

A regular meeting of the Board of Directors of the Golden Rain Foundation of Walnut Creek will be held in Peacock Hall at Gateway Complex, commencing at 9:00 a.m., Thursday, June 29, 2017. The agenda for the meeting is listed below. It is sometimes necessary to add agenda items for consideration by the Board after the agenda has been prepared and distributed. These items will be described in the agenda available at the Board meeting. Regular meetings of the Board of Directors are open, and comments from residents are always welcome during the Residents' Forum.

## A G E N D A

### GOLDEN RAIN FOUNDATION OF WALNUT CREEK

#### REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, JUNE 29, 2017, AT 9:00 A.M.

1. MEETING CALLED TO ORDER: Geraldine Pyle, President
2. ROLL CALL: Pyle (G), Roath (F), Kelso (D), Neff (H), Adams (A), Birdsall (I), Brown (B), Delpech (E), Fredlund (C), and O'Keefe, ex-officio member
3. APPROVAL OF MINUTES: Regular meeting of May 25, 2017  
Regular meeting of June 13, 2017
4. UPDATE FROM CINDY SILVA, WALNUT CREEK CITY COUNCIL MEMBER AND THE CITY'S LIAISON TO ROSSMOOR.
5. TREASURER'S REPORT (Attachment) **Page 1**
6. CHIEF EXECUTIVE OFFICER'S REPORT (Attachment) **Page 2**
7. RESIDENTS' FORUM
8. RESIDENT MEMBER COMMITTEE REPORTS
  - a. Finance – David H. Smith, Chairman
    - 1) Consider recommendation that the Board approve the 2018 budget development calendar. (Attachment) **Page 4**

2) Consider recommendation that the Board approve the FY 2018 Operations Budget Principles. (Attachment) **Page 6**

b. Fitness Advisory – Claudia Tierney, Chairman (Attachment) **Page 9**

c. Golf Advisory – John H. McDonnell, Chairman (Attachment) **Page 11**

## 9. BOARD COMMITTEE REPORTS

a. Policy – Robert D. Kelso, Chairman (Attachment) **Page 18**

1) Consider recommendation that the Board approve the following attached proposed revised Policies relating to the Access Control System Project implementation: **Page 20**

- Policy 102.1.1, User Fees and Service Charges
- Policy 104.1.1, Membership Guidelines
- Policy 104.1.2, Use of Community Facilities by Lessees
- Policy 304.0, Community Facilities Use
- Policy 304.1, Guest Usage Policy

First reading.

## 10. UNFINISHED BUSINESS

## 11. NEW BUSINESS

a. Consider approving, as recommended by the President, resident member Committee appointments, effective July 1, 2017. (Attachment) **Page 33**

b. Consider establishing a Board Planning Committee and directing the Policy Committee to develop a Charter for the Committee. (Attachment) **Page 52**

c. Consider approving a contract with Oak Park Construction in the amount of \$83,677 from the Trust Estate Fund to complete the Hillside overhead piping project. (Attachment) **Page 53**

## 12. ANNOUNCEMENTS

a. There will not be a mid-month regular meeting of the Board in July.

- b. The next end-of-the month regular meeting of the Board will be held on Thursday, July 27, 2017, at 9:00 a.m. in Peacock Hall at Gateway Complex.

13. EXECUTIVE SESSION

- a. There will be an executive session of the Board following this meeting to discuss legal matters and any other appropriate business.

14. RECESS

pj

**Golden Rain Foundation, Inc.**  
**Treasurer's Report**  
**Board Meeting June 29, 2017**

For the month of May operating results were \$19,000 unfavorable to budget. Total revenues exceeded the budget by \$23,000 and total expenses were over budget by \$42,000. Cumulative for the first five months of the year, revenues were under budget by \$53,000 and expenses were below budget by \$143,000, for a combined positive cumulative variance for the year-to-date of \$90,000. All amounts are rounded to the nearest thousand for this report.

**Revenues:**

The most noteworthy revenue variance was a \$32,000 surplus to budget in media revenue due to significant bus advertising sales.

**Expenses:**

Variances from budgeted expenses for the month included deficits in salaries and employee expenses, landscaping supplies, and equipment repairs and maintenance that were partially offset by surpluses to budget in gas and electricity, insurance and contractual services.

**Trust Estate Fund**

There were 49 sales in May 2017, including 42 sales that paid a membership transfer fee. Five non-sale transactions also paid a fee for a total of 47 paid memberships generating \$423,000 compared to 49 membership fees received in May 2016 generating \$441,000. As of June 16, there have been 18 membership fees received during the month and there are 76 pending escrows.

Total expenditures for the month were \$1,152,000 including \$560,000 for the Del Valle renovation project, \$406,000 in street restorations \$44,000 in machinery and equipment purchases and \$135,000 in debt service.

June 21, 2017

## **CEO's Monthly Report**

By Tim O'Keefe, CEO

### **Del Valle Renovation Status**

The renovation work continues at the Del Valle fitness center and pool. The interior of the fitness center has been gutted and the roof and some interior and exterior walls have been removed. The new layout is beginning to take shape. If you are curious to see the changes to the interior, visit [www.rossmoorfitness.com](http://www.rossmoorfitness.com) to see a time lapse video. At this stage, everything is proceeding on schedule for an early 2018 re-opening of the fitness center.

There has been a delay in the schedule for the pool improvements which will make it unlikely to re-open by July 1 as originally anticipated. A new schedule will be published in the coming weeks once more information is received from the City's Building Department.

### **Securitas Update**

Securitas is pleased to announce that Molly Ayers has been promoted as the new Securitas Site Manager following a nationwide search. Molly will be responsible for the Securitas operations at Rossmoor. Molly started as an Emergency Medical Technician at Rossmoor 4 years ago and previously worked as a Medical Assistant at the Haight Ashbury Free Clinic and volunteered as an EMT/First Responder with Rock Medicine. She is a graduate of Mills College and currently volunteers with Contra Costa Search and Rescue.

### **Rossmoor Parkway Roadway Improvements**

The heavy winter rains the last 2 years accelerated the deterioration of the City-owned portion of Rossmoor Parkway outside the gate. Several potholes had developed with extensive cracks and gaps in the asphalt. In addition, the frequent patching over the years due to utility work had made the road uneven and bumpy. After discussions with the Interim City Manager and the City's Public Works Director, the City finally agreed to repair the potholes and cracks and overlay a 'cape seal' onto the roadway. The first stage consisting of an emulsion layer with embedded rubber-coated gravel was installed late Friday June 16 with the final slurry seal scheduled to be installed on June 26. Thanks to the City for their willingness to address the community's needs and for everyone's patience during the lane closures while the work was completed.

## Employee Transition

Six employees commenced employment with the Golden Rain Foundation in May: Eric Thompson, Videographer/ Editor, Channel 28; Michael Sullivan, Bus Driver, Transportation; Rafael Dominguez, Landscape Technician, Landscape; Kaori Evans, Events Assistant, Recreation; Elsie Hull, Events Assistant, Recreation; and Melissa Schoell, Lifeguard, Aquatics.

Four employees left employment with GRF in May: Kimberly Loller, Bus Driver, Transportation; Eliu Martinez, Carpenter, Building Maintenance; Daniel Alfaro, Equipment Operator, Golf Maintenance; and Rosalie O'Neill, Administrative Assistant, MOD Administration.

***SUMMARY REPORT  
GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS***

**REPORT PREPARED BY:**

Rick Chakoff, CFO

**REQUESTED ACTION/RECOMMENDATION:**

Approve the 2018 budget development calendar.

**BACKGROUND:**

Staff prepared a calendar that includes various milestones and meeting dates for the development of the 2018 GRF budget. The calendar will be submitted to the GRF Finance Committee for their review and recommendation to the Board.

**ALTERNATIVES AND OPTIONS:**

The Board may approve the calendar as submitted or make modifications as needed.

**SUBSEQUENT ACTIONS:**

Once approved, staff will proceed with the preparation of the 2018 GRF budget.

**ATTACHMENTS:**

A draft copy the 2018 budget calendar

## 2018 Budget Calendar

<u>Date</u>	<u>Task</u>
June 23	Distribute draft budget principles to Finance Committee and GRF Board
June 27	Discussion of budget principles with Finance Committee
June 29	Finance Committee recommends budget principles to GRF Board
June 29	GRF Board adopts budget principles
September 5	Staff delivers draft budget package to Finance Committee and GRF Board
September 5	Post draft budget info to the Rossmoor web site and provide hard copy to librar
September 12	Draft budget presentation workshop with GRF Board and Finance Committee
September 13	Second Workshop
September 26	Regular Finance Committee meeting - final budget recommendations
September 28	Regular GRF Board meeting - budget approved

***SUMMARY REPORT  
GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS***

**REPORT PREPARED BY:**

Rick Chakoff, CFO

**REQUESTED ACTION:**

Approve the FY 2018 Operations Budget Principles.

**RECOMMENDATION:**

The Finance Committee should complete its review of the Draft Budget Principles on June 27<sup>th</sup>. The Committee will then forward to the Board its final recommendations for FY 2018 Budget Principles for the Board's consideration at its June 29<sup>th</sup> meeting.

**BACKGROUND:**

As the process to prepare the FY 2018 GRF operations budget begins staff prepares a set of budget principles. The principles will provide guidance to the staff as the detailed budget package is prepared for consideration and approval by the Finance Committee and the GRF Board in September.

**SUBSEQUENT ACTIONS:**

Staff will proceed to prepare the draft budget consistent with the adopted principles.

