

## ADMINISTRATION COMMITTEE

### Committee Meeting Agenda

Wednesday, March 13, 2024, 10:00 a.m.

Conference Room A/Zoom

*This meeting may also be live streamed at [www.lwsb.com](http://www.lwsb.com).*

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

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

#### 1. Call to Order

#### 2. Roll Call/Notice of Quorum

Donna Gambol

Marsha Gerber

Carol Levine

Nick Massetti

Teri Nugent

Camille Thompson

William Thompson – Chair

#### 3. Chair Announcements

##### a. Introduction of Guests and Staff

Jessica Sedgwick, Executive Director

Dave Potter, Executive Manager of Mutual Services

Emma Hurtado, Executive Assistant

##### b. Rules of Order

#### 4. Approval of Minutes

##### a. Minutes of February 15, 2024, Administration Committee (pp.1-3)

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

#### 6. Supplementary Staff Report

#### 7. Finance Review

##### a. Acceptance of Monthly Financial Statements and Accounts

##### i. January 2024 (pp.5-8)

Proposed Resolution: To accept for audit and forward to the Golden Rain Foundation Board the interim financials as presented by the Executive Manager and reviewed by the Administration Committee for the month ending January 31, 2024. These show a monthly income of \$354,541.25 and a year-to-date income of \$354,541.25. The reserves are funded through January 31, 2024. As of January 31, 2024, the operating fund has a balance of \$597,667.00 (which represents 29% of monthly budgeted operating expenses). The capital fund has a balance of \$1,786,051.82, and the reserve fund has a balance of \$11,813,083.47.

##### b. Investments

##### i. Capital Funds Investment Purchase (pp.9)

##### ii. Reserve Funds Investment Purchase (pp.11)

Proposed Resolution: To recommend the GRF Board authorize the purchase of brokered CDs through US Bank Corp for \$2,262,184 with terms ranging from three (3) to eighteen (18) months at the prevailing interest rates at the time of purchase and at the discretion of the financial advisors.

- c. Revenue and Leases

## 8. General

## 9. Governing Documents

- a. Amend 13-5093-1, Authorized Resident Rules of Conduct (pp.13-17)  
Proposed Resolution: To amend 13-5093-1, Authorized Resident Rules of Conduct, Rules, and return the rule to the Board's April 23, 2024, meeting to be considered for final ratification after the Members' 28-day comment period.
- b. Amend 13-5093-3, Code of Conduct Enforcement Procedure (pp.19-25)  
Proposed Resolution: To amend 13-5093-3, Code of Conduct Enforcement Procedure, changing language in Section 1, and return the rule to the Board's April 23, 2024, meeting to be considered for final ratification after the Members' 28-day comment period.
- c. Amend 13-5092-1, Code of Ethics (pp.27-30)  
Proposed Resolution: To amend 13-5092-1, Code of Ethics, modifying language throughout.
- d. Adopt 10-1001-5, Rule Numbering Protocol (pp.31-34)  
Proposed Resolution: To adopt 10-1001-5, Rule Numbering Protocol.
- e. Review 10-1000-3, Administration Committee Charter (pp.35-37)

## 10. Monthly Board Agenda Items

- a. Proposed Capital Expenditures (pp.39)
- b. Proposed Reserve Expenditures (pp.41-42)
  - i. Radar Speed Signs (pp.43)
  - ii. Site Survey to Design and Replace Security Camera System (pp.45-46)
  - iii. Network Switch Replacements (pp.47-48)
- c. Proposed Operations Expenditures (pp.49)
  - i. Edge Communications Proposal (pp.51-52)

## 11. Strategic Initiatives

## 12. Next Meeting Date

- Thursday, April 11, 2024, at 10:00 a.m. – Conference Room A

## 13. Adjournment

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

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



## **GRF ADMINISTRATION COMMITTEE MINUTES**

**February 15, 2024**

The meeting of the Administration Committee was held on Thursday, February 15, 2024, and was called to order at 10:00 a.m. by Chair Thompson in Conference Room A.

### **ROLL CALL**

Present: Donna Gambol  
Marsha Gerber  
Carol Levine

Nick Massetti Via Zoom  
Camille Thompson  
William Thompson – Chair

Absent: Teri Nugent

Staff: Jessica Sedgwick, Executive Director  
Dave Potter, Executive Manager of Mutual Services  
Emma Hurtado, Executive Assistant  
Four GRF Members

### **CHAIR'S ANNOUNCEMENTS**

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

The Chair outlined the rules of order.

### **APPROVAL OF MINUTES**

The Administration Committee minutes dated January 11, 2024, were approved as presented.

### **MEMBER CORRESPONDENCE/COMMENTS**

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

### **SUPPLEMENTARY STAFF REPORTS – N/A**

### **FINANCE REVIEW**

#### **Acceptance of Monthly Financial Statements of Accounts**

- a. December 2023

Motion: 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 reviewed by the Administration Committee.

First: Camille Thompson  
Second: Carol Levine

The motion was carried unanimously by the Members present.

### Investments

a. Capital Funds Investment Purchase

The Committee members reviewed the Capital Funds Investment Purchase as presented in the meeting packet.

b. Reserve Funds Investment Purchase

Motion: 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.

First: Donna Gambol  
Second: Camille Thompson

The motion was carried unanimously by the Members present.

### **GENERAL – N/A**

### **GOVERNING DOCUMENTS**

#### Rescind 40-5580-2 Entry Passes, Fees

Motion: To rescind 40-5580, Entry Passes - Fees.

First: Donna Gambol  
Second: Carol Levine

The motion was carried unanimously by the Members present.

#### Amend 14-5540-1 Contingency Fund

Motion: To amend 14-5540-1, Contingency Operating Fund.

First: Carol Levine  
Second: Marsha Gerber

The motion was carried unanimously by the Members present.

**MONTHLY BOARD AGENDA ITEMS**

Proposed Capital Expenditures – N/A

Proposed Reserve Expenditures

- a. Addition of Cameras to Entrance Gates  
Operations Committee Chair Gambol confirmed the Board Action Request for Addition of Cameras to Entrance Gates is correct.
- b. Site Survey to Design and Replace Wireless Campus Links  
Operations Committee Chair Gambol confirmed the Board Action Request for Site Survey to Design and Replace Wireless Campus Links is correct.

