

OPERATIONS

Committee Meeting Agenda
Thursday, February 8, 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

- Donna Gambol– Chair
- Maureen Habel
- Janet Isom
- Susan Jacquelin
- William Thompson
- Patricia Vienna
- Daniel Weber
- *Marsha Gerber, Ex-Officio.*

3. Chair Announcement

a. Introduction of Guest and Staff

- Marsha Gerber, GRF President
- Jessica Sedgwick, Executive Director
- Acacia Young, Senior Director of Internal Operations
- Ruth Osborn, Communications Director
- Marcelo Mario, IT Director
- Victor Rocha, Security Director

4. Approve Minutes

5. Operations Committee, January 4, 2024

6. Member Comments

7. Staff Report

- a. LW News and Weekly
- b. Marquee Advertising
- c. Review Budget
- d. Project List

8. General

- a. New Website Update
- b. Gate Access Lanes

9. Capital Funding N/A

10. Reserve Funding

- a. Cameras at the Gates
- b. Site Survey to Design and Replace Wireless Campus Links

Governing Document

- c. Review 38-1937-1, Parking Rules
- d. Review 40-1000-3, Operations Committee Charter

11. Future Agenda Item



- a. Conference Room Camera and Microphones

12. Next Meeting Date

- Thursday, March 7, 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 your hands or interrupt the Committee or anyone else who may be speaking. **A Member not adhering to these protocols and/or who becomes unruly may be asked to leave the meeting. Failure to comply will result in a special hearing with the Board at which disciplinary action may be taken.**



OPERATIONS COMMITTEE MINUTES

January 4, 2024

The regular meeting of the Operations Committee was called to order at 10:00 a.m. by Chair Gambol on Thursday, January 4, 2024, in Conference Room A and via Zoom, followed by the Pledge of Allegiance.

Present: Donna Gambol - Chair
Maureen Habel
Diane Henry
Janet Isom
Susan Jacquelin
William Thompson
Patricia Vienna
Daniel Weber

Staff and Guest: M. Gerber, GRF President, via Zoom
J. Sedgwick, Executive Director
D. Potter, Executive Manager, Mutual Services
R. Osborn, Communication Director
M. Mario, IT Director
A. Young, Senior Director of Internal Operations
V. Rocha, Security Service Director
T. Makakaufaki, Executive Coordinator
N. Massetti, GRF Representative, Mutual Seventeen

CHAIR'S ANNOUNCEMENTS

Chair Gambol greeted and welcomed everyone to the Operations Committee meeting and introduced Foundation members and staff.

APPROVAL OF MINUTES

The minutes listed were approved, as presented:

- Operations Committee, November 9, 2023

SHAREHOLDER/MEMBER COMMENTS

Two shareholders spoke at the time of the meeting.

CORRESPONDENCE

There was no correspondence at the time of the meeting.

STAFF REPORTS

The Senior Director of Internal Operations IT Director presented the monthly project report.

CAPITAL FUNDING

Gate Access System

The staff updated the Committee on the Gate Access System.

RESERVE FUNDING

Update of Conference Rooms Camera and Microphones

The IT Director will have more information to present at the next scheduled meeting.

GOVERNING DOCUMENT N/A

FUTURE AGENDA ITEMS

- New Website
- LW News and Weekly
- Library Update

ADJOURNMENT

Chair Gambol adjourned the meeting at 11:16 a.m.

Donna Gambol, Chair
Operations Committee
TM: 01.04.24



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

MEMO

TO: OPERATIONS COMMITTEE
FROM: DIRECTOR OF COMMUNICATIONS
SUBJECT: LW LIVE EMAIL NOTIFICATION UPDATE
DATE: JAN. 23, 2024
CC: FILE



LW Live is GRF's electronic community notification system to keep residents and their families and others apprised of GRF community news and events, emergencies and other community action reminders.

Most LW Lives are generated by Recreation; news staffers are responsible for issuing LW Lives, which are reviewed by the director of communications when possible before distributing.

LW Live January 2024

Mutual	Subscribers
1	506
2	510
3	268
4	265
5	325
6	287
7	256
8	239
9	257
10	175
11	192
12	300
14	267
15	351
16	29
17	94
Total in Mutuals	4,321, 70%
Total Subscribers	6,128
Most Engaged	2,564

Stats from Constant Contact

Of Note:

- 70% of users are identified by Mutuals, up from 58% in 2022.
- LW Lives can be sorted by Mutual or other targeted user groups.
- Open Rate: 54%; the average email open rate for all industries is 21%, according to MailChimp. The Open rate is the percentage of recipients who opened LW Lives.
- Click Rate: 1%; The click-through rate is the percentage of recipients who clicked a link within the email; this number is low because few LW Lives contain links to click.
- Top Campaigns in January: RFID Tag Information Alert, Jan. 24, 60%; North Gate Closed, 56%; and Proptia Registration/Gate Access Update, Jan. 2, 63%.
- Sends in 2023: 1,9 million LW Lives were sent in 2023; with 976,200 opens and 12,602 clicks.
- Most subscribers (96%) view LW Lives from desktop; only 4% look at LW Lives from mobile devices.