**ATTACHMENT:**

Draft FY 2018 Budget Principles

**FISCAL YEAR 2018 GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS'****OPERATIONS BUDGET PRINCIPLES**

In order to provide direction to the Chief Executive Officer, the Chief Financial Officer, and GRF staff as they prepare the draft 2018 budget, the Board of Directors has adopted the following Budget Principles:

1. The budget will be prepared as a “base line” budget reflecting a program service package identical to the fiscal year 2017 program. This “base line” budget may be subject to adjustments but only after any proposed change has been evaluated by the Board and taking into consideration all of the information developed as a result of the following principles.
2. The budget will include a line item expenditure summary for each operating department.
3. The budget will utilize price projections prepared by the CFO for common commodities; e.g., fuel, utilities, and postage, for use by all operating departments and divisions as they prepare their individual budgets.
4. For any proposed new program or program augmentation, including programs initiated by Board action, the responsible department or division must prepare a memorandum to describe and justify the new program and quantify the cost. In addition, this process will be used to justify/document one time or limited duration increases in program; e.g., undertaking a study, preparing a report or a plan, or conducting a special event.
5. The budget will include sufficient funds for facility/property maintenance programs as identified in the Long-Range Comprehensive Capital Improvement plan.
6. To the extent such opportunities are identified by staff, the Finance Committee, or the GRF Board, the budget process will explore opportunities for increasing revenue or developing new sources of revenue which could accrue to the operations budget and, in turn, reduce the annual GRF coupon amount.
7. To the extent such opportunities are identified by staff, the Finance Committee, or the GRF Board, the budget process will explore opportunities to more fully recover program activity costs, implementation of which would increase revenue and thereby reduce the annual GRF coupon amount.

8. To the extent such opportunities are identified by staff, the Finance Committee, or the GRF Board, the budget process will explore opportunities to improve productivity or modify or eliminate program activities, implementation of which would reduce operation costs which, in turn, could reduce the amount of the annual GRF coupon. The budget process will also review any prior year's program changes, to evaluate the effectiveness of those changes.
9. Insurance premium costs will be based on estimates provided by our broker, Arthur J. Gallagher, including workers compensation insurance projections.
10. The budget will include background information to explain any major factors driving significant year over year change in personnel costs.
11. The budget will discuss, in the line item budget narrative, any significant anticipated 2017 year end (over or under) differences.
12. There can be an increase in the GRF staffing level in 2018: 1) if the Board approves new or expanded programs or additional staff, or 2) an emergency arises.
13. The budget will include the following wage adjustment pools for non-union employees:
  1. A wage increase amount equivalent to the CPI-U published by the Federal Bureau of Labor Statistics for the San Francisco Bay Area for the most recent 12 month period ending April 30.
  2. A \$70,000 pool to be used by the CEO to recognize and reward eligible employees not subject to discipline or performance improvement plans who demonstrated exemplary performance during the budget year, as evidenced by an objective performance evaluation, subject to applicable wage caps established by the Compensation Management Structure.
  3. A \$15,000 pool to be used to bring current employees to at least the floor of their band, to be distributed at the discretion of the CEO.
14. The budget will include any possible bonus or compensation adjustment for the CEO.
15. The budget will include any wage or benefit adjustments to comply with union contract provisions.
16. The year-end operating fund operating cash balance will be targeted at \$1.5 million.
17. Projected operating cash in excess of the amount targeted in Principle 16 may be used as a source of funds to offset operation costs.
18. The budget will include sufficient funds to make the defined benefit pension plan contribution in 2018 as recommended by the plan actuary.
19. The budget shall include TV and broadband services.

## FITNESS CENTER ADVISORY COMMITTEE REPORT

REGULAR MEETING  
WEDNESDAY, JUNE 14, 2017, AT 9:30 A.M.

A regular meeting of the Fitness Center Advisory Committee (FCAC) was called to order by the Chairman, Claudia Tierney, at 9:30 a.m. on Wednesday, June 14, 2017, in the Board Room at Gateway Complex.

Present, in addition to the Chairman, were Catherine S. Herdering, Vice Chairman, Attendance Sherry S. Smith, Secretary, Carol A. Green, Charlotte A. Howard, Barbara Leonard, Virginia Lee Rapp, and Melvin C. Fredlund, GRF representative and ex-officio member. Also attending were Tim O'Keefe, CEO; Leslie Birdsall and Mary Lou Delpech, Directors, GRF; Jeffrey P. Matheson, Director of Resident Services; Masha Henzel, Fitness Supervisor; and three residents.

The report of the Committee's regular meeting of May 10, 2017, was approved as Report written. Approved

The Chairman reported 8,627 total fitness visits for the month of April, including Chairman's class totals. Report

Ms. Henzel reported that all equipment is up and working.

Staff  
Report/  
Residents'  
Forum

During the Residents' Forum, Mary England expressed her concern about purchasing new equipment. Jim Lee wanted to know if the new equipment would cover all muscle groups. He was assured that it would.

Mr. Matheson gave an update on the Del Valle Complex renovation project. Demolition work is almost finished, except for removal of large windows. Work is proceeding on the two-hour firewall, and roof framing and restroom plumbing is completed. Three cameras have been installed for a time-lapse video of the construction progress and can be viewed at [www.rossmoorfitness.com](http://www.rossmoorfitness.com). Mr. Matheson also reported that the renovations are on schedule and all equipment has been assigned space. Arrangements for an FCAC tour next month to review progress so far and to anticipate future progress is being scheduled.

Update on  
Del Valle  
Complex  
Renovation  
Project

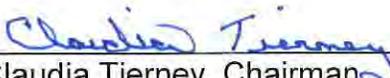
The Committee reviewed and discussed proposed equipment for the renovated Fitness Center.

Proposed  
Equipment  
for Fitness  
Center  
Reviewed/  
Adjourn-  
ment/

The Chairman adjourned the meeting at 10:00 a.m.

The next regular meeting of the FCAC will be held on Wednesday, July 12, 2017, at 9:30 a.m. in the Fairway Room at Creekside Clubhouse.

Next Mtg.  
7/12/17

  
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Claudia Tierney, Chairman  
Fitness Center Advisory Committee

SSS/kv

Attachment: Fitness Center Statistics

DEL VALLE AQUATICS and FITNESS REGISTRATION  
MAY 2017

ATTENDANCE NUMBERS								ROOM & POOL NUMBERS							
SCANNED ENTRIES								7503							
RESIDENT SIGN IN TOTAL:								766							
FITNESS GUEST TOTAL:								191							
FITNESS CAREGIVER TOTAL:								34							
CLUB GUEST TOTAL:								120							
CONTRACTOR GUEST TOTAL:								13							
FITNESS TOTALS:								8627							
MODULAR AEROBIC ROOM #s:								2744							
HS DIABLO ROOM #'S								414							
HS VISTA ROOM #'S								183							
HS LAS TRAMPAS #'S								16							
CREEKSIDE CLUB ROOM #'S								175							
FITNESS ROOM #'S								18							
TOTAL:								3550							
TOTAL MEMBERSHIPS								4869							
UNIQUE SCANS								1266							
TRAINER ACTIVITY															
TOTAL ½ HOUR SESSIONS								100							
TOTAL 1 HOUR SESSIONS								91							
TOTAL FREE SESSIONS								82							
TOTAL CLASSES TAUGHT								156							
TOTAL PAID SGT/WORKSHOP CLIENTS								43							
POOL ATTENDANCE TOTAL:								0							
POOL GUEST TOTAL:								0							
POOL CAREGIVER TOTAL:								0							
POOL TOTALS:								0							
FACILITY TOTAL:								8627							
POOL TOTALS															
2011	5609	5135	6004	4591	3802	5142	5617	5301	4625	4480	5901	5305	61,512	POOL STAFF	946
2012	6160	6062	6418	5014	4921	5154	5863	6301	5431	5182	6191	5656	68,353	POOL CONTRACTOR	313
2013	6506	6021	6206	5545	4746	5367	6257	5934	5195	5166	5209	5708	67,860	POOL TOTAL	1259
2014	6681	6,306	5919	5339	5,323	4311	5,832	5,910	5,623	5541	5259	6209	68,253		
2015	6818	6,615	5021	5,573	5,602	5708	5,861	6,272	5,666	5,161	5314	5,400	69,011		
2016	6,480	6,553	4902	4,258	4,602	4902	5,312	5,406	4,649	5,257	4816	4,559	61,696		
2017	5,625	5,399	5508	231	0	0							16,763		
FITNESS TOTALS															
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	POOLS	TOTAL
2011	13187	12210	14037	12000	12464	12563	11969	13132	11529	11975	11943	11334	148343	61,512	209,855
2012	12856	12463	12950	12044	12436	12390	12857	13314	12440	13241	11825	11736	150552	68,353	218,905
2013	13227	12348	12976	13063	12782	11910	13007	13014	11850	12778	11524	11455	149934	67,860	217,794
2014	13325	12514	13780	12983	12727	11937	13363	13821	12812	13225	12123	12663	155273	68,253	223,526
2015	13806	13088	14099	13013	13118	13394	14212	14200	13970	13759	12870	13186	162715	69,011	231,726
2016	15703	15087	16516	15120	15629	14603	14729	15929	14671	14374	13977	14034	180372	61,696	242,068
2017	15368	14461	5498	3033	8627								46987	5,625	52,612

## GOLF ADVISORY COMMITTEE REPORT

REGULAR MEETING  
FRIDAY, JUNE 9, 2017, AT 9:00 A.M.

A regular meeting of the Golf Advisory Committee (GAC) was convened by the Chairman, John McDonnell, at 9:00 a.m. on Friday, June 9, 2017, in the Board Room at Gateway Complex.

Present, in addition to the Chairman, were Donald A. Terry, Vice Chairman, Mary Jane Hargrove, Mary Hufford, and Mary Lou Delpech, ex-officio member and GRF Board representative. William L. Herrick and Susan Williamson were excused, and Robert L. Montgomery was absent. Also attending were Timothy O'Keefe, CEO; Mark K. Heptig, Director of Golf; Blake Swint, Golf Course Superintendent; Dickey Nitta, Chief Marshal; and one resident. Attendance

The report of the Committee's regular meeting held on April 14, 2017, was approved as written. Report Approved

The Chairman read correspondence from a resident who noted that the railing on the stairs at the first green on the Creekside course, which was damaged and then removed, should be re-installed. Mr. Heptig reported that when the railing was hit by a golf cart several months ago, it was removed. Staff is reviewing whether or not a railing is needed at all and should be replaced. Correspondence

The Chairman then acknowledged Mr. Terry for his dedication over the years to the golf community. Mr. Terry was President of the Rossmoor Men's Golf Club in 2010 and served on many committees before and after that time, and has long list of volunteer service to the community. The Committee thanked Mr. Terry for his service and as is the GAC's custom, a retiring member takes his nameplate with him. The Chairman also commented that he'll see Mr. Terry regularly on the golf course and will always seek his counsel. He has served the GAC admirably and with the highest degree of integrity, and will be missed as a member of the Committee. Chairman Acknowledges Donald A. Terry

Ms. Delpech reported on the Compensation Committee's recent recommendations to the GRF Board, the formation of an Ad Hoc Technology Committee, and the recent traffic study. GRF Board Report

Ms. Hufford, representing the Women's 18-Hole Club, reported the following: 1) there are currently 127 members; and 2) there were 112 entries in the 25<sup>th</sup> Annual Invitational. She read descriptions of the first event from that time period, which were instructive, amusing, and a reminder of where the Club was at that time and hopes not to return to. The Invitational was a success and was supported, in part, by sponsors. Club Reports

Ms. Hargrove, representing the Women's 9-Hole Club, reported that the Club currently has 148 members and team play has started.