Proposed Operations Expenditure – N/A

**STRATEGIC INITIATIVES**

Review 2023 Year-End Budget, and Reserve & Capital Funding Approaches

Director C. Thompson discussed the Review 2023 Year-End Budget, and Reserve & Capital Funding Approaches.

**FUTURE AGENDA ITEMS:**

- a. Amend 13-5093-1, Member Rules of Conduct
- b. Amend 13-5028-3, GRF Director’s Handbook
- c. Review 10-1000-3, Administration Committee Charter

**NEXT MEETING**

Thursday, March 14, 2024, at 10 a.m. in Administration Conference Room A.

**ADJOURNMENT**

The meeting was adjourned at 10:43 am by Chair Thompson.

\_\_\_\_\_  
Approved Date

\_\_\_\_\_  
Approval Signature

\_\_\_\_\_  
Printed Name





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## COMMITTEE ACTION REQUEST

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TO: ADMINISTRATION COMMITTEE  
FROM: EXECUTIVE MANAGER  
SUBJECT: ACCEPTANCE OF THE NOVEMBER 2023 FINANCIAL STATEMENTS  
DATE: MARCH 7, 2024  
CC: FILE

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

**Committee Action Recommended:**

I move the Committee accept for audit and forward to the Golden Rain Foundation Board the interim financials as presented by the Executive Manager and reviewed by the Administration Committee for the month ending January 31, 2024. These show a monthly income of \$354,541.25 and a year-to-date income of \$354,541.25. The reserves are funded through January 31, 2024. As of January 31, 2024, the operating fund has a balance of \$597,667.00, which represents 29% of monthly budgeted operating expenses. The capital fund has a balance of \$1,786,051.82, and the reserve fund has a balance of \$11,813,083.47.







**FINANCIAL DASHBOARD (PAGE 1 OF 2) – JANUARY 31, 2024**

**Comparative Fund Balances - Cash**

<b>FUND</b>	<b>CURRENT MONTH</b>	<b>PREVIOUS MONTH</b>	<b>PERCENTAGE CHANGE</b>
Operating	\$597,667.00	\$478,903.15	24.80%
Capital	\$1,786,051.82	\$1,961,155.24	-8.93%
Reserve	\$11,813,083.47	\$11,682,501.39	1.12%
<b>TOTAL</b>	<b>\$14,196,802.29</b>	<b>\$14,122,559.78</b>	<b>0.53%</b>

**Income and Expense**

	<b>MONTH TO DATE</b>	<b>BUDGET (MONTH)</b>	<b>VARIANCE</b>	<b>YEAR TO DATE</b>	<b>BUDGET (YEAR)</b>	<b>VARIANCE</b>
<b>Income</b>	\$2,127,463.13	\$2,002,630.84	\$124,832.29	\$2,127,463.13	\$2,002,630.84	\$124,832.29
<b>Expense</b>	\$1,772,921.88	\$2,002,630.84	\$229,708.96	\$1,772,921.88	\$2,002,630.84	\$229,708.96
<b>Variance - Dollars</b>			\$354,541.25			\$354,541.25
<b>Variance - Percentage</b>			17.70%			17.70%



**FINANCIAL DASHBOARD (PAGE 2 OF 2) – JANUARY 31, 2024**

**Variations of Note - Income**

GL	DESCRIPTION	VARIANCE (CURRENT MONTH)	PERCENTAGE	VARIANCE (YEAR TO DATE)	PERCENTAGE	NOTES
5395000-000	Rental Income	(\$55,806.66)	-44.70%	(\$55,806.66)	-44.70%	Negative Variance due to splitting out of On Site Sales Rental Income
5395100-000	On Site Sales Rental Income	\$22,669.20	N/A	\$22,669.20	N/A	Unbudgeted for 2024, but combined with prior GL still shows lower sales than forecasted.
5891000-000	SRO Labor Recovery	(\$9,786.43)	-8.70%	(\$9,786.43)	-8.70%	Recovery of costs lower than forecasted

**Variations of Note - Expense**

GL	DESCRIPTION	VARIANCE (CURRENT MONTH)	PERCENTAGE	VARIANCE (YEAR TO DATE)	PERCENTAGE	NOTES
6100000-000	Salaries and Wages	\$292,716.86	31.73%	\$292,716.86	31.73%	2 pay periods in the month; positive variance partially offset with expenses in ODO and IC Fees GL
6213100-000	ODO Contracted Hours	\$27,437.22	48.78%	\$27,437.22	48.78%	Increased staffing due to gate system upgrade in January; tracking split between this and Agency/Independent Contractor Fees
6213200-000	Agency/Independent Contractor Fees	(\$20,249.59)	N/A	(\$20,249.59)	N/A	This item combined with above item nets out to be a smaller positive variance overall against budget
6731000-000	Property & Liability Insurance	(\$98,778.20)	-126.95%	(\$98,778.20)	-126.95%	Insurance Package over budget for the year
6420100-000	Electricity	\$6,683.50	17.16%	\$6,683.50	17.16%	Seasonal Usage lower than anticipated
6424100-000	Trash	(\$1,975.84)	-16.02%	(\$1,975.84)	-16.02%	Charges above the forecasted budget
6425100-000	Natural Gas	(\$1,257.55)	-21.56%	(\$1,257.55)	-21.56%	Seasonal Usage higher than anticipated



**COMMITTEE ACTION REQUEST**

TO: ADMINISTRATION COMMITTEE  
 FROM: EXECUTIVE MANAGER  
 SUBJECT: CAPITAL FUNDS INVESTMENT PURCHASE  
 DATE: MARCH 7, 2024  
 CC: FILE

