

FACILITIES

Committee Meeting Agenda
Tuesday, February 6, 2024 - 10:00 A.M.
Conference Room A

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

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

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

1. Call to Order/Pledge of Allegiance

2. Roll Call

- Nick Massetti – Chair
- Carole Damoci
- Susan Hopewell
- Janet Isom
- Edward Jablonski
- Carol Levine
- Lee Melody
- Daniel Weber
- Marsha Gerber, Ex-Officio.

3. Chair Announcement

4. Approve Minutes

- a. Facilities Committee, January 2, 2024

5. Member Comments

6. Staff Report

- a. Pedestrian Safety Initiative - Safety Manager
- b. Pedestrian Gate updates - Senior Director of Facilities
- c. Review Budget
- d. Facilities Project list

7. General

- a. After main gate traffic flow report
- b. Golden Rain - St. Andrews construction cost
- c. Clubhouse 3 - Cabinets
- d. Clubhouse 3 - Flooring
- e. Clubhouse 1 - Paint color selection interior/exterior
- f. Globe Lighting update
- g. North Gate Bollards

8. Reserve Funding Items

- a. Main Gate Office Renovation

9. Capital Funding Items

- a. Additional Speed Cushions
- b. Additional Speed Radar Sign

10. Governing Documents

- a. Review 20-1000-3, Facilities Committee Charter

11. Future Agenda Items

- a. Review 26-5504, Insurance Requirements-Contractors

12. Next Meeting Date



- Tuesday, March 5, 2024, at 10:00 a.m. – Conference Room A

13. Adjournment

Please be always courteous and respectful to other members, Board Directors and representatives from Management. 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 at which disciplinary action may be taken.**



FACILITIES COMMITTEE MINUTES

January 2, 2024

The regular meeting of the Facilities Committee was called to order at 10:00 a.m. by Chair Massetti on Tuesday, January 2, 2024, in Conference Room A and via Zoom, followed by the Pledge of Allegiance.

Present: Nick Massetti - Chair
 Carole Damoci
 Susan Hopewell
 Janet Isom
 Carol Levine
 Daniel Weber

Absent: Edward Jablonski
 Lee Melody

Staff and Guest: M. Gerber, GRF President, via Zoom
 J. Sedgwick, Executive Director
 D. Potter, Executive Manager of Mutual Administration
 M. Weaver, Senior Director of Facilities
 E. Gomez, Safety Manager
 T. Makakaufaki, Executive Coordinator

CHAIR'S ANNOUNCEMENTS

Chair Massetti greeted and welcomed everyone to the Facilities Committee meeting and introduced Foundation members and staff.

APPROVAL OF MINUTES

The December 5, 2023, minutes were approved as presented.

SHAREHOLDER/MEMBER COMMENTS

Four Shareholders spoke at the time of the meeting.

CORRESPONDENCE

There are no correspondences were reviewed at the time of the meeting.

STAFF REPORTS

The GRF Safety Manager provided an update on a community-wide initiative to improve pedestrian safety.

The GRF Senior Director of Facilities presented his update on outstanding projects as presented in the agenda packet.

GENERAL

Street Sweeping

The Senior Director of Facilities updated the Committee on how the street sweeping works in Leisure World.

North Gate Road Barrier in Mutual 9

The Senior Director of Facilities will present at the next Committee meeting the cost associated with installing one or more bollards at the North Gate Road turn at Mutual 9.

Clubhouse Three Cabinets

After discussion, the Committee has concurred to bring Clubhouse Three Cabinets back to the next scheduled meeting.

Mary's Gate

After discussion, The Senior Director of Facilities updated the Committee about Mary's Gate and will provide an update at the next scheduled meeting.

Review Reserve Funding

After discussion, the Committee concurred with the Senior Director of Facilities on most of the items needing attention during 2024. A number were prioritized. Flagged for further discussion was an increase in the amount being reserved for the sewer system.

RESERVE FUNDING

Main Gate Office Renovation

The Committee concurred on the changes that were made to the Design and Project Management Service bid.

The Senior Director of Facilities will bring back costs from a lighting engineer for improved lighting of the globe to the next scheduled meeting.

HVAC Unit #5 in Clubhouse One

Motion: To recommend that the GRF Board award a contract to Greenwood Heating and Air for the replacement of the HVAC unit #5 in Clubhouse One at a cost not to exceed \$9,995, Reserve Funding, and authorize the President to sign the contract.

