents.

~~2.4.1.13~~

### 3. NON-COMPLIANCE

**3.1** Non-compliance will result in a penalty for each violation. See ~~3013~~-5093-2 for schedule of fines and penalties.

~~3.21.1 To protect GRF, repeat offenders may be subject to legal action.~~

3.2 For offenses that are governed by City, State or Federal laws the appropriate authorities will be contacted.

3.3 To protect GRF, repeat offenders may be subject to legal action.

### 4. NOTIFICATION OF VIOLATION AND RIGHT TO HEARING

See Procedure ~~3013~~-5093-3 for Notification of Violation and Right to Hearing procedures.

#### Document History

Adopted:	26 Nov 19	Amended:	23 Dec 20	Amended:	26 Jan 21
Amended:	24 Aug 21	Comm. Name Chg.	24 Aug 21	Amended:	24 May 22
Amended:	23 Aug 22				

**Keywords:** Rules of Conduct Authorized Resident (AR)

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## BOARD ACTION REQUEST

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**DATE:** JANUARY 23, 2024  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** ADMINISTRATION COMMITTEE  
**BOARD ACTION:** **TENTATIVE VOTE:** AMEND 13-5093-2, AUTHORIZED RESIDENT RULES OF CONDUCT; NON-COMPLIANCE WITH RULES OF CONDUCT – FINES AND PENALTIES

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### **Committee Approval:**

At its January 11, 2024, meeting, the Administration Committee recommended the Board of Directors amend 13-5093-2, Authorized Resident Rules of Conduct; Non-Compliance with Rules of Conduct – Fines and Penalties, and change its title to Code of Conduct – Fines and Penalties.

### **Background:**

At the Board's October 26, 2023, executive session, the Board directed the Administration Committee to integrate suggestions by the Foundation's corporate attorney concerning possible violations against GRF personnel into 13-5093-3, Authorized Resident Rules of Conduct.

In consultation with the Foundation's Director of Human Resources, the committee added language more explicitly establishing the Code of Conduct's importance in preserving the Foundation's adherence to laws mandating employee rights in the workplace.

The other significant change formalized the Board's authorization to impose non-financial penalties on persons found to have committed Code of Conduct violations.

### **Fiscal Impact:**

No expected impact.

### **Recommendation:**

I move that the Board of Directors amend 13-5093-2, Authorized Resident Rules of Conduct; Non-Compliance with Rules of Conduct – Fines and Penalties, and change its title to Code of Conduct – Fines and Penalties. Pending a 28-day notification to the members and a final decision by the GRF Board of Directors on February 27, 2024.



## Authorized Resident (AR) Rules of Conduct, Non-Compliance with Rules of Conduct – Fines and Penalties

### 1. PURPOSE

The purpose of implementing fines and penalties for non-compliance with Authorized Resident (AR) Rules of Conduct violations listed in 13-5093-1 governing abusive, threatening and harassing behavior toward GRF staff, GRF directors, and GRF-contracted service providers is to:

1.1 Encourage voluntary compliance.

4.11.2 Enforce the Golden Rain Foundation's (GRF) obligation to adhere to California and federal mandates protecting workers from experiencing a hostile work environment.

4.21.3 Penalize violators who do not comply with the Rules of Conduct.

4.31.4 Protect ~~Golden Rain Foundation (GRF)~~ Trust Property and assets, GRF Staff, GRF Directors, GRF-contracted service providers, Authorized Residents, caregivers and visitors.

### 2. NON-COMPLIANCE FINES AND PENALTIES

~~3.~~ For each offense, violators may be subject to one of the fines defined below, and/or one or more of the non-financial penalties.

#### 3.12.1 Fine Schedule

3.1.12.1.1 First Offense \$100.00

3.1.22.1.2 Second Offense \$200.00

3.1.32.1.3 Third Offense \$500.00 and violators suspension of access to GRF Trust Property amenities useage for 60 days.

3.1.42.1.4 Fines and Penalties for further offenses will be subject to the GRF Board of Directors' discretion and dependent upon the severity of the infraction.

3.1.52.1.5 Egregious offenses will be reviewed by the Board of Directors and appropriate fines, or penalties will be assessed by Board of Director action, under applicable terms of the California Civil Code.

#### 2.2 Non-Financial Penalties

2.2.1 Suspension of defined Trust property use privileges.





**Authorized Resident (AR) Rules of Conduct,  
Non-Compliance with Rules of Conduct – Fines and Penalties**

2.2.2 Banning the offender temporarily or permanently from interactions with defined GRF staff members, GRF Directors, or GRF-contracted employers.

