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## PHYSICAL PROPERTY COMMITTEE

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### **Agenda**

Administration Conference Room A  
Monday, February 5, 2018  
1:00 p.m.

- 1. Call to Order/Pledge of Allegiance**
- 2. Roll Call/Notice of Quorum**
- 3. Chairs Announcements**
  - a. Introduction of Guests and Staff  
  
Linda Stone, GRF President  
Randy Ankeny, Executive Director  
Mark Weaver, Facilities Director  
Ruben Gonzalez, Facilities Manager  
David Rudge, Physical Property Manager  
Katya Lukina, Recording Secretary
  - b. Rules of Order
  - c. Chair's Report
- 4. Approval of Minutes**
  - a. Minutes of January 9, 2018 (pp. 1-5)
- 5. Shareholder/Member Comments – Agenda Items Only**  
*(Limited to 3 minutes per person)*
- 6. Correspondence**
  - a. St. Andrews Gate – New Sidewalk, Carole Damoci (p. 6)
- 7. Unfinished Business**
  - a. Ramp at Jim's Gate (pp. 7-8)
  - b. RV Lot Fence Extension (pp. 9-10)
  - c. Mission Park (pp. 11-12)
  - d. Crosswalk for Visually Impaired Residents, Between the Healthcare Center and clubhouse Six (p. 13)

- e. St. Andrews Pedestrian Gate Project

**8. New Business**

- a. St. Andrews Gate Stop Signs (p. 14)
- b. Increase the Lighting in the Administration Parking Lot and Traffic Signal Area
- c. Clubhouse Two Revitalization Project
- d. Veterans Plaza (pp. 15-16)

**9. Policies**

- a. Review:
  - i. Policy 5506-31, Procurement (pp. 17-26)
  - ii. Policy 5512-70, Bidding Procedure (pp. 27-28)

**10. Staff Reports**

- a. Facilities Director
  - i. Department Report (pp. 29-38)
  - ii. Budget Variance Report (pp. 39-44)
- b. Facilities Manager (p. 45)
- c. Physical Property Manager
- d. Executive Director

**11. President's Comments**

**12. Shareholders/ Members Comments**

*(Limited to 3 minutes per person)*

**13. Committee Member Comments**

**14. Next Meeting**

**March 5, 2018, 1:00 p.m.**

**Administration Conference Room A**

**15. Adjournment**



## PHYSICAL PROPERTY COMMITTEE MINUTES January 9, 2018

The regular meeting of the Physical Property Committee was called to order at 10:00 a.m. by Chair Rapp and was held on Tuesday, January 9, 2018, in the Administration Conference Room, followed by the Pledge of Allegiance.

### **ROLL CALL**

Present:	Ms. K. Rapp, Chair	Mr. P. Pratt
	Mr. B. Lukoff, Vice-Chair	Ms. S. Fekjar
	Mr. B. Crossley	Mr. R. Stone
	Mrs. C. Damoci	Ms. L. Stone, Ex-Officio

Also Present: Ms. S. Hopewell, GRF Representative, Mutual Six  
Ms. S. Massa-Lavitt, Mayor of Seal Beach  
Mr. R. Ankeny, Executive Director  
Mr. M. Weaver, Facilities Director  
Mr. R. Gonzalez, Facilities Manager  
Mr. D. Rudge, Physical Property Manager  
Ms. K. Lukina, Recording Secretary  
Ten Shareholders/Foundation Members

### **CHAIR'S ANNOUNCEMENTS**

Chair Rapp welcomed Committee members, and recognized the attendees – GRF President Linda Stone, Executive Director Randy Ankeny, Facilities Director Mark Weaver, Facilities Manager Ruben Gonzalez, Physical Property Manager David Rudge, Mayor of Seal Beach Sandra Massa-Lavitt, and the Recording Secretary Katya Lukina.

There being no objections, Chair Rapp declared the reading of the Quorum Notification be dispensed with by unanimous consent.

The Chair stated that in accordance with California Civil Code Section 4090, please be advised that a quorum of the GRF Board of Directors is present at today's posted meeting. The business of the Physical Property Committee will be conducted in accordance with the agenda. As a quorum of the Board is present, this meeting will be conducted as a committee meeting and a Board meeting. The agenda actions of the committee will be limited only to the members of the committee and will only constitute such actions in

accordance with stated committee policy and/or provide recommendations to the GRF Board of Directors at its regular Board meeting on the 4<sup>th</sup> Tuesday of the month. GRF Board members who are not committee members will be allowed to comment when recognized by the Chair and only during the proscribed Foundation member comment period, not to exceed three minutes, as set forth in Policy 5610, Participation by Foundation Members. The minutes of today's Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes in February, 2018.

**RULES OF ORDER**

Chair Rapp asked everyone to turn off or silent their cell phones, wait for their turn to speak, and be courteous to one another.

**CHAIR'S REPORT**

Chair Rapp had no report to present at the time of the meeting.

**APPROVAL OF MINUTES**

The regularly scheduled Committee meeting minutes of December 4, 2017, were approved as presented.

**SHAREHOLDER/ MEMBER COMMENTS**

There were no comments made by shareholders/members at the time of the meeting.

**CORRESPONDENCE**

St. Andrews Paving Project, Larry Lowman

Chair Rapp read a piece of correspondence in regards to St. Andrews paving project, and asked the Recording Secretary to send a "thank you" letter to Mr. Lowman.

Proposed Changes to the Main Gate Incoming Traffic Lanes, Signe Merrifield

The Committee reviewed a piece of correspondence proposing reconfiguration of incoming lanes at the Main Gate to create a lane for the OCTA bus. Following a brief discussion, the Committee concurred to have the Security, Bus and Traffic Committee review a proposal from Urban Crossroads on this issue, and send a "thank you" letter to Ms. Merrifield, notifying her of the Committee's decision.

**UNFINISHED BUSINESS**

RV Lot Fence Extension

The Facilities Director stated that some concerns still need to be resolved between the vendor and City officials in regards to the mounting process.

Following a brief discussion, the Committee concurred to address this matter at the next scheduled Committee meeting.

#### Opening Bids for Tree Trimming

The Facilities Director stated that this issue will be reviewed by the Architectural Design and Review Committee.

### **NEW BUSINESS**

#### Administration Building Emergency Generator, Screening Fence

Following a brief discussion, Mr. Lukoff MOTIONED, seconded by Ms. Fekjar –

**TO** recommend the installation of vinyl fence around the emergency generator at the Administration building in the amount not to exceed \$1,400 with the color selected by ADRC, pending the Finance Committee Capital funding approval.

The motion was carried unanimously by Committee members present.

#### Multipurpose Court Concrete

The Physical Property Manager spoke of two bids received on the Multipurpose Court project.

Following a discussion, Mrs. Damoci MOTIONED, seconded by Ms. Fekjar –

**TO** accept Zaino Tennis Courts proposal on Multipurpose Court, including resurfacing and the pickle ball court and excluding basketball, in the amount not to exceed \$130,277 (funding was previously approved by the Finance Committee), and send it to the Board for final approval.

The motion was carried unanimously by Committee members present.

#### Flagpole by Clubhouse Four

The Facilities Director stated that this item is currently on hold by the ADRC.

#### Scooter Parking by Clubhouse Four (East Side, Concrete)

The Facilities Director stated that this item is currently on hold by the ADRC, and will be addressed at the next scheduled PPC meeting.

Paving Project, Phase II, St. Andrews. Ramp at Jim's Gate

The Facilities Director provided the Committee with an estimate on a proposed ADA approved ramp on both sides of Jim's Gate, upon obtaining a permission from Mutual One.

Following a discussion, the Committee concurred to close the gate and post a sign on both sides of the gate saying it is closed until further notice, discuss all the pros and cons of adding a handicap ramp with Mutual One Board, and address this issue again at the next scheduled Committee meeting.

Paving Project, Phase II, St. Andrews. Median Landscaping

The Facilities Director stated that the median landscaping at St. Andrews is in review with the ADRC. The Committee concurred to address St. Andrews median at the next scheduled Committee meeting.

Change Order for the RV Lot Electrical Service

Following a brief discussion, Mrs. Damoci MOTIONED, seconded by Ms. Fekjar –

**TO** approve a change order to increase the size of electrical service at the RV Lot from 400 Amp to 600 Amp for a cost not to exceed \$11,854.11 and send it to the Finance Committee and the Board for final approval.

The motion was carried unanimously by Committee members present.

**POLICIES**Amend: Policy 5512-70, Bidding Procedure

Following a brief discussion, Ms. Fekjar MOTIONED, seconded by Mr. Stone

**TO** send Policy 5512-70, Bidding Procedure, to the Policy Re-write Sub-Committee.

The motion failed with two "yes" and four "no" votes.

Following a further discussion, the Committee concurred to have the Facilities Director bring back all policies pertaining to bidding to the next scheduled meeting.

**STAFF REPORTS**Facilities Director

The Facilities Director provided the Committee with the updates on current projects as presented, and commented on the items pertaining to the Committee's area of purview throughout the meeting.

Facilities Manager

The Facilities Manager stated that the Service Maintenance Department has been busy with electrical, stoppages and sewer calls, and it continues to do customer satisfaction surveys to make sure the work is done properly.

Physical Property Manager

The Physical Property Manager provided the Committee with the updates on ongoing Mutual projects. The Committee also advised the Physical Property Manager to plan on road projects early, and further discuss it at the next scheduled Committee meeting.

Executive Director

The Executive Director commented on the items pertaining to the Committee's area of purview throughout the meeting. He also informed the Committee of a defective pipe installed by the Service Maintenance Department, which will be taken care of, and reflected in the next month's budget variance report.

**PRESIDENT'S COMMENTS**

The President stated that she would like to see more projected completion dates for the projects, and supported the idea of planning early for future projects.

**SHAREHOLDERS/ MEMBERS COMMENTS**

There were no comments made by shareholders/members at the time of the meeting.

**COMMITTEE MEMBER COMMENTS**

Seven Committee members spoke on the items pertaining to the Committee's area of purview, and thanked the Physical Property and Service Maintenance Department heads for their work.

**ADJOURNMENT**

Chair Rapp adjourned the meeting at 11:30 a.m.