First: Susan Hopewell
Second: Carole Levine

The motion passed.

GOVERNING DOCUMENT - N/A

FUTURE AGENDA ITEMS

- Review 26-5504, Insurance Requirements-Contractors
- Eloy – Reserve Study-Defibrillators update
- Clubhouse Three – Flooring
- Update on Pedestrian Gate

ADJOURNMENT

Chair Massetti adjourned the meeting at 11:55 a.m.

Nick Massetti, Chair
Facilities Committee
TM: 01.02.24



Date: January 30, 2024

To: Mark Weaver, Facilities Sr. Director

From: Ruben Gonzalez, Service Maintenance Director

Subject: Pedestrian Gates Report for January 2024

St. Andrew's Gate – No issues

Jim's Gate – No issues

Church Gate – Parts were received and installed. Since then, the gate has been working well. However, power feeding the gate comes from the church, and it is the same circuit as other outlets inside the church. Occasionally, while doing our daily check, we find the gate not working due to the breaker trip. I met with Pastor Johan about the issue.

Mary's Gate – Contractor received and installed parts. Since then, the gate has been working fine.

North Gate – The Contractor repaired the gate, and it is now working fine.

Additional Comments – We continue to check gates daily to ensure all are operating properly. If they are not, we will troubleshoot to find the solution and repair it.