2.2.3 Suspension, either temporarily or permanently, of access to GRF contract work, or receiving defined GRF services.

**3.22.3 Legal Action**

3.2.22.3.1 For infractions that rise to a criminal level as stated in City, State or Federal laws, the appropriate authorities will be notified.

3.2.22.3.2 GRF will seek legal action when necessary to protect GRF Trust Property assets, GRF staff, GRF-contracted service providers, GRF directors, and volunteers on Trust Property or while working in Mutuals.

3.2.32.3.3 The prevailing party may be entitled to recover reasonable legal costs.

**Document History**

Adopted:	26 Nov 19	Amended:	23 Feb 21	Amended:	05 Apr 21
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<b>Keywords:</b>	Rules of Conduct	Fines	Penalty	Authorized Resident (AR)
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## BOARD ACTION REQUEST

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**DATE:** JANUARY 23, 2024  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** GRF PRESIDENT  
**BOARD ACTION:** ACCEPT COMMITTEE RESTRUCTURE AD HOC REPORT

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### **Committee Approval:**

At its January 8, 2024 meeting, the Ad Hoc Committee met to finalize its report, reviewing the performance of the four-committee governance structure implemented in July 2023.

### **Background:**

At the GRF Board of Directors meeting on November 28, 2023, the Board voted to establish an Ad Hoc Committee to "examine the effectiveness of the Foundation's four committee structure and commission the Ad Hoc Committee to present a formal report of its assessment at the Board's January 23, 2024 meeting.

### **Fiscal Impact:**

The acceptance of the report will have no fiscal effect.

### **Recommendation:**

#### **Motion One:**

I move to accept the final report of the Ad Hoc Four Committee Structure Committee and disband the Ad Hoc Committee.

#### **Motion Two:**

I move to distribute the committee's report and its review of individual committee charters to the respective committee chairs for their committee review and return back to the GRF Board for final decisions regarding the Four Committee Structure.

## Report of the Committee Restructure Ad Hoc

January 23, 2024

The enabling Board action on November 28, 2023 was as follows:

Motion: To approve the GRF President's creation of an Ad Hoc committee to examine the effectiveness of the Foundation's four-committee structure and commission the Ad Hoc Committee to present a formal report of its assessment at the Board's January 23, 2024 meeting.

The Committee met on December 4<sup>th</sup>, 2023 in closed session to begin work and again on December 11<sup>th</sup>, 2023 to complete their chartered examination of effectiveness.

The Committee met on December 15<sup>th</sup>, 2023 to review its examination and prepare its report.

The Committee met on January 8<sup>th</sup>, 2024 to review and finalize its report.

The Committee studied the effectiveness of the Foundation's four-committee structure by the following process:

1. Examined all the materials provided to the Committee including that which was solicited from and provided by other Board members and the Executive Director.
2. Studied the quantitative input on staff time saved and financial benefit it represents.
3. Examined the charter documents of each of the four-committees with a focus on their Purpose and Areas of Purview statements. The committee evaluated these with respect to their impact on the effectiveness of each committee and in turn on the effectiveness of the four-committee structure.
4. Discussed in general features of the four-committee structure where improvements might be made to improve their overall effectiveness.

Overall the Committee acknowledged that the four-committee structure has largely been successful in reducing both staff and Board member time at committee meetings without compromising the basic functioning of the Foundation. A number of refinements were none the less identified and are presented here as recommendations to the Board.

The results of the Committee's work is provided here and in the attachments. The attachments include recommendations wherein the Purpose and Areas of Purview sections of each of the four committees has been amended to more adequately align their purposes and areas of purview to what those committees have been actually doing. Additionally a small number of committee duties were added to the respective charter to align them with actual practice.

As for general features there was a consensus that each committee be encouraged to examine the reports currently on their agendas with a view towards potentially requesting more reports, should that committee determine such added reports would improve the oversight of their areas of purview. It was also recommended that the relevant committee be informed by staff of



potential major changes to project plans are to be made during the interim period between committee meetings.

Additionally there was a consensus among the Ad Hoc Committee members that there may be inadequate oversight of the four committee's related budget item areas which may potentially lead to inadequate oversight of Foundation's financial health. This consensus was drawn firstly from the observation that only the Administration Committee reviews any financial information and in that case only the largest variances to budget categories is available for review. Secondly the recent consolidation of department budget reports may contribute to opaqueness with respect to department related financials for both the Board and the Staff's Directors.

