

BOARD OF DIRECTORS

Meeting Agenda
Tuesday, February 27, 2024 - 10:00 A.M.
Clubhouse Four

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

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

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

1. Call to Order/Pledge of Allegiance

2. Roll Call/Notice of Quorum

3. President's Announcement

4. Member Comments

5. Consent Calendar

- a. GRF Board of Directors Minutes, January 23, 2023
- b. Accept the Interim Financial Statements for December 2023 for Audit
- c. Accept the Reserve Funds Investment Purchase for December
- d. Approve Transfers of Funds for GRF per Civil Code 5502
- e. Ratify Tentative Vote: Amend 13-5025-3 GRF Election Procedures
- f. Ratify Tentative Vote: Adopt 10-1937-3 Community Rules Violation Panel and Appeal
- g. Ratify Tentative Vote: Amend 30-5093-2 Authorized Resident (AR) Rules of Conduct, Non-Compliance with Rules of Conduct – Fines and Penalties
- h. Rescind 40-5580-2, Entry Passes – Fees
- i. Rescind COVID-19 Emergency Operational Rules

b. New Business

a. Capital Funding

- i. No Items

b. Reserve Funding

- i. Clubhouse Four Replacement of Fire Panel from Reserve Funding
Proposed Resolution: *To award a contract to All American Fire Systems at a cost not to exceed \$4,250, Reserve Funding to replace the Clubhouse Four Fire Alarm Panel, and authorize the President to sign the contract.*
- ii. Addition of Cameras to Entrance Gates
Proposed Resolution: *To approve the purchase of nine cameras for the entry gates at a cost not to exceed \$4,500, Reserve Funding, and authorize the President to sign the contract.*
- iii. Site Survey to Design and Replace Wireless Campus Links
Proposed Resolution: *To pay \$2,950 to Alpha Omega to perform a site survey and provide a design for replacing the wireless campus links and authorize the President to sign the contract.*

c. Governing Documents

- i. Amend 70-1447-1, Community Garden – Rules
Proposed Resolution: *To amend 70-1747-1, Community Gardens – Rules, and renumber it as 37-1747-1.*
- ii. Amend 30-1000-3, Member Services Committee Charter
Proposed Resolution: *To amend 30-1000-3, Member Services Committee Charter, changing language throughout.*
- iii. Amend 14-5540-1, Contingency Fund
Proposed Resolution: *To amend 14-5540-1, Contingency Fund, as presented.*

6. Next Meeting Date

- Tuesday, March 26, 2024, at 10:00 a.m. – Clubhouse Four

7. Adjournment

Please always be courteous and respectful to other members, board directors, and representatives from management. We ask that you do not raise your hands or interrupt the Committee or anyone else who may be speaking. **Members must adhere to these protocols, and/or who become 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.**



BOARD OF DIRECTORS MEETING MINUTES GOLDEN RAIN FOUNDATION

CALL TO ORDER

President Marsha Gerber called the regular monthly meeting of the Golden Rain Foundation (GRF) Board of Directors to order at 10:03 a.m. on Tuesday, January 23, 2024, in Clubhouse Four and via live stream.

PLEDGE OF ALLEGIANCE

GRF Board of Director Lee Melody led the pledge.

EXECUTIVE SESSION DISCLOSURE

An Executive Session Meeting was held on November 30, 2023, and Special Executive Session on January 16, 2024, during which the Board of Directors discussed some or all of the items related to the following: (1) litigation or potential litigation; (2) matters relating to the formation of contracts with third parties; (3) member discipline; (4) member delinquency, including payment plan requests; (5) personnel matters; and/or (6) approval of Executive Session minutes.

ROLL CALL

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

Director Damoci was present via Zoom.

Director Gambol was not present.

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

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



SHAREHOLDER/MEMBER COMMENTS

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

- There is a 3-minute limit per speaker when there are fewer than 25 speakers.

Six comments were made at the meeting.

CONSENT AGENDA

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

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

RESERVE FUNDING

HVAC Unit #5 in Clubhouse One

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

First: Nick Massetti
Second: Lee Melody

No one spoke on this motion.

The motion passed.



GOVERNING DOCUMENTS

Amend 70-1463-1, Table Tennis Rules

Motion: To amend policy 70-1463-1, Table Tennis Rules, as presented, and renumber the document to 37-1463-1.

First: Teri Nugent

Second: Susan Hopewell

No one spoke on this motion.

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

Amend 70-1487-2, Recreational Vehicle Lot – Schedule of Monetary Fines

Motion: To amend 70-1487-2, Recreational Vehicle Lot – Schedule of Monetary Fines, as presented, and renumber document as 37-1487-2.

First: Janet Isom

Second: Carole Levine

One Director spoke on this motion.

The motion passed.

Amend 13-1635-4, Call for GRF Director Candidates

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

First: William Thompson

Second: Teri Nugent

Four Directors spoke on this motion.

The motion passed.



Amend 50-1636-3, How to Run for Golden Rain Foundation Board -Even-Numbered Mutuals Only

Motion: To amend 50-1636-4, How to Be a Candidate for the GRF Foundation Board of Directors for Even-Numbered Mutuals Only, changing its title to GRF Board Candidate Instructions: Even-Numbered Mutuals Only, and designating the rule as 15-1636-3.

First: Dan Weber

Second: Camille Thompson

No one spoke on this motion.

The motion passed.

Adopt 10-5028-3, GRF Candidate Guide

Motion: To adopt 10-5028-3, GRF Board Candidate Guide.

First: Lee Melody

Second: Teri Nugent

Three Directors spoke on this motion.

The motion passed.

TENTATIVE VOTE: Amend 13-5025-3, GRF Election Procedures

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

First: Camille Thompson

Second: Edward Jablonski

No one spoke on this motion.

The motion passed.



TENTATIVE VOTE: Adopt 10-1937-3, Community Rules Violation Panel and Appeal Procedure

Motion: To adopt 10-1937-3, Resolution for Community Rules Violations, pending a 28-day notification to the members and a final decision by the GRF Board of Directors on February 27, 2024.

First: Diane Henry

Second: Camille Thompson

The Executive Director and nine Directors spoke on this motion.

The motion passed with four no votes (Directors Jacquelin, Habel, Vienna, and Jablonski) and one abstention (Director Hamblin).

Amend 13-5093-3, Code of Conduct Enforcement Procedure

Motion: To amend 13-5093-3, Code of Conduct Enforcement Procedure, changing language throughout.

First: Carol Levine

Second: Diane Henry

Two Directors spoke on this motion.

After discussion, the Committee has concurred to return this policy to the Administration Committee for further review.

TENTATIVE VOTE: Amend 13-5093-1 Authorized Resident (AR) Rules of Conduct

Motion: To amend 13-5093-1, Authorized Resident Rules of Conduct. Pending a 28-day notification to the members and a final decision by the GRF Board of Directors on February 27, 2024.

First: Susan Hopewell

Second: Janet Isom



The Executive Director and five Directors spoke on this motion.

After discussion, the Committee has concurred to return this policy to the Administration Committee for further review.

TENTATIVE VOTE: Amend 30-5093-2, Authorized Resident (AR) Rules of Conduct, Non-Compliance with Rules of Conduct – Fines and Penalties

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

First: William Thompson
Second: Carole Levine

One Director spoke on this motion.

The motion passed with eight no votes (Directors Weber, Jacquelin, Vienna, Levine, Jablonski, Damoci, Hamblin, and Isom).

AD HOC REPORT

Receive Report and Disband Committee

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

First: Maureen Habel
Second: Susan Hopewell

No one spoke on this motion.

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



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

First: Maureen Habel

Second: Susan Hopewell

Eight Directors spoke on this motion.

The motion failed with ten no votes (Directors Jacquelin, Hopewell, Henry, Levine, Jablonski, Damoci, Melody, Hamblin, Isom, and Massetti).

Motion: To approve the proposed changes to the charter.

First: Carole Damoci

Second: Nick Massetti

No one spoke on this motion.

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

ADJOURNMENT

The meeting was adjourned at 12:20 p.m.

Carol Levine, Corporate Secretary
Golden Rain Foundation
TM:01-23-24

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTOR
FROM: EXECUTIVE MANAGER
SUBJECT: ACCEPTANCE OF THE DECEMBER 2023 FINANCIAL STATEMENTS
DATE: FEBRUARY 27, 2024
CC: FILE

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

Recommendation:

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



December
Financial

December Budget Highlights	
Income YTD	\$22,364,004.82
Expense YTD	\$22,987,198.97
Variance YTD	-\$623,194.15

Account Balances	
Reserve	\$11,682,501.39
Capital	\$1,416,617.55
Unbudgeted Operating	\$45,996.18

VARIANCES

Department	GL	Mon. Variance	YTD Variance	Notes
Revenue	Cert Prep - Escrow	-\$3,000	-\$64,500	Escrow YTD less than budget
Revenue	Escrow Recovery	\$12,600	\$92,819	HomeWise Docs
Revenue	Parking Spot	\$538	-\$21,226	AR -RV rental Leases
Revenue	Other Income	\$4,149	\$80,640	Recreation Sales
Revenue	Rental Income	-\$371	-\$8,316	Additional rental contracts and increases.
Revenue	Display Advertising	\$21,738	\$88,693	Inserts moving to Newspaper ads
Revenue	SRO Labor Recovery	-\$40,370	-\$130,728	Less billable hours.
Revenue	News Sales Discounts	-\$1,236	-\$16,068	Onsite sales discounts
HR	Wages & Benefits	-\$186,387	\$73,352	Less permanent staff than budgeted
HR	Continuing Education	-\$290	\$15,684	Less education expense than budgeted
HR	Temp Agency	\$72,241	-\$809,497	Unanticipated temps - ODO in Security
Administration	Office Supplies	-\$3,790	-\$34,269	Home Depot, So Cal Auto/Truck, Alpha Water Systems
Administration	Legal	\$0	\$44,776	\$30k in litigation
Administration	Property & Liability Insurance	\$114,655.38	-\$96,830	Insurance variance due to increased premium

VARIANCES

Department	GL	Mon. Variance	YTD Variance	Notes
Member Services	Legal-Trust	-\$5,200	-\$24,606	No fee for review past initial contact
Member Services	Legal-Fair Housing	\$2,000	\$23,852	Little expense in 2023
Facilities	Utilities	-\$6,995	-\$149,782	Q1 gas expenses, electricity
Member Services	Election Expense	\$0	-\$81,468	Bylaw amendment & all mutuals
Facilities	Equipment Expense	-\$6,782	-\$34,552	Emergency stop button, swing top trash can, camera, room divider, microphone, umbrella
Facilities	Building Repair	-\$12,835	-\$73,581	Dryout, water pump service CH2, fascia & termite admin, security door repair
Facilities	Equipment Repair	-\$6,691	-\$15,418	General pump, repaired club car, disc brakes & rotors
Facilities	Janitorial	\$6,034	\$78,441	Contract lower than budget
Administration	Other Service Contracts	\$14,457	\$13,512	Reduced water filtration contract & new printer leases
IT	Computer Supplies	\$4,235	-\$18,506	Stock transfer card stock, televic laptop
IT	Other Professional	-\$303	-\$28,451	Billable hours - FTS (server room rebuild) Boyer (Dynamics) ELC (website)
Recreation	Community Entertainment	\$662	\$72,966	Negotiated costs are under budget
Newspaper Printing	Newspaper Printing	\$375	\$1,110	Over budgeted due to inflation and unpredicatability

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
 FROM: EXECUTIVE MANAGER
 SUBJECT: RESERVE FUNDS INVESTMENT PURCHASE
 DATE: FEBRUARY 27, 2024
 CC: FILE

Investment Activity – December 2023

Investment Portfolio - All Funds						
12/31/2023						
Financial Institution & Type	Contingency Operating Fund	Reserve Fund	Capital Improvement Fund	General Operating Fund	Total Funds	Uninsured Funds
Morgan Stanley - Cash	-	2,035	-	-	2,035	-
Morgan Stanley - Deposits	-	2,723,330	-	-	2,723,330	-
Morgan Stanley - CDs	-	2,495,000	-	-	2,495,000	-
US Bancorp CDs	-	3,951,438	510,000	-	4,461,438	-
US Bank - Money Market	150,945	2,522,421	1,355,115	154,433	4,182,913	-
Total Funds	150,945	11,694,224	1,865,115	154,433	13,862,682	-
Total Liquid Funds		2,524,455	1,355,115			
Maturing Investments Feb 24		485,000	170,000			
Pending Authorized Purchases		-	-			
Commitments as of 12/31/23		(1,056,792)	(923,054)			
Cushion ¹		(750,000)	(1,000,000)			
Available for Investing		1,202,663	-			

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

Recommendation:

I move to recommend the GRF Board authorize the purchase of brokered CDs through US Bank Corp for \$1,202,663 with terms ranging from three (3) to eighteen (18) months at the prevailing interest rates at the time of purchase and at the discretion of the financial advisors.

