

ADMINISTRATION COMMITTEE

Committee Meeting Agenda

Thursday, January 11, 2024, 10:00 a.m.

Conference Room A/Zoom

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

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

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

1. Call to Order

2. Roll Call/Notice of Quorum

Donna Gambol
Marsha Gerber
Carol Levine
Nick Massetti

Teri Nugent
Camille Thompson
William Thompson – Chair

3. Chair Announcements

a. Introduction of Guests and Staff

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

b. Rules of Order

4. Approval of Minutes

a. Minutes of November 16, 2023, Administration Committee (pp.1-5)

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

6. Supplementary Staff Report

7. Finance Review

a. Acceptance of Monthly Financial Statements and Accounts

i. October 2023 (pp.7-9)

Proposed Resolution: To accept for audit and forward to the GRF Board the interim financial statements for period ending October 31, 2023, as presented by the Executive Manager and as reviewed by the Administration Committee.

ii. November 2023 (pp.11)

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

b. Investments

i. Capital Funds Investment Purchase (pp.13)

ii. Reserve Funds Investment Purchase (pp.15)

Proposed Resolution: To recommend the GRF Board 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.

c. Revenue and Leases

8. General

9. Governing Documents

- a. Amend 13-1635-4 Call for GRF Director Candidates (pp.17-23)
Proposed Resolution: To recommend that the Board of Directors 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.
- b. Amend 50-1636-4 How to be a Candidate for the GRF Board of Directors (pp.25-32)
Proposed Resolution: To recommend that the Board of Directors amend 50-1636-4, 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.
- c. Amend 13-5025-3 GRF Election Procedures (pp.33-63)
Proposed Resolution: To recommend that the Board of Directors preliminarily 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, and considering its ratification at its meeting on February 27, 2024, after a 28-day notice to the Members.
- d. Adopt 10-5028-3 GRF Candidate Guide (pp.65-90)
Proposed Resolution: To recommend that the Board of Directors adopt 10-5028-3, GRF Board Candidate Guide.
- e. Amend 30-5093-1 Authorized Resident (AR) Rules of Conduct (pp.91-96)
Proposed Resolution: To recommend that the Board of Directors amend 13-5093-1, Authorized Resident Rules of Conduct.
- f. Amend 30-5093-2 Authorized Resident (AR) Rules of Conduct, Non-Compliance with Rules of Conduct – Fines and Penalties (pp.97-102)
Proposed Resolution: To recommend that the Board tentatively 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. The changes made will not be ratified until reconsidered by the Board at its February 27, 2024 meeting.
- g. Amend 30-5093-3 Code of Conduct Enforcement Procedure (pp.103-109)
Proposed Resolution: To recommend that the Board of Directors amend 13-5093-3, Code of Conduct Enforcement Procedure, changing language throughout.
- h. Adopt 10-1937-3 Community Rules Violation Panel and Appeal Procedure (pp.111-117)
Proposed Resolution: To recommend that the Board of Directors adopt 10-1937-3, Resolution for Community Rules Violations.

10. Monthly Board Agenda Items

- a. Proposed Capital Expenditures (pp.119)
- b. Proposed Reserve Expenditures (pp.121-122)
 - i. Amphitheater Stage Lighting (pp.123)
 - ii. HVAC Unit #5 in Clubhouse One (pp.124)
- c. Proposed Operations Expenditures (pp.127)
- d. Committee Policies (pp.129-134)

11. Strategic Initiatives



12. Next Meeting Date

- Thursday, February 15, 2024, at 10:00 a.m. – Conference Room A

13. Adjournment

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

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

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GRF ADMINISTRATION COMMITTEE MINUTES

November 16, 2023

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

ROLL CALL

Present: Donna Gambol
Marsha Gerber
Carol Levine

Nick Massetti
Camille Thompson
William Thompson – Chair

Absent: Teri Nugent

Staff: Jessica Sedgwick, Executive Director
Dave Potter, Executive Manager
Emma Hurtado, Executive Assistant
Susan Jacquelin, GRF Representative, Mutual Two
Four GRF Members

CHAIR'S ANNOUNCEMENTS

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

The Chair outlined the rules of order.

APPROVAL OF MINUTES

The Administration Committee minutes dated October 12, 2023, were approved as presented.

MEMBER CORRESPONDENCE/COMMENTS

Two Members spoke during the Members' Comment period. No correspondence was reviewed.

SUPPLEMENTARY STAFF REPORTS – N/A

FINANCE REVIEW

Acceptance of Monthly Financial Statements of Accounts

- a. September 2023

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

First: Nick Massetti

Second: Camille Thompson

The motion was carried unanimously by the members present.

Investments

a. Reserve Funds Investment Purchase

Motion: To recommend the GRF Board authorize the purchase of brokered CDs through US Bank Corp for \$900,000 with terms ranging from three (3) to thirty-six (36) months at the prevailing interest rates at the time of purchase and at the discretion of the financial advisors.

First: Nick Massetti

Second: Donna Gambol

The motion was carried unanimously by the members present.

b. Capital Funds Investment Purchase

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

First: Carol Levine

Second: Camille Thompson

The motion was carried with one (1) no vote (Massetti).

GENERAL

Allocating of 2023 Excess Reserve Contributions

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

First: Camille Thompson

Second: Nick Massetti

The motion was carried unanimously by the members present.

GOVERNING DOCUMENTS**Review 40-2244-3 Reconciliation of Annual Financial Statement**

The Committee reviewed Policy 40-2244-3, Reconciliation of Annual Financial Statement. It consented to minor language changes reassigning the rule's oversight to the Administration Committee, designated the rule's number as 14-2244-3, and requested that the GRF Board be informed of the policy's review.

Review 40-5523-1 Accounts Receivable Collections

Motion: To rescind Policy 40-5523-1, Account Receivable Collections.

First: Nick Massetti
Second: Carol Levine

The motion was carried unanimously by the members present.

Rescind 40-5523-2 Accounts Receivable – Fees

Motion: To rescind Policy 40-5523-2, Accounts Receivable, Fees.

First: Nick Massetti
Second: Camille Thompson

The motion was carried unanimously by the members present.

Amend 30-5022-3 Community Rules Violation Panel Charter

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

First: Camille Thompson
Second: Nick Massetti

The motion was carried unanimously by the members present.

The Committee consented to having the chair make minor changes in language before presenting the Policy to the Board.

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

Motion: To recommend the Board of Directors amend section 5 of 30-5093-3, Member Rules of Conduct – Procedure for Notification of Violation and Right to Hearing, and designate it as 13-5093-3.

First: Donna Gambol
Second: Marsha Gerber

The motion was carried unanimously by the members present.

The Committee consented to a work study.

MONTHLY BOARD AGENDA ITEMS

Proposed Capital Expenditures

- i. Operational Analysis Traffic Light: St. Andrews and Golden Rain Rd.
Facilities Chair Massetti confirmed that the Board Action Request for Operational Analysis Traffic Light: St. Andrews and Golden Rain Rd is correct.
- ii. 1.8 Phase 1
President Gerber informed the Committee that the 1.8 Ad Hoc Committee Chair is developing an Action Request for presentation to the Board of Directors.

Shuffleboard Court Roof Vents

Member Services Chair C. Thompson corrected the motion, clarifying that capital funding, will be used for the project and that the motion's language should include a 10% contingency.

Proposed Reserve Expenditures

- i. Amphitheater Sewer Lift Station Repair
Facilities Chair Massetti confirmed that the Board Action Request for Amphitheater Sewer Lift Station Repair is correct.
- ii. Paving Project Reserve Funding Mayfield
Facilities Chair Massetti requested the Paving Project Reserve Funding Mayfield Board Action Request be revised.
- iii. Replacement of Ice Machine in Clubhouse 2 Kitchen
Member Services Chair C. Thompson confirmed that the Board Action Request for Replacement of Ice Machine in Clubhouse 2 Kitchen is correct.
- iv. Bocce Ball Court Modification
Member Services Chair C. Thompson consented to the corrections to the Board Action request concerning the Bocce Court Modification.

Proposed Operations Expenditure

- i. Three-Year Contract Fire Protection
Facilities Chair Massetti consented to have President Gerber submit a modification of the Fire Protection Services Contract Board Action Request.

STRATEGIC INITIATIVES

Amended Capital Funds Reporting Form

The Committee reviewed the Capital Funds Reporting Form.

Emergency Generator for the Service Maintenance Yard

The Committee consented to table this item and schedule a work study.

FUTURE AGENDA ITEMS:

- a. Amend 40-2115-1 Copy and Supply Services
- b. Amend 40-2115-1 Copy and Supply Services - Fees

NEXT MEETING

Thursday, January 11, 2024, at 10 a.m. in Administration Conference Room A.

ADJOURNMENT

The meeting was adjourned at 11:42 am by Chair Thompson.

