

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Regular Meeting of the Board Agenda Package

January 14, 2014

PUBLIC COPY

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AMENDED AGENDA

The posted agenda has been amended to add Item H-2.

**BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT**

REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

**Tuesday, January 14, 2014
7:00 p.m.**

A. ORGANIZATION

1. CALL TO ORDER: 7:00 p.m.
2. ROLL CALL: Directors Casey, Coletta, DeMarco, Kahlert,
President Maynard
3. PLEDGE OF ALLEGIANCE
4. PRESENTATIONS
 - a. President Michael Maynard (2013) State of the District Address.
5. ELECTION OF OFFICERS

B. ADDITIONS TO AGENDA - None

In accordance with Section 54954 of the Government Code (Brown Act), action may be taken on items not on the agenda, which was distributed, if:

A majority of the Board determines by formal vote that an emergency exists per Section 54956.5 (for example, work stoppage or crippling disaster which severely impairs public health and/or safety); or

Two-thirds (2/3) of the Board formally votes or, if less than 2/3 of members are present, all of the Board members present vote, that there is a need to take immediate action, which arose after the agenda was posted.

C. PUBLIC FORUM

Any person may address the Board of Directors at this time upon any subject within the jurisdiction of the Rossmoor Community Services District; however, any matter that requires action may be referred to Staff at the discretion of the Board for a report and action at a subsequent Board meeting.

D. REPORTS TO THE BOARD -None

E. CONSENT CALENDAR

1. MINUTES:

a. Regular Meeting of December 10, 2013.

b. Special Meeting of December 17, 2013

2. NOVEMBER 2013 REVENUE AND EXPENDITURE REPORT.

Consent items are expected to be routine and non-controversial, to be acted upon by the Board of Directors at one time. If any Board member requests that an item be removed from the Consent Calendar, it shall be removed by the President so that it may be acted upon separately.

F. PUBLIC HEARING-None

G. RESOLUTIONS

1. RESOLUTION NO. 14-01-14-01 LIST OF OFFICIALS AUTHORIZED TO TRANACT BUSINESS WITH THE DISTRICT'S BANKS AND OTHER FINANCIAL INSTITUTIONS.

ORDINANCES

1. ORDINANCE NO. 2014-01 ADOPTING RULES AND REGULATIONS FOR THE ADMINISTRATION, OPERATION AND USE OF FACILITIES AND SERVICES (SECOND READING).

H. REGULAR CALENDAR

1. PUBLIC REPORT ON ACTION AND VOTE FOR EACH MEMBER.

2. DISCUSSION AND POSSIBLE ACTION REGARDING LOCATION AND PLACEMENT OF SOUTHERN CALIFORNIA GAS SMART METERS WITH THE DISTRICT.

1. GENERAL MANAGER ITEMS

This part of the Agenda is reserved for the General Manager to provide information to the Board on issues that are not on the Agenda, and/or to inform the Board that specific items may be placed on a future Agenda. No Board action may be taken on these items that are not on the Agenda

J. BOARD MEMBER ITEMS

This part of the Agenda is reserved Board members to discuss issues that are not on the Agenda, and/or to request that specific items be placed on a future Agenda. No Board action may be taken on these items that are not on the Agenda.

K. CLOSED SESSION-None

L. ADJOURNMENT

It is the intention of the Rossmoor Community Services District to comply with the Americans With Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the District will attempt to accommodate you in every reasonable manner.

Please contact the District Office at (562) 430-3707 at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.


Pursuant to Government Code Section 54957.5, any writing that: (1) is a public record; (2) relates to an agenda item for an open session of a regular meeting of the Board of Directors; and (3) is distributed less than 72 hours prior to that meeting, will be made available for public inspection at the time the writing is distributed to the Board of Directors.

Any such writing will be available for public inspection at the District offices located at [3001 Blume Drive, Rossmoor, CA 90720](#). In addition, any such writing may also be posted on the District's web site at www.rossmoor-csd.org.

CERTIFICATION OF POSTING

I hereby certify that the attached Agenda for the January 14, 2014, 7:00 p.m. Regular Meeting of the Board of Directors of the Rossmoor Community Services District was posted at least 72 hours prior to the time of the meeting.

ATTEST:



JAMES D. RUTH
General Manager

Date 1/10/2014

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4

Date: January 14, 2014
To: Honorable Board of Directors
From: General Manager
Subject: PRESENTATIONS FOR MEETING OF JANUARY 14, 2014

RECOMMENDATION:

Receive presentations.

BACKGROUND:

The report reflects the order of presentations for your Regular January Meeting of the Board.

- a. Board President Michael Maynard re: 2013 State of the District Address.

ATTACHMENTS:

1. 2013 State of the District.



ROSSMOOR COMMUNITY SERVICES DISTRICT
3001 BLUME DRIVE, ROSSMOOR, CA 90720 / (562) 4303707 / FAX (562) 431-3710

STATE OF THE DISTRICT

2013

Presented By:

Michael Maynard, Board President
Rossmoor Community Services District

Calendar year 2013 began with a spirit of optimism. The doldrums of the previous years' economies had begun to dissipate. Homes in Rossmoor were once again being marketed for sale and there was a marked increase in home renovations. This, of course bode well for the District's revenue stream from property taxes; nonetheless, the District's budget continued to reflect a conservative approach to spending.

The first major indication of changes in the government economy was a more robust outlook from the State's budget office in their May Revised report which showed an increase in overall revenue for the first time in several years. The legislature then adopted a budget that was passed on time and without the acrimony of past years.

Orange County, however, was dealt a financial blow by court decisions which affirmed a huge loss in property taxes due to the State's taking of Vehicle in Lieu Funds (VLF); funds which, had they been transferred to the County's General Fund, would have been safe from the takeaway. The County also lost a court decision regarding their attempt to take back pension benefits awarded on a retroactive basis. Overall, County finances point to reductions, in both employees and services, neither of which have yet to be experienced by Rossmoor.

Once again, the District received an unmodified audit for FY 2012-2013—the highest possible rating. The audit included a finding that there was a substantial reserve in Fund 30, the District's Wall Fund. The required reserve for the fund is \$47,000 with the actual reserve amounting to \$173,145. The District's Auditor agreed with management's response to utilize those excess funds for necessary repairs to the wall. The Board concurred and repairs are now underway.

The District's Capital Improvement Program (CIP) focused on one minor and one major project. The Auditoriums HVAC system was upgraded, replacing all of the heating units and external air conditioning compressors not previously replaced. This completed the upgrade to the entire system.

The major project undertaken was the rehabilitation of the Rush Park Playground (Tot Lot) to comply with both new safety and ADA (accessibility) requirements. The project was completed at the end of year with new equipment, surfacing and new sand. This project brings all of the District's playgrounds into full compliance with the new regulations.

Another capital project of much lesser proportions, but of a high significance was the installation of Rossmoor signage at the three main corners of the Rossmoor Village Shopping Center. While the immediate threat of the taking of the Center by the City of Los Alamitos has abated for now, the District's Board of Directors felt that creating a Rossmoor identity for what has been termed the "fourth

corner” was an essential component for retention of the block bordered by Katella Ave, Wallingsford, Los Alamitos Blvd. and Hedwig Rd. within the boundaries of Rossmoor. The Rossmoor sign at Hedwig Rd. and Los Alamitos Blvd. has been installed, the sign at Wallingsford Rd. and Katella Ave. is almost finished and the sign at Katella Ave .and Los Alamitos Blvd. is in final design.

Rossmoor is also celebrating its third year as a designated “Tree City USA” by the Arbor Day Foundation. In order for a community to receive such a designation, strict standards must be adhered to in the management and preservation of trees located in its parks and parkways.

The community’s Urban Forest continues to be a major priority for the Board and the residents of Rossmoor. Work continues in the planting and maintenance of over 5,000 trees. One area containing a number of vacant parkway tree sites was around the perimeter of the community’s four elementary schools. Because of the lack of water and resources to maintain newly planted trees, the District discontinued planting new trees due to their low survival rate. This year, the District met with the School District in an attempt to reinstate tree planting at these sites. Utilizing the District’s Sapling Watering Program in partnership with School District Personnel, has made it possible to plant and care for new perimeter parkway trees as soon as construction is completed at each elementary school site.

In years past, the District’s Board and staff were heavily engaged in matters of governance. Based on what was considered flawed analyses by the Orange County Local Agency Formation Commission’s (LAFCO) consultants, the District undertook its own analysis of the true costs and revenues for services provided to Rossmoor by the County. After the previous year’s attempts to secure valid data from the County, our determination finally succeeded in yielding reliable financial records as a result of our Public Record’s Requests.

The District then engaged the services of the Harvey Rose Co. to analyze the data and to provide an answer to the question; was Rossmoor a financial drain on the County or was it instead, a donor. The analysis demonstrated a resounding,” YES”, Rossmoor was a donor to County of approximately \$1.3 million dollars. To further validate this finding, the analysis was reviewed by the County’s Budget Manager and their Property Tax Section Manager. Their review resulted in a slight reduction of the donor amount to approximately \$1.1 million dollars, a sizeable difference from what was previously reported by LAFCO as a \$600,000 drain to the County.

Now that the myth of Rossmoor as a financial drain has been dispelled, the District is set to commence its goal of obtaining additional latent powers to provide more direct services to the community at no additional cost to our residents. A major component of that endeavor was the hiring of a new General Manager, Mr. Jim Ruth. He possesses a broad depth and breadth of experience at all levels of local government. As the County’s former CEO, Mr. Ruth has an intimate knowledge of the workings of county government which should prove to be a valuable asset toward the goal of securing latent powers for Sheriffs services, animal care services and refuse collection services.

Efficient and cost effective service delivery to Rossmoor’ residents continues as the mainstay of the District. Each service component is continually examined during the development and approval of the Annual Budget. The District has been able to maintain a balanced budget each year with a modest carryover for the following year. Moreover, with the prudent use of funds not needed for on-going services, the District has been able to create funding capacity for improving its facilities for the use of its

residents. Unlike most local agencies, the District has no unfunded liabilities or debt; operating on a pay-as-you-go basis with a limited staff. Our service delivery system continues to meet or exceed the needs of the community for District services. We have proven that the special district model is a most efficient form of government. The provision of additional services by the District would only enhance that efficiency.

Also during 2013, the services of a valued Board member, Director Jeffrey Rips were lost due to a promotion to the helm of his private employer, the Alpert Jewish Community Center in the City of Long Beach. Mr. Rips felt that he could no longer devote his full attention to his duties as a Director of the District and his resignation was regretfully accepted by the Board. The Board then opted to fill the vacancy by appointment rather than incur the high cost of a special election. After an interview and appraisal of the qualifications of applicants for the position, the Board selected Mr. Tony DeMarco to fill out the remaining term of the Board seat which expires in November of 2016.

As an added service to its residents, the District has served as an advocate for issues not directly under our jurisdiction. A most prominent issue was that of opposing toll lanes as a part of the proposed I-405 Improvement project. In cooperation with our neighboring communities, we were successful in convincing the Orange County Transportation Authority, that toll lanes would result in gridlock at the juncture of the I-405/I-605 with an unnecessary increase in noise, air and light pollution to Rossmoor. While the issue is not entirely resolved, the voice of the community was instrumental in bringing the matter to OCTA's attention.

Always striving to conserve energy and resources—especially its beloved trees, this past summer the District instituted a paperless system for producing its public meeting agendas. In combination with its twelve monthly Board meetings and numerous Committee meetings, valuable resources and costs have been reduced by having the board and staff view agenda packets on iPads via the District's Wi-Fi network during these meetings. The public is able to view the entire agenda packet from the District's website where they also enjoy enhanced access to media and important public information. The District's website continually provides the public with up to date notices and developments. Further residents who join the District's mailing list receive notices and alerts on a real-time basis. Moreover, any resident who wants information on the District's finances can do so by accessing Board Agendas which are updated monthly.

The year ahead is one with strong indications for optimism. The housing market is becoming more robust and with it comes a push for better performance in other sectors of the economy. While the economy is not yet fully recovered from the crises of the recession, continued progress is evident. Though interest rates are a boon to the housing market, investment opportunities are scarce. Therefore, savings and reduction of debt bode well for the future.

In spite of all the turmoil that has been experienced in the last five years, Rossmoor continues to be the model community—best described as “an island of calm and tranquility”. Next year promises to be one of opportunity. All that remains to be said is “carpe diem”; seize the day.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-5

Date: January 14, 2014
To: Honorable Board of Directors
From: General Manager
Subject: ELECTION OF OFFICERS: PRESIDENT, FIRST VICE PRESIDENT
AND SECOND VICE PRESIDENT.

RECOMMENDATION:

That the Board of Directors take the following actions in the order indicated:

1. Election of President - conducted by the General Manager;
2. Election of First Vice President - conducted by the newly elected President; and
3. Election of Second Vice President - conducted by the newly elected President.

BACKGROUND:

District Policy No. 4040, Board Officers and Terms of Office, Section 4040.20 provides that the term for Board Officers shall be one year, and that the elections for these officers shall take place at the first Board meeting in January for the succeeding year. Officers shall serve until their successors are elected.

The current officers are as follows:

Michael Maynard, President

Bill Kahlert, 1st Vice President

Ron Casey, 2nd Vice President

ATTACHMENTS:

1. Policy No. 4040 Board Officers and Terms of Office.

Rossmoor Community Services District

Policy

No. 4040

TERMS OF OFFICE FOR BOARD OFFICERS AND DIRECTORS

4040.10 Board Officers: The officers of the Board of Directors of the Rossmoor Community Services District shall be the President, First Vice-President and Second Vice-President.