**Investment Activity – January 31, 2024**

<b>Investment Portfolio - All Funds</b>						
1/31/2024						
<b>Financial Institution &amp; Type</b>	<b>Contingency Operating Fund</b>	<b>Reserve Fund</b>	<b>Capital Improvement Fund</b>	<b>General Operating Fund</b>	<b>Total Funds</b>	<b>Uninsured Funds</b>
Morgan Stanley - Cash	-	2,029	-	-	2,029	-
Morgan Stanley - Deposits	-	2,976,054	-	-	2,976,054	-
Morgan Stanley - CDs	-	2,250,000	-	-	2,250,000	-
US Bancorp CDs	-	3,751,684	360,000	-	4,111,684	-
US Bank - Money Market	-	2,833,316	1,417,100	328,569	4,578,985	-
<b>Total Funds</b>	<b>-</b>	<b>11,813,083</b>	<b>1,777,100</b>	<b>328,569</b>	<b>13,916,723</b>	<b>-</b>
Total Liquid Funds		2,835,345	1,417,100			
Maturing Investments Mar 24		1,255,000	-			
Pending Authorized Purchases		-	-			
Commitments as of 1/31/24		(1,078,161)	(700,612)			
Cushion <sup>1</sup>		(750,000)	(1,000,000)			
<b>Available for Investing</b>		<b>2,262,184</b>	<b>-</b>			

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

**Committee Action Recommended:**

No action recommended at this time.





**COMMITTEE ACTION REQUEST**

TO: ADMINISTRATION COMMITTEE  
 FROM: EXECUTIVE MANAGER  
 SUBJECT: RESERVE FUNDS INVESTMENT PURCHASE  
 DATE: MARCH 7, 2024  
 CC: FILE

**Investment Activity – January 31, 2024**

<b>Investment Portfolio - All Funds</b>						
1/31/2024						
<b>Financial Institution &amp; Type</b>	<b>Contingency Operating Fund</b>	<b>Reserve Fund</b>	<b>Capital Improvement Fund</b>	<b>General Operating Fund</b>	<b>Total Funds</b>	<b>Uninsured Funds</b>
Morgan Stanley - Cash	-	2,029	-	-	2,029	-
Morgan Stanley - Deposits	-	2,976,054	-	-	2,976,054	-
Morgan Stanley - CDs	-	2,250,000	-	-	2,250,000	-
US Bancorp CDs	-	3,751,684	360,000	-	4,111,684	-
US Bank - Money Market	-	2,833,316	1,417,100	328,569	4,578,985	-
<b>Total Funds</b>	<b>-</b>	<b>11,813,083</b>	<b>1,777,100</b>	<b>328,569</b>	<b>13,916,723</b>	<b>-</b>
Total Liquid Funds		2,835,345	1,417,100			
Maturing Investments Mar 24		1,255,000	-			
Pending Authorized Purchases		-	-			
Commitments as of 1/31/24		(1,078,161)	(700,612)			
Cushion <sup>1</sup>		(750,000)	(1,000,000)			
<b>Available for Investing</b>		<b>2,262,184</b>	<b>-</b>			

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

**Committee Action Recommended:**

I move to recommend the GRF Board authorize the purchase of brokered CDs through US Bank Corp for \$2,262,184 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

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**DATE:** MARCH 26, 2024  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** ADMINISTRATION COMMITTEE  
**BOARD ACTION:** AMEND 13-5093-1, AUTHORIZED RESIDENT RULES OF CONDUCT, RULES

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**Committee Approval:**

At its January 11, 2024, meeting, the Administration Committee recommended the Board of Directors amend 13-5093-1, Authorized Resident Rules of Conduct, Rules. At the Board's January 23, 2024, meeting, the President returned the amended policy to the Administration Committee. The Administration Committee, at its March 14, 2024, meeting, approved minor changes to the rule and again recommends the Board accept its changes to the policy.

**Background:**

At the Board's October 26, 2023, executive session, the Board directed the Administration Committee to integrate the Foundation's corporate attorney's suggestions concerning alleged violations against GRF personnel into 13-5093-1, Authorized Resident Rules of Conduct.

The Administration Committee's initial recommendation incorporated the attorney's language more clearly defining violations affecting GRF personnel.

The Board's January discussion of the proposed amendments focused on a Director's concerns about potential freedom-of-expression limitations associated with the unauthorized recording and sharing of images, videos and recordings of persons. The Administration Committee chair consulted the Foundation's attorney, who stated such rules are permissible on private property. The committee has also added language addressing images, videos or audio works produced using mechanical or digital means (e.g., PhotoShop or generative artificial intelligence).

It also recommends the Board standardize the rule's title to Code of Conduct, Rules, to match this rule's companion procedure, 13-5093-3, Code of Conduct, Enforcement Procedure.

**Fiscal Impact:**

No expected impact.

**Recommendation:**

I move that the Board preliminarily amend 13-5093-1, Authorized Resident Rules of Conduct, Rules, changing its title to Code of Conduct, Rules, and return the rule to the Board's April 23, 2024, meeting to be considered for final ratification after the Members' 28-day comment period.







**Authorized Resident (AR) Rules of Conduct**

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**1. PURPOSE**

The purpose of the Authorized Resident (AR) Rules of Conduct is to protect Golden Rain Foundation (GRF) and its directors, GRF staff, ~~GRF-GRF~~-contracted service providers and GRF residents.

The Rules of Conduct apply to GRF Members/Owners, Qualified Permanent Residents, Co-occupants, Renters/Lessees, caregivers, and visitors.

**2. RULES OF CONDUCT**

**2.1** Shall apply on all property held in trust by GRF (Trust Property).

**2.2** Shall apply on Mutual Property for behavior and actions toward GRF Directors, GRF staff and GRF-contracted service providers working in Mutuals.

**2.3** GRF Members are responsible for the actions of all those associated with their property, including the following: Qualified Permanent Residents, Co-occupants, Renters/Lessees, Caregivers, and visitors.

**2.4** Interactions with others must be both verbally and physically respectful and non-abusive, ~~both verbally and physically~~.

**2.4.1** Behaviors directed toward GRF Members, Directors or staff, or vendors hired by GRF, such as the following, are prohibited:

**2.4.1.1** Verbal or physical violence, implied or actual (threats).

**2.4.1.2** Personal insults and yelling.

**2.4.1.3** Any form of discrimination.

**2.4.1.4** Unwanted or offensive touching ~~or infringement on personal space,~~ ~~filming, photography and recording.~~

**2.4.1.5** Unwanted filming, photography or recording, or the unauthorized sharing of those videos, images or recordings.