Approved Date

Approval Signature

Printed Name

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COMMITTEE ACTION REQUEST

TO: ADMINISTRATION COMMITTEE
FROM: EXECUTIVE MANAGER
SUBJECT: ACCEPTANCE OF THE OCTOBER 2023 FINANCIAL STATEMENTS
DATE: JANUARY 5, 2024
CC: FILE

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

Committee Action Recommended:

To accept for audit and forward to the GRF Board the interim financial statements for period ending 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	-\$242,872.71

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	-\$600	-\$54,300	Escrow YTD less than budget
Revenue	Escrow Recovery	\$14,080	\$67,849	HomeWise Docs
Revenue	Parking Spot	\$36	-\$21,638	AR -RV rental Leases
Revenue	Other Income	\$46,288	\$71,703	Recreation Sales
Revenue	Rental Income	\$1,446	-\$5,698	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	-\$16,227	-\$78,735	Less billable hours.
Revenue	News Sales Discounts	-\$1,236	-\$13,287	Onsite sales discounts
HR	Wages & Benefits	-\$1,218	\$156,881	Less permanent staff than budgeted
HR	Continuing Education	\$3,487	\$12,803	Less education expense than budgeted
HR	Temp Agency	-\$99,198	-\$677,567	Unanticipated temps - ODO in Security
Administration	Office Supplies	-\$5,278	-\$27,705	Home Depot, So Cal Auto/Truck, Alpha Water Systems
Administration	Legal	\$10,000	\$40,473	\$30k in litigation
Member Services	Legal-Trust	\$2,000	-\$17,525	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

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COMMITTEE ACTION REQUEST

TO: ADMINISTRATION COMMITTEE
FROM: EXECUTIVE MANAGER
SUBJECT: ACCEPTANCE OF THE NOVEMBER 2023 FINANCIAL STATEMENTS
DATE: JANUARY 5, 2024
CC: FILE

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

Committee Action Recommended:

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

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COMMITTEE ACTION REQUEST

TO: ADMINISTRATION COMMITTEE
 FROM: EXECUTIVE MANAGER
 SUBJECT: CAPITAL FUNDS INVESTMENT PURCHASE
 DATE: JANUARY 5, 2024
 CC: FILE

Investment Activity – November

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	-
Total Funds	503,374	11,534,667	2,276,834	243,565	14,556,471	-
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 ¹		(750,000)	(1,000,000)			
Available for Investing		1,202,100	-			

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

Committee Action Recommended:

No action recommended at this time.

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COMMITTEE ACTION REQUEST

TO: ADMINISTRATION COMMITTEE
 FROM: EXECUTIVE MANAGER
 SUBJECT: RESERVE FUNDS INVESTMENT PURCHASE
 DATE: JANUARY 5, 2024
 CC: FILE

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	-
Total Funds	503,374	11,534,667	2,276,834	243,565	14,556,471	-
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 ¹		(750,000)	(1,000,000)			
Available for Investing		1,202,100	-			

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

Committee Action Recommended:

I move to recommend the GRF Board authorize the purchase of brokered CDs through US Bank Corp for \$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

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 __ 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 Mutuals 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 titled "How to Be a Candidate for the GRF Foundation Board of Directors for Even-Numbered Mutuals 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 "-4": form rule to a "-3": procedure, and recognizing its different oversight with Administration's committee designation.

Fiscal Impact:

No expected impact.

Recommendation:

I move that the Board of Directors 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.

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Call for Candidates for the Board of Directors: 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) 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 monthly and special assessments payments must be current.
- 1.5. Members who have not fulfilled the requirements of section 1.4 above are eligible to run if they:
 - 1.5.1. have paid their assessments under protest per Civil Code Section 5658,
 - 1.5.2. have entered into and are currently on a payment plan, or
 - 1.5.3. have not been provided the opportunity to engage in an Internal Dispute Resolution (IDR) concerning their non-payment of any monthly assessment.
- 1.6. 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.

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. Application for Candidacy forms, 15-1631-4, are available in the Stock Transfer Office in the Administration Building beginning **Tuesday, February 20, 2024**.
- 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.

ADMINISTRATION

15-1635-3



- 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. Candidates who wish to have their names placed on the official ballot must present, in person to the Stock Transfer Office before Friday, March 29, 2024, at 4:00 p.m. the following materials:
 - 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. No late submissions will be accepted.

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.



How to be a Candidate for the Call for Candidates for GRF Golden Rain Foundation the 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) 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 ~~, current in the payment of monthly and special assessments payments - must be~~ current, 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
- 1.5. Members who have not fulfilled the requirements of section 1.4 above are the member eligible to run if they: has
 - 1.5.1. have ~~(1)~~ paid their assessments under protest per Civil Code Section 5658, ~~(2)~~
 - 1.5.2. have ~~has~~ entered into and ~~is~~ are currently on a payment plan, or ~~(3)~~ if the
 - 1.5.3. have ~~member has~~ not been provided the opportunity to engage in an Internal Dispute Resolution (IDR) concerning their non-payment of any monthly assessment.-

The candidate is a member of GRF for at least (1) year.
- 1.6. 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.

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.

STOCK TRANSFER ADMINISTRATION

5015-16356-43



~~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.~~

1. Nomination Process

2.

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

2.2.

~~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 26th, 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 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** ~~Friday, April 26, 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.

STOCK TRANSFER ADMINISTRATION

5015-16356-43



- ~~2. 2.7. 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:~~

~~2.7.1 50-1631-4 Application for Candidacy, 15-1631-4;~~

~~2.7.2 50-1632-4 Candidate Eligibility Disclaimer, 15-1632-4;~~

~~2.7.3 and Candidate Statement; and~~

~~2.7.4. members must show their GRF photo ID.~~

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

~~2.68. Candidates who wish to have their names placed on the official ballot must present, in person to the Stock Transfer Office before Friday, March 29, 2024, at 4:00 p.m. the following materials:~~

~~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. All statements and application materials are due in the Stock Transfer Office before 4:00 p.m. on **Friday, April 26, 2024.** No late submissions will be accepted.~~

- ~~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.~~

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.

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BOARD ACTION REQUEST

DATE: JANUARY 23, 2024
TO: GRF BOARD OF DIRECTORS
FROM: ADMINISTRATION COMMITTEE
BOARD ACTION: AMEND 50-1636-4, HOW TO BE A CANDIDATE FOR THE GRF FOUNDATION BOARD OF DIRECTORS FOR EVEN-NUMBERED MUTUALS ONLY

Committee Approval:

At its January __ 2024, meeting, the Administration Committee recommended the Board of Directors amend 50-1636-4, How to Be a Candidate for the GRF Foundation Board of Directors for Even-Numbered Mutuals 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 titled "How to Be a Candidate for the GRF Foundation Board of Directors for Even-Numbered Mutuals 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 50-1636-4 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. The committee has recommended additional language detailing the balloting and voting announcement provisions. Additionally, the Administration Committee recommends recategorizing the "-4": form rule to a "-3": procedure, and recognizing its different oversight with Administration's committee designation.

Fiscal Impact:

No expected impact.

Recommendation:

I move that the Board of Directors amend 50-1636-4, 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.

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2024 Candidate Instructions for GRF Board of Directors: Even-Numbered Mutuals Only

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) 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 monthly and special assessments payments must be current, or they:
 - 1.4.1. have paid their assessments under protest per Civil Code Section 5658,
 - 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 pending assessments.
- 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. 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. Application for Candidacy forms, 15-1631-4, are available in the Stock Transfer Office in the Administration Building beginning **Tuesday, February 20, 2024**.
- 2.2. Candidates may self-nominate, or be nominated by their Mutual's GRF Nominating Committee or Board of Directors.
 - 2.2.1. 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.
 - 2.2.2. 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 all candidacy forms prior to the application deadline.

- 2.3. In accordance with 13-5025-1, GRF Election Procedures, each candidate shall prepare a personal statement or résumé of no more than 300 words, single-sided, to be included in the official ballot packet mailed to voting Members. Statements shall be written in compliance with the election rules, i.e., contain the candidate's background, qualifications, and platform; but not include any disparaging or defamatory content.
- 2.4. Candidates who wish to have their names placed on the official ballot must present the following fully-completed materials in person to the Stock Transfer Office before Friday, **March 29, 2024**, at 4:00 p.m.:
 - 2.4.1. Application for Candidacy, 15-1631-4;
 - 2.4.2. Candidate Eligibility Disclaimer, 15-1632-4;
 - 2.4.3. Personal Candidate Statement;
 - 2.4.4. Candidate's GRF photo ID.
- 2.5. Candidates will receive a receipt acknowledging their application materials. 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 balloting 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.
- 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.



How to be a Candidate for the 2024 Candidate Instructions for GRF Board of Directors: for Even-Numbered Mutuals Only

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) 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 ~~current in the payment of monthly and special assessments payments~~ must be 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. have (1) paid their assessments under protest per Civil Code Section 5658, (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 pending assessments.

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. 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.

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.

2. Nomination Process

2.

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

2.12.

~~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 26th, 2024.**~~

~~2.2. Candidates may self-nominate, or be nominated by their Mutual's GRF Nominating Committee or Board of Directors.~~

~~2.3. 2.2.1 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.~~

~~2.2.2. Mutual Candidates who are nominated by their GRF Nominating Committee or Boards of Directors or their appointed nomination committees who nominate candidates will present those have their names submitted to Stock Transfer by the GRF Secretary prior to 4 p.m. on **Friday, March 22, 2024.** Upon receiving receipt 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 all candidacy forms prior to the application deadline 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, April 26, 2024,** to the Stock Transfer Office.~~

2.35.

In accordance with ~~130-5025-1,~~ GRF Election Procedures, each candidate shall prepare a personal statement, or ~~résumé~~ resume, of no more than 300 words, ~~single~~ single-sided, to be included in the official ballot packet mailed to voting Members. 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.