4040.11 Term of Office: The term for Board officers shall be one year. Elections for these officers shall take place at the first Board meeting in January for the succeeding year. Officers shall serve until their successors are elected, or they resign, die or illness prevents further service as an officer.

4040.12 Officer Vacancy: If a Director elects to resign as an officer, he/she should immediately send a signed letter of resignation as an officer with an effective date to the General Manager or Board President who upon receipt of the letter will immediately notify all other members of the Board. Announcement of the resignation and replacement of the officer shall be done at the next regular meeting of the Board or as soon thereafter as possible.

4040.20 Board of Directors: The term of office for individual Directors is four (4) years. Normally, two or three Directors are elected in November of even-numbered years, and each Director takes office on the first Friday of December (Cal. Govt. Code section 61042).

4040.21 Director Vacancy: If a Director elects to resign from the Board, he/she should immediately send a signed letter of resignation with an effective date to the President and General Manager who will immediately notify all other members of the Board. At the next meeting any vacancy on the Board created by a resignation, illness or death of a Director will be made public by the General Manager or the President. The Board shall determine if the vacancy is to be filled by a Board appointment or a public election within sixty (60) days of receiving the letter of resignation or the effective date, whichever is later. If a vacancy is to be filled by Board appointment, a Notice of Vacancy is to be posted at least fifteen (15) days before appointment is made at the next Board meeting, and if by election, the General Manager is to notify the Orange County Registrar of Voters within sixty (60) days of the resignation date. If appointment is made, the Registrar of Voters is to be notified within fifteen days (Cal. Govt. Code sections 1780(a) and 61225).

Adopted: December 8, 1993
Amended: October 17, 2000
Approved Renumbering & Format: October 8, 2002
Reaffirmed: March 11, 2003
Amended: April 13, 2004
Amended: First Reading - May 9, 2006
Amended: Second Reading and Approval - August 8, 2006

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1a.

Date: January 14, 2014
To: Honorable Board of Directors
From: General Manager
Subject: MINUTES: REGULAR MEETING OF DECEMBER 10, 2013

RECOMMENDATION:

Approve the Minutes of the Regular Meeting of December 10, 2013 as prepared by the Board's Secretary/General Manager.

BACKGROUND:

The report reflects the actions of the Board at their Regular December 10, 2013 Meeting of the Board as recorded by the Board's Secretary/General Manager.

ATTACHMENTS:

1. Minutes-Regular Meeting of December 10, 2013 Prepared by the Board's Secretary/General Manager.



**MINUTES
BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT**

REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, December 10, 2013

A. ORGANIZATION

1. CALL TO ORDER: 7:04 P.M.

**2. ROLL CALL: Directors Coletta, Casey, Kahlert, DeMarco
President Maynard**

3. PLEDGE OF ALLEGIANCE

At this time President Maynard introduced James D. Ruth to the community as the District's new General Manager. Applause ensued.

4. PRESENTATIONS:

Lieutenant Robert Gunzel with the Orange County Sheriffs Department reported on Third Quarter Crime Statistics for the months of July, August and September of 2013. Discussion ensued relative to unlocked vehicle burglaries involving stolen iPads, PlayStations, GPS devices and third row seats. County-wide theft of third row seats was still the number one crime. Lieutenant Gunzel also reported an attempted commercial burglary at the Original Fish Company Restaurant, various "For Sale" sign thefts and an assault and battery called in by a tow truck driver to report an alleged shooting from someone from the condos shooting at him. However when deputy arrived on the scene the caller was nowhere to be found and there was no evidence.

Discussion ensued relative to crime total comparisons. Director Casey asked why July and August had totals of nine and eight respectively and only one crime was reported in September; he wanted to know if summer months were typically busier. Lt. Gunzel replied that there was no definitive explanation for the wide variation in totals. The report was received and filed.

B. ADDITIONS TO AGENDA-None

C. PUBLIC FORUM:

Rossmoor Homeowners Association President Gary Stewart welcomed the RCSD's new General Manager James D. Ruth. He stated that he looked forward to and productive and cooperative relationship with the District in the future. He also expressed appreciation for the District's recent decision to have an RCSD Board Representative in attendance at the monthly RHA Board

Meetings. He felt that this practice strengthened community bonds and communication between the two organizations.

D. REPORTS TO THE BOARD-None

E. CONSENT CALENDAR

Recommendation to approve the items on the Consent Calendar as submitted.

President Maynard requested that Item E-1a Minutes of the November 12, 2013 Regular Board Meeting be pulled from the Consent Calendar and voted on separately as he did not attend the November 12, 2013 Board Meeting and was required to abstain from the vote.

1a. MINUTES REGULAR BOARD MEETING—November 12, 2013

1b. MINUTES ADJOURNED REGULAR BOARD MEETING—November 20, 2013

2. REVENUE AND EXPENDITURE REPORT—October 2013

Motion by Director Coletta, seconded by Director Casey to approve Items E1b and E2 on the Consent Calendar as submitted. Items E1b and E2 were unanimously approved as submitted, 5-0.

Motion by Director Casey, seconded by Director Kahlert to approve Item E-1a. Minutes of the Regular November 12, 2013 Board Meeting as submitted. Item E-1a was approved as submitted, 4-1 with President Maynard abstaining.

F. PUBLIC HEARING-None

G. RESOLUTIONS:

1. RESOLUTION NO. 13-12-10-01 REJECTION OF GOVERNMENT CLAIM

Recommendation to approve Resolution No. 13-12-10-01 by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES LIST OF OFFICIALS AUTHORIZED TO TRANSACT BUSINESS WITH THE DISTRICT'S BANKS AND OTHER FINANCIAL INSTITUTIONS.

Motion by Director Casey, seconded by Director DeMarco to approve Resolution No. 13-12-10-01 by roll call vote. Motion passed 5-0.

Resolution No. 13-12-10-01 A Resolution Of The Board Of Directors Of The Rossmoor Community Services List Of Officials Authorized To Transact Business With The District's Banks And Other Financial Institutions was unanimously approved by roll call vote, 5-0.

2. ORDINANCE NO. 2013-01 ADOPTION AND REVISION OF CERTAIN BOARD POLICIES BY ORDINANCE.

The District has previously adopted or revised policies in accordance with Policy No. 1000 which only requires two readings. General Counsel has advised the District that policies which deal with administration, operation, and use of facilities and services must be adopted or revised by ordinance. The proposed ordinance for readopting those current policies is attached. Further, Policy No. 1000 Board Policies must be revised, as well. This ordinance and policy will be brought back to the Board at the January 2014 meeting for second reading. Recommendation to give first reading by roll call vote, to Ordinance 2013-01 by reading the title only and waiving further reading as follows:

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT RE: ADOPTION AND REVISION OF CERTAIN POLICIES BY ORDINANCE

Motion by Director Casey, seconded by Director DeMarco to give first reading by roll call vote to Ordinance No. 2013-01 and first reading to revised District Policy No. 1000 Board Policies, to be brought back to the Board for second reading at the January 2014 regular board meeting. Motion passed 5-0. First reading of Ordinance No. 2013-01 was unanimously passed by roll call vote.

H. REGULAR CALENDAR:

1. AMENDMENT OF AGREEMENT-VALLEYCREST, INC. RE: LANDSCAPE MAINTENANCE SERVICES.

Recommendation to authorize the General Manager to execute a second amendment to Professional Services Agreement with ValleyCrest Landscaping Services, Inc. to provide landscaping services for the District's parks and other facilities.

Motion by Director Coletta, seconded by Director Casey to authorize the General Manager to execute a second amendment to Professional Services Agreement with ValleyCrest Landscaping Services, Inc. to provide landscaping services for the District's park and other facilities. Motion passed 5-0.

2. REQUEST FOR LONG-TERM USE OF RUSH PARK FACILITIES-GOND COMMUNITY CHURCH.

Recommendation to authorize the General Manager to approve the User Permit for long-term use of District facilities by the GOND Community Church.

John Park, Youth Pastor for the Korean-based GOND Church, stated that although he had initial reservations about sharing the Rush Park auditorium facility with fellow long term church renter,

Calvary Chapel Christian Church, the past six months had worked out great. He stated that the two church organizations have enjoyed a wonderful and cooperative experience. He concluded by thanking the Board for allowing them use of the facility. He expressed gratitude and stated that he looked forward to another year at Rush Park.

Discussion ensued relative to competing use for the facility during the times indicated on the GOND Church application and requested confirmation regarding the discontinuation of Fridays. External Affairs Consultant Henry Taboada stated that there were no competing interests for the days and times indicated on the application nor were there any issues to report. He added that GOND church would no longer need the facility on Friday.

Motion by Director DeMarco, seconded by Director Kahlert to authorize the General Manager to approve the User Permit for long-term use of District facilities by the GOND Community Church. Motion passed 5-0.

I. GENERAL MANAGER ITEMS:

General Manager James Ruth provided the Board with an overview of his first week on the job. He stated that he had gone over District operations, toured the facilities and examined the Capital Improvement Program. He stated that after a brief delay, the Rush Park Tot Lot Playground Project was back on schedule and was projected to be completed in the next ten days, being fully operational by the first of the year. The Rossmoor Signature Wall was in the process of being assessed for repairs and he would keep the Board updated on progress made. He announced that the District's Toy and Gift Drive, in cooperation with the RHA and O.C. Sheriff's Department, would be accepting donations until Friday, December 13, 2013 at the Rush Park drop off location. He encouraged the community to drop off their new and unwrapped toys for needy children and seniors in the community. He briefed the Board on his attendance at the last two December OCTA CalTrans meetings and reported that the West County Connector (WCC) Project was on schedule. The General Manager also reported that at their December 9, 2013 meeting, OCTA and CalTrans had voted 11-4 to approve I-405 Project Alternative 1 and had voted against adding toll lanes. He concluded by saying that the District needs to remain vigilant because it is likely that these agencies will try to reintroduce toll lanes again in the near future.

Director Coletta requested that staff research the names of the four dissenting OCTA votes on the Toll Roads issue. He stated that the District and the community had a right to know who they were and they should be accountable for their vote. The General Manager agreed and stated he would provide them with said information as soon as possible.

J. BOARD MEMBER ITEMS

Director Coletta reiterated his request for the names of the four voters on the OCTA board who dissented on the no toll lanes issue. He was curious as to their motivations for wanting toll lanes. He concluded that they represented the County and it was important information to have.

President Maynard thanked General Manager James Ruth for his report and welcomed him aboard. He stated that during this busy time of year he encouraged everyone to make an effort to slow

down, relax and enjoy time with their friends and loved ones. He commented that about eight months ago the District became aware of the I-405 toll roads issue and ever since they have been persistent in working with neighboring communities to educate the public about the negative impacts of toll lanes on traffic and on their quality of life. He thanked the community, board and staff for their tireless efforts writing letters, signing petitions and attending meetings in order to put a stop to the I-405 toll roads and applauded them for their involvement. Finally, he echoed Director Coletta's request for the names behind the four dissenting votes and cautioned everyone to remain on top of the issue.

Director Casey concurred regarding obtaining the names of the OCTA voters who voted for toll lanes. He reported on the details of the two OCTA meeting he had attended on December 2nd and December 9th stating that the real preferred Alternative had two lanes in each direction; however OCTA had only obtained 65% of the monies expected leaving them with a shortfall. He asked residents to reflect on the fact that they already paid a lot of money in property taxes and adding toll lanes to that equation would likely mean the loss of any discretionary income. Finally, he welcomed the new General Manager aboard and wished everyone a safe and happy holiday season.

Director Kahlert welcomed James D. Ruth as the new General Manager stating that he had fabulous credentials and looked forward to working with him. He thanked the RHA for the annual holiday light post project and stated that it really added to the festive holiday spirit of the community. He concluded by cautioning the public to drive safe and sober—never drunk; always call a taxi in the event of overindulgence in holiday cheer.

Director DeMarco congratulated the Los Alamitos High School Varsity Girls Volleyball Team on their California Interscholastic Federation (CIF) Southern Section and Southern Region Championships and 2nd in Division in State Finals win. He praised them for being an incredible team and recognized the three Rossmoor members of the team: Sydney Beyma, Brittney Tuilau and Julia Patterson. He thanked the Orange County Sheriff's Department for working to keep Rossmoor safe and cautioned residents to be diligent regarding safety and crime prevention. He wished everyone a happy holiday.

K. CLOSED SESSION—None

L. ADJOURNMENT:

Motion by Director Ron Casey, seconded by Director Tony DeMarco to adjourn the regular meeting at 7:45 p.m. Motion passed 5-0.

SUBMITTED BY:

**James D. Ruth
General Manager**

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1b.

Date: January 14, 2014
To: Honorable Board of Directors
From: General Manager
Subject: MINUTES: SPECIAL MEETING OF DECEMBER 17, 2013

RECOMMENDATION:

Approve the Minutes of the Special Meeting of December 17, 2013 as prepared by the Board's Secretary/General Manager.

BACKGROUND:

The report reflects the actions of the Board at their Special Meeting of December 17, 2013 as recorded by the Board's Secretary/General Manager.

