

A G E N D A

POLICY COMMITTEE

REGULAR MEETING
TUESDAY, MARCH 1, 2016 AT 1:30 P.M.
BOARD ROOM - GATEWAY COMPLEX

1. MEETING CALLED TO ORDER: Les Birdsall, Chairman
2. ROLL CALL: Sue DiMaggio Adams, Les Birdsall, Barbara S. Jordan, Geraldine Pyle
3. RESIDENTS' FORUM
4. APPROVAL OF THE REPORT OF MEETING HELD ON FEBRUARY 2, 2016
5. UNFINISHED BUSINESS
 - A. AUDIT COMMITTEE CHARTER (ATTACHMENT)
 - B. GOLF CART REGISTRATION (ATTACHMENT)
 - C. POLICY 301.2 MEMORIAL SERVICES IN COMMUNITY FACILITIES (ATTACHMENT)
 - D. IMPLEMENTATION OF LESSEE FACILITIES FEE IN CONNECTION WITH POLICY 104.1.2 (ATTACHMENT)
6. NEW BUSINESS
7. NEXT MEETING: Tuesday, April 5, 2016, at 1:30 p.m. in the Gateway Board Room
8. ADJOURNMENT

cc: GRF Board

POLICY COMMITTEE REPORT

REGULAR MEETING
TUESDAY, FEBRUARY 2, 2016, AT 1:30 P.M.

A regular meeting of the Policy Committee was convened by the Chairman, Leslie Birdsall, at 1:30 p.m. on Tuesday, February 2, 2016, in the Board Room at Gateway Complex.

Present, in addition to the Chairman, were Sue DiMaggio Adams, Barbara S. Jordan, and Geraldine Pyle. Also attending were Kenneth W. Haley, Treasurer, and Mary Lou Delpech, Secretary, GRF; Timothy O'Keefe, CEO; Richard S. Chakoff, CFO; Paul J. Donner, Director of Mutual and Trust Operations; Anthony W. Grafals, General Counsel; and Christopher Preminger, Business Operations Manager. Attendance

The Policy Committee's report of the meeting held on November 3, 2015, was unanimously approved. Report Approved

The Committee discussed the Audit Committee Charter to consider a possible revision to provide for review of state and federal tax returns prior to filing. Following discussion, and upon proper motion duly seconded, the Committee unanimously voted not to revise the Audit Committee Charter. Audit Committee Charter¹

The Committee discussed proposed new Policy 103.1.1, Golf Cart Registration. Following discussion, the Committee instructed staff to make revisions to the proposed policy, and to add the matter to the March agenda for further consideration by the Committee. Proposed New Policy 103.1.1

The Committee discussed Policy 301.2, Memorial Services in Community Facilities. Following discussion, the Committee requested that the Director of Resident Services, as the representative for the Recreation Department, attend the March meeting and instructed staff to add the matter to the March agenda for further discussion and consideration. Policy 301.2

The Committee discussed the possible adoption of a lessee community facilities fee pursuant to Policy 104.1.2, Use of Community Facilities by Approved Lessee. Following discussion, the Committee agreed to put the matter on the March agenda for further discussion and consideration. Lessee Community Facilities Fee

There being no further business to come before the Committee, the meeting was adjourned at 3:01 p.m. Adjournment

¹ The Chairman has requested that this matter be put back on the March agenda so that the Chairman and other members of the Audit Committee can attend the meeting.

The next meeting of the Policy Committee will be held on Tuesday, March 1, 2016, at 1:30 p.m. in the Board Room at Gateway Complex. Next Mtg.
3/1/16

A handwritten signature in cursive script that reads "Leslie Birdsall". The signature is written in black ink and is positioned above the printed name and title.

Leslie Birdsall, Chairman
Policy Committee

kv

Agenda Item: 5A
Subject: Audit Committee Charter
Meeting Date: March 1, 2016

***SUMMARY REPORT
GOLDEN RAIN FOUNDATION POLICY COMMITTEE***

REPORT PREPARED BY:

Anthony W. Grafals, General Counsel

REQUESTED ACTION/RECOMMENDATION:

Consider possible revision to Audit Committee Charter to provide for review of state and federal tax returns by the Audit Committee and/or CEO prior to filing.

BACKGROUND:

This change was requested by the Chairman of the Audit Committee and considered and rejected by the Policy Committee at its February 2, 2016 meeting. However, since the Audit Committee Chairman was not notified of its consideration at the February meeting, reconsideration was requested at the March 1, 2016 meeting.