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- ~~3. 2.7. 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:~~

~~2.7.1 50-1631-4 Application for Candidacy, 15-1631-4;~~

~~2.7.2 50-1632-4 Candidate Eligibility Disclaimer, 15-1632-4;~~

~~2.7.3 and Candidate Statement; and~~

~~2.7.4. members must show their GRF photo ID.~~

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

- 2.48. Candidates who wish to have their names placed on the official ballot must present the following fully-completed materials in person to the Stock Transfer Office before Friday, **March 29, 2024**, at 4:00 p.m.:

2.4.1. Application for Candidacy, 15-1631-4;

2.4.2. Candidate Eligibility Disclaimer, 15-1632-4;

2.4.3. Personal Candidate Statement;

2.4.4. Candidate's GRF photo ID.

- 2.5. Candidates will receive a receipt acknowledging their application materials. All statements and application materials are due in the Stock Transfer Office before 4:00 p.m. on **Friday, April 26, 2024**. No late submissions will be accepted.

4.3. Balloting Process

- 4.1.3.1. 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 balloting instructions and deadlines, and envelopes to ensure voter confidentiality. The packets will be mailed **Friday, May 3, 2024**.

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

5.4. Vote Counting

- 5.1.4.1. Returned ballots are submitted directly to the Foundation's independent inspector of elections.

- 5.2.4.2. 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.

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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.



BOARD ACTION REQUEST

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

Committee Approval:

At its January __ 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 that the Board of Directors preliminarily 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, and considering its ratification at its meeting on February 27, 2024, after a 28-day notice to the Members.

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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**

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. The procedure shall be conducted and the results shall be announced as required by Section 10 of this Rule and applicable law.

3. **CANDIDATES**

3.1. **CANDIDATE ELIGIBILITY AND QUALIFICATIONS**

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

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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. 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 will 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

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a potential conflict of interest. Further, such action may expose any individual member and/or the Board to unnecessary liability, including, 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)
3.2.4.

At the time of submitting candidate materials, candidates must present their current GRF identification card.

3.3. CANDIDATE ELIGIBILITY DISCLAIMER

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 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

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for nominating candidates.

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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 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

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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 their directors’ performance of their duties, any and all such statements or actions shall not 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 require GRF to provide 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 available through the GRF Client Service Team. This list will not contain 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-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 will be liable for reimbursing GRF for the cost of the election and candidate may be removed from the ballot.

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

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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 Inspector of the Election to count 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 Inspector of the Election to count 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.

5.2. The GRF BOD shall contract with an election services vendor that will be directed to conduct each election in accordance with this policy, all applicable codes, GRF By-Laws, and state laws.

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.

6.2. Notice of Election
At least thirty (30) days before the ballots are distributed, GRF will provide general 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.

6.3. Verification of Election Material
GRF shall permit members to verify the accuracy of their individual information on

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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).

6.4. Ballot Packet

The ballot packet will consist only of a secret ballot, voting instructions, any candidate statements/résumés, 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. The election rules will be posted on the Foundation’s website (lwsb.com). Upon request, they can be provided by individual delivery..

6.5. Secret Ballots Returned by Mail

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.

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

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

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.

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

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

(Jan 23)

GOLDEN RAIN FOUNDATION Seal Beach, California

Golden Rain Foundation Election Rules



- 7.1. Inspector(s) of the Election 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 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

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expired, at which

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

9.2. The ballots shall be stored 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 that includes those items listed in the initial notice under (1) above, in addition to a list of the names of all 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 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 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
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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, i~~n 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 t~~he 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 will 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,

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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 closure 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~~ re 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.~~ 6.4.6.4. 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, T~~he 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.~~ 6.4.6.5. Secret Ballots Returned by Mail

~~6.4.1.6.5.1.~~ 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.~~ 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.~~ 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.~~ 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.~~ 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.~~ 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

Golden Rain Foundation Election Rules



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

13-5025-13

Golden Rain Foundation Election Rules



expired, at which

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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

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BOARD ACTION REQUEST

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

Committee Approval:

At its January __ 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 that the Board of Directors adopt 10-5028-3, GRF Board Candidate Guide.

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GRF Candidate's Guide



Want to Become a GRF Director?

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?

If you're elected...the first afternoon

Page 3



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 strictures 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.
- 4.

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 immediately after the vote counting meeting, and to participate in voting to choose the Board's officers.

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GRF Candidate's Guide



Want to Become a GRF Director?

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~~Why Serve on The GRF Board?~~

~~"MAKING A DIFFERENCE" BY JIM GREER~~

~~It has been said that "without a sense of caring, there can be no sense of community." This means that your care for this community must overcome the negativity that may be thrust upon you. Instead, my challenge to each of you is to set aside your intentions to "prove them wrong" and as a member of the GRF Board follow five simple suggestions:~~

~~If you have a personal agenda, write it down. Give everyone a copy and see if it's worth following.~~

~~If you always have an axe to grind, despite all your complaining, you'll never be the sharpest tool in the shed.~~

~~If you have a pet peeve, decide either to give it a home, or let it go.~~

~~If you have a score to settle, stop keeping score, and settle.~~

~~And, if you have a hunger for power, go on a fast, swallow your pride, and hunger no more.~~

~~There are so many wonderful examples of people with a caring heart that made a difference in the world by serving. Martin Luther King, Jr., Nelson Mandela, Mahatma Gandhi and Mother Teresa. Each of these leaders made a global impact not by seeking fame, but by serving others on a personal level. Another of these great servants was theologian, organist, philosopher, and physician, Dr. Albert Schweitzer, who said -~~

~~"I don't know what your destiny will be, but one thing I do know: the only ones among you who will be really happy are those who have sought and found how to serve."~~

~~Yes, it is possible to be really happy! Not because you are on the Board. But because you have decided to serve the people of this wonderful community. Thank you for volunteering to serve on the GRF Board!~~



~~What You Should Know~~ ~~Before~~ Want to Become a ~~Running for~~ ~~GRF Director~~ Board?

~~A. Responsibilities and Limitations of a GRF~~ 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. You are a volunteer in an unpaid position.~~
- ~~1. 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.~~
- ~~3. You will represent all of Leisure World and not just the Shareholders of your Mutual.~~

B. What are the Expectations of GRF Directors?

1. You will conduct your duties according to the statutes and strictures 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.

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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.

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C. GRF Will Provide These Resources to Help You Will I Have Help to Succeed in My Role?

1. GRF staff and outside professionals throughout the Board's term train Directors Training in legal compliance, financial management, technology use, and meeting protocol will be provided. throughout your term on the Board.
2. A mentor will be assigned by the GRF Board President will assign a mentor to guide first-time Directors you through the first months of their term first few months of service.
2. GRF furnishes will provide each director with an iPad or laptop. GRF business operations rely on email communication and the ability to attend meetings virtually. and establishes an official GRF email account for each director.
3. 3. —
4. Supervision over GRF Employees
 - a. A GRF Board Member has "no control (authority) over... GRF Employees." All such authority rests exclusively with the Executive Director and his/her delegation of those duties through the organization's management hierarchy.
 - b. The GRF Board and individual Board Members have no role in assigning tasks or directing the activities of individual GRF employees.
 - c. Aside from the GRF Board of Directors' oversight regarding the Executive Director, neither the GRF Board and GRF Board Members can formally or informally assess employee work performance. Any such judgment by a Board Director that an employee action imperils the Foundation's adherence to lawful practice or efficient operations must be shared, individually and in confidence, with the GRF Director of Human Resources.
 - d. Only GRF Committee Chairs, or anyone commissioned with authority by the GRF Board of Directors, can direct questions concerning a subject relevant to their responsibilities or tasks at hand to the proper department supervisor, who will then manage the department's response. Committee Chairs desiring more extensive commitment of staff time must request that the Executive Director authorize such an engagement.
5. Board Members' Interaction with GRF Employees
 - a. Direct communication between GRF Board Directors and employees endangers employee privacy and can lead to litigation. Board Directors should not solicit or share opinions from staff members outside a Board Member's explicit responsibilities, except via information transmitted through formal reporting channels.
 - b. Any observation concerning a GRF employee that a GRF Board Member believes should be acted upon may only be shared, individually and in confidence, with the GRF Director of Human Resources or the Executive Director.