ATTACHMENTS:

1. Minutes-Special Meeting of December 17, 2013 Prepared by the Board's Secretary/General Manager.



**MINUTES
BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT**

SPECIAL MEETING

Rush Park
3001 Rush Park Kitchen
Rossmoor, California

**Tuesday, December 17, 2013
5:00 P.M.**

A. ORGANIZATION

1. CALL TO ORDER: 5:03 P.M.

2. ROLL CALL: Directors Casey, Coletta, DeMarco, Kahlert
President Maynard

3. PLEDGE OF ALLEGIANCE

B. PUBLIC COMMENT

President Maynard called the meeting to order at 5:03 p.m. Roll call was taken with all members present.

C. REGULAR CALENDAR

1. APPROVAL OF CONTRACT FOR PROFESSIONAL SERVICES BETWEEN THE DISTRICT AND THE ORANGE COUNTY ADVOCACY GROUP, INC.

The General Manager reported on the need for obtaining professional services in furtherance of the pursuit of additional latent powers for the District. Discussion ensued. Director Kahlert asked about deliverables from the proposed consultant, Orange County Advocacy Group (TAG). External Affairs Consultant stated that General Counsel had prepared and reviewed the consulting agreement and was satisfied that the General Manager and the Board could direct TAG's activities in a manner consistent with the objectives of the Board. A motion to approve the consulting agreement with TAG was made by Director Casey and seconded by Director DeMarco. The motion carried 5-0.

D. GENERAL MANAGER ITEMS.

General Manager Ruth, External Affairs Consultant Taboada and Tree Consultant Kingman reported on the progress of several projects. These included the status of the District's Urban Forest Program, the status of the District's Signage Program and the status of the

SoCal Gas Co.'s Remote Meter Reading Program. Discussion ensued with several requests for additional information. These projects will be updated at future meetings.

E. BOARD MEMBER ITEMS-None

G. ADJOURNMENT

At 6:10 p.m. a motion was made to adjourn by Director Casey, seconded by Director DeMarco. The motion passed 5-0.

SUBMITTED BY:

**James D. Ruth
General Manager**

DRAFT

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-2

Date January 14, 2014
To: Honorable Board of Directors
From: General Manager
Subject: REVENUE & EXPENDITURE REPORT -NOVEMBER, 2013

RECOMMENDATION:

Receive and file the Revenue and Expenditure Report for November, 2013.

BACKGROUND:

The Revenue & Expenditure Report is submitted on a monthly basis as an indication of the District's unaudited year-to-date revenues and expenses. Where appropriate, footnotes provide information which explains current anomalies.

ATTACHMENTS:

1. Revenue & Expenditure Report for the month of November, 2013.

REVENUE / EXPENDITURE SUMMARY REPORT
 FUND 10 - GENERAL FUND
 November 2013 @ 41.67%

	Original Budget	Amended Budget	YTD Actual	Current Month	Unenc. Balance	% Budget
Revenues						
PROPERTY TAXES	712,540.00	712,540.00	81,712.96	55,316.69	630,827.04	11.5
STREET LIGHT ASSESSMENTS	249,000.00	249,000.00	28,497.44	19,284.23	220,502.56	11.4
USE OF MONEY AND PROPERTY	2,100.00	2,100.00	579.69	579.69	1,520.31	27.6
OTHER GOVERNMENT AGENCIES	57,800.00	57,800.00	0.00	0.00	57,800.00	0.0
FEES AND SERVICES	120,000.00	122,000.00	56,740.25	7,489.00	65,259.75	46.5
OTHER REVENUE	23,000.00	23,000.00	6,333.66	5.60	16,666.34	27.5
Total Revenues	1,164,440.00	1,166,440.00	173,864.00	82,675.21	992,576.00	14.9
Expenditures						
ADMINISTRATION 1, 2, 3, 4	316,375.00	316,375.00	154,435.56	30,472.23	161,939.44	48.8
RECREATION 2	115,300.00	115,300.00	55,490.48	11,891.70	59,809.52	48.1
ROSSMOOR PARK 2, 5	176,815.00	176,815.00	78,279.07	13,678.24	98,535.93	44.3
MONTECITO CENTER 2, 5	69,020.00	69,020.00	29,181.54	4,697.30	39,838.46	42.3
RUSH PARK 2, 5	200,391.00	200,391.00	86,670.43	13,738.42	113,720.57	43.3
STREET LIGHTING	107,480.00	107,480.00	26,312.03	8,744.96	81,167.97	24.5
ROSSMOOR WALL	2,600.00	2,600.00	2,000.00	0.00	600.00	76.9
STREET SWEEPING	52,600.00	52,600.00	18,034.06	4,518.45	34,565.94	34.3
PARKWAY TREES 5	108,450.00	108,450.00	76,323.76	1,945.21	32,126.24	70.4
MINI-PARKS, MEDIANS & TRIANGLE 6	15,045.00	15,045.00	6,449.20	476.72	8,595.80	42.9
Expenditures	1,164,076.00	1,164,076.00	533,176.13	90,163.23	630,899.87	45.8

**Audited Fund Balance
 at June 30, 2013**

\$ 827,014.00

REVENUE REPORT
 NOVEMBER 2013 @ 41.67%

Rossmoor Community

For the Period: 7/1/2013 to 11/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Revenues							
Dept: 00							
PROPERTY TAXES	712,540.00	712,540.00	81,712.96	55,316.69	0.00	630,827.04	11.5
ASSESSMENTS	249,000.00	249,000.00	28,497.44	19,284.23	0.00	220,502.56	11.4
USE OF MONEY AND PROPERTY	2,100.00	2,100.00	579.69	579.69	0.00	1,520.31	27.6
OTHER GOVERNMENT AGENCIES	57,800.00	57,800.00	0.00	0.00	0.00	57,800.00	0.0
FEES AND SERVICES	122,000.00	122,000.00	56,740.25	7,489.00	0.00	65,259.75	46.5
OTHER REVENUE	23,000.00	23,000.00	6,333.66	5.60	0.00	16,666.34	27.5
Dept: 00	1,166,440.00	1,166,440.00	173,864.00	82,675.21	0.00	992,576.00	14.9
Revenues	1,166,440.00	1,166,440.00	173,864.00	82,675.21	0.00	992,576.00	14.9
Grand Total Net Effect:	1,166,440.00	1,166,440.00	173,864.00	82,675.21	0.00	992,576.00	

EXPENDITURE REPORT
NOVEMBER 2013 @ 41.67%

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Rossmoor Community

For the Period: 7/1/2013 to 11/30/2013

Fund: 10 - GENERAL FUND

Expenditures

Dept: 10 ADMINISTRATION

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
SALARIES AND BENEFITS 1 2	167,775.00	167,775.00	68,385.11	11,046.14	0.00	99,389.89	40.8
OPERATIONS AND MAINTENANCE 3 4	62,100.00	62,100.00	33,650.85	7,436.98	0.00	28,449.15	54.2
CONTRACT SERVICES	80,500.00	80,500.00	52,399.60	11,989.11	0.00	28,100.40	65.1
CAPITAL EXPENDITURES	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.0

ADMINISTRATION 316,375.00 316,375.00 154,435.56 30,472.23 0.00 161,939.44 48.8

Dept: 20 RECREATION

SALARIES AND BENEFITS 2	84,300.00	84,300.00	39,635.78	8,261.63	0.00	44,664.22	47.0
OPERATIONS AND MAINTENANCE	25,500.00	25,500.00	14,242.87	3,286.60	0.00	11,257.13	55.9
CONTRACT SERVICES	3,500.00	3,500.00	1,584.88	316.52	0.00	1,915.12	45.3
CAPITAL EXPENDITURES	2,000.00	2,000.00	26.95	26.95	0.00	1,973.05	1.3

RECREATION 115,300.00 115,300.00 55,490.48 11,891.70 0.00 59,809.52 48.1

Dept: 30 ROSSMOOR PARK

SALARIES AND BENEFITS 2	62,850.00	62,850.00	24,810.27	5,227.06	0.00	38,039.73	39.5
OPERATIONS AND MAINTENANCE	71,065.00	71,065.00	37,704.50	5,492.13	0.00	33,360.50	53.1
CONTRACT SERVICES 5	42,400.00	42,400.00	15,764.30	2,959.05	0.00	26,635.70	37.2
CAPITAL EXPENDITURES	500.00	500.00	0.00	0.00	0.00	500.00	0.0

ROSSMOOR PARK 176,815.00 176,815.00 78,279.07 13,678.24 0.00 98,535.93 44.3

Dept: 40 MONTECITO CENTER

SALARIES AND BENEFITS 2	44,185.00	44,185.00	18,398.88	2,957.00	0.00	25,786.12	41.6
OPERATIONS AND MAINTENANCE	17,435.00	17,435.00	6,818.36	1,141.25	0.00	10,616.64	39.1
CONTRACT SERVICES 5	7,100.00	7,100.00	3,964.30	599.05	0.00	3,135.70	55.8
CAPITAL EXPENDITURES	300.00	300.00	0.00	0.00	0.00	300.00	0.0

MONTECITO CENTER 69,020.00 69,020.00 29,181.54 4,697.30 0.00 39,838.46 42.3

Dept: 50 RUSH PARK

SALARIES AND BENEFITS 2	64,225.00	64,225.00	26,197.67	5,107.17	0.00	38,027.33	40.8
OPERATIONS AND MAINTENANCE	93,266.00	93,266.00	44,708.46	5,672.20	0.00	48,557.54	47.9
CONTRACT SERVICES 5	42,400.00	42,400.00	15,764.30	2,959.05	0.00	26,635.70	37.2
CAPITAL EXPENDITURES	500.00	500.00	0.00	0.00	0.00	500.00	0.0

RUSH PARK 200,391.00 200,391.00 86,670.43 13,738.42 0.00 113,720.57 43.3

EXPENDITURE REPORT
NOVEMBER 2013 @ 41.67%

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Rossmoor Community

For the Period: 7/1/2013 to 11/30/2013

Fund: 10 - GENERAL FUND

Expenditures

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Dept: 60 STREET LIGHTING							
OPERATIONS AND MAINTENANCE	480.00	480.00	246.18	65.63	0.00	233.82	51.3
CONTRACT SERVICES	107,000.00	107,000.00	26,065.85	8,679.33	0.00	80,934.15	24.4
STREET LIGHTING	107,480.00	107,480.00	26,312.03	8,744.96	0.00	81,167.97	24.5
Dept: 65 ROSSMOOR WALL							
OPERATIONS AND MAINTENANCE	2,600.00	2,600.00	2,000.00	0.00	0.00	600.00	76.9
ROSSMOOR WALL	2,600.00	2,600.00	2,000.00	0.00	0.00	600.00	76.9
Dept: 70 STREET SWEEPING							
OPERATIONS AND MAINTENANCE	600.00	600.00	246.18	65.63	0.00	353.82	41.0
CONTRACT SERVICES	52,000.00	52,000.00	17,787.88	4,452.82	0.00	34,212.12	34.2
STREET SWEEPING	52,600.00	52,600.00	18,034.06	4,518.45	0.00	34,565.94	34.3
Dept: 80 PARKWAY TREES							
SALARIES AND BENEFITS	17,450.00	17,450.00	7,550.80	1,391.44	0.00	9,899.20	43.3
OPERATIONS AND MAINTENANCE	2,000.00	2,000.00	475.64	196.03	0.00	1,524.36	23.8
CONTRACT SERVICES 5	71,000.00	71,000.00	64,155.17	357.74	0.00	6,844.83	90.4
CAPITAL EXPENDITURES	18,000.00	18,000.00	4,142.15	0.00	0.00	13,857.85	23.0
PARKWAY TREES	108,450.00	108,450.00	76,323.76	1,945.21	0.00	32,126.24	70.4
Dept: 90 MINI-PARKS AND MEDIANS							
SALARIES AND BENEFITS	1,520.00	1,520.00	390.79	53.95	0.00	1,129.21	25.7
OPERATIONS AND MAINTENANCE 6	9,250.00	9,250.00	4,238.96	122.79	0.00	5,011.04	45.8
CONTRACT SERVICES	4,175.00	4,175.00	1,819.45	299.98	0.00	2,355.55	43.6
CAPITAL EXPENDITURES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
MINI-PARKS AND MEDIANS	15,045.00	15,045.00	6,449.20	476.72	0.00	8,595.80	42.9
Expenditures	1,164,076.00	1,164,076.00	533,176.13	90,163.23	0.00	630,899.87	45.8
Grand Total Net Effect:	-1,164,076.00	-1,164,076.00	-533,176.13	-90,163.23	0.00	-630,899.87	