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Kathy Rapp, Committee Chair  
Golden Rain Foundation

kl 01.09.2018

**Correspondence: St. Andrews Gate – New Sidewalk**

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From: Carole Damoci [caroledamoci@yahoo.com](mailto:caroledamoci@yahoo.com)  
Subject: St Andrews gate - new sidewalk  
Date: Jan 18, 2018 at 11:27:59 AM  
To: Mark Weaver [markw@lwsb.com](mailto:markw@lwsb.com)  
Cc: President GRF [president@lwsb.com](mailto:president@lwsb.com), Randy L. Ankeny  
[randya@lwsb.com](mailto:randya@lwsb.com), Kathleen Rapp [kathleenr@lwsb.com](mailto:kathleenr@lwsb.com)

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I followed some woman on a scooter out the ped. gate and she almost drove off the edge before she caught herself, backed up and made a right turn to stay on the sidewalk. You need a pole at the drop off to make people who aren't paying attention to not go straight ahead as they have been doing for years.

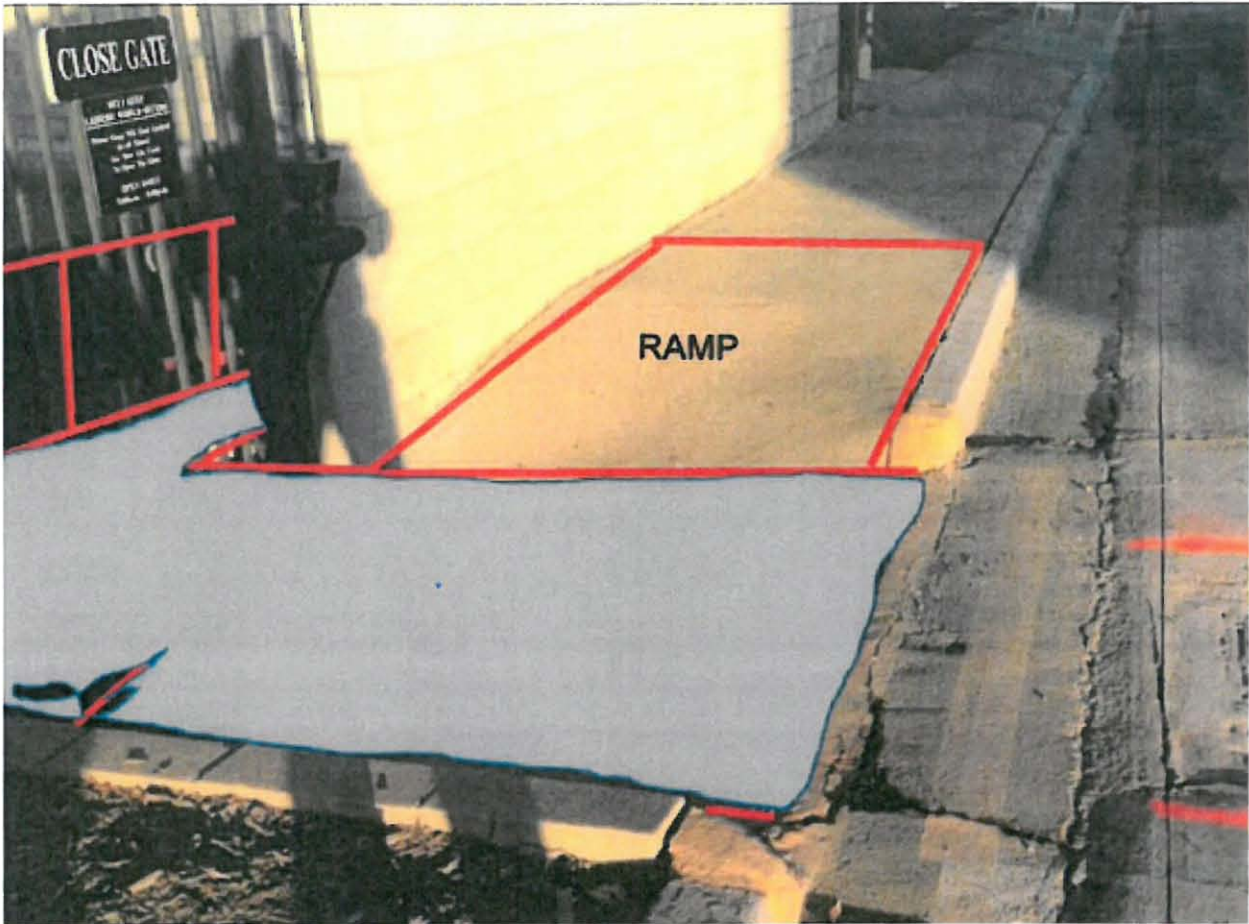
Carole Damoci  
Vice-President  
Golden Rain Foundation  
[Cdamoci@lwsb.com](mailto:Cdamoci@lwsb.com)

**In my defense, I was left unsupervised.**

[AmazonSmile.com](https://www.amazon.com) / and [Ralphs.com](https://www.Ralphs.com) supporting Golden Age Foundation



**UNFINISHED BUSINESS**  
**Item 7A**





Ph: (714) 397-0143  
 Fax: (714) 827-2110

Lic.# 987670

# Proposal

Date	Estimate #
1/8/2018	17-0313

ATTN:

Golden Rain Foundation  
 13533 Seal Beach Blvd.  
 Seal Beach Ca 90740

Project			
ADA Ramp & Ped.Gate ST.Andrews			
Description	Qty	Rate	Total
South Side Pedestrian Access Gate Located at St. Andrews to Shopping Center. Existing Ramp & Gate Not In ADA Compliance. Construct ADA Ramp ,hand rail & Modify Gate with Gate Opener . Card Reader Provided By GRF .	1	22,000.00	22,000.00
GRF Portion Total \$ 5500.00		0.00	0.00
Mutual I Portion \$ 16,500.00			
*Exclusions: Demo grading, water, permits, surveys, approved plans, soils tech, inspections, underground utilities that may be damaged during excavation, all work or items furnished by others.			
We can schedule this work to meet your production requirements. Thank you for your consideration. We trust we can be of service. Michael J. Jurado			<b>Total</b> \$22,000.00

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_



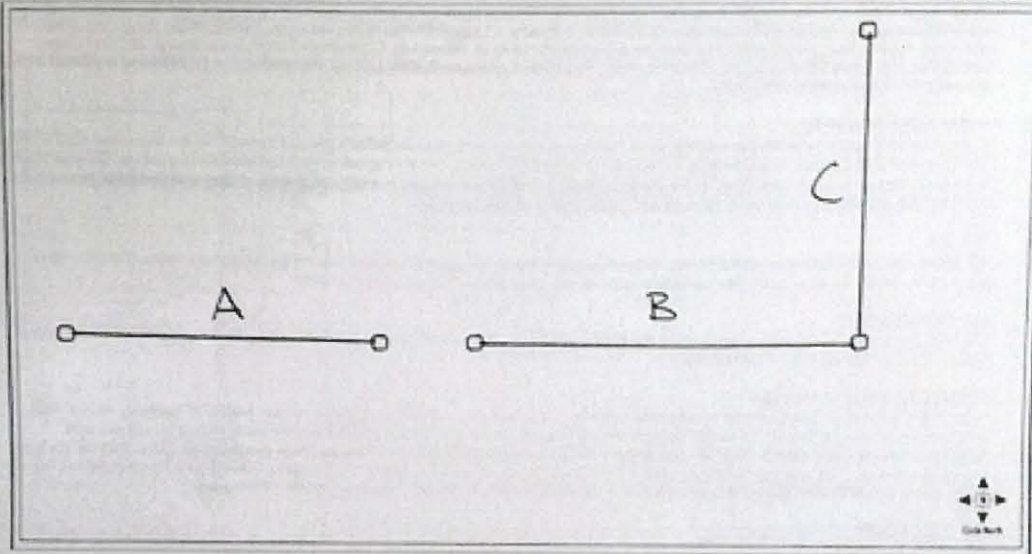
7502 Regent Circle, Huntington Beach, CA 92647  
Office (714) 893-0027 • Fax (714) 893-0561

**Seal Beach LEISURE WORLD**

Customer: Wleaver, Mark  
Address: 1661 Golden Rain Rd  
City: SEAL BEACH State: Ca Zip: 90740  
Project Address: \_\_\_\_\_  
Primary Phone: (62) 431-6586 ext 701 Alt. Phone: (951) 805-8013  
Projected Start: 4-5 wks Email: mark.w@lwsb.com

Lic. 778874

All measurements on this sketch are approximate, see detailed drawing for exact reference.



QTY.	STYLE	DESCRIPTION	REG	SPECIAL
A 219'	W/T	x 48" White Vinyl Wall Topper	2,111.81	6,489.45
		x 36" " " "		5,832.47
		36" SAND		6,139.42
B 525'		48" " "	19,392.19	15,513.75
		x 36" white		13,938.75
		36" SAND		14,672.37
C 276'		48" " "	10,120.88	8,096.70
		x 36" white		7,274.70
		36" SAND		7,657.58

Notes: 50% Deposit required on all custom orders. 50% Upon completion

~~A+B~~ 744' x 36" SAND 20,811.79

	Materials
	Tax
	Install
<del>A+B</del> 4 wh	<del>A, B, C</del>
22,003.20	Total 30,099.90
11,001.60	Down 15,049.95
11,001.60	Balance 15,049.95

Should the Buyer elect to have Finyl Vinyl install the goods and if during the installation Finyl Vinyl encounters unusual conditions such as underground obstructions, utility company lines, pipes, unforeseen impediments or damaged wood (as in deck or railing installations), Finyl Vinyl will inform the buyer and discontinue installation until such conditions are resolved. (Underground or unusual conditions are not covered by Finyl Vinyl's normal installation charges and will be billed at the hourly rate of \$45.00 per man hour plus material and equipment rental fee). *OK M*

- Terms: As agreed herein, if not paid in full within 10 days of agreed upon DUE DATE an interest charge of 2.75% per annum of the past due balance will be charged.
- Any and all changes to this agreement must be in writing and approved by both parties. Any such changes that involve extra cost, will be billed as a separate item over and above those listed herein.
- Seller retains a security interest in all goods until the amounts called out herein are paid in full.
- If it becomes necessary to take action to collect any or all of the monies called out herein buyer agrees to pay reasonable attorney fees or collection costs.