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~~c. Negative comments at any meeting must not include the names of fellow Directors, staff members or audience members.~~

~~d. A GRF Board Member cannot engage in interactions with any GRF Employee that could be construed as violating provisions concerning employee rights to a non-hostile, respectful workplace.~~

~~e. The GRF Board will support an investigation by appropriate staff of alleged violations of Rule 13-5093-1 and other formally adopted rules within GRF's governing documents that impact the right of every GRF employee to a non-hostile workplace. Further, the GRF Board will use procedures outlined in 13-5093-3 to enforce compliance with these policies of GRF Members, and Directors of the GRF Board and the various Mutual boards.~~

~~6. Board Members' Communication with Other Board Members~~

~~a. California open meetings provisions require limitations on communication among Members of the Board of Directors, particularly when a social event, conversation or any form of electronic or written communication distributes information to Directors representing a quorum of the Board.~~

~~b. Board Members collectively representing a quorum of the Board cannot "discuss or deliberate upon any item of business that is within the authority of the Board" outside of a properly noticed meeting. Thus, even informal discussions of Board issues at a social gathering attended by other Board Members should be avoided.~~

~~c. Information transmitted electronically by an individual Board Member to all other Board Members is permitted. However, further comments or conclusions by individual board members to a quorum of Board Members may constitute an unauthorized board meeting. In consequence, do not "reply all" to any document directed to a group of more than eight other board members.~~

~~d. If you are communicating about GRF issues, you are urged to use your GRF-supplied email address for all messages to other GRF Directors, staff, GRF Members and all other parties.~~

~~7. Board Members' Duty of Loyalty~~

~~a. Your fiduciary duties as a GRF Board Member also includes the duty of loyalty, delineated in the GRF Board Code of Ethics, 13-5093-1.~~

~~b. After a decision is approved by a majority of the Board, no Board Member may openly express disagreement with the Board's decision and may not act against the implementation of the Board's action.~~

~~c. All information presented to Board Members during an executive session is confidential, and may not be revealed to any person, either during the Board Member's term or at any time after the Board Member's term ends.~~



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~~d. All GRF Board Members must comport themselves during meetings and communication with fellow Board Members, staff and GRF Members in a courteous, respectful manner.~~

~~8. Executive Director's Defined Areas of Authority~~

~~a. The Executive Director's "duty and responsibility" is to "provide day to day leadership and management of all departments in the Foundation."~~

~~b. The Executive Director has the authority to establish, maintain and enforce administrative procedures and employee supervision to fulfill the Rules and instructions duly passed by the Board of Directors acting within its role.~~

~~c. The Board has granted the Executive Director with authority to enter into contracts and execute work orders for amounts of \$10,000 and under, with the provision that any such authorization cannot exceed the amount designated for such purposes in the annual operating budget.~~

~~d. The Executive Director has the authority to hire, dismiss, promote, demote or discipline any GRF employee within the stipulations of federal, state or local law, and with the consultation of the Foundation's human resources director and/or employment attorney.~~

~~e. Statements or actions that contravene the above responsibilities and limitations, or of any codified GRF rule, may subject a Board Director to sanctions under procedures outlined in Rule 13-5022-3, Community Rules Violation Panel; or Rule 13-5092-3, GRF Censure Procedure.~~

~~B. **Golden Rain Foundation (GRF)**~~

~~1. Is a non-profit master association that serves as a management company for the 16 Mutual Corporations.~~

~~2. Administers the shared Trust property and the facilities owned by these independent Mutual Corporations.~~

~~3. Has a Board of Directors (BOD) and a full time Executive Director who oversee the departments serving the community: Administration, Communications, Community Facilities, Finance, Human Resources, Information Technology Services, Internal Operations, Mutual Administration, Recreation, and Community Services.~~

~~C. **The GRF Board**~~

~~1. The GRF Board operates through committees that report to the full BOD monthly, or as directed.~~

~~2. These are the standing committees:~~

~~a. The Administration Committee comprises the Board's officers and the Chairs of the Facilities, Member Services and Operations committees (See 10-1000-3)~~



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- ~~b. Facilities Committee (See 20-1000-3)~~
- ~~c. Member Services Committee (See 30-1000-3)~~
- ~~d. Operations Committee (See 40-0000-3)~~
- ~~3. Ad Hoc Committees are formed for special projects (See 13-5024-1)~~

D. How Am I Eligible To Become a GRF Director?

- ~~1. Are You Eligible?~~
- ~~2. You are a GRF Member in good standing in the Mutual you wish to represent on the GRF Board of Directors.~~
- ~~1.~~
- ~~3. You have been a GRF Member for at least one year by the deadline date for nominations to be submitted.~~
- ~~2.~~
- ~~4. You have not been convicted of a crime that would prevent GRF from purchasing fidelity bond coverage or would terminate GRF's existing coverage.~~
- ~~3.~~
- ~~5. You are elected by GRF Members from within your Mutual.~~
- ~~4.~~

E. What is the Application Process?

- ~~1. All potential Director Board Members must obtain complete the application packet in the.~~
- ~~2. Application package includes the following and is available at the Stock Transfer Office.:~~
 - ~~a. Code of Ethics and Conduct.~~
 - ~~b. GRF Board of Directors Application for Candidacy.~~
 - ~~c. Board Eligibility Disclaimer.~~
 - ~~d. GRF Candidate Instructions/Timeline.~~
 - ~~e. GRF Election Schedule.~~
 - ~~f. GRF and Mutual Election Calendar.~~
 - ~~g. Policy 13-5025-3 GRF Election Procedures.~~
 - ~~h. GRF Director's Handbook.~~
 - ~~i. 1. Sample Ballots.~~
- ~~3. 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.
- ~~4. 3. The complete package must be submitted to the Stock Transfer Office prior by the nomination period deadline to close of the application period to ensure any questions of eligibility can be resolved. No candidacy materials will be accepted after the close of the nomination period.~~



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F. Are There Campaign 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.

1.

2. ~~Candidates~~ You MAY NOT use a Mutual e-mail contact list to send campaign-related correspondence. If any candidate ~~you~~ violates this ~~ss-Campaign r~~ Rule, they ~~you~~ will be liable for reimbursing GRF for the cost of the election and ~~you~~ may be removed as a candidate.

~~C. GRF Will Provide These Resources to Help You Succeed~~

~~1. Training will be provided throughout your term on the Board.~~

~~2. A mentor will be assigned by the GRF Board President to guide you through the first few months of service.~~

~~3. GRF will provide each director with an iPad or laptop. GRF business operations rely on email communication and the ability to attend meetings virtually.~~

2.

H. Expectations of GRF Board Members

~~1. Time off and vacations are expected but extended absences from our community should not occur: e.g., three-month vacation.~~

~~2. Have a willingness to learn and ability to work as a team.~~

~~3. Your duty is to research/study and vote on all items that come to the Board for action or response.~~

~~Attend all GRF Board Meetings, and all Committee meetings and related meetings to which you are assigned.~~

~~Supervision over GRF Employees~~

~~A GRF Board Member has "no control (authority) over... GRF Employees." All such authority rests exclusively with the Executive Director and his/her delegation of those duties through the organization's management hierarchy.~~

~~b. The GRF Board and individual Board Members have no role in assigning tasks or directing the activities of individual GRF employees.~~

~~c. Aside from the GRF Board of Directors' oversight regarding the Executive Director, neither the GRF Board and GRF Board Members can formally or informally assess employee work performance. Any such judgment by a Board Director that an employee action imperils the Foundation's adherence to lawful practice or efficient operations must be shared, individually and in confidence, with the GRF Director of Human Resources.~~

~~d. Only GRF Committee Chairs, or anyone commissioned with authority by the GRF Board of Directors, can direct questions concerning a subject relevant to their responsibilities or tasks at hand to the proper department supervisor, who~~



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will then manage the department's response. Committee Chairs desiring more extensive commitment of staff time must request that the Executive Director authorize such an engagement.

Board Members' Interaction with GRF Employees

Direct communication between GRF Board Directors and employees endangers employee privacy and can lead to litigation. Board Directors should not solicit or share opinions from staff members outside a Board Member's explicit responsibilities, except via information transmitted through formal reporting channels.

Any observation concerning a GRF employee that a GRF Board Member believes should be acted upon may only be shared, individually and in confidence, with the GRF Director of Human Resources or the Executive Director.

Negative comments at any meeting must not include the names of fellow Directors, staff members or audience members.

A GRF Board Member cannot engage in interactions with any GRF Employee that could be construed as violating provisions concerning employee rights to a non-hostile, respectful workplace.

The GRF Board will support an investigation by appropriate staff of alleged violations of Rule 13-5093-1 and other formally adopted rules within GRF's governing documents that impact the right of every GRF employee to a non-hostile workplace. Further, the GRF Board will use procedures outlined in 13-5093-3 to enforce compliance with those policies of GRF Members, and Directors of the GRF Board and the various Mutual boards.

Board Members' Communication with Other Board Members

California open meetings provisions require limitations on communication among Members of the Board of Directors, particularly when a social event, conversation or any form of electronic or written communication distributes information to Directors representing a quorum of the Board.

Board Members collectively representing a quorum of the Board cannot "discuss or deliberate upon any item of business that is within the authority of the Board" outside of a properly noticed meeting. Thus, even informal discussions of Board issues at a social gathering attended by other Board Members should be avoided.

Information transmitted electronically by an individual Board Member to all other Board Members is permitted. However, further comments or conclusions by



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individual board members to a quorum of Board Members may constitute an unauthorized board meeting. In consequence, do not "reply all" to any document directed to a group of more than eight other board members.

If you are communicating about GRF issues, you are urged to use your GRF-supplied email address for all messages to other GRF Directors, staff, GRF Members and all other parties.

Board Members' Duty of Loyalty

Your fiduciary duties as a GRF Board Member also includes the duty of loyalty, delineated in the GRF Board Code of Ethics, 13-5093-1.

After a decision is approved by a majority of the Board, no Board Member may openly express disagreement with the Board's decision and may not act against the implementation of the Board's action.

All information presented to Board Members during an executive session is confidential, and may not be revealed to any person, either during the Board Member's term or at any time after the Board Member's term ends.

All GRF Board Members must comport themselves during meetings and communication with fellow Board Members, staff and GRF Members in a courteous, respectful manner.

Executive Director's Defined Areas of Authority

The Executive Director's "duty and responsibility" is to "provide day-to-day leadership and management of all departments in the Foundation."

