



COMMITTEE STRUCTURE AD HOC COMMITTEE

Committee Meeting Agenda

Monday, January 8, 2024 - 1:00 P.M.

Conference Room A

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

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

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

1. Call to Order
2. Roll Call/Notice of Quorum

Carole Damoci
Maureen Habel
Susan Jacquelin

Nick Massetti
Lee Melody

3. Approval of Minutes

a. Minutes of December 15, 2023 meeting (pp.1-2)

4. General

a. Committee Structure

5. Adjournment

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.



COMMITTEE STRUCTURE AD COMMITTEE MINUTES

December 15, 2023

The meeting of the Committee Structure Ad Hoc Committee was held on Monday, December 15, 2023, and was called to order at 12:54 p.m. by Committee Chair Melody in Conference Room B.

Present: Carole Damoci
Susan Jacquelin
Nick Massetti
Lee Melody – Chair

Absent: Maureen Habel

Staff and Guests: Mark Weaver, Sr. Director of Facilities
Emma Hurtado, Executive Assistant

GENERAL

Committee Structure

The Committee reviewed the Committee Charters for the Facilities Committee, Operations Committee, Member Services Committee, and Administration Committee.

The Committee consented to the final edits discussed on the charters.

FUTURE AGENDA ITEMS

N/A

NEXT MEETING

N/A

ADJOURNMENT

Committee Chair Melody adjourned the meeting at 2:32 p.m.

Approved Date

Approval Signature

Printed Name

DRAFT



Administration Committee Charter

1 Pursuant to state statute (**Corp. Code §7210; Corp. Code §7212(c)**) and Article VIII of the
2 Bylaws of the Golden Rain Foundation (GRF), the Board of Directors (BOD) hereby establishes
3 the Administration Committee (AC) and grants to the Committee authority specifically stated
4 within the GRF governing documents.

5
6 In accordance with Article VIII of the Bylaws, the Committee Chair and members shall be
7 appointed by the GRF President and approved by action of the BOD.

8
9 **1. PURPOSE**

10
11 To oversee the Foundation’s financial and human resources functions, and adherence to
12 principles of good governance. Project a future vision for the community and suggest
13 actions necessary to fulfill that vision.

14
15 **2. DUTIES**

- 16
17 **2.1.** This Standing Committee may operate as a separate entity but has a duty to work
18 cooperatively with other Standing Committees.
- 19 **2.2.** Publish an agenda four (4) days in advance of the Committee meeting.
- 20 **2.3.** The Chair shall, with the approval of the Committee, appoint a Vice-Chair.
- 21 **2.4.** Unless canceled by the Chair, the Committee will meet with the Administration staff
22 monthly or whenever such meetings are deemed necessary.
- 23 **2.5.** Review monthly staff reports.
- 24 **2.6.** Analyze requests within the purview of this committee.
- 25 **2.7.** Assist the BOD in understanding the compliance with contracts relating to the
26 duties of this Committee.
- 27 **2.8.** Every two years the Committee will review the rules/policies under its purview, and
28 if any changes are suggested, send any recommended changes to the BOD for
29 approval.
- 30 **2.9.** Perform a yearly review of the Reserve Study for areas under the purview of this
31 Committee. Update dates and costs.
- 32 **2.10.** Chair will furnish a report at the GRF Annual meeting.
- 33 **2.11.** Review the monthly report of budget variances.
- 34 **2.12.** Hold an Executive Session for personnel issues only.
- 35 **2.13.** Review monthly variances for their areas of oversight.
- 36 **2.14.** Committee responsibilities include the items listed in SECTION 3.