Customer: X Date: \_\_\_\_\_  
Customer has read and understands terms & conditions shown on back of agreement  
Finyl Vinyl Representative: Michael Darity Date: 11/22/17  
Finyl Vinyl Management: \_\_\_\_\_ Date: \_\_\_\_\_  
This contract is not valid until approved by Finyl Vinyl management

- Interfering & direction marked
  - Any obstruction within 3 ft
  - Sprinkler heads & pipes clear
  - Customer home during install
  - Slipped ground
  - Picket size \_\_\_\_\_ Picket style \_\_\_\_\_ Picket spacing \_\_\_\_\_
  - Proportional sections \_\_\_\_\_ Cap Style ARC Rail follows: slope / level
- Customer is responsible for:
1. Marking property lines & utilities
  2. Moving sprinkler components
  3. Securing wall call load
  4. Obtaining building permit

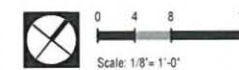
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**LEGEND**

ITEM	DESCRIPTION
A	EXISTING PARKING LOT TO REMAIN
B	EXISTING WALL TO REMAIN
C	RECONFIGURED ENTRY FROM PARKING LOT
D	NEW MULTI - USE COURTS
E	SAFETY FENCE DIVIDING PICKLE BALL COURTS
F	REMOVE EXISTING SHADE STRUCTURES TO ALLOW ENOUGH SPACE FOR PROPOSED MULTI - USE COURTS
G	NEW 42' CHAIN LINK FENCE
H	SPECTATOR SEATING
I	EXISTING BIKE RACKS TO BE REMOVED AND REPLACED
J	LAWN AREA WITH OPPORTUNITY FOR CASUAL SEATING SUCH AS ADIRONDACKS
K	NEW BASKETBALL HOOP AND KEY
L	NEW CONCRETE WALKWAY
M	NEW PLANTING AREA WITH SHRUBS
N	NEW SPECIMEN SHADE TREE
O	NEW ACCENT TREES
P	4 NEW BARBECUES
Q	NEW CONCRETE FOR OUTDOOR DINING SPACE, OR SEATING SPACE
R	NEW DINING / SEATING W/ UMBRELLAS
S	POSSIBLE OUTDOOR GATHERING SPACE
T	EXISTING SHED TO BE RELOCATED
U	EXISTING PLANTING AREA TO REMAIN
V	EXISTING LIGHT POLES TO REMAIN
W	EXISTING GARDEN TO REMAIN
X	NEW BACKBOARD FOR PICKLE BALL PRACTICE SERVES
Y	NEW BOCCIE BALL COURT 84' L X 14' W

CLUBHOUSE #2

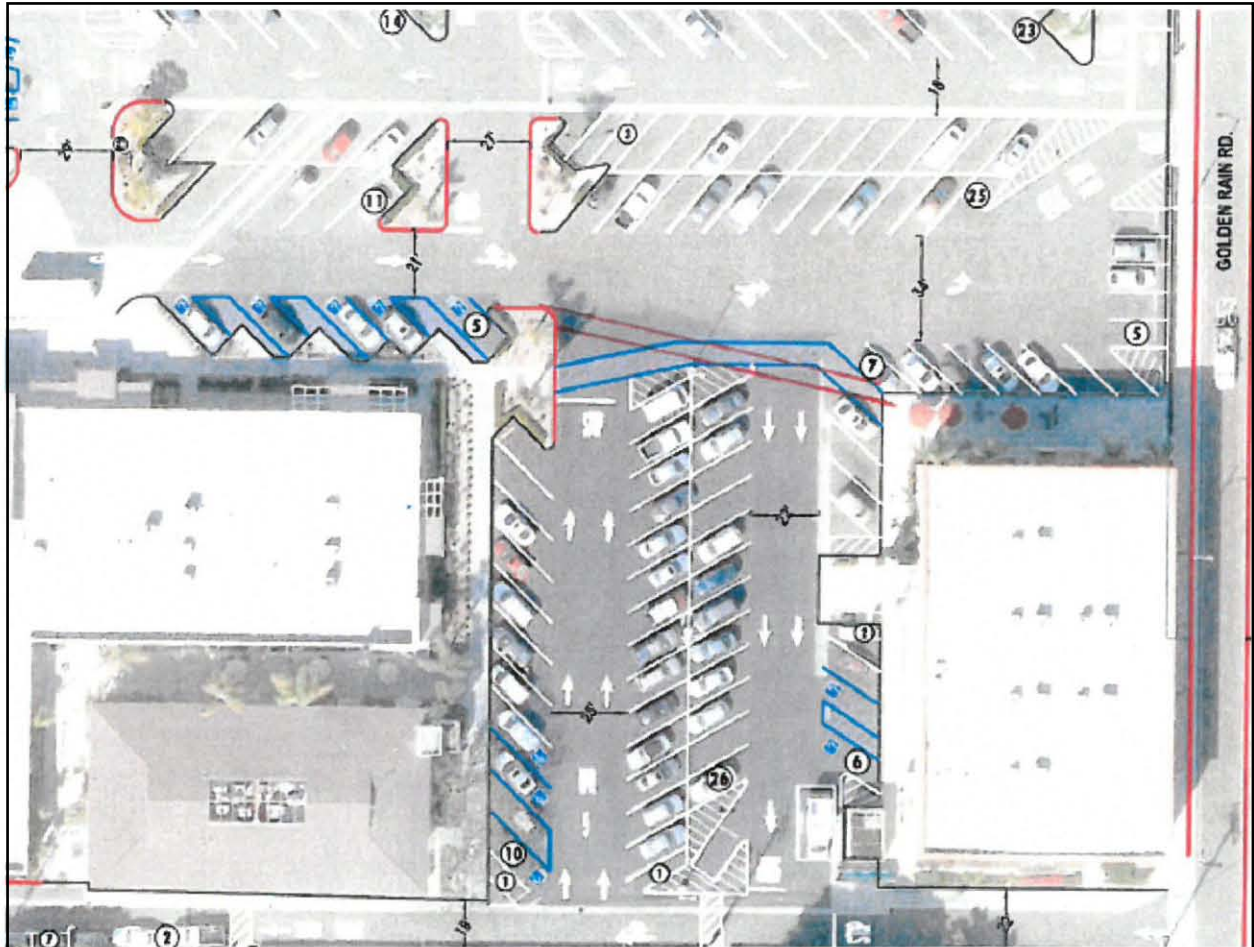


**MULTI - USE COURT LAYOUT AND OUTDOOR GATHERING SPACE**

Leisure World Clubhouse  
SEAL BEACH, CALIFORNIA 13533

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# CROSSWALK FOR VISUALLY IMPAIRED RESIDENTS, BETWEEN THE HEALTHCARE CENTER AND CLUBHOUSE SIX

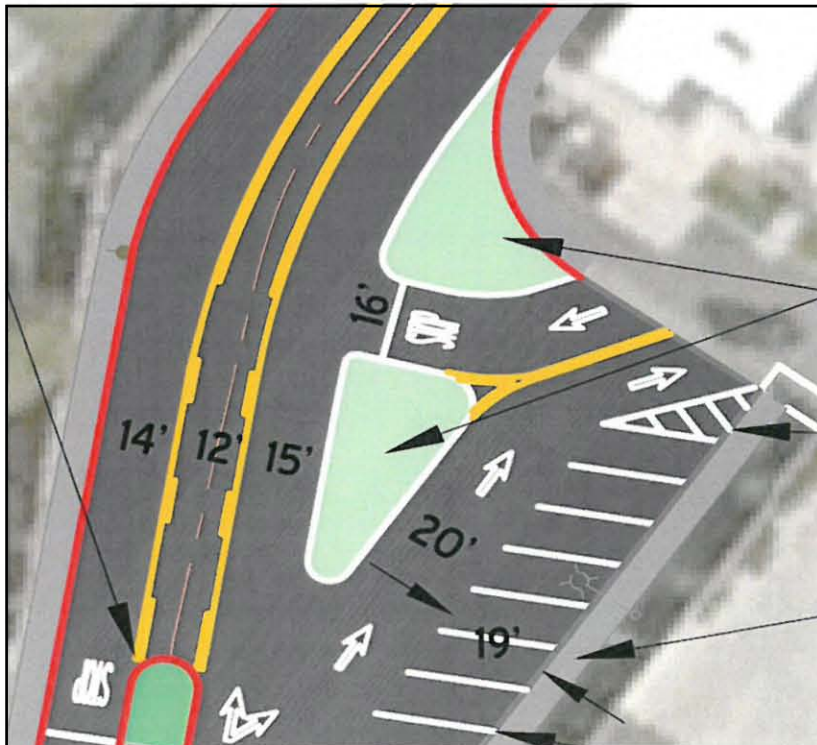


# ST. ANDREWS GATE STOP SIGNS

**NEW BUSINESS**  
Item 8A



BEFORE



AFTER





Ph: (714) 397-0143  
 Fax: (714) 827-2110

Lic.# 987670

Date	Estimate #
1/8/2018	17-0367

ATTN:

Golden Rain Foundation  
 13533 Seal Beach Blvd.  
 Seal Beach Ca 90740

Project			
Veterans Plaza Concrete			
Description	Qty	Rate	Total
Demo existing Grass Sod & Haul offsite , Construct 4" Concrete Acid Wash Finish , Includes Form & Pour Concrete Bands Matching Existing .	3,600	10.00	36,000.00
Construct Raised Stage Area Approx 14X25 Custom Catilever Steps Entering Stage . Includes Step Lights And Recessed Lighting Along Front Of Stage All Low Voltage LED.	350	18.00	6,300.00
Tree Wells & Future Sleeves For Irrigation & Electrical Through Out Entire Area .	1	1,500.00	1,500.00
Construct Aluma wood Free Standing Shade Structure Cover , Or Vinyl . **Note Aluma wood is Insulated ..	1	7,400.00	7,400.00
*Exclusions: Demo grading, water, permits, surveys, approved plans, soils tech, inspections, underground utilities that may be damaged during excavation, all work or items furnished by others.			
We can schedule this work to meet your production requirements. Thank you for your consideration. We trust we can be of service. Michael J. Jurado			
		<b>Total</b>	<b>\$51,200.00</b>

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

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**GOLDEN RAIN OPERATIONS**

**BOARD INTERNAL OPERATIONS**

**Procurement Policy**

The purpose of this section is to establish basic policies and procedures governing all contracts and purchases in connection with construction, repair, maintenance, alteration and operation of Foundation facilities and the purchase of personal property, and to delegate and authorize the delegation of responsibility and authority relating thereto.

**1. GENERAL PROVISIONS**

**1.1. Completion**

All contracts and purchases made on behalf of the Foundation for labor and materials or personal property shall be let by competitive bidding except as otherwise provided herein.