Golf Advisory Committee  
Regular Meeting

-2-

June 9, 2017

In Mr. Montgomery's absence, Mr. Nitta gave the report for the Rossmoor Men's Golf Club (RMGC) and reported the following: 1) The Club currently has 359 members; and 2) the 23<sup>rd</sup> Member Guest Invitational was held on June 2<sup>nd</sup>. Sponsors included Xfinity, Walnut Creek Honda, Mike's Auto Body, and Manor Care. Also participating this year was ACE Hardware. The Member Guest Invitational is the RMGC's signature event and more will be reported later.

In Ms. Williamson's absence, Ms. Delpech gave the report for the Happy Hackers and reported the following: 1) the Club currently has 157 members; and 2) during the big tournament in May, the hot weather caused a number of golfers in the field to cancel play.

Mr. Terry, representing the Golf Hosting Program, reported that the hosting program will continue and there are two events planned.

Golf  
Hosting  
Program/  
Staff  
Reports

Mr. Heptig presented the financial report and the Golf Management report, which are attached. He reported that sales and rounds played are back on track now that the weather has moderated. Of note is the extremely busy tournament season. Mr. Heptig also reported that Chris Andres, an assistant golf pro, is getting married on June 17<sup>th</sup>.

Mr. Swint presented the Golf Course Superintendent's report, which is attached. He supplemented his report to the GAC with an update on the Turf Reduction Program, and reported that there has been some remarkable water savings as a result of converting some of the turf areas. This allowed 251 sprinkler heads to be removed saving close to million gallons of water during the month of May. Consequently, use of EBMUD water was not necessary during May. Much of the water savings is from past efforts and continuing efforts by Mr. Heptig and Mr. Swint to capture and redirect as much surplus water as possible. The GAC then discussed the loss of trees and replacement efforts.

Mr. Nitta gave the Chief Marshal's report. He reported that there was an accident on the Dollar Course's first fairway that required emergency response and noted that the emergency plan coordination with Securitas and the medical units worked well.

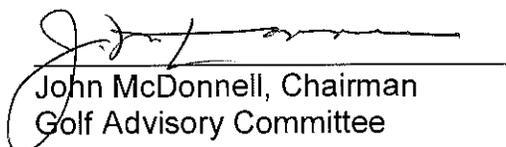
Chief  
Marshal's  
Report

There being no further business to come before the Committee, the meeting was adjourned at 10:00 a.m.

Adjourn-  
ment

The next regular meeting of the Committee will be held on Friday, July 14, 2017, at 9:00 a.m. in the Board Room at Gateway Complex.

Next Mtg.  
7/14/17

  
John McDonnell, Chairman  
Golf Advisory Committee

JM/kv

## 2017 Golf Course Rounds

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2017 YTD	2016 YTD
<b>Golf Cards</b>														
18 hole - prepaid	277	358	1,084	1,102	1,385								4,206	5,213
9 hole - prepaid	186	129	533	1,041	1,123								3,012	4,172
Sponsored Guest													0	0
<b>Subtotal - Cards</b>	463	487	1,617	2,143	2,508	0	0	0	0	0	0	0	7,218	9,385
<b>Greens Fees</b>														
<b>Residents</b>														
18 holes @ 24.00	120	100	488	551	887								2,146	2,733
9 holes @ 12.00	113	64	542	779	944								2,442	3,001
18 holes @ 9 hole rate \$12.00	3	5	21	22	51								102	216
18 holes late @ 18.00	25	12	93	95	114								339	344
9 holes late @ 9.00	113	73	431	647	831								2,095	2,598
<b>Subtotal - Residents</b>	374	254	1,575	2,094	2,827	-	-	-	-	-	-	-	7,124	8,892
<b>Sponsored Guest</b>														
18 holes @ 24.00	11	8	23	34	41								117	164
9 holes @ 12.00	2		4	16	14								36	38
18 holes late @ 18.00	1		3	2	4								10	42
9 holes late @ 9.00		1	18	19	24								62	75
<b>Subtotal - Sponsored Guest</b>	14	9	48	71	83	0	0	0	0	0	0	0	225	319
<b>Guests - Weekdays</b>														
18 holes @ 40.00	14	21	71	88	120								314	421
9 holes @ 20.00	34	12	102	101	191								440	739
18 holes late @ 30.00	2	5	32	27	32								98	176
9 holes late @ 15.00	34	23	94	105	164								420	640
18 holes special @ \$24.00				57	89								146	141
9 holes special @ \$12.00				10	16								26	27
<b>Subtotal - Guests weekdays</b>	84	61	299	388	612	-	-	-	-	-	-	-	1,444	2,144
<b>Guests - Weekends &amp; Holidays</b>														
18 holes @ 50.00	32	7	43	108	100								290	368
9 holes @ 25.00	12	8	32	76	99								227	360
18 holes late @ 38.00	1		14	35	35								85	101
9 holes late @ 19.00	32	10	35	48	86								211	263
<b>Subtotal - Guests Weekends &amp; Holidays</b>	77	25	124	267	320	-	-	-	-	-	-	-	813	1,092
<b>Total - Guests</b>	175	95	471	726	1,015	0	0	0	0	0	0	0	2,482	3,555
<b>Tournaments</b>			68		204								272	402
<b>Total Rounds Played</b>	1,012	836	3,731	4,963	6,554	-	-	-	-	-	-	-	17,096	22,234

2016 Golf Course Cash Receipts

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Actual 2017 YTD	YTD 2017 Budget	Actual 2016 YTD	YTD 2016 Budget
<b>Golf Cards</b>																
Annual 18 holes @ \$1,800.00	61,200.00		1,800.00	(2,400)									60,600.00		64,800.00	
1st Qtr (Jan-Mar) @ \$400.00	3,200.00												3,200.00		5,200.00	
2nd Qtr (Apr-Jun) @ \$600.00			6,000.00	12,000									18,000.00		23,400.00	
3rd Qtr (Jul-Sep) @ \$600.00			600.00										600.00		600.00	
4th Qtr (Oct-Dec) @ \$400.00													-		400.00	
Annual 9 holes @ \$900.00	15,300.00	900.00											16,200.00		20,700.00	
1st Qtr (Jan-Mar) @ \$200.00	1,400.00												1,400.00		5,500.00	
2nd Qtr (Apr-Jun) @ \$300.00			3,900.00	8,100	300								12,300.00		9,900.00	
3rd Qtr (Jul-Sep) @ \$300.00													-		-	
4th Qtr (Oct-Dec) @ \$200.00													-		-	
Sponsored Guest @ \$1,000.00	9,000.00	1,000.00	6,000.00	3,000	800								19,800.00		21,600.00	
Golf Card Income Deferred	105,100.00												105,100.00		87,300.00	
<b>Subtotal - Cards</b>	<b>195,200.00</b>	<b>1,900.00</b>	<b>18,300.00</b>	<b>20,700.00</b>	<b>1,100.00</b>	<b>-</b>	<b>237,200.00</b>	<b>232,426.00</b>	<b>239,400.00</b>	<b>280,025.00</b>						
<b>Greens Fees</b>																
<b>Residents</b>																
18 holes @ 24.00	2,880.00	2,400.00	11,712.00	13,224.00	21,288.00								51,504.00		65,592.00	
9 holes @ 12.00	1,356.00	768.00	6,504.00	9,348.00	11,328.00								29,304.00		36,012.00	
18 holes @ 9 hole rate \$12.00	36.00	60.00	252.00	264.00	612.00								1,224.00		2,592.00	
18 holes late @ 18.00	450.00	216.00	1,674.00	1,710.00	2,052.00								6,102.00		6,192.00	
9 holes late @ 9.00	1,017.00	657.00	3,879.00	5,823.00	7,479.00								18,855.00		23,382.00	
<b>Subtotal - Residents</b>	<b>5,739.00</b>	<b>4,101.00</b>	<b>24,021.00</b>	<b>30,369.00</b>	<b>42,759.00</b>	<b>-</b>	<b>106,989.00</b>	<b>141,129.00</b>	<b>133,770.00</b>	<b>155,394.00</b>						
<b>Sponsored Guest</b>																
18 holes @ 24.00	264.00	192.00	552.00	816.00	984.00								2,808.00		3,936.00	
9 holes @ 12.00	24.00		48.00	192.00	168.00								432.00		456.00	
18 holes late @ 18.00	18.00		54.00	36.00	72.00								180.00		756.00	
9 holes late @ 9.00		9.00	162.00	171.00	216.00								558.00		675.00	
<b>Subtotal - Sponsored Guest</b>	<b>306.00</b>	<b>201.00</b>	<b>816.00</b>	<b>1,215.00</b>	<b>1,440.00</b>	<b>0.00</b>	<b>3,978.00</b>		<b>5,823.00</b>							
<b>Guests - Weekdays</b>																
18 holes @ 40.00	560.00	840.00	2,840.00	3,520.00	4,800.00								12,560.00		16,840.00	
9 holes @ 20.00	680.00	240.00	2,040.00	2,020.00	3,820.00								8,800.00		14,780.00	
18 holes late @ 30.00	60.00	150.00	960.00	810.00	960.00								2,940.00		5,280.00	
9 holes late @ 15.00	510.00	345.00	1,410.00	1,575.00	2,460.00								6,300.00		9,600.00	
18 holes special @ \$24.00				1,368.00	2,136.00								3,504.00		3,384.00	
9 holes special @ \$12.00				120.00	192.00								312.00		324.00	
<b>Subtotal - Guests weekdays</b>	<b>1,810.00</b>	<b>1,575.00</b>	<b>7,250.00</b>	<b>9,413.00</b>	<b>14,368.00</b>	<b>-</b>	<b>34,416.00</b>		<b>50,208.00</b>							
<b>Guests - Weekends &amp; Holidays</b>																
18 holes @ 50.00	1,600.00	350.00	2,150.00	5,400.00	5,000.00								14,500.00		18,400.00	
9 holes @ 25.00	300.00	200.00	800.00	1,900.00	2,475.00								5,675.00		9,000.00	
18 holes late @ 38.00	38.00		532.00	1,330.00	1,330.00								3,230.00		3,838.00	
9 holes late @ 19.00	608.00	190.00	665.00	912.00	1,634.00								4,009.00		4,997.00	
<b>Subtotal - Guests Weekends &amp; Holidays</b>	<b>2,546.00</b>	<b>740.00</b>	<b>4,147.00</b>	<b>9,542.00</b>	<b>10,439.00</b>	<b>-</b>	<b>27,414.00</b>		<b>36,235.00</b>							
<b>Total - Guests</b>	<b>4,662.00</b>	<b>2,516.00</b>	<b>12,213.00</b>	<b>20,170.00</b>	<b>26,247.00</b>	<b>0.00</b>	<b>65,808.00</b>	<b>99,123.00</b>	<b>92,266.00</b>	<b>122,071.00</b>						
<b>Tournaments</b>			3,400.00		10,200.00								13,600.00	11,766.00	8,900.00	10,283.00
<b>Total Play Revenue</b>	<b>205,601.00</b>	<b>8,517.00</b>	<b>57,934.00</b>	<b>71,239.00</b>	<b>80,306.00</b>	<b>-</b>	<b>423,597.00</b>	<b>484,444.00</b>	<b>474,336.00</b>	<b>567,773.00</b>						
<b>Misc income/Gas Sales</b>		20.00	35.00	(20.00)	25.00								60.00		275.00	
<b>Total Golf Course Revenue</b>	<b>205,601.00</b>	<b>8,537.00</b>	<b>57,969.00</b>	<b>71,219.00</b>	<b>80,331.00</b>	<b>-</b>	<b>423,657.00</b>	<b>484,444.00</b>	<b>474,611.00</b>	<b>567,773.00</b>						

