

# A G E N D A

## POLICY COMMITTEE

REGULAR MEETING  
TUESDAY, DECEMBER 4, 2018, AT 1:30 P.M.  
BOARD ROOM -- GATEWAY COMPLEX

1. MEETING CALLED TO ORDER: Geraldine Pyle, Chairman
2. ROLL CALL: Pyle, Anderson, Coenen, Kelso
3. APPROVAL OF REPORT: Regular meeting of November 6, 2018 (Attachment)
4. RESIDENTS' FORUM
5. CHAIRMAN'S REPORT
6. UNFINISHED BUSINESS
7. NEW BUSINESS
  - a) Review revisions to Audit Committee Charter. (Attachment)
  - b) Review revisions to Policy 302.0, GRF- Approved Organizations. (Attachment)
8. ADJOURNMENT
9. NEXT MEETING: TBD

TO

cc: GRF Board

## POLICY COMMITTEE REPORT

REGULAR MEETING  
TUESDAY, NOVEMBER 6, 2018, AT 1:30 P.M.

A regular meeting of the Policy Committee was convened by the Chair, Geraldine Pyle, at 1:30 p.m. on Tuesday, November 6, 2018, in the Board Room at Gateway Complex.

Present, in addition to the Chairman, were Kenneth Anderson, Barbara Coenen, and Robert D. Kelso. Also attending were Leslie Birdsall, Vice President, and Sue Adams, Stephen D. Roath Directors, GRF; Timothy O'Keefe, CEO; Jeffrey P. Matheson, Director of Resident Services; Maureen O'Rourke, Director of Communications; Deborah Rose, Senior Administrative Assistant, Executive Services; and two residents. Attendance

The Policy Committee's report of its meeting held on October 2, 2018, was approved as written. Report Approved

During the Residents' Forum, Daryl Svoboda wanted to give her thanks to Mary Neff and her analysis of the coupon and figuring out what the Fitness Center's component was and turning that into a fair and equitable solution for the Club. Residents' Forum

The Chairman introduced item 6a of the agenda, consider revisions to Policy 304.1, Guest Usage Policy, and Policy 302.0, GRF-Approved Organizations, to incorporate recommendations from General Counsel for non-resident club member use of Tice Creek Fitness Center. Mr. O'Keefe reviewed the revised Policy attachments. Discussion ensued, and the Committee agreed to complete the review of Policy 304.1 during this meeting with a full review of Policy 302.0 at the next regular meeting of the Policy Committee in December. Policy 304.1 & 302.0

A motion was made by Mr. Kelso, seconded by Mr. Anderson, and CARRIED UNANIMOUSLY to accept the Policy 304.1 as proposed and modified by the Attorney with the noted changes as follows: Remove the phrase "Except as otherwise specified herein", remove the "\$10" amount noted in Section #5 and replace with "as specified in the fee schedule", replacing the term "Visiting Club Member" with "Non-Resident Club Member", and adding the sentences "The Non-Resident Club Member fees are payable in advance of every month. Non-Resident Club Member fees are non-refundable." at the end of the second paragraph within Section #5. Policy 304.1

The Chairman introduced item 7a of the agenda, consider revisions to Policy 602.0, The Rossmoor Television Channel, to provide for streaming of Channel 28 content on the internet. Ms. O'Rourke provided an overview of this Policy revision. Discussion followed. Policy 602.0

A motion was made by Mr. Kelso, seconded by Ms. Coenen, and CARRIED UNANIMOUSLY to recommend that the Board approve the revisions to Policy 602.0 with the following edits of taking out "bi" of "bi-partisan" in paragraph 3 and changing paragraph 4 by removing

“advertising from” and replacing with “acknowledgement of”.

The Chairman introduced item 7b of the agenda, consider recommendation to revise Policy 502.1, Flyers and Petitions, to add language concerning active petitioning on GRF property. Mr. Matheson provided an overview of the Policy revisions. Discussion followed. Policy 502.1

A motion was made by Mr. Anderson, seconded by Mr. Kelso, and CARRIED UNANIMOUSLY to recommend that the Board approve the revised Policy 502.1, as presented.