Excepted from the competitive requirements of this policy are contracts which, by their very nature, are impossible to award by competitive bidding, such as:

- 1.1.1. Replacement of equipment parts.
- 1.1.2. Public utilities, including water, light, heat, and telephone.
- 1.1.3. Professional or other personal services requiring special skills where the personal qualifications of the individual are the determining factor.
- 1.1.4. Repair and maintenance work which cannot be described specifically as to character and/or extent prior to the start of the job. The intent of this exception is to make clear the authority of the Board to arrange for the expeditious performance of essential work in all cases.

**1.2. Interest of Employees**

No employee of the Foundation shall have any interest, direct or indirect, in any contract or proposed contract for materials or services to be furnished or used in connection with any Foundation operation. (See also Policy 4160 - Conflict of Interest.)

**2. REQUIREMENTS RELATING TO CALL FOR BIDS**

To carry out the competitive intent of this policy, adequate publicity shall be given to potential bidders by the person responsible for the undertaking.

**GOLDEN RAIN OPERATIONS****BOARD INTERNAL OPERATIONS****Procurement Policy****2.1. Proposals under \$10,000**

Contract undertakings involving an estimated expenditure of less than \$10,000 shall not be subject to specific requirements relating to competitive bidding or publicity; however, it shall be the expressed intent of this policy that bids, either verbal or written, shall be obtained to the fullest extent consistent with expeditious administration and the protection of the best interest of the Foundation and a record of said bids shall be maintained.

**2.2. Proposals from \$10,000 to \$50,000**

Proposals to award contracts where the estimated expenditure is greater than \$10,000 and less than \$50,000 shall call for written competitive bids, either sealed or open.

**2.3. Proposals in Excess of \$50,000**

Except as otherwise provided in this policy, all proposals to award contracts in excess of \$50,000 shall call for sealed bids. Said proposals shall be sent to all potential bidders who are known to be interested.

All proposals for contracts where the estimated expenditure for construction work is in excess of \$50,000 shall include the cost for performance and completion bonds.

**2.4. Specifications**

The call for bids shall describe the type of commodity or service sought in sufficient detail to assure that all bidders shall know exactly what their obligation will be, the exact nature of the work, the time and manner in which it is to be executed, and the nature, quality and grade of materials, together with any special requirements. All contract specifications shall be so established as to facilitate and encourage maximum competition.

**2.5. Review of Proposals and Specifications**

When required, all proposals and specifications shall be submitted to the Board or committee initiating the request to determine the appropriateness of the bid documents.

**2.6. Qualified Bidding**

2.6.1. It shall be the policy of the Foundation to qualify potential bidders in connection with construction, alteration and repair undertakings when the capacity and ability of the contractor to meet performance

**GOLDEN RAIN OPERATIONS****BOARD INTERNAL OPERATIONS****Procurement Policy**

requirements is a more important consideration than the lowest attainable cost.

- 2.6.2. When purchasing conditions make it impractical to buy on specifications or when ultimate economy makes it desirable to standardize or otherwise limit the variety and type of a given commodity which will be considered for purchase, it shall be the policy of the Foundation to analyze and evaluate the products available from a number of vendors and to qualify for purchase only those products which most nearly meet the long-term requirements of the Foundation. The qualifying process shall be designed to secure the best product at the lowest long-term cost.

**2.7. Exceptions to Bid Requirements (Negotiated Awards)****2.7.1. Contracts for Labor and Materials.**

In case of emergencies affecting public health, welfare, safety, or convenience, it shall be the policy of the Foundation to let contracts without a formal call for bids, only to the extent necessary to meet the emergency.

In case of emergencies as defined herein, the Administrator is hereby authorized to negotiate and award contracts on a lump-sum or cost-plus-a-fixed-fee basis, as the conditions may require, in amounts which do not exceed \$20,000 without obtaining permission of the Board of Directors.

**2.7.2. Contracts for Supplies and Materials.**

The Administrator is hereby authorized to award contracts for supplies and materials on a negotiated basis under the following circumstances:

- 2.7.2.1. In case of emergencies as previously defined.
- 2.7.2.2. When the call for bids fails to produce a responsible bidder who will comply with the specifications at an amount within the lowest limits within which the Foundation finds it appropriate to make an award, provided that said award shall not be made on terms less favorable than the best bid received in response to previous calls for bids.

**GOLDEN RAIN OPERATIONS****BOARD INTERNAL OPERATIONS****Procurement Policy**

- 2.7.2.3. When bids are rejected because of collusive bidding.
- 2.7.2.4. When market conditions force distress sales and the Foundation is thereby enabled to realize a better price than competitive bidding would normally produce.
- 2.7.2.5. When purchasing non-competitive commodities.
- 2.7.3. Blanket Purchase Orders for Proprietary, Operating Emergency and Special Use Items.  
The Administrator is hereby authorized to award contracts for services, supplies and materials on a negotiated basis on blanket purchase orders where the total purchases chargeable to any one of such orders does not exceed \$10,000.

**3. RECEIPT AND OPENING OF BID PROPOSALS****3.1. Receiving and Opening Sealed Bids**

- 3.1.1. All calls for bids shall include instructions which inform the bidders as to how, when, and where the bid is to be submitted.
- 3.1.2. All sealed bids for Foundation capital projects, repair or improvements will be mailed to the GRF Board Office as required in Policy 5512.
- 3.1.3. All sealed bids for supplies, materials and equipment to be stocked by the Purchasing Department will be delivered into the custody of the Purchasing Agent.
- 3.1.4. All Mutual Corporation bids will be delivered into custody as designated by the minute record calling for the bids.

**3.2. Rejection of Bids**

- 3.2.1. Any agreement or suspected collusion among bidders or prospective bidders to bid at a fixed price or to refrain from bidding, or action designed to achieve the same objective, shall render the bids of such bidders void, and their names shall be removed from the approved bidders' list.
- 3.2.2. Any bidder refusing to answer the question "Are you an affiliate, subsidiary, or parent entity to any other contracting agency, and if so, state the name of such other companies or persons?" shall have

**GOLDEN RAIN OPERATIONS****BOARD INTERNAL OPERATIONS****Procurement Policy**

their bid rejected.

- 3.2.3. The Foundation shall reserve the right to reject any or all bids for any other reason which may be deemed appropriate.

**3.3. Disclosure of Bid Information**

Any employee of the Foundation who willfully discloses information to any bidder or prospective bidder, directly or indirectly, other than that required by the provisions of this policy, shall be summarily separated from the service of the Foundation.

**4. CONTRACT AWARDS****4.1. Award to Lowest Responsible Bidder**

The contract shall be awarded to the lowest responsible bidder except where, in the interest of ultimate economy or expeditious administration, it is clearly advantageous to make the award to a responsible bidder other than the lowest in price, provided that information supporting and justifying the award shall be made a part of the contract file.

**4.2. Responsible Bidder**

In determining the responsibility of a bidder, financial responsibility shall be the prime factor; however, the Foundation shall also consider other factors as follows:

- 4.2.1. Past performance or dealings with the Foundation.
- 4.2.2. Previous experience or similar work.
- 4.2.3. Adequacy of equipment or ability to obtain adequate equipment.
- 4.2.4. Evidence to establish that an adequate source of materials and labor is available to the bidder.
- 4.2.5. Evidence that the bidder's organization is capable of completing performance within the stipulated time.

**4.3. Budget Authorization**

Contracts shall not be awarded in amounts which would cause the Foundation to incur expenditures in violation of its most recently approved budget, except in the case of an emergency, as provided herein.

**GOLDEN RAIN OPERATIONS****BOARD INTERNAL OPERATIONS****Procurement Policy**

The financial commitment involved in connection with the award of all contracts in excess of \$10,000 shall be submitted to the Controller for pre-audit as to the availability of budgeted funds.

**4.4. Delegation to Award Contracts**

No agent or employee of the Foundation shall have the power or authority to bind the Foundation by any contract unless specific or general authorization is granted by the GRF Board of Directors. Pursuant to the intent of these provisions, general authorization to award contracts is hereby granted as follows:

**4.4.1. Awards Not Exceeding \$10,000.**

The Administrator is authorized to award contracts not exceeding \$10,000 provided that in no event shall contracts be split into smaller amounts for the purpose of evading the requirements herein set forth.

**4.4.2. The Purchasing Agent is authorized to award contracts necessary to maintain inventories of supplies, materials and equipment necessary to maintain an efficient operation.****4.4.3. All other awards will be made by the Board of Directors of the GRF.****4.5. Surety and Guaranties**

The Administrator and other persons authorized to award contracts may require such surety bonds or guaranties, including bid, payment, performance or other type of bonds and in such amounts as will adequately protect the interests of the Foundation in the event of default. Performance and completion bonds shall be required for all construction projects where the cost for construction is estimated to be \$50,000 or more.

**4.6. Notification to Unsuccessful Bidders**

The department responsible for contract undertakings to provide labor and materials (or contracts for personal property involving a single item) where the award exceeds \$10,000, shall notify all unsuccessful bidders of the date of the award and the firm name of the successful bidder.



**GOLDEN RAIN OPERATIONS****BOARD INTERNAL OPERATIONS****Procurement Policy****5. CONTRACT PREPARATION****5.1. Standard Form**

To facilitate and expedite the preparation and execution of contracts, Legal Counsel shall develop standard forms to the maximum extent to which this is practical and consistent with the operation of the Foundation.

**5.2. Preparation of Contract**

Where the standard form of contract, approved by Legal Counsel, is not appropriate, the staff member responsible for the undertaking shall submit a memorandum to Legal Counsel requesting the preparation of a contract.

**5.3. Contract Execution****5.3.1. Contracts Not Exceeding \$10,000.**

The Administrator is authorized to execute contracts in amounts which do not exceed \$10,000.

**5.3.2. Contracts to Replenish Inventories.**

The Purchasing Agent is authorized to execute contracts necessary to replenish inventories of supplies, materials and equipment needed to maintain an efficient operation.

**5.3.3. All other contracts will be executed by the Board Officer or Officers or staff member authorized to execute the contract in the award resolution.****6. CONTRACT PERFORMANCE AND TERMINATION****6.1. Proceed Order**

Contractors shall not be given authorization to proceed unless and until the contract is executed by both parties, except in the case of emergency, in which event authorization to proceed shall be in the form of a letter of intent authorized by the Administrator.

**6.2. Compliance with Terms of Contract**

The Administrator or his designated representative shall be responsible for seeing that each contractor complies fully with the terms of the contract.

**GOLDEN RAIN OPERATIONS****BOARD INTERNAL OPERATIONS****Procurement Policy****6.3. Inspection**

The Administrator or such person as he may designate shall provide adequate inspection to assure that contract performance complies with plans and specifications.