Income Statement - Operating

Golden Rain Foundation

11/01/2023 to 11/30/2023

Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
OPERATING INCOME							
INCOME FROM MUTUALS							
5330000-000 Assessments	\$1,276,864.00	\$1,276,864.00	\$-	\$14,045,504.00	\$14,045,504.00	\$-	\$15,322,218.00
Total INCOME FROM MUTUALS	\$1,276,864.00	\$1,276,864.00	\$-	\$14,045,504.00	\$14,045,504.00	\$0.00	\$15,322,218.00
OTHER COST RECOVERY							
5345000-000 Certificate Preparation Fee - Escrow	16,800.00	24,000.00	(7,200.00)	202,500.00	264,000.00	(61,500.00)	288,000.00
5345001-000 Certificate Preparation Fee - Non-Escrow	1,200.00	3,000.00	(1,800.00)	32,750.00	33,000.00	(250.00)	36,000.00
5345002-000 Escrow Recovery Fees	12,370.00	-	12,370.00	80,219.00	-	80,219.00	-
5351100-000 Parking Fines	(1,423.93)	200.00	(1,623.93)	1,357.86	2,200.00	(842.14)	2,400.00
5380310-000 Edison Pymt Processing	83.20	106.00	(22.80)	640.80	1,174.00	(533.20)	1,280.00
5380320-000 Shipping & Processing Recovery	11,547.59	4,350.00	7,197.59	68,477.37	47,850.00	20,627.37	52,200.00
5380331-000 Copy Fee Income	227.44	1,583.00	(1,355.56)	18,131.02	17,417.00	714.02	19,000.00
5380332-000 Trust Processing Fee	2,115.00	3,300.00	(1,185.00)	39,045.00	36,300.00	2,745.00	39,600.00
5380333-000 Member ID Card Income	60.00	250.00	(190.00)	2,460.00	2,750.00	(290.00)	3,000.00
5380334-000 Map Sales Income	-	25.00	(25.00)	66.00	275.00	(209.00)	300.00
5380336-000 Lost Member ID Card	500.00	2,500.00	(2,000.00)	21,000.00	27,500.00	(6,500.00)	30,000.00
5380337-000 Notary Fees	-	108.00	(108.00)	855.00	1,188.00	(333.00)	1,296.00
5380338-000 Passport Photo Fees	-	40.00	(40.00)	890.00	440.00	450.00	480.00
5380350-000 Library Fine Income	75.75	25.00	50.75	864.75	275.00	589.75	300.00
5380355-000 Fax Services Income	368.00	100.00	268.00	1,837.00	1,100.00	737.00	1,200.00
5380450-000 Show Sponsorship Income	-	-	-	29,760.00	30,000.00	(240.00)	30,000.00
5380451-000 Movie Sponsorship Income	-	-	-	-	4,500.00	(4,500.00)	4,500.00
5380455-000 Special Outside Events Income	785.01	2,083.00	(1,297.99)	25,992.12	22,913.00	3,079.12	25,000.00
5380490-000 Recovered Janitorial	150.00	150.00	-	1,650.00	1,650.00	-	1,800.00
5380700-000 Permit Income	14,551.86	12,000.00	2,551.86	158,835.84	132,000.00	26,835.84	144,000.00
5380701-000 Parking Spot Rental Income	1,673.97	1,800.00	(126.03)	72,645.30	94,409.00	(21,763.70)	96,209.00
5380702-000 Contractor Compliance Fee	(750.00)	-	(750.00)	11,400.00	-	11,400.00	-
5380710-000 EV Charging Income	896.14	-	896.14	4,754.98	-	4,754.98	-
5385000-000 Other Income	7,283.45	2,496.00	4,787.45	99,197.58	22,707.00	76,490.58	24,701.00
5385100-000 Unrestricted Donations	-	-	-	159.00	-	159.00	-
5385101-000 Restricted Donations	-	-	-	50,000.00	-	50,000.00	-
5385105-000 Donations - Friends of the Library	-	-	-	22,500.00	-	22,500.00	-
5385201-000 Cafe Commissions Income	383.72	224.00	159.72	3,252.16	2,464.00	788.16	2,688.00
5395000-000 Rental Income	113,087.70	115,334.00	(2,246.30)	1,262,163.39	1,270,108.00	(7,944.61)	1,377,431.00
5395005-000 Locker User Fees	25.00	-	25.00	510.00	-	510.00	1,500.00
5396100-000 Taxable Other Income - Superwire	-	-	-	1,097.78	-	1,097.78	-
5397100-000 Taxable Interest Income	28,770.44	20,238.00	8,532.44	298,897.95	199,322.00	99,575.95	219,560.00
5398000-000 Interest Income Allocation	(39,764.53)	(16,907.00)	(22,857.53)	(243,488.28)	(164,032.00)	(79,456.28)	(180,939.00)
5413100-000 Gain / Loss on Equipment	-	-	-	378.00	-	378.00	-
5540000-000 Discounts Earned	669.45	216.00	453.45	12,985.98	2,384.00	10,601.98	2,600.00
5541000-000 Sales Discounts Net 10	(2.78)	-	(2.78)	(380.28)	-	(380.28)	-
5611000-000 Late Charges	100.00	-	100.00	320.00	-	320.00	-
5611500-000 Late Interest	500.00	-	500.00	500.00	-	500.00	-
5731000-000 Classified Advertising	2,218.25	2,200.00	18.25	24,889.30	24,200.00	689.30	26,400.00
5731100-000 Insert Ad Income	2,025.00	1,500.00	525.00	20,900.00	16,500.00	4,400.00	18,000.00
5731500-000 Display Advertising	57,498.80	35,760.00	21,738.80	482,053.15	393,360.00	88,693.15	429,120.00
5732100-000 Amphitheater Spotlight Ad Income	-	-	-	7,560.00	11,000.00	(3,440.00)	11,000.00
5732200-000 Bus Cling/Wrap Ad Income	1,800.00	2,900.00	(1,100.00)	27,375.00	31,900.00	(4,525.00)	34,800.00
5732210-000 Profile Advertising	-	-	-	-	-	-	12,000.00
5732400-000 Newspaper Front Footer Ad Income	3,125.00	1,440.00	1,685.00	23,475.00	15,840.00	7,635.00	17,280.00
5732500-000 Telephone Book Income	-	-	-	38,019.35	35,000.00	3,019.35	35,000.00
5732501-000 Leadership Guide Income	-	-	-	4,945.75	3,800.00	1,145.75	3,800.00