The Committee gave direction for Mr. O’Keefe to revise Policy 302.0, GRF-Approved Organizations, by removing any language indicating “grandfathering” and to include language that if there is a waiting list to join the Club, then residents have priority over non-residents, and to bring the proposed Policy revisions back to the next regular meeting of the Policy Committee in December. Policy 302.0 Revision

The Chairman announced that the next regular meeting of the Policy Committee will be held on Tuesday, December 4, 2018, at 1:30 p.m. in the Board Room at Gateway Complex. Next Mtg. 12/4/18

There being no further business to come before the Committee, the meeting was adjourned at 2:41 p.m. Adjournment

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Geraldine Pyle, Chairman  
Policy Committee

dr

Meeting Date: December 4, 2018

**SUMMARY REPORT  
GOLDEN RAIN FOUNDATION  
POLICY COMMITTEE**

**REPORT PREPARED BY:**

Tim O'Keefe, CEO

**REQUESTED ACTION/RECOMMENDATION:**

Consider approval of Audit Committee Charter.

**BACKGROUND:**

The Audit Committee recently formed a sub-committee to review the role and functions of the Audit Committee. The Audit Committee unanimously approved the recommended changes to the Charter at their November 11, 2018 meeting following a review by GRF's legal counsel.

**ATTACHMENTS:**

Attachment 1: Audit Committee Charter 12-6-12.pdf

Attachment 2: Audit Committee Charter Redlined DRAFT 11-29-18.pdf

Attachment 3: Audit Committee Charter Redlined PROPOSED 11-29-18.pdf

|                                 |  |
|---------------------------------|--|
| <b>CRITERIA</b>                 | Project:   |
| <b>Financial Impact</b>         | NA   |
| <b>Operational Efficiencies</b> | NA   |
| <b>Dependencies</b>             | NA   |
| <b>Subsequent Actions</b>       | If approved by the Policy Committee, the Charter would be submitted for approval by the GRF Board of Directors.                          |
| <b>Alternatives/Options</b>     | The Committee could modify, reject or return the Charter to the Audit Committee for further consideration.                               |
| <b>Time-Frame</b>               | NA   |
| <b>Advantages/Benefits</b>      | The Audit Committee believes that the revised Charter better reflects the role of the Committee as an advisor to the Board of Directors. |
| <b>Disadvantages/Risks</b>      | The role of the Audit Committee is expanded, which may or may not make it more difficult to recruit Committee members in the future.     |

**Attachment 1****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 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, 2012.

## AUDIT COMMITTEE CHARTER

## GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS

Draft: November 8, 2018

MISSION

The mission of the Audit Committee is to oversee financial reporting, risk management, and audit functions for the Golden Rain Foundation.

ORGANIZATION AND MEMBERSHIP

The Committee shall consist of not less than five ~~(5)~~ nor more than seven ~~(7)~~ GRF members. ~~Four to six (4 to 6)~~ All Committee members shall be ~~non-GRF Board members, all~~ nominated by the GRF Board President and approved by the GRF Board. ~~The GRF Treasurer~~ One of the members shall be the ~~additional member with GRF Treasurer, without vote and, who shall~~ also serve as the GRF liaison.

The Committee shall not include GRF employees or management. All members of the Committee shall be subject to GRF Policy 201.2, Conflicts of Interest, and Policy 201.5, Code of Conduct and Ethics, and such other policies as are made applicable to Committee members by the Board.

Applicants for vacant positions on the Committee shall submit applications to the GRF Assistant Secretary and shall be interviewed by the GRF President, the GRF Liaison, and the Committee ~~Chairperson~~ Chair. If the ~~Chairperson~~ Chair 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~~ Chair, to serve a one-year term, effective July 1 of the appointment year.

~~The non-GRF Board~~ At least one Committee members ~~member~~ shall have financial expertise which shall include but not be limited to an understanding of generally accepted accounting principles, financial statements, and financial reporting through prior work as a principal financial officer, principal accounting officer, controller, certified public accountant, or auditor or through other relevant experience.

The members of the Committee who are not members of the GRF Board shall be appointed to staggered three-year terms, as required to fit their number. Terms shall begin July 1 of their appointment year. ~~Should~~ If a vacancy ~~occurs~~ occurs among ~~the non-GRF Board~~ these Committee members who are not

members of the GRF Board, 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~~ advises the GRF Board in ~~monitoring~~ fulfilling the Board's responsibility to oversee the integrity of ~~the Foundation's~~ Foundation's financial ~~statements, the effectiveness of its internal controls, and~~ reporting process, the qualifications and performance of the ~~Foundation's independent auditor. Through the~~ external auditor, the effectiveness of the Foundation's system of internal controls, and its compliance with laws and regulations.