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BOARD ACTION REQUEST

DATE: FEBRUARY 27, 2024
TO: GRF BOARD OF DIRECTORS
FROM: EXECUTIVE MANAGER
BOARD ACTION: AUTHORIZE TRANSFERS OF FUNDS FOR GRF PER CIVIL CODE 5502

Background:

Civil Code Section 5502 provides, among other things:

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

* * *

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

Recommendation:

I recommend the Board of Directors authorizes the following transfers of funds for the period between January 13, 2024 and February 16, 2024:

<u>Date</u>	<u>Vendor</u>	<u>Check Number</u>	<u>Amount</u>
1/16/24	First Insurance Funding - 900-100269182 -Golden Rain Foundation	EFT	\$502,599.83
1/31/24	First Insurance Funding - 900-100269182 -Golden Rain Foundation	EFT	\$502,599.83
1/17/24	Transfer to US Bank - Money Market - 0931	EFT	\$419,056.75
2/8/24	Transfer to US Bank - Money Market - 0931	EFT	\$403,697.04
1/29/24	Transfer to US Bank - General - 6144	EFT	\$300,000.00
2/6/24	Transfer to US Bank - Payroll - 1219	EFT	\$292,300.00
2/8/24	Transfer to US Bank - Money Market - 0931	EFT	\$291,750.00
1/23/24	Transfer to US Bank - Payroll - 1219	EFT	\$291,750.00

2/8/24	Pay to Employees 02-09-24 - EFT - Pay to Employees 02-09-24	EFT	\$291,408.81
1/25/24	Pay to Employees 01-26-24 - EFT - Pay to Employees 01-26-24	EFT	\$290,791.54
2/8/24	Transfer to US Bank - Money Market - 0931	EFT	\$278,250.00
1/16/24	Certified Roofing Applicators, Inc. - Proj. 1064-23C 1st Pmt 40% Mini Farm Redesign	4363	\$174,860.00
2/12/24	Innovative Cleaning Serv - January Services	4494	\$135,209.06
1/18/24	Transfer to US Bank - Restricted MM - 0665	EFT	\$123,496.56
1/25/24	ADP, Inc. - EFT - P/R Taxes 01-26-24	EFT	\$114,315.98
2/8/24	ADP, Inc. - EFT - ADP Payroll Taxes 02-09-24	EFT	\$111,397.04
2/6/24	Transfer to US Bank - General - 6144	EFT	\$111,397.04
2/2/24	Anthem Blue Cross - HMO Medical	4441	\$111,305.63
2/9/24	Transfer to US Bank - Money Market - 0931	EFT	\$105,595.98
2/9/24	Capital Fund - Bank Adjustment - Clear 12/31/23 Transfer of Reserve Amenities Fees over \$1.95M	EFT	\$105,595.98
1/17/24	Transfer to US Bank - Money Market - 0931	EFT	\$100,000.00
1/23/24	M.J. Jurado, Inc - Proj. 1051-23R Trust Street Paving- CO #3	2041	\$93,154.05
1/16/24	City of Seal Beach - Water December-23 & Street Sweeping	4324	\$92,859.16
2/12/24	City of Seal Beach - Water January-24 & Street Sweeping	4479	\$53,849.87
1/16/24	Empire Pipe Cleaning & - Clean Main Line System	4329	\$46,323.88
2/7/24	California Gate and - Multiple Invoices	4464	\$43,950.40
2/7/24	Optimal Outsource - Multiple Invoices	4470	\$41,047.58
1/23/24	Preferred Employers - INST 12/31/23	EFT	\$39,276.00
1/16/24	Empower Trst Company,LLC - EFT - Employees' 401k Funding 01-12-24	EFT	\$33,776.88
2/12/24	Empower Trst Company,LLC - EFT - Employees' 401k Funding 02-09-24	EFT	\$33,413.91
1/29/24	Empower Trst Company,LLC - EFT - Employees 401k Funding 01-26-24	EFT	\$32,794.15
1/16/24	Off Duty Officers,Inc. - Security Service Dec 16-31,2023	4357	\$30,183.08
1/29/24	Off Duty Officers,Inc. - Security Service Jan 1-15,2024	4421	\$28,812.78
2/7/24	J&J Landscaping, Inc. - Multiple Invoices	4468	\$26,100.00
2/12/24	Robert Half - Multiple Invoices	4487	\$24,099.62
2/7/24	HOA Elections of California, Inc. - Deposit- Election Services 01/29/24	4478	\$21,666.00
1/16/24	PacketWatch - Multiple Invoices	4358	\$15,800.00
1/23/24	Robert Half - Multiple Invoices	4376	\$15,778.49
1/31/24	Trumbull Insurance Company - 17332253 Insurance	EFT	\$13,133.37
1/29/24	Cornerstone Floors - Proj #1062-23R Library and Friends of Library - Balance	2042	\$12,915.34
1/16/24	Athens Services - Trash 12-23	EFT	\$12,114.20



BOARD ACTION REQUEST

DATE: FEBRUARY 27, 2024
TO: GRF BOARD OF DIRECTORS
FROM: ADMINISTRATION COMMITTEE
BOARD ACTION: **FINAL VOTE:** AMEND 13-5025-3, GOLDEN RAIN FOUNDATION ELECTION PROCEDURES

Committee Approval:

On January 11, 2024, the Administration Committee recommended the Board of Directors amend 13-5025-3, Golden Rain Foundation Foundation Election Procedures. The Board gave preliminary approval to the changes on January 23, 2024, and posted the measure for its 28-day review by the Members. This process is recommended in accordance with Civil Code §4360. No correspondence was received from members during the 28-day notification period.

Background:

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

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

Fiscal Impact:

No expected impact.

Recommendation:

I move to ratify 13-5025-3, Golden Rain Foundation Foundation Election Procedures, changing its title to Golden Rain Foundation Foundation Election Rules, and designating the rule as 13-5025-1.

Golden Rain Foundation Election Rules

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

1. ELECTIONS**1.1. ANNUAL ELECTION**

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

1.2. SPECIAL ELECTIONS

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

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

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

2.2. CUMULATIVE VOTING

Pursuant to the Bylaws, cumulative voting is not permitted.

2.3. VOTING BY ACCLAMATION

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

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

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

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

Golden Rain Foundation Election Rules



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

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

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

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

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

Golden Rain Foundation Election Rules



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

Golden Rain Foundation Election Rules



but not limited to, breaching fiduciary duties.

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

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

3.2. CANDIDATE APPLICATION MATERIALS

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

3.2.1. Application for Candidacy as a GRF Director

3.2.2. Signed Candidate Eligibility Disclaimer (set forth below)

3.2.3. Signed Candidate Statement (set forth below)

3.2.3.3.2.4.

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

3.3. CANDIDATE ELIGIBILITY DISCLAIMER

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

3.4. CANDIDATE STATEMENT

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

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

3.5. NOTIFICATION OF NOMINATIONS FOR ELECTION OF DIRECTORS

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

Golden Rain Foundation Election Rules



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

3.6. SELF-NOMINATION BY MEMBERS

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

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

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

3.8. Nominations from the floor or write-ins.

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

3.9. Campaign Cycle

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

3.10. Equal Access to GRF Media

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

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

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

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

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

Golden Rain Foundation Election Rules



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

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

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

Golden Rain Foundation Election Rules



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

4. ELECTION MEETINGS

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

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

5. ELECTION PROCESS

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

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

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

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

6. ELECTION MATERIALS

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

~~6.1.~~ 6.2. Notice of Election

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

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

6.2.6.3. Verification of Election Material

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

Golden Rain Foundation Election Rules



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

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

6.3.6.4. Ballot Packet

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

6.4.6.5. Secret Ballots Returned by Mail

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

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

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

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

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

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



invalidated by the Inspector(s) of the Election.

7. INSPECTOR(S) OF THE ELECTION

Golden Rain Foundation Election Rules

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

8. OBSERVERS OF THE ELECTION

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

9. BALLOT RETENTION

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

ADMINISTRATION

Golden Rain Foundation Election Rules

13-5025-13



expired, at which

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

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

10. ACCLAMATION

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

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

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

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

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

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

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

Document History

Adopted:	15 Jun 76	Amended:	20 Aug 96	Amended:	19 Aug 97
Amended:	15 Sep 09	Amended:	15 Feb 11	Amended:	24 Feb 15
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Comm. Name Chg.	24 Aug 21	Amended:	26 Oct 21	Amended:	24 Jan 23

Keywords: GRF Election Candidate Voting GRF Board
Administration
Committee



BOARD ACTION REQUEST

DATE: FEBRUARY 27, 2024
TO: GRF BOARD OF DIRECTORS
FROM: ADMINISTRATION COMMITTEE
BOARD ACTION: **FINAL VOTE:** ADOPT 10-1937-3, COMMUNITY RULES VIOLATION PANEL AND APPEAL PROCEDURE

Committee Approval:

On January 11, 2024, the Administration Committee recommended the Board of Directors adopt 10-1937-3, Community Rules Enforcement Procedure. The Board gave preliminary approval to adopt on January 23, 2024, and posted the measure for its 28-day review by the Members. This process is recommended in accordance with Civil Code §4360. No correspondence was received from members during the 28-day notification period.

Background:

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

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

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

Fiscal Impact:

No expected impact.

Recommendation:

I move to ratify 10-1937-3, Community Rules Violation Panel and Appeal Procedure, changing language throughout.