REVENUE/EXPENDITURE REPORT
NOVEMBER 2013 @ 41.67%

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Rossmoor Community

For the Period: 7/1/2013 to 11/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Revenues							
Dept: 00							
Acct Class: 30 PROPERTY TAXES							
3000 Current Secured Property Taxes	655,000.00	655,000.00	53,826.12	53,826.12	0.00	601,173.88	8.2
3001 Current unsecured prop tax	25,200.00	25,200.00	16,901.95	0.00	0.00	8,298.05	67.1
3002 Prior secured property taxes	13,250.00	13,250.00	4,825.97	842.27	0.00	8,424.03	36.4
3003 Prior unsecured prop taxes	440.00	440.00	0.00	0.00	0.00	440.00	0.0
3004 Delinquent property taxes	950.00	950.00	0.00	0.00	0.00	950.00	0.0
3010 Current supplemental assessmt	6,100.00	6,100.00	6,158.92	648.30	0.00	-58.92	101.0
3020 Public utility tax	11,600.00	11,600.00	0.00	0.00	0.00	11,600.00	0.0
PROPERTY TAXES	712,540.00	712,540.00	81,712.96	55,316.69	0.00	630,827.04	11.5
Acct Class: 31 ASSESSMENTS							
3105 Street light assessments	249,000.00	249,000.00	28,497.44	19,284.23	0.00	220,502.56	11.4
ASSESSMENTS	249,000.00	249,000.00	28,497.44	19,284.23	0.00	220,502.56	11.4
Acct Class: 32 USE OF MONEY AND PROPERTY							
3200 Interest on investments	2,100.00	2,100.00	579.69	579.69	0.00	1,520.31	27.6
USE OF MONEY AND PROPERTY	2,100.00	2,100.00	579.69	579.69	0.00	1,520.31	27.6
Acct Class: 33 OTHER GOVERNMENT AGENCIES							
3301 State homeowner proptax relief	5,800.00	5,800.00	0.00	0.00	0.00	5,800.00	0.0
3305 County street sweep reimburse	52,000.00	52,000.00	0.00	0.00	0.00	52,000.00	0.0
OTHER GOVERNMENT AGENCIES	57,800.00	57,800.00	0.00	0.00	0.00	57,800.00	0.0
Acct Class: 34 FEES AND SERVICES							
3404 Court reservations	12,500.00	12,500.00	5,526.75	806.00	0.00	6,973.25	44.2
3405 Wall Rental	500.00	500.00	160.00	20.00	0.00	340.00	32.0
3406 Ball field reservations	22,000.00	22,000.00	12,502.50	1,523.00	0.00	9,497.50	56.8
3410 Rossmoor building rental	4,500.00	4,500.00	1,402.00	4.00	0.00	3,098.00	31.2
3412 Montecito building rental	22,500.00	22,500.00	9,585.00	335.00	0.00	12,915.00	42.6
3414 Rush Park Building Rental	60,000.00	60,000.00	27,564.00	4,801.00	0.00	32,436.00	45.9
FEES AND SERVICES	122,000.00	122,000.00	56,740.25	7,489.00	0.00	65,259.75	46.5
Acct Class: 35 OTHER REVENUE							
3415 Tot Lot Tile Rev/Exp	0.00	0.00	4,609.96	0.00	0.00	-4,609.96	0.0
3500 Other miscellaneous revenue	3,000.00	3,000.00	1,723.70	5.60	0.00	1,276.30	57.5
3502 Administrative Fee	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
OTHER REVENUE	23,000.00	23,000.00	6,333.66	5.60	0.00	16,666.34	27.5
Dept: 00	1,166,440.00	1,166,440.00	173,864.00	82,675.21	0.00	992,576.00	14.9
Revenues	1,166,440.00	1,166,440.00	173,864.00	82,675.21	0.00	992,576.00	14.9
Expenditures							
Dept: 10 ADMINISTRATION							
Acct Class: 40 SALARIES AND BENEFITS							
4000 Board of Directors Compensatn	8,500.00	8,500.00	6,100.00	600.00	0.00	2,400.00	71.8
4001 Salaries - Full-time	115,875.00	115,875.00	46,439.25	7,904.92	0.00	69,435.75	40.1
4003 Salaries - Overtime	1,650.00	1,650.00	1,701.79	116.38	0.00	-51.79	103.1
4007 Vehicle Allowance	750.00	750.00	85.50	19.21	0.00	664.50	11.4
4010 Workers Compensation Insurance	4,500.00	4,500.00	136.73	-765.97	0.00	4,363.27	3.0
4011 Medical Insurance	27,500.00	27,500.00	10,262.16	2,565.54	0.00	17,237.84	37.3
4015 Federal Payroll Tax -FICA	8,000.00	8,000.00	3,654.16	606.06	0.00	4,345.84	45.7
4018 State Payroll Taxes	1,000.00	1,000.00	5.52	0.00	0.00	994.48	0.6
SALARIES AND BENEFITS	167,775.00	167,775.00	68,385.11	11,046.14	0.00	99,389.89	40.8
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5002 Insurance - Liability	13,500.00	13,500.00	12,388.50	0.00	0.00	1,111.50	91.8
5004 Memberships and Dues	6,400.00	6,400.00	5,262.97	2,619.00	0.00	1,137.03	82.2
5006 Travel & Meetings	2,000.00	2,000.00	214.26	26.95	0.00	1,785.74	10.7

REVENUE/EXPENDITURE REPORT
NOVEMBER 2013 @ 41.67%

Rossmoor Community

For the Period: 7/1/2013 to 11/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 10 ADMINISTRATION							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5007 Televised Meeting Costs	16,800.00	16,800.00	6,756.40	1,522.40	0.00	10,043.60	40.2
5010 Publications & Legal Notices 4	4,000.00	4,000.00	4,013.78	1,430.77	0.00	-13.78	100.3
5012 Printing	1,200.00	1,200.00	310.87	56.70	0.00	889.13	25.9
5014 Postage	3,000.00	3,000.00	208.64	172.00	0.00	2,791.36	7.0
5016 Office Supplies	7,200.00	7,200.00	3,125.16	1,281.97	0.00	4,074.84	43.4
5020 Telephone	1,500.00	1,500.00	2.11	196.86	0.00	1,497.89	0.1
5045 Miscellaneous Expenditures	5,500.00	5,500.00	960.96	30.00	0.00	4,539.04	17.5
5046 Bank Service Charge	1,000.00	1,000.00	407.20	100.33	0.00	592.80	40.7
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OPERATIONS AND MAINTENANCE	62,100.00	62,100.00	33,650.85	7,436.98	0.00	28,449.15	54.2
Acct Class: 56 CONTRACT SERVICES							
5610 Legal Counsel	30,000.00	30,000.00	17,706.16	7,312.50	0.00	12,293.84	59.0
5615 Financial Audit-Consulting	8,500.00	8,500.00	8,500.00	0.00	0.00	0.00	100.0
5670 Other Professional Services	42,000.00	42,000.00	26,193.44	4,676.61	0.00	15,806.56	62.4
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CONTRACT SERVICES	80,500.00	80,500.00	52,399.60	11,989.11	0.00	28,100.40	65.1
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.0
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CAPITAL EXPENDITURES	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.0
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ADMINISTRATION	316,375.00	316,375.00	154,435.56	30,472.23	0.00	161,939.44	48.8
Dept: 20 RECREATION							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	44,800.00	44,800.00	20,902.11	4,006.60	0.00	23,897.89	46.7
4002 Salaries - Part-time	22,000.00	22,000.00	10,893.94	2,497.05	0.00	11,106.06	49.5
4003 Salaries - Overtime 2	2,000.00	2,000.00	2,029.53	453.51	0.00	-29.53	101.5
4005 Salaries - Event Attendant	200.00	200.00	12.00	0.00	0.00	188.00	6.0
4007 Vehicle Allowance	500.00	500.00	137.02	120.07	0.00	362.98	27.4
4010 Workers Compensation Insurance	1,800.00	1,800.00	364.90	0.00	0.00	1,435.10	20.3
4011 Medical Insurance	7,000.00	7,000.00	2,609.40	652.35	0.00	4,390.60	37.3
4015 Federal Payroll Tax -FICA	5,000.00	5,000.00	2,606.01	532.05	0.00	2,393.99	52.1
4018 State Payroll Taxes	1,000.00	1,000.00	80.87	0.00	0.00	919.13	8.1
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SALARIES AND BENEFITS	84,300.00	84,300.00	39,635.78	8,261.63	0.00	44,664.22	47.0
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5006 Travel & Meetings	500.00	500.00	-117.98	0.00	0.00	617.98	-23.6
5010 Publications & Legal Notices	200.00	200.00	150.18	150.18	0.00	49.82	75.1
5012 Printing	500.00	500.00	18.73	9.72	0.00	481.27	3.7
5014 Postage	300.00	300.00	12.80	12.80	0.00	287.20	4.3
5016 Office Supplies	1,000.00	1,000.00	566.88	61.04	0.00	433.12	56.7
5017 Community Events	14,000.00	14,000.00	6,727.48	2,856.00	0.00	7,272.52	48.1
5019 Fireworks	6,200.00	6,200.00	6,200.00	0.00	0.00	0.00	100.0
5020 Telephone	1,800.00	1,800.00	684.78	196.86	0.00	1,115.22	38.0
5045 Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5051 Equipment Rental	500.00	500.00	0.00	0.00	0.00	500.00	0.0
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OPERATIONS AND MAINTENANCE	25,500.00	25,500.00	14,242.87	3,286.60	0.00	11,257.13	55.9
Acct Class: 56 CONTRACT SERVICES							
5670 Other Professional Services	3,500.00	3,500.00	1,584.88	316.52	0.00	1,915.12	45.3
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CONTRACT SERVICES	3,500.00	3,500.00	1,584.88	316.52	0.00	1,915.12	45.3
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	2,000.00	2,000.00	26.95	26.95	0.00	1,973.05	1.3
<hr/>							
CAPITAL EXPENDITURES	2,000.00	2,000.00	26.95	26.95	0.00	1,973.05	1.3
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RECREATION	115,300.00	115,300.00	55,490.48	11,891.70	0.00	59,809.52	48.1
Dept: 30 ROSSMOOR PARK							

REVENUE/EXPENDITURE REPORT
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Rossmoor Community

For the Period: 7/1/2013 to 11/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 30 ROSSMOOR PARK							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	33,500.00	33,500.00	13,853.68	2,448.74	0.00	19,646.32	41.4
4002 Salaries - Part-time	10,300.00	10,300.00	4,498.82	1,575.65	0.00	5,801.18	43.7
4003 Salaries - Overtime	1,450.00	1,450.00	881.87	121.46	0.00	568.13	60.8
4005 Salaries - Event Attendant	500.00	500.00	26.40	0.00	0.00	473.60	5.3
4010 Workers Compensation Insurance	4,500.00	4,500.00	902.70	0.00	0.00	3,597.30	20.1
4011 Medical Insurance	8,700.00	8,700.00	3,223.36	805.84	0.00	5,476.64	37.1
4015 Federal Payroll Tax -FICA	3,300.00	3,300.00	1,422.22	275.37	0.00	1,877.78	43.1
4018 State Payroll Taxes	600.00	600.00	1.22	0.00	0.00	598.78	0.2
SALARIES AND BENEFITS	62,850.00	62,850.00	24,810.27	5,227.06	0.00	38,039.73	39.5
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	300.00	300.00	150.18	150.18	0.00	149.82	50.1
5012 Printing	300.00	300.00	9.36	4.86	0.00	290.64	3.1
5014 Postage	100.00	100.00	4.40	4.40	0.00	95.60	4.4
5016 Office Supplies	700.00	700.00	358.06	30.52	0.00	341.94	51.2
5018 Janitorial Supplies	3,500.00	3,500.00	1,857.53	0.00	0.00	1,642.47	53.1
5020 Telephone	1,600.00	1,600.00	697.00	196.86	0.00	903.00	43.6
5022 Utilities	43,000.00	43,000.00	29,322.70	4,569.75	0.00	13,677.30	68.2
5025 SECURED PROP TAX	815.00	815.00	426.45	0.00	0.00	388.55	52.3
5030 Vehicle Maintenance	1,500.00	1,500.00	222.89	42.24	0.00	1,277.11	14.9
5032 Building & Grounds-Maintenance	17,000.00	17,000.00	4,135.69	403.38	0.00	12,864.31	24.3
5034 Alarm Systems	750.00	750.00	385.07	89.94	0.00	364.93	51.3
5045 Miscellaneous Expenditures	500.00	500.00	135.17	0.00	0.00	364.83	27.0
5051 Equipment Rental	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5052 Minor Facility Repairs	500.00	500.00	0.00	0.00	0.00	500.00	0.0
OPERATIONS AND MAINTENANCE	71,065.00	71,065.00	37,704.50	5,492.13	0.00	33,360.50	53.1
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	38,000.00	38,000.00	13,275.00	2,655.00	0.00	24,725.00	34.9
5656 Tree Trimming	1,000.00	1,000.00	963.06	0.00	0.00	36.94	96.3
5670 Other Professional Services	3,400.00	3,400.00	1,526.24	304.05	0.00	1,873.76	44.9
CONTRACT SERVICES	42,400.00	42,400.00	15,764.30	2,959.05	0.00	26,635.70	37.2
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	500.00	500.00	0.00	0.00	0.00	500.00	0.0
CAPITAL EXPENDITURES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
ROSSMOOR PARK	176,815.00	176,815.00	78,279.07	13,678.24	0.00	98,535.93	44.3
Dept: 40 MONTECITO CENTER							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	27,800.00	27,800.00	11,656.98	2,047.61	0.00	16,143.02	41.9
4002 Salaries - Part-time	2,100.00	2,100.00	1,677.47	0.00	0.00	422.53	79.9
4003 Salaries - Overtime	785.00	785.00	596.38	55.24	0.00	188.62	76.0
4010 Workers Compensation Insurance	3,600.00	3,600.00	726.00	0.00	0.00	2,874.00	20.2
4011 Medical Insurance	7,100.00	7,100.00	2,609.40	652.35	0.00	4,490.60	36.8
4015 Federal Payroll Tax -FICA	2,250.00	2,250.00	1,128.01	201.80	0.00	1,121.99	50.1
4018 State Payroll Taxes	550.00	550.00	4.64	0.00	0.00	545.36	0.8
SALARIES AND BENEFITS	44,185.00	44,185.00	18,398.88	2,957.00	0.00	25,786.12	41.6
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	200.00	200.00	0.36	300.36	0.00	199.64	0.2
5012 Printing	150.00	150.00	9.36	4.86	0.00	140.64	6.2
5014 Postage	150.00	150.00	4.40	4.40	0.00	145.60	2.9
5016 Office Supplies	900.00	900.00	358.06	30.52	0.00	541.94	39.8
5018 Janitorial Supplies	3,600.00	3,600.00	1,857.53	0.00	0.00	1,742.47	51.6
5020 Telephone	1,650.00	1,650.00	697.00	196.86	0.00	953.00	42.2
5022 Utilities	3,500.00	3,500.00	1,558.84	155.38	0.00	1,941.16	44.5
5025 SECURED PROP TAX	685.00	685.00	358.13	0.00	0.00	326.87	52.3