#### The Committee shall:

Annually assess the performance, independence, and cost of the Foundation's independent ~~audit process,~~ the Committee will also have oversight external auditor 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 for its approval renewal of Directors the appointment of the that independent external auditor or retention of another independent external auditor ~~who will examine GRF's~~ to audit the Foundation's financial statements, accounts, and internal controls, and to provide such other compliance services as are required by ~~state and federal tax and state laws and 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.~~
- Before the start of each year's audit, review with the independent external auditor the scope and planning for the audit and make recommendations to the independent external auditor and the GRF Board as appropriate.
- Upon completion of the audit, review and discuss with the independent external auditor any material risks and weaknesses in the Foundation's internal controls that the independent external auditor may have identified, any restrictions that may have been placed on the scope of its activities and access to information that it requested, the conclusions it reached as to the adequacy of the Foundation's accounting and financial reporting process, and any recommendations that it may propose.
- Determine whether to accept the results of the independent external audit, report to the GRF Board on the Committee's activities, and recommend approval or rejection of the audit results.
- Review the corrective actions that are implemented to address issues identified in the required communication and management letter.
- Review compliance with the GRF's conflict of interest and whistleblower policies and anti-fraud program.
- Review with management and the Board the adequacy and effectiveness of the Foundation's internal controls and its risk management framework. Risk management involves the identification and assessment of key potential risks (such as financial errors or frauds, threats to information technology security and data, legal liabilities, accidents, and natural disasters).
- Periodically review audit-related policies

#### AUTHORITY

The Committee reports directly to the GRF Board. As it deems necessary, the Committee may recommend to the GRF Board the hiring of outside counsel or other advisors or consultants. The Committee will have reasonable access to all Foundation books, records, data, policies, procedures, and personnel as necessary to carry out its responsibilities.

#### PROCEDURES

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

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

The Committee shall recommend to the GRF Board to pre-approve any non-audit services to be requested of the independent external auditor after determining whether these services would impair the auditor's independence.

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~~ sessions with the GRF's Chief Executive Officer, Chief Financial Officer, and if applicable legal counsel regarding the effectiveness of the ~~Committee.~~ Foundation's risk management

The Committee ~~may~~shall meet ~~for such additional purposes as it considers~~ often as it determines necessary or appropriate to fulfill its responsibilities, but no fewer than twice annually – once to review the audit plan and once to review the audited financials, financial irregularities, internal control failures, and other matters. The Committee will keep minutes of its meetings.

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

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

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

ADOPTED BY THE GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS, AS REVISED, ON ~~DECEMBER 6,~~ 2012.

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## AUDIT COMMITTEE CHARTER GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS

*Draft: November 8, 2018*

### MISSION

The mission of the Audit Committee is to oversee financial reporting, risk management, and audit functions for the Golden Rain Foundation.

### ORGANIZATION AND MEMBERSHIP

The Committee shall consist of not less than five nor more than seven GRF members. All Committee members shall be nominated by the GRF Board President and approved by the GRF Board. One of the members shall be the GRF Treasurer, without vote, who shall also serve as the GRF liaison.

The Committee shall not include GRF employees or management. All members of the Committee shall be subject to GRF Policy 201.2, Conflicts of Interest, and Policy 201.5, Code of Conduct and Ethics, and such other policies as are made applicable to Committee members by the Board.

Applicants for vacant positions on the Committee shall submit applications to the GRF Assistant Secretary and shall be interviewed by the GRF President, the GRF Liaison, and the Committee Chair. If the Chair 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 Chair, to serve a one-year term, effective July 1 of the appointment year.

At least one Committee member shall have financial expertise which shall include but not be limited to an understanding of generally accepted accounting principles, financial statements, and financial reporting through prior work as a principal financial officer, principal accounting officer, controller, certified public accountant, or auditor or through other relevant experience.

The members of the Committee who are not members of the GRF Board shall be appointed to staggered three-year terms, as required to fit their number. Terms shall begin July 1 of their appointment year. If a vacancy occurs among these Committee members who are not members of the GRF Board, the replacement shall serve out the term of the vacating member.

### RESPONSIBILITIES

The Committee advises the GRF Board in fulfilling the Board's responsibility to oversee the integrity of Foundation's financial reporting process, the qualifications and performance of the independent external auditor, the effectiveness of the Foundation's system of internal controls, and its compliance with laws and regulations.

The Committee shall:

- Annually assess the performance, independence, and cost of the Foundation's independent external auditor and recommend to the GRF Board for its approval renewal of that independent external auditor or retention of another independent external auditor to audit the Foundation's

financial statements, accounts, and internal controls and to provide such other compliance services as are required by federal and state laws and regulations and by the retirement plans.