Community Rules Violation Panel and Appeal Procedure

DUE PROCESS

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

1. RESOLUTION PROCESS FOR COMMUNITY RULES VIOLATIONS

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

2. INITIAL ACTIONS

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

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

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

3. INITIAL APPEAL

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

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

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

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

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

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

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

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

5. THE COMMUNITY RULES VIOLATION PANEL

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

5.4

6. CRV PANEL HEARING DEFENSE

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

Community Rules Violation Panel and Appeal Procedure

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

6.3.2 Lawyers

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

6.3.3 Interpreters

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

6.3.4 Observers

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

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

7. RESOLUTION

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

7.2 Notice of Decision

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

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

Community Rules Violation Panel and Appeal Procedure



8. FINAL APPEAL

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

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

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

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

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

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

9. FAILURE TO RESPOND

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

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

9.2.1 Paid the resulting fine;or

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

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

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

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

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

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

**Community Rules Violation Panel and Appeal Procedure**

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

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

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

9.8 Sanctions for Failure to Respond

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

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

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

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

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

Document History

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

Keywords: Rules of Conduct Fine Appeal Parking Violation

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BOARD ACTION REQUEST

DATE: FEBRUARY 27, 2024
TO: GRF BOARD OF DIRECTORS
FROM: ADMINISTRATION COMMITTEE
BOARD ACTION: FINAL VOTE: AMEND 13-5093-2, AUTHORIZED RESIDENT RULES OF CONDUCT; NON-COMPLIANCE WITH RULES OF CONDUCT - FINES AND PENALTIES

Committee Approval:

On January 11, 2024, the Administration Committee recommended the Board of Directors amend 13-5093-2, Authorized Resident Rules of Conduct; Non-Compliance with Rules of Conduct - Fines and Penalties, and change its title to Code of Conduct - Fines and Penalties. The Board gave preliminary approval to adopt on January 23, 2024, and posted the measure for its 28-day review by the Members. This process is recommended in accordance with Civil Code §4360. No correspondence was received from members during the 28-day notification period.

Background:

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

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

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

Fiscal Impact:

No expected impact.

Recommendation:

I move to ratify 13-5093-2, Authorized Resident Rules of Conduct; Non- Compliance with Rules of Conduct - Fines and Penalties, and change its title to Code of Conduct- Fines and Penalties.

**Authorized Resident (AR) Rules of Conduct,
Non-Compliance with Rules of Conduct – Fines and Penalties****1. PURPOSE**

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

1.1 Encourage voluntary compliance.

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

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

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

2. NON-COMPLIANCE FINES AND PENALTIES

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

3.1.2.1 Fine Schedule

3.1.12.1.1 First Offense \$100.00

3.1.22.1.2 Second Offense \$200.00

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

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

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

2.2 Non-Financial Penalties

2.2.1 Suspension of defined Trust property use privileges.



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

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

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

3.22.3 Legal Action

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

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

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

Document History

Adopted:	26 Nov 19	Amended:	23 Feb 21	Amended:	05 Apr 21
Amended:	24 Aug 21				

Keywords:	Rules of Conduct	Fines	Penalty	Authorized Resident (AR)
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BOARD ACTION REQUEST

DATE: FEBRUARY 27, 2024
TO: GRF BOARD OF DIRECTORS
FROM: ADMINISTRATION COMMITTEE
BOARD ACTION: RESCIND 40-5580-2, GATE ACCESS – FEES

Committee Approval:

At its February 15, 2024, meeting, the Administration Committee recommended the Board of Directors rescind 40-5580-2, Entry Passes - Fees.

Background:

The Board of Directors, at its August 22, 2023, meeting, voted to accept 10-2000-2, Consolidated Fee Schedule, which enumerated all fee amounts originally listed in 40-5580-2, Entry Passes – Fees. The August Board agenda did not include the motion to rescind the defunct 40-5580-2.

Fiscal Impact:

No financial impact.

Recommendation:

I move to rescind 40-5580-2, Entry Passes - Fees.



SECURITY

Entry Passes – Fees

1. NO FEES

- 1.1.** Initial issuance of annual entry passes for MEMBERS/OWNERS in residence in the unit and Mutual Seventeen MEMBER/OWNERS eligible for entry passes under the provisions of 80-5580-3.
- 1.2.** Passes issued to contract workers, vendors, and caregivers.
- 1.3.** Renter/Lessees will not be issued annual entry passes.
- 1.4.** Yearly passes for Real Estate.

2. LOSS OF PASS

- 2.1.** Caregiver
A lost CAREGIVER pass may be replaced for a **\$20.00** fee, per occurrence.
- 2.2.** Real Estate or Escrow Firm Representatives
A lost pass may be replaced for **\$50.00**. If the pass is lost a second subsequent time, a **\$75.00** fee is charged.

3. REVIEW

All fees are reviewed on an annual basis.

Document History

Adopted: 25 Jan 22

Keywords: Fees Pass Caregiver Real Estate Loss



BOARD ACTION REQUEST

DATE: FEBRUARY 27, 2024
TO: GRF BOARD OF DIRECTORS
FROM: MEMBER SERVICES COMMITTEE
BOARD ACTION: RESCIND SEVENTEEN COVID EMERGENCY RULES

Committee Approval:

At its February 13, 2024, meeting, the Member Services Committee recommended the Board of Directors rescind seventeen rules originally adopted to govern the use of GRF community facilities during the COVID-19 pandemic.

Background:

During 2020 and 2021, the GRF Board of Directors responded to the COVID-19 outbreak by assembling an ad hoc committee to synthesize state and federal mandates and suggestions into rules establishing defensibly safe use of the Foundation's amenities and services.

On January 1, 2023, the California Department of Public Health ended or modified various state-wide pandemic restrictions on public spaces and work places enacted through Assembly Bill 685.

The Member Services Committee recommendation to the GRF Board follows the state's lead in removing rules and restrictions that were formulated to battle one specific disease pattern unlikely to be replicated in any future pandemic outbreak.

Fiscal Impact:

No fiscal impact expected.

Recommendation:

I move that the Board of Directors rescind the following emergency policies developed to regulate Foundation common property usage during the 2019-2022 COVID 19 outbreak:

- i. 70-1448-3C, Mission Park Phase Two, Emergency Operational Procedures
- ii. 70-1448-3D, Amphitheater Phase One, Emergency Operational Procedures

- iii. 70-1448-3E, Pool and Spa Phase One, Emergency Operational Procedures
 - iv. 70-1448-3F, Fitness Center Phase one, Emergency Operational Procedures
 - v. 70-1448-3G, Friends of the Library Phase One, Emergency Operational Procedures
 - vi. 70-1448-3H, Library Phase One, Emergency Operational Procedures
 - vii. 70-1448-3J, Clubhouse One and Clubhouse Two Poolrooms, Emergency Operational Procedures
 - viii. 70-1448-3K, Clubhouse One and Clubhouse Two Woodshops, Emergency Operational Procedures
 - ix. 70-1448-3L, Clubhouse Three Sewing Room, Emergency Operational Procedures; 70-1448-3M, Art Room, Emergency Operational Procedures
 - x. 70-1448-3N, Ceramics Room, Emergency Operational Procedures
 - xi. 70-1448-3O, Lapidary Room, Emergency Operational Procedures
 - xii. 70-1448-3P, Veterans Plaza Phase Two, Emergency Operational Procedures
 - xiii. 70-1448-3R, Mission Park Phase Two, Emergency Operational Procedures
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RECREATION

Mission Park, Phase Two– Emergency Operational Procedures

Due to government restrictions and recommendations brought about by the pandemic, this rule permits the use of the Mission Park during emergency health crises and incorporates guidelines for at risk senior communities. The GRF will take the following steps to ensure a safe environment for re-opening the Mission Park, for limited in-person activity.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF members using this facility.

The Recreation Department will make the Mission Park available for Member usage under the following restrictions:

1. FACE MASKS

- 1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.
- 1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.
- 1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.
- 1.4. A splash shield/face shield may be worn in addition to the required mask.

2. BOCCE BALL

- 2.1. Bocce Ball must be reserved through the Recreation Department. Requests are accepted at <http://www.lwsb.com/reserve/> daily before 4:00 p.m. for play the following day.
- 2.2. The reservation schedule will be provided to the Clubhouse Two custodian. Players must check in with Staff to verify their reservation.
- 2.3. Staff may request GRF ID at any time.
- 2.4. Hours of play will be between 8:30 a.m. and 5:00 p.m. daily.
 - 2.4.1. Hours may be changed at the discretion of GRF Executive Director or Recreation Director.

RECREATION

Mission Park, Phase Two– Emergency Operational Procedures

- 2.5. No unscheduled games will be allowed.
- 2.6. Only 2 players per one-hour session.
- 2.7. No spectators are permitted.
- 2.8. Bocce Ball players must provide gloves and they must always be worn when handling the balls.
- 2.9. Face coverings must be worn in all areas. Social distancing, as defined by the CDC of maintaining 6 feet of distance, must be observed at all times.
- 2.10. A sanitizing bucket will be provided between Bocce and Pickleball courts for cleaning equipment.
- 2.11. Players should wash their hands with soap and water (for 20 seconds or longer) or use a hand sanitizer before and after play.
- 2.12. In order to eliminate touch points, benches, score tenders, and all tables and chairs will be removed.
- 2.13. No gathering will be permitted before or after games.
- 2.14. The Clubhouse Two restrooms will be made available. No more than two players will be permitted at any time.

3. DR. ANBERRY BASKETBALL HOOP

- 3.1. The Clubhouse custodian will provide a basketball for play.
- 3.2. Only one player at a time.
- 3.3. Face coverings must be worn in all areas at all times.
- 3.4. Use of the hoop will be on a first come, first served basis.
- 3.5. Play will be restricted to one hour unless no one is waiting.
- 3.6. No loitering is permitted.
- 3.7. Hours of play will be between 8:30 a.m. and 7:00 p.m. daily.
- 3.8. The Custodial contractor will sanitize all equipment after use.

4. GENERAL OUTDOOR USE/BBQ AREA

This area will remain closed until further notice. All furniture and equipment have been removed to discourage loitering.



RECREATION

Mission Park, Phase Two– Emergency Operational Procedures

Document History

Adopted: 31 Aug 20

Keywords: Mission Park Phase Two Bocce Ball Basketball BBQ
COVID Hoop Area

RECREATION

Amphitheater, Phase One – Emergency Operational Procedures

Due to government restrictions and recommendations brought about by the pandemic, this rule permits the use of the Amphitheater during emergency health crises and incorporates guidelines for at risk senior communities. The GRF will take the following steps to ensure a safe environment for re-opening the Amphitheater, for limited in-person activity.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF members using this facility.

The Recreation Department will make the Amphitheater available for Member usage under the following restrictions:

1. FACE MASKS

- 1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.
- 1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.
- 1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.
- 1.4. A splash shield/face shield may be worn in addition to the required mask.

2. RELIGIOUS SERVICES

This policy permits the use of the Amphitheater by faith-based organizations, registered with the Recreation Department, and herein referred to as Organizations, to conduct services while access to GRF clubhouses is not available.

- 2.1. This accommodation is for services only; religious study clubs are not eligible.
- 2.2. Reservations must be made through the Recreation Office by emailing reservationoffice@lwsb.com.
- 2.3. Services are limited to one hour with no more than 100 congregants.

RECREATION

Amphitheater, Phase One – Emergency Operational Procedures

- 2.4. Amphitheater will open Friday through Sunday from 8:30 a.m. to 7:00 p.m. or at the discretion of the Recreation department.
- 2.5. Time slots will be by lottery whenever multiple organizations seek to book the same time.
- 2.6. Amphitheater seating will be taped off and staggered to mark social distancing.
- 2.7. Members of the same household, including caregivers may sit together.
- 2.8. Masks are required at all times. The Officiant may only remove their mask when speaking or conducting worship from the stage.
- 2.9. Singing will be permitted as long as masks are worn.
- 2.10. Passing of communion trays will not be permitted.
- 2.11. No collection container will be passed. A collection container may be used at the entrance.
- 2.12. Congregants must supply their own prayer book, hymnal, or other worship items.
- 2.13. GRF will provide a podium and portable sound system with a hands-free microphone on the stage.
- 2.14. A custodian will be assigned to sanitize equipment, touch surfaces, and seating between services, at the expense of the religious organization.
- 2.15. Organization must provide hand sanitizer and/or attendee has hand sanitizer available.