Income Statement - Operating

Golden Rain Foundation

11/01/2023 to 11/30/2023

Description	Current Period			Year-to-date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
5732545-000 Mini Bus Schedule Ad	\$-	\$-	\$-	\$-	\$10,200.00	(\$10,200.00)	\$10,200.00
5732600-000 Map Advertising Income	-	-	-	2,000.00	-	2,000.00	-
5739000-000 News - Sales Discounts	(1,545.00)	-	(1,545.00)	(14,832.00)	-	(14,832.00)	-
5891000-000 SRO Labor Cost Recovery	98,331.25	109,955.00	(11,623.75)	1,225,281.20	1,315,640.00	(90,358.80)	1,441,937.00
5892000-000 Replacement Recovery	1,287.50	-	1,287.50	12,072.50	-	12,072.50	-
5990000-000 Materials Recovery	115,462.09	-	115,462.09	1,004,809.61	-	1,004,809.61	-
5999000-000 Amenities Fees	200,707.40	66,667.00	134,040.40	2,256,303.38	733,333.00	1,522,970.38	800,000.00
Total OTHER COST RECOVERY	\$653,192.77	\$397,643.00	\$255,549.77	\$7,399,077.56	\$4,644,667.00	\$2,754,410.56	\$5,063,643.00
Total OPERATING INCOME	\$1,930,056.77	\$1,674,507.00	\$255,549.77	\$21,444,581.56	\$18,690,171.00	\$2,754,410.56	\$20,385,861.00
OPERATING EXPENSE							
HUMAN RESOURCES							
6100000-000 Salaries & Wages	735,143.15	838,002.00	102,858.85	8,900,118.49	9,159,858.00	259,739.51	9,974,655.00
6100001-000 Vacation Accrual Expense	10,416.24	-	(10,416.24)	21,227.81	-	(21,227.81)	-
6101000-000 Commissions	3,910.18	3,198.00	(712.18)	37,937.90	34,746.00	(3,191.90)	37,800.00
6140000-000 Employment Taxes	53,725.90	63,095.00	9,369.10	700,479.11	719,486.00	19,006.89	780,598.00
6142000-000 Workers' Compensation	2,745.09	4,395.00	1,649.91	216,085.91	355,650.00	139,564.09	360,029.00
6143000-000 Group Insurance - Medical	99,471.85	99,175.00	(296.85)	964,706.93	1,090,925.00	126,218.07	1,190,100.00
6143300-000 Group Insurance - Dental	1,286.37	1,668.00	381.63	17,544.14	18,348.00	803.86	20,016.00
6143500-000 Group Insurance - Vision	483.79	1,013.00	529.21	7,434.97	11,143.00	3,708.03	12,156.00
6144000-000 401(k) Match	17,717.41	26,225.00	8,507.59	196,522.14	285,928.00	89,405.86	311,238.00
6145000-000 Group Insurance - Life	3,654.20	3,552.00	(102.20)	37,375.90	39,072.00	1,696.10	42,624.00
6146000-000 Long Term Disability Insurance	3,105.22	4,146.00	1,040.78	31,324.52	45,606.00	14,281.48	49,752.00
6210005-000 Payroll Processing Fees	4,883.39	3,002.00	(1,881.39)	40,477.63	34,910.00	(5,567.63)	39,584.00
6210006-000 FSA Administration Fees	159.50	225.00	65.50	1,806.02	2,770.00	963.98	2,995.00
6210007-000 Benefits Processing	457.41	275.00	(182.41)	5,194.32	2,800.00	(2,394.32)	3,075.00
6210010-000 Fraud Hotline	-	-	-	704.00	640.00	(64.00)	640.00