- Before the start of each year's audit, review with the independent external auditor the scope and planning for the audit and make recommendations to the independent external auditor and the GRF Board as appropriate.
- Upon completion of the audit, review and discuss with the independent external auditor any material risks and weaknesses in the Foundation's internal controls that the independent external auditor may have identified, any restrictions that may have been placed on the scope of its activities and access to information that it requested, the conclusions it reached as to the adequacy of the Foundation's accounting and financial reporting process, and any recommendations that it may propose.
- Determine whether to accept the results of the independent external audit, report to the GRF Board on the Committee's activities, and recommend approval or rejection of the audit results.
- Review the corrective actions that are implemented to address issues identified in the required communication and management letter.
- Review compliance with the GRF's conflict of interest and whistleblower policies and anti-fraud program.
- Review with management and the Board the adequacy and effectiveness of the Foundation's internal controls and its risk management framework. Risk management involves the identification and assessment of key potential risks (such as financial errors or frauds, threats to information technology security and data, legal liabilities, accidents, and natural disasters).
- Periodically review audit-related policies

#### AUTHORITY

The Committee reports directly to the GRF Board. As it deems necessary, the Committee may recommend to the GRF Board the hiring of outside counsel or other advisors or consultants. The Committee will have reasonable access to all Foundation books, records, data, policies, procedures, and personnel as necessary to carry out its responsibilities.

#### PROCEDURES

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

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

The Committee shall recommend to the GRF Board to pre-approve any non-audit services to be requested of the independent external auditor after determining whether these services would impair the auditor's independence.

The Committee will conduct sessions with the GRF's Chief Executive Officer, Chief Financial Officer, and if applicable legal counsel regarding the effectiveness of the Foundation's risk management

The Committee shall meet as often as it determines necessary or appropriate to fulfill its responsibilities, but no fewer than twice annually – once to review the audit plan and once to review the audited financials, financial irregularities, internal control failures, and other matters. The Committee will keep minutes of its meetings.

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

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

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

ADOPTED BY THE GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS, AS REVISED, ON

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Meeting Date: December 4, 2018

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

**REPORT PREPARED BY:**

Jeff Matheson, Resident Services Director

**REQUESTED ACTION/RECOMMENDATION:**

Consider recommendation to amend Policy 302.0, GRF-Approved Organizations, to comply with recent revisions to Policy 304.1, Guest Usage Policy.

**BACKGROUND:**

The Golden Rain Foundation recognizes and provides certain benefits to member organizations that meet certain criteria. The main benefit is access to GRF facilities at no cost beyond set-up fees. Part of the criteria to be recognized is that the member organization may not have more than 20% of its membership be non-residents.

In 2014, the Policy was amended to require member organizations whose primary function involves the use of GRF facilities such as the Fitness Center, golf course, workshops, tennis courts, etc., to have 100% of their members be GRF members. Existing non-resident members of these clubs were grandfathered.

At this time clubs using the tennis courts, pickleball courts, gardens, and workshops, do not allow non-resident membership into their organizations. Some clubs, however, that reserve space at the Fitness Center still has non-resident members. Attached is a copy of Policy 302.0 with some suggested edits to address this issue and to make Policy 302.0 comply with revisions to Policy 304.1 that are under consideration.

Currently, compliance with Policy 302.0 requirements to be a recognized club is done through the Recreation Department. Clubs must submit a full roster with the name and address of each member. Staff reviews the rosters to verify the organization does not have more than 20% non-residents. Each organization must also submit proof of insurance and the names of the officers.

**ALTERNATIVES AND OPTIONS:**

The Policy Committee may amend the language.

**ATTACHMENTS:**

Policy 302.0 with recommended amendments in redline.

Subject: GRF-Approved Organizations

Purpose: To Establish Guidelines, Procedures, and Rules to Assist Residents in Forming and Maintaining Organizations Formally Recognized by GRF

Resident organizations that meet the criteria below are recognized by GRF as “Rossmoor Organizations” (the “Organizations”) and thus are permitted use in their own name of the community facilities and services and other special privileges. It is the intent of the GRF Board that such privileges be afforded almost exclusively to Members of the Golden Rain Foundation, as defined in the GRF Bylaws. Any person lawfully on GRF property who is not a Member of GRF, is a Guest and therefore subject to the requirements of Policy 304.1 (Guest Usage), regardless of membership status in a Rossmoor Organization.