The Ad Hoc Committee considered the merits of two potential recommendations to improve the effectiveness of oversight of Foundation's financial health:

1. Charter a fifth committee to focus on the Board's fiduciary responsibility for financial oversight.
2. Return to the four committee's some reports to highlight the financial performance to budget associated with the areas of purview of each committee.

After due consideration the consensus of the Ad Hoc Committee was to:

1. Note that a fifth committee may not be advisable in light of the alternative recommendations to follow.
2. Add to the "Duties" category of each committee charter a duty statement such as: "Review monthly budget variances for their areas of oversight."
3. Note that the four pages comprising the CINC "Income Statement – Operating" breaks down the budget variance information roughly along the four committee structure areas of oversight.
4. Suggest that the Board's copy of the agendas of each of the four committees include their related page of the CINC "Income Statement – Operating" report.
5. Note that no additional staff time would be required to compile additional reports.
6. Acknowledge that although every Director has access to CINC reports the opportunity to discuss the budget variances in committee rather than at the Board meeting would improve Board meeting effectiveness.
7. Note that more effective oversight of the Foundation's financial health may result as well as more effective discharge of Board Member's associated fiduciary duty.

I express my gratitude to the other members of the Ad Hoc Committee Carole Damoci, Maureen Habel, Emma Hurtado, Susan Jacquelin, Nick Massetti and Mark Weaver

Respectfully submitted,  
Lee Melody, Chair, Committee Structure Ad Hoc Committee

**Administration Committee 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 Administration Committee (AC) and grants to the Committee authority specifically stated within the GRF governing documents.

In accordance with Article VIII of the Bylaws, the Committee Chair and members shall be appointed by the GRF President and approved by action of the BOD.

**1. PURPOSE**

To ~~oversee coordinate management functions that monitor~~ the Foundation's financial and human resources ~~functions, maintain-and~~ adherence to principles of good governance. ~~pProject~~ a future vision for the community and suggest actions necessary to fulfill ~~that vision.~~ ~~those~~ ~~ambitions.~~

**2. DUTIES**

- 2.1. This Standing Committee may operate as a separate entity but has a duty to work cooperatively with other Standing Committees.
- 2.2. Publish an agenda four (4) days in advance of the Committee meeting.
- 2.3. The Chair shall, with the approval of the Committee, appoint a Vice-Chair.
- 2.4. Unless canceled by the Chair, the Committee will meet with the Administration staff monthly or whenever such meetings are deemed necessary.
- 2.5. Review monthly staff reports.
- 2.6. Analyze requests within the purview of this committee.
- 2.7. Assist the BOD in understanding the compliance with contracts relating to the duties of this Committee.
- 2.8. Every two years the Committee will review the rules/policies under its purview, and if any changes are suggested, send any recommended changes to the BOD for approval.
- 2.9. Perform a yearly review of the Reserve Study for areas under the purview of this Committee. Update dates and costs.
- 2.10. Chair will furnish a report at the GRF Annual meeting.
- 2.11. Review the monthly report of budget variances.
- 2.12. Hold an Executive Session for personnel issues only.
- 2.13. Review monthly variances for their areas of oversight.
- 2.14. Committee responsibilities include the items listed in SECTION 3.

**3. AREAS OF OVERSIGHT PURVIEW**

## ADMINISTRATION COMMITTEE

10-1000-3

### Administration Committee Charter



#### 3.1. Finance

~~3.1.1.~~ Budgeting

~~3.1.1.3.1.2.~~ Insurance

~~3.1.2.3.1.3.~~ Purchasing

~~3.1.3.3.1.4.~~ Monitor Reserve and Capital Accounts

~~3.1.4.3.1.5.~~ Fulfill Civil Code Section 5500 Reporting Requirements

~~3.1.5.3.1.6.~~ Community Leases

~~3.1.5.1.3.1.6.1.~~ Outside Vendor Leases

~~3.1.5.2.3.1.6.2.~~ 1.8 Acres and 5.5 Property Community Gardens and  
RV Lot

~~3.1.6.3.~~ Mutual Leases

~~3.1.5.3.3.1.6.4.~~ On-Site Sales Office

#### 3.2. Human Resources

3.2.1. Group Benefits

3.2.2. Training and Development

3.2.3. Labor Law Compliance

3.2.4. Workforce Health and Safety

#### 3.3. Mutual Administration

~~3.3.1.~~ Compliance Support

~~3.3.2.3.3.1.~~ Services

~~3.3.3.~~ Financial Reporting

~~3.3.4.3.3.2.~~ Shareholder/Owner Discipline

~~3.3.5.3.3.3.~~ Management Agreement

#### 3.4. Administrative Support Services

~~3.5.0.~~ Centralized Distribution of Office Equipment, Supplies and Support  
Services