Fuel Gallons 0 10.6 17.9 -9.3 10 0 0 0 0 0 0 0 0 29.2

## 2017 Golf Shop Sales

<b>Golf Shop Sales</b>	<b>May</b>	<b>2017 YTD</b>	<b>2016 YTD</b>
Merchandise Sales	20,247	64,535	88,586
Cart Rental	10,946	26,591	34,702
Club Repair	70	291	277
Golf Lesson	3,750	12,690	13,745
Driving RNG	6,226	17,398	22,074
<b>Total</b>	<b>41,239</b>	<b>121,504</b>	<b>159,383</b>

June 2017

## GOLF MANAGEMENT REPORT

\* For the first time this year we had an increase in monthly rounds when compared to 2016. In the month of May we did 6,554 rounds compared to 6,325 in May 2016. The increase was due to more than a 300 round increase in daily resident play. For the year we are now at 17,096 compared to 22,234 in 2016. We also saw an increase in revenue when compared to 2016. Golf fees collected for May totaled \$80,331 compared to \$75,819 in 2016. For the year we have collected \$423,657 compared to the 2016 total of \$474,611. So, the gap has been narrowed slightly and we will hope to continue that trend as we move through the summer. Hope for mild temperatures!

\* The golf shop saw very good sales for the month with over \$20,000 in merchandise sold. The other key categories were also improved because of the increase in rounds played. When we started the month of May there was a \$41,000 gap in golf shop business compared to 2016 due to the extremely poor weather for the first four months. Now that gap has been reduced to \$37,500. Again a trend we hope to continue.

\* The golf facility saw many tournaments in the month of May both internally from the four golf clubs and hosting several outside events. Everyone has raved about the conditioning of the course and the excellent job we are doing both in the golf shop and out on the course. When I marked the two golf courses "ground under repair" areas recently I was able to use only 2 cans of paint. In years past I would have used a whole case of 12! The crew did a great job responding to all the tasks and needs for each event.

\* It is budget time soon. I will be working with Blake on our 2018 goals and putting together that budget. We will try and have an outline of that proposed budget and goals for next month's meeting.

\* Currently assistant Wayne Weckerlin is on a nine day vacation and on June 17<sup>th</sup> assistant golf professional Chris Andres is getting married. He will be taking his honeymoon July 2<sup>nd</sup>-July 10<sup>th</sup>. So, we will be a little thin in the golf shop over the next few weeks!

## Golf Course Superintendent's Report

June 9, 2017

During the month of May it was not necessary to open the 8" EBMUD valve that provides supplemental irrigation water to our irrigation reservoir. During the month of May 13,170,845 gallons of water passed through the flow meters that are located in our main pump station. (424,866 gallons per day)

Bunker renovation has been completed on the 8<sup>th</sup> and 9<sup>th</sup> holes on the Dollar Ranch Golf Course. Bunker renovation on the 7<sup>th</sup> and 18<sup>th</sup> holes on Dollar Ranch will take place later this year.

We did not completely eradicate the broadleaf weeds that have been growing in our greens. A follow up spot application will be necessary. We have been making spot applications with a non selective herbicide in mulch areas. The herbicide is being applied at extremely low pressure to avoid drift. We have been pleasantly surprised that weed populations in most of the areas have been less than expected.

The repair of the slide damage that occurred at 3 locations above the 5<sup>th</sup> hole on Dollar Ranch is nearly complete. The areas where the soil was stored during the drying process will be re-seeded in the fall. Repair of the damage caused by a smaller slide on the hillside on the 15<sup>th</sup> hole on Dollar Ranch has been completed.

Tree loss continues to occur. A large stone pine that was located behind the 2<sup>nd</sup> tee on Dollar Ranch fell. The tree was poorly formed and died of old age. Waraner Tree Co. suggested that it should be removed last summer. It was necessary to remove 2 intermediate sized Alder trees that could not survive in the extremely saturated soil that existed on the 5<sup>th</sup> hole that was closed most of the winter. The trees were located at the base of the slope in the right rough on the 5<sup>th</sup> hole on Dollar Ranch. We lost 2 of the recently planted Chinese pistache trees located on the 2<sup>nd</sup> hole on Dollar Ranch. They were planted while dormant they may have been dead when planted. We have been successful in keeping several trees alive that have been struggling by injecting liquid fertilizer into their root zones weekly.

## POLICY COMMITTEE REPORT

REGULAR MEETING  
TUESDAY, JUNE 6, 2017, AT 1:30 P.M.

A regular meeting of the Policy Committee was convened by the Chairman, Robert D. Kelso, at 1:30 p.m. on Tuesday, June 6, 2017, in the Board Room at Gateway Complex.

Present, in addition to the Chairman, were Mary Lou Delpech, Geraldine Pyle, and Stephen D. Roath. Also attending were Timothy O'Keefe, CEO; Richard S. Chakoff, CFO; Anthony W. Grafals, General Counsel; Jeffrey P. Matheson, Director of Resident Services; Christopher Preminger, Business Operations Manager; and one resident. Attendance

The Policy Committee's report of its meeting held on February 7, 2017, was approved as written. Report Approved

During the Residents' Forum, Mary A. England asked why there were no project proposals in the Committee's packet regarding the control access system. Mr. O'Keefe responded by saying GRF is not at the proposal stage yet and that the next step is to create policies before project scope and implementation is considered. Residents' Forum

The Chairman and Mr. Grafals opened discussion of agenda item 6, proposed revisions to various policies relating to the Access Control System Project implementation. The Committee reviewed and discussed proposed revisions to Policies 102.1.1 (User Fees and Service Charges), 104.1.1 (Membership Guidelines), 104.1.2 (Use of Community Facilities by Lessees), 304.0 (Community Facilities Use), 304.1 (Guest Usage Policy), and a Member Records Access and Fee Matrix. Discussion re. Policies 102.1.1, 104.1.1, 104.1.2, 304.0, 304.1, and Fee Matrix

During discussion, staff answered questions posed by Committee members. The Committee then asked staff to make the following revisions:

1. Policy 104.1.2 (Use of Community Facilities by Lessees): Add a cross reference to Policy 104.1.1 (Membership Guidelines) in item #6.
2. Policy 304.0 (Community Facilities Use): Under the section titled "Cancellation", add "Lessees" after the word "Members" in the first line of the second paragraph.
3. Member Records Access and Fee Matrix: Remove "\$150/mo." in the Base Fee column for Non-Member Occupants.

The Committee then took a straw vote and agreed to remove the last sentence in the first paragraph of Policy 304.1, Guest Usage Policy, which reads: "...in order to enhance family and friendship relationships."

Following additional discussion, a motion was made by Mr. Roath, seconded by Ms. Delpech, and CARRIED UNANIMOUSLY to recommend to the GRF Board that it approve the proposed revisions, as amended, to Policy 102.1.1 (User Fees and Service Charges), Policy 104.1.1 (Membership Guidelines), Policy 104.1.2 (Use of Community Facilities by Lessees), and Policy 304.0 (Community Facilities Use), Policy 304.1 (Guest Usage Policy).

Recom-  
mendation  
To GRB re.  
Policies  
102.1.1,  
104.1.1,  
104.1.2,  
304.0, and  
304.1/  
Next Mtg.  
7/18/17

Due to the 4<sup>th</sup> of July holiday, which is the first Tuesday in July, the Committee chose Tuesday, July 18<sup>th</sup>, as the next meeting date, location to be determined.

There being no further business to come before the Committee, the meeting was adjourned at 2:32 p.m.