REVENUE/EXPENDITURE REPORT
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Rossmoor Community

For the Period: 7/1/2013 to 11/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 40 MONTECITO CENTER							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5030 Vehicle Maintenance	1,500.00	1,500.00	222.88	42.24	0.00	1,277.12	14.9
5032 Building & Grounds-Maintenance	4,000.00	4,000.00	1,465.85	317.13	0.00	2,534.15	36.6
5034 Alarm Systems	500.00	500.00	150.78	89.50	0.00	349.22	30.2
5045 Miscellaneous Expenditures	250.00	250.00	135.17	0.00	0.00	114.83	54.1
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	100.00	100.00	0.00	0.00	0.00	100.00	0.0
OPERATIONS AND MAINTENANCE	17,435.00	17,435.00	6,818.36	1,141.25	0.00	10,616.64	39.1
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	3,300.00	3,300.00	1,475.00	295.00	0.00	1,825.00	44.7
5656 Tree Trimming 5	1,000.00	1,000.00	963.06	0.00	0.00	36.94	96.3
5670 Other Professional Services	2,800.00	2,800.00	1,526.24	304.05	0.00	1,273.76	54.5
CONTRACT SERVICES	7,100.00	7,100.00	3,964.30	599.05	0.00	3,135.70	55.8
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	300.00	300.00	0.00	0.00	0.00	300.00	0.0
CAPITAL EXPENDITURES	300.00	300.00	0.00	0.00	0.00	300.00	0.0
MONTECITO CENTER	69,020.00	69,020.00	29,181.54	4,697.30	0.00	39,838.46	42.3
Dept: 50 RUSH PARK							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	33,500.00	33,500.00	13,853.68	2,448.74	0.00	19,646.32	41.4
4002 Salaries - Part-time	8,200.00	8,200.00	3,969.25	1,034.82	0.00	4,230.75	48.4
4003 Salaries - Overtime 2	1,150.00	1,150.00	881.87	121.46	0.00	268.13	76.7
4005 Salaries - Event Attendant	4,000.00	4,000.00	1,791.60	375.00	0.00	2,208.40	44.8
4010 Workers Compensation Insurance	4,500.00	4,500.00	902.70	0.00	0.00	3,597.30	20.1
4011 Medical Insurance	8,700.00	8,700.00	3,223.36	805.84	0.00	5,476.64	37.1
4015 Federal Payroll Tax -FICA	3,400.00	3,400.00	1,522.99	304.05	0.00	1,877.01	44.8
4018 State Payroll Taxes	775.00	775.00	52.22	17.26	0.00	722.78	6.7
SALARIES AND BENEFITS	64,225.00	64,225.00	26,197.67	5,107.17	0.00	38,027.33	40.8
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	500.00	500.00	150.18	150.18	0.00	349.82	30.0
5012 Printing	500.00	500.00	9.37	4.86	0.00	490.63	1.9
5014 Postage	100.00	100.00	4.40	4.40	0.00	95.60	4.4
5016 Office Supplies	900.00	900.00	358.05	30.52	0.00	541.95	39.8
5018 Janitorial Supplies	3,600.00	3,600.00	1,863.10	0.00	0.00	1,736.90	51.8
5020 Telephone	1,800.00	1,800.00	697.00	196.86	0.00	1,103.00	38.7
5022 Utilities	53,000.00	53,000.00	30,593.01	4,699.71	0.00	22,406.99	57.7
5025 SECURED PROP TAX	3,116.00	3,116.00	1,632.04	0.00	0.00	1,483.96	52.4
5030 Vehicle Maintenance	1,500.00	1,500.00	222.88	42.24	0.00	1,277.12	14.9
5032 Building & Grounds-Maintenance	25,000.00	25,000.00	8,811.52	528.94	0.00	16,188.48	35.2
5034 Alarm Systems	750.00	750.00	231.76	14.49	0.00	518.24	30.9
5045 Miscellaneous Expenditures	500.00	500.00	135.15	0.00	0.00	364.85	27.0
5051 Equipment Rental	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5052 Minor Facility Repairs	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
OPERATIONS AND MAINTENANCE	93,266.00	93,266.00	44,708.46	5,672.20	0.00	48,557.54	47.9
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	38,000.00	38,000.00	13,275.00	2,655.00	0.00	24,725.00	34.9
5656 Tree Trimming 5	1,000.00	1,000.00	963.06	0.00	0.00	36.94	96.3
5670 Other Professional Services	3,400.00	3,400.00	1,526.24	304.05	0.00	1,873.76	44.9
CONTRACT SERVICES	42,400.00	42,400.00	15,764.30	2,959.05	0.00	26,635.70	37.2
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	500.00	500.00	0.00	0.00	0.00	500.00	0.0
CAPITAL EXPENDITURES	500.00	500.00	0.00	0.00	0.00	500.00	0.0

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For the Period: 7/1/2013 to 11/30/2013

Fund: 10 - GENERAL FUND

Expenditures

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
RUSH PARK	200,391.00	200,391.00	86,670.43	13,738.42	0.00	113,720.57	43.3
Dept: 60 STREET LIGHTING							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5020 Telephone	480.00	480.00	246.18	65.63	0.00	233.82	51.3
OPERATIONS AND MAINTENANCE	480.00	480.00	246.18	65.63	0.00	233.82	51.3
Acct Class: 56 CONTRACT SERVICES							
5650 Lighting and Maintenance	107,000.00	107,000.00	26,065.85	8,679.33	0.00	80,934.15	24.4
CONTRACT SERVICES	107,000.00	107,000.00	26,065.85	8,679.33	0.00	80,934.15	24.4
STREET LIGHTING	107,480.00	107,480.00	26,312.03	8,744.96	0.00	81,167.97	24.5
Dept: 65 ROSSMOOR WALL							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5002 Insurance - Liability	2,500.00	2,500.00	2,000.00	0.00	0.00	500.00	80.0
5032 Building & Grounds-Maintenance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
OPERATIONS AND MAINTENANCE	2,600.00	2,600.00	2,000.00	0.00	0.00	600.00	76.9
ROSSMOOR WALL	2,600.00	2,600.00	2,000.00	0.00	0.00	600.00	76.9
Dept: 70 STREET SWEEPING							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5020 Telephone	500.00	500.00	246.18	65.63	0.00	253.82	49.2
5030 Vehicle Maintenance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
OPERATIONS AND MAINTENANCE	600.00	600.00	246.18	65.63	0.00	353.82	41.0
Acct Class: 56 CONTRACT SERVICES							
5642 Street Sweeping	52,000.00	52,000.00	17,787.88	4,452.82	0.00	34,212.12	34.2
CONTRACT SERVICES	52,000.00	52,000.00	17,787.88	4,452.82	0.00	34,212.12	34.2
STREET SWEEPING	52,600.00	52,600.00	18,034.06	4,518.45	0.00	34,565.94	34.3
Dept: 80 PARKWAY TREES							
Acct Class: 40 SALARIES AND BENEFITS							
4002 Salaries - Part-time	15,500.00	15,500.00	6,964.55	1,292.55	0.00	8,535.45	44.9
4007 Vehicle Allowance	500.00	500.00	53.45	0.00	0.00	446.55	10.7
4010 Workers Compensation Insurance	250.00	250.00	0.00	0.00	0.00	250.00	0.0
4015 Federal Payroll Tax -FICA	900.00	900.00	532.80	98.89	0.00	367.20	59.2
4018 State Payroll Taxes	300.00	300.00	0.00	0.00	0.00	300.00	0.0
SALARIES AND BENEFITS	17,450.00	17,450.00	7,550.80	1,391.44	0.00	9,899.20	43.3
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5012 Printing	50.00	50.00	0.19	0.00	0.00	49.81	0.4
5014 Postage	300.00	300.00	2.00	2.00	0.00	298.00	0.7
5016 Office Supplies	200.00	200.00	90.92	5.56	0.00	109.08	45.5
5020 Telephone	900.00	900.00	190.71	131.23	0.00	709.29	21.2
5030 Vehicle Maintenance	300.00	300.00	191.82	57.24	0.00	108.18	63.9
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
OPERATIONS AND MAINTENANCE	2,000.00	2,000.00	475.64	196.03	0.00	1,524.36	23.8
Acct Class: 56 CONTRACT SERVICES							
5656 Tree Trimming	60,000.00	60,000.00	60,782.00	-212.00	0.00	-782.00	101.3
5660 TREE REMOVAL	3,700.00	3,700.00	0.00	0.00	0.00	3,700.00	0.0
5662 SMALL TREE CARE	1,300.00	1,300.00	347.85	0.00	0.00	952.15	26.8
5670 Other Professional Services	6,000.00	6,000.00	3,025.32	569.74	0.00	2,974.68	50.4
CONTRACT SERVICES	71,000.00	71,000.00	64,155.17	357.74	0.00	6,844.83	90.4
Acct Class: 60 CAPITAL EXPENDITURES							
6015 Trees	18,000.00	18,000.00	4,142.15	0.00	0.00	13,857.85	23.0

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Rossmoor Community

For the Period: 7/1/2013 to 11/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 80 PARKWAY TREES							
CAPITAL EXPENDITURES	18,000.00	18,000.00	4,142.15	0.00	0.00	13,857.85	23.0
PARKWAY TREES	108,450.00	108,450.00	76,323.76	1,945.21	0.00	32,126.24	70.4
Dept: 90 MINI-PARKS AND MEDIANS							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	800.00	800.00	307.50	50.15	0.00	492.50	38.4
4002 Salaries - Part-time	375.00	375.00	0.00	0.00	0.00	375.00	0.0
4003 Salaries - Overtime	60.00	60.00	16.44	0.00	0.00	43.56	27.4
4010 Workers Compensation Insurance	200.00	200.00	42.25	0.00	0.00	157.75	21.1
4015 Federal Payroll Tax -FICA	70.00	70.00	24.60	3.80	0.00	45.40	35.1
4018 State Payroll Taxes	15.00	15.00	0.00	0.00	0.00	15.00	0.0
SALARIES AND BENEFITS	1,520.00	1,520.00	390.79	53.95	0.00	1,129.21	25.7
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5020 Telephone	500.00	500.00	241.24	65.57	0.00	258.76	48.2
5022 Utilities	7,500.00	7,500.00	3,187.22	57.22	0.00	4,312.78	42.5
5030 Vehicle Maintenance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5032 Building & Grounds-Maintenance	750.00	750.00	810.50	0.00	0.00	-60.50	108.1
5045 Miscellaneous Expenditures	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5051 Equipment Rental	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5052 Minor Facility Repairs	200.00	200.00	0.00	0.00	0.00	200.00	0.0
OPERATIONS AND MAINTENANCE	9,250.00	9,250.00	4,238.96	122.79	0.00	5,011.04	45.8
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	3,600.00	3,600.00	1,475.00	295.00	0.00	2,125.00	41.0
5656 Tree Trimming	500.00	500.00	321.02	0.00	0.00	178.98	64.2
5670 Other Professional Services	75.00	75.00	23.43	4.98	0.00	51.57	31.2
CONTRACT SERVICES	4,175.00	4,175.00	1,819.45	299.98	0.00	2,355.55	43.6
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	100.00	100.00	0.00	0.00	0.00	100.00	0.0
CAPITAL EXPENDITURES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
MINI-PARKS AND MEDIANS	15,045.00	15,045.00	6,449.20	476.72	0.00	8,595.80	42.9
Expenditures	1,164,076.00	1,164,076.00	533,176.13	90,163.23	0.00	630,899.87	45.8
Net Effect for GENERAL FUND	2,364.00	2,364.00	-359,312.13	-7,488.02	0.00	361,676.13	15,199.3
Change in Fund Balance:			-359,312.13				