**2.4.1.6** Causing the mechanical or digital production of images, video or audio works portraying GRF Members, Directors or staff, or vendors hired by GRF, and the unauthorized sharing of those works.

~~2.4.1.4~~



**Authorized Resident (AR) Rules of Conduct**

- 38 ~~2.4.1.5~~**2.4.1.7** Sexually suggestive language or gestures.
- 39 ~~2.4.1.6~~**2.4.1.8** Directing objects or substances at another
- 40 person with intent to harm or intimidate.
- 41 ~~2.4.1.7~~**2.4.1.9** Disruptive behavior, personal attacks, or
- 42 harassment during GRF meetings.
- 43 ~~2.4.1.8~~**2.4.1.10** Creating a hostile work environment for GRF
- 44 staff ~~and or~~ GRF-contracted service providers on Trust
- 45 Property or while working in Mutuals.
- 46 ~~2.4.1.9~~**2.4.1.11** Bodily odor or cleanliness that would be
- 47 considered offensive and a health and safety hazard to
- 48 others.
- 49 ~~2.4.1.10~~**2.4.1.12** Willful damage, destruction, or defacing of Trust
- 50 Property, or unauthorized/unlawful entry, use ~~of or~~
- 51 trespass upon Trust Property.
- 52 ~~2.4.1.11~~**2.4.1.13** Theft of any Trust Property.
- 53 ~~2.4.1.12~~**2.4.1.14** Egregious behavior of any kind.
- 54 **2.4.1.15** Non-compliance with GRF Governing Documents.

55 ~~2.4.1.13~~

56 **3. NON-COMPLIANCE**

- 57
- 58 **3.1** Non-compliance will result in a penalty for each violation. See ~~3013~~**3013**-5093-
- 59 2 for schedule of fines and penalties.
- 60 ~~3.2.1.1 To protect GRF, repeat offenders may be subject to legal action.~~
- 61 **3.2** For offenses that are governed by City, State or Federal laws the
- 62 appropriate authorities will be contacted.
- 63 ~~3.3 To protect GRF, repeat offenders may be subject to legal action.~~

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

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

68 procedures.

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**Document History**

Adopted:	26 Nov 19	Amended:	23 Dec 20	Amended:	26 Jan 21
Amended:	24 Aug 21	Comm. Name Chg.	24 Aug 21	Amended:	24 May 22
Amended:	23 Aug 22				

**-ADMINISTRATION COMMITTEE**

**30-5093-1**



**Authorized Resident (AR) Rules of Conduct**

**Keywords:** Rules of Conduct Authorized Resident (AR)

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## BOARD ACTION REQUEST

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**DATE:** MARCH 26, 2024  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** ADMINISTRATION COMMITTEE  
**BOARD ACTION:** AMEND 13-5093-3, CODE OF CONDUCT ENFORCEMENT PROCEDURE

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### **Committee Approval:**

At its January 11, 2024, meeting, the Administration Committee recommended the Board of Directors amend 13-5093-3, Code of Conduct Enforcement Procedure. At its January 23, 2024, meeting, the President returned the amended policy to the Administration Committee. The Administration Committee, at its March 14, 2024, meeting, approved minor changes to the rule and again recommends the Board accept its changes to the policy.

### **Background:**

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

The Administration Committee's initial recommendation incorporated the attorney's language into section 1 of 13-5093-3, which more clearly defined investigations and referral procedures for violations affecting GRF personnel.

The Board's discussion of the January amendments was perceived to focus on the role of GRF professional staff in referring GRF employee complaints to the Board for action. The recommended amendments submitted here have retained the role of GRF staff in investigating complaints by GRF employees, but delegates to the GRF President all authority to refer the complaint to the GRF Board for their official action. The President is also give unilateral power to issue warnings to Members for lesser offenses.

The blue text in the attached document signifies new amendments submitted in January 2024. The red text is the language changed by the Administration Committee at its March meeting. The black text is the language contained in the version of 13-5093-3 that was approved at the November 2023 Board of Directors meeting.

### **Fiscal Impact:**

No expected impact.

### **Recommendation:**

I move that the Board preliminarily amend 13-5093-3, Code of Conduct Enforcement Procedure, changing language in Section 1, and return the rule to the Board's April 23, 2024, meeting to be considered for final ratification after the Members' 28-day comment period.





**Code of Conduct Enforcement Procedure**

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

**1. INVESTIGATION**

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

**1.1** Complaints of abusive, threatening or harassing behavior, or inappropriate language toward GRF staff, GRF Directors during the execution of their official duties, and GRF-contracted workers shall be forwarded to GRF’s Human Resources (HR) Director who will notify GRF’s President and Executive Director of the complaint. If the GRF President is the complainant or subject of the complaint, the GRF Vice President will assume the oversight authority described in this section as being exercised by the GRF President.

**1.2** At least two individuals among GRF’s HR Director, Director of Security, President and Executive Director, and legal counsel (if prudent), will interview the complainant GRF staff member, and seek statements from the alleged violator and any additional witnesses to determine whether there is a reasonable basis for believing the alleged violation ~~likely~~ occurred.

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

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

**1.5** If, in the President’s judgment, ~~it is determined~~ the alleged conduct has likely occurred, but ~~that~~ that the action...

- 1.5.1 doesn’t create a significant threat to personal safety of staff or others, or;
- 1.5.2 does not create an abusive or toxic work environment as defined under the Fair Housing and Employment Act; or
- 1.5.3 is not considered an egregious offense; or
- 1.5.4 is the first violation by the individual against whom the complaint was lodged,

...the GRF President ~~or Executive Director~~ or Executive Director may choose to issue direct the issuance of ~~issue~~ a warning to the alleged violator.



**Code of Conduct Enforcement Procedure**

44       **1.6**       If, in the GRF President’s judgment, the results of the investigation determine  
 45               the alleged violator’s conduct likely occurred and...