Adjourn-  
ment



Robert D. Kelso, Chairman  
Policy Committee

kv

Agenda Item: 9a1  
Subject: Policy Changes to Facilitate  
Future Access System  
Meeting Date: June 29, 2017

## **SUMMARY REPORT**

### **GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS**

#### **REPORT PREPARED BY:**

Anthony W. Grafals, General Counsel and Director of Confidential Services

#### **REQUESTED ACTION:**

Consider possible revisions to the following Policies in order to accommodate future implementation of the Access Control System:

- P102.1.1 User Fees and Service Charges
- P104.1.1 Membership Guidelines
- P104.1.2 Use of Community Facilities by Lessees
- P304.0 Community Facilities Use
- P304.1 Guest Usage Policy

#### **RECOMMENDATION:**

At its June 6, 2017 meeting, the Policy Committee voted unanimously to recommend the changes presented in the attached black-line drafts, to the Board for adoption.

#### **BACKGROUND:**

At its May 9, 2017 meeting, the Board was presented with and discussed an Access Control Concept, for possible adoption. The result of the discussion was direction to staff to further develop the Concept for possible implementation by the Board at a later date. Staff worked to address the relevant issues in order to facilitate implementation of the proposed system at a future date. A number of issues were addressed which will require modifications to existing GRF Policies in order to implement and adopt the proposed system. Among these, several Policies would need to be modified to permit and/or provide for the following:

- access categories based on Membership/occupancy status
- access level limits differentiated by category
- issuance/renewal of access cards based on category
- charge/collection of administrative fees
- charge/collection of facilities usage fees
- verifications such as proofs of occupancy, lease terms, etc.

Existing Policies in need of modification were determined to include:

- P102.1.1 User Fees and Service Charges
- P104.1.1 Membership Guidelines

- P104.1.2 Use of Community Facilities by Lessees
- P304.0 Community Facilities Use
- P304.1 Guest Usage Policy

Staff believes that with the proposed modifications, there will not be a need to create any new Policies.

**ATTACHMENTS:**

- P102.1.1 User Fees and Service Charges (BLACKLINE)
- P104.1.1 Membership Guidelines (BLACKLINE)
- P104.1.2 Use of Community Facilities by Lessees (BLACKLINE)
- P304.0 Community Facilities Use (BLACKLINE)
- P304.1 Guest Usage Policy (BLACKLINE)
- Draft Proposed Member Records Department Access Fee Matrix (SAMPLE)

Subject: User Fees and Service Charges

Purpose: To Establish a Policy to Govern and Guide Decisions Concerning Cost Support of Community Facilities and Services

Rossmoor has a long tradition of policies and practices supporting the shared cost concept, which is enumerated in the Trust Agreement. By spreading the cost of operations over the entire membership, the community is able to support a great array of facilities and services, which are integral to residential retirement community living. At the same time, there are circumstances when shared support of some activities may not be appropriate.

The principle underlying the shared cost concept is that the service or facility is available to all residents on an equal basis, ~~and~~ that the particular activity or improvement benefits the community at large. When the entire community ~~does~~ may not benefit, it is not appropriate that the cost be spread over the entire ~~membership~~ Membership. When recovery of a cost is not shared by equal assessment of the ~~membership~~ Membership, it is termed a non-shared cost and is recovered by either user fees or service charges. The objective of these charges, at a minimum, is to recover the cost attributable to the activity or service or to generate revenue for allocating a portion of the Trust Estate for specific exclusive use by a limited number of residents ~~Members or registered tenants~~ for their dedicated use versus other competing groups.

~~When a resident or recognized Rossmoor organization requests use of a facility, the~~ Board may impose additional fees for use as a result of the ~~restricted~~ exclusive use to recover direct costs or to approximate charges for similar services outside Rossmoor. Such fees will normally be determined annually during the budget development and approval process. Room set-up fees are subject to the charges in effect at the time of usage.

Also included in this category are facilities that, due to special use restrictions, are not generally available for use by all members. The Recreational Vehicle (RV) storage facility is an example of this type of facility. Excluded are GRF facilities universally ~~available to all residents~~ that are operated by resident volunteer groups in lieu of staff, such as the library, crafts rooms and the computer room, ~~where computers and internet access are available to all residents.~~

~~Examples of fees for exclusive benefit use are: clubhouse room reservation charges, clubhouse set-up charges, and RV storage rental charges, etc.~~

Authority: Policy

12/5/96	9/30/99 Rev.
1/29/98 Rev.	10/26/00 Rev.
10/29/98 Rev.	5/25/06 Rev.
12/3/98 Rev.	
1/28/99 Rev.	

Subject: Membership Guidelines

Purpose: To ~~Establish~~ Clarify Guidelines for Membership

The Bylaws of the Golden Rain Foundation of Walnut Creek state that Membership is limited to, "one or more natural persons residing in a single manor, one of whom must be at least 55 years of age." Additionally, such Member must either be an owner of a Manor or shareholder of a cooperative, or a Designated Occupant. The Bylaws further define a Designated Occupant as one who resides in a Manor who has been designated by the applicable owner or shareholder, as an approved occupant in accordance with the requirements of the applicable Mutual.

Although GRF may not impose restrictions on ownership or occupancy, GRF has the authority to impose limitations on Membership in the GRF. Moreover, most, if not all, Mutuels require that ~~residents~~ individuals must be eligible for Membership in the GRF, in order to ~~purchase or reside in a Manor~~ qualify for membership in a Mutual. Although the Bylaws of GRF predominate, the following is intended to supplement and clarify the requirements of the GRF Bylaws:

1. All occupants must be approved by the applicable Mutual in order to qualify for GRF Membership.
2. All prospective GRF Members must be approved by the Golden Rain Foundation.
3. No person shall ~~may~~ be a ~~member~~ Member of the Golden Rain Foundation added to an existing Membership unless that person intends to occupy the Manor to which such ~~membership~~ Membership is pertains appurtenant, which may be verified by proof of residence.
4. The execution of the Waiver of Right to Use Community Facilities document is required when the Member will not be the owner(s) of record. Execution of this document establishes the non-owner occupant as a Designated Occupant and Member of the Foundation, pursuant to the Bylaws of the Foundation. Execution of this document establishes conclusively that the owner is not a Member of GRF, and enjoys none of the privileges thereof. Any subsequent change to Membership will be subject to payment of any applicable Membership fee pursuant to Policy 102.1.4.
5. Each Membership must include at least one person who is 55 years of age or older.
6. Each Membership shall be limited to the number of residents per manor as prescribed by the applicable Mutual.
7. All co-occupants shall be registered by the Foundation as residing in the applicable Manor and may be required to pay a fee for such registration at the discretion of the Board of Directors. A schedule of any such applicable fees shall be maintained by Member Records and provided to Members upon request.

8. Only co-occupants who have been properly registered are entitled to use of the community facilities.

9. Members may be issued an identification card or other access devices, which may be subject to periodic renewal, and an administrative fee for issuance, renewal or replacement.-

Authority: Policy

5/29/69

7/1/76 Rev.

1/1/85 Rev.

6/6/89 Rev.

2/28/13 Rev.

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 and Registration at with the Member Records office. 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 an unoccupied 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. Leasing a unit will not impair the Membership rights of an existing Member in good standing.

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 ~~is~~ 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. The amount and terms of any such fee can be obtained from Member Records upon request.
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, as set forth the GRF Bylaws and further described in Policy 104.1.1 (Membership Guidelines).
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.

Subject: Community Facilities Use

Purpose: To Establish a Policy for Use of Community Facilities

### Facility Usage

Golden Rain Foundation community facilities, including clubhouses, parks, pools and other recreational facilities are for use by ~~residents~~ Members, GRF recognized organizations and their respective guests and the GRF. Upon authorization by the Board, approved, registered lessees may also be provided access to community facilities, subject to established limits. ~~Residents~~Members and GRF recognized organizations are responsible for the actions of their guests and must be in attendance with their guests ~~at all times~~ during use of Golden Rain Facilities in accordance with the Guest Usage Policy 304.1. The utilization of community facilities for any commercial activity is not permitted unless in conjunction with a GRF-sponsored event or specifically authorized by the Board of Directors. Political activities are permitted if sponsored by a GRF recognized organization or GRF. Children must be supervised at all times at any event.

### Reservations

1. All facility reservations are made through the Recreation Department.
2. All reservations require a Rental Agreement.
3. The GRF may block out facilities at any time for scheduled maintenance or for a GRF hosted event.
4. Reservations may be made by GRF recognized organizations beginning the last week of August and anytime thereafter for the following calendar year. Priority for reservation requests are based on the following:
  - A. Previous years history of use
  - B. Size and purpose of the event
  - C. Availability
5. ~~Residents~~Members and Lessees may request reservations for facilities a maximum of six (6) months in advance. ~~Residents~~Members and Lessees may only request dates for January-March six months in advance if those facilities were not reserved the prior year by a GRF recognized organizations. This provides GRF recognized organizations the opportunity to renew their rentals for the upcoming calendar year prior to residents booking these spaces for private functions.

6. Members and Lessees, ~~Residents~~ and GRF recognized organizations must provide the Recreation staff with detailed information regarding the set-up of their event. The set-up includes information about the number of tables and chairs, the desired configuration for the tables and chairs, information regarding audio and video presentation needs and any other equipment or layout information that will be required. Set-up information must be submitted a minimum of two (2) working days in advance of the event. No changes can be made unless received one (1) working day in advance of the event from the responsible person named in the Rental Agreement.
7. Decorations should be kept to a minimum. The use of staples, tacks, nails and glue to affix decorations to facilities is prohibited. All decorations must be removed immediately following the event. No decorations or signage can be attached to acoustical panels located throughout the clubhouse facilities.
8. Indoor Clubhouse furniture and equipment must not be taken outside or moved from one room to another.
9. Equipment, food, and beverages cannot be stored in community facilities prior to or following an event unless previously authorized by GRF staff.
10. All use of community facilities must comply with applicable federal, state and local laws and regulations, and with all applicable GRF Bylaws, Policies, Rules, and Procedures.
11. Each GRF recognized organization will be limited to one December clubhouse reservation. This does not apply to the regular meetings of service clubs.

### **Cancellation**

Facility reservations are subject to cancellation by the GRF. The Director of Mutual Operations & Trust Maintenance or the Resident Services Director or their designee may cancel a reservation when deemed necessary for maintenance issues or other unforeseen emergencies.