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Fund: 20 - ASSESSMENT DISTRICT FUND-RUSH							
Revenues							
Dept: 00							
Acct Class: 30 PROPERTY TAXES							
2999 FY Begin Fund Balance	201,604.00	201,604.00	0.00	0.00	0.00	201,604.00	0.0
PROPERTY TAXES	201,604.00	201,604.00	0.00	0.00	0.00	201,604.00	0.0
Acct Class: 31 ASSESSMENTS							
3100 Property assessments	380,000.00	380,000.00	54,951.60	50,824.80	0.00	325,048.40	14.5
3101 Property assessments-prior yr	3,400.00	3,400.00	2,206.33	315.45	0.00	1,193.67	64.9
ASSESSMENTS	383,400.00	383,400.00	57,157.93	51,140.25	0.00	326,242.07	14.9
Acct Class: 32 USE OF MONEY AND PROPERTY							
3200 Interest on investments	0.00	0.00	7,479.06	0.00	0.00	-7,479.06	0.0
USE OF MONEY AND PROPERTY	0.00	0.00	7,479.06	0.00	0.00	-7,479.06	0.0
Dept: 00	585,004.00	585,004.00	64,636.99	51,140.25	0.00	520,367.01	11.0
Revenues	585,004.00	585,004.00	64,636.99	51,140.25	0.00	520,367.01	11.0
Expenditures							
Dept: 50 RUSH PARK							
Acct Class: 56 CONTRACT SERVICES							
5617 Administrative Fees	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
5619 Bond Trustee	2,875.00	2,875.00	2,875.00	0.00	0.00	0.00	100.0
CONTRACT SERVICES	22,875.00	22,875.00	2,875.00	0.00	0.00	20,000.00	12.6
Acct Class: 58 DEBT SERVICE							
5800 Principal	220,000.00	220,000.00	220,000.00	0.00	0.00	0.00	100.0
5801 Interest	135,160.00	135,160.00	70,990.00	0.00	0.00	64,170.00	52.5
DEBT SERVICE	355,160.00	355,160.00	290,990.00	0.00	0.00	64,170.00	81.9
Acct Class: 66 OTHER FINANCING USES							
6600 Transfer out to other funds	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00	0.0
OTHER FINANCING USES	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00	0.0
RUSH PARK	578,035.00	578,035.00	293,865.00	0.00	0.00	284,170.00	50.8
Expenditures	578,035.00	578,035.00	293,865.00	0.00	0.00	284,170.00	50.8
Net Effect for ASSESSMENT DISTRICT FUND-RUSH	6,969.00	6,969.00	-229,228.01	51,140.25	0.00	236,197.01-3,289.3	
Change in Fund Balance:			-229,228.01				

REVENUE/EXPENDITURE REPORT
 NOVEMBER 2013 @ 41.67%

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Rossmoor Community

For the Period: 7/1/2013 to 11/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 30 - SPECIAL TAX FUND-ROSSMOOR WALL							
Revenues							
Dept: 00							
Acct Class: 30 PROPERTY TAXES							
2999 FY Begin Fund Balance	176,051.00	176,051.00	0.00	0.00	0.00	176,051.00	0.0
PROPERTY TAXES	176,051.00	176,051.00	0.00	0.00	0.00	176,051.00	0.0
Acct Class: 31 ASSESSMENTS							
3100 Property assessments	87,700.00	87,700.00	11,700.00	11,700.00	0.00	76,000.00	13.3
3101 Property assessments-prior yr	780.00	780.00	487.58	69.71	0.00	292.42	62.5
ASSESSMENTS	88,480.00	88,480.00	12,187.58	11,769.71	0.00	76,292.42	13.8
Acct Class: 32 USE OF MONEY AND PROPERTY							
3200 Interest on investments	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
USE OF MONEY AND PROPERTY	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
Dept: 00	265,531.00	265,531.00	12,187.58	11,769.71	0.00	253,343.42	4.6
Revenues	265,531.00	265,531.00	12,187.58	11,769.71	0.00	253,343.42	4.6
Expenditures							
Dept: 65 ROSSMOOR WALL							
Acct Class: 56 CONTRACT SERVICES							
5619 Bond Trustee	2,530.00	2,530.00	2,530.00	0.00	0.00	0.00	100.0
CONTRACT SERVICES	2,530.00	2,530.00	2,530.00	0.00	0.00	0.00	100.0
Acct Class: 58 DEBT SERVICE							
5800 Principal	65,000.00	65,000.00	65,000.00	0.00	0.00	0.00	100.0
5801 Interest	18,705.00	18,705.00	10,295.00	0.00	0.00	8,410.00	55.0
DEBT SERVICE	83,705.00	83,705.00	75,295.00	0.00	0.00	8,410.00	90.0
ROSSMOOR WALL	86,235.00	86,235.00	77,825.00	0.00	0.00	8,410.00	90.2
Expenditures	86,235.00	86,235.00	77,825.00	0.00	0.00	8,410.00	90.2
Net Effect for SPECIAL TAX FUND-ROSSMOOR WALL	179,296.00	179,296.00	-65,637.42	11,769.71	0.00	244,933.42	-36.6
Change in Fund Balance:			-65,637.42				

REVENUE/EXPENDITURE REPORT
NOVEMBER 2013 @ 41.67%

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Rossmoor Community

For the Period: 7/1/2013 to 11/30/2013		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 40 - CAPITAL PROJECTS CONTRIBUTIONS								
Revenues								
Dept: 00								
Acct Class: 30 PROPERTY TAXES								
2999	FY Begin Fund Balance	225,573.00	225,573.00	0.00	0.00	0.00	225,573.00	0.0
	PROPERTY TAXES	225,573.00	225,573.00	0.00	0.00	0.00	225,573.00	0.0
	Dept: 00	225,573.00	225,573.00	0.00	0.00	0.00	225,573.00	0.0
Revenues								
		225,573.00	225,573.00	0.00	0.00	0.00	225,573.00	0.0
Expenditures								
Dept: 50 RUSH PARK								
Acct Class: 60 CAPITAL EXPENDITURES								
6005	Buildings and Improvements	194,950.00	194,950.00	0.00	0.00	0.00	194,950.00	0.0
	CAPITAL EXPENDITURES	194,950.00	194,950.00	0.00	0.00	0.00	194,950.00	0.0
	RUSH PARK	194,950.00	194,950.00	0.00	0.00	0.00	194,950.00	0.0
Dept: 65 ROSSMOOR WALL								
Acct Class: 60 CAPITAL EXPENDITURES								
6005	Buildings and Improvements	0.00	0.00	94.19	700.00	0.00	-94.19	0.0
	CAPITAL EXPENDITURES	0.00	0.00	94.19	700.00	0.00	-94.19	0.0
	ROSSMOOR WALL	0.00	0.00	94.19	700.00	0.00	-94.19	0.0
Dept: 75 CAPITAL PROJECTS								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5045	Miscellaneous Expenditures	16,050.00	16,050.00	605.81	0.00	0.00	15,444.19	3.8
	OPERATIONS AND MAINTENANCE	16,050.00	16,050.00	605.81	0.00	0.00	15,444.19	3.8
	CAPITAL PROJECTS	16,050.00	16,050.00	605.81	0.00	0.00	15,444.19	3.8
Expenditures								
		211,000.00	211,000.00	700.00	700.00	0.00	210,300.00	0.3
Net Effect for CAPITAL PROJECTS CONTRIBUTIONS								
Change in Fund Balance:								
		14,573.00	14,573.00	-700.00	-700.00	0.00	15,273.00	-4.8
				-700.00				
Grand Total Net Effect:		203,202.00	203,202.00	-654,877.56	54,721.94	0.00	858,079.56	

**ROSSMOOR COMMUNITY SERVICES DISTRICT
FOOTNOTES - FINANCIAL REPORT
NOVEMBER 2013
EXPENDITURES**

* #1 Board of Directors 10-10-4000	Additional Board, Committee, and Ad Hoc meetings have been called. Amount will be adjusted in Amended Budget.
* #2 Salaries - Overtime 10-10-4003, 10-20-4003, 10-30-4003, 10-40-4003, 10-50-4003	Additional Board, Committee, and Ad Hoc meetings have been called. Amount will be adjusted in Amended Budget.
#3 Memberships and Dues 10-10-5004	Annual SDRMA dues paid in November.
#4 Publications and Legal Notices 10-10-5010	Additional advertising costs and public notices were charged due staff recruitment. Amount will be adjusted in Amended Budget.
* #5 Tree Trimming 10-30-5656, 10-40-5656, 10-50-5656, 10-80-5656	Most of annal tree trimming is performed during summer months. However, amount will be adjusted in Amended Budget.
* #6 Maintenance 10-90-5032	Annual Backflow testing performed in August. Repairs were needed. Amount will be adjusted in Amended Budget.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-1

Date: January 14, 2014

To: Honorable Board of Directors

From: General Manager

SUBJECT: RESOLUTION NO. 14-01-14-01-LIST OF OFFICIALS
AUTHORIZED TO TRANSACT BUSINESS WITH THE
DISTRICT'S BANKS AND OTHER FINANCIAL INSTITUTIONS

RECOMMENDATION:

Approve by roll call vote, Resolution No. 14-01-14-01 by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT DESIGNATING CERTAIN DISTRICT OFFICIALS TO TRANSACT BUSINESS WITH FINANCIAL INSTITUTIONS WHICH HOUSE THE DISTRICT'S INVESTMENTS, SAVINGS OR OTHER FINANCIAL ACCOUNTS.

BACKGROUND:

The District has elected new Board officers. This necessitates updating the District's banking signature forms authorizing new officials to transact business with its financial institutions which house the District's investments, savings and other financial accounts. Attached is a list of proposed officials for such authorization.

ATTACHMENTS:

1. Resolution No.14-01-14-01
2. List of Officials Authorized to Transact Business with the District's Banks and other Financial Institutions.
3. Policy No. 4055 District Bank and Investment Accounts.

RESOLUTION NO. 14-01-14-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT DESIGNATING CERTAIN DISTRICT OFFICIALS TO TRANSACT BUSINESS WITH FINANCIAL INSTITUTIONS WHICH HOUSE THE DISTRICT'S INVESTMENTS, SAVINGS, OR OTHER FINANCIAL ACCOUNTS

WHEREAS, the Rossmoor Community Services District did hold elections for new Board officers at its Regular Meeting on January 14, 2014.

WHEREAS, those Board officers assumed their elective duties at its Regular Meeting on January 14, 2014.

WHEREAS, District Policy No. 4055 Authorized Signatures for Bank Accounts designates the Board President, 1st Vice President, 2nd Vice President, and General Manager as authorized to sign checks.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the Rossmoor Community Services District hereby designates those persons identified on the attached Exhibit "A" to transact business with financial institutions which house the District's funds.

BE IT FURTHER RESOLVED, that the Board of Directors of the Rossmoor Community Services District hereby designates the District's Accountant/Bookkeeper as authorized to have access to transfer funds to and from the District's financial accounts.

AYES:

NOES:

ABSENT:

ABSTAIN:

PASSED, SIGNED, AND ADOPTED this 14th day of January 2014.

By: _____
President
Rossmoor Community Services District

ATTEST:

James D. Ruth, Secretary
Rossmoor Community Services District

EXHIBIT A

LIST OF DISTRICT OFFICIALS AUTHORIZED TO TRANSACT BUSINESS WITH THE DISTRICT'S BANKS AND OTHER FINANCIAL INSTITUTIONS

- PRESIDENT
- 1ST VICE PRESIDENT
- 2ND VICE PRESIDENT
- GENERAL MANAGER JAMES D. RUTH
- ACCOUNTANT/BOOKKEEPER KATHLEEN BELL (Access only)

Rossmoor Community Services District

Policy

No. 4055

DISTRICT BANK AND INVESTMENT ACCOUNTS

4055.10 Authorized Signatures For Bank and Investment Accounts: Each District bank account opened or closed shall require two signatures from official signatories. Each investment account opened or closed shall require two signatures from official signatories unless it is a maturing (closed) time certain investment e.g. CD.

4055.11 Investment Account Approvals: Any transaction involving a District investment account other than LAIF, shall have been reviewed by the Investment Committee and approved by the Board.

4055.12 Check Signing Approvals: Two signatures from official signatories shall be required on each check issued by the District.

4055.20 Official Signatories: The following named officials of the District are authorized signatories: President, 1st Vice President, 2nd Vice President and General Manager.

4065.30 Proceeds from Closed Accounts: Any proceeds from a closed banking account, investment account and interest or dividend payment shall be immediately deposited into the District's checking or LAIF account.

4055.40 Reinvestment of Funds from a Closed Account: As soon as practicable thereafter, the Investment Committee shall meet *and* recommend to the Board the *reinvestment* of proceeds *and* other monies from a closed account. The Board shall determine the final placement of such funds.

Adopted: Resolution 87-5, January 28, 1987
Approved renumbering & format: October 8, 2002
Reaffirmed: June 10, 2003
Amended: July 12, 2005
Amended: July 13, 2010

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-2

Date: January 14, 2014
To: Honorable Board of Directors
From: General Manager
SUBJECT: ADOPTION AND REVISION OF CERTAIN POLICIES BY
ORDINANCE

RECOMMENDATION:

Give second reading by roll call vote, to Ordinance 2014-01 by reading the title only and waiving further reading as follows:

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE
ROSSMOOR COMMUNITY SERVICES DISTRICT RE: ADOPTION AND
REVISION OF CERTAIN POLICIES BY ORDINANCE

BACKGROUND:

The District has previously adopted or revised policies in accordance with Policy No. 1000 which only requires two readings. General Counsel has advised the District that policies which deal with administration, operation, and use of facilities and services must be adopted or revised by ordinance. Attached is a proposed ordinance for readopting those current policies. Further, Policy No. 1000 Board Policies must be revised, as well. This ordinance and policy are presented for second reading and adoption. Should this ordinance be adopted at this meeting, it would take effect 30 days after second reading. It will also be posted in a newspaper of general circulation prior to taking effect. Policy No. 1000 will take effect immediately if approved at second reading.

ATTACHMENTS:

1. Ordinance No. 2014-01 Adoption and Revision of Certain Policies by Ordinance.
2. Policy No. 1000 Board Policies

- a. Current
- b. Redline
- c. Proposed

3. Policy No. 3080 Parkway and Rossmoor Way Median Tree Maintenance.
4. Policy No. 3085 Street Sweeping.
5. Policy No. 6010 Requests for the Use of District Parks and Facilities.
6. Policy No. 6011 Rules and Regulations for the Use of District Property.
7. Policy No. 6012 Group Picnics, Public Gatherings, and Special Events.
8. Policy No. 6013 Joint Use of District Property for District Sponsored Events.
9. Policy No. 6020 District Facilities—Long Term Use.
10. Policy No. 6030 Dedicated Use of Specific District Facilities.
11. Policy No. 6040 Rossmoor Wall Signs.
12. Policy No. 6050 Facilities—Tennis Courts.
13. Policy No. 6080 Signature Wall Preservation and Protection.