Document History

Adopted: 27 Oct 20

Keywords: Amphitheater Religious COVID
Services



RECREATION

Pool and Spa, Phase One - Emergency Operational Procedures

The following procedure has been expanded pursuant to regulations recommended by the CDC, State of California, and Orange County and incorporates guidelines for at risk senior communities in particular for aquatic facilities.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF members using this facility.

Usage is limited to lap swimming and aquatic activities such as walking and aerobics. Per county guidance, aquatic venues should avoid activities that promote group gatherings.

- One swimmer per lane, no exceptions
- Spa: Hot pool will remain closed.

1. FACE MASKS

- 1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.
- 1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.
- 1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.
- 1.4. A splash shield/face shield may be worn in addition to the required mask.

2. FACILITIES

- 1.5. Swimming pool locker rooms will remain closed.
- 1.6. Gates must remain open during operating hours.
- 1.7. Drinking fountains will be turned off. Swimmers must bring their own water.
- 1.8. Furniture will be removed from the pool deck. All common-area chairs and tables will be removed.
- 1.9. No GRF equipment will be available.
- 1.10. Use of locker room is prohibited.

RECREATION

Pool and Spa, Phase One - Emergency Operational Procedures

2. POOL ATTENDANTS WILL ACTIVELY MONITOR AND ENSURE SWIMMERS ARE SOCIAL DISTANCED WHEN IN THE WATER.

The Attendant is in charge at all times and may refuse access or end a reservation at any time for non-compliance or any activity deemed unsafe.

3. MONITORING OF HEALTH AND SAFETY PROTOCOLS

Recreation Department personnel will monitor use of masks and/or social distancing on the pool deck.

4. SAFETY REQUIREMENTS

- 4.1. All touch points will be eliminated wherever possible.
- 4.2. Activity should always be in line with the federal government's advised social distancing measures (defined by the CDC as keeping a minimum of 6 feet apart), both in and out of the water, including when arriving at and departing from the pool.
- 4.3. Swimmers will follow physical cues (lane lines in the water) and visual cues (tape on the decks, floors or sidewalks) and signs so that swimmers and staff stay at least 6 feet apart.
- 4.4. Masks must be worn in all areas until a swimmer enters the pool. Masks must also be worn when swimming is complete.
- 4.5. Individuals should wash hands (for 20 seconds or longer) with soap and water or use hand sanitizer prior to entering the pool area.
- 4.6. Swimmers will clean and disinfect their equipment, including caps, goggles, nose clips, water weights or other equipment.
- 4.7. Sharing of equipment is not allowed.
- 4.8. Lap time will be scheduled in 45-minute increments with 15 minutes in between to ensure there are no congregations of individuals waiting to start swimming and to maintain social distancing at the pool, both in the water and on the pool deck.

5. RESERVATIONS

- 5.1. Pool reservation times: First reservation: 8:00 a.m. to 8:45 a.m.; last reservation: 8:00 p.m. to 8:45 p.m.



RECREATION

Pool and Spa, Phase One - Emergency Operational Procedures

- 5.2. Requests are accepted at <http://www.lwsb.com/reserve> Monday through Sunday before 4:00 p.m. for use the following day. No walk-ins permitted.
- 5.3. Members from the same household wanting to swim together will be issued lanes next to each other within the same reservation.

6. SWIMMER CHECK-IN

- 6.1. Swimmers must not arrive more than 10 minutes before reservation time and must adhere to masks and social distancing requirements while queueing on the pool deck.
- 6.2. GRF ID must be presented when signing in with the attendant on duty, who will verify reservations.
- 6.3. Staff will monitor pool use and resolve any problems, as necessary.
- 6.4. Swimmers will shower before entering the pool using the outside showers.

7. ON THE POOL DECK

Social distancing: Swimmers must adhere to 6-feet social distancing with masks, at a minimum, at all times in the water and on the pool deck.

8. RESTROOMS

Swimmers are encouraged to use the lavatory prior to arriving at the pool. Restroom use is limited for single use only.

9. END OF SWIM

Swimmers must leave the immediate area to avoid congregation on the pool deck or parking areas.

10. GRF MAY CLOSE THE FACILITY COMPLETELY WITHOUT NOTICE.

11. THE CUSTODIAL CONTRACTOR WILL SANITIZE THE AREA AT REGULAR INTERVALS



RECREATION

Pool and Spa, Phase One - Emergency Operational Procedures

12. RULES OF ETIQUETTE

Any member, who is loud, uses offensive language, demonstrates offensive or violent behavior, uses profanity, is bothersome to other members/employees, behaves otherwise in an unbecoming manner, or who is cited for an infraction of the policies or violations of the code of conduct, may be suspended or terminated from the Pool and Spa.

Document History

Adopted: 27 Oct 20

Keywords: Pool Spa COVID Shower



RECREATION

Fitness Center, Phase One - Emergency Operational Procedures

The following procedure has been expanded pursuant to regulations recommended by the CDC, State of California, and Orange County and incorporates guidelines for at risk senior communities in particular for fitness centers.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF Authorized Residents using this facility.

Usage is limited to individual exercise. Per county guidance, fitness venues should avoid activities that promote group gatherings.

1. FACE MASKS

- 1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.
- 1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.
- 1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.
- 1.4. A splash shield/face shield may be worn in addition to the required mask.

2. FACILITIES

- 2.1. During Phase One, only the primary Exercise Room will be in use. The large and small Multiuse rooms will remain closed.
- 2.2. Fitness Attendants will monitor all activity within the facility
- 2.3. Drinking fountains will be turned off. Authorized Resident must bring their own water.
- 2.4. All common-area chairs and tables will be removed.
- 2.5. Use of restrooms is limited to 2 persons per restroom at a time. Hand washing prior to and after use is required.

RECREATION

Fitness Center, Phase One - Emergency Operational Procedures

3. MONITORING OF HEALTH AND SAFETY PROTOCOLS

Recreation Department personnel will monitor use of masks and social distancing.

4. SAFETY REQUIREMENTS

- 4.1. All touch points will be eliminated wherever possible.
- 4.2. Activity should always be in line with the federal government's advised social distancing measures (defined by the CDC as keeping a minimum of 6 feet apart), including when arriving at and departing from the Fitness Center.
- 4.3. Masks must be worn in all areas.
- 4.4. Individuals should wash hands (for 20 seconds or longer) with soap and water or use hand sanitizer prior to entering the facility.
- 4.5. Exercise equipment and machines will be set 6 feet apart wherever possible. When not possible, Authorized Residents will be instructed to use alternate machines, leaving one machine vacant between users.
- 4.6. Workout times will be scheduled in 45-minute increments with 15 minutes in between to ensure there are no congregations of individuals and to allow for sanitization between sessions.
- 4.7. Sharing of equipment/gear is prohibited. Free weights will not be available during Phase One, however Authorized Residents may provide and sanitize their own.
- 4.8. Gym bags, purses, or valuables are not permitted in the Center and should be left in the Authorized Resident's vehicle or at home.
- 4.9. Authorized Residents must leave the immediate area to avoid congregation in the Fitness Center or parking areas.
- 4.10. The Attendant and custodial contractor will sanitize the area at regular intervals.

5. RESERVATIONS

- 5.1. Requests are accepted at <http://www.lwsb.com/reserve> Monday through Sunday before 4:00 p.m. for exercise the following day. No walk-ins permitted.



RECREATION

Fitness Center, Phase One - Emergency Operational Procedures

- 5.2. Authorized Residents from the same household wanting to exercise together may use machines next to each other within the same reservation.
- 5.3. Reservation times: First reservation: 6:15 a.m.; last reservation: 7:15 p.m. Monday through Friday; On Saturday and Sunday, the first reservation is 7:15 a.m. and the last reservation is 4:15 p.m.

6. AUTHORIZED RESIDENTS CHECK-IN & USAGE GUIDELINES

- 6.1. Authorized Residents must not arrive more than 10 minutes before reservation time and must adhere to masks and social distancing requirements while being processed.
- 6.2. All Authorized Residents will check in with their GRF ID card, once they are registered, at the Attendant's station.
- 6.3. Staff will monitor equipment use and resolve any problems, as necessary.
- 6.4. Staff will limit use of equipment to 15 minutes when other Authorized Residents are waiting.
- 6.5. Staff will sanitize equipment prior to another Authorized Residents using it during the same 45-minute session.
- 6.6. Authorized Residents must bring their own towel and wear proper athletic footwear or be refused admission.
- 6.7. Talking on cellphones during workouts is prohibited.

7. RULES OF ETIQUETTE

Any Authorized Residents, who is loud, uses offensive language, demonstrates offensive or violent behavior, uses profanity, is bothersome to other Authorized Residents/employees, behaves otherwise in an unbecoming manner, or who is cited for an infraction of the policies or violations of the code of conduct, may be suspended or terminated from the Fitness Center.

Document History

Adopted: 27 Oct 20 Amended: 23 Mar 21

Keywords: Fitness COVID Mask
Center



Friends of the Library, Phase One – Emergency Operational Procedures

Due to government restrictions and recommendations brought about by the pandemic, this rule permits the use of the Friends of The Library facility, during emergency health crises and incorporates guidelines for at risk senior communities. The GRF will take the following steps to ensure a safe environment for re-opening the Friends of The Library facility, for limited in-person activity visits.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF members using this facility.

The Recreation Department will make Friends of the Library available for Member usage under the following restrictions:

1. FACE MASKS

- 1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.
- 1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.
- 1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.
- 1.4. A splash shield/face shield may be worn in addition to the required mask.

2. GENERAL LIBRARY REQUIREMENTS.

- 2.1. Gloves will be available for use by Members and facility volunteers.
- 2.2. Hourly disinfecting of commonly touched surfaces will be done by the on-site volunteers.
- 2.3. Visits to the facility will be by appointment only.
- 2.4. No more than 3 Members will be allowed inside the facility at one time.
- 2.5. No more than 2 volunteers will be allowed inside the facility at one time.
- 2.6. Each shareholder is limited to visits of thirty minutes.
- 2.7. Physical distancing is required at all times and measures and indicators will be found within the facility to facilitate this, such as floor markings.



RECREATION

Friends of the Library, Phase One – Emergency Operational Procedures

- 2.8.** No seating will be provided for Members.
- 2.9.** Friends of The Library donated materials will be cleaned and disinfected upon their donation.

Document History

Adopted: 27 Oct 20

Keywords: Friends of the Library COVID



RECREATION

Library, Phase One – Emergency Operational Procedures

Due to government restrictions and recommendations brought about by the pandemic, this rule permits the use of the Library, during emergency health crises and incorporates guidelines for at risk senior communities. The GRF will take the following steps to ensure a safe environment for re-opening the Library facility, for limited in-person activity visits.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF Authorized Residents using this facility.

The Recreation Department will make the Library available for Member usage under the following restrictions:

1. FACE MASKS

- 1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.
- 1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.
- 1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.
- 1.4. A splash shield/face shield may be worn in addition to the required mask.

2. GENERAL LIBRARY REQUIREMENTS

- 2.1. Gloves will be available for use by Authorized Residents and staff.
- 2.2. Hourly disinfecting of commonly touched surfaces, such as the copier, will be done by the custodial staff.
- 2.3. No more than 6 Authorized Residents will be allowed inside the library at one time.
- 2.4. Each shareholder is limited to visits of thirty minutes.
- 2.5. Physical distancing is required at all times and measures and indicators will be found within the library to facilitate this, such as floor markings.
- 2.6. Seating will only be available at computer stations.
- 2.7. Copy service will be available with physical distancing observed.
- 2.8. Fax service will be available with physical distancing observed.
- 2.9. Restrooms will be supplied with ample soap for handwashing.