Cancellations by ~~residents~~ Members, Lessees and GRF recognized organizations must be in writing. Late cancellations by ~~residents and organizations~~ that have already been set-up by Custodial staff will result in a cancellation fee for staff hours put into the set-up. Fees will be based on the rates for set-ups in effect at the time.

### **Fees**

All fees are approved by the GRF Board of Directors and are subject to periodic review. A list of current fees is available from Recreation Services and will be provided to Members upon request.

1. ~~Rossmoor residents~~ Members and Lessees may reserve GRF community facilities for private functions. Rentals ~~by residents~~ are charged a rental fee. Rental fees are billed at the rate in effect at the time the reservation is confirmed. GRF recognized organizations are not charged a fee for rental of GRF community facilities.
2. Private rentals ~~by residents and rentals by GRF recognized organizations~~ that require GRF staff time to set-up the room and operate the audio/video equipment will be charged a set-up fee. Set-up fees are billed at the rate in effect at the time the reservation is confirmed.
3. Reservations typically end by 11:30 p.m. Reservations lasting beyond 11:30 p.m. will be subject to additional staffing fees based on the rate in effect at the time the reservation is confirmed. No reservation may last beyond 2:00 a.m.
4. A cleaning fee will be charged to ~~Residents or Clubs that do not leave facilities if facilities are not left~~ in a clean orderly fashion at the conclusion of ~~their~~ the reservation. Cleaning fees are billed at the rate in effect at the time the reservation is confirmed.
5. A late fee will be charged for ~~residents or GRF recognized organizations~~ rentals that exceed the time limit for their reservation. Late fees are billed at the rate in effect at the time the reservation is confirmed.

### Occupancy

It is understood that current posted Contra Costa County Fire District room occupancy limits are not to be exceeded. If the maximum occupancy is exceeded, GRF staff will notify renters of the need to reduce the number of attendees and may cancel an event that continues to exceed the posted limits.

### Cleanup

All community facilities, including kitchens, must be vacated and all personal property and equipment removed at by the exact time designated on the rental agreement form. Users who exceed this time are subject to a late fee. All rooms, including the kitchen, must be left in a clean and orderly condition. All refuse must be removed from the clubhouse and properly deposited in the outside refuse containers. If special cleanup by GRF staff is required, or if there is damage to the equipment or facilities, the renter will be billed accordingly. Particular care should be given to insure that all appliances and lights are turned off before leaving.

Authority: Policy

4/30/98

3/28/02 Rev.

9/26/13 Rev.

Subject: Guest Usage Policy

Purpose: To Establish Guidelines for Use of Trust Facilities by Guests

For purposes of this Policy the term "Guest" refers to non-Members, not registered with GRF as either a Lessee (P104.1.2), or Domestic Employee, as set forth below. The Golden Rain Foundation's programs, services and facilities are intended primarily for use by GRF Members as defined in the Bylaws, either individually or as members of Rossmoor clubs and organizations. The Foundation supports a policy of accommodating ~~guests~~ Guests accompanied by their Member host when their presence does not interfere with Members' use of facilities.

~~For purposes of this Policy the term "Guest" refers to non-Members, not residing in Rossmoor.~~

- ~~1. Guest privileges are intended by the Foundation to enhance family and friendship relationships. s must be accompanied by a Member host at all times, unless otherwise specifically provided for elsewhere by Policy, Rules, or Procedures.~~
- ~~2. Guests may be limited to a number of days or excluded for specific days or portions thereof, from any programs, services or facilities if it is determined by in order to ensure adequate access to Members, at the discretion of GRF that Guest usage may interfere, or is inconsistent, with Member usage, or is unduly demanding or detrimental to the program, service or facility. A list of such limitations, if any, will be available from Member Records and provided to Members upon request.~~
- ~~3. Guests must follow all policies, rules and procedures of the applicable program /facility. Members are responsible for making their Guests aware of the Foundation's policies, rules and procedures and for the acts of their Guests.~~
- ~~4. No Guest who is a client, patient, or customer of a Member may use Foundation facilities for professional purposes.~~
- ~~5. Subject to approval of the GRF Board, Guests may be charged a fee for use of, or access to, any program, service or facility on terms and conditions prescribed by the Board. A schedule of such charges will be maintained by Member Records and provided to Members upon request.~~
- ~~5.6. The term Domestic Employee refers to an employee of a Member or Tenant as either a care-giver or housekeeper or similar capacity, whether or not such employee lives with the Member or Tenant full-time. Domestic Employees must be registered with GRF as such, and will be considered to be Guests of the Member, for purposes of access only. Domestic Employees will not be permitted to make use of any amenities or facilities, and must be accompanied by the applicable Member at all times. Domestic Employees may be issued limited access devices subject to the fees and restrictions established by the Board, which are available from Member Records upon request.~~

6.7. Notwithstanding any of the above limitations, exceptions to this Policy may be made by express provisions contained in the applicable Rules for participation and use of any GRF program, service or facility approved by the GRF Board.

Authority: Policy

6/24/04

9/27/07 Rev.

2/24/11 Rev.

10/31/13 Rev.

    /    /17 Rev.

**Member Records Access and Fee Matrix**

CLASSIFICATION	GATE ACCESS	TRANSIT ACCESS	FACILITY ACCESS	AMENITY USAGE	LIMITATIONS	RENEWAL	BASE FEE <sup>1</sup>	ADMIN FEES	POLICY REFERENCES
<b>MEMBER OCCUPANTS</b>									
Owner-Occupant <sup>2</sup>	Yes	Yes	All	All	None	Annual	\$9,000 One-time Membership Fee		Bylaws P102.1.1 P102.1.4 P104.1.1 P304.0
Designated Occupant					Proof of Residency <sup>3</sup>		None		
Co-Occupant									
<b>NON-MEMBER OCCUPANTS</b>									
Tenants	Yes	Yes	All	All	Lessor is Member in Good Standing; Lease Registration and Approval by Mutual	Lease Term	\$X/mo.		P104.1.2 P304.0
Domestic Employees				None	Same as Guest	Annual	\$X		
<b>NON-OCCUPANTS</b>									
Guests	Resident Approval Required	Must be Accompanied by Member at all Times				NA	\$X for each Fitness Center visit in excess of 10 per year		P304.1

<sup>1</sup> Does not include ID/Access Card or Administrative/Processing Fees.

<sup>2</sup>Occupancy is deemed unless Designated Occupant registered or unit is leased.

<sup>3</sup>CA ID Card, recent tax return, recent DMV registration, recent utility bill, current lease, recent pay stub, recent letter from gov't.,

**SUMMARY REPORT**  
**GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS**

**REPORT PREPARED BY:**

Paulette Jones, Senior Manager, Executive Services

**REQUESTED ACTION:**

Approve, as recommended by the President, the following resident member Committee appointments for the terms indicated, effective July 1, 2017:

Aquatics Advisory Committee

Norman P. Gorsuch, Three-Year Term  
Daryl Svoboda, Three-Year Term

Audit Committee

Dwight Walker, Three-Year Term  
Christopher T. Yahng, Three-Year Term

Finance Committee

Della Temple, Three-Year Term  
Gery Yearout, Three-Year Term

Fitness Center Advisory Committee

Barbara Leonard, Three-Year Term  
Virginia Lee Rapp, Three-Year Term  
Sherry S. Smith, Three-Year Term

Golf Advisory Committee

Michael Wener, Three-Year Term

**BACKGROUND:**

As stipulated in the Committee Charters, the President recommends resident member Committee appointments to the Board for approval.

Committee vacancies were announced in the Rossmoor News in May, and residents were invited to apply for appointment to the Committees. The applicants were interviewed recently by the President, the Board representative to the Committees, and the Chairpersons of the Committees. The President, with input from the interviewers, then selected the applicants she recommends for appointment to the Committees for Board approval.

The letters of application of the recommended appointees are attached. The letters of application of those applicants who are not being recommended for appointment are on file in the Board Office and can be seen by the members of the Board who wish to see them.

**ALTERNATIVES AND OPTIONS:**

Approve all, some, or none of the President's recommended resident member Committee appointments.

**SUBSEQUENT ACTIONS:**

The President will announce the names of those she has designated to be the Chairpersons of the resident member Committees.

The approved Committee appointees will begin serving on the Committee they are appointed to effective July 1, 2017, and the Committee Roster will be revised to reflect the approved appointments and then distributed.

The President will send letters to the newly appointed Committee members advising them of their appointment. The President will also send letters to those applicants who were not appointed thanking them for applying and for their interest and to retiring Committee members thanking them for their service on their respective Committee.

Staff will work with Committee Chairmen to orient new Committee members.

**FINANCIAL IMPACT:**

None

**ATTACHMENTS:**

Letters of application from the recommended appointees

**Paulette L. Jones**

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**From:** Norm Gorsuch  
**Sent:** Monday, May 29, 2017 7:54 PM  
**To:** Paulette L. Jones  
**Cc:** Brian Stack  
**Subject:** AAC Vacancies

I have found my three years on the Aquatic Advisory Committee to have been very instructional and productive, particularly with reference to the complete remodeling of the Fitness Center.

There are established relationships and I would like to be considered as a continuing member of the team.

Norman P. Gorsuch

RECEIVED

JUN - 1 2017

June 1, 2017

GRF BOARD OFFICE

Dear Ms. Jones:

I would like to be considered for one of the two open Aquatics Advisory Committee Board Member positions. I and my husband have been Rossmoor residents for almost 5 years but I first experienced Rossmoor's wonderful, vibrant, and exciting community vibe in 2007 as a non-resident member of the Rossmoor Rhythm Review tap club. Based on those early observations, our retiring to Rossmoor in 2012 was an obvious choice for us.

Since moving to Rossmoor, I continue to dance but have explored a number of other interests and activities. Focusing specifically on my Rossmoor Aquatics activities, I've been a regular at water aerobics, I improved my freestyle technique with trainer Rachel's assistance, and I used water exercises for rehabbing my knees after knee replacement surgery. In the fall of 2014, I took the plunge (literally) and joined the Rossmoor Silver Bullets Swim Club. As a member of the club, I've had the pleasure of participating in the Rossmoor Games and coaching several Rossmoor residents enrolled in our Swimming Saves Lives program.