Although recognized Rossmoor Organizations are afforded special status and privileges by GRF, such organizations are entirely independent of and not under the control of or affiliated entities of GRF and therefore GRF assumes no liability for their acts, whatsoever.

A. In order to be considered a Rossmoor Organization, the following requirements must be met:

1. Must hold a minimum of 4 ~~functions~~meetings per year
2. Must have a minimum membership of 80% Rossmoor residents unless otherwise exempted from this requirement by specific policy/rule approved by the GRF Board. Upon failing to meet this requirement, a Rossmoor Organization may be required to become compliant within six months of notice given by GRF in order to retain status as a Rossmoor Organization
3. If the Organization’s primary function involves use of GRF sports, fitness, aquatics, or workshop facilities including but not limited to golf courses, lawn bowling, table tennis, bocce, swimming pools, ~~Tice Creek~~~~Del Valle Clubhouse~~/Fitness Center, tennis courts, ceramics, woodworking, lapidary, sewing, billiards/pool, or Gardens. it may ~~only~~~~not~~ admit non-GRF Members into the Organization’s membership to the extent the participation by the non-GRF Member does not interfere with GRF members’ participation in the club or use of the above listed facilities. ~~Members of Organizations who are not also Members of GRF as of the initial date of adoption of this requirement shall be exempt from this requirement (i.e. grandfathered).~~
4. Governing documents must incorporate GRF’s Policies, Rules and Procedures by reference and require compliance therewith as a condition for membership in the Organization through inclusion of a statement substantially similar to the following in the Organization’s governing documents or by resolution:

***“The Rules, Policies and Procedures of the Golden Rain Foundation of Walnut Creek, including the GRF Guest Policy, are hereby incorporated by reference into the rules for membership in this Organization, and compliance therewith is expressly made a requirement for membership.”***

5. May not advertise events to the general public or through media in general circulation outside of Rossmoor
6. Must provide to the GRF Recreation Department annually by January 15<sup>th</sup>:
  - a. proof of liability insurance coverage comparable to that of the Activities Council policy, unless coverage is obtained through the Activities Council, and
  - b. a written declaration signed by an officer of the Organization that the Organization is in compliance with all applicable requirements set forth in this Policy, and
  - c. a current membership roster, and
  - d. a list of current officers including contact information for the chairman/president, who shall be a Rossmoor resident, unless otherwise expressly permitted by GRF. Such permission is subject:
    - 1) to receipt of a letter on club/organization letter head directed to the GRF CEO requesting exemption from this provision, and
    - 2) approval by the GRF Board of the requested exemption.

Any Organization providing a false declaration or not meeting the above requirements may have its approved status suspended or other sanctions imposed by GRF.

- B. The following requirements must be met for an Organization to become recognized by GRF:
  1. A resident must sponsor the Organization by written request to the Recreation Department stating:
    - a. the purpose; and
    - b. membership requirements; and
    - c. names and addresses at least 20 residents interested in joining
  2. Within ten (10) working days of receipt of the request in Section B.1., the Recreation Department shall confirm that:
    - a. the proposed Organization is not a duplicate of an existing Organization, and

- b. the proposed purpose and membership requirements do not conflict with any laws or the Rules, Policies and Procedures of GRF, and
    - c. the stated purpose and activities of the proposed Organization have the potential to enrich and/or benefit the community.
  3. Upon satisfactory findings, the Recreation Department shall issue the sponsor a 60-day "Conditional Approval" to form an Organization, which permits the Organization to use community facilities as a Rossmoor Organization.
  4. If the findings do not justify the establishment of a new Organization, the resident applicant shall be promptly notified in writing by the Recreation Department, and may appeal the decision in writing to the Policy Committee, which shall review the application and written appeal and render its decision to the applicant in writing. If the Committee also denies the application, the applicant may appeal the decision to the Board of Directors, whose decision shall be final.
  5. To obtain final approval as a Rossmoor Organization, the Organization shall, within 60 days of receipt of the notice of conditional approval, provide a copy of the adopting resolutions by the Organization and of the governing documents which must comply with the requirements in Section A above.
  6. Upon satisfactory completion of the above requirements, the Recreation Department shall provide written notice that the organization has been approved as a "Rossmoor organization", with copies to the Activities Council, the Rossmoor News, and the Reservation Office.
- C. "Open" or "drop-in" events at sports and fitness facilities, defined as periods when participation is not limited to any particular club or organization but is available to all GRF members and guests, are not to be considered as sponsored by any club or Organization.

Authority: Policy

8/31/95

5/29/03 Rev.

9/29/05 Rev.

8/28/14 Rev.