ATTACHMENTS:

Draft Revised Audit Committee Charter

AUDIT COMMITTEE CHARTER
GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS

ORGANIZATION AND MEMBERSHIP

The Committee shall consist of not less than five (5) nor more than seven (7) members. Four to six (4 to 6) shall be non-GRF Board members, all nominated by the GRF Board President and approved by the GRF Board. The GRF Treasurer shall be the additional member with vote and also serve as the GRF liaison. Applicants for vacant positions on the Committee shall submit applications to the GRF Assistant Secretary and be interviewed by the GRF President, GRF Liaison and the Committee Chairperson. If the Chairperson or other officer is an applicant, a non-applicant Committee officer or member shall be the third interviewer.

The GRF President shall designate one of the Committee members as Chairperson, to serve a one-year term, effective July 1 of the appointment year.

The non-GRF Board Committee members shall be appointed to staggered three-year terms, as required to fit their number. Terms shall begin July 1 of their appointment year. Should a vacancy occur among the non-GRF Board Committee members, the replacement shall serve out the term of the vacating member. There is no specified limit to the number of terms served by members or officers.

The frequency, dates, times and location of the Committee meetings shall be established by the Committee Chairperson.

The Committee shall annually elect its own Vice-Chairman, and any other officers necessary. The Committee shall appoint subcommittees, as necessary.

The Committee shall follow Policy 201.4 Regarding Open Committee Meetings, and provide a Resident's Forum in which Residents may address concerns to the Committee.

Robert's Rules of Order shall govern all Committee proceedings.

PURPOSES AND RESPONSIBILITIES

The purpose of the Committee is to assist the GRF Board in monitoring the integrity of the Foundation's financial statements, the effectiveness of its internal controls, and the qualifications and performance of the Foundation's independent auditor. Through the Foundation's independent audit process, the Committee will also have oversight and reporting responsibility (to the GRF Board) on the operation of a document retention and destruction policy, anti-fraud program and

conflict of interest policies. The Committee will conduct sessions with the Chief Executive Officer, Chief Financial Officer, and General Counsel regarding the effectiveness of internal controls, document retention and destruction policy, anti-fraud program and conflict of interest policies.

Each year, the Committee will meet with the Chief Executive Officer and/or his designee to establish the scope of that year's audit and the tax services required and then to solicit a proposal from the independent auditor who has been serving as the Foundation's auditor. If it is deemed advisable to engage the services of a new independent auditor, the Committee will solicit and review proposals from at least three certified public accounting firms.

The Committee will recommend to the GRF Board of Directors the appointment of the independent auditor who will examine GRF's financial statements, accounts and internal controls, and to provide such other compliance services as are required by state and federal tax regulations and by the retirement plans. The Committee shall also pre-approve any other non-audit services to be requested of the independent auditor after determining whether these services would impair the auditor's independence.

At the conclusion of the annual audit, the Committee and the Chief Executive Officer and/or his designee will meet with the independent auditor to review the results of the audit and to discuss any critical policies and practices used by the Foundation and any problems encountered by the independent auditor. The Committee will also review with the Chief Executive Officer and/or his designee the reply to the independent auditor's management letter before its final presentation for approval by the Foundation's Board.

The Committee and the Chief Executive Officer and/or designee will meet with the independent auditor to review the annual state and federal tax returns of the Foundation and the Trust before filing with the appropriate tax authorities.

The Committee will develop key operating considerations which it believes necessary in the conduct of its responsibilities to assure year-to-year consistency in the work of the Committee. The Committee may meet for such additional purposes as it considers necessary.

ADOPTED BY THE GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS,
AS REVISED, ON DECEMBER 6, 20122016.

Agenda Item: 5B
Subject: Policy P103.1.1 Golf Cart
Registration
Meeting Date: March 1, 2016

SUMMARY REPORT
GOLDEN RAIN FOUNDATION POLICY COMMITTEE

REPORT PREPARED BY:

Anthony W. Grafals, General Counsel

REQUESTED ACTION/RECOMMENDATION:

Consider adoption of proposed new Policy P103.1.1 (Golf Cart Registration)

BACKGROUND:

Several of the mutual boards have expressed concern that there are frequent issues with improper golf cart parking on mutual property which could be better addressed if the owners of golf carts could be identified and contacted. Therefore, it has been proposed that a common framework for registration and identification of golf carts would allow GRF and the Mutuals to address such issues with golf cart owners.

This proposed new Policy was introduced to the Committee at its February 2, 2016 meeting and returned for requested changes and reconsideration at the March 1, 2016 meeting.