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

MEMO

TO: OPERATIONS COMMITTEE
FROM: DIRECTOR OF COMMUNICATIONS
SUBJECT: LWWEEKLY.COM UPDATE
DATE: JAN. 29, 2024
CC: FILE

The LW Weekly has two online versions of the paper, one in PDF format at lwsb.com, which is managed in-house by the IT and Communications departments, and a second interactive version at lwweekly.com, which has a monthly cost.

Tecnavia, the interactive version's e-publisher, charges between \$400-\$440 a month (depending on weekly page counts) to manage the LW Weekly e-edition on its WordPress website.

The interactive edition offers search capabilities, vision-impaired editions and language translations, among other features. It can be accessed on any device: desktop, laptop, e-reader, smartphone, iPad, etc.

All major web browsers support the e-edition.

Of Note:

- **User views** vary widely with just a single view on Nov. 9, 2023, and 326 views on Nov. 30, 2023 (see chart, next page), according to Tecnavia data.

- **Resident feedback** includes praise for the site's ability to let readers easily search past editions, its ease of transition between pages and from story to e-edition views. Other pluses include the zoom-my-view feature, which lets readers easily zoom in or out, and the ability to enlarge font size.

- **LW Weekly e-edition at lwsb.com** is typically the first or second most-visited destination at GRF's lwsb.com website, but it offers a more static experience since it's a PDF. It does provide a translation and news staff uploads a visually impaired edition to lwsb.com each week.

Views Per Issue

Views Per Issue

Users Per Issue

Views Per Date

Users Per Date

Multiple Dates

Analytics Source: GA4

Issue	Pageviews
01/25/2024	20
01/18/2024	157
01/11/2024	87
01/04/2024	86
12/28/2023	127
12/21/2023	195
12/14/2023	75
11/30/2023	326
11/23/2023	131
11/16/2023	9
11/09/2023	1
11/02/2023	4

Showing 1 to 12 of 12 entries

Previous Next



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LW WEEKLY



NEWS

Long-awaited gate access system implemented

Despite some anticipated hiccups, Leisure World's long-awaited gate access system was fully implemented on Jan. 17, ushering in a new, more modern approach to community security. The new system will allow GRF Security to track the entry and exit of residents, guests and contractors; be more agile in its adjustments to guest passes; and offer residents more technologically advanced options to

[Read the printed article...](#) Posted on January 24, 2024

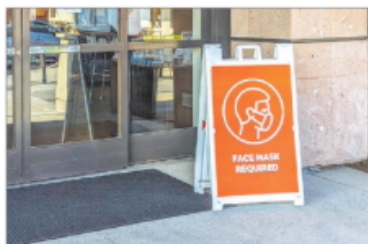


NEWS

2022's hot market has officially cooled

REAL ESTATE End-of-year data on escrows in Leisure World indicate that, after a hot market for real estate in 2022, the market is cooling down—evidenced by declining home prices and a decline in the number of home sales in 2023. Prices for homes in 2023 were 19% lower on average compared to 2022, and 11% fewer homes sold. The busiest months were April, August and October. The move-in fee

[Read the printed article...](#) Posted on January 24, 2024



NEWS

Optum Health Care Center now requires masks for appointments

COVID-19 Flu and COVID-19 cases are rising again. As a result, Optum workers have returned to wearing masks in all clinics. Masks offer an extra layer of protection for high-risk patients. Once the transmission of these illnesses declines, Optum will return to optional masking. To stay safe, people are encouraged to ask their doctor if they're up to date on their shots. People should get

[Read the printed article...](#) Posted on January 24, 2024



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

OPERATIONS COMMITTEE PROJECT LIST 02/08/2024

Project	Status
Phone System	An update will be presented at the meeting.
	An update will be presented at the meeting.
Document Scanning	An update will be presented at the meeting.
Gate Access	We hosted 3 Informational events, in which 2 were live streamed and over 450 people attended in person. We also hosted 3 Proptia training courses where 349 people attended. Acacia and Marcelo have been working with staff and CG Systems to iron out any system issues that have arisen.
Security Training-Gate Access	Acacia and the IT Department are developing additional training for Security Staff. It is mandatory training that will be provided on 2 separate days including a Saturday to accommodate all staff. Will include Proptia, CINC, Gate Access Procedures and Customer Service.
Website Implementation	An update will be presented at the meeting.
GRF Surveillance Cameras	An update will be presented at the meeting.
Livestream Tech Issues	An update will be presented at the meeting.
Authorize Template for Club Website	An update will be presented at the meeting.



January 31, 2024

**Report
Gate Access System**

Report Completed by: Acacia Young, Senior Director of Internal Operations

The new gate access system officially went live on January 17th, 2024. In preparation for the new system, LW Weekly distributed helpful information using different avenues of communication for months leading up to implementation. I developed and hosted three informational events where we had over 450 people in attendance. Also, hosted 3 Proptia events with 349 people in attendance. These events were very helpful not only to shareholders but also to staff. Being in the community and listening to suggestions and concerns has allowed us the opportunity to adjust to the needs of the community.