The Executive Director has the authority to establish, maintain and enforce administrative procedures and employee supervision to fulfill the Rules and instructions duly passed by the Board of Directors acting within its role.

The Board has granted the Executive Director with authority to enter into contracts and execute work orders for amounts of \$10,000 and under, with the provision that any such authorization cannot exceed the amount designated for such purposes in the annual operating budget.

The Executive Director has the authority to hire, dismiss, promote, demote or discipline any GRF employee within the stipulations of federal, state or local law, and with the consultation of the Foundation's human resources director and/or employment attorney.

4. Statements or actions that contravene the above responsibilities and limitations, or of any codified GRF rule, may subject a Board Director to sanctions under procedures

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~~outlined in Rule 13-5022-3, Community Rules Violation Panel; or Rule 13-5092-3, GRF Censure Procedure.~~



~~Welcome to the~~ ~~Golden Rain Foundation~~

~~A. Confidentiality~~

- ~~1. Your Obligation of confidentiality continues after you are no longer a director.~~

~~B. Other Important Information~~

- ~~1. If you want to talk to the GRF President or Executive Director, please call the Executive Coordinator and make an appointment. Anything you discuss with the Executive Director will be shared with the President.~~
- ~~2. You are encouraged to attend community-sponsored events.~~
- ~~3. You may get paper and ink cartridges for your printer, if needed, while doing GRF work. See the Executive Coordinator.~~



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

1. ~~Be prepared to be installed on the Board immediately after the vote counting meeting, and to participate in voting to choose the Board's officers. Meet with Executive Coordinator (Assistant to the GRF President). This will take less than one (1) hour.~~
 - a. ~~Pick up keys for your assigned mailbox in the GRF mailroom, which is located in the 1st Floor Administration building reception area. This is where your agendas and other mail to the Board of Directors (BOD) will be found. This box needs to be checked frequently during the week. You will be asked if you want your agendas sent to you by email only.~~
 - b. ~~Order business cards.~~
 - c. ~~Order Board Name Badge.~~
2. ~~Make an appointment with an ITS Systems Analyst: (Appointment will take less than 1 hour).~~
 - a. ~~Receive your GRF Board iPad or laptop,~~
 - b. ~~Have links installed for GRF calendar and email (these should be checked daily)~~
 - c. ~~Get information on installing these links on your home computer if you choose.~~
 - d. ~~Receive your new board email address; and~~
 - e. ~~Request a list of your Mutual shareholders, if desired.~~
3. ~~Make an appointment with the LW Weekly staff to get your GRF Board photograph taken. It will be on the web site and when needed, used by the newspaper.~~
4. ~~The following information will be provided within the first few weeks of the new Board term. These items may also be available on the Website, www.lwsb.com:~~
 - a. ~~A list of all GRF Directors,~~
 - b. ~~A list of committee chairs and members, and~~
 - c. ~~A perpetual calendar listing committee and Board meeting dates and times.~~

D. Public Board Meetings

1. ~~GRF monthly Board meeting is the 4th Tuesday of each month~~
 - a. ~~Time will at 10:00 a.m. although from time to time an evening meeting is scheduled.~~
 - b. ~~Location: Clubhouse 4.~~
 - c. ~~Periodically a Special Board meeting will be scheduled.~~
2. ~~Agendas~~
 - a. ~~Bring your iPad or laptop to each Board Meeting so you can access the agenda.~~
 - b. ~~Your duty, legally, is to read and be familiar with all supporting documents before you vote.~~
 - c. ~~Check your agenda to see if you will be reading a motion.~~



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~~d. — If you do not wish to read the motion, please call ahead to the GRF President, and request not to read it. This gives time for another Director to be appointed to read the motion.~~

~~e. — Be alert to the discussion and proceedings.~~

~~3. — Attendance~~

~~a. — Please attend and be on time to each Board Meeting. When you arrive after the roll call, the meeting must stop. The Corporate Secretary must inform the President and record that you have arrived.~~

~~b. — A quorum is the minimum number of Directors who must be present to allow the Board to make decisions. It is ½ of the full Board plus one. Normally this is 10 (18 ÷ 2 + 1).~~

~~c. — If the members comprising the quorum has changed, the President must be informed so it can be included in the record.~~

~~d. — If you must leave the meeting early, please notify the President, Corporate Secretary, Executive Coordinator or Executive Director before the meeting.~~

~~e. — If an emergency arises at the Board meeting requiring you to leave, please send a note to the Corporate Secretary.~~

~~f. — If you will be absent, please call or send an email to the Board Officers or staff members above informing them.~~

~~4. — Speaking at the Board Meetings~~

~~a. — The yellow button turns on the microphone (labeled "mic").~~

~~b. — Turn off your lights after speaking or after the voting result is announced.~~

~~c. — Negative comments must not include the names of fellow Directors, staff members or audience members.~~

~~d. — Your speaking time may be limited at the GRF Board meetings. This is at the discretion of GRF President. It will be announced.~~

~~5. — Board Meeting Motions~~

~~a. — You may comment on a motion at the GRF Board Meeting by turning on the yellow "mic" button. Wait to speak until the President calls your name.~~

~~b. — Discussion must be solely concerned with whether the immediately pending motion should be approved.~~

~~c. — Speak clearly and concisely.~~

~~d. — If you would like to speak again, turn on your light and wait. Those who have not yet spoken, speak first. After everyone speaking for the first time has finished, the second round of speakers will begin. You are only to add new information that has not already been shared with the directors.~~

~~6. — Voting~~

~~a. — Green light is a "yes" vote.~~

~~b. — Red light is a "no" vote.~~



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- c. — White light is an Abstention.
- d. — Do not vote "yes" or "no" if you are unprepared.
- e. — If in doubt about what you are voting on, check your agenda or ask for clarification, if needed.
- f. — If something comes to a vote that affects your Mutual only, you may/will have to recuse yourself from the vote. (Recusal is for a conflict of interest). If you need to recuse yourself from a vote, please inform the Chair before the vote is taken.
- g. — If you plan to recuse yourself, you should not participate in the board's deliberations for that topic.

E. — Executive Session of the Full Board

- 1. — These sessions are confidential and disclosure of any of this information is grounds for Director censure. (See 13-5092-1, Section 2.1.)
- 2. — Every Director is expected to attend each Executive Session of the full BOD.
- 3. — The supporting confidential documents are distributed to Directors before the session begins. Read the documents prior to the start of the meeting.
- 4. — All paperwork is collected and destroyed after the meeting. Removal of any of these documents without permission may result in disciplinary action.
- 5. — Confidentiality remains in effect even after you are no longer a director.

F. — Committees

- 1. — The GRF operates through committees.
- 2. — There are four (4) standing committees. Each committee has a Chair who is responsible for conducting the meeting.
- 3. — Each committee has a Charter and policies related to its activities that can be provided to you. It is also on the Website (www.lwsb.com).
- 4. — The President will assign you to one or more of the standing committees. The list of all committees, the appointed Chairs and committee members are ratified by the full Board.
- 5. — All recommendations made by the committee are forwarded to the full Board for consideration.
- 6. — If you are going to miss the meeting of any committee to which you are assigned, please inform the Chair.
- 7. — Each standing committee dissolves at the end of the Board term.



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~~8. The Administration Committee holds an Executive Session after the scheduled meeting to review personnel issues. Non-committee members may not attend these Executive sessions unless invited by the Committee Chair.~~

~~9. Subcommittees:~~

~~a. The Chair of any standing committee may create subcommittees comprising selected members of the committee to address specific issues.~~

~~i. Members/Owner Specialists may be appointed by the committee chair (See 13-5024-1).~~

~~ii. No action may be taken, but consensus may be reached in these sessions.~~

~~10. Work Study~~

~~a. Less formal meetings comprising some part of committee members to discuss or research relevant topics that may be too time-consuming to cover in the scheduled meetings.~~

~~b. No action may be taken, but consensus may be reached in these sessions.~~

~~11. Health Care Center Advisory Board (HCC)~~

~~12. Comprised of the GRF President, Treasurer, and one appointed GRF Director, it oversees all matters related to GRF's lease of the Health Care Center Ad Hoc Committees~~

~~a. Created by the full Board to address specific issues (See 13-5024-1).~~

~~b. Exist until the task assigned is finished or the full Board decides the Ad hoc is no longer necessary.~~

~~c. Monthly reports are made directly to the Board.~~

~~13. Plan Investment Committee~~

~~a. Comprised of the GRF President, Vice President, and Treasurer, it consults with the GRF Executive Director, Director of Finance, and Human Resources concerning investment options for the GRF's employee retirement plans.~~

G. Mutual Report

~~1. A GRF Director may be asked to present a short oral report during the monthly or annual board meetings of the Mutual they represent. After presenting the GRF report, GRF Directors may be excused from the meeting by the Mutual President or may leave the meeting at their own volition.~~

H. How Motions Work

~~1. Most motions begin in a committee.~~



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- ~~2. If the motion requires the action of another committee or a department, that information is included in the motion.~~
- ~~3. After Committee approval, the motion goes to the full Board for approval, modification, or denial.~~
- ~~4. Every motion requires a second.~~

~~I. Elections~~

- ~~1. A Board meeting is called when ballots for GRF elections are to be counted.~~
- ~~2. A quorum must be present to count ballots. All directors are expected to attend.~~

~~J. Annual Meeting of Full GRF Board~~

- ~~1. Committee Chairs submit a written report prior to the annual meeting and may choose to present an oral summation at the meeting.~~
- ~~2. New Board Members are seated.~~