It's so very clear how valuable our Fitness and Aquatics programs are to the physical, social and mental well-being of all Rossmoor residents. I wish to take a more active role in maintaining and enhancing the Aquatics programs so vital to the health and vitality of our community.

Yours very sincerely,



Daryl Svoboda

**Paulette L. Jones**

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**From:** Dwight Walker  
**Sent:** Sunday, May 28, 2017 1:45 PM  
**To:** Paulette L. Jones  
**Subject:** Finance and Audit Committees Interest  
**Attachments:** Dwight Walker Resume 2017.docx

I am interested in being considered for openings on the Finance and Audit Committees. Attached is my resume.

My wife and I moved to Rossmoor a year ago and have marveled at what a terrific community is engendered here. I would like to be able to contribute to keeping Rossmoor strong and perhaps even making it better. One of the ways that I believe I could contribute is through the Finance and Audit Committees. My professional background provides me with relevant experience that I believe would be useful.

Thank you for your consideration,  
Dwight Walker.

## DWIGHT WALKER

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### Summary of Qualifications

Unique combination of public accounting, corporate and operational management responsibilities result in a focused and results-oriented manager. A disciplined leader who inspires loyalty, facilitates team success and strives for high standards of quality. A strategic planner with the interpersonal skills needed to build consensus in keeping people motivated to grow the business. Integrity of the highest degree that instills trust.

### Professional Experience

#### **Entercom Communications 2007-2013 (Retired)**

Vice President/Market Manager—San Francisco  
KOIT/KGMZ/KFOX/KBLX

- Oversaw Sales, Financial, Engineering, Marketing and Brand Management for 4 radio stations in highly competitive San Francisco market.
- Responsible for 100+ employees focused on high performance standards for a publicly traded company.
- Leader of negotiation teams regarding major sports rights-holder contracts, including Oakland Raiders, Oakland A's and San Jose Sharks.

#### **Susquehanna Radio Corp. 1983-2007**

Vice President/General Manager  
KFOG/KSAN Susquehanna Radio - San Francisco

- Built team by recruiting some of the finest radio brand managers and talent in the country.
- Lead efforts to keep San Francisco operations on the forefront of technology to address listener and customer needs.
- Member of negotiation teams regarding major sports rights-holder contracts, including San Francisco Giants, San Francisco 49ers and Golden State Warriors.

Controller

Susquehanna Radio – York, Pennsylvania

- Member of Radio executive team interfacing at the highest levels of corporate management.
- Active part of the corporate acquisition team when stations in San Francisco, Houston, Tampa, Norfolk and Scranton were purchased.
- Worked with operations in Miami, Dallas, Indianapolis, Cincinnati, Atlanta and acquired markets in monitoring and enhancing financial controls, budgeting expertise and operational systems/reporting.

**Ernst & Young** – Harrisburg, Pennsylvania  
**Dorwart, Andrew & Co.** – Lancaster, Pennsylvania

Dwight Walker

Page 2

Public Accounting

- Certified Public Accountant
- Audited companies in a variety of industries including: insurance, education, construction, health care, government and thoroughbred race tracks.

## **Education**

### **Shippensburg University**

Bachelor of Science in Business Administration/Accounting, 1977

### **Stanford University**

#### **Graduate School of Business**

Executive Program for Growing Companies, 1999

### **Professional Designation**

Certified Public Accountant—Pennsylvania, 1979

## **Community Service**

Chair of Rossmoor's Mutual 68 Finance Committee, 2017

Incoming member of Rossmoor's Mutual 68 Board of Directors, 6/2017

Volunteer with AARP Tax Aide Program, 2016-2017

Former Vice Chair of Board of Directors Leadership San Francisco

Former Board of Directors Member San Francisco Chamber of Commerce

Former Chair of Board of Directors Northern California Broadcasters Assoc.

Former President of Tice Valley Oaks Homeowners Assoc, Walnut Creek

## **Rossmoor Social Activities**

Member of Boomers Forever Club

Member of 30s, 40s, 50s Club

Member of Pickleball Club

Member of Trails Club

CHRISTOPHER T YAHNG

Walnut Creek, CA 94595

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MAY 22 2017

GRF BOARD OFFICE

May 17, 2017

Board of Directors  
Golden Rain Foundation  
c/o Ms. Paulette Jones  
Assistant Secretary  
Golden Rain Foundation

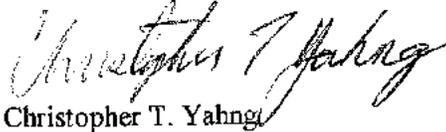
Re: application for Audit Committee

Dear Ms. Jones

Please find enclosed my Curriculum Vitae. Based on this and especially my 6 year experience on the Finance Committee and the Audit committee for two years, I believe I will be able to make a contribution to my community as a member of The Audit Committee of The Golden Rain Foundation Board.

Thank you for your consideration.

Sincerely Yours,



Christopher T. Yahng

**CURRICULUM VITAE  
CHRISTOPHER (CHRIS) YAHNG, CPA (INACTIVE)**

**EDUCATION:** The University of the South, Sewanee, Tn.  
B.A. Economics 1966

Emory University, Atlanta, GA  
M.B.A. Marketing 1968

California State University, Hayward  
Graduate Courses in Accounting and Taxation

**EXPERIENCE:** Collins, Mason & Cote, LLP, Director of Tax

BAYCPA, APC  
(merged into Collins, Mason & Cote in 2006)

1979-1981, manager for a local CPA firm in San Francisco

1976-1979 staff accountant for Hurdman & Cranstoun, CPA's  
(subsequently merged into KPMG)

1970-1976 systems analyst for Crown Zellerbach Corporation,  
San Francisco

1968-1970 United States Army. Sergeant

**COMMITTEES:** AICPA Member of Council

CalCPA Chair, 2005-2006  
1<sup>st</sup> Vice Chair  
Vice Chair  
Member of Executive Committee  
Member of Council  
Member of various state committees  
Chair, East Bay Chapter  
Various chapter officer and board positions  
Member and chair of various chapter committees

Education Foundation of CalCPA  
Member of Board of Trustees

**OTHER:** Community Rotary Club of Oakland  
Past treasurer and member of Board of Directors  
and other committee positions.  
Oakland Rotary Endowment

Past treasurer and member of Board of Trustees  
Lakeview Club of Oakland

Past treasurer and member of Board of Directors  
St. Paul's Episcopal School, Oakland

Past treasurer and member of Board of Directors  
WaSung Service Club

Past president, treasurer and member of Board.  
Greater YMCA of the East Bay, Board of Directors

**Golden Rain Foundation**

2011-2017 Finance committee, chair in 2014-2016  
2 years member of Audit committee

**Paulette L. Jones**

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**From:** Della Temple  
**Sent:** Friday, May 12, 2017 7:00 AM  
**To:** Paulette L. Jones  
**Subject:** Application for Finance Committee GRF  
**Attachments:** FinCom\_GRF\_DellaTemple.docx

Good morning Paulette,

I would like to apply for a position on the GRF Finance Committee. Since moving to Rossmoor a little more than a year ago, I've become involved in various clubs and organizations. Now I'm interested in branching out and offering my time and attention to a cause that affects the whole community. The GRF Finance Committee does just that. Please note my resume (attached) and the qualifications I bring to this group. I believe that my experience in construction development and budgeting is especially relevant and I hope to be an asset to the FinCom team.

Thank you,  
Della Temple

*sent by magical e-fairies on behalf of  
Della Temple*

Della Temple

**Past work and community experience relevant to my interest in GRF's Finance Committee.**

- Accounting Degree from Cal Poly, 1976. Master's Degree, Organizational Leadership, Chapman University, 1999.
- Over 30 years real estate development and construction accounting experience

Commercial Construction Company, Merced, CA  
 Wonderland Hill Development Company, Boulder, CO  
 Boulder Housing Partners, Boulder CO

As CFO/controller responsible for planning, implementing, managing and controlling all financially related activities of the company. Direct responsibility for accounting, finance, forecasting, strategic planning, job costing, legal, property management, deal analysis and negotiations, investor relationships and private and institutional financing.

Wonderland Hill Development Company is the premier cohousing developer in the United States. We often had 2 to 3 cohousing projects in development at any one time, each with a budget in the \$20M range. As CFO, I was responsible for budgeting, forecasting, and investor relations for each project. In conjunction with legal counsel, I was responsible for writing and recording the initial CCRs and Policies for each development. I also worked with each homeowner's group to develop their initial HOA budgets and forecasts.

Boulder Housing Partners is the housing authority for the City of Boulder, Colorado. In my capacity as CFO the most interesting aspect of my work was working with investors and HUD to utilize the Low Income Housing Tax Credit to develop and build affordable housing complexes in the City of Boulder. Each project was a multi-year, multi-tiered partnership between government and private investors requiring knowledge of bond financing, construction accounting, and financial forecasting.

**Responsibilities:**

- Short and long-term strategic and financial forecasting, long range planning and project feasibility analysis
  - Provided timely and accurate development and analysis of budgets, financial trends and forecasts
  - Developed, implemented, and maintained a comprehensive job cost system.
  - Worked with legal team to develop Declaration of Covenants, Conditions and Restrictions (CCRs), HOA Bylaws and Initial HOA Policies for various development projects
  - Worked with contractors and architects to ensure compliance with project bid, plans and specifications. Placed special emphasis on bid compliance with objective of bringing project in on time and within budget
  - Directed Finance & Accounting departments and lead staff meetings and yearly performance reviews.
  - Ensured that effective internal controls were in place and ensured compliance with GAAP and applicable federal, state and local regulatory laws and rules for financial and tax reporting.
- Merced City School Board Member 1989-1994. President of Board 1992-1994. One of five members of the Merced City School Board of Trustees. School population over 11,000 students, budget approximately \$43M.

Moved to Rossmoor in February of 2016.