6211000-000 Continuing Education	1,310.34	4,481.00	3,170.66	30,368.11	46,342.00	15,973.89	48,380.00
6211100-000 Employee Incentives	339.92	1,525.00	1,185.08	13,462.90	19,725.00	6,262.10	21,250.00
6212000-000 Employee Exams	-	133.00	133.00	1,788.51	1,463.00	(325.51)	1,596.00
6212005-000 Employee Drivers License Inquiry	17.00	30.00	13.00	347.00	330.00	(17.00)	360.00
6213000-000 Employee Recruitment	-	1,000.00	1,000.00	9,439.00	17,400.00	7,961.00	18,400.00
6213005-000 Employment Screening	250.00	530.00	280.00	5,346.24	5,830.00	483.76	6,360.00
6213100-000 Temporary Agency Fees	93,605.99	33,917.00	(59,688.99)	1,108,342.92	371,087.00	(737,255.92)	405,000.00
6410045-000 Emergency Supplies	241.03	350.00	108.97	1,832.25	3,850.00	2,017.75	4,200.00
6410046-000 COVID-19 Supplies	-	-	-	144.00	150.00	6.00	150.00
6434110-000 Legal Fees - HR	1,402.50	1,700.00	297.50	19,726.25	18,700.00	(1,026.25)	20,400.00
Total HUMAN RESOURCES	\$1,034,326.48	\$1,091,637.00	\$57,310.52	\$12,369,736.97	\$12,286,759.00	(\$82,977.97)	\$13,351,358.00
ADMINISTRATION							
6214000-000 Meals & Special Events	4,313.61	2,669.00	(1,644.61)	27,399.65	32,629.00	5,229.35	46,738.00
6214500-000 Gifts	-	250.00	250.00	1,002.56	4,050.00	3,047.44	5,600.00
6215000-000 Mileage	867.15	812.00	(55.15)	7,318.30	9,288.00	1,969.70	10,075.00
6410000-000 Office Supplies	7,105.64	4,331.00	(2,774.64)	81,634.14	51,155.00	(30,479.14)	56,290.00
6410003-000 Board Office Supplies	277.67	70.00	(207.67)	6,040.29	930.00	(5,110.29)	1,000.00
6410025-000 Lunch Room Supplies	59.89	181.00	121.11	2,928.28	1,799.00	(1,129.28)	1,980.00
6410030-000 Printer / Copier Supplies	1,593.64	3,602.00	2,008.36	26,524.76	42,356.00	15,831.24	46,310.00
6434100-000 Legal Fees - General Counsel	9,705.21	5,000.00	(4,705.21)	60,516.57	57,000.00	(3,516.57)	62,000.00
6434105-000 Legal Fees - Litigation	2,508.00	4,000.00	1,492.00	5,223.75	46,000.00	40,776.25	50,000.00
6444000-000 Equipment Rental	5,457.66	6,024.00	566.34	95,033.78	68,582.00	(26,451.78)	74,598.00
6478000-000 Service Contracts	1,428.10	5,465.00	4,036.90	33,062.08	53,888.00	20,825.92	61,031.00
6710001-000 OC User Fees	33,941.02	47,933.00	13,991.98	35,405.17	49,083.00	13,677.83	49,083.00
6731000-000 Property & Liability Insurance	58,640.54	60,894.00	2,253.46	770,082.25	787,908.00	17,825.75	848,802.00
6731001-000 Key Person Life Insurance	-	-	-	-	1,510.00	1,510.00	1,510.00
Total ADMINISTRATION	\$125,898.13	\$141,231.00	\$15,332.87	\$1,152,171.58	\$1,206,178.00	\$54,006.42	\$1,315,017.00
MEMBER SERVICES							