~~K. Organizational Meeting~~

- ~~1. New officers are elected.~~

~~L. Community Rules Violation Panel (CRV)~~

- ~~1. A panel of three GRF Directors that receives initial appeals to violations of GRF rules from Members.~~
- ~~2. The panel will hear contested parking citations and Code of Conduct violations.~~
- ~~3. Final appeals will be reviewed by the full GRF Board of Directors.~~

~~M. Town Hall Meetings~~

- ~~1. These are GRF meetings to discuss important issues related to our community. These meetings are often at night so working members of our community may attend. It is expected all GRF Directors will attend.~~

~~N. Board Trainings~~

- ~~1. It is strongly recommended you attend all training opportunities. Some training sessions are mandatory.~~
- ~~2. GRF Board training is sometimes combined with the Mutual Board training.~~
- ~~3. Off-site Board workshops may be held for training, goal setting, long-term planning, etc.~~



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~~O. Director Appreciation Dinner~~

- ~~1. Thank you to the departing Directors for their service on the Board.~~
- ~~2. Welcome to the new Directors.~~
- ~~3. Attendance not required but strongly encouraged.~~

~~P. Resigning as a Director from the GRF Board~~

- ~~1. Formal Letter of Resignation must be in writing and include the following:
 - ~~a. Date written~~
 - ~~b. Date effective~~
 - ~~c. Include your signature~~~~
- ~~2. This written resignation is non-revocable upon submission.~~

~~Q. Ending Your Directorship~~

- ~~1. Return mailbox key.~~
- ~~2. Return iPad/Laptop to IT.
 - ~~a. Get a signed receipt.~~
 - ~~b. Depending on the age of the equipment, you may have the option to purchase; check with the IT Director.~~~~
- ~~3. Confidentiality — your obligation of confidentiality continues after you are no longer a Director.~~

Document History

~~Adopted: 21 Mar 18 Amended: 26 Oct 21 Amended: 23 May 23~~

Keywords: ~~Handbook Code of Conduct GRF Board Member~~

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BOARD ACTION REQUEST

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

Committee Approval:

At its _____, 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.

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Authorized Resident (AR) Rules of Conduct

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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-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.
 - 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.
 - 2.4.1.5 Unwanted filming, photography or recording, and/or the unauthorized sharing of videos, images or recordings.
 - 2.4.1.6 Sexually suggestive language or gestures.
 - 2.4.1.7 Directing objects or substances at another person with intent to harm or intimidate.
 - 2.4.1.8 Disruptive behavior, personal attacks, or harassment during GRF meetings.
 - 2.4.1.9 Creating a hostile work environment for GRF staff or GRF-contracted service providers on Trust Property or while working in Mutuals.

(Aug 22)



Authorized Resident (AR) Rules of Conduct

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- 2.4.1.3 Any form of discrimination.
- ~~2.4.1.4~~ 2.4.1.5 Unwanted or offensive touching or infringement on personal space, filming, photography and recording.
- ~~2.4.1.4~~ 2.4.1.5 2.4.1.6 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

- 40 2.4.1.92.4.1.10 Bodily odor or cleanliness that would be
- 41 considered offensive and a health and safety hazard to
- 42 others.
- 43 2.4.1.102.4.1.11 Willful damage, destruction, or defacing of Trust
- 44 Property, or unauthorized/unlawful entry, use ~~of~~or
- 45 trespass upon Trust Property.
- 46 2.4.1.112.4.1.12 Theft of any Trust Property.
- 47 2.4.1.122.4.1.13 Egregious behavior of any kind.
- 48 2.4.1.14 Non-compliance with GRF Governing Documents.

49 ~~2.4.1.13~~

50 **3. NON-COMPLIANCE**

- 51
- 52 **3.1** Non-compliance will result in a penalty for each violation. See ~~3013~~3013-5093-
- 53 2 for schedule of fines and penalties.
- 54 ~~3.2.1.1 To protect GRF, repeat offenders may be subject to legal action.~~
- 55 3.2 For offenses that are governed by City, State or Federal laws the
- 56 appropriate authorities will be contacted.
- 57 3.3 To protect GRF, repeat offenders may be subject to legal action.

58

59 **4. NOTIFICATION OF VIOLATION AND RIGHT TO HEARING**

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

62 procedures.

63

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)

64



BOARD ACTION REQUEST

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

Committee Approval:

At its _____, 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 13-5093-2, 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 to tentatively 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. The changes made will not be ratified until reconsidered by the Board at its February 27, 2024 meeting.

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

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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.
- 1.2** Enforce the Golden Rain Foundation’s (GRF) obligation to adhere to California and federal mandates protecting workers from experiencing a hostile work environment.
- 1.3** Penalize violators who do not comply with the Rules of Conduct.
- 1.4** Protect GRF Trust Property and assets, GRF Staff, GRF Directors, GRF-contracted service providers, Authorized Residents, caregivers and visitors.

2. NON-COMPLIANCE FINES AND PENALTIES

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

2.1 Fine Schedule

- 2.1.1** First Offense \$100.00
- 2.1.2** Second Offense \$200.00
- 2.1.3** Third Offense \$500.00 and violators suspension of access to GRF Trust Property amenities usage for 60 days.
- 2.1.4** Fines and Penalties for further offenses will be subject to the GRF Board of Directors’ discretion and dependent upon the severity of the infraction.
- 2.1.5** 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**

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.

~~1.1.2~~ **1.2** Enforce the Golden Rain Foundation’s (GRF) obligation to adhere to California and federal mandates protecting workers from experiencing a hostile work environment.

~~1.2.1.3~~ **1.3** Penalize violators who do not comply with the Rules of Conduct.

~~1.3.1.4~~ **1.4** 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.

3.1.2.1 Fine Schedule

~~3.1.1.2.1.1~~ **3.1.1.2.1.1** First Offense \$100.00

~~3.1.2.2.1.2~~ **3.1.2.2.1.2** Second Offense \$200.00

~~3.1.3.2.1.3~~ **3.1.3.2.1.3** Third Offense \$500.00 and violators suspension of access to GRF Trust Property amenities useage for 60 days.

~~3.1.4.2.1.4~~ **3.1.4.2.1.4** Fines and Penalties for further offenses will be subject to the GRF Board of Directors’ discretion and dependent upon the severity of the infraction.

~~3.1.5.2.1.5~~ **3.1.5.2.1.5** 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**

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- 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.

3.2.2.3 Legal Action

- ~~3.2.1~~2.3.1 For infractions that rise to a criminal level as stated in City, State or Federal laws, the appropriate authorities will be notified.
- ~~3.2.2~~2.3.2 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.
- ~~3.2.3~~2.3.3 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
Amended:	24 Aug 21				

Keywords:	Rules of Conduct	Fines	Penalty	Authorized Resident (AR)
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53



BOARD ACTION REQUEST

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

Committee Approval:

At its January ____, 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 that the Board of Directors amend 13-5093-3, Code of Conduct Enforcement Procedure, changing language throughout.

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Code of Conduct Enforcement Procedure

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

5 **1. INVESTIGATION**

6
7 Alleged violations by a MEMBER, AUTHORIZED RESIDENT (AR), QUALIFIED
8 PERMANENT RESIDENT (QPR), or VISITOR of any rule stated in the Code of
9 Conduct (13-5092-1), or that in the judgment of the GRF President or GRF Executive
10 Director constitutes an egregious offense of any GRF governing rule, will be assessed
11 in the following manner:

12
13 **1.1** Complaints of abusive, threatening or harassing behavior, or inappropriate
14 language toward GRF staff, GRF Directors during the execution of their
15 official duties, and GRF-contracted workers shall be forwarded to GRF’s
16 Human Resources (HR) Director who will notify GRF’s President and
17 Executive Director of the complaint.

18 **1.2** GRF’s HR Director, President and Executive Director, and legal counsel (if
19 prudent), will interview the complainant GRF staff member, and seek
20 statements from the alleged violator and any additional witnesses to
21 determine whether there is a reasonable basis for believing the alleged
22 violation likely occurred.

23 **1.3** If the results of the investigation exonerate the accused violator, no further
24 action will be taken.

25 **1.4** If the results of the investigation are inconclusive or if it is determined the
26 investigation finds actions that are problematic, but not chargeable, the GRF
27 HR Director, President and Executive Director may recommend appropriate
28 preventative action to GRF’s Board of Directors.

29 **1.5** If it is determined the alleged conduct has occurred, but that the action...

30 1.5.1 doesn’t create a significant threat to personal safety of staff or others,
31 and;

32 1.5.2 does not create an abusive or toxic work environment as defined
33 under the Fair Housing and Employment Act; and

34 1.5.3 is not considered an egregious offense; and

35 1.5.4 is the first violation by the individual against whom the complaint was
36 lodged,

37
38 ...the GRF President or Executive Director may choose to issue a warning
39 to the alleged violator.

40 **1.6** If the results of the investigation determine the alleged violator’s conduct...

41 1.6.1 did create a significant threat to personal safety of staff or others; or



Code of Conduct Enforcement Procedure

- 42 1.6.2 creates an abusive or toxic work environment as defined under the
- 43 Fair Housing and Employment Act; or
- 44 1.6.3 is considered an egregious offense; or
- 45 1.6.4 was a repeat violation by the individual against whom the complaint
- 46 was lodged,
- 47 ...the GRF President or Executive Direct shall issue a formal letter
- 48 summoning the alleged violator to a Board of Directors hearing, and transmit
- 49 all official information concerning the incident to the Board for its assessment
- 50 and judgment.