~~3.6.3.5.~~ Strategic Planning

~~3.6.1.3.5.1.~~ Future Capital Requirements

~~3.6.2.3.5.2.~~ Corporate Communication Strategy

~~3.6.3.3.5.3.~~ Branding

~~3.6.~~ Retail/Revenue Sources Production

~~3.7.3.6.1.~~ Retail/Revenue Production Ventures

~~3.7.1.3.6.2.~~ Copy & Supply Center

~~3.7.2.3.6.3.~~ Purchasing Retail Store

~~3.7.3.~~ Retail/Revenue Production Ventures

~~3.7.4.3.6.4.~~ Grants and Sponsorships

~~3.8.3.7.~~ Governing Documents

~~3.8.1.3.7.1.~~ Board Document Standardization Articles of Incorporation

(Apr 23)

GOLDEN RAIN FOUNDATION Seal Beach, California



## ADMINISTRATION COMMITTEE

10-1000-3

### Administration Committee Charter



~~3.8.2.~~3.7.2. Bylaws

~~3.8.3.~~ ~~Articles of Incorporation~~

~~3.7.3.~~ Trust Agreement

~~3.8.4.~~3.7.4. Board Document Standardization

~~3.9.~~3.8. GRF Director Training

#### 4. LIMITATIONS

It is recognized that the Committee's function is to act in an advisory and consulting capacity.

Regulatory or supervisory activities affecting employees are functions of Management and not to be encroached upon by any Committee Chair or member, either individually or collectively.

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

#### **Document History**

Adopted: 25 Apr 23

**Keywords:** Charter

**Facilities Committee 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 Facilities Committee and grants to the Committee authority specifically stated within the GRF governing documents.

In accordance with Article VIII of the Bylaws, the Committee Chair and members shall be appointed by the GRF President and approved by action of the BOD.

**1. PURPOSE**

To ~~oversee~~coordinate the construction, upgrading and preservation of all the Foundation's physical plant and fleet, including those open spaces hosting amenities, as well as the delivery of maintenance services to the Mutual corporations under the terms of the Management Agreement.

**2. DUTIES**

- 2.1. This Standing Committee may operate as a separate entity but has a duty to work cooperatively with other Standing Committees.
- 2.2. Publish an agenda four (4) days in advance of the Committee meeting.
- 2.3. The Chair shall, with the approval of the Committee, appoint a Vice-Chair.
- 2.4. Unless canceled by the Chair, the Committee will meet with the Facilities staff monthly or whenever such meetings are deemed necessary.
- 2.5. Review monthly staff reports.
- 2.6. Analyze requests within the purview of this Committee.
- 2.7. Act as coordinating Committee for Construction and Service bids.
- 2.8. Assist the BOD in understanding compliance with contracts relating to the duties of this Committee.
- 2.9. Quarterly review of all Construction and Service Contracts.
- 2.10. Initial approval and recommendation to the Administration Committee (AC) of the annual budget for areas under the purview of this committee.
- 2.11. Review upcoming applicable Reserve expenses.
- 2.12. Every two years the Committee will review the rules/policies under its purview, and if any changes are suggested, send recommended changes to the BOD for approval.
- 2.13. Perform a yearly review (during the budget cycle) of applicable Reserve components. Update dates, costs and transmit findings to the AC.
- 2.14. Approve yearly 'Contractors of Record' list.

**Facilities Committee Charter**



2.15. Oversight of the CA Manual on Uniform Traffic Control Devices (CA MUTCD); including line of sight, red curb reset study and traffic flow.

2.16. Chair will furnish a report at the GRF Annual meeting.

2.17. Review monthly variances for their areas of oversight.

2.18~~7~~. \_\_\_\_\_ Committee responsibilities include but are not limited to all community infrastructure and related areas. See SECTION 3.