46               1.6.1 ~~did~~ created a significant threat to personal safety of staff or others; or  
 47               1.6.2 created an abusive or toxic work environment as defined under the  
 48                       Fair Housing and Employment Act; or  
 49               1.6.3 is considered an egregious offense; or  
 50               1.6.4 was a repeat violation by the individual against whom the complaint  
 51                       was lodged,  
 52               ...the GRF President ~~or Executive Director~~ shall issue  
 53               direct the issuance of ~~issue~~ a formal letter summoning the alleged violator to  
 54               a Board of Directors hearing, and transmit all official information concerning  
 55               the incident to the Board for its assessment and judgment.

56

57       **2.       CONTESTING THE VIOLATION LETTER**

58

59       **2.1**       A MEMBER or QPR has the right to contest the "rules violation":

60               **2.1.1**       issued to them, or to a RENTER/LESSEE (R/L), or VISITOR who  
 61                       enters the community through the MEMBER or QPR’s authorization.

62               **2.1.2**       or issued to those who enter the community through the authorization  
 63                       of the R/L, or visitor associated with the MEMBER or QPR’s  
 64                       residential unit.

65       **2.2**       An initial appeals hearing will be scheduled for an executive session of the  
 66               GRF Board of Directors consistent with proper notification procedures. The  
 67               appealing MEMBER or QPR may choose to attend the hearing in person or  
 68               may submit a written statement concerning the rule violation notice to the  
 69               Board of Directors.

70       **2.3**       The MEMBER or QPR appealing the citation will be presented with a written  
 71               notice at least ten (10) days prior to the hearing.

72

73       **3.       NOTICE OF HEARING**

74       The written Rules of Conduct Violation Letter serves as notice of the violation and  
 75       hearing (Civ. Code §5855). The following items will be set forth in the written notice:

76       **3.1.**       Description of violation, including time and location of violation and  
 77               possible sanctions or monetary penalties;

78       **3.2.**       The date, time, and place of the hearing;

79       **3.3.**       A statement that the individual cited for a violation has a right to attend the  
 80               hearing and present evidence. (Civ. Code §5855(b).); and  
 81       **3.3.**





**Code of Conduct Enforcement Procedure**

82 **3.4.** Notification that a "Failure to Respond" will result in the Board of Directors  
83 assessing the alleged violation using only the evidence the panel holds at  
84 the time of the hearing.  
85

86 **4. HEARING DEFENSE**

87  
88 **4.1** A MEMBER or QPR cited for a violation has the right to examine any  
89 evidence relating to their citation prior to the scheduled date of their  
90 hearing before the Board of Directors.

91 **4.2** A MEMBER or QPR appealing a Rules of Conduct violation has the right  
92 to submit their defense in writing rather than, or in addition to, appearing  
93 before the Board. (Corp. Code 95 §7341(c)(3).)

94 **4.3** Representation/Observers

95 **4.3.1** The Board of Directors hearing is a closed meeting. The MEMBER or  
96 QPR may request an open hearing.

97 **4.3.2** Lawyers

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

103 **4.3.3** Interpreters

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

108 **4.3.4** Observers

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

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

117 **5. RESOLUTION**

118 **5.1** If, without prior notification to the GRF Board of Directors, the person who  
119 requested the appeal does not appear at the scheduled meeting or provide  
120 a written defense, the panel will assess the validity of the citation based upon  
121 the evidence or testimony the Board has received at the time of the hearing.



**Code of Conduct Enforcement Procedure**

122 5.2 A majority vote of the Board quorum present at the hearing is necessary to  
123 affirm any or all charges made in the formal citation letter, and to assess any  
124 fines or penalties against the alleged violator.

125 5.3 Notice of Decision

126 5.3.1 The Board shall make "findings" to support the panel's decision  
127 regarding the alleged violation. Findings may allow for issuing a  
128 warning letter or upholding, amending, or vacating the citation.

129 5.3.2 Notice of the Board's decision must be issued by first-class mail within  
130 15 business days following its decision (Civ. Code §5855(c); Corp.  
131 Code §7341(c)(2).) The letter of decision shall identify the violation by  
132 date, the board's findings, and any imposition of a fine or other  
133 penalty.

134 5.3.3 The Board of Directors' decisions concerning its judgment of the  
135 complaint and any sanctions will be final.  
136

137 **6 FAILURE TO RESPOND**

138  
139 6.1 A failure to respond to a properly adjudicated Code of Conduct judgment  
140 may be cited as an additional violation:

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

145 6.3 A MEMBER or QPR deemed to have failed to respond will be issued a letter  
146 by first-class mail calling them to attend an additional hearing before the  
147 Community Rules Violation (CRV) PANEL.

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

152 6.5 The CRV PANEL shall assess the failure-to-respond charge using the same  
153 criteria as outlined in 13-1937-3.

154 6.6 The CRV PANEL shall provide the non-responding MEMBER or QPR who  
155 has failed to respond with written notice of its decision within fifteen (15) days  
156 following the hearing.

157 6.7 Sanctions for Failure to Respond

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



**Code of Conduct Enforcement Procedure**

- 161                   6.7.1 The CRV PANEL, at its discretion, may determine to impose on the
- 162                   non-respondent an additional monetary fine, of no more than 50
- 163                   percent of the unpaid fine at the time of the failure-to-respond hearing.
- 164                   6.7.2 To avoid the imposition of these sanctions, all outstanding fines
- 165                   imposed by the Board of Directors and the CRV panel, and liable to
- 166                   be collected under the due process outlined above, must be paid
- 167                   within 25 days after the date of the CRV hearing on the MEMBER or
- 168                   QPR’s failure to respond.
- 169                   6.7.3 If the non-respondent has not paid the total fines by that date, the
- 170                   CRV PANEL may issue an additional letter citing the MEMBER or
- 171                   QPR’s failure to respond, and the MEMBER or QPR may be subject
- 172                   to further penalties.
- 173                   6.7.4 The judgment of the CRV PANEL concerning sanctions for failure to
- 174                   respond will be considered final.
- 175

**Document History**

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

**Keywords:** Rules of Conduct      Fine      Appeal      Violation

176

177





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## BOARD ACTION REQUEST

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**DATE:** JULY 25, 2023  
**TO:** BOARD OF DIRECTORS  
**FROM:** GRF ADMINISTRATION, OPERATION COMMITTEES  
**BOARD ACTION:** AMEND 13-5092-1, CODE OF ETHICS

---

### **Committee Approval:**

On March 13, 2024, as part of its biennial review of all the committee's governing documents, the Administration Committee recommended the Board of Directors amend 13-5092-1, Code of Ethics.