As suggested, we have begun to develop a Gate Access Advocate outreach group and had nine people in attendance at our first meeting. I provided current gate information and procedures to help Advocates assist their neighbors with the new system. We will continue to grow and develop this outreach group in hopes that we will be able to assist more shareholders in our community. We are also looking at an official help desk in the Hospitality Center where advocates can assist their peers with the new system. The idea is still developing.

I spent quite some time out at each gate for several days, observing interactions, gate operations, system function, potential risk factors, staff and shareholder feedback, etc. This has led me to develop additional robust training for our security staff and suggest ideas to reduce any risk. This training will be held on two separate days, including a Saturday, to accommodate all security staff and the training is mandatory. I will be providing system training on Proptia and CINC, as well as gate access procedures and customer service. Staff will acknowledge receipt of this training and will be held accountable for adhering to the procedures and customer service requirements.

I plan to provide additional Proptia training to shareholders in the future. However, it is not essential at the moment- since they can still contact security for their guests. I am prioritizing our staff and the actual operation at the moment to iron out all layers of this implementation. Overall, I have received very positive feedback from our shareholders. The only negative feedback that I've received has been "this is stupid" or in regard to the delays. I understand the frustration, but it is entirely low compared to all of the positive feedback regarding us prioritizing their safety.

Thank you,
Acacia Young
Senior Director of Internal Operations



January 29, 2024

**Special Report
Security Main Gate Entry Lanes Review**

Report Completed by: Victor Rocha, Security Services Director

On Wednesday, January 17, 2024, the new gate access system was implemented for the Leisure World community. One of the changes made was to switch the entrance lanes at the Main Gate. This would entail the “old” visitor lane would now become “RFID ONLY”, and “old” resident lane would become “ALL OTHERS”.

There has been some conversation regarding the change, mostly focusing on the change itself on new residents and the “cross traffic” issue concerns. This report will detail the concerns and options for additional changes going forward.

The most significant reason for the changing of the lanes is the location of the existing guard shack. This guard shack is vital to protecting the computer and printing equipment for issuing guest passes. There are significant costs to be reviewed if the lanes are switched back.

To move operations back to the original lane structure, a new guard shack would have to be built and placed in the area between the Security Office and the new resident lane.

After conferring with Mark Weaver, a new guard shack of any type being built must be in compliance with all new structural regulations. This would include the structure being ADA-compliant. In addition, it would require electrical power, along with heating and air conditioning for the security officer.

Mark stated that a structure of this type would cost at least \$25,000 - \$30,000 to install. Further research can be done to get exact costs.

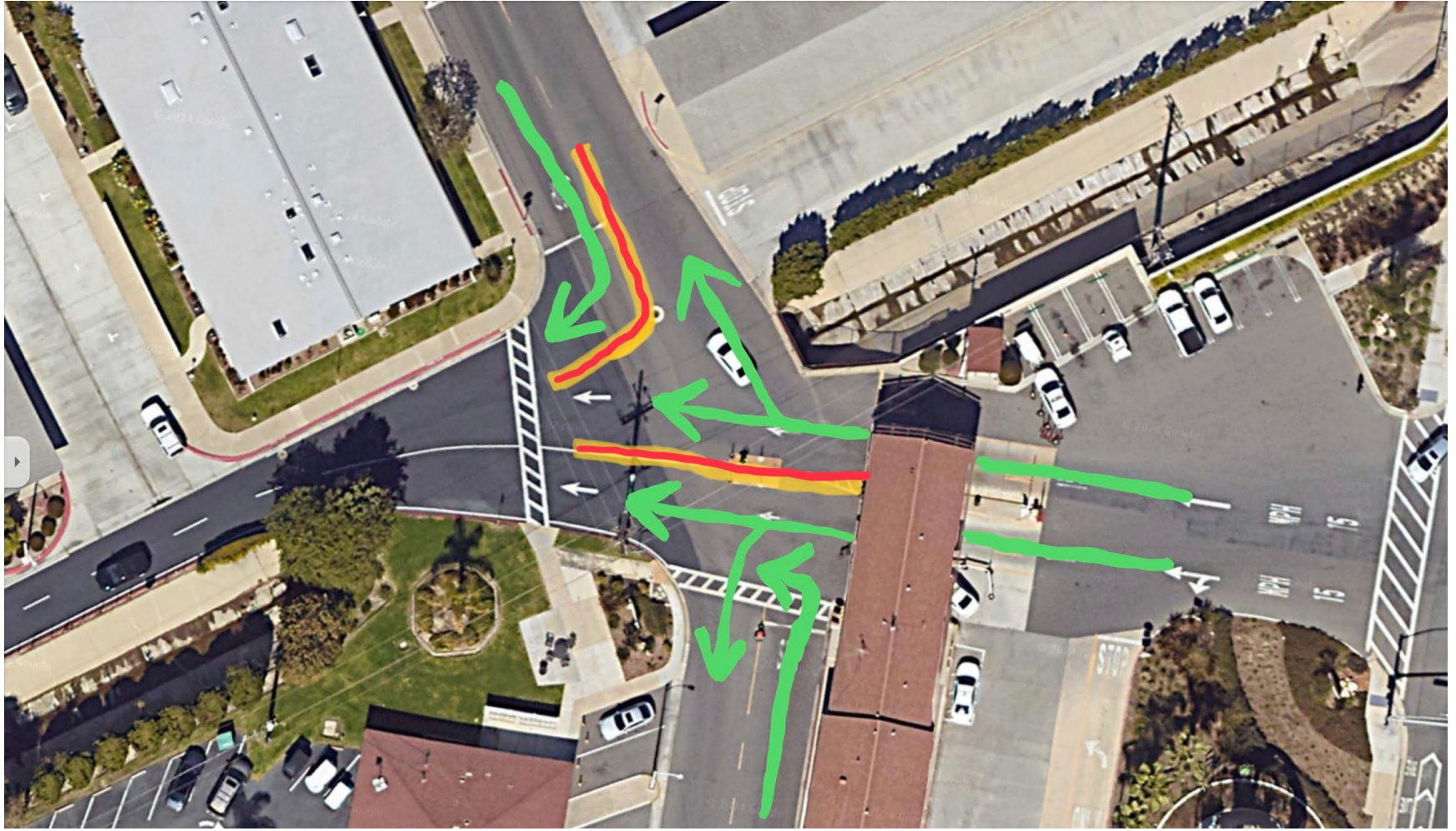
In addition, with the new structure in place, the exit area used during nighttime hours could no longer be used due to the ‘shrinking’ of the exit area for trucks and other large vehicles. This would then mean that the exit gate would need to be opened 24 hours a day, which would require the addition of a security officer for 8 hours a day, seven days a week.