51

52 **2. CONTESTING THE VIOLATION LETTER**

53

- 54 2.1 A MEMBER or QPR has the right to contest the "rules violation":
- 55 2.1.1 issued to them, or to a RENTER/LESSEE (R/L), or VISITOR who
- 56 enters the community through the MEMBER or QPR’s authorization.
- 57 2.1.2 or issued to those who enter the community through the authorization
- 58 of the R/L, or visitor associated with the MEMBER or QPR’s
- 59 residential unit.
- 60 2.2 An initial appeals hearing will be scheduled for an executive session of the
- 61 GRF Board of Directors consistent with proper notification procedures. The
- 62 appealing MEMBER or QPR may choose to attend the hearing in person or
- 63 may submit a written statement concerning the rule violation notice to the
- 64 Board of Directors.
- 65 2.3 The MEMBER or QPR appealing the citation will be presented with a written
- 66 notice at least ten (10) days prior to the hearing.

67

68 **3. NOTICE OF HEARING**

- 69 The written Rules of Conduct Violation Letter serves as notice of the violation and
- 70 hearing (Civ. Code §5855). The following items will be set forth in the written notice:
- 71 3.1. Description of violation, including time and location of violation and
 - 72 possible sanctions or monetary penalties;
 - 73 3.2. The date, time, and place of the hearing;
 - 74 3.3. A statement that the individual cited for a violation has a right to attend the
 - 75 hearing and present evidence. (Civ. Code §5855(b).); and
 - 76 3.4. Notification that a "Failure to Respond" will result in the Board of Directors
 - 77 assessing the alleged violation using only the evidence the panel holds at
 - 78 the time of the hearing.



Code of Conduct Enforcement Procedure

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3.4. 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.

4.5. 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

118 5.2 A majority vote of the Board quorum present at the hearing is necessary to
119 affirm any or all charges made in the formal citation letter, and to assess any
120 fines or penalties against the alleged violator.

121 4.25.3 Notice of Decision

122 5.2.15.3.1 The Board shall make "findings" to support the panel's
123 decision regarding the alleged violation. Findings may allow for
124 issuing a warning letter or upholding, amending, or vacating the
125 citation.

126 5.2.25.3.2 Notice of the Board's decision must be issued by first-class
127 mail within 15 business days following its decision (Civ. Code
128 §5855(c); Corp. Code §7341(c)(2).) The letter of decision shall
129 identify the violation by date, the board's findings, and any imposition
130 of a fine or other penalty.

131 5.2.35.3.3 The Board of Directors' decisions concerning its judgment of
132 the complaint and any sanctions will be final.

133
134 **6 FAILURE TO RESPOND**

135
136 6.1 A failure to respond to a properly adjudicated Code of Conduct judgment
137 may be cited as an additional violation:

138 6.2 It is deemed a failure to respond when a MEMBER or QPR has not paid
139 any resulting fine within 25 days after the Board of Directors hearing. The
140 failure to comply with a non-financial penalty assessed by the Board of
141 Directors can be cited as an additional offense.

142 6.3 A MEMBER or QPR deemed to have failed to respond will be issued a letter
143 by first-class mail calling them to attend an additional hearing before the
144 Community Rules Violation (CRV) PANEL.

145 6.4 A MEMBER or QPR cited for failure to respond will have the capacity to
146 respond to the CRV PANEL in person, or in writing, as outlined in 13-1937-
147 3. However, the MEMBER or QPR's statements shall only address issues
148 involved with their failure to respond.

149 6.5 The CRV PANEL shall assess the failure-to-respond charge using the same
150 criteria as outlined in 13-1937-3.

151 4.36.6 The CRV PANEL shall provide the non-responding MEMBER or QPR who
152 has failed to respond with written notice of its decision within fifteen (15) days
153 following the hearing.

154 4.46.7 Sanctions for Failure to Respond

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



Code of Conduct Enforcement Procedure

158 6.5.16.7.1 The CRV PANEL, at its discretion, may determine to impose
159 on the non-respondent an additional monetary fine, of no more than
160 50 percent of the unpaid fine at the time of the failure-to-respond
161 hearing.

162 6.5.26.7.2 To avoid the imposition of these sanctions, all outstanding
163 fines imposed by the Board of Directors and the CRV panel, and liable
164 to be collected under the due process outlined above, must be paid
165 within 25 days after the date of the CRV hearing on the MEMBER or
166 QPR’s failure to respond.

167 4.4.16.7.3 If the non-respondent has not paid the total fines by that date,
168 the CRV PANEL may issue an additional letter citing the MEMBER or
169 QRV’s failure to respond, and the MEMBER or QPR may be subject
170 to further penalties.

171 4.4.26.7.4 The judgment of the CRV PANEL concerning sanctions for
172 failure to respond will be considered final.

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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 Violation

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BOARD ACTION REQUEST

DATE: JANUARY 23, 2024
TO: GRF BOARD OF DIRECTORS
FROM: ADMINISTRATION COMMITTEE
BOARD ACTION: ADOPT 10-1937-3, COMMUNITY RULES VIOLATION PROCEDURES

Committee Approval:

At its _____, 2024, meeting, the Administration Committee recommended the Board of Directors adopt 10-1937-3, Resolution for Community Rules Violations.

Background:

At the Board's September 11, 2023 executive session, the Board voted to refer resolution hearings for resident code of conduct violations to adjudication by the full Board of Directors. This replaced a previously approved procedure that referred all 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 30-5093-3, Authorized Resident Rules of Conduct.

The Administration Committee determined that it would simplify Member awareness by detailing the adjudication processes for rule violations not involving GRF personnel into a separate rule, 10-1937-3, Community Rules Violation and Appeal Procedure. The language used in this new rule is transferred nearly intact from the previous 30-5093-3, and the CRV rule has been numbered 10-1937-3 to conform with the CRV's dominant area of concern over rules and fines in 48-1937-1, Parking – Rules; and 48-1937-2 Parking – Fines.

Fiscal Impact:

No expected impact.

Recommendation:

I move that the Board of Directors adopt 10-1937-3, Resolution for Community Rules Violations.

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Community Rules Violation Panel and Appeal Procedure

1 **DUE PROCESS**

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

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

5
6 **1.1.1** With the exception of offenses detailed in 13-5093-1, alleged violations
7 of any rule stated in the GOVERNING DOCUMENTS by a MEMBER,
8 AUTHORIZED RESIDENT (AR), QUALIFIED PERMANENT RESIDENT
9 (QPR), or VISITOR will be referred to the COMMUNITY RULES
10 VIOLATION (CRV) PANEL, and all official information concerning the
11 violation will be transmitted to the CRV PANEL for its initial review.

12
13 **2. INITIAL ACTIONS**

14
15 **2.1** The MEMBER OR QPR charged with the violation can pay the fine. The citation
16 or violation notice letter will list the potential fines or sanctions.

17 **2.2** If a violation is contested in writing to the CRV PANEL within ten (10) days of
18 the issue date of the citation or letter, the assessment of any fines or penalties
19 will be suspended until the appeals process is completed.

20 **2.3** If the fine is not paid, nor a violation contested in writing within ten (10) days of
21 the issue date of the citation or letter, the CRV PANEL will review the incident,
22 make findings, and communicate its decision to the person charged with the
23 violation.

24
25 **3. INITIAL APPEAL**

26
27 **3.1** A MEMBER or QPR has the right to contest the "rules violation":

28 **3.1.1** Issued to them, or to a RENTER/LESSEE (R/L), or VISITOR who enters
29 the community through the MEMBER or QPR’s authorization, or-

30 **3.1.2** ~~or-~~ issued to those who enter the community through the authorization of
31 the R/L, or visitor associated with the MEMBER or QPR’s residential unit.

32 **3.2** An initial appeals hearing will be scheduled for the next CRV PANEL meeting
33 consistent with proper notification procedures. The appealing MEMBER or QPR
34 may choose to attend the hearing in person or may submit a written statement
35 concerning the rule violation notice to the CRV PANEL.

36 **3.3** The MEMBER or QPR appealing the citation will be presented with a written
37 notice at least ten (10) days prior to the hearing.

38



Community Rules Violation Panel and Appeal Procedure

39 **4. NOTICE OF HEARING**

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

- 43 **4.1** Description of violation, including time and location of violation and possible
44 sanctions or monetary penalties;
- 45 **4.2** The date, time, and place of the hearing;
- 46 **4.3** A statement that the individual cited for a violation has a right to attend the
47 hearing and present evidence. (Civ. Code §5855(b).); and
- 48 **4.4** Notification that a "Failure to Respond" will result in the CRV PANEL assessing
49 the alleged violation using only the evidence the panel holds at the time of the
50 hearing.

51
52 **5. THE COMMUNITY RULES VIOLATION PANEL**

- 54 **5.1** A Community Rules Violation panel will regularly meet to assess and rule on
55 the merits of the violation complaint.
- 56 **5.2** Each CRV panel will consist of five serving directors of the GRF Board chosen
57 from a pool of panelists appointed by the GRF president and approved by the
58 GRF Board of Directors.
- 59 **5.3** The panel will be moderated by a GRF Director appointed by the GRF President,
60 who shall participate in the deliberations and vote on the panel’s judgment. In
61 the moderator’s absence, the GRF President may designate another GRF
62 Director to temporarily fill the moderator’s position.
- 63 **5.4.** With the approval of the panel’s moderator, a serving panelist who perceives a
64 conflict of interest may recuse themselves from individual judgments. A majority
65 of votes from the panelists deliberating on a decision is needed to issue a
66 judgment against a Member.