### **Background:**

The Code of Ethics guiding the behavior of the members of the GRF Board of Directors was last amended in February 2022. The Administration Committee perceived that several of the desired behaviors listed in the rule's section 1 were not among the behaviors listed in section 2 that could be sanctioned by the Board of Directors through its censure process.

The Administration Committee's suggested amendments more explicitly define behaviors or omissions subject to the censure process.

**Fiscal Impact:** No expected fiscal impact.

**Suggested Motion:** I move to amend 13-5092-1, Code of Ethics, modifying language throughout.





## ADMINISTRATION

### Code of Ethics

The members of the Golden Rain Foundation (GRF) Board of Directors (BOD) recognize the importance of ethical principles that guide our actions. This Code provides a guide to ethical decision-making.

1. Board members understand they are held to a higher standard. Board members will:
  - 1.1. Provide the highest level of service through accurate, unbiased, and courteous actions;
  - 1.2. Distinguish between personal convictions and professional duties and not allow personal beliefs to interfere with fair representation of the entire LWSB Community;
  - 1.3. Perform fiduciary duties by acting in good faith to promote the best interest of the Trust through reasonable inquiry and investigation;
  - 1.4. Disclose to the BOD financial or personal conflicts of interest relating to the business of the GRF;
  - 1.5. Recuse themselves and abstain from voting on any issue where the BOD determines a reasonable expectation of a conflict of interest.

2. A Board member may be reprimanded or censured for the following acts:

- 2.1. Discloses confidential information before that information has been officially announced by the Board's designees. This duty survives a director's term in office;
- 2.2. Creates a hostile or disruptive work environment for employees or other Directors through their words, behaviors or actions;
- 2.3. Fails to act in a civil and respectful manner in all their interactions as a member of the Board;
- 2.3.2.4. Commits an intentional act or intentional omission that creates a threat to any individual, the GRF, or the community;
- 2.4.2.5. 2.5. Fails to support in their public statements any official decision made by a majority of the Board of Directors;
- 2.6. Fails to comply with the law, or GRF's governing documents, policies, and procedures;
- 2.7. Fails to disclose any personal conflicts of interest related to the business of the GRF, and recuse themselves from discussion and voting on any such issue;
- 2.8. Fails to perform reasonable inquiry and investigation in service of their fiduciary duty to fairly represent the entire community's interests;
- 2.6.2.9. Fails to attend three consecutive months of regularly scheduled BOD meetings without prior notice.

3.

(Feb 22)

GOLDEN RAIN FOUNDATION Seal Beach, California



# ADMINISTRATION

## Code of Ethics

43  
44  
45  
46

### Document History

Adopted: 24 Jan 17	Amended: 12 May 17	Amended: 27 Mar 18
Amended: 23 Jul 19	Amended: 24 Aug 21	Comm. Name Chg. 24 Aug 21
Amended: 26 Oct 21	Amended: 22 Feb 22	

**Keywords:** [GRF](#) Ethics Code Board of Directors GRF  
Administration  
Committee

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## BOARD ACTION REQUEST

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**DATE:** MARCH 26, 2024  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** ADMINISTRATION COMMITTEE  
**ACTION:** APPROVE 10-1001-5, RULE NUMBERING PROTOCOL

---

### **Committee Approval:**

At its March 13, 2024, meeting, the Administration Committee recommended the Board of Directors approve 10-1001-5, Rule Numbering Protocol.

### **Background:**

In the conversion from the 11-committee structure to the four-committee structure, it was considered important to develop a system so future Directors would be able to trace the history of Board documents. The Task Force assigned to manage the change-over adopted a numbering system that displays for each rule both the old and new committee oversight responsibilities.

An Operations Committee member suggested that the protocol shared with the board at its April 2023 meeting be made available for Member reference in the web site's governing documents section.

### **Fiscal Impact:**

No impact

### **Recommendation:**

I move to adopt 10-1001-5, Rule Numbering Protocol.



**Rule Numbering Protocol**

**Old numbering system**

First two digits are responsible committee

**Old Committees**

- 10 – Architectural Design and Review Committee
- 20 – Communications Committee
- 20- Information Technology Committee
- 30 – Administration Committee
- 40 – Finance Committee
- 50 – Physical Property Committee
- 60 – Mutual Admin and Service Maintenance Committee
- 70 – Recreation Committee
- 80 – Security, Bus and Traffic Committee

**New numbering system**

First digit: new comm; 2<sup>nd</sup>: old comm

**New Committees**

- 1 – Administration Committee
- 2 – Facilities Committee
- 3 – Member Services Committee
- 4 – Operations Committee

**Old numbering system**

First two digits are responsible committee

Middle four digits are original rule number

Last digit indicates type of document

**New numbering system**

First digit is new oversight committee  
Second digit is old oversight committee

Middle four digits are original rule number

Last digit indicates type of document

- 1 – Rule**
- 2 – Fee**
- 3 – Procedure**
- 4 – Form**
- 5 – Document**
- 6 – Other**

**Example of numbering system**

80-5536-3 Gate Security

An SB&T procedural rule is transferred to new Operations Committee ->

**becomes**

48-5536-3 Gate Security

First Digit is New Responsible Committee  
Second Digit is Old Committee, 8 for SB&T  
Middle Four Digits is Historical Number  
Last Digit Indicates Document Type – Same

## Rule Numbering Protocol

### Exceptions

When New Committees Formulate New Rules, and there is No Previously Existing Rule, the New Rule's Second Digit will be ZERO.