37
38 **3. AREAS OF OVERSIGHT**

- 39
40 **3.1.** Finance



Administration Committee Charter

- 41 **3.1.1.** Budgeting
- 42 **3.1.2.** Insurance
- 43 **3.1.3.** Purchasing
- 44 **3.1.4.** Monitor Reserve and Capital Accounts
- 45 **3.1.5.** Fulfill Civil Code Section 5500 Reporting Requirements
- 46 **3.1.6.** Community Leases
 - 47 **3.1.6.1.** Outside Vendor Leases
 - 48 **3.1.6.2.** Community Gardens and RV Lot
 - 49 **3.1.6.3.** Mutual Leases
 - 50 **3.1.6.4.** On-Site Sales Office
- 51 **3.2.** Human Resources
 - 52 **3.2.1.** Group Benefits
 - 53 **3.2.2.** Training and Development
 - 54 **3.2.3.** Labor Law Compliance
 - 55 **3.2.4.** Workforce Health and Safety
- 56 **3.3.** Mutual Administration
 - 57 **3.3.1.** Compliance Support
 - 58 **3.3.2.** Financial Reporting
 - 59 **3.3.3.** Management Agreement
- 60 **3.4.** Administrative Support Services
- 61 **3.5.** Strategic Planning
 - 62 **3.5.1.** Future Capital Requirements
 - 63 **3.5.2.** Corporate Communication Strategy
 - 64 **3.5.3.** Branding
- 65 **3.6.** Retail/Revenue Sources
 - 66 **3.6.1.** Retail/Revenue Production Ventures
 - 67 **3.6.2.** Copy & Supply Center
 - 68 **3.6.3.** Purchasing Retail Store
 - 69 **3.6.4.** Grants and Sponsorships
- 70 **3.7.** Governing Documents
 - 71 **3.7.1.** Articles of Incorporation
 - 72 **3.7.2.** Bylaws
 - 73 **3.7.3.** Trust Agreement
 - 74 **3.7.4.** Board Document Standardization
- 75 **3.8.** GRF Director Training
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4. LIMITATIONS

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

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Document History

Adopted: 25 Apr 23

Keywords: Charter



Administration Committee Charter

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12 human resources ~~functions, maintain and~~ adherence to principles of good governance.
13 ~~Project a future vision for the community and suggest actions necessary to fulfill that~~
14 ~~vision. these ambitions.~~

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39 **3. AREAS OF OVERSIGHT PURVIEW**

40



Administration Committee Charter

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- 42 3.1.1. Budgeting
- 43 ~~3.1.1.3.1.2. Insurance~~
- 44 ~~3.1.2.3.1.3. Purchasing~~
- 45 ~~3.1.3.3.1.4. Monitor Reserve and Capital Accounts~~
- 46 ~~3.1.4.3.1.5. Fulfill Civil Code Section 5500 Reporting Requirements~~
- 47 ~~3.1.5.3.1.6. Community Leases~~
- 48 ~~3.1.5.1.3.1.6.1. Outside Vendor Leases~~
- 49 ~~3.1.5.2.3.1.6.2. 1-8 Acres and 5.5 Property~~Community Gardens and
- 50 RV Lot
- 51 ~~3.1.6.3. Mutual Leases~~
- 52 ~~3.1.5.3.3.1.6.4. On-Site Sales Office~~
- 53 **3.2. Human Resources**
- 54 **3.2.1. Group Benefits**
- 55 **3.2.2. Training and Development**
- 56 **3.2.3. Labor Law Compliance**
- 57 **3.2.4. Workforce Health and Safety**
- 58 **3.3. Mutual Administration**
- 59 ~~3.3.1. Compliance Support~~
- 60 ~~3.3.2.3.3.1. Services~~
- 61 ~~3.3.3. Financial Reporting~~
- 62 ~~3.3.4.3.3.2. Shareholder/Owner Discipline~~
- 63 ~~3.3.5.3.3.3. Management Agreement~~
- 64 **3.4. Administrative Support Services**
- 65 ~~3.5.0. Centralized Distribution of Office Equipment, Supplies and Support~~
- 66 ~~Services~~
- 67 ~~3.6.3.5. Strategic Planning~~
- 68 ~~3.6.1.3.5.1. Future Capital Requirements~~
- 69 ~~3.6.2.3.5.2. Corporate Communication Strategy~~
- 70 ~~3.6.3.3.5.3. Branding~~
- 71 ~~3.6. Retail/Revenue~~ Sources~~Production~~
- 72 ~~3.7.3.6.1. Retail/Revenue Production Ventures~~
- 73 ~~3.7.1.3.6.2. Copy & Supply Center~~
- 74 ~~3.7.2.3.6.3. Purchasing~~ Retail ~~Store~~
- 75 ~~3.7.3. Retail/Revenue Production Ventures~~
- 76 ~~3.7.4.3.6.4. Grants and Sponsorships~~
- 77 ~~3.8.3.7. Governing Documents~~
- 78 ~~3.8.1.3.7.1. Board Document Standardization~~Articles of Incorporation