ORDINANCE NO. 2014-01

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF ORANGE, STATE OF CALIFORNIA, ADOPTING RULES AND REGULATIONS FOR THE ADMINISTRATION, OPERATION AND USE OF FACILITIES AND SERVICES

WHEREAS, Rossmoor Community Services District (“District”) is a district duly organized and existing under and pursuant to the Community Services District Law, Section 61000 *et seq.* of the California Government Code; and

WHEREAS, the District is empowered by California Government Code Section 61060(b) to adopt, by ordinance, and enforce rules and regulations for the administration, operation and use of facilities and services listed in California Government Code Section 61100; and

WHEREAS, California Government Code Section 61100(e) authorizes the District to acquire, construct, improve, maintain and operate recreation facilities such as parks; and

WHEREAS, California Government Code Section 61100(l) authorizes the District to acquire, construct, improve and maintain streets, roads, rights of way, bridges, culverts, drains, curbs, gutters, sidewalks and any incidental work, including those owned by another public agency, provided the public agency gives its written consent.

WHEREAS, California Government Code Section 61064(a) provides that any violation of any rule, regulation or ordinance adopted by the District is punishable as a misdemeanor pursuant to California Penal Code Section 19.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF ROSSMOOR COMMUNITY SERVICES DISTRICT ORDAINS AS FOLLOWS:

SECTION 1. Adoption of Rules and Regulations for the Administration, Operation and Use of District Facilities and Services.

The Board of Directors hereby adopts, and incorporates by reference, the attached policies:

- Policy No. 3080 Parkway and Rossmoor Way Median Tree Maintenance
- Policy No. 3085 Street Sweeping
- Policy No. 6010 Requests for the Use of District Parks and Facilities
- Policy No. 6011 Rules and Regulations for the Use of District Property
- Policy No. 6012 Group Picnics, Public Gatherings, and Special Events
- Policy No. 6013 Joint Use of District Property for District Sponsored Events
- Policy No. 6020 District Facilities – Long Term Use
- Policy No. 6030 Dedicated Use of Specific District Facilities
- Policy No. 6040 Rossmoor Wall Signs
- Policy No. 6050 Facilities – Tennis Courts
- Policy No. 6080 Signature Wall Preservation and Protection

SECTION 2. Severability.

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

SECTION 3. Compliance with California Environmental Quality Act

The Board finds that this Ordinance is not subject to the California Environmental Quality Act (“CEQA”) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

SECTION 4. Effective Date.

This Ordinance shall become effective thirty (30) days from its adoption.

SECTION 5. Publication.

The District Secretary shall certify to the adoption of this Ordinance and cause it and the incorporated exhibits, including the vote for and against the same, to be published once within fifteen (15) days of adoption in a newspaper of general circulation printed and published within the Rossmoor Community Services District in accordance with California Government Code Section 25124(a).

Adopted by the Rossmoor Community Services District Board of Directors this 14th day of January, 2014.

President
Rossmoor Community Services District Board of Directors

Attested:

I hereby certify that the foregoing Ordinance is a true copy adopted by the Rossmoor Community Services District Board of Directors regular meeting held on January 14, 2014 and signed by Board Secretary, James D. Ruth, on _____, 2014.

James D. Ruth
Board Secretary

CURRENT

Rossmoor Community Services District

Policy

No. 1000

BOARD POLICIES

1000.10 Manual of Policies: It is the intent of the Board of Directors of the Rossmoor Community Services District (District) to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies shall serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business is to be conducted. The Manual of Policies shall be reviewed annually by the General Manager and proposed amendments shall be brought before the Board. Other recommended amendments may be brought before the Board by the General Manager on an as needed basis.

1000.20 Conflicts, Severability: If any policy or portion of a policy contained within the Manual of Policies is deemed to be in conflict with, or otherwise contrary to, any laws, rules or regulations ("Laws") applicable to the Rossmoor Community Services District, then said Laws shall be controlling. If any provision or policy contained in the Manual of Policies is held invalid, then such invalidity shall not effect other provisions or policies in the Manual of Policies, and to this end, the provisions and policies of the Manual of Policies are declared to be severable.

1000.30 Non-policy Matters: Rules and regulations pertaining to the administrative operation of the District shall be promulgated by the General Manager as Administrative Regulations or Manuals pertaining to more complex matters such as personnel, safety or the processing of claims against the District.

1000.40 Adoption and Amendment of Policies:

1040.10 Initiation: Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director, or by the General Manager. The proposed adoption or amendment is initiated in accordance with Policy No. 5020 Board Meeting Agenda.

1040.20 Review Period: Before considering adopting or amending any policy, the Board may review the proposed adoption or amendment by means of a first reading at a regular Board meeting prior to the meeting at which consideration for adoption or amendment is to be given. After the first reading by the Board, the proposed adoption or amendment will be reviewed by District General Counsel. After review, the proposed adoption or amendment will be set for a second reading by the Board at a subsequent meeting. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting of consideration.

1040.30 Adoption and Amendment By One Reading: Notwithstanding the foregoing, the Board may elect to consider policy adoption or amendment by means of one reading at a regular Board meeting and waive the requirement of a second reading for emergencies or where important business of the District would be impeded by a second reading. In that case, the Board may take action by Minute Order to review the proposed adoption or amendment by means of a first reading and waive any further reading and consider the policy adoption or amendment. In the event said procedure is proposed by a Director or the General Manager, all other requirements shall be implemented prior to said consideration by the Board including the initiation of a proposed policy or amendment, review by District General Counsel, and inclusion in the applicable agenda information packet.

Renamed, Amended and Adopted: November 9, 2010

Rossmoor Community Services District

Policy

No. 1000

BOARD POLICIES

1000.10 Manual of Policies: It is the intent of the Board of Directors of the Rossmoor Community Services District (District) to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies shall serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business is to be conducted. The Manual of Policies shall be reviewed annually by the General Manager and proposed amendments shall be brought before the Board. Other recommended amendments may be brought before the Board by the General Manager on an as needed basis.

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1000.41 Initiation: Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director, or by the General Manager. The proposed adoption or amendment is initiated in accordance with Policy No. 5020 Board Meeting Agenda.

1000.42 Review Period: Before considering adopting or amending any policy, the Board may review the proposed adoption or amendment by means of a first reading at a regular Board meeting prior to the meeting at which consideration for adoption or amendment is to be given. After the first reading by the Board, the proposed adoption or amendment will be reviewed by District General Counsel. After review, the proposed adoption or amendment will be set for a second reading by the Board at a subsequent meeting. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting of consideration.

1000.43 Adoption and Amendment By One Reading: Notwithstanding the foregoing, the Board may elect to consider policy adoption or amendment by means of one reading at a regular Board meeting and waive the requirement of a second reading for emergencies or where important business of the District would be impeded by a second reading. In that case, the Board may take action by Minute Order to review the proposed adoption or amendment by means of a first reading and waive any further reading and consider the policy adoption or amendment. In the event said procedure is proposed by a Director or the General Manager, all other requirements shall be implemented prior to said consideration by the Board including the initiation of a proposed policy or amendment, review by District General Counsel, and inclusion in the applicable agenda information packet.

REDLINE

1000.50 Rules and Regulations for District Facilities: Notwithstanding the foregoing, any policy that includes rules and regulations for the use and maintenance of District facilities and services shall be adopted or amended by ordinance following the procedures of Article 7 (commencing with section 25120) of Chapter 1 of Part 2 of Division 2 of Title 3 of the Government Code.

Renamed, Amended and Adopted: November 9, 2010

PROPOSED

Rossmoor Community Services District

Policy

No. 1000

BOARD POLICIES

1000.10 Manual of Policies: It is the intent of the Board of Directors of the Rossmoor Community Services District (District) to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies shall serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business is to be conducted. The Manual of Policies shall be reviewed annually by the General Manager and proposed amendments shall be brought before the Board. Other recommended amendments may be brought before the Board by the General Manager on an as needed basis.

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1000.42 Review Period: Before considering adopting or amending any policy, the Board may review the proposed adoption or amendment by means of a first reading at a regular Board meeting prior to the meeting at which consideration for adoption or amendment is to be given. After the first reading by the Board, the proposed adoption or amendment will be reviewed by District General Counsel. After review, the proposed adoption or amendment will be set for a second reading by the Board at a subsequent meeting. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting of consideration.

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PROPOSED

1000.50 Rules and Regulations for District Facilities: Notwithstanding the foregoing, any policy that includes rules and regulations for the use and maintenance of District facilities and services shall be adopted or amended by ordinance following the procedures of Article 7 (commencing with section 25120) of Chapter 1 of Part 2 of Division 2 of Title 3 of the Government Code.

Renamed, Amended and Adopted: November 9, 2010

Rossmoor Community Services District

Policy

No. 3080

**PARKWAY AND ROSSMOOR WAY MEDIAN TREE
MAINTENANCE**

3080.00 Parkway and Median: A parkway, as described in this Policy, is the County of Orange (County) owned area between the sidewalk and curb. The median is the County owned area dividing Rossmoor Way.

3080.10 Public Property: Parkway and median trees are public, not private property. Every reasonable effort will be made to preserve this natural resource in order to retain and improve this local scenic and environmental asset.

3080.11 Homeowners, residents or their agents shall not plant, trim or remove parkway and median trees. The Rossmoor Community Services District (District) has the authority and responsibility to plant and trim trees either directly or through the County or other third parties. The District recommends removals to the County and the County has the authority to remove trees.

3080.12 The County of Orange is responsible for the preventative or remedial tree root pruning to aid in the control of sidewalk, curb and gutter damage. The District will coordinate with the County to perform this work and any other alternatives to tree removal.

3080.13 Request for inspections, planting, trimming or removal shall be made with the District office. A Customer Service Request (CSR) shall be initiated describing the request and action taken or not taken.

3080.20 Tree Planting and Nurturing: All parkways at private residences shall have at least one tree, where feasible, and those currently without a tree(s) will have a tree(s) planted by the District as funds become available. Appropriately spaced tree plantings are required along the parkways of public properties, where feasible (e.g. parks, schools, flood control channels, etc.).

3080.21 Tree planting locations shall be determined by the District's Tree Consultant and/or Arborist and be based on recognized standards for the planting of trees.

3080.22 The District shall maintain a tree-planting program consistent with budgeted funds.

3080.23 The District shall maintain an inventory of all parkway and Rossmoor Way median trees. The District shall also maintain a current list of all potential sites for planting a tree within all public right of ways.

3080.24 Site selections for new tree plantings shall be based on a computerized inventory of Rossmoor parkway trees and vacant sites maintained by the District.

3080.25 New tree plantings shall be accomplished in accordance with the Rossmoor Parkway Tree Planting Specifications (Arborist Scope of Services) maintained by the General Manager.

3080.26 Trees planted by the District will minimally be in 24"box containers. Should budget constraints arise or a 24" box tree of a specific species not be available, a 15-gallon container tree may be substituted.

3080.27 A list of tree varieties approved by the Board for new or replacement trees shall be maintained by the District. The Tree Consultant shall recommend and the District shall select tree species based on the specified predominant tree species of the block if the tree is still on the approved species list and other factors such as availability or an alternate tree from the approved list of trees with similar characteristics.

3080.28 The General Manager shall maintain a Notification of Tree Planting document that specifies the required care of parkway trees. This includes instructions for newly planted parkway trees. The document shall be provided to each homeowner/resident of a newly planted parkway tree.

3080.29 The homeowner/resident has the responsibility for watering and caring for the parkway trees adjacent to their property in accordance with District instructions. A tree that must be replaced due to lack of care on the part of a homeowner/resident will require the homeowner/resident to pay the District for a replacement tree of the same or like species and size.

3080.30 Tree Trimming and Protection: Trees shall be trimmed by the District to maintain safety and clearance standards established by the County.

3080.31 Specifications delineating aesthetic tree trimming shall be in accordance with the requirements of the American National Standards Institute (ANSI A 300) maintained by the General Manager and shall become a part of any tree trimming contracts awarded by the District.

3080.32 The District shall maintain a tree trimming schedule for all parkway and median trees. Each tree shall be trimmed at least once every four years or as necessary according to species. Homeowners/residents desiring more frequent trimming or pruning can request such at the District office for a fee, which reflects the cost to the District. Tree trimming shall only be performed by the District's contract arborist.

3080.33 Notification by mail or by posting at the residence of scheduled tree trimming, planting, root pruning or removal shall be sent by the District to the homeowner/resident at least two (2) weeks prior to the planned work except for emergency safety removals by the County.

3080.40 Tree Removal: Only trees that are dead, structurally unsound or are creating problems that cannot be corrected without causing the tree to die or become unstable will be removed.

3080.41 Valid reasons for removing trees:

- A dead, rotting or seriously diseased tree that presents a danger of structural failure.
- Trees that present a hazard, such as a tree with weak roots, a tree with a split trunk or a tree with falling limbs that cannot be corrected with trimming.
- A diseased or insect infested tree that is a serious threat to nearby trees if removal is the best pest or disease control option.
- An unauthorized tree of the wrong species for its location
- Hardscape (sidewalks, curbs, driveways etc.) damage that requires repairs and if such repairs cannot be made without causing severe root damage that renders the tree structurally unsound.