**3. AREAS OF OVERSIGHT PURVIEW**

**3.1. Physical Plant**

3.1.1. Building and Infrastructure Assessment

~~3.1.2.~~ Architectural Design

~~3.1.3.~~3.1.2. Trust Property Labor

~~3.1.4.~~3.1.3. Trust Property Maintenance

**3.2. Project Management**

3.2.1. Construction

3.2.2. Project Management

3.2.3. Contractors of Record

3.2.4. Building Code Compliance

**3.3. Service Maintenance Department**

3.3.1. Services Provided to Mutuals Maintenance Coordination Systems

3.3.2. Physical Property Inspectors

~~3.3.~~ Mutual and Trust Property Outside Services Contracts

~~3.3.4.~~3.4. Custodial

~~3.3.5.~~3.4.1. Trust Property Landscaping

~~3.3.6.~~3.4.2. Concrete & Paving

~~3.3.7.~~3.4.3. Trash

3.4.4. Pest Control

3.4.5. Traffic Light Maintenance

3.4.6. Fire Preventative Maintenance

~~3.3.8.~~3.4.7. Sewer Maintenance

~~3.4.~~3.5. Environmental Services and Compliance

~~3.4.1.~~ Building and Infrastructure Assessment

~~3.4.2.~~3.5.1. Occupational Safety

~~3.5.~~3.6. Fleet Asset Management



**Facilities Committee Charter**



**4. LIMITATIONS**

It is recognized that the Committee's function is to act in an advisory and consulting capacity.

Regulatory or supervisory activities affecting employees are functions of Management and not to be encroached upon by any Committee Chair or member, either individually or collectively.

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

**Document History**

Adopted: 25 Apr 23

**Keywords:** Charter

**Member Services Committee 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 Member Services Committee and grants to the Committee authority specifically stated within the GRF governing documents.

In accordance with Article VIII of the Bylaws, the Committee Chair and members shall be appointed by the GRF President and approved by action of the BOD.

**1. PURPOSE**

To oversee and enhance Members' engagement with Foundation properties, safety protocols, local assistance organizations and available transportation services. Supports Oversee GRF's wide array of recreational, entertainment and educational programs available to all Members.

**2. DUTIES**

- 2.1. This Standing Committee may operate as a separate entity but has a duty to work cooperatively with other Standing Committees.
- 2.2. Publish an agenda four (4) days in advance of the Committee meeting.
- 2.3. The Chair shall, with the approval of the Committee, appoint a Vice-Chair.
- 2.4. Unless canceled by the Chair, the Committee will meet with the Member Services staff monthly or whenever such meetings are deemed necessary.
- 2.5. Review monthly staff reports.
- 2.6. Analyze requests within the purview of this committee.
- 2.7. Assist the BOD in understanding the compliance with contracts relating to the duties of this committee.
- 2.8. Initial approval and recommendation to the Administration Committee (AC) of the annual budget for areas under the purview of this Committee.
- 2.9. Review upcoming applicable Reserve expenses.
- 2.10. Every two years, the Committee will review the rules/policies under its purview, and if any changes are suggested, send recommended changes to the BOD for approval.
- 2.11. Perform a yearly review of the Reserve Study for areas under the purview of this Committee. Send updates to the Administration Committee.
- 2.12. Chair will furnish a report at the GRF Annual meeting.
- 2.13. Review monthly variances for their areas of oversight.
- 2.14. ~~3.~~ ——— Committee responsibilities include the items listed in SECTION 3.

**Member Services Committee Charter**



**3. AREAS OF OVERSIGHT PURVIEW**

**3.1. Member Programming**

**3.1.1. Events Production**

**3.1.2. Club Administration/Leases**

**3.1.3. Community Events**

**3.1.4. Education**

**3.1.4.1. NOCE Programs**

**3.1.4.2. College-Level Courses**

**3.1.4.3. Volunteerism, community history and governance**

**3.2. Library**

**3.3. Recreation Services**

**3.3.1. Assessment of Services**

**3.3.2. Recreation Equipment Assessment**

**3.3.3. Facilities Reservations**

**3.3.4. Setups of Facilities**

**3.3.2.3.4. Custodial Contract**

**~~3.4. Patrol Services~~**

**~~3.4.1. Community Patrol~~**

**~~3.4.2. Parking and Vehicle Enforcement~~**

**3.5. Resident Transportation**

**3.6. Resident Welfare**

**3.6.1. Social Services Coordination**

**3.6.2. Volunteer Programs Coordination**

**3.6.3. HCCHealthcare Center Cooperative Programming**

**~~3.7. Concierge Services~~**

**~~3.7.1.3.7. Facilities Reservations~~**

**~~3.7.2.3.7.1. Visitor Gate Access Passes~~**

**~~3.7.3. Service Maintenance Requests~~**

**~~3.7.4.3.7.2. Pet Registration~~**

**~~3.7.5.3.7.3. Caregiver Registration~~**

**4. LIMITATIONS**

It is recognized that the Committee's function is to act in an advisory and consulting capacity.