Example of fee document approved for first time under the new system:

**30-5536-2 Space Alien Co-occupants**

First Digit is New Responsible Committee

ZERO indicates no previous rule

Middle Four Digits are newly assigned #

Last Digit Indicates Document Type – Fees

**Keywords:** Rules      Protocol      Policies



**Administration Committee Charter**

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

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

9 **1. PURPOSE**

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

15  
16 **2. DUTIES**

- 17
- 18 **2.1.** This Standing Committee may operate as a separate entity but has a duty to work  
19 cooperatively with other Standing Committees.
- 20 **2.2.** Publish an agenda four (4) days in advance of the Committee meeting.
- 21 **2.3.** The Chair shall, with the approval of the Committee, appoint a Vice-Chair.
- 22 **2.4.** Unless canceled by the Chair, the Committee will meet with the Administration staff  
23 monthly or whenever such meetings are deemed necessary.
- 24 **2.5.** Review monthly staff reports.
- 25 **2.6.** Analyze requests within the purview of this committee.
- 26 **2.7.** Assist the BOD in understanding the compliance with contracts relating to the  
27 duties of this Committee.
- 28 **2.8.** Every two years the Committee will review the rules/policies under its purview, and  
29 if any changes are suggested, send any recommended changes to the BOD for  
30 approval.
- 31 **2.9.** Perform a yearly review of the Reserve Study for areas under the purview of this  
32 Committee. Update dates and costs.
- 33 **2.10.** Chair will furnish a report at the GRF Annual meeting.
- 34 **2.11.** Review the monthly report of budget variances.
- 35 **2.12.** Hold an Executive Session for personnel issues only.
- 36 **2.13.** Review monthly variances for their areas of oversight.
- 37 **2.14.** Committee responsibilities include the items listed in SECTION 3.

38  
39 **3. AREAS OF OVERSIGHT PURVIEW**



**Administration Committee Charter**

- 41           **3.1. Finance**
- 42                 3.1.1. Budgeting
- 43                 ~~3.1.1.3.1.2. Insurance~~
- 44                 ~~3.1.2.3.1.3. Purchasing~~
- 45                 ~~3.1.3.3.1.4. Monitor Reserve and Capital Accounts~~
- 46                 ~~3.1.4.3.1.5. Fulfill Civil Code Section 5500 Reporting Requirements~~
- 47                 ~~3.1.5.3.1.6. Community Leases~~
- 48                         ~~3.1.5.1.3.1.6.1. Outside Vendor Leases~~
- 49                         ~~3.1.5.2.3.1.6.2. 1-8 Acres and 5.5 Property~~Community Gardens and
- 50   RV Lot
- 51                         ~~3.1.6.3. Mutual Leases~~
- 52                         ~~3.1.5.3.3.1.6.4. On-Site Sales Office~~
- 53           **3.2. Human Resources**
- 54                 **3.2.1. Group Benefits**
- 55                 **3.2.2. Training and Development**
- 56                 **3.2.3. Labor Law Compliance**
- 57                 **3.2.4. Workforce Health and Safety**
- 58           **3.3. Mutual Administration**
- 59                 ~~3.3.1. Compliance Support~~
- 60                 ~~3.3.2.3.3.1. Services~~
- 61                 ~~3.3.3. Financial Reporting~~
- 62                 ~~3.3.4.3.3.2. Shareholder/Owner Discipline~~
- 63                 ~~3.3.5.3.3.3. Management Agreement~~
- 64           **3.4. Administrative Support Services**
- 65                 ~~3.5.0. Centralized Distribution of Office Equipment, Supplies and Support~~
- 66   ~~Services~~
- 67                 ~~3.6.3.5. Strategic Planning~~
- 68                         ~~3.6.1.3.5.1. Future Capital Requirements~~
- 69                         ~~3.6.2.3.5.2. Corporate Communication Strategy~~
- 70                         ~~3.6.3.3.5.3. Branding~~
- 71                 ~~3.6. Retail/Revenue~~ Sources~~Production~~
- 72   ~~3.7.3.6.1. Retail/Revenue Production Ventures~~
- 73                         ~~3.7.1.3.6.2. Copy & Supply Center~~
- 74                         ~~3.7.2.3.6.3. Purchasing~~ Retail ~~Store~~
- 75                         ~~3.7.3. Retail/Revenue Production Ventures~~
- 76                         ~~3.7.4.3.6.4. Grants and Sponsorships~~
- 77                 ~~3.8.3.7. Governing Documents~~
- 78                         ~~3.8.1.3.7.1. Board Document Standardization~~Articles of Incorporation



**Administration Committee Charter**

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

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86  
87  
88  
89 **4. LIMITATIONS**

90  
91 It is recognized that the Committee’s function is to act in an advisory and consulting  
92 capacity.

93  
94 Regulatory or supervisory activities affecting employees are functions of  
95 Management and not to be encroached upon by any Committee Chair or  
96 member, either individually or collectively.

97  
98 This Committee does not have the authority to enter into written contracts or oral  
99 agreements with any third parties on behalf of GRF. Authority to authorize contracts  
100 and/or expenses rests solely with the BOD.

101  
102  
103  
104  
105 **Document History**

106 Adopted: 25 Apr 23

107  
108  
109  
110 **Keywords:** Charter





## COMMITTEE PROJECT REPORT - CAPITAL FUNDING

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



## COMMITTEE PROJECT REPORT - RESERVE FUNDING

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

## COMMITTEE PROJECT REPORT - RESERVE FUNDING

HVAC Unit #5 in Clubhouse One	X	X	X	X	X	X	X	X
Addition of Cameras to Entrance Gates	X	X	X	X	X	X	X	X
Site Survey to Design and Replace Wireless Campus Links	X	X	X	X	X	X	X	X
Network Switch Replacements	X	X	X					



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## BOARD ACTION REQUEST

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**DATE:** MARCH 26 2024  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** FACILITIES COMMITTEE  
**ACTION:** RESERVE FUNDING REQUEST: RADAR SPEED SIGNS

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### **Committee Approval:**

At its meeting on March 5, 2024, the Facilities Committee recommended GRF Board approve three (3) solar speed radar signs from LED Lighting Solutions at a cost not exceeding \$14,000 Reserve Funding and authorize the President to sign the contract.