Income Statement - Operating

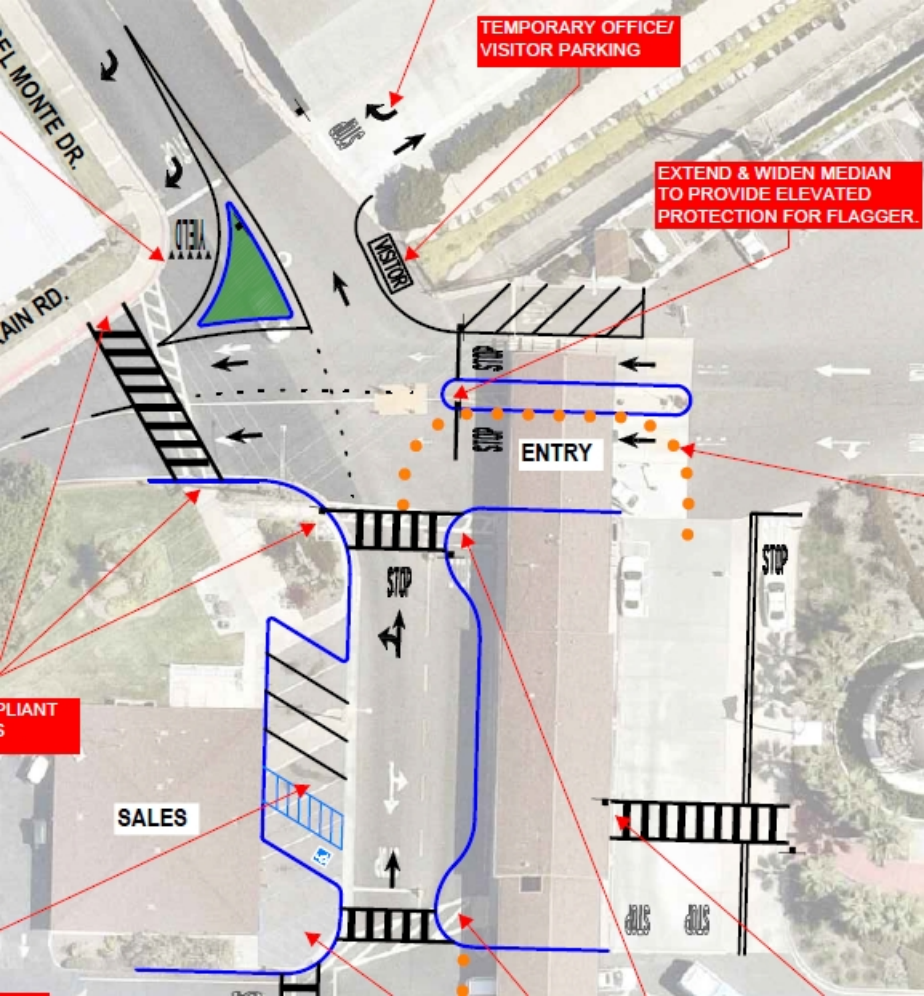
Golden Rain Foundation

11/01/2023 to 11/30/2023

Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
6410032-000 Photo ID Printing	\$163.11	\$4,000.00	\$3,836.89	\$163.11	\$4,000.00	\$3,836.89	\$4,000.00
6410033-000 Guest Pass Printing	-	-	-	-	11,000.00	11,000.00	11,000.00
6411001-000 Inventory Price Variances	434.34	-	(434.34)	(1,479.17)	-	1,479.17	-
6415000-000 Materials Pass-Thru	117,818.35	-	(117,818.35)	1,000,086.89	-	(1,000,086.89)	-
6432100-000 Audit Fees	22,492.00	16,192.00	(6,300.00)	228,614.00	178,108.00	(50,506.00)	194,300.00
6434115-000 Legal Fees - Trust Review	4,881.25	3,000.00	(1,881.25)	46,406.25	27,000.00	(19,406.25)	29,500.00
6434120-000 Legal/Fair Housing	-	2,000.00	2,000.00	1,148.50	23,000.00	21,851.50	25,000.00
6435100-000 Bank Service Fees	2,061.82	1,833.00	(228.82)	19,483.22	20,213.00	729.78	22,100.00
6437100-000 Reserve Study	-	-	-	9,900.00	9,900.00	-	9,900.00
6482500-000 Election Expense	2,774.46	-	(2,774.46)	123,691.18	42,223.00	(81,468.18)	42,223.00
6483201-000 Mailouts - Periodic	62.15	2,300.00	2,237.85	32,286.17	4,350.00	(27,936.17)	4,590.00
6483202-000 Mailouts - Pymt Coupons	1,675.65	175.00	(1,500.65)	8,080.26	1,925.00	(6,155.26)	7,050.00
6483550-000 Map Printing	-	-	-	1,195.00	-	(1,195.00)	-
6484500-000 Postage	-	3,042.00	3,042.00	29,495.68	33,458.00	3,962.32	36,500.00
6485500-000 Record Retention	658.65	231.00	(427.65)	5,340.71	2,849.00	(2,491.71)	3,080.00
6491000-000 Miscellaneous Writeoffs	365.99	-	(365.99)	11,489.89	-	(11,489.89)	-
6910000-000 Uncollectible Customer Receivables	-	200.00	200.00	180.00	2,200.00	2,020.00	2,400.00
Total MEMBER SERVICES	\$153,387.77	\$32,973.00	(\$120,414.77)	\$1,516,081.69	\$360,226.00	(\$1,155,855.69)	\$391,643.00
FACILITIES							
6217000-000 Uniforms & Laundry	2,907.20	2,468.00	(439.20)	29,613.82	27,993.00	(1,620.82)	30,470.00
6410005-000 Building Supplies	738.02	2,301.00	1,562.98	16,309.74	26,761.00	10,451.26	29,062.00
6410020-000 Equipment Expense	7,355.13	3,508.00	(3,847.13)	71,317.94	43,548.00	(27,769.94)	46,806.00
6410021-000 Field Supplies	2,053.83	2,916.00	862.17	37,061.06	32,076.00	(4,985.06)	35,000.00
6410022-000 Tool Expense	1,469.81	1,400.00	(69.81)	23,888.73	15,400.00	(8,488.73)	16,800.00
6411000-000 Freight & Handling	144.88	250.00	105.12	6,212.69	2,750.00	(3,462.69)	3,000.00