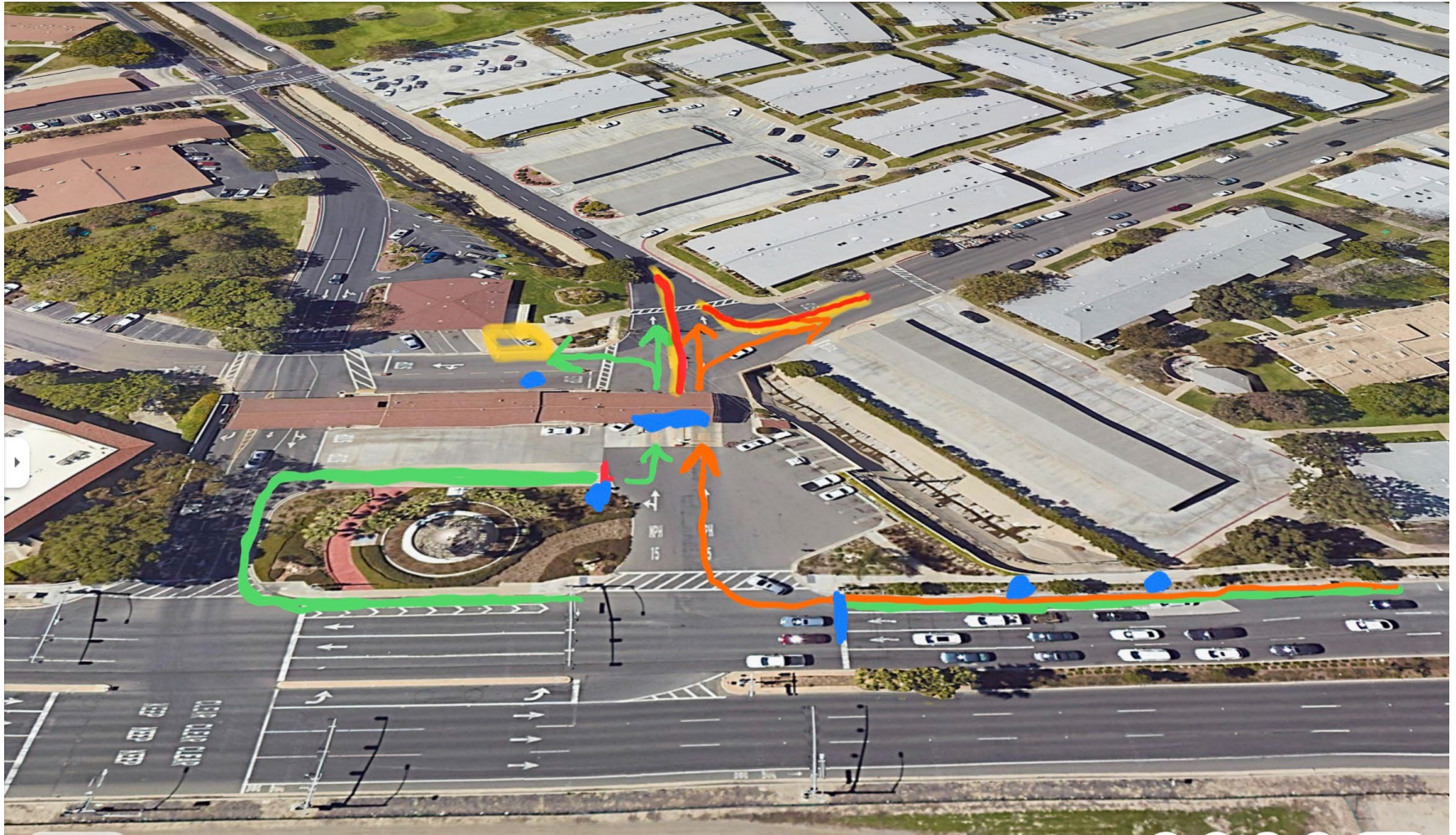
The additional security deployment would cost approximately \$65,000 to \$72,000 per year.

Another option discussed was switching the lanes back but still using the present guard shack to issue passes. This solution involves new issues. This would mean that drivers would now have to interact through the passenger side, yelling over to the driver. Also, the shack would have to be configured for the security officer to leave the booth and reach through the passenger side to issue the pass. This process would slow down the entry process. Additionally, we would still continue to have the same issues with cross-traffic as prior to the gates with guests turning right onto Del Monte.

A last option would be to not allow the right-hand turn onto Del Monte from either entry lane at the main gate. This removes the right-hand cross-traffic issues, as both lanes would be required to go straight.

As far as lanes crossing and other traffic flow issues and concerns, the Facilities Committee is awaiting the final report regarding traffic flow inside the community from a traffic consultant, Urban Crossroads. The Board can review their findings and decide whether to implement their recommendations.







COMMITTEE ACTION REQUEST

DATE: FEBRUARY 8, 2024
TO: OPERATIONS COMMITTEE
FROM: IT DIRECTOR
ACTION: RESERVE FUNDING REQUEST: ADDITION OF CAMERAS TO ENTRANCE GATES

Background:

Multiple residents have broken the barrier arms after not adhering to instructions to stop. There are also several instances where residents or guests of residents have verbally abused the attendants with extremely foul and inappropriate language and behavior.

GRF would like to add nine cameras to the existing camera system at the gates to monitor the gate arms and serve as evidence when gate runners break away the arms, as well as attendant/visitor interactions. Three cameras each at the North Gate, Main Gate, and St. Andrews Gate.

Fiscal Impact:

Funding from Reserves. \$4,500 for nine cameras.

Recommendation:

I move to recommend that the GRF Board approve the purchase of nine cameras for the entry gates from the Reserve Funding and authorize the President to sign the contract.



COMMITTEE ACTION REQUEST

DATE: FEBRUARY 8, 2024
TO: OPERATIONS COMMITTEE
FROM: IT DIRECTOR
ACTION: RESERVE FUNDING REQUEST: SITE SURVEY TO DESIGN AND REPLACE WIRELESS CAMPUS LINKS

Background:

GRF currently pays a monthly fee of \$1,875/mo to FTS to provide and maintain wireless campus links between buildings. The equipment in use is over eight years old and is not securely mounted to the buildings, both of which cause frequent outages and latency of communications between the buildings.

This site survey will provide GRF with a detailed design and information to formalize a quote for the replacement of the wireless campus links. The new antennas will operate at a different frequency range, less susceptible to interference, and operate at much higher speeds to support the technology GRF has implemented. The Antennas will be affixed to 50-foot tall self-supporting antenna masts.

Fiscal Impact:

Funding from Reserves. \$2,950 (See Attached Quote). 50% Refund if Alpha Omega is used for installation.

Recommendation:

I move to recommend that the GRF Board approve the quote for Alpha Omega to perform a site survey and provide a design for the replacement of the wireless campus links from the Reserve Funding and authorize the President to sign the contract.



Parking – Rules

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1. PREFACE

In order to promote safety, all drivers and pedestrians shall follow the same parking rules as required on public streets unless otherwise specified herein.

2. GENERAL RULES

The following Parking Rules are enforced and are applicable to all persons owning, controlling or operating vehicles on Golden Rain Foundation (GRF) TRUST PROPERTY. This refers to the streets, sidewalks, parking areas, clubhouses, grounds, and other amenities overseen by GRF.

2.1 All MEMBER/OWNERS (M/O) are solely responsible for the actions of any VISITOR, RENTER/LESSEE (R/L), CAREGIVER OR CONTRACTOR who has entered Leisure World Seal Beach (LWSB) under their authorization, as well as any persons who have entered LWSB through their R/L’s authorization. Therefore, the M/O is responsible for any fines and penalties associated with their unit that are imposed by GRF.

2.2 GRF is not liable for damaged, lost or stolen property associated with the use of vehicles on GRF TRUST PROPERTY.

2.3 GRF vehicles are exempted from these policies when appropriate, such as maintenance or security vehicles assisting first responders or providing emergency services to a unit or GRF TRUST PROPERTY.

2.4 Documentation

2.4.1 No MOTOR VEHICLE (including GOLF CARTS) may be parked on TRUST PROPERTY without a GRF decal on its windshield or GRF entry pass visibly displayed. In the case of COMMERCIAL VEHICLES or RVs without a windshield or dashboard, a GRF pass can be secured to the vehicle or the trailer.

2.4.2 Any motor without proof of required current valid State registration may not be parked on TRUST PROPERTY at any time.

2.5 Requirements

2.5.1 All persons parking IN LEISURE WORLD SEAL BEACH must observe California Vehicle Code Chapter 10.12 regarding time limits associated with the painted curbs and parking limitations listed in this document.

2.5.2 Curb or Parking space – Vehicles may park in a designated parking space or along a curb or sidewalk, unless otherwise provided herein.

2.5.3 Parking on all Trust Streets (streets having names) shall be in the direction of the flow of traffic in all cases of parallel parking.



Parking – Rules

89 **3.6.** Unpainted: Parking is permitted up to 72 (seventy-two) hours, unless otherwise
90 restricted.

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92 **4. SPECIFIC VEHICLE TYPES**

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94 **4.1.** Commercial Vehicles

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96 **4.1.1.** Contractor vehicles must comply with all traffic and parking rules and
97 regulations inside the community and must not obstruct or park on
98 sidewalks or walkways.

99 **4.1.2.** Contractor and service vehicles, including personal vehicles driven by
100 EMPLOYEES or COMMERCIAL WORKERS, shall not be parked
101 overnight on TRUST PROPERTY (including named TRUST STREETS)
102 without a permit.

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104 **4.2.** Golf Carts and LSVs

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106 **4.2.1.** GOLF CARTS AND LSVs may be parked in parking spaces or along
107 curbs designated for GOLF CARTS or MOTOR VEHICLES.

108 **4.2.2.** GOLF CARTS AND LSVs may not be parked in any manner interfering
109 with foot or vehicle traffic.

110 **4.2.3.** GOLF CARTS AND LSVs are prohibited from parking on a sidewalk.

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112 **4.3.** Bicycles and Electric Bicycles

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114 **4.3.1.** BICYCLES or ELECTRIC BICYCLES must be parked utilizing bicycle
115 racks where provided.

116 **4.3.2.** BICYCLES or ELECTRIC BICYCLES may not be parked in any manner
117 interfering with foot or vehicle traffic.

118 **4.3.3.** Attended BICYCLES or ELECTRIC BICYCLES may be parked off
119 pavement, but only in such a manner as not to damage landscaping.

120 **4.3.4.** BICYCLES or ELECTRIC BICYCLES are prohibited from parking on a
121 sidewalk.

122 **4.3.5.** Overnight parking of bicycles on TRUST PROPERTY is not permitted.

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124 **4.4.** Mobility Scooters

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126 **4.4.1.** MOBILITY SCOOTERS may be parked in parking spaces designated
127 as intended for “SCOOTERS” or “GOLF CARTS.”

128 **4.4.2.** MOBILITY SCOOTERS may not be parked in any manner interfering
129 with foot or vehicle traffic.

130 **4.4.3.** MOBILITY SCOOTERS are prohibited from parking on a sidewalk.

Parking – Rules



4.5. RECREATIONAL VEHICLES (RV) or VEHICLE USED FOR RECREATION (VUFR)

- 4.5.1.** The RV or VUFR parked on TRUST PROPERTY MUST display a GRF-issued decal or an entry pass.
- 4.5.2.** The RV or VUFR cannot be parked for more than 72 (seventy-two) hours on trust streets.
- 4.5.3.** Other activities, such as vehicle maintenance, sleeping, cooking or resting in the RV or VUFR, are not allowed.
- 4.5.4.** The RV or VUFR must be parked with engine and accessory equipment (e.g., exterior lights, air conditioner, audio and video equipment) shut off. The generator may be used while loading or unloading the vehicle and ONLY between the hours of 8:00 a.m. and 8:00 p.m. when parked on trust streets
- 4.5.5.** The extensions such as slide-outs, tilt-outs, and awnings must remain closed. Steps must not block the sidewalk.
- 4.5.6.** The RV or VUFR shall not be attached to any external power or water supply.
- 4.5.7.** Leveling jacks, if used, must include a base plate sufficient to prevent damage to pavement.
- 4.5.8.** No animals or children shall be left unattended on or within any RV or VUFR at any time.

5. TRUST PROPERTY PARKING AREAS

5.1. Clubhouse One
There is no parking between 11 p.m. and 7 a.m. in the following Clubhouse One parking areas:

- 5.1.1.** The lot near the woodshop.
- 5.1.2.** The spaces on the west side of the clubhouse (Burning Tree).
- 5.1.3.** The lot across from the clubhouse next to the golf course, except for Employee vehicles during their work shift and authorized GRF contractor vehicles.

5.2. Clubhouse Two

- 5.2.1.** Parking in the lot next to the car wash is prohibited between 11:00 p.m. and 7:00 a.m.
- 5.2.2.** Parking is prohibited between 11:00 p.m. and 7:00 a.m. in the spaces on the east side of the clubhouse (El Dorado).
- 5.2.3.** Parking is permitted up to 72 (seventy-two) hours in the lot between the clubhouse and the RV lot if the vehicle displays an official GRF decal or an unexpired short-term entry pass issued by the Security Department.



Parking – Rules

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5.3. Clubhouses Three and Four

5.3.1. Overnight parking is prohibited with the exception of those vehicles permitted by the Security Department, i.e., GRF busses, Radio Club Emergency Van, Innovative Cleaning Services Vehicles.

5.3.2. Participants in a sanctioned overnight bus tours may park their vehicles in Clubhouse Three parking lot for up to seventy-two (72) hours. An authorized permit must be displayed on dash.

5.3.3. RVs and VUFRs may be permitted to park in the extended lot (where the GRF busses are stationed) for up to fourteen (14) days as noted in 5.4.1.

5.4. Designated Temporary RV Parking Area

5.4.1. Designated Temporary RV – VUFR Parking

The Three (3) approved locations within the Clubhouse Four (4) parking lot are for temporary RV and VUFR use, subject to the terms and conditions noted in this policy.

Available permit parking is limited. Spaces are allotted on a “first-come-first-served” basis.

Exception:
The Radio Club Yellow Emergency Van
Innovative Cleaning Service Vehicles

5.4.2. Identification

All RVs and VUFRs must be registered with the Recreation Department and display the Parking Permit in order to park in the noted locations. If the RV and VUFR does not have a windshield, the identification must be placed on the king pin of a fifth wheel or the tongue of a trailer.

5.4.3. RVs and VUFRs

5.4.3.1. Shareholders/Members and Guests may park an RV or VUFR temporarily in the noted locations for the purpose of loading and unloading and preparing the vehicle for travel or storage subject to these Rules and Regulations.

5.4.3.2. Notification – Shareholders/Members and Guests must notify Security Department immediately when entering the community with their RV and VUFR. This notification is required in order to park temporarily for a term as follows:

5.4.3.3. Maximum Consecutive Nights
Shareholders/Members may park one (1) RV (and boat or trailer) or VUFR at a time temporarily in the approved location within Clubhouse Four (4) parking lot for a maximum of fourteen (14) days at a charge. An additional third week



Parking – Rules

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may be approved at an additional fee (see rate card)*. A second term will be allowed within twelve calendar months provided that the RV or VUFR has been out of the community for no less than one hundred eighty (180) days. Guests may park one (1) RV (and boat or trailer) or VUFR at a time temporarily in the approved location within Clubhouse Four (4) parking lot for a maximum of fourteen (14) days at a charge. An additional third week may be approved at an additional fee (see rate card)*. Vehicle must be removed at the expiration of approved stay. **Failure to comply will result in immediate towing of the vehicle at the owner’s expense and/or withholding of security deposit.**

5.4.3.4. In the event of an unexpected medical and or mechanical emergency, the Security Chief, Deputy Security Chief, or the Executive Director may grant a limited extension not to exceed seventy-two (72) hours.

EXCEPTION:

Watch commander or Deputy Chief may grant extension until return of the Security Chief or Executive Director.

5.4.3.5. The Security Chief must take a monthly report of all permitted vehicles to the Security Bus and Traffic Committee (SBT).

5.4.4. Use of an RV or VUFR

5.4.4.1. Shareholder/Members and Guests may not live in a RV or VUFR parked in the community lots. This includes sleeping, cooking or any other activities not associated with preparation of the vehicle for travel or storage. No barbeques or exterior cooking is permitted.

5.4.4.2. No animal or child shall be left alone in a vehicle at any time.

5.4.5. Safety Requirements – All sections of the California Vehicle Code that are applicable to RVs and VUFRs shall be adhered to while parked in the community.

5.4.6. Parking Charges for RV or VUFR (see rate card)*.

5.4.6.1. Shareholder/Members and or/guests will be charged a fee and requested to submit a security deposit (see rate card)*.

5.4.6.2. Payment and security deposit will be collected by the Recreation Department at the time the Parking Permit is issued.

5.4.6.3. A second term will be allowed within twelve calendar months provided that the RV or VUFR has been out of the community for no less than one hundred eighty (180) days.

5.5. Building Five, Clubhouse Six, Healthcare Center, Administration and Alley

5.5.1. No overnight parking is permitted, except for GRF Security Vehicles, CARE ambulances, Leisure World Pharmacy delivery vehicles; two (2) healthcare vehicles; the vehicle used by the 24-Hour Nurse; the HCC Golf Cart, GRF vehicles and contractor vehicles as authorized by GRF.

5.5.2. Parking spaces in the Health Care Center parking lot, unless otherwise marked, will be for AUTHORIZED RESIDENTS and VISITORS of



Parking – Rules

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Leisure World Seal Beach during business hours.

- 5.5.3. No RVs are allowed to park overnight in any space near building five, Clubhouse Six, the healthcare center, the administration building and the alley.

5.6. Amphitheater

- 5.6.1. Only employees of GRF or the Healthcare Center (HCC) may park in designated employee parking from 7 a.m. to 6 p.m. Monday to Friday.
- 5.6.2. AUTHORIZED RESIDENTS may only park in spaces marked for "Staff" or "HCC" from 6 p.m. until 11 p.m. Monday through Friday, and from 7 a.m. until 11 p.m. Saturday and Sunday.
- 5.6.3. No overnight parking is allowed.
- 5.6.4. Visitors are only allowed to park in the Amphitheater parking lot during GRF-sponsored special events.
- 5.6.5. The parking space designated for the HCC 24-Hour Nurse may never be used by anyone else except that employee and the HCC Golf Cart.

6. SPECIAL CIRCUMSTANCES

- 6.1. No animal or child is allowed to be left alone in any parked vehicle on TRUST PROPERTY. Animal Control or Seal Beach Police, respectively, will be called immediately.
- 6.2. "For Sale" signage shall not be displayed on any vehicle on TRUST PROPERTY.
- 6.3. Vehicles may not be repaired and/or major service may not be performed, and fluids may not be changed on any TRUST PROPERTY.
- 6.4. All Vehicles may be washed at the car and RV washing areas behind Clubhouse Two. The vehicle must be owned by the AUTHORIZED RESIDENT and must display a GRF-issued decal.
- 6.5. Non-RESIDENTS shall not be permitted to wash their vehicles anywhere on TRUST PROPERTY.

7. TOWING

The Security Department has been authorized by the GRF Board of Directors to enforce the traffic rules of this community in compliance with California Vehicle Code Section 22658, which may result in the towing of a vehicle at the vehicle owner’s expense.

- 7.1. MOTOR VEHICLES Subject to Immediate Towing at the VEHICLE Owner’s Expense:
 - 7.1.1. Those in red zones designating fire lanes or fire hydrants;
 - 7.1.2. Those parked in any no-parking zone;
 - 7.1.3. Those parked in handicapped spaces without a proper government-



Parking – Rules

- 309 issued placard or state-issued disabled license plates;
- 310 **7.1.4.** Those in properly posted construction zones;
- 311 **7.1.5.** Those blocking entrances, exits and crosswalks, or preventing access
- 312 to or operation of another motor vehicle.
- 313 **7.1.6.** Those leaking gasoline, oil or any other hazardous fluids; and
- 314 **7.1.7.** Those parked in the space designated for the HCC 24-Hour Nurse.
- 315 **7.1.8.** Any PROHIBITED VEHICLE:
- 316
- 317 **7.1.8.1.** Boats or unattached trailers;
- 318 **7.1.8.2.** Inoperable vehicles;
- 319 **7.1.8.3.** Unlicensed and/or off-road vehicles (except golf carts);
- 320 **7.1.8.4.** Vehicles lacking current state registration;
- 321 **7.1.8.5.** Aircraft.
- 322
- 323 **7.2.** OTHER PARKING VIOLATIONS SUBJECT TO TOWING
- 324 Any vehicle issued a Community Rules Violation notice shall be subject to towing
- 325 72 hours after the citation has been posted.
- 326 **7.2.1.** Any RV or VUFR that has exceeded its fourteen (14) day permit
- 327 shall be towed at the owner’s expense unless an additional third
- 328 week has been approved at a charge (see rate card)*.
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Document History

Adopted:	05 Apr 21	Amended:	24 May 22	Amended:	24 Jan 23
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Keywords:	Parking	Towing	Oversize Vehicles	Parking Zones	Trust Property
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Operations Committee Charter



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

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

101. **PURPOSE**

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

152. **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 Operations staff
- 22 monthly or whenever such meetings are deemed necessary.
- 23 **2.5.** Review monthly staff reports.
- 24 **2.6.** Analyze requests that are within the purview of this committee.
- 25 **2.7.** Assist the BOD in understanding the compliance with contracts relating to the duties of
- 26 this Committee.
- 27 **2.8.** Initial approval and recommendation to the Administration Committee (AC) of the
- 28 annual budget for areas under the purview of this Committee.
- 29 **2.9.** Review upcoming applicable Reserve replacements.
- 30 **2.10.** Every two years the Committee will review the rules/policies under its purview, and if
- 31 any changes are suggested, send recommended changes to the BOD for approval.
- 32 **2.11.** Perform a yearly review of the reserve study for areas under the purview of this
- 33 Committee. Send updates to the Administration Committee.
- 34 **2.12.** Chair will furnish a report at the GRF Annual meeting.
- 35 **2.13.** Review monthly variances for their areas of oversight.
- 36 **2.14.** Committee responsibilities include the items listed in SECTION 3.
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Operations Committee Charter



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3. AREAS OF PURVIEW

- 45 **3.1.** Gate Access
- 46 **3.2.** Communication
 - 47 **3.2.1.** Newspaper
 - 48 **3.2.2.** Leisure World Live
 - 49 **3.2.3.** Publications
 - 50 **3.2.4.** Advertising and Amphitheater Sponsorships
 - 51 **3.2.5.** Marquee
- 52 **3.3.** IT System
 - 53 **3.3.1.** System Software Assessment and Support
 - 54 **3.3.2.** IT Security
 - 55 **3.3.3.** System Upkeep and Maintenance
 - 56 **3.3.4.** Operational Systems
 - 57 **3.3.5.** Telephone and Internet Services
- 58 **3.4.** Security Services
 - 59 **3.4.1.** Member Decal and RFID Issuance
 - 60 **3.4.2.** Community Patrol
 - 61 **3.4.3.** Parking and Vehicle Enforcement
- 62 **3.5.** Stock Transfer
 - 63 **3.5.1.** Escrow
 - 64 **3.5.2.** Cooperation with Real Estate Agencies
 - 65 **3.5.2.1.** Training
 - 66 **3.5.2.2.** Compliance
 - 67 **3.5.2.3.** Real Estate Agent Registration

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Operations Committee Charter



75 **4. LIMITATIONS**

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

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

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

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89 **Document History**

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91 Adopted: 25 Apr 23 Amended: 23 Jan 24

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94 **Keywords:** Charter

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