**6.4. Contract Changes**

6.4.1. In the case of a contract awarded, the Administrator or his designated representative may authorize a change in the scope of the work or other terms of the contract, provided that the cost of the change does not exceed \$10,000 and notify the committee at its next meeting.

6.4.2. In the case of a contract awarded, any change where the cost of the change is more than \$10,000, the change must be submitted to the awarding authority for action.

**6.5. Termination**

When a contractor has discharged his obligation or when the Foundation otherwise determines to cancel any outstanding contracts, the Administrator or such person as he may designate shall execute such documents as may be necessary to terminate the contractual relationship and consummate final settlement except in those instances in which the Administrator is precluded from taking such action by the terms of the contract, in which event the matter shall be submitted to the Foundation Board of Directors.

**6.6. Warranties**

The person responsible for the contract or purchase undertaking shall record guaranties and warranties and shall be responsible for seeing that the terms of any warranty or guaranty are performed by the contractor and enforced by the Foundation.

**7. PROCUREMENT SERVICES AVAILABLE TO MUTUAL BOARDS**

The Administrator or such person as he may designate shall be permitted to provide procurement services to any Mutual Board requesting service in accordance with this policy.

The Mutual Board request for service should specify any variations from the policy in the request.

**GOLDEN RAIN OPERATIONS**

**BOARD INTERNAL OPERATIONS**

**Procurement Policy**

**8. BID RETENTION**

All submitted bid packages will be retained for three years and then discarded.

**Policy**

Adopted: 16 Nov 71  
Amended: 16 Oct 73  
Amended: 21 Oct 75  
Amended: 17 Jan 78  
Amended: 15 Sep 81  
Amended: 16 Jul 85  
Amended: 18 Nov 97  
Amended: 20 Jan 98  
Amended: 18 Dec 07

**GOLDEN RAIN FOUNDATION  
Seal Beach, California**

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**GOLDEN RAIN OPERATIONS**

**BOARD INTERNAL OPERATIONS**

**Bidding Procedure**

All capital projects and repair or improvement contracts will be referred to the Physical Property Committee for processing and forwarded to the Open meeting of the Board for approval.

Procedure:

1. Specifications will be prepared in one of the following ways:
  - a. Recommendation by Committee requesting project, repair or improvement.
  - b. Prepared by Physical Property Department or Purchasing Office upon request of appropriate Committee and subject to approval of Committee.
  - c. Prepared by Architect or Engineer retained for the project.
2. Bids for the following projects will be mailed to the Recording Secretary of the Board for safekeeping until time set for bid opening.
  - a. All projects where estimate exceeds \$50,000.
  - b. Upon Committee request on estimates from \$10,000 to \$50,000.
3. Mailed bids will be collected by Chairman of Physical Property Committee thirty (30) minutes before time set for opening and delivered to Committee meeting place.
4. Mailed bids, together with bids delivered by Contractor or Agent, will be opened by Committee at time set for opening.
5. Committee and appropriate staff representative will review bids and recommend award and notify lowest acceptable bidder.
6. Bid results, together with Committee recommendation, will be forwarded to the Open meeting of the Board for approval.

**Policy:**

Adopted: 16 Nov 71  
Amended: 16 Nov 76  
Amended: 09 Feb 82

(Nov 97)

**GOLDEN RAIN FOUNDATION  
Seal Beach, California**

**GOLDEN RAIN OPERATIONS**

**BOARD INTERNAL OPERATIONS**

**Bidding Procedure**

Amended: 18 Nov 97

(Nov 97)

**A. PERIMETER WALL PROJECT SECTION J&K**

Approved Budget: \$650,000  
 Funding: Reserves  
 Date Committee Approved: 1/9/2015  
 Date Board Approved: 1/27/2015  
 Project Status: 5%  
 Project Total: \$78,322

Notes: PPC recommended to postpone this project until after 2017, and transfer the funds to the Wall Section L&M.

Action

- The City permit is obtained;
- The County permit is obtained and approved;
- The project has been placed on hold by OCFC;
- Requests have been made to expedite repairs along the channel.



**B. TRUST STREET COMPLIANCE WITH CAMUTCD**

Approved Budget: \$272,800  
 Funding: Capital/Reserve  
 Date Committee Approved: 4/25/2017  
 Date Board Approved: 4/10/2017  
 Project Status: 30%  
 Project Total: \$13,800

Notes: Scope of work: red curb reset, sign reduction, and CAMUTCD Certification.

Action

- Contracts have been executed;
- Sandblasting and repainting of red curbs is in process;

## FACILITIES DIRECTOR DEPARTMENT REPORT



### C. PEDESTRIAN GATE NORTHWOOD

Approved Budget: \$28,143

Funding: Capital

Date Committee Approved: December, 2016

Date Board Approved: December, 2016

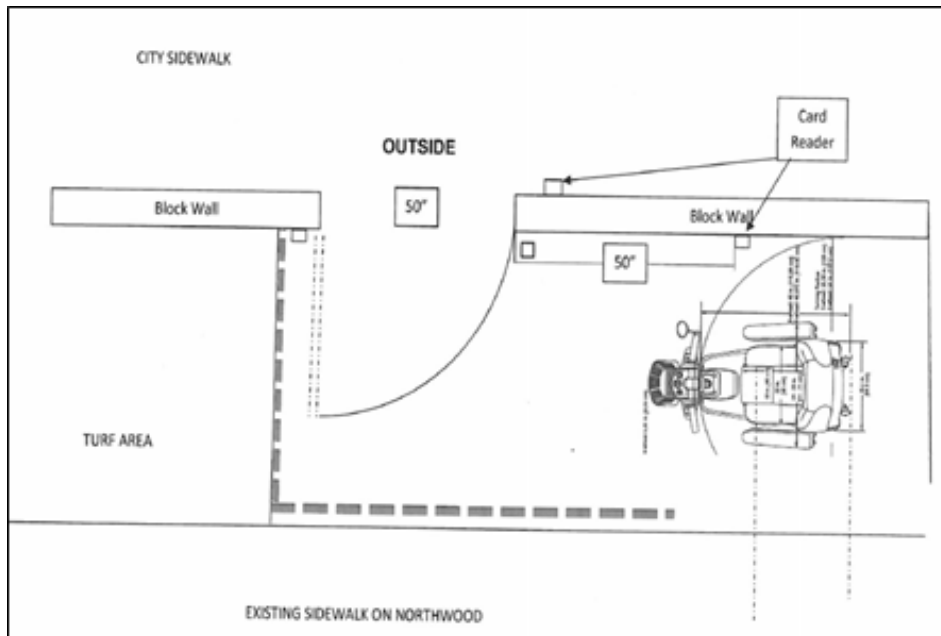
Project Status: 80%

Project Total: \$16,850

Notes: The solar equipment contractor is having problems locating the equipment.

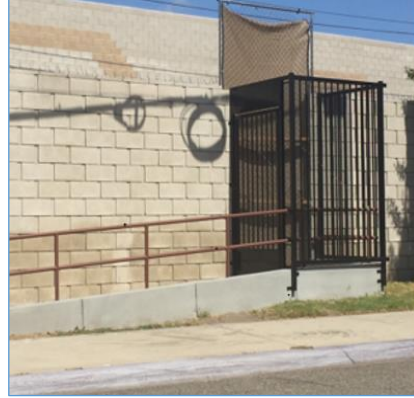
#### Action

- The wall is scheduled for cut out mid-May.
- Wall opening completed,
- Walkway completed
- Gate installed
- Staff has order material and will take on the task of installation in house





## FACILITIES DIRECTOR DEPARTMENT REPORT



### **D. REPLACEMENT OF LANDSCAPE AT THE MAIN ENTRY**

Approved Budget: \$158,577

Funding: Reserve

Date Committee Approved: August, 2017

Date Board Approved: August, 2017

Project Status: started

Project Total: \$98,418

Notes: The Leisure World sign on the Security Building will be removed after monument signs are installed.

- Demo has started;
- The rock wall has been removed and refinished;
- The walkway, block wall, and cap have been replaced;
- Tree/Landscape/Irrigation installation is in process;
- Globe lighting is in process;
- Monument sign installation is scheduled on January 22 – 26, 2018



## FACILITIES DIRECTOR DEPARTMENT REPORT



### **E. GLOBE LIGHTING**

Approved Budget: \$22,919

Funding: Reserve

Date Committee Approved: August, 2017

Date Board Approved: August, 2017

Project Status: started

Project Total: \$4,464

Notes: Transfer funding from Globe project 730-15B

Action

- Lighting is installed. Five light fixtures have been backordered.



## FACILITIES DIRECTOR DEPARTMENT REPORT

### F. CLUBHOUSE TWO MULTI-USE AREA, MISSION PARK

Approved Budget: \$330,000

Funding: Capital

Date Committee Approved: November, 2017

Date Board Approved: November, 2017

Project Status: 10%

Project Total: \$48,000

Notes: BOD approved to name the location "Mission Park", and relocate the mission bell to the area (under ADRC review).

#### Action

- The Recreation Committee met with the architect and reviewed the draft design;
- Modifications to the draft are completed;
- PPC to review the costs;
- Demo of the existing shuffle board court is completed;
- Execution of pickle board courts is in process.



## FACILITIES DIRECTOR DEPARTMENT REPORT

### **G. RV STORAGE FACILITY**

Approved Budget: \$28,000

Funding: Capital

Date Committee Approved: June, 2017

Date Board Approved: June, 2017

Project Status: 90%

Project Total: \$18,735

Notes: Electrical issue with the Club Building is under the Committee's review.

#### Action

- The modular building has been installed;
- Awning has been installed;
- The Surveillance Camera installation is in process.



### **H. CLUBHOUSE REVITALIZATION PROJECT**

Approved Budget: \$1,000,000

Funding: Reserve

Date Committee Approved: August, 2017

Date Board Approved: August, 2017

Project Status: CH 6 - 95%

Project Total: \$77,215

Notes: Phase 1 - Clubhouse Six. Recreation Committee is reviewing the next phase.

#### Action

- Painting of Clubhouse Six was scheduled to start on September 5;
- Flooring refinishing in Clubhouse Six was scheduled to start on September 11;
- Clubhouse Six was re-opened on October 13;
- Pickup work at Clubhouse Six is in process;
- Stairs and the upstairs landing has been completed;

## FACILITIES DIRECTOR DEPARTMENT REPORT

- The building sign is scheduled for installation after holiday decorations are removed.