- 79 ~~3.8.2.3.7.2.~~ Bylaws
- 80 ~~3.8.3.~~ ~~Articles of Incorporation~~
- 81 ~~3.7.3.~~ Trust Agreement
- 82 ~~3.8.4.3.7.4.~~ Board Document Standardization
- 83 ~~3.9.3.8.~~ GRF Director Training

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89 **4. LIMITATIONS**

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91 It is recognized that the Committee’s function is to act in an advisory and consulting

92 capacity.

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94 Regulatory or supervisory activities affecting employees are functions of

95 Management and not to be encroached upon by any Committee Chair or

96 member, either individually or collectively.

97

98 This Committee does not have the authority to enter into written contracts or oral

99 agreements with any third parties on behalf of GRF. Authority to authorize contracts

100 and/or expenses rests solely with the BOD.

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105 **Document History**

106 Adopted: 25 Apr 23

107

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110 **Keywords:** Charter

Facilities Committee Charter



1 Pursuant to state statute (**Corp. Code §7210; Corp. Code §7212(c)**) and Article VIII of the
2 Bylaws of the Golden Rain Foundation (GRF), the Board of Directors (BOD) hereby
3 establishes the Facilities Committee and grants to the Committee authority specifically stated
4 within the GRF governing documents.

5
6 In accordance with Article VIII of the Bylaws, the Committee Chair and members shall be
7 appointed by the GRF President and approved by action of the BOD.

8
9 **1. PURPOSE**

10
11 To oversee the construction, upgrading and preservation of all the Foundation’s
12 physical plant and fleet, including those open spaces hosting amenities, as well as the
13 delivery of maintenance services to the Mutual corporations under the terms of the
14 Management Agreement.

15
16 **2. DUTIES**

- 17
18 **2.1.** This Standing Committee may operate as a separate entity but has a duty to
19 work cooperatively with other Standing Committees.
- 20 **2.2.** Publish an agenda four (4) days in advance of the Committee meeting.
- 21 **2.3.** The Chair shall, with the approval of the Committee, appoint a Vice-Chair.
- 22 **2.4.** Unless canceled by the Chair, the Committee will meet with the Facilities staff
23 monthly or whenever such meetings are deemed necessary.
- 24 **2.5.** Review monthly staff reports.
- 25 **2.6.** Analyze requests within the purview of this Committee.
- 26 **2.7.** Act as coordinating Committee for Construction and Service bids.
- 27 **2.8.** Assist the BOD in understanding compliance with contracts relating to the duties
28 of this Committee.
- 29 **2.9.** Quarterly review of all Construction and Service Contracts.
- 30 **2.10.** Initial approval and recommendation to the Administration Committee (AC) of
31 the annual budget for areas under the purview of this committee.
- 32 **2.11.** Review upcoming applicable Reserve expenses.
- 33 **2.12.** Every two years the Committee will review the rules/policies under its purview,
34 and if any changes are suggested, send recommended changes to the BOD for
35 approval.
- 36 **2.13.** Perform a yearly review (during the budget cycle) of applicable Reserve
37 components. Update dates, costs and transmit findings to the AC.
- 38 **2.14.** Approve yearly ‘Contractors of Record’ list.