6420100-000 Electricity	33,594.31	30,849.00	(2,745.31)	461,349.54	374,503.00	(86,846.54)	404,331.00
6424100-000 Trash	11,548.57	12,096.00	547.43	144,116.04	133,056.00	(11,060.04)	145,152.00
6425100-000 Natural Gas	4,796.33	2,593.00	(2,203.33)	74,393.70	29,513.00	(44,880.70)	32,836.00
6470000-000 Maintenance - Other	-	450.00	450.00	-	4,950.00	4,950.00	5,400.00
6471000-000 Building Repair & Maintenance	5,054.56	3,913.00	(1,141.56)	110,120.88	45,451.00	(64,669.88)	49,375.00
6472000-000 Equipment Repair & Maintenance	7,622.25	6,209.00	(1,413.25)	77,975.33	69,249.00	(8,726.33)	75,462.00
6472100-000 Equipment Repair & Maint - Minibus	306.57	1,250.00	943.43	13,867.95	13,750.00	(117.95)	15,000.00
6473000-000 Hazardous Waste Disposal	-	-	-	8,834.40	5,500.00	(3,334.40)	5,500.00
6474100-000 Janitorial Services	135,244.09	141,892.00	6,647.91	1,488,404.96	1,560,812.00	72,407.04	1,702,704.00
6475100-000 Landscape Maint. - Contract	24,700.00	24,700.00	-	271,700.00	271,700.00	-	296,400.00
6475600-000 Landscape Maint. - Extras	4,526.00	2,781.00	(1,745.00)	25,241.00	30,591.00	5,350.00	33,372.00
6475605-000 Landscape Maintenance - Tree	-	715.00	715.00	-	15,365.00	15,365.00	16,080.00
6476000-000 Sewer Maintenance	-	910.00	910.00	14,963.50	10,010.00	(4,953.50)	49,096.00
6476500-000 Street Repair & Maintenance	126.66	2,500.00	2,373.34	24,604.91	27,500.00	2,895.09	30,000.00
6477210-000 Pest Control	3,032.00	1,507.00	(1,525.00)	16,597.00	18,739.00	2,142.00	20,246.00
6483000-000 Propane	-	200.00	200.00	4,139.50	1,720.00	(2,419.50)	1,920.00
6483100-000 Propane - Minibus	-	1,625.00	1,625.00	14,375.54	17,875.00	3,499.46	19,500.00
6483105-000 Gasoline	-	-	-	71,816.18	60,000.00	(11,816.18)	80,880.00
6483110-000 Diesel Fuel	-	33.00	33.00	357.00	363.00	6.00	396.00
6484000-000 Permits & Licenses	1,785.25	1,640.00	(145.25)	38,332.04	35,822.00	(2,510.04)	39,012.00
6911500-000 Inventory Over / Short-Purchasing	(3,446.03)	166.00	3,612.03	(2,334.52)	1,834.00	4,168.52	2,000.00
Total FACILITIES	\$243,559.43	\$248,872.00	\$5,312.57	\$3,043,258.93	\$2,876,831.00	(\$166,427.93)	\$3,185,800.00
IT							
6410015-000 Computer Supplies	479.90	1,690.00	1,210.10	40,337.20	24,451.00	(15,886.20)	26,066.00
6422000-000 Telephone	14,003.54	11,415.00	(2,588.54)	144,696.71	125,587.00	(19,109.71)	137,002.00
6438000-000 Other Professional Fees	12,656.25	10,967.00	(1,689.25)	151,733.25	123,585.00	(28,148.25)	133,885.00