### **I. ELECTRICAL SERVICES AT 5.5 ACRES**

Approved Budget: \$26,085

Funding: Capital

Date Committee Approved: October, 2017

Date Board Approved: October, 2017

Project Status: 50%

Project Total:

Notes: Utilities in the location of the proposed Perimeter Wall footing have been relocated.

#### Action

- Rough in work has been completed;
- Cabinet and relocation of the meters with SCE is in process;
- The change order issued for undersized electrical at Clubhouse Two has been approved by GRF Board; materials are on order.

## FACILITIES DIRECTOR DEPARTMENT REPORT

### **J. PAVING PROJECT PHASE II**

Approved Budget: \$611,639

Funding: Reserve/Capital

Date Committee Approved: October, 2017

Date Board Approved: October, 2017

Project Status: 95%

Project Total: \$193,823

Notes: Contracts have been executed.

#### Action

- Median replacement has started;
- Johns Landscaping is in process of repairing sprinkler lines;
- Fiber Optics conduit has been completed;
- Paving is in process;
- Project has been completed with the exception of one manhole repair



### **K. PAVING PROJECT PHASE II, Conduit Installation**

Approved Budget: \$30,000

Funding: Capital

Date Committee Approved: October, 2017

Date Board Approved: October, 2017

Project Status: 100%

Project Total: \$27,000

Notes: Contracts executed

#### Action

- Project has been completed.

### **L. ST. ANDREWS GATE IMPROVEMENTS**

Approved Budget: \$38,960

Funding: Reserve

Date Committee Approved: October, 2017

Date Board Approved: October, 2017

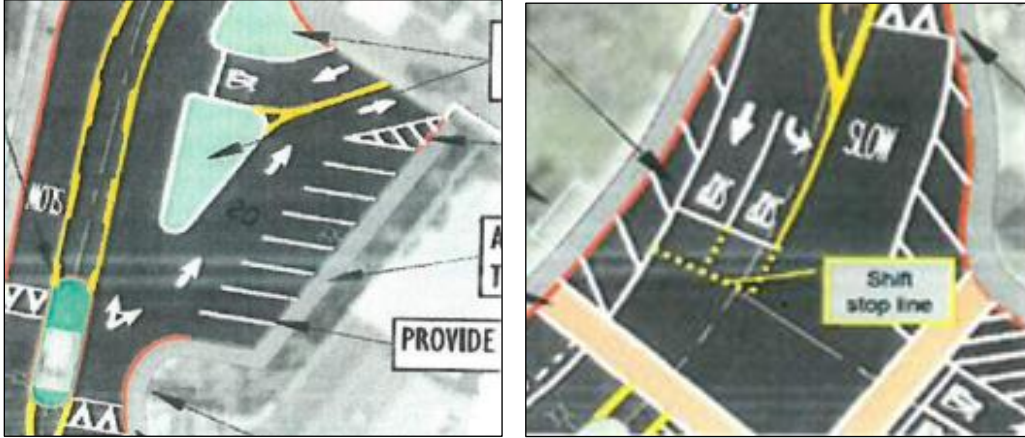
## FACILITIES DIRECTOR DEPARTMENT REPORT

Project Status: 100%  
Project Total: \$38,960

Notes: Project will be completed in tandem with the Paving Project Phase II

- Hardscape has been completed;
- Paint has been completed;
- The project is complete.

### Proposed Plan (Exhibit A)



### M. ADDITION OF RAMP TO THE EAST SIDE OF CLUBHOUSE SIX

Approved Budget: \$16,780

Funding: Capital

Date Committee Approved: October, 2017

Date Board Approved: October, 2017

Project Status: 100%

Project Total: \$16,780

Notes: Project has been completed.



## FACILITIES DIRECTOR DEPARTMENT REPORT

### **N. AUTOMATIC DOORS REPLACEMENT IN CLUBHOUSES ONE AND THREE**

Approved Budget: \$37,917

Funding: Reserve

Date Committee Approved: November, 2017

Date Board Approved: November, 2017

Project Status: Contracts have been executed

Project Total:

Notes: The doors are on order; 6-10 weeks backlog.

### **O. BATTERY BACKUP SYSTEM AT THE TRAFFIC SIGNAL**

Approved Budget: \$14,985

Funding: Capital

Date Committee Approved: December, 2017

Date Board Approved: December, 2017

Project Status:

Project Total:

Notes: Equipment is on order.

### **CONTRACTS**

- LANDSCAPE GOLF COURSE/COMMUNITY FACILITIES - JOHNS LANDSCAPING 12/31/19;
- SEWER CLEANING EMPIRE - December 2019;
- FIRE PROTECTION – NATIONWIDE, 12/31/19;
- BUILDING FIVE ELEVATOR MAINTENANCE - THYSSEN-KRUMP ELEVATOR 6/1/2019;
- TRASH - CAL-MET, 7/31/22;
- PEST CONTROL - FENN, 4/30/20;
- TRAFFIC LIGHT - SIEMEN'S, July, recurring CPI.

### **PENDING PROJECTS**

- CLUBHOUSE TWO ROOF REPLACEMENT;
- STREETS PHASE III;
- ASPHALT CRACK FILL;
- MISSION PARK, COMPLETION DATE JUNE 1, 2018;
- VETERANS PLAZA;
- CLUBHOUSE TWO REVITALIZATION;
- POOL REPLACEMENT;
- AMPHITHEATER ROOFS.



**Budget Variance Report - December 2017**  
**Community Facilities - CC ## 70,74,75 and 79**

For Cost Center 70 there is a favorable variance of \$46,128 through the month of December 2017. The major variance is due to the following:

<u>CC</u>	<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
70	6100000	Salaries and Wages	50,086	Favorable- open positions throughout the year
70	6140000	Employment Taxes	5,358	Favorable-Same as Salaries and Wages
70	6142000	Workers Compensation	8,585	Favorable- Actual premiums are less than planned plus 2016 refund of \$33K allocated to all cost centers.
70	6143000	Group Insurance Medical	7,800	Favorable-Same as Salaries and Wages
70	6213100	Temp Agency Fees	(20,406)	Unfavorable- Staff member on leave was filled with outside agency, non budgeted
70	6215000	Mileage Physical Properties	(1,914)	Unfavorable- un budgeted board approved expense
70	6410000	Office Supplies	(4,092)	Unfavorable- Expense grater than expected
70	64100015	Computer Supplies	(3,071)	Unfavorable-Installation of computer replacements un expected
70	6410020	Equipment Expense	2,032	Favorable- Equipment Expense less than expected
70	6435100	Bank Service Fee	(1,745)	Unfavorable- Expense grater than expected
70	6491000	Miscellaneous Write-offs	(3,825)	Unfavorable- Disposal of property before the Close of Escrow
70	5380700	Permit Income	3,449	Favorable- Permit activity greater than expected
		<b>Total Explained Variances</b>	<b>42,257</b>	

6100000 70	Salaries & Wages - Physical Properties	811,530	861,616	50,086
6140000 70	Employment Taxes - Physical Properties	62,818	68,176	5,358
6142000 70	Workers' Compensation - Physical Property	46,531	55,116	8,585
6143000 70	Group Insurance - Medical - Physical Property	108,072	115,872	7,800
6143300 70	Group Insurance - Dental - Physical Property	1,874	2,568	694
6143500 70	Group Insurance - Vision - Physical Property	966	1,512	546
6144000 70	401(k) Match - Physical Properties	8,313	11,156	2,843
6145000 70	Group Insurance - Life - Physical Property	3,442	3,900	458
6146000 70	Long Term Disability Insurance - Physical Properties	2,747	4,548	1,801
6211000 70	Continuing Education - Physical Properties	461	1,000	539
6212000 70	Employee Exams - Physical Properties	0	125	125
6213100 70	Temporary Agency Fees - Physical Properties	20,406	0	(20,406)
6214000 70	Meals & Special Events - Physical Properties	0	120	120
6215000 70	Mileage - Physical Properties	2,034	120	(1,914)
6217000 70	Uniforms & Laundry - Physical Properties	2,196	2,076	(120)
6410000 70	Office Supplies - Physical Properties	8,164	4,092	(4,072)
6410005 70	Building Supplies - Physical Properties	165	348	183
6410010 70	Hospitality - Physical Properties	2,337	900	(1,437)
6410015 70	Computer Supplies - Physical Properties	3,971	900	(3,071)
6410020 70	Equipment Expense - Physical Properties	1,968	4,000	2,032
6410025 70	Lunch Room Supplies - Physical Properties	21	120	99
6410030 70	Printer / Copier Supplies - Physical Properties	4,634	3,492	(1,142)
6435100 70	Bank Service Fees - Physical Properties	2,885	1,140	(1,745)
6444000 70	Equipment Rental - Physical Properties	3,115	3,180	65
6471000 70	Building Repair & Maintenance - Physical Properties	145	120	(25)
6472000 70	Equipment Repair & Maintenance - Physical Properties	3,736	2,500	(1,236)
6478000 70	Service Contracts - Physical Properties	6,414	4,992	(1,422)
6482000 70	Dues, Memberships & Books - Physical Properties	389	400	11
6491000 70	Miscellaneous Writeoffs - Physical Properties	3,825	0	(3,825)
6951000 70	Committee Discretionary Expense - Physical Properties	1,000	1,000	0
	<b>Total Expenses</b>	<b>1,114,159</b>	<b>1,155,089</b>	<b>40,930</b>
	<b>Other Cost Recovery</b>			
5380700 70	Permit Income - Physical Properties	123,449	120,000	3,449
5380701 70	Parking Spot Rental Income - Physical Properties	14,600	14,400	200
5385000 70	Other Income - Physical Properties	1,295	0	1,295
5611000 70	Late Charges - Physical Properties	280	0	280
	<b>Total Other Cost Recovery</b>	<b>139,624</b>	<b>134,400</b>	<b>5,224</b>
5330000 70	Income / Refund from Mutuals - Physical Properties	1,020,663	1,020,689	(26)
	<b>Total Cost Recovery</b>	<b>1,160,287</b>	<b>1,155,089</b>	<b>5,198</b>
	<b>Off Budget Items</b>			
	<b>Net Income / (Expense)</b>	<b>46,128</b>	<b>0</b>	<b>46,128</b>

For Cost Center 74 there is a favorable variance of \$50,981 through the month of December 2017. The major variance is due to the following:

CC	GL Code	Account Description	Variance	Explanation
74	6100000	Salaries and Wages	51,506	Favorable-Open positions and disability leaves creating positive variance
74	6140000	Employment Taxes	4,783	Favorable-Same as Salaries and Wages
74	6142000	Workers Compensation	20,092	Favorable-: Actual premiums are less than planned plus 2016 refund of \$33K allocated to all cost centers.
74	6143000	Group Insurance Medical	40,917	Favorable-Same as Salaries and Wages
74	6146000	Long Term Disability Insurance	3,201	Favorable-Same as Salaries and Wages
74	6213100	Temp Agency Fees	(15,176)	Unfavorable- Staff members on leave are being filled in with outside agency, non budgeted
74	6217000	Uniforms and Laundry	(4,433)	Unfavorable- Due to age of garments needing replacement
74	6472000	Equipment Repair & Maintenance	(5,339)	Unfavorable-Repairs to Cushman's greater than expected
74	6491000	Miscellaneous Write-offs	(1,861)	Unfavorable-Damage to property
74	5891000	SRO Labor Cost Recovery	(61,055)	Unfavorable-Less labor billed out to the Mutual than expected
74	6911500	Inventory Over/Short	3,886	Favorable-Inventory adjustment made
Total Explained Variances			36,521	

6100000 74	Salaries & Wages - Service Maintenance	1,691,739	1,743,245	51,506
6140000 74	Employment Taxes - Service Maintenance	135,570	140,353	4,783
6142000 74	Workers' Compensation - Service Maintena	103,856	123,948	20,092
6143000 74	Group Insurance - Medical - Service Main	203,475	244,392	40,917
6143300 74	Group Insurance - Dental - Service Maint	4,967	4,320	(647)
6143500 74	Group Insurance - Vision - Service Maint	2,737	3,468	731
6144000 74	401(k) Match - Service Maintenance	39,188	43,692	4,504
6145000 74	Group Insurance - Life - Service Mainten	7,938	7,908	(30)
6146000 74	Long Term Disability Insurance - Service	6,027	9,228	3,201
6211000 74	Continuing Education - Service Maintenan	27	500	473
6212000 74	Employee Exams - Service Maintenance	255	500	245
6213100 74	Temporary Agency Fees - Service Maintena	15,176	0	(15,176)
6214000 74	Meals & Special Events - Service Mainten	41	120	79
6215000 74	Mileage - Service Maintenance	258	744	486
6217000 74	Uniforms & Laundry - Service Maintenance	15,605	11,172	(4,433)
6410000 74	Office Supplies - Service Maintenance	3,309	3,000	(309)
6410005 74	Building Supplies - Service Maintenance	386	600	214
6410010 74	Hospitality - Service Maintenance	1,028	1,860	832
6410015 74	Computer Supplies - Service Maintenance	14	948	934
6410020 74	Equipment Expense - Service Maintenance	1,796	804	(992)
6410021 74	Field Supplies - Service Maintenance	38,701	40,356	1,655
6410022 74	Tool Expense - Service Maintenance	18,931	18,624	(307)
6410030 74	Printer / Copier Supplies - Service Main	2,054	744	(1,310)
6420100 74	Electricity - Service Maintenance	17,154	16,301	(853)
6444000 74	Equipment Rental - Service Maintenance	1,311	1,344	33
6471000 74	Building Repair & Maintenance - Service	172	396	224
6472000 74	Equipment Repair & Maintenance - Service	25,343	20,004	(5,339)
6477210 74	Pest Control - Service Maintenance	1,067	900	(167)
6478000 74	Service Contracts - Service Maintenance	1,157	600	(557)
6483110 74	Diesel Fuel - Service Maintenance	316	240	(76)
6484000 74	Permits & Licenses - Service Maintenance	0	565	565
6491000 74	Miscellaneous Writeoffs - Service Mainte	1,986	0	(1,986)
6911500 74	Inventory Over / Short - Service Mainten	(3,886)	0	3,886
Total Expenses		2,337,698	2,440,876	103,178
Other Cost Recovery				
5891000 74	SRO Labor Cost Recovery - Service Mainte	1,423,636	1,475,812	(52,176)
Total Other Cost Recovery		1,423,636	1,475,812	(52,176)
5330000 74	Income / Refund from Mutuals - Service M	965,043	965,064	(21)
Total Cost Recovery		2,388,679	2,440,876	(52,197)
Net Income / (Expense) Before Off Budget		50,981	0	50,981

For Cost Center 75 there is a un- favorable variance of \$(13,239) through the month of December 2017. The major variance is due to the following:

<u>CC</u>	<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>	
75	6100000	Salaries and Wages	(20,658)	Unfavorable-Salary adjustment creating negative variance	
75	6143000	Group Insurance Medical	8790	favorable- cost less than expected	
		Total Explained Variances	<u>(11,868)</u>		
6100000	75	Salaries & Wages - Trust Property	193,431	172,773	(20,658)
6140000	75	Employment Taxes - Trust Property	15,432	13,566	(1,866)
6142000	75	Workers' Compensation - Trust Property	12,277	13,295	1,018
6143000	75	Group Insurance - Medical - Trust Proper	18,690	27,480	8,790
6143300	75	Group Insurance - Dental - Trust Propert	362	492	130
6143500	75	Group Insurance - Vision - Trust Propert	210	312	102
6144000	75	401(k) Match - Trust Property	6,313	4,608	(1,705)
6145000	75	Group Insurance - Life - Trust Property	646	780	134
6146000	75	Long Term Disability Insurance - Trust P	447	912	465
6211000	75	Continuing Education - Trust Property	0	240	240
6212000	75	Employee Exams - Trust Property	0	125	125
6217000	75	Uniforms & Laundry - Trust Property	1,635	1,620	(15)
		Total Expenses	249,442	236,203	(13,239)
5330000	75	Income / Refund from Mutuals - Svc Maint	236,203	236,203	0
		Total Cost Recovery	236,203	236,203	0
		Off Budget Items			
		Net Income/ (Expense)	(13,239)	0	(13,239)

For Cost Center 79 there is a favorable variance of \$37,773 through the month of December 2017. The major variance is due to the following:

<u>CC</u>	<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
79	6410005	Building Supplies	14,060	Favorable-Credit issued from 2016 and less usage than expected
79	6424100	Trash-Community Facilities	(34,503)	Unfavorable-More usage than expected
79	6471000	Building Repair & Maintenance	(4,300)	Unfavorable-Un scheduled repairs
79	6472000	Equipment Repair & Maintenance	(14,466)	Unfavorable-Unexpected repairs to car was equipment
79	6475100	Landscape Maintenance-Contract	11,100	Favorable-Contract cost less than budgeted
79	6475600	Landscape Extras	29,358	Favorable- Tree trimming scheduled 2018
79	6476000	Sewer Maintenance	26,666	Favorable-Sewer Drain cleaning completed in December and to be accrued
79	6476500	Street Repair & Maintenance	7,745	Favorable-Less work completed than expected
79	6731000	Property & Liability Insurance	1,287	Favorable-Actual premiums are less than budgeted
		<b>Total Explained Variances</b>	<b>36,947</b>	

6410000 79	Office Supplies - Community Facilities	62	240	178
6410005 79	Building Supplies - Community Facilities	(1,016)	13,044	14,060
6410020 79	Equipment Expense - Community Facilities	481	0	(481)
6420100 79	Electricity - Community Facilities	55,318	57,677	2,359
6422000 79	Telephone - Community Facilities	7,264	6,996	(268)
6424100 79	Trash - Community Facilities	117,195	82,692	(34,503)
6444000 79	Equipment Rental - Community Facilities	4	0	(4)
6471000 79	Building Repair & Maintenance - Communit	5,200	900	(4,300)
6472000 79	Equipment Repair & Maintenance - Communi	19,458	4,992	(14,466)
6473000 79	Hazardous Waste Disposal - Community Fac	3,329	2,796	(533)
6475100 79	Landscape Maint. - Contract - Community	107,700	118,800	11,100
6475600 79	Landscape Maint. - Extras - Community Fa	12,174	41,532	29,358
6476000 79	Sewer Maintenance - Community Facilities	4,786	31,452	26,666
6476500 79	Street Repair & Maintenance - Community	19,015	26,760	7,745
6477210 79	Pest Control - Community Facilities	1,803	1,284	(519)
6478000 79	Service Contracts - Community Facilities	2,054	1,776	(278)
6483000 79	Propane - Community Facilities	0	120	120
6484000 79	Permits & Licenses - Community Facilitie	6,254	6,011	(243)
6731000 79	Property & Liability Insurance - Communi	85,017	86,304	1,287
	<b>Total Expenses</b>	<b>446,097</b>	<b>483,376</b>	<b>37,279</b>
	<b>Other Cost Recovery</b>			
5380790 79	Recycling Income - Community Facilities	2,894	2,400	494
	<b>Total Other Cost Recovery</b>	<b>2,894</b>	<b>2,400</b>	<b>494</b>
5330000 79	Income / Refund from Mutuals - Community	480,976	480,976	0
	<b>Total Cost Recovery</b>	<b>483,870</b>	<b>483,376</b>	<b>494</b>
	<b>Net Income / (Expense) Before Off Budget</b>	<b>37,773</b>	<b>0</b>	<b>37,773</b>

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**TO:** MARK WEAVER FACILITIES DIRECTOR  
**FROM:** RUBEN GONZALEZ FACILITIES MANAGER  
**SUBJECT:** DECEMBER SERVICE MAINTENANCE MANAGER'S REPORT  
**DATE:** 12/1/2017 - 12/31/2017