RECREATION

Library, Phase One – Emergency Operational Procedures

- 2.10. The drinking fountain will not be available for use.
- 2.11. In-person library programs and events are suspended during this phase.
- 2.12. Library materials will be cleaned and disinfected upon their return.
- 2.13. Upon opening, the library curbside program may be suspended.
- 2.14. Upon opening, the library fees and checkout limits will be reinstated.

3. COMPUTER-RELATED REQUIREMENTS

- 3.1. Access will be limited to thirty minutes and by appointment only.
- 3.2. Only three computers will be available for use to facilitate physical distancing.
- 3.3. There will be no library provided headphones. Authorized Residents must bring their own.
- 3.4. Computer usage must be purpose-driven, i.e., no solitaire, games, etcetera.
- 3.5. Computer surfaces will be cleaned between appointments.

4. PERIODICAL RELATED REQUIREMENTS

- 4.1. Newspapers will not be made available for in-person perusal.
- 4.2. Magazines will be available for checkout only and not for in-person perusal.

Document History

Adopted: 27 Oct 20 Amended: 23 Mar 21

Keywords: Library COVID Computer

RECREATION

Clubhouse One and Clubhouse Two Poolrooms, Phase One – Emergency Operational Procedures

Due to government restrictions and recommendations brought about by the pandemic, this rule permits the use of the Clubhouse One and Clubhouse Two Poolrooms during emergency health crises and incorporates guidelines for at risk senior communities. The GRF will take the following steps to ensure a safe environment for re-opening the Clubhouse One and Clubhouse Two Poolrooms, for limited in-person activity.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF members using this facility.

The Recreation Department will make the Poolrooms available for Member usage under the following restrictions:

1. FACE MASKS

- 1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.
 - 1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.
 - 1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.
 - 1.4. A splash shield/face shield may be worn in addition to the required mask.
2. The Custodian will open the room to members, on a first come, first served basis.
3. The Pool rooms are open Monday through Friday, between the hours of 8:00 a.m. to 3:00 p.m.
4. Members must sign in with the Custodian and provide their ID card.
5. Only GRF members may participate; no guests or spectators are permitted.
6. A maximum of 2 pool tables may be used at a time during the designated hours for up to 2 hours per player.
7. Players must provide their own cue stick or wear gloves.
8. GRF cue sticks will be removed from the room but may be checked out with the custodian to ensure sanitization.
9. The Custodian will sanitize all surfaces after use.

RECREATION

Clubhouse One and Clubhouse Two Poolrooms, Phase One – Emergency Operational Procedures

10. Six (6) foot distancing is required at all times.
11. All Members are subject to the GRF Code of Conduct and violations may result in penalties, including loss of privileges and/or fines.

Document History

Adopted: 27 Oct 20

Keywords: Clubhouse One Clubhouse Two Poolroom COVID



RECREATION

Clubhouse One and Clubhouse Two Woodshops, Phase One - Emergency Operational Procedures

Due to government restrictions and recommendations brought about by the pandemic, this rule permits the use of the Clubhouse One and Clubhouse Two Woodshops during emergency health crises and incorporates guidelines for at risk senior communities. The GRF will take the following steps to ensure a safe environment for re-opening the Clubhouse One and Clubhouse Two Woodshops, for limited in-person activity.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF Authorized Residents using this facility.

The Recreation Department will make the Woodshops available for Member usage under the following restrictions:

1. FACE MASKS

- 1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.
 - 1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.
 - 1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.
 - 1.4. A splash shield/face shield may be worn in addition to the required mask.
2. The Supervisor will open the woodshop to Authorized Residents, on a first come, first served basis.
3. Providing a Supervisor is available, the woodshops are open Monday through Friday, between the hours of 8:00 a.m. to 3:00 p.m.
4. A maximum of 3 Authorized Residents plus a Supervisor may use the room at any given time.
5. Authorized Residents must sign in with the Supervisor and provide their ID card.
6. Only GRF Authorized Residents may participate; no guests are permitted.
7. The Custodian will sanitize all surfaces after use.
8. Six (6) foot distancing is required at all times.
9. All Authorized Residents are subject to the GRF Code of Conduct and violations may result in penalties, including loss of privileges and/or fines.



RECREATION

Clubhouse One and Clubhouse Two Woodshops, Phase One - Emergency Operational Procedures

Document History

Adopted: 27 Oct 20

Keywords: Clubhouse One Clubhouse Two Woodshop COVID



RECREATION

Clubhouse Three Sewing Room, Phase One – Emergency Operational Procedures

Due to government restrictions and recommendations brought about by the pandemic, this rule permits the use of the Clubhouse Three Sewing Room during emergency health crises and incorporates guidelines for at risk senior communities. The GRF will take the following steps to ensure a safe environment for re-opening the Clubhouse Three Sewing Room, for limited in-person activity.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF members using this facility.

The Recreation Department will make the Clubhouse Three Sewing Room available for Member usage under the following restrictions:

1. FACE MASKS

- 1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.
 - 1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.
 - 1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.
 - 1.4. A splash shield/face shield may be worn in addition to the required mask.
2. All reservations must be made through the Recreation Department by emailing reservationoffice@lwsb.com or telephone.
3. Reservations are limited to 2 hours, Monday through Friday, no more than once a week, between the hours of 8:00 a.m. and 3:00 p.m.
4. Priority will be given to Members making masks or their components for the Community, who may reserve time twice a week.
5. A kit containing components necessary to use the sewing machines may be purchased from the Recreation Department.
6. Courtesy sewing kits will be available on loan to mask makers only.
7. A maximum of 3 people may use the room at any given time.
8. Members must sign in and sign out with the Custodian and provide their ID card.



RECREATION

Clubhouse Three Sewing Room, Phase One – Emergency Operational Procedures

9. The Custodian will sanitize all surfaces and machine parts after each reservation.
10. Six (6) foot distancing is required at all times.
11. Members will be spaced at every other machine at a minimum.
12. One member at a time may use the cutting table.
13. Only GRF members may participate; no guests are permitted.
14. All Members are subject to the GRF Code of Conduct and violations may result in penalties, including loss of privileges and/or fines.

Document History

Adopted: 27 Oct 20

Keywords: Clubhouse Sewing COVID
Three Room



RECREATION

Ceramics Room, Phase One – Emergency Operational Procedures

Due to government restrictions and recommendations brought about by the pandemic, this rule permits the use of the Ceramics Room during emergency health crises and incorporates guidelines for at risk senior communities. The GRF will take the following steps to ensure a safe environment for re-opening the Ceramics Room, for limited in-person activity.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF Authorized Residents using this facility.

The Recreation Department will make the Ceramics Room available for Member usage under the following restrictions:

1. FACE MASKS

- 1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.
 - 1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.
 - 1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.
 - 1.4. A splash shield/face shield may be worn in addition to the required mask.
2. The Supervisor will open the room to Authorized Residents, on a first come, first served basis.
3. The Ceramics room is open Monday through Friday, between the hours of 8:00 a.m. to 3:00 p.m. The kilns may be operated after closing Friday and before opening Monday by a designated person.
4. A maximum of 6 Authorized Residents plus a Supervisor may use the room at any given time.
5. Authorized Residents must sign in with the Supervisor and provide their ID card.
6. Only GRF Authorized Residents may participate; no guests are permitted.
7. The Custodian will sanitize all surfaces after use.
8. Six (6) foot distancing is required at all times.



RECREATION

Ceramics Room, Phase One – Emergency Operational Procedures

9. All Authorized Residents are subject to the GRF Code of Conduct and violations may result in penalties, including loss of privileges and/or fines.

Document History

Adopted: 27 Oct 20 Amended: 23 Mar 21

Keywords: Requirements COVID Mask Splash Shield/
Face Shield Ceramics



RECREATION

Lapidary Room, Phase One – Emergency Operational Procedures

Due to government restrictions and recommendations brought about by the pandemic, this rule permits the use of the Lapidary Room during emergency health crises and incorporates guidelines for at risk senior communities. The GRF will take the following steps to ensure a safe environment for re-opening the Lapidary Room, for limited in-person activity.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF Authorized Residents using this facility.

The Recreation Department will make the Lapidary Room available for Member usage under the following restrictions:

1. FACE MASKS

- 1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.
 - 1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.
 - 1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.
 - 1.4. A splash shield/face shield may be worn in addition to the required mask.
2. The Supervisor will open the room to Authorized Residents, on a first come, first served basis.
3. The Lapidary Room is open Monday through Friday, between the hours of 8:00 a.m. to 3:00 p.m. The kilns may be operated after closing Friday and before opening Monday by a designated person.
4. A maximum of 6 Authorized Residents plus a Supervisor may use the room at any given time.
5. Authorized Residents must sign in with the Supervisor and provide their ID card.
6. Only GRF Authorized Residents may participate; no guests are permitted.
7. The Custodian will sanitize all surfaces after use.
8. Six (6) foot distancing is required at all times.

**RECREATION****Lapidary Room, Phase One – Emergency Operational Procedures**

9. All Authorized Residents are subject to the GRF Code of Conduct and violations may result in penalties, including loss of privileges and/or fines.

Document History

Adopted: 27 Oct 20

Amended: 23 Mar 21

Keywords: Requirements COVID Mask Splash Shield/
Face Shield Lapidary



RECREATION

Veterans Plaza, Phase Two – Emergency Operational Procedures

The California Department of health defines a “gathering” as any event or convening that brings together people in a single room or single space at the same time, such as an auditorium, stadium, arena, large conference room, meeting hall, cafeteria, or any other indoor or outdoor space.

Due to government restrictions and recommendations brought about by the pandemic, this rule permits the use of the Veterans Plaza during emergency health crises and incorporates guidelines for at risk senior communities. The GRF will take the following steps to ensure a safe environment for re-opening the Veterans Plaza, for limited in-person activity.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF Authorized Residents using this facility.

The Recreation Department will make the Veterans Plaza available for Member usage under the following restrictions:

1. FACE MASKS

- 1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.
- 1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.
- 1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.
- 1.4. A splash shield/face shield may be worn in addition to the required mask.

2. VOCAL GROUPS

The Recreation Department has made Veterans Plaza available for exercise and dance clubs, in good standing in Phase One. In consideration of Covid-19 restrictions permitting gatherings in outdoor venues, GRF will reserve space to gather in Veterans Plaza for qualifying vocal clubs during Phase Two under the following conditions:



RECREATION

Veterans Plaza, Phase Two – Emergency Operational Procedures

- 2.1. All reservations must be made through the Recreation Department by emailing reservationoffice@lwsb.com or telephone.
 - 2.1.1. Reservations are limited to 90 minutes, Monday through Friday, no more than once a week, from 8:00 a.m. to 4 p.m. This is the time frame when staff is available for sanitization and monitoring of activities.
 - 2.1.2. Reservations may be preempted by GRF for special events.
 - 2.1.3. In case of multiple similar clubs requesting a reservation, remaining time will be awarded by lottery.
 - 2.1.4. The Recreation Department determines by their discretion, if a particular activity is appropriate for this venue.
 - 2.1.5. No unscheduled event will be allowed at any time.
- 2.2. Participation is solely at participants own risk.
- 2.3. **Masks and 6-foot distancing are required at all times by all attendees.**
- 2.4. Singers may remove masks **only** while performing **solo** from the stage.
- 2.5. Microphones must be sanitized between users and use disposable microphone covers which will provided by the club.
- 2.6. No physical contact between participants is allowed.
- 2.7. Group sizes may be required to be reduced to meet social distancing guidelines.
- 2.8. Only GRF Authorized Residents may participate; no guests are permitted.
- 2.9. Staff may request to see participant's GRF ID at any time.
- 2.10. All classes are self-managed and must provide their own equipment.
- 2.11. Chairs, properly spaced, will be provided by GRF.
- 2.12. Clubhouse Three restrooms will be available through the lobby and no more than 2 people are permitted in either restroom at a time.
- 2.13. Authorized Residents should bring sanitizer or wear gloves.
- 2.14. The custodial contractor will sanitize all touch surfaces after each event.
- 2.15. All Authorized Residents are subject to the GRF Code of Conduct and violations may result in penalties, including loss of privileges and/or fines.