ATTACHMENTS:

Draft Proposed New Policy P103.1.1 (Golf Cart Registration)

Subject: Golf Cart Registration

Purpose: To Establish Guidelines for Golf Cart Registration

1. Background: The California Vehicle Code allows for the use of golf carts on the roads within Rossmoor. In order to track ownership of golf carts, the Golden Rain Foundation (GRF) requires all golf carts that are operated on GRF property to be registered with the GRF.

A "golf cart" as defined by Section 21716 of the California Vehicle Code is a motor vehicle with not less than three wheels, designed to be operated at not more than 15 miles per hour and intended to carry golf equipment. Generally a golf cart will carry no more than two persons, including the driver. However, some golf carts may carry four or more persons.

2. Registration Requirements:

- a. . Golf carts operated on Foundation property must be operated consistent with the California Vehicle Code and GRF policies.
- b. All golf carts operating on GRF property, including the golf courses, must be registered with GRF.
- c. Registration may be performed at the Public Safety Office or the Golf Course Pro Shop.
- d. A fee to be determined by the GRF Board may be required for registration and change of ownership.

3. Registration Stickers:

- a. Upon registration, a registration sticker will be affixed to the golf cart by a GRF employee.
- b. A current registration sticker must be affixed and visible on all golf carts operating on GRF property at all times.
- c. Registration stickers cannot be transferred to another golf cart and removal will invalidate the registration.
- d. If a Registration Sticker is removed or damaged, a replacement must be purchased.
- e. When a golf cart for which a registration sticker was issued is sold, donated, replaced, or will otherwise transferred, such that it will no longer be used on GRF property, the registered Member should remove the sticker and notify Public Safety. Stolen golf carts should also be reported to Public Safety.

Agenda Item: 5C
Subject: P301.2 Memorial Services
in Community Facilities Meeting
Date: March 1, 2016

***SUMMARY REPORT
GOLDEN RAIN FOUNDATION POLICY COMMITTEE***

REPORT PREPARED BY:

Anthony W. Grafals, General Counsel

REQUESTED ACTION/RECOMMENDATION:

Consider possible revision to P301.2 (Memorial Services in Community Facilities) to provide for exceptions to the requirements that such memorials may only be held for current residents.

BACKGROUND:

A letter received by the GRF President described a situation wherein the writer was denied the ability to hold a memorial in Rossmoor for her mother, a resident of Rossmoor for 20+ years, due to the fact that she was forced to move out the prior year to pay for her medical expenses.

At its February 2, 2016 meeting, the Committee requested that someone from Recreation Services attend the March 1, 2016 meeting of the Committee for further discussion.

ATTACHMENTS:

Current Policy 301.2
Letter to GRF President
Notes from GRF President

Policy 301.2

Subject: Memorial Services

Purpose: To Establish a Policy for Holding Memorial Services or Celebrations of Life in Community Facilities

Memorial services will be allowed in all venues, based upon reservation rules and space availability. Memorials and Celebrations of Life may be held for residents only (except as noted below) and are subject to room rental rates applicable to any personal resident event. Memorials or Celebrations of Life for relatives, other than sons and daughters with room rental at the higher son-daughter rate, are not permitted.

Authority: Policy

2/23/84

1/28/93 Rev.

5/29/03 Rev.

8/25/05 Rev.

9/30/10 Rev.

RECEIVED

DEC 11 2015

GRF BOARD OFFICE


San Ramon, CA 94583


Mr. Lester Birdsall, President
Golden Rain Foundation
1001 Golden Rain Road
Walnut Creek, CA 94595

December 8, 2015

Dear Mr. Birdsall:

My mother,  recently passed away. It made sense to her family that she should have her Celebration of Life in her community that she lived in for over 20+ years.

However, we found out that because she no longer was a resident (we had to sell her house last year to pay for care expenses) she was ineligible to use the facilities for a memorial. What is so wrong to me is that she paid her coupon fees for many, many, years. Actually, I think it is safe to say she spent thousands of dollars over those years in fees that helped create these very facilities.

We have found another location to have her Celebration of Life. However, I am sure it will be limiting for some of her friends that still live in Rossmoor to get there.

I ask that the Board take another look at this "rule" that makes someone "ineligible" because they no longer have a residence in the community. One suggestion would be if a current resident wants to sponsor the memorial than it could take place.

Should you wish to respond to me via telephone I can be reached at .

Sincerely,



Policy 301.2

Subject: Memorial Services

Purpose: To Establish a Policy for Holding Memorial Services or Celebrations of Life in Community Facilities

Memorial services will be allowed in all venues, based upon reservation rules and space availability. Memorials and Celebrations of Life may be held for residents only (except as noted below) and are subject to room rental rates applicable to any personal resident event. Memorials or Celebrations of Life for relatives, other than sons and daughters with room rental at the higher son-daughter rate, are not permitted.