Facilities Committee Charter



- 39 **2.15.** Oversight of the CA Manual on Uniform Traffic Control Devices (CA MUTCD);
- 40 including line of sight, red curb reset study and traffic flow.
- 41 **2.16.** Chair will furnish a report at the GRF Annual meeting.
- 42 **2.17.** Review monthly variances for their areas of oversight.
- 43 **2.18.** Committee responsibilities include but are not limited to all community
- 44 infrastructure and related areas. See SECTION 3.

45

46 **3. AREAS OF OVERSIGHT**

- 47
- 48 **3.1.** Physical Plant
 - 49 **3.1.1.** Building and Infrastructure Assessment
 - 50 **3.1.2.** Architectural Design
 - 51 **3.1.3.** Trust Property Maintenance
- 52 **3.2.** Project Management
 - 53 **3.2.1.** Construction
 - 54 **3.2.2.** Project Management
 - 55 **3.2.3.** Contractors of Record
 - 56 **3.2.4.** Building Code Compliance
- 57 **3.3.** Service Maintenance Department
 - 58 **3.3.1.** Services Provided to Mutuals Maintenance Coordination Systems
 - 59 **3.3.2.** Physical Property Inspectors
- 60 **3.4.** Mutual and Trust Property Outside Services Contracts
 - 61 **3.4.1.** Trust Property Landscaping
 - 62 **3.4.2.** Concrete & Paving
 - 63 **3.4.3.** Trash
 - 64 **3.4.4.** Pest Control
 - 65 **3.4.5.** Traffic Light Maintenance
 - 66 **3.4.6.** Fire Preventative Maintenance
 - 67 **3.4.7.** Sewer Maintenance
- 68 **3.5.** Environmental Services and Compliance
 - 69 **3.5.1.** Building and Infrastructure Assessment
- 70 **3.6.** Fleet Asset Management

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Facilities Committee Charter



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- 71 **~~3.4.~~ 3.5.** Environmental Services and Compliance
- 72 **~~3.4.1.~~** Building and Infrastructure Assessment
- 73 **~~3.4.2.~~ 3.5.1.** Occupational Safety
- 74 **~~3.5.~~ 3.6.** Fleet Asset Management

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Document History

Adopted: 25 Apr 23

Keywords: Charter

Member Services Committee Charter



1
2 Pursuant to state statute (Corp. Code §7210; Corp. Code §7212(c)) and Article VIII of the Bylaws
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7 In accordance with Article VIII of the Bylaws, the Committee Chair and members shall be
8 appointed by the GRF President and approved by action of the BOD.

9
10 **1. PURPOSE**

11
12 To oversee and enhance Members' engagement with Foundation properties, local
13 assistance organizations and available transportation services. Oversee GRF's wide
14 array of recreational, entertainment and educational programs available to all Members.

15
16 **2. DUTIES**

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19 cooperatively with other Standing Committees.
20 **2.2.** Publish an agenda four (4) days in advance of the Committee meeting.
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24 **2.5.** Review monthly staff reports.
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29 annual budget for areas under the purview of this Committee.
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35 Committee. Send updates to the Administration Committee.
36 **2.12.** Chair will furnish a report at the GRF Annual meeting.
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Member Services Committee Charter



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3. AREAS OF OVERSIGHT

- 3.1. Member Programming**
 - 3.1.1. Events Production**
 - 3.1.2. Club Administration/Leases**
 - 3.1.3. Community Events**
 - 3.1.4. Education**
 - 3.1.4.1. NOCE Programs**
 - 3.1.4.2. College-Level Courses**
 - 3.1.4.3. Volunteerism, community history and governance**
- 3.2. Library**
- 3.3. Recreation Services**
 - 3.3.1. Assessment of Services**
 - 3.3.2. Recreation Equipment Assessment**
 - 3.3.3. Facilities Reservations**
 - 3.3.4. Setups of Facilities**
- 3.4. Custodial Contract**
- 3.5. Resident Transportation**
- 3.6. Resident Welfare**
 - 3.6.1. Social Services Coordination**
 - 3.6.2. Volunteer Programs Coordination**
 - 3.6.3. Healthcare Center Cooperative Programming**
- 3.7. Concierge Services**
 - 3.7.1. Visitor Gate Access Passes**
 - 3.7.2. Pet Registration**
 - 3.7.3. Caregiver Registration**