RECREATION

Veterans Plaza, Phase Two – Emergency Operational Procedures

3. RELIGIOUS ORGANIZATIONS

The Recreation Department has made Veterans Plaza available for exercise and dance clubs, in good standing in Phase One. In consideration of Covid-19 restrictions permitting gatherings in outdoor venues, GRF will reserve space to gather in Veterans Plaza for qualifying religious groups (no religious study groups are eligible) during Phase Two under the following conditions:

- 3.1. All reservations must be made through the Recreation Department by emailing reservationoffice@lwsb.com or telephone.
 - 3.1.1. Reservations are limited to 90 minutes. The hours are 8:00 a.m. to 8 p.m. daily.
 - 3.1.2. Reservations may be preempted by GRF for special events.
 - 3.1.3. In case of multiple similar clubs requesting a reservation, remaining time will be awarded by lottery.
 - 3.1.4. The Recreation Department determines by their discretion, if a particular activity is appropriate for this venue.
 - 3.1.5. No unscheduled event will be allowed at any time.
- 3.2. Participation is solely at participants own risk.
- 3.3. **Masks and 6-foot distancing are required at all times by all attendees.**
- 3.4. Officiant may remove mask **only** while speaking **solo** from the stage.
- 3.5. Microphones must be sanitized between users and use disposable microphone covers which will provided by the organization.
- 3.6. Singing will be permitted as long as masks are worn.
- 3.7. No physical contact between participants is allowed.
- 3.8. Congregants must supply their own prayer book, hymnal, or other worship items.
- 3.9. GRF will be provide a podium and portable sound system with a microphone.
- 3.10. Passing of communion trays will not be permitted.
- 3.11. No collection(s) will be taken onsite, but a receptacle may be provided.
- 3.12. Group sizes may be required to be reduced to meet social distancing guidelines.
- 3.13. Only GRF Authorized Residents may participate; no guests, except member's caregivers and the Officiant are permitted.

Veterans Plaza, Phase Two – Emergency Operational Procedures

- ## Document History

Keywords: Veterans Plaza Recreation COVID Vocal Groups

RECREATION**Mission Park – Phase Two – Emergency Operational Procedures**

Due to government restrictions and recommendations brought about by the pandemic, this rule permits the use of the Mission Park – Multi-Use Courts during emergency health crises and incorporates guidelines for at risk senior communities. The GRF will take the following steps to ensure a safe environment for re-opening the Mission Park – Multi-Use Courts, for limited in-person activity.

Use of this facility is not allowed if you are exhibiting any symptoms of the coronavirus: Mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days. Completion of a COVID Survey is required for all GRF Authorized Residents using this facility.

The Recreation Department will make the Mission Park – Multi-Use Courts available for GRF legal resident usage under the following restrictions:

1. FACE MASKS

- 1.1. Wearing a face mask is mandatory. Mask must cover nose and mouth completely.
- 1.2. Public health authorities recommend the face mask is the minimum requirement for protection of both the wearer and the people around the wearer.
- 1.3. A splash shield/face shield does not provide a level of protection to the wearer and those around them.
- 1.4. A splash shield/face shield may be worn in addition to the required mask.

2. PICKLEBALL

The following procedure has been expanded pursuant to regulations recommended by the USA Pickleball Association and incorporates guidelines for at risk senior communities in particular.

- 2.1. Play at the Multi-Use court, when opened, must be booked through the <http://www.lwsb.com> website. Walk on games are allowed but reservations have priority.
- 2.2. Requests are accepted at <http://www.lwsb.com/reserve> Monday through Sunday before 4:00 p.m. for play the following day.
 - 2.2.1. Players must check in with staff to verify their reservation.
 - 2.2.2. Staff may request a player's GRF ID at any time.

RECREATION**Mission Park – Phase Two – Emergency Operational Procedures**

- 2.3.** Hours of operation are 8:30 a.m. to 7:00 p.m. daily. They are posted on the court and on the website.
 - 2.3.1.** Scheduling will be adjusted by management as needed to satisfy safety requirements and conform to Staff hours.
 - 2.3.2.** GRF may close the facility completely without notice.
- 2.4.** No after game congregation/socializing is permitted in Mission Park, the parking lot or the immediate surrounding area. After their match, players must promptly leave the Mission Park/Clubhouse Two area.
- 2.5.** To eliminate touch points, benches, score tenders, and all tables and chairs will be removed.
- 2.6.** Masks must be worn in all areas until playing begins on the court. Masks also must be worn after play is completed.
- 2.7.** Social distancing as defined by the CDC (maintaining 6 feet of distance) must be maintained at all times.
- 2.8.** Participants should wash their hands with soap and water (for 20 seconds or longer) or use a hand sanitizer before and after each match.
- 2.9.** A disinfecting/sanitizing bucket will be on site, between Bocce and Multi-Use courts for players to use to clean balls and paddles.
- 2.10.** The Clubhouse Two restrooms will be made available; however, no more than 2 players per restroom will be permitted at a time.
- 2.11.** Multi-Use games are limited to one hour of play. Pickleball games are limited to 4 players per court for one hour of play.
- 2.12.** Multi-Use players must provide their own paddles, balls and gloves.
 - 2.12.1.** Players must wear gloves when handling the ball and not touch other players' equipment.
 - 2.12.2.** Should a ball identified with another player wind up on your side of the court, do not touch the ball with your hands. Use your paddle or feet to advance the ball to the other side of the court.

Document History

Adopted: 29 Jan 21 Amended: 23 Mar 21

Keywords: Mission Park Phase Two Multi-Use COVID Pickleball



BOARD ACTION REQUEST

DATE: FEBRUARY 27, 2024
TO: GRF BOARD OF DIRECTORS
FROM: EXECUTIVE DIRECTOR
ACTION: FUNDING REQUEST: FIRE ALARM PANEL AT CLUBHOUSE FOUR

Committee Action:

The failure of Clubhouse Four's Fire Alarm Panel has created a critical situation that cannot await regular action through the normal committee process.

Background:

Such expenses are anticipated and included in the Foundation's Fire Alarm Systems Reserves. The Physical Property Department obtained a quote from the Foundation's fire system's designated contractor, All American Fire Systems, to replace this Reserve Component. All American quoted a replacement cost of \$4,250.

Fiscal Impact:

\$4,250 funding from Fire Alarm Systems Reserves.

Recommendation:

I move to award a contract to All American Fire Systems at a cost not to exceed \$4,250, Reserve Funding, to replace the Clubhouse Four Fire Alarm Panel and authorize the President to sign the contract.



BOARD ACTION REQUEST

DATE: FEBRUARY 27, 2024
TO: GRF BOARD OF DIRECTORS
FROM: OPERATIONS COMMITTEE
ACTION: RESERVE FUNDING REQUEST: ADDITION OF CAMERAS TO ENTRANCE GATES

Committee Approval:

At its February 8, 2024, meeting, the Operations Committee recommended the GRF Board of Directors approve the purchase of nine cameras for the entry gates at a cost not to exceed \$4,500, Reserve Funding, and authorize the President to sign the contract.

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, three each at the North Gate, Main Gate, and St. Andrews Gate. to monitor the gate arms and attendant/interaction and gather evidence when gate runners break away from the arms.

Fiscal Impact:

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

Recommendation:

I move to recommend that the GRF Board approve the purchase of nine cameras for the entry gates at a cost not to exceed \$4,500, Reserve Funding, and authorize the President to sign the contract.

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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

Committee Approval:

At its February 8, 2024, meeting, the Operations Committee recommended the GRF Board of Directors approve Alpha Omega's \$2,950 Reserve Funding to perform a site survey, provide a design for replacing the wireless campus links, and authorize the President to sign the contract.

Background:

GRF currently pays a monthly fee of \$1,875/mo to FTS to provide and maintain wireless campus links between buildings. The equipment used is over eight years old and needs to be securely mounted to the building. Both issues cause frequent outages and latency of communications between buildings.

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

Fiscal Impact:

Replacing this equipment with a more modern and reliable connection between locations would not only improve service reliability, particularly in an emergency, but also eliminate the current monthly \$1,875 fee to provide unreliable service. This results in an annual saving to the community.

If Alpha Omega is selected to install the new wireless campus links, 50% of this cost will be refunded or credited to GRF.

A full return on investment analysis can be presented once a quote for the equipment installation is obtained.

Recommendation:

I move to pay \$2,950 to Alpha Omega to perform a site survey and provide a design for replacing the wireless campus links and authorize the President to sign the contract.



BOARD ACTION REQUEST

DATE: FEBRUARY 27, 2024
TO: GRF BOARD OF DIRECTORS
FROM: MEMBER SERVICES COMMITTEE
BOARD ACTION: AMEND 70-1747-1, COMMUNITY GARDENS - RULES

Committee Approval:

At its February 13, 2024, meeting, the Member Services Committee recommended the Board of Directors amend 70-1747-1, Community Garden Rules.

Background:

At its November 28, 2023, meeting, the GRF Board of Directors, voted 10-7 to appropriate \$480,865 from Capital Funds for the installation of the mini-farms at the 1.8-acre lot.

The Member Services Committee at its February 13, 2024, meeting, approved changes to the previously existing garden rules, 70-1747-1, which was last amended by the Board of Directors at its October 27, 2020, meeting.

Fiscal Impact:

It is expected annual fees from garden plot lessees will be established so as to fully cover the project's operating costs. No capital costs for the present construction or future improvements are expected to be recovered from lessees' use of the gardens.

Recommendation:

I move to amend 70-1747-1, Community Gardens – Rules, and renumber it as 37-1747-1.

RECREATIONMEMBER SERVICES**Use of Community Facilities, Community GardensMini Farm – Rules**

Renter/Lessee, (R/L), must follow all rules and is subject to any consequences for failure to do so. The Member/Owner, (M/O), is ultimately responsible for the behavior and actions of their R/L and will be held responsible for any fees, fines or disciplinary consequences incurred by the R/L. See Policy 30-5093-1, Shareholder Code of Conduct.

1. PURPOSE:

~~Need to be written.~~ The purpose of these regulations is to ensure a pleasant environment for all Leisure World residents and produce-growing gardeners.

4. GENERAL REGULATIONS**2.**

The Recreation Department (RD) is responsible for the fair and equitable use of the Mini Farm Community Gardens (CG) area, also known as the 1.8 Acres, and The Recreation Department will also be responsible to ensure for ensuring that all of the conditions of these rules are followed.

2.1.

2.2. The Mini Farm CG area plots is are for Golden Rain Foundation (GRF) Members Authorized Residents (AR) in good standing only. Only one garden plot shall be assigned per household, but two (2) ARs from different households can share a garden as long as both names are on the garden lease.