- If in order to repair or replace a lateral sewer line, it is necessary to remove significant tree roots that would undermine the structural integrity of a tree. This need must be demonstrated to the District by the homeowner through video evidence of the location and extent of damage to the sewer lateral. During excavation, the sewer line must be exposed and be available to the District for a visual inspection to determine the need for the tree removal.
- Home remodeling that requires removal of a tree. If this is driveway relocation, the homeowner must have a building permit and plot plan showing the tree to be removed is less than eight (8) feet from the proposed new driveway. The Homeowner must pay the District for the tree removal and the planting of a new 24-inch box tree selected by the District before the District will sign off on the building permit.
- Any reason deemed by the General Manager to be in the best interests of the District and/or homeowner/resident.

3080.42 Non-valid reasons for removing trees:

- Nuisances, such as dropping leaves, root ridges in lawn, messy fruit, berries or flowers, etc.
- Roots getting into sewer lines. It is the responsibility of the homeowner/resident to maintain their sewer line so that leakage from a line is repaired promptly. This will avoid tree roots from seeking the seeping nutrients and moisture from the line.
- Invasion of roots into water meter box that can be remedied with root pruning. The General Manager will determine who is financially responsible for any necessary root pruning.
- Hardscape damage where repair coupled with root pruning can save the tree.

3080.50 Requests for Tree Inspections, Trimming or Removal and Disposition:

3080.51 A request for parkway tree inspection, trimming or, removal may be made in person, by telephone or in writing to the District office. A CSR will be generated, an inspection will be performed and a disposition will be made by the District.

3080.52 The action taken or not taken on a request will be reported back to the homeowner or his/her agent by the District. A requester has the right of appeal the final disposition of the request by the General Manager to the Board on any actions taken/not taken.

3080.60 Tree Protection: Unauthorized removal or homeowner/resident caused damage of a parkway tree is a misdemeanor subject to penalties. In addition, the homeowner will be required to pay to the District the International Society of Arboriculture (ISA) value of the removed tree and the cost of a replacement tree in a 24-inch box.

3080.61 Parkway may not be cemented, bricked or covered with vegetation which prevents the planting of a parkway tree. Any such paving-over, cementing-over or other covering of a parkway shall be subject to the applicable permitting or other approval requirements of the County of Orange. For example, and not by way of limitation, any such paving-over, cementing-over or other covering of a parkway shall be subject to the applicable urban storm water runoff permit regulations as set forth in the applicable National Pollution Discharge Elimination System (NPDES) permit program as established and administered by the County of Orange or other applicable state or regulatory body.

3080.62 Parkway may be covered with grass or other plants, so long as such grass or plants are not more than two (2) feet high or closer than 1½ feet from the base of the

tree. [Any work on the parkway that could involve the pruning of tree roots must first be approved by the District.

3080.63 No swings or attachments of any type may be placed on parkway or median trees.

3080.70 Retention of Arborist: The District will retain an ISA certified arborist to assist the General Manager in the performance of specifications called out in the Scope of Services as detailed in the Agreement with the contract arborist.

3080.80 Enforcement of Policy:

3080.81 Pursuant to Government Code Section 61600(j) and (k), the District has the authority to perform work and improvements on or about any street in Rossmoor, subject to the consent of the County.

3080.82 Pursuant to Government Code Section 61621.5(c), Resolution 99-1-13-1 provides that the County has granted the District the power of a county road commissioner to regulate certain activities. In its role as a County Road Commissioner, the District may regulate and perform certain activities in connection with the planting, removing, cutting, injuring or destroying any tree, shrub, plant or flower growing on any parkway or median. Pursuant to Government Code Section 61621.5(c) and Streets and Highways Code Section 1460, anyone who violates this policy will be subject to the appropriate legal remedy including liability for all expenses and damages caused thereby to the County and District and could be found criminally liable for a misdemeanor.

3080.83 The District shall notify the homeowner/resident of any violation of this policy. If the homeowner/resident refuses to correct the violation, the District shall pursue other appropriate legal remedies for the collection of damages in order to compensate the District for all costs and expenses caused by the alleged violation of this policy. The District staff shall establish internal procedures, with the assistance of General Counsel, for performing such reporting and enforcement functions.

3080.84 The internal procedures which may be established by District staff may be deemed to include, and/or be supplemented by, the following District Enforcement Procedures:

(1) Send the Resident a Notice/Demand Letter Along with the option of prosecuting residents for misdemeanors, the District may notify residents that their actions are in violation of the District's regulations and provide them with the opportunity to correct the violation and/or pay the expenses and damages the District incurred in correcting the violation. A demand for such payment could be in the form of a notice/demand letter which sets forth the violation and the amount due and owing. In regard to correcting the violation, the District may take the initiative to correct the violation, such as replanting a parkway tree and also take the initiative in pursuing recovery of costs and expenses. The notice/letter may also state that the resident must refrain in the future from taking such action that caused the violation to occur.

(2) Civil Litigation If the resident fails or refuses to correct the violation and/or to pay the amount owed, then the District may pursue litigation. Such litigation may seek injunctive relief whereby the District requests that the court order the resident to refrain from certain activities or require the resident to take certain actions in order to be in compliance with the District's policy/regulations. In the event the District has taken the necessary action, such as replacing the parkway tree, the District may pursue litigation to get a judgment against the resident in

the amount of the expenses and damages that the District incurred in correcting the violation.

3080.85 Nuisance Enforcement by Civil Action::Attorney's Fees

(1) In addition to other penalties authorized by law, any condition caused or permitted to exist in violation of the Policy shall be deemed a public nuisance and may be abated as such. Each and every day such condition continues shall be regarded as a new and separate offense.

(2) In addition to other penalties and enforcement mechanisms authorized by law, this Policy may be enforced by injunction issued by the superior court upon the suit of the District.

(3) In any action, administrative proceeding or special proceeding commenced by the District to abate a public nuisance, to enjoin a violation of any provision of this Policy, to enforce the provisions of this Policy, or to collect a civil debt owing to the District pursuant to this Policy, the prevailing party shall be entitled to recover its reasonable attorney's fees. The recovery of attorney's fees by the prevailing party is limited to those individual actions or proceedings in the District elect, at the initiation of that individual action or proceeding, to seek recovery of its own attorney's fees. Failure to make such an election precludes any entitlement to, or award of, attorney's fees in favor of any person or the District. In no action, administrative proceeding, or special proceeding shall an award of attorney's fees to a prevailing party exceed the amount of reasonable attorney's fees incurred by the District in the action or proceeding.

3080.90 Tree/Parkway Committee: The Tree/Parkway Committee is comprised of two Board Members and the General Manager. The President of the Board appoints the members to the Committee. The General Manager shall also provide a quarterly report to the Board giving a summary of all parkway and median tree plantings, trimmings, inspections and removals.

3080.100 Damage Claims: Claims for damages allegedly caused by parkway or median trees should be filed with the District. Such claims will be processed in accordance with District Procedures.

3080.110 Terms: Following are terms as used in this policy:

- **Manicure Trimming**—Ongoing yearly high quality trimming designed to maintain the shape and characteristics of the tree (commonly referred to as resort style which includes lacing of the canopy). This is not the type of tree trimming as performed by the District.
- **Aesthetic Trimming (pruning)**—Appropriate trimming performed by the District's arborist designed to maintain the general shape of the tree and eliminating dead, damaged or diseased branches and maintaining safety and clearance standards.
- **Grid Trimming**—Regularly scheduled and ongoing aesthetic trimming on a four year cycle performed by the District's contract Arborist according to a four section grid map of Rossmoor.
- **Safety Trimming**—Performed on an as-needed basis when a tree is identified as posing a hazard to property, street traffic or pedestrian traffic.

- Root pruning—The cutting of roots to facilitate the replacement of curbs, gutters or sidewalks.

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Reaffirmed: December 10, 2002
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Amended: April 13, 2004
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Amended: July 12, 2005
Amended: December 13, 2005
Amended: April 13, 2010
Amended: June 14, 2011
Amended: November 12, 2013

Rossmoor Community Services District

Policy

No. 3085

STREET SWEEPING

3085.10 Policy: The Rossmoor Community Services District (RCSD) has, within its current jurisdiction, the responsibility for providing street sweeping services to keep the streets clean and for soliciting the cooperation of Rossmoor homeowners/residents to achieve this goal. Street sweeping removes pollutants before they are washed by rain or excess sprinkler water to the local drainage channels, to the San Gabriel River channel, and then to the ocean. Also, sweeping reduces the amount of debris that can collect in the channels that could overflow in heavy rainstorms.

3085.20 Responsibility: RCSD has the responsibility for contracting with a reputable company to perform the street sweeping service within the Rossmoor community in a cost effective manner and to monitor the contractor's performance to assure that the service provided is effective and in accordance with the contract. RCSD also has the responsibility for informing, via the quarterly newsletter and other communications, all Rossmoor homeowners/residents of their responsibilities to assist in achieving the goal of keeping the streets clean and promoting the following provisions.

3085.30 Vehicles: No vehicles should be parked on the streets on sweeping days during the hours indicated on signs posted within the Rossmoor community. Rossmoor homeowners/residents should inform visitors at their residences to park in their driveway on street sweeping days. Current street sweeping no parking restrictions are posted for 1st and 3rd Monday of each month from 8:00 a.m. to 4:30 p.m. If the normal Monday designated for street sweeping is a holiday, street sweeping will occur on the following Monday.

3085.31 Homeowners/residents or their contractors who need one or more trash bins to be used for the collection of wood, concrete, stucco, and other materials removed from residences undergoing remodeling shall obtain any required permits from the County of Orange to enable them to park the bin(s) on the street.

3085.32 Contractors who have trucks or large equipment trailers that cannot be parked in the driveway of the residence where they are working are exempted from being cited by parking enforcement officers. Also, contractors are responsible for removing all wood, concrete, stucco, dirt and other debris from the street when their work is completed.

3085.40 Trash Containers: Trash barrels/cans/bags and piles of leaves or other debris should not be placed in the street on sweeping days during the hours indicated on the posted signs.

3085.50 Violations: Vehicles on the street during the posted hours on street sweeping days are subject to being cited for violation of the posted regulation by parking enforcement officers.

3085.60 RCSD Monitoring: RCSD staff shall obtain information from the street sweeping contractor and parking enforcement officers to monitor the effectiveness of this policy and shall take appropriate action to remind homeowners/residents of their responsibilities.

Proposed: First Reading - February 14, 2006
Adopted: Second Reading and Approval - March 14, 2006
Amended: First Reading - August 8, 2006
Amended: Second Reading and Approval - September 12, 2006

ROSSMOOR COMMUNITY SERVICES DISTRICT

Policy

No. 6010

REQUESTS FOR USE OF DISTRICT PARKS AND FACILITIES

6010.00 Public Parks and Facilities: Rossmoor Community Services District (District/RCSD) parks and facilities include the Montecito Center, Rossmoor Park, Rush Park, Foster Mini-Park and Kempton Mini-Park. These parks and facilities are managed by the District in response to the needs of the residents of Rossmoor and are made available for the use of community-based organizations, non-profit organizations, private individuals and commercial groups. The aim of the District is to provide parks and facilities that are a benefit and source of pride to the entire community.

6010.01 General/Short- Term Use: District parks and facilities may be used by groups, individuals or organizations. Uses include, but are not limited to: classes, events and cultural, educational, health, self-improvement and sports programs.

6010.02 Dedicated Use: Specific space or rooms within the District may be authorized for dedicated use (one to two years) when specifically approved by the Board pursuant to Policy No. 6030 Facilities—Dedicated Use.

6010.03 Long-term Use: Long-term use shall be limited to between six and twelve months. User Requests which do not exceed four days in each month and four hours in each day may be authorized by the General Manager. The use of fields shall not exceed 6 consecutive calendar months. User Permits which exceed these limitations will require Board approval.

6010.10 Limitations: The General Manager shall have the authority to limit the hours of use for all events based on the type of activity planned, proximity to homes, the noise level anticipated from the attendees and the availability of parking needed to accommodate the event. Use of a park or facility by any group or individual shall not exceed eight (8) hours including preparation time, on any one day. Unless otherwise approved by the Board, no outdoor events, including preparation time or clean up time, in Rush or Rossmoor Park shall be scheduled to begin before 8:00 a.m. or conclude after dusk on non-lighted parks and facilities or 10.00 p.m. on lighted parks and facilities. Preparation time includes, but is not limited to, any organized activity such as exercising, warming up, practicing, preparation of a field for play, preparation of a facility for the event, or any other activity if it generates excessive noise. The General Manager shall make such determinations, consistent with this or other applicable Board policies. Such determinations may be appealed to the Board as provided in Section 6010.80.

6010.20 Priority of Use: The use of District parks and facilities shall be awarded in the following order of priority: District sponsored activities; Rossmoor community organizations; Rossmoor residents; other organizations or individuals. Also, organizations currently using District facilities will be given the right of first refusal or to renew their current usage in accordance with the latest fee schedule. The General Manager may require documentation to authenticate the addresses and identities of the requester and his/her organization.

6010.30 Sunday Organized Use: Permits for Sunday organized use of playing fields, other than make-up games, will require approval of the Board. Organized use is defined as any group which is a member of a league or association whose primary purpose is to participate in a recreational activity which has scheduled or regular play and can be identified by a uniform or other recognizable apparel or equipment which would indicate that the participants are a part of organized play. Use of a facility by an informal gathering such as a family or a social gathering is not considered organized play within the meaning of this policy.

6010.40 User Permit Procedures: An applicant for a