**SERVICE MAINTENANCE MONTHLY COMMITTEE REPORT**

<b>COMPLETED TASKS</b>	<b>Previous Year Month</b>	<b>Current Month</b>	<b>Previous YTD</b>	<b>Current YTD</b>
Plumbing	663	596	8,799	5,536
Electrical	625	974	7,800	8,045
Carpentry	267	379	4,049	3,563
Laundry	129	247	1,866	1,611
Concrete	20	17	212	177
Roof	8	28	254	613
Preventive Maintenance	37	10	361	72
Other/Miscellaneous	45	207	922	2,009
Escrow Seller	153	264	2,273	2,435
Escrow Mutual	116	82	1,082	987
<b>TOTALS:</b>	<b>2,063</b>	<b>2,804</b>	<b>27,618</b>	<b>25,048</b>
<b>NEW TASKS</b>	<b>Previous Year Month</b>	<b>Current Month</b>	<b>Previous YTD</b>	<b>Current YTD</b>
Pest Control	185	104	1,544	1,444
Fire Inspection Orders Created	0	196	0	1,561
Service Repair Orders Created	2,421	2,108	28,627	22,727
<b>TOTALS:</b>	<b>2,606</b>	<b>2,408</b>	<b>30,171</b>	<b>25,732</b>
<b>STOPPAGES</b>	<b>Previous Year Month</b>	<b>Current Month</b>	<b>Previous YTD</b>	<b>Current YTD</b>
Sinks	42	52	642	549
Toilet	62	91	772	758
Back to Back	108	162	1,524	1,598
Building	7	22	205	169
<b>TOTALS:</b>	<b>219</b>	<b>327</b>	<b>3,143</b>	<b>3,074</b>
<b>OVERTIME HOURS</b>	<b>Previous Year Month</b>	<b>Current Month</b>	<b>Previous YTD</b>	<b>Current YTD</b>
Mutual Overtime Hours	125.00	10	1,205	920
GRF Overtime Hours	65.75	354	589	1,612
<b>TOTALS:</b>	<b>190.75</b>	<b>364</b>	<b>1,794</b>	<b>2,532</b>
<b>SATISFACTORY SURVEYS</b>	<b>Previous Year Month</b>	<b>Current Month</b>	<b>Previous YTD</b>	<b>Current YTD</b>
Positive Comments	21	23	256	283
Negative Comments	3	2	42	38
<b>TOTALS:</b>	<b>24</b>	<b>25</b>	<b>298</b>	<b>321</b>

## **Correspondence: Golden Rain Street Signage**

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From: [ringtheory@gmail.com](mailto:ringtheory@gmail.com) [<mailto:ringtheory@gmail.com>] On Behalf Of Gregory Moore  
Sent: Wednesday, January 31, 2018 1:16 PM  
To: Randy L. Ankeny <[randya@lwsb.com](mailto:randya@lwsb.com)>  
Cc: Myrna Baker <[mebaker1015@yahoo.com](mailto:mebaker1015@yahoo.com)>; Peggy Keller <[pk8747@gmail.com](mailto:pk8747@gmail.com)>;  
Travis Brooks <[tbrooks123@gmail.com](mailto:tbrooks123@gmail.com)>; Bob Konier <[bobkonier@gmail.com](mailto:bobkonier@gmail.com)>  
Subject: Re: 1231 Golden Rain Road

Dear Director Ankeny

I wrote to you before about the problem a big chunk of buildings in Mutual 2 being off the GPS grid.

I realize people don't like change, but I feel that every shareholder has a right to a unique address that is reasonable to find. When we bought in here, no one gave us a warning that "no one will be able to find you".

This point was brought home to me yesterday much more clearly. I got a call from a shareholder in building 71. He was against the name change. However, he said that he had called 911 with a medical emergency. And the LW/GRF security guard came to his place, but the actual paramedic van went to Mutual 3. He could see it on the other side of the river channel, but there was not easy way to contact them. Eventually they came to his place to handle his medical emergency maybe 15 minutes later. Thank god he didn't die of a heart attack while waiting. In the case of a heart attack, it can be a matter of seconds.

I would hate to think about the legal liabilities that GRF may be making itself vulnerable to, if shareholders were not able to get timely emergency medical care, fire department response, or police response. I am sure you are aware that we have a lot of old people here, and medical emergencies happen on a daily basis, and fires and violence less often. What if someone called the SBPD to report an intruder and by the time they police found the address, the shareholder was lying in a pool of blood?

If I was in any position of authority, I would be seeking the safe and sane option to make sure these unnecessary liabilities do not occur. They could be multi-million dollar lawsuits each time.

But that's just how I see things. Hopefully you will be able to impress upon the GRF board the seriousness of this situation.

Greg Moore  
Mutual 2



On Wed, Jan 31, 2018 at 2:21 AM, Gregory Moore <[lwsealbeach@gmail.com](mailto:lwsealbeach@gmail.com)> wrote:  
Dear Mr. Ankeny

I did a little experiment just now. I live in Mutual 2 at 1231 Golden Rain Road. I put my address in each of the following :

Google Maps (on a laptop)  
Mapquest (on a laptop)  
Apple Maps (on an iphone)  
Google Maps (on an iPhone)

In each and every case, the address was wildly off from it actual location.  
(See attached screenshots of the results - annotated with a red arrow showing where the correct position is)

Mapquest and Apple placed the address on the opposite side of the channel in Mutual 3, but down about 3 blocks. Google consistently placed the address outside of LWSB on the other side of Westminster Ave.

This is why every contractor, delivery person, friend, airport shuttle service, etc has gotten lost. They get lost, then they start driving around aimlessly, and then when they call I don't even know what to tell them, because I have no idea of where they have ended up.

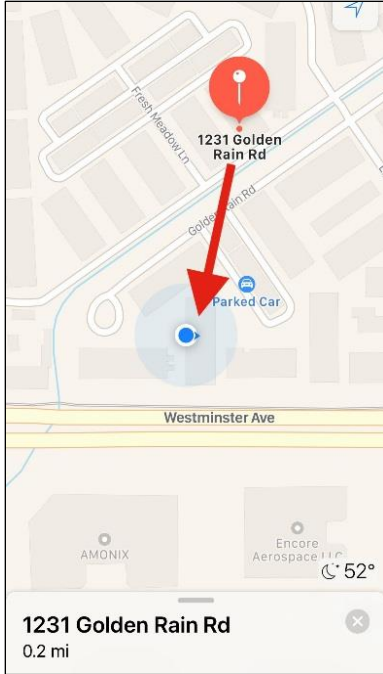
A mistake was made long ago - to have two streets named "Golden Rain Road" on both sides of the channel. It make sense where its one way on both sides, but at the far end, its two way on both sides.

Hopefully the one little section of GRR near M2 will be allowed to change name so that the two different streets will no longer have the same name. But in either case, it might be a good idea to put improved signage on the north side of the channel so that complete chaos does not occur every time we have someone trying to find us.

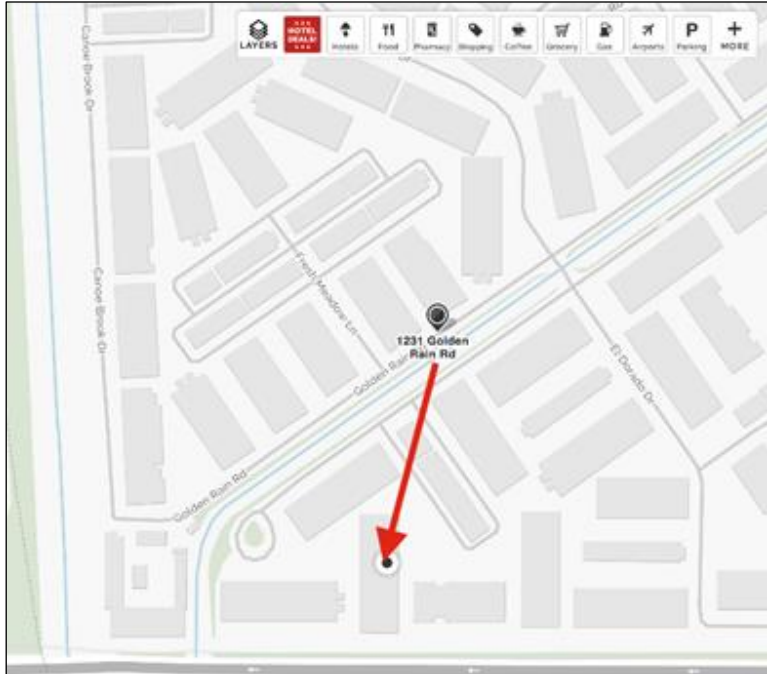
thank you for your consideration of this important matter

Greg Moore

# DIGITAL MAPPING OF 1231 GOLDEN RAIN RD., MUTUAL TWO



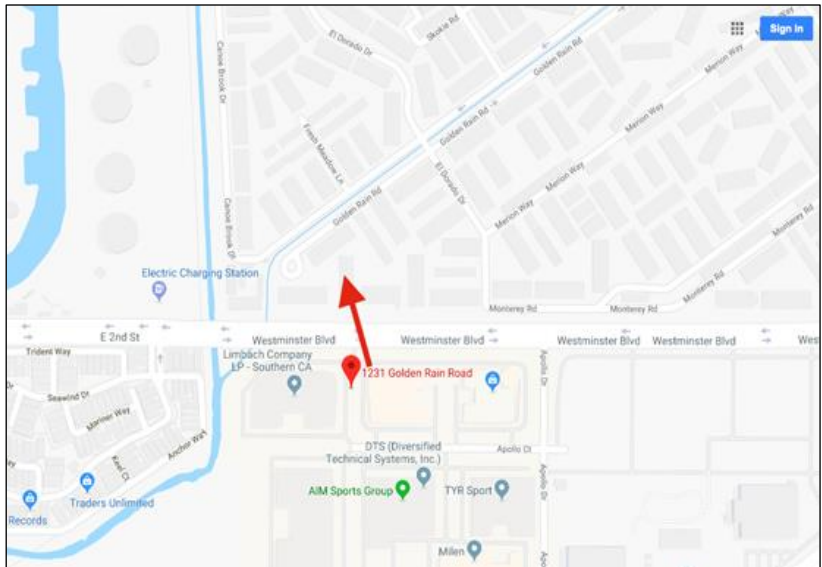
Apple Maps



Mapquest



Google Maps



Google Maps Mobile

## Correspondence: Street Name Change – Golden Rain Rd. to Golden Rain Circle

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1 February 2018

GRF Physical Property Committee  
c/o Kathy Rapp, Chairperson

Dear Ms. Rapp:

The Mutual 2 Board of Directors learned that the GRF Physical Property committee voted against changing the name of Golden Rain Road, on the south side of the channel, to Golden Rain Circle. Mutual 2 requested the name change over a year ago to help alleviate confusion for people looking for buildings 67 – 72. Delivery trucks and businesses, such as Uber, also have difficulty finding these buildings because of the way Golden Rain Road is in the GPS systems.

When the Mutual 2 board first approached your committee, Mr. Lukoff, committee chair, was sympathetic to our reason for wanting the name change. All along, we were told the change was being looked into. Then suddenly ...

The M-2 board would like the committee to reconsider this request. If the reason for voting against the name change was financial, we would like to know the costs for completing the task. We are willing to negotiate costs, with Mutual 2 board approval. We are also curious to hear all the reasons for turning down our request to change the trust street name to Golden Rain Circle, which has a nice ring to it.

Thank you very much for your attention in reconsidering the name change.

Respectfully,

Mutual 2 Board of Directors