### **Background:**

Frequent resident comments about speeding vehicles indicate a need within the community to take all reasonable measures to reduce its occurrence. Case studies have suggested speed monitoring devices work.

In March 2023, the GRF Board approved the purchase of three radar speed signs. Two have been installed on St Andrews and one on Del Monte. The signs are currently providing mile-per-hour data in these areas. Sharing this information with Seal Beach Police helps direct their efforts to monitor vehicle speed in the community.

### **Fiscal Impact:**

Project to be funded by allocated Reserve funds for radar trailer signs, component #1906. If GRF elects to subscribe to an optional cloud data plan to collect speed statistics, there will be a small associated monthly Operations cost (first year free).

### **Recommendation:**

I move to expend Reserve funding not to exceed \$14,000 to purchase three radar speed signs from LED Lighting Solutions to be installed by Service Maintenance at locations recommended by the Security Department and authorize the President to sign the contract.





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## BOARD ACTION REQUEST

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**DATE:** MARCH 26, 2024  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** OPERATIONS COMMITTEE  
**ACTION:** RESERVE FUNDING REQUEST: SITE SURVEY TO DESIGN AND REPLACE SECURITY CAMERA SYSTEM

---

### **Committee Approval:**

At its March 7, 2024, meeting, the Operations Committee recommended the GRF Board of Directors approve Castle Defense's performance of a site survey and camera system design plan for replacing the camera system at a cost of \$11,800 Reserve Funding, and authorize the President to sign the contract.

### **Background:**

The GRF camera system needs to be replaced. Some cameras are 20 years old and were even purchased by GRF as used. 28 cameras are no longer operational, and most of the remaining 110 cameras provide poor video quality. The disparate Network Video Recorders (NVR) are old, unable to be updated, and make it difficult to view and recover footage. They also lack storage space for storing footage. Many cameras also have deteriorated cabling that needs to be replaced.

Replacing this equipment with new cameras that have better resolution and built-in intelligence and acquiring a new platform with more storage and the ability to consolidate will improve the overall security community and help reduce liability.

This proposed site survey will provide GRF with detailed design and information to formalize a quote to replace the camera system.

The design will evaluate the best placement of cameras and determine areas where cameras can be consolidated using multi-sensor cameras. The design will also help consolidate the number of NVRs into a single recording platform.

### **Fiscal Impact:**

\$11,800 from Reserves. (See Attached Quote). If Castle Defense is used for the installation, 100% of the cost of this site survey and planning project will be credited toward the implementation costs.

**Recommendation:**

I move to approve Castle Defense's performance of a site survey and provision of a design for replacing the camera system at a cost of \$11,800 Reserve Funding and authorize the President to sign the contract.

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## BOARD ACTION REQUEST

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**DATE:** MARCH 26, 2024  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** OPERATIONS COMMITTEE  
**ACTION:** RESERVE FUNDING REQUEST: NETWORK SWITCH REPLACEMENTS

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### **Committee Approval:**

At its March 7, 2024 meeting, the Operations Committee recommended the GRF Board of Directors approve the replacement of network switches by Hummingbird Network at a cost not to exceed \$8,113.00, Reserve Funding, and authorize the President to sign the contract.

### **Background:**

During the phone system replacement project, the IT Department uncovered 10 hidden network switches, unknown previously because the switches were hidden inside drop ceilings and walls. These switches are outdated, household-grade, unmanaged switches that cannot be used for the following reasons:

1. These switches are classified as unmanaged and cannot support connecting multiple networks.
2. These switches cannot provide power over Ethernet (PoE) to power devices.
3. These switches provide no visibility or insight into what is connected to these switches.
4. These switches are meant for much smaller networks.

Multiple switches need to be replaced with managed switches that can support connecting networks, and power devices connected to the ports. These managed switches will also increase security, as the ports can be monitored and controlled.

The IT Department recommends procuring ten (10) Meraki switches to replace these switches.

The following bids were obtained:

- Insight \$13,743.00
- Hummingbird \$8,751.12 (tax \$638.62, free shipping)
- BlueAlly \$10,563.00

**Fiscal Impact:**

\$8,112.50 from Reserves (See Attached Quote).

**Recommendation:**

I move to approve replacing the network switches by Hummingbird Network at a cost not to exceed \$8,113.00 Reserve Funding, and authorize the President to sign the contract.

## COMMITTEE PROJECT REPORT - OPERATIONS FUNDING

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





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## BOARD ACTION REQUEST

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**DATE:** MARCH 26, 2024  
**TO:** GRF BOARD OF DIRECTORS  
**FROM:** OPERATIONS COMMITTEE  
**ACTION:** OPERATING FUNDING REQUEST: EDGE COMMUNICATIONS PROPOSAL

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### **Committee Approval:**

At its March 7, 2024, meeting, the Operations Committee recommended the GRF Board of Directors approve a one-time cost of \$359.25 and a monthly baseline cost of \$948.80 to Edge Communications a month from Operational Funding.

### **Background:**

The GRF phone system has been hosted by FTS Broadband for several years at a cost of \$5,265 a month, or \$63,180 annually. This cost covered the hosted phone system and the Session Initiation Protocol (SIP) trunks, a digital method on which phone calls would be made and received over an internet connection.

The phone system has been replaced, and the last part of migrating the phone system is changing the SIP provider to another provider/carrier. GRF would like to end the SIP service with FTS Broadband and use another provider/carrier, Edge Communications.

The following bids were received:

- Edge Communications \$948.80 (unlimited long distance [LD] included)
- Frontier \$899.40 (10,000 minutes LD included)

### **Fiscal Impact:**

This change reduces our phone cost from \$5,265 a month, to a baseline cost of \$948.80 a month. This represents a savings of up to \$51,794 annually.

One-time implementation costs \$359.25. (See attached quote). Note that the monthly recurring cost may be slightly higher in certain months based on international toll calls made.

**Recommendation:**

I move to approve a one-time cost of \$359.25 and a monthly baseline cost of \$948.80 to Edge Communications from Operational Funding and authorize the President to sign the contract.