TO: GRF Treasurer  
FROM: Gery Yearout  
DATE: May 15, 2017  
RE: Statement of interest

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MAY 15 2017

GRF BOARD OFFICE

First of all, I believe in volunteerism, and I think it is particularly important to support the community where I live. I have now learned a tremendous amount about the Mutuels here in Rossmoor, and am anxious to be better informed about GRF. I believe I can be most helpful in the area of financial concerns and am willing to serve on the finance committee. There are many intertwined concerns between the Mutuels and GRF and I am anxious to put my recent experience to good use for our community. I feel the best way to insure the continuity of Rossmoor is to have sound financial management and I would like to support that goal in any way I can.

## Gery Yearout

### ***Experience:***

2015-2017: President Third Walnut Creek Mutual

2013-2017: Projects 40 & 41 Director, Third Walnut Creek Mutual

2002-2012; CEO of Lytton Gardens Senior Communities in Palo Alto;

Responsibilities included management of a large Skilled Nursing sub-acute medical center affiliated with Stanford University, management of a HUD Assisted Living Center, and running of 3 HUD Independent Senior Retirement Communities. Oversaw staff, board and community relationships, and had all maintenance issues report directly to me. We spent years and millions catching up on deferred maintenance.

2007-2012; Executive Vice President of Episcopal Senior Communities;

Responsibilities included development and management of a new HUD senior community in Santa Rosa, as well as direct responsibilities of 5 other Bay area HUD senior communities. Oversaw Reserve analyses, all budgeting, rent increases, and adherence to all city, state, and Federal regulations.

1977-2002; Senior management roles in Massachusetts including Director of Early Intervention Services for a Boston catchment area, Director of New England Rehab Hospital Outpatient, Director of Rehabilitation, Lytton Gardens

**Education;** Connecticut College BS, Columbia University MA in Physical Therapy, University of Zurich, Switzerland and NYU PhD (abd) in Counseling Psychology and Rehabilitation

**Other;** Frequent speaker on Going Green, Mergers and Acquisitions, and Management during times of great change (in the Medical fields)

**Paulette L. Jones**

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**From:** Barbara LEONARD  
**Sent:** Wednesday, May 17, 2017 9:07 AM  
**To:** Paulette L. Jones  
**Subject:** Fitness Center Advisory Committee

Dear Ms. Jones,

I am applying to continue serving on the Fitness Center Advisory Committee. I have been a member of the committee since 2010.

I have seen the Del Valle renovation project from before its beginning, and would like to see it through to its conclusion.

During my time on the Fitness Center Advisory Committee I have been the vice chairperson and the coordinator of the Publicity Subcommittee. I am now a member of the subcommittee for choosing names for the building and its rooms.

I bring experience, background and continuity to the Fitness Center Advisory Committee, and would like to continue serving as a member of this committee.

Sincerely,  
Barbara Leonard

Virginia Lee Rapp

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MAY 25 2017

GRF BOARD OFFICE

May 25, 2017

Paulette Jones, Assistant Secretary  
GRF Board Office

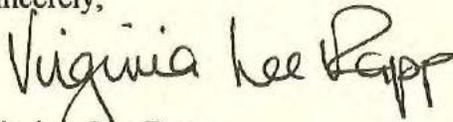
RE: Non-GRF Board Member Opening, Fitness Center Advisory Committee

My first 3-year term as a member of the Fitness Center Advisory Committee (FCAC) ends in June. Serving on this committee has exceeded my expectations and taught me a great deal about the Fitness Center itself, its users, and its value to Rossmoor. In addition, I have gained a greater appreciation for all that is done on our behalf by the Fitness Center staff, its Directors, and the GRF Board of Directors.

I have enjoyed the dynamics of the committee and occasional assignments to sub-committee work with the Aquatics Advisory Committee along with ongoing interaction with the community – often a broadening experience. I would like very much to serve as a member of the FCAC for a second term, not only to see this project through, but for the opportunity to participate in the committee's role of oversight once the Center has reopened.

Thank you for considering this request. I look forward to meeting with you soon.

Sincerely,



Virginia Lee Rapp

**Paulette L. Jones**

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**From:** Sherry Smith  
**Sent:** Tuesday, May 23, 2017 7:34 PM  
**To:** Paulette L. Jones  
**Subject:** Application for FCAC

My name is Sherry Smith, and I am submitting my name for consideration for the Fitness Center Advisory Committee.

My husband and I have lived in Rossmoor for over 14 years. During those years, I have worked out at the fitness center 5 days a week. I have also been a volunteer there for 10 years and have served on the FCAC for the past 3 years, as secretary for the past 2 years. I also served a term on the FCAC shortly after its inception. I am willing to serve as secretary again. I have been an enthusiastic exerciser for 30+years and consider exercise to be a "healthy habit", an important part of my life.

As a member of the FCAC, I feel a responsibility to keep in touch with my fellow exercisers by soliciting their thoughts and feelings about what works and doesn't work for them. Because I am at the fitness center approximately 2-2 1/2 hours per exercise session, and because I've been a volunteer for so long, I think residents are accustomed to seeing me and feel comfortable about approaching me. I have developed an email address list of residents who are willing to respond to requests on behalf of the fitness center as necessary. I am eager to continue and develop these contacts as well as continue to develop relationships with my fellow exercisers. Since I was a strong advocate for many years for a renovated fitness center and participated in the beginning of the Fitness Center Renovation Project as a member of the FCAC, I am also eager to participate in its completion.

Thank you for considering me again for the FCAC. Unfortunately, I will be away June 7-12 and June 15-19, so I will be unavailable for an interview during those times. I truly hope my absences won't jeopardize your consideration of me.

Sherry Smith

May 11, 2017

RECEIVED

MAY 11 2017

Paulette Jones, Assistant Secretary

GRF BOARD OFFICE

GRF Board Rossmoor

Re: Golf Advisory Committee

Dear Members,

I would very much like to become a member of the Golf Advisory Committee. I think most of you know me. I've just finished a three year term as an elected board member of the Rossmoor Men's Golf Club. The first year I served as outreach membership chairman and the last two years as Membership chairman during which time I produced the Golf Clubs' Directory and founded the Disabled Golfers group. I've been a member of the Happy Hackers Golf Club. Currently, I'm a member of the finance committee of Mutual 68. Three years ago, I founded and am president of the Elder Advocate Club of Rossmoor.

Outside of Rossmoor, I'm a volunteer (16 years) of Ombudsman Services of Contra Costa County, Docent Oakland Zoo (15 years), Red Cross Disaster team (10) years, a consultant for the District Attorney's Office(7 years) and the Sheriff's office (12 years).

My interest in serving on this committee is to make sure that everybody in Rossmoor who wants to play golf, no matter a beginner or not, has the opportunity to do so on our beautifully maintained courses. I believe that the committee should see to it that the clubs do everything possible to instill a friendly atmosphere, see to it that the courses are maintained, improved, and not abused. The committee should also support the Pro staff and all the work they do.

Thank you,



Dr. Mike Wener

Agenda Item: 11b  
Subject: Establish Planning  
Committee  
Meeting Date: June 29, 2017

**SUMMARY REPORT  
GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS**

**REPORT PREPARED BY:**

Paulette Jones, Senior Manager, Executive Services

**REQUESTED ACTION/RECOMMENDATION:**

Approve establishing a Board Planning Committee and directing the Policy Committee to develop a Charter for the Committee.

**BACKGROUND:**

The Board, at its meeting on June 13, 2017, approved as a Board goal for 2017-2018 establishing a Planning Committee, which would be comprised of not more than 4 members of the Board. To fulfill that goal, that Board needs to approve establishing the Committee.

**ALTERNATIVES AND OPTIONS:**

Not approve establishing a Planning Committee.

**SUBSEQUENT ACTIONS:**

Approve a Charter for the Planning Committee at the Board's meeting on July 27, 2017.

Approve the appointment of the members to the Planning Committee at the Board's meeting on July 27, 2017.

Announce the Chairman of the Planning Committee at the Board's meeting on July 27, 2017.

**FINANCIAL IMPACT:** None

**ATTACHMENTS:** None

**SUMMARY REPORT  
 GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS**

**REPORT PREPARED BY:**

Paul Donner  
 Director of Mutual Operations

**REQUESTED ACTION/RECOMMENDATION:**

Approve a contract with Oak Park Construction in the amount of \$83,677 to install a new overhead water system in the Hillside Clubhouse to replace the original installation.

**BACKGROUND:**

This project was first proposed in 2016 to correct plumbing issues discovered during a water loss in the HSCH kitchen. In June 2015 a water line ruptured and flooded the kitchen requiring the dry out and ceiling removal of the kitchen. During repair efforts it was discovered that the existing plumbing was in poor condition and in need of replacement. Many areas showed signs of stressed pipe and some areas had been wrapped with tape to prevent leaking. The hot water heater located in the attic was not in accordance with building code requirements posing additional potential for failure. Due to the possibility of a water loss damaging the HSCH Diablo Room wood parquet floor, asbestos ceiling and walls the GRF approved a study and design for replacement of the system.

The new design involves removing the existing pipe in the ceiling and rerouting the pipe to the outside of the building. The exterior pipe will be housed in a decorative molding under the eaves of the building. The water heater will be brought up to code to prevent possible leaks and early failure.

Architectural Networks completed the drawings and Davis Home Pros pulled the permit to ensure no surprise costs would be encountered in the bidding. Staff solicited bids from 5 contractors with two contractors responding. Summary of the bid is as follows:

Davis Home Pros	\$99,124
Oak Park Construction	\$83,677
Hagenbach Const	Did not return phone call
Mark Scott Const	Decline to bid
BCD Company	Declined to bid

**ALTERNATE AND OPTIONS:**

The Board could defer the project. It should be noted that deferral of the project could result in major water damage to the clubhouse.

**SUBSEQUENT ACTIONS:**

If approved by the Board work would begin on the project as soon as it could be scheduled.

**FINANCIAL IMPACT:**

This project is similar to the Gateway Clubhouse overhead pipe replacement project originally presented as part of the 2012 Trust Facilities/Property Maintenance projects budget for 2012. As part of that budget process the Golden Rain Board decided to move the project to the Trust Estate projects. It is recommended that the Hillside project be funded from the Trust Estate Fund based on past Board practice.

The financial impact for the project if approved in total is \$83,677. If approval is granted the total amount spent would reflect the approval amount. Funding would come from the Trust Estate Fund.

**ATTACHMENTS:**

Photo of water damage from 2015