Authority: Policy

2/23/84

1/28/93 Rev.

5/29/03 Rev.

8/25/05 Rev.

9/30/10 Rev.

- ① Her mother lived here over 20 years, was involved with many groups, made many friends.
- ② Had a stroke in Dec 2012 and moved to assisted living with hopes of moving back into her home.
- ③ Kids finally sold the home in Nov 2014 to help pay for her care.
- ④ Friends in Rossmore wanted to sponsor her memorial, could not.
- ⑤ Do you think this policy could/should be revised to provide for some exceptions?

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Agenda Item: 5D
Subject: Lessee Community
Facilities Fee
Meeting Date: March 1, 2016

SUMMARY REPORT
GOLDEN RAIN FOUNDATION POLICY COMMITTEE

REPORT PREPARED BY:

Anthony W. Grafals, General Counsel

REQUESTED ACTION/RECOMMENDATION:

Discuss and consider possible adoption of a Lessee Community Facilities Fee structure pursuant to Policy 104.1.2.

BACKGROUND:

Current Policy 102.1.4 (Membership Transfer Fee) provides that all new Members of GRF shall pay a Membership Transfer Fee as authorized by the GRF Bylaws, in an amount determined by the Board, except subject to certain exceptions as set forth in Policy 102.1.4.

Section C.1., of P102.1.4 provides that current and former Members of the Foundation who purchase units within Rossmoor may avoid payment of an additional Membership Transfer Fee, subject to certain limitations.

Policy 104.1.2 (Use of Community Facilities by Approved Lessees) states that approved, registered, lessees who comply with GRF Policies may use GRF facilities, provided that the Member lessor notifies GRF before entering into any lease, and provides the applicable termination date of the Lease.

Policy 104.1.2 further makes provision for the Board to collect a facilities usage fee in exchange for allowing approved lessees to use GRF facilities.

Failure to comply with the requirements of P104.1.2 constitutes a violation of GRF Policies.

There is no requirement set forth in any governing document that lessees become Members of GRF. Additionally, GRF has no authority to regulate Mutual policies regarding lessees.

Instances have been alleged in which current GRF Members have purchased and held multiple units in Rossmoor for extended periods of time. There is a rebuttable presumption that such units are being used for long-term rental purposes.

Policy 104.1.2

Subject: Use of Community Facilities by Lessees

Purpose: To Establish Guidelines for Use of the Community Facilities by Approved Lessees

Occupancy of any manor in Rossmoor, Walnut Creek by a lessee is subject to approval by the applicable Mutual Corporation. Each Mutual Corporation has restrictions pertaining to the leasing of a manor. Before leasing a manor, the lessor/owner should contact their Mutual for specific requirements, and must comply therewith.

A Golden Rain Foundation Member/owner of record must notify the Foundation when a manor not occupied by a GRF Member is leased, including evidence of acceptance by the applicable Mutual, the identity of the lessee(s), and a copy of the lease agreement including the termination date, along with any other information reasonably requested by GRF.

The use of Rossmoor's community facilities may be enjoyed by an approved, registered lessee subject to all GRF governing documents and compliance with the following requirements:

1. Upon approval by GRF, an identification card valid for the term of the lease shall be issued to the lessee, provided that the lessor member/owner of record previously paid a Membership Transfer Fee, pursuant to Policy 102.1.4.
2. The lessee identification card and registration entitles the lessee(s) to the use of GRF facilities and amenities only during the term of the lease.
3. The GRF Board may impose a Facilities Usage Fee for lessees in an amount and upon such terms as it deems appropriate.
4. Upon termination of a lease, the GRF Member/owner of record must return the lessee's identification card(s) and other access devices to GRF.
5. Unregistered lessees have no status with GRF and are therefore not permitted to use or access any GRF facilities or amenities, except pursuant to the Guest Policy.
6. Nothing herein precludes an owner of record from naming a lessee as a Designated Occupant, subject to all of the requirements and privileges thereof.
7. Failure or refusal to comply with this Policy and/or the applicable policies/rules of the Mutual wherein the leased property is located may subject the applicable GRF Member/owner of record to discipline, including a fine and/or suspension of Membership privileges.

Authority: Policy

5/29/69

7/1/76 Rev.

4/15/82 Rev.

1/1/85 Rev.

6/6/89 Rev.

10/26/00 Rev.

12/4/14 Rev.

1/28/16 Rev.