PHYSICAL PROPERTY COMMITTEE PROJECT REPORT

Project	Proj #	Status	BOD Approved	Scheduled Completion	BOD Approved Funds	Used Funds	Balance
Sales sign Main Gate	1046-23	Sign fabrication in process	23-Jul	Feb	\$9,500	(\$500)	\$9,000
Paving Trust Street Phase 6	1051-23	Work in process, 95% completed	23-Jul	24-Jan.	\$657,220	(\$426,955)	\$230,265
Maintenance Yard EV Engineering	1063-23	Work in process first draft reviewed	23-Jul	Feb	\$10,770	(\$2,154)	\$8,616
Safety Improvements at Golden Rain / St. Andrews - Stantec Report	1011-22	Construction plans in process	22-Aug	24-Jan.	\$33,422	(\$19,401)	\$14,021
Radar Speed Signs	1049-23	Signs have been installed, adjustment in process	23-Jul	November	\$15,000	(\$13,309)	\$1,691
Clubhouse One Remodel	1060-23	Work schedule to start Feb 2024	23-Sep	24-Feb.	\$218,295	(\$50,393)	\$167,902
Library Painting, Flooring etc.	1062-23	Work completed	23-Oct	24-Feb.	\$110,618	(\$26,895)	\$83,723
1.8 Acre Gardens	1035-23	Grading started	23-Dec	April	\$480,865	(\$174,860)	\$306,005
Channel Fence Replacement	1057-23	Work schedule for Feb, material ordered	23-Sep	24-Jan.	\$118,800	\$0	\$118,800
Elevator Cab Remodel	1048-23	Work completed	23-Aug	Dec.	\$20,427	(\$9,285)	\$11,142
Traffic Study Entry Main Gate	1048-23	Under review FC	23-Aug	24-Jan.	\$14,400	(\$1,706)	\$12,694
Amphitheater Sewer Lift Station Repair	1067-23	Contract executed work scheduled	23-Nov	24-Mar	\$60,294		\$60,294
Ventilation Shuffleboard Courts	1065-23	Contract executed work scheduled	23-Nov	24-Feb.	\$8,000		\$8,000
Bocce Ball Court improvements	1068-23	Contract executed work scheduled	23-Nov	23-Feb	\$12,777		\$12,777



EL MONTE DR.

MAIN RD.

TEMPORARY OFFICE/
VISITOR PARKING

EXTEND & WIDEN MEDIAN
TO PROVIDE ELEVATED
PROTECTION FOR FLAGGER.

YIELD

VISITOR

STOP

STOP

ENTRY

STOP

STOP

SALES

COMPLIANT

BUS

BUS

BUS

BUS







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 establishes
 3 the Facilities Committee and grants to the Committee authority specifically stated within the GRF
 4 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 physical
 12 plant and fleet, including those open spaces hosting amenities, as well as the delivery of
 13 maintenance services to the Mutual corporations under the terms of the Management
 14 Agreement.

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 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 the
 31 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, and
 34 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 and costs and transmit findings to the AC.
- 38 **2.14.** Approve yearly ‘Contractors of Record’ list.
- 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.

Facilities Committee Charter



42 2.17. Committee responsibilities include but are not limited to all community
43 infrastructure and related areas. See SECTION 3.

44

45 3. AREAS OF OVERSIGHT

46

47 3.1. Physical Plant

48 3.1.1. Building and Infrastructure Assessment

49 3.1.2. Architectural Design

50 3.1.3. Trust Property Maintenance

51 3.2. Project Management

52 3.2.1. Construction

53 3.2.2. Project Management

54 3.2.3. Contractors of Record

55 3.2.4. Building Code Compliance

56 3.3. Service Maintenance Department

57 3.3.1. Services Provided to Mutuals Maintenance Coordination Systems

58 3.3.2. Physical Property Inspectors

59 3.4. Mutual and Trust Property Outside Services Contracts

60 3.4.1. Trust Property Landscaping

61 3.4.2. Concrete & Paving

62 3.4.3. Trash

63 3.4.4. Pest Control

64 3.4.5. Traffic Light Maintenance

65 3.4.6. Fire Preventative Maintenance

66 3.4.7. Sewer Maintenance

67 3.5. Environmental Services and Compliance

68 3.5.1. Building and Infrastructure Assessment

69 3.6. Fleet Asset Management

70

71

72

73

74

75

76

77

78

79

Facilities Committee Charter



80 **4. LIMITATIONS**
 81
 82 It is recognized that the Committee’s function is to act in an advisory and consulting
 83 capacity.
 84
 85 Regulatory or supervisory activities affecting employees are functions of
 86 Management and not to be encroached upon by any Committee Chair or
 87 member, either individually or collectively.
 88
 89 This Committee does not have the authority to enter into written contracts or oral
 90 agreements with any third parties on behalf of GRF. Authority to authorize contracts
 91 and/or expenses rests solely with the BOD.
 92
 93
 94
 95
 96

Document History

97
98 Adopted: 25 Apr 23 Amended: 23 Jan 24
99

100
101
102 **Keywords:** Charter
103
104