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Member Services Committee Charter



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85 Adopted 25 Apr 23

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Member Services Committee Charter



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3. AREAS OF OVERSIGHT PURVIEW

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 - 3.1.1. Events Production
 - 3.1.2. Club Administration/Leases
 - 3.1.3. Community Events
 - 3.1.4. Education
 - 3.1.4.1. NOCE Programs
 - 3.1.4.2. College-Level Courses
 - 3.1.4.3. Volunteerism, community history and governance
- 3.2. Library
- 3.3. Recreation Services
 - 3.3.1. Assessment of Services
 - ~~3.3.2.~~ Recreation Equipment Assessment
 - ~~3.3.3.~~ Facilities Reservations
 - ~~3.3.4.~~ Setups of Facilities
 - ~~3.3.2.~~ ~~3.4.~~ Custodial Contract
 - ~~3.4.~~ Patrol Services
 - ~~3.4.1.~~ Community Patrol
 - ~~3.4.2.~~ Parking and Vehicle Enforcement
- 3.5. Resident Transportation
- 3.6. Resident Welfare
 - 3.6.1. Social Services Coordination
 - 3.6.2. Volunteer Programs Coordination
 - 3.6.3. HCG Healthcare Center Cooperative Programming
- ~~3.7.~~ Concierge Services
 - ~~3.7.1.~~ ~~3.7.~~ Facilities Reservations
 - ~~3.7.2.~~ ~~3.7.1.~~ Visitor Gate Access Passes
 - ~~3.7.3.~~ Service Maintenance Requests
 - ~~3.7.4.~~ ~~3.7.2.~~ Pet Registration
 - ~~3.7.5.~~ ~~3.7.3.~~ Caregiver Registration

4. LIMITATIONS

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

Member Services Committee Charter



80 Regulatory or supervisory activities affecting employees are functions of
81 Management and not to be encroached upon by any Committee Chair or
82 member, either individually or collectively.
83

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

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91 Adopted 25 Apr 23
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Keywords: Charter

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Operations Committee Charter

1
2 Pursuant to state statute (Corp. Code §7210; Corp. Code §7212(c)) and Article VIII of the Bylaws
3 of the Golden Rain Foundation (GRF), the Board of Directors (BOD) hereby establishes the
4 Operations Committee and grants to the Committee authority specifically stated within the GRF
5 governing documents.

6
7 In accordance with Article VIII of the Bylaws, the Committee Chair and members shall be
8 appointed by the GRF President and approved by action of the BOD.

9
10 **1. PURPOSE**

11
12 To oversee the Foundation functions delivered to Members and
13 the Mutual corporations including Gate Access, Communication, IT System, Security
14 Services and Stock Transfer.

15
16 **2. DUTIES**

- 17
18 **2.1.** This Standing Committee may operate as a separate entity but has a duty to work
19 cooperatively with other Standing Committees.
- 20 **2.2.** Publish an agenda four (4) days in advance of the Committee meeting.
- 21 **2.3.** The Chair shall, with the approval of the Committee, appoint a Vice-Chair.
- 22 **2.4.** Unless canceled by the Chair, the Committee will meet with the Operations staff
23 monthly or whenever such meetings are deemed necessary.
- 24 **2.5.** Review monthly staff reports.
- 25 **2.6.** Analyze requests that are within the purview of this committee.
- 26 **2.7.** Assist the BOD in understanding the compliance with contracts relating to the
27 duties of this Committee.
- 28 **2.8.** Initial approval and recommendation to the Administration Committee (AC) of the
29 annual budget for areas under the purview of this Committee.
- 30 **2.9.** Review upcoming applicable Reserve replacements.
- 31 **2.10.** Every two years the Committee will review the rules/policies under its purview, and
32 if any changes are suggested, send recommended changes to the BOD for
33 approval.
- 34 **2.11.** Perform a yearly review of the reserve study for areas under the purview of this
35 Committee. Send updates to the Administration Committee.
- 36 **2.12.** Chair will furnish a report at the GRF Annual meeting.
- 37 **2.13.** Review monthly variances for their areas of oversight.
- 38 **2.13.** Committee responsibilities include the items listed in SECTION 3.
- 39