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69 **5.4**

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71 **6. CRV PANEL HEARING DEFENSE**

- 72 **6.1** A MEMBER or QPR cited for a violation has the right to examine any evidence
73 relating to their citation prior to the scheduled date of their hearing before the
74 CRV PANEL.
- 75 **6.2** A MEMBER or QPR appealing a CRV violation has the right to submit their
76 defense in writing rather than, or in addition to, appearing before the CRV
77 PANEL. (Corp. Code 95 §7341(c)(3).)
- 78 **6.3** Representation/Observers



Community Rules Violation Panel and Appeal Procedure

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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

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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

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

157 **9.6** The CRV PANEL shall assess the failure-to-respond charge using the same
158 criteria as outlined in Section 7 above.

159 **9.7** The CRV PANEL shall provide the non-responding MEMBER or QPR who has
160 failed to respond with written notice of its decision within fifteen (15) days
161 following the hearing.

162 **9.8** Sanctions for Failure to Respond

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

166

167 **9.8.1** The CRV PANEL, at its discretion, may determine to impose on the
168 non-respondent an additional monetary fine, of no more than 50
169 percent of the unpaid fine at the time of the failure-to-respond hearing.

170 **9.8.2** To avoid the imposition of these sanctions, all outstanding fines
171 imposed by the CRV panel, and liable to be collected under the due
172 process outlined above, must be paid within 25 days after the date of
173 the CRV hearing on the MEMBER or QPR’s failure to respond.

174 **9.8.3** If the non-respondent has not paid the total fines by that date, the CRV
175 PANEL may issue an additional letter citing the MEMBER or QRV’s
176 failure to respond, and the MEMBER or QPR may be subject to further
177 penalties.

178 **9.8.4** The judgment of the CRV PANEL concerning sanctions for failure to
179 respond will be considered final.

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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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COMMITTEE PROJECT REPORT - CAPITAL FUNDING

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

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COMMITTEE PROJECT REPORT - RESERVE FUNDING

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

COMMITTEE PROJECT REPORT - RESERVE FUNDING

HVAC Unit #5 in Clubhouse One								
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BOARD ACTION REQUEST

DATE: JANUARY 23, 2024
TO: BOARD OF DIRECTORS
FROM: MEMBER SERVICES COMMITTEE
BOARD ACTION: RESERVE FUNDING REQUEST: AMPHITHEATER STAGE LIGHTING UPGRADE

Committee Approval:

On January 9, 2024, the Member Services Committee moved to recommend to the Board award a contract to TM AV Consulting and Integration Inc. to replace the Amphitheater Stage Lighting at a cost not to exceed ____ with a contingency of 10%, with funds from Reserves and authorize the President to sign the contract.

Background:

Theatrical Stage Lighting is a fundamental component to the quality of shows. Not only does it illuminate the performances but it can be very effective at enhancing the emotional experience of the audience through changing color and intensity.

The Leisure World Amphitheater's Stage lighting system is mostly original equipment. It has exceeded its serviceable life and its functionality has been reduced to rudimentary operations. The incandescent lighting fixtures are extremely energy inefficient and convert most of the electricity used into heat rather than light. The incandescent fixtures also consume lamps and colored lighting filters far in excess of modern LED fixtures which are very energy efficient and generate virtually no heat.

The RFP has specified only like for like replacement with modern fixtures and supporting equipment. Due to extensive technological advancements, very little infrastructure will need upgrading which will be a substantial cost savings.

Fiscal Impact:

Funding from Reserves. \$100,000 are in the reserve study for Amphitheater, Theater Lighting replacement in 2023. Although the theatrical lighting is only used during amphitheater events, there will be a reduction in energy consumption.

Recommendation:

I move to award a contract to TM AV Consulting and Integration Inc. to replace the Amphitheater Stage Lighting System at a cost not to exceed _____ with a contingency of 10%, with funds from Reserves, and authorize the President to sign the contract.

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BOARD ACTION REQUEST

DATE: FEBRUARY 23, 2024
TO: GRF BOARD OF DIRECTORS
FROM: FACILITIES COMMITTEE
ACTION: HVAC UNIT #5 IN CLUBHOUSE ONE

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 for the replacement of this Reserve Component. The cost is as follows:

Greenwood Heating and Air	\$9,995
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Fiscal Impact:

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

Recommendation:

I move 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.

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COMMITTEE PROJECT REPORT - OPERATIONS FUNDING

PROJECT NAME	Comm. Approval	On ADMIN Agenda	Action Request Complete	ADMIN Vets Action Request	On BoD Agenda	Supporting Materials in Packet	BoD Approval
Sewer Preventative Maintenance Three-Year Contract	X	X	X	X	X	X	X
Three-Year Contract Fire Protection	X	X	X	X	X	X	X

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COMMITTEE PROJECT REPORT - POLICIES

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

COMMITTEE PROJECT REPORT - POLICIES

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

COMMITTEE PROJECT REPORT - POLICIES

PROJECT NAME	On Comm. Agenda	Gov Doc. Draft	Comm. Approval	On ADMIN Agenda	Action Request Complete	ADMIN Vets Action Request	On BoD Agenda	Supporting Materials in Packet	Board Action	Final BoD Approval	Rule in Gov. Docs	Rule in Website	Internal Procedures Developed	Implemented
20-5585-1 - Advertising Policy	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	X	X	X	X
Amend 40-5520-1 - Reserves	X	X	X	X	X	X	X	X	Return to Committee					
Rescind 40-5522-3 - Safe Deposit Boxes	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	/	/	/	/
Amend 40-5061-2 - Fees	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	X	X	X	X
Amend 40-3182-2 - Member/Owners and Renter/Lessee Fines - Fees and Deposits	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	X	X	X	X
Amend 10-2000-2 - Consolidated Fee Schedule	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	X	X	X	X
Revise 60-5504-1 - Insurance Requirements	X	X	X	X	X	X	X	X	Board Preliminary Approval					

COMMITTEE PROJECT REPORT - POLICIES

PROJECT NAME	On Comm. Agenda	Gov Doc. Draft	Comm. Approval	On ADMIN Agenda	Action Request Complete	ADMIN Vets Action Request	On BoD Agenda	Supporting Materials in Packet	Board Action	Final BoD Approval	Rule in Gov. Docs	Rule in Website	Internal Procedures Developed	Implemented
Amend 30-5026-1 - GRF Election of Officers	X	X	X	X	X	X	X	X	Board Preliminary Approval	X				
Amend 30-5020-1 - Organization of the Board	X	X	X	X	X	X	X	X	Board Preliminary Approval	X				
Rescind 30-5024-1 - Committee Structure	X	X	X	X	X	X	X	X	Board Preliminary Approval	X				
Rescind 30-5101-3 - Limitation of Term-GRF Officers	X	X	X	X	X	X	X	X	Board Preliminary Approval	X	/	/	/	/
Review 40-2244-3 - Reconciliation of Annual Financial Statement	X	X	X	X	X	X	/	/		/				
Review 40-5523-1 - Accounts Receivable Collections	X	X	X	X	X	X	X	X	Board Preliminary Approval	X				

COMMITTEE PROJECT REPORT - POLICIES

PROJECT NAME	On Comm. Agenda	Gov Doc. Draft	Comm. Approval	On ADMIN Agenda	Action Request Complete	ADMIN Vets Action Request	On BoD Agenda	Supporting Materials in Packet	Board Action	Final BoD Approval	Rule in Gov. Docs	Rule in Website	Internal Procedures Developed	Implemented
Rescind 40-5523-2 - Accounts Receivable – Fees	X	X	X	X	X	X	X	X	Board Preliminary Approval	X				
Amend 30-5022-3 - Community Rules Violation Panel Charter	X	X	X	X	X	X	X	X	Board Preliminary Approval	X				
Review 30-5093-3 Member Rules of Conduct	X	X	X	X	X	X	X	X	Board Preliminary Approval	X				
Amend 13-1635-4 Call for GRF Director Candidates	X	X		X	X									
Amend 50-1636-4 How to be a Candidate for the GRF BoD	X	X		X	X									
Adopt 10-5028-3 GRF Candidate Guide	X	X		X	X									

COMMITTEE PROJECT REPORT - POLICIES

PROJECT NAME	On Comm. Agenda	Gov Doc. Draft	Comm. Approval	On ADMIN Agenda	Action Request Complete	ADMIN Vets Action Request	On BoD Agenda	Supporting Materials in Packet	Board Action	Final BoD Approval	Rule in Gov. Docs	Rule in Website	Internal Procedures Developed	Implemented
Amend 30-5093-1 AR Rules of Conduct	X	X		X	X									
Amend 30-5093-2 AR Rules of Conduct, Non-Compliance with Rules of Conduct - Fines & Penalties	X	X		X	X									
Amend 30-5093-3 Code of Conduct Enforcement Procedure	X	X		X	X									
Adopt 10-1937-3 Community Rules Violation Panel and Appeal Procedure	X			X	X									