4.1. Mutual-Unit/Renter/Lessee must follow all rules and are subject to any consequences for failure to do so. The Mutual Unit/Member/Owner is ultimately responsible for the behavior and actions of their Renter/Lessee (R/L) and will be held responsible for any fees, fines, or disciplinary consequences incurred by the Renter/Lessee. See Policy 3013-5093-1, Authorized Resident Rules of Conduct Shareholder Code of Conduct.

2.3.

2.4. If the an Member/Owner (M/O) subsequently rents their Mutual unit, the M/O forfeits the right to retain their plot garden and must notify the RD Recreation Department and relinquish it immediately.

2.5. If at the R/L has a garden leased, a plot, the lease shall be terminated immediately upon termination of their tenancy in the M/O's Mutual unit unless the AR moves to another rental unit in the community immediately.

RECREATIONMEMBER SERVICES**Use of Community Facilities, Community GardensMini Farm – Rules**

1.2.2.6. The Mini FarmsCGs are a non-smoking, tobacco-free, vapor-free, drug-free, firearms/weapons-free, and alcohol-free environment.

~~Alcoholic beverages may not be brought into the Mini Farm area.~~

2.7. No animals are allowed in the Mini Farm CG area: Qualified Service dogs ~~Animals~~ will be allowed in the garden area ~~if staying with their owner.~~ They must always remain on an (8)-eight (8)-foot leash and be under the control of the AR. The owner must pick up after them immediately. They are not allowed in any other person's garden.

2.8. Radios or music devices are allowed with headphones.

2.9. Spaces may be leased on an annual basis for a maximum of four (4) consecutive years. Upon the completion of the fourth year, the Lessees must relinquish their garden. The Lessee can then be added to the waiting list for another garden if they so desire. If there is no waitlist, the AR may renew the lease with the approval of RD for one (1) additional year.

2.10. Gardens shall not be abandoned, traded, or given up to another AR by the Lessee. If you choose to relinquish your space, you must notify the Recreation Department, and your space will be reassigned to the next AR on the waiting list. No refunds shall be issued for any monies paid to GRF.

2.11. Lessee is responsible for the planning, planting, and management of their own garden, including providing seeds, plants, soil amendments, perimeter 'bunny' fencing, and any tools. In case of a temporary absence, Lessee shall notify the RD in writing and a "garden angel" can be assigned to care for your garden with the approval of the RD. Only ARs may be appointed as a "garden angel."

2.12. Lessee may bring guests, including children, into the CG area, provided that the guests comply with the GRF Code of Conduct. Children must always be accompanied by an adult.

2.13. Neither Lessees nor their guests may enter other gardens or harvest produce without explicit written permission from that garden's Lessee. A copy of written permission must be kept on record in the RD office.

2.14. Lessees will keep clean and neat and weed free any common areas such as adjacent pathways. Lessee will promptly report any concerns about safety of the garden to the RD. The adjacent pathway along the wall bordering Nassau Drive and all walkways must always be kept clear of gardening tools and plant materials from the gardens.

2.15. Storage containers made of metal or wood are not permitted. Storage containers must be the type approved by the RD and the storage container and tools must be kept within the boundaries of the designated garden.

2.16. Fences may not exceed two (2) feet in height to avoid shading a neighbor's

RECREATIONMEMBER SERVICES**Use of Community Facilities, Community GardensMini Farm – Rules**

garden. Fences must be free standing, PVC pipe, or non-treated wood, and can include types of chicken wire. All fencing must be approved by the RD with a written scope of work to be included with the submitted application.

2.17. Structures to encourage vertical growing, including arbors, trellises, tree branch frames, and cages are only allowed during growing season if they are functional, orderly, safe, and do not conflict with CG standards.

2.18. GRF does not permit the construction or existence of permanent shelter structures within the individual's garden, including personal sheds, storage, or shade units.

2.19. One faucet is set up for up to four gardens for watering. The gardens that are assigned to that area have exclusive use of the water fixture.

2.20. Automatic sprinklers and soaker hoses are forbidden. Lessees must turn off water faucet or valve before leaving the garden and shall not leave watering unattended at any time. Water run-off is not permitted on roadways, walkways, sidewalks, or adjacent gardens.

2.21. Crushed rock or gravel is not permitted inside the gardens.

2.22. No wood treated with wood preservative shall be used in any gardens.

2.23. No piles of wood, brick, pipes, hoses, or fencing shall be stored in gardens.

2.24. All items, such as hoses, tools, and containers shall be safely stored to avoid trips and falls.

2.25. The use of "scrap" materials, such as broken bricks or pavers, scraps of wood, metal, or plastic is not permitted.

2.26. Items not authorized must be disabled and removed from the garden by required compliance date.

2.27. All trees, miniature trees, shrubs, or bush type fruit trees must be potted with a solid base underneath, and not exceed four (4) feet tall. Trees or shrubs cannot extend over walkways or exceed four (4) feet in height during any month of the year. Any existing tree, shrubs, or bush type fruit trees shall be removed when a lot is vacated, unless there is a lessee-to-lessee agreement approved by the RD.

2.28. No more than twenty-five percent 25% of garden may be planted with flowers. The remaining balance shall be used to plant produce.

2.29. The RD may order the forfeiture of a garden when any Lessee does not maintain their garden as described in these rules. Failure to plant at least seventy-five percent (75%) of a garden area for three (3) months shall be sufficient cause to forfeit the garden.

2.30. If a garden appears untended (overgrown weeds, unharvested), the Lessee will be issued a violation notice. If the violation is not remedied by the required

RECREATIONMEMBER SERVICES**Use of Community Facilities, Community GardensMini Farm – Rules**

compliance date of the third notice for the same violation, the RD may evict Lessee.

2.31. Lessees and their guests shall park in designated parking spaces only.

2.32. Dumpsters are available for the disposal of green waste and regular trash. See policy 26-5000-1, Dumpster Rules.

2.33. Gardens must be cleared of all vegetation and weeds before being vacated. Failure to clean garden for final inspection will result in loss of lease deposit and CG future privileges.

2.34. If the Lessee fails to comply with any terms of the lease within the allotted compliance time of the third notice for the same violation, the garden will be immediately forfeited with no refund of fees.

1.3.2.35. Lessees will not be entitled to any payment or reimbursement from the GRF for any materials planted, growing, or otherwise located within the CG or for any improvements made on the premises. All or any part of such material and improvements shall become the property of the GRF.

1.4. Lessee may not carry, use, or store firearms or weapons of any kind in the Mini Farm area.

~~1.5. Radios or music device are not allowed with headphones. If you would like to use your music devices, headphones are required.~~

~~1.6. Spaces may shall be leased on an annual basis or a for a maximum of six consecutive years. Upon the completion of the sixth year, Lessees must relinquish their gardenplot. The Lessee can then be added to go back on the waiting list for another garden if they so desire.~~

~~1.7. Gardens Plots shall not be abandoned, traded, or given up to another AR GRF Member by the Lessee. If you choose to relinquish your space, you must notify the Recreation Department, and your space will be reassigned to the next AR GRF Member on the waiting list. No refunds shall be issued for any monies paid to GRF.~~

~~1.8. Lessee is responsible for the planning and management of their own garden plots, including providing seeds, plants, amendments, perimeter 'bunny' fencing, and any tools. Garden Plots must be worked solely by the Lessee. Exception: In case of an injury or temporary illness, Lessee shall notify the GRF Recreation Department RD in writing and a "garden angel" can be assigned to care for your garden with the approval of the Recreation Department RD. Only ARs may be appointed as a "garden angel."~~

~~1.9. Lessee may bring a guests, including children, into the CG Mini Farm area, provided that the guests comply with the GRF Ccode of Cconduct. Children must always be accompanied by an adult.~~

~~1.10. GRF MembersNeither Lessees nor and their gGuests may not enter other gardens plots or harvest produce without explicit written permission from that garden's plot's Lessee. A copy of written permission must be kept on record in the RD office.~~

~~1.11. Lessees will keep clean and neat and weed free any common areas, such as adjacent pathways. Lessee will promptly report any concerns about safety of the garden to the RDGRF Recreation Department. The adjacent pathway along the wall bordering Nassau Drive and all walkways must always be kept clear of gardening tools and plant materials from the plotsgardens.~~

~~1.12. Storage containers made of metal or wood are not permitted; Sstorage containers must be the type approved by the RDecreation Committee and the storage container and tools must be kept within the boundaries of the designated garden plot.~~

RECREATIONMEMBER SERVICES**Use of Community Facilities, Community GardensMini Farm – Rules**

- ~~1.13. Neither trellises nor fences may not exceed two (2) feet in height to avoid shading a neighbor's garden plot.~~
- ~~1.14. Structures to encourage vertical growing, including arbors, trellises, tree branch frames, and cages are only allowed during growing season if they are functional, orderly, safe, and do not conflict with CG community standards.~~
- ~~1.15. _____ GRF does not permit the construction or existence of permanent shelter structures within the individual's garden plots, including personal sheds, storage, or shade units.~~
- ~~1.16. One faucet is set up for up to four gardens plots for watering. The gardens plots that are assigned to that area have exclusive use of the water fixture.~~
- ~~1.17. Automatic sprinklers and soaker hoses are forbidden. Mini Farmers Lessees must turn off water faucet or valve before leaving the garden and plot. Mini Farmers shall not leave watering unattended at any time. Water run-off is not permitted on roadways, walkways, sidewalks, or adjacent gardens plots.~~
- ~~1.18. Crushed rock or gravel is not permitted inside the gardens plots. Any existing crushed rock or gravel must be removed from the plot upon vacating.~~
- ~~1.19. No wood treated with wood preservative shall be used in any gardens plot.~~
- ~~1.20. No piles of wood, brick, pipes, hoses, or fencing shall be stored in gardens plots.~~
- ~~All items, such as hoses, tools, and containers shall be safely stored to avoid trips and falls.~~
- ~~1.21. The use of "scrap" materials, such as broken bricks or pavers, scraps of wood, metal, or plastic is not permitted.~~
- ~~1.22. Items not authorized must be disabled and removed from the garden plot by required compliance date.~~
- ~~All trees, miniature trees, shrubs, or bush type fruit trees must be potted with a solid base underneath, and not exceed four (4) 7 feet tall. Existing trees or shrubs cannot extend over walkways or exceed four (4) 7 feet in height during any month of the year. Any existing tree, shrubs, or bush type fruit trees shall be removed cut down when a lot is vacated.~~
- ~~1.23. before being assigned to a new GRF Member. No more than twenty percent 20% 10% of garden plot may be planted in flowers, the remaining balance shall be used to plant produce.~~
- ~~1.24. The RD Recreation Department may order the forfeiture of a garden plot when any Lessee Mini Farmer does not maintain their his/her garden plot as described in these rules.~~
- ~~Failure to plant at least seventy five percent (75%) of a plot for three (3) months, shall be sufficient cause to forfeit the garden plot.~~
- ~~1.25. If a garden plot appears untended (overgrown weeds, unharvested), the Lessee you will be issued a violation notice. If the violation is not remedied by the required compliance date, of the third notice for the same violation, tThe RD GRF Recreation Department may evict Lessee.~~
- ~~upon three violations.~~
- ~~1.26. GRF Members Lessees and their guests shall park in designated parking spaces only.~~
- ~~1.27. Dumpsters are available for the disposal of green waste and regular trash. The removal of discarded items from the dumpster will not be permitted at any time. See policy 60-5000-1, Dumpster Rules.~~
- ~~1.28. Gardens Plots must be cleared of all vegetation and weeds before being vacated.~~
- ~~vacating plot. Failure to clean plot garden for final inspection will result in loss of lease deposit and and CG Mini Farm future privileges.~~
- ~~If the Lessee Mini Farmer fails to comply with any terms of the lease within the allotted compliance time of the third notice for the same violation, then garden garden plot will be immediately forfeited with no refund of fees.~~

(Dec 20)

GOLDEN RAIN FOUNDATION Seal Beach, California

RECREATION MEMBER SERVICES**Use of Community Facilities, Community Gardens Mini Farm – Rules**

~~1.29. Lessees nor will not they be entitled to any payment or reimbursement from the GRF for any materials planted, growing, or otherwise located within the CG Community Garden or for any improvements made on the premises. All or any part of such material and improvements shall become the property of the GRF.~~

2.3. HOURS OF OPERATION

7:00 a.m. to dusk seven (7) days a week.