Operations Committee Charter



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3. AREAS OF OVERSIGHT

- 3.1. Gate Access**
- 3.2. Communication**
 - 3.2.1. Newspaper**
 - 3.2.2. Leisure World Live**
 - 3.2.3. Publications**
 - 3.2.4. Advertising and Amphitheater Sponsorships**
 - 3.2.5. Marquee**
- 3.3. IT System**
 - 3.3.1. System Software Assessment and Support**
 - 3.3.2. IT Security**
 - 3.3.3. System Upkeep and Maintenance**
 - 3.3.4. Operational Systems**
 - 3.3.5. Telephone and Internet Services**
- 3.4. Security Services**
 - 3.4.1. 3.3.1. Member Decal and RFID Issuance**
 - 3.4.2. Community Patrol**
 - 3.4.3. Parking and Vehicle Enforcement**
- 3.5. Stock Transfer**
 - 3.5.1. Escrow**
 - 3.5.2. Cooperation with Real Estate Agencies**
 - 3.5.2.1. Training**
 - 3.5.2.2. Compliance**
 - 3.5.2.3. Real Estate Agent Registration**

4. LIMITATIONS

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

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Operations Committee Charter



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8 appointed by the GRF President and approved by action of the BOD.
9

10 **1. PURPOSE**

11
12 To oversee ~~the and enhance efficiencies of~~ Foundation functions delivered to Members
13 and
14 the Mutual corporations including Gate Access, Communication, IT System, Security
15 Services and Stock Transfer. ~~through technology or procedural changes.~~
16

17 **2. DUTIES**

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19 **2.1.** This Standing Committee may operate as a separate entity but has a duty to work
20 cooperatively with other Standing Committees.
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Operations Committee Charter

39 **2.13.** Committee responsibilities include the items listed in SECTION 3.
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43 **3. AREAS OF OVERSIGHT PURVIEW**
44

45 **3.1. Gate Access**

46 **3.1.3.2. Communication**

47 **3.1.1.3.2.1. Newspaper**

48 **3.1.2.3.2.2. Leisure World Live**

49 **3.1.3.3.2.3. Publications**

50 **3.2.4. Advertising and Amphitheater Sponsorships**

51 **3.1.4.3.2.5. Marquee**
52

53 **3.2.3.3. IT System**

54 **3.2.1.3.3.1. System Software Assessment and Support**

55 **3.2.2.3.3.2. IT Security**

56 **3.3.3. System Upkeep and Maintenance**

57 **3.3.4. Operational Systems**

58 **3.2.3.3.3.5. Telephone and Internet Services**
59

60 **3.3.3.4. Security Services**~~Gate Access~~

61 ~~3.1.1. 3.3.1. Operational Systems~~

62 **3.1.1. 3.3.2. Member Decal and RFID Issuance**

63 **3.1.2. Community Patrol**

64 **3.1.2.3.1.3. Parking and Vehicle Enforcement**
65

66 **3.4.3.5. Stock Transfer**

67 **3.4.1.3.5.1. Escrow**

68 **3.4.2.3.5.2. Cooperation with Real Estate Agencies**

69 **3.4.2.1.3.5.2.1. Training**

70 **3.4.2.2.3.5.2.2. Compliance**

71 **3.4.2.3.3.5.2.3. Real Estate Agent Registration**
72

73 ~~**3.5. Resales Office Operations**~~
74

75 **4. LIMITATIONS**
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Operations Committee Charter



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