**Member Services Committee Charter**



Regulatory or supervisory activities affecting employees are functions of Management and not to be encroached upon by any Committee Chair or member, either individually or collectively.

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

**Document History**

Adopted 25 Apr 23

**Keywords:** Charter

## OPERATIONS COMMITTEE

40-1000-3

### Operations Committee 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 Operations Committee and grants to the Committee authority specifically stated within the GRF governing documents.

In accordance with Article VIII of the Bylaws, the Committee Chair and members shall be appointed by the GRF President and approved by action of the BOD.

#### 1. PURPOSE

To oversee ~~the and enhance efficiencies of~~ Foundation functions delivered to Members and the Mutual corporations including Gate Access, Communication, IT System, Security Services and Stock Transfer. ~~through technology or procedural changes.~~

#### 2. DUTIES

- 2.1. This Standing Committee may operate as a separate entity but has a duty to work cooperatively with other Standing Committees.
- 2.2. Publish an agenda four (4) days in advance of the Committee meeting.
- 2.3. The Chair shall, with the approval of the Committee, appoint a Vice-Chair.
- 2.4. Unless canceled by the Chair, the Committee will meet with the Operations staff monthly or whenever such meetings are deemed necessary.
- 2.5. Review monthly staff reports.
- 2.6. Analyze requests that are within the purview of this committee.
- 2.7. Assist the BOD in understanding the compliance with contracts relating to the duties of this Committee.
- 2.8. Initial approval and recommendation to the Administration Committee (AC) of the annual budget for areas under the purview of this Committee.
- 2.9. Review upcoming applicable Reserve replacements.
- 2.10. Every two years the Committee will review the rules/policies under its purview, and if any changes are suggested, send recommended changes to the BOD for approval.
- 2.11. Perform a yearly review of the reserve study for areas under the purview of this Committee. Send updates to the Administration Committee.
- 2.12. Chair will furnish a report at the GRF Annual meeting.
- 2.13. Review monthly variances for their areas of oversight.

(Apr 23)

GOLDEN RAIN FOUNDATION Seal Beach, California

**Operations Committee Charter**



2.13. Committee responsibilities include the items listed in SECTION 3.

**3. AREAS OF OVERSIGHT PURVIEW**

**3.1. Gate Access**

**3.1.3.2. Communication**

**3.1.1.3.2.1. Newspaper**

**3.1.2.3.2.2. Leisure World Live**

**3.1.3.3.2.3. Publications**

**3.2.4. Advertising and Amphitheater Sponsorships**

**3.1.4.3.2.5. Marquee**

**3.2.3.3. IT sSystem**

**3.2.1.3.3.1. System Software Assessment and Support**

**3.2.2.3.3.2. IT Security**

**3.3.3. System Upkeep and Maintenance**

**3.3.4. Operational Systems**

**3.2.3.3.3.5. Telephone and Internet Services**

**3.3.3.4. Security ServicesGate Access**

**3.1.1. 3.3.1. Operational Systems**

**3.1.1. 3.3.2. Member Decal and RFID Issuance**

**3.1.2. Community Patrol**

**3.1.2.3.1.3. Parking and Vehicle Enforcement**

**3.4.3.5. Stock Transfer**

**3.4.1.3.5.1. Escrow**

**3.4.2.3.5.2. Cooperation with Real Estate Agencies**

**3.4.2.1.3.5.2.1. Training**

**3.4.2.2.3.5.2.2. Compliance**

**3.4.2.3.3.5.2.3. Real Estate Agent Registration**

**3.5. Resales Office Operations**

**4. LIMITATIONS**

It is recognized that the Committee's function is to act in an advisory and consulting capacity.



## OPERATIONS COMMITTEE

40-1000-3

### Operations Committee Charter



Regulatory or supervisory activities affecting employees are functions of Management and not to be encroached upon by any Committee Chair or member, either individually or collectively.

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

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