3.4. MAINTENANCE OF GARDENS PLOTS

4.1. To prevent the breeding of flies, harboring of rats, or air contamination, all decaying compost or newly delivered fertilizer shall be properly cared for by effectively sealing in plastic bags, or by turning it under in the garden plot within forty-eight (48) hours.

~~3.1. 4.2. Remove all garden trash, spent plants, clippings, and leaves from the plot daily in the provided green waste bins. Gardens must always be maintained and kept free of debris.~~

~~3.2. 4.3. Keep all gardens plots, including the walkway areas to the north and east center of the each garden adjacent pathways, free from all grass and weeds throughout the year, whether or not the garden is planted or fallow.~~

~~3.3. 4.4. Use care and caution while watering in order to keep from flooding neighboring gardens plots and pathways.~~

~~3.4. 4.5. Use care when spraying or dusting for bugs, snails, and other garden pests. Lessees Members must make every effort to ensure there is no drifting of pesticides to adjoining gardens plots. **GRF does not permit the use of Roundup on Trust property.** See A addendum A for approved pest control list.~~

~~3.5. 4.6. Store only the garden material necessary to for supporting, staking or containing the plantings, neatly within the perimeter of one's assigned garden area plot. No plants or vines shall be allowed to grow past a fence or property line, over walkways or sidewalks. No exterior fence will be used as a trellis on which to grow plants or vines.~~

~~3.6. 4.7. GRF is not liable for loss or damage to personal property, vandalism to the garden parcel, and/or destruction of crops due to disease, pests, rodents, gophers, inclement weather, or flooding from water run-off by hose/faucet whether coming from water lines inside or outside of gardens plots.~~

~~3.7. 4.8. All items stored within the garden area plot must be essential to gardening. Pesticides of any kind may not be stored at the CG Mini Farm. Items such as~~

RECREATION MEMBER SERVICES**Use of Community Facilities, Community Gardens Mini Farm – Rules**

wooden stakes, tomato cages, etc. must be kept in a neat and orderly manner. Materials may not be stored ~~ds~~ against ~~either~~ the garden perimeter fencing ~~of the plot or Mini Farm.~~

~~3.8.~~ 4.9. GRF is responsible for the maintenance and pest control of the common areas. Lessee is responsible for maintenance and pest control within their garden plot.

~~3.9.~~ 4.10. Lessee is responsible for the cost, installation, and maintenance of fencing. ~~RD s~~ Staff must approve any fence or other structure prior to installation and follow GRF guidelines. Staff will provide written approval/permit for installation. This permit must be displayed at the garden plot for thirty (30) days. See Addendum B for approved fencing.

4.5. CORRECTIVE ACTION

5.1. The ~~RD Recreation Committee~~ may order the forfeiture of any garden plot when the ~~Lessee GRF Member~~ fails to comply with this set of rules, or rules, or any action in violation of the established Code of Conduct policy, 3013-5093-1.

5.2.

The ~~RD Recreation (with Board approval) Department~~ reserves the right to review and adjust the operating rules to accommodate the needs of the community at any time.

5.3.

~~The R~~~~Decreation Department~~ also reserves the right to enter any garden plot at any time.

~~4.1.~~ 5.4. The AR is entitled to request a hearing if they disagree with any disciplinary decision.

Document History

Adopted:	26 Nov 19	Amended:	28 Jan 20	Amended:	27 Oct 20
Amended:	24 Nov 20	Amended:	23 Dec 20		

Keywords: Mini Farm Garden Plot
1.8 Acres

RECREATIONMEMBER SERVICES

Use of Community Facilities, Community Gardens~~Mini Farm~~ – Rules



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BOARD ACTION REQUEST

DATE: FEBRUARY 27, 2024
TO: GRF BOARD DIRECTORS
FROM: MEMBER SERVICES COMMITTEE
ACTION: AMEND 30-1000-3, MEMBER SERVICES COMMITTEE CHARTER

Committee Approval:

At its February 13, 2024, meeting, the Member Services Committee recommended the Board of Directors amend 30-1000-3, Member Services Committee Charter, changing the language throughout.

Background:

At its January 23, 2024, meeting, the GRF Board of Directors moved to distribute the ad hoc committee's review of the committee charters to the committee chairs for the committee's review and return to the GRF Board for final decisions regarding the Four Committee Structure.

With its action, the Member Services Committee assumes oversight of the Foundation's custodial contract from the Facilities Committee; and relinquishes oversight for community patrol services to the Operations Committee.

Fiscal Impact:

No expected impact.

Recommendation:

I move to amend 30-1000-3, Member Services Committee Charter, changing language throughout.

Member Services Committee Charter

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

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

1. PURPOSE

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

2. DUTIES

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

Member Services Committee Charter**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. Community Outreach~~Resident Welfare~~****3.6.1. Social Services Coordination****3.6.2. Volunteer Programs Coordination****3.6.3. Healthcare Center Cooperative Programming****3.7. Concierge-Resident Services****3.7.1. Visitor Gate Access Passes****3.7.2. Pet Registration****3.7.3. Caregiver Registration****4. LIMITATIONS**

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

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

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

Member Services Committee Charter



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84 **Document History**
85 Adopted 25 Apr 23
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88 **Keywords:** Charter
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BOARD ACTION REQUEST

DATE: FEBRUARY 27, 2024
TO: GRF BOARD OF DIRECTORS
FROM: ADMINISTRATION COMMITTEE
BOARD ACTION: AMEND 14-5540-1, CONTINGENCY OPERATING FUND

Committee Approval:

At its February 15, 2024, meeting, the Administration Committee recommended the Board of Directors amend 14-5540-1, Contingency Operating Fund.

Background:

The community's annual insurance premium, which is rarely finalized until days before it is due, has long been among the Foundation's largest lump sum payments.

In October 2018, the GRF Board of Directors replaced a previous rule titled "The Liability Insurance Fund" with The Contingency Operating Fund, then numbered 40-5540-1. The Contingency Fund's current \$1 million threshold was established in September 2019, when the annual insurance premium totaled \$1.95 million. Counting the 67% single-year increase between 2023 and 2024, the Foundation's insurance premium has risen 180% during the period.

This proposed amendment takes steps to accommodate the realities of the California insurance market within the Foundation's ability to increase its financial cushion significantly. In consultation with the Foundation's professional managers, the Administration Committee proposes that the Foundation increase its flexibility to meet anticipated insurance costs by raising the Contingency Fund's base amount to \$2.5 million over a four-year period.

The proposed changes also reflect that the previous document's stipulation to "maintain" a \$1 million balance in the Fund is poorly expressed since the Fund typically sinks below that amount in the wake of each year's insurance premium payment. Instead, the changes mirror the Fund's original and frequent use to absorb the Foundation's annual insurance prepayment, which is due on November 30 of each year. The amended language requires the threshold funding to be in place 30 days prior to the annual insurance prepayment date.

Fiscal Impact:

Increasing the required amount in the Contingency Fund will not increase expenditures but does demand an enhanced marshaling of resources from a variety of revenue sources upon which the Foundation relies.

Recommendation:

I move to amend 14-5540-1, Contingency Operating Fund.

Contingency Operating Fund

**1. PURPOSE**

~~The Contingency Operating Fund (the Fund), a~~ Although ~~it is portion~~an extension of the general operating fund, ~~the Contingency Operating Fund (the Fund)~~ is reported maintained as a separate fund. Its sole purpose is to cover cash flow situations when ~~re cash levels from~~ the general operating fund's cash level becomes temporarily insufficient to ~~paycover~~ operating expenses.

2. AUTHORIZED USES OF THE FUND**2.**

2.1. Due to a timing issue, a significantly large budgeted expenditure is required to be paid before enough funds have been collected through monthly assessments; or

2.2. Due to a timing issue, a significantly large prepaid expense, such as the annual insurance renewal, ~~is required to be paid when cash demands exceeds~~ available cash operating funds; or supply.

2.3. ~~In the unlikelihood Due to an of~~ unanticipated event when significantly large unbudgeted expenses ~~causing cause~~ the operating fund to be depleted, the Fund can be used to pay operating expenses, such as an insurance claim deductible, lawsuits, fines enacted by the state ~~of~~ federal government, and liabilities incurred as an employer; ~~the Fund can be used to continue paying normal operating expenses.~~

3. THE FUND WILL BE REGULATED AS FOLLOWS:**3.**

3.1. Except in cases of emergency appropriations, tThe Fund shall maintain a fully liquid balance of \$250,000 at all times.

3.2. The Fund shall hold a minimum balance of \$1,000,000 thirty (30) days before the annual insurance premium prepayment for 2025 is due. The Fund shall receive additional annual funding so the contingency fund holds a minimum balance of \$2,500,000 thirty days before the 2029 insurance premium prepayment is due, and an equivalent minimum balance thirty days before the annual insurance payment is due during each subsequent fiscal year.-

3.1.

3.3. The amount in the Fund's will balance established by sections 3.1 and 3.2 will be reviewed annually during budget study by the GRF Administration Finance Committee with a recommendation to the Board to determine if balance under section 3.1 it is reasonable within general industry risk and liability trends in the areas of risk and liability for the following fiscal year, and recommend any modifications to the Board.-

3.2.

3.4. Necessary draws from the Fund under this document's Sections 2.1 and 2.2 will may be determined solely by the Director of Finance Executive Director or the

Contingency Operating Fund



~~Executive Director's designees solely to meet with provisions under 2.1 and 2.2 of this governing document.~~

3.3.

~~3.4.3.5.~~ **3.5.** ~~Necessary d~~Draws from the Fund under ~~S~~section 2.3, shall require the approval of the Board of Directors.

~~3.5.~~ **3.6.** ~~The Fund shall be replenished using:~~

3.6. The Fund shall be replenished using:

3.6.1. General operating funds when ~~the Executive Director determines the withdrawal of such the general operating funds has enough funds to do so without~~would not createing a low cash flow situation ~~as determined by the Director of Finance.~~

3.6.2. Under 4014-5528-1, Refund of Excess Income, upon approval of the Board of Directors.

3.6.3. Capital Funds upon approval of the Board of Directors.

~~3.6.4.~~ Other source(s) of funding as recommended by GRF Staff and approved by the Board of Directors.

3.7. GRF staff~~The Director of Finance~~ will report the Fund's status ~~of this fund monthly~~ as part of the monthly financial report delivered to the members of the Administration Finance Committee.

Document History

Adopted:	23 Oct 18	Amended:	23 Jul 19	Amended:	24 Sep 19
GDC	26 Feb 20				

Keywords: Finance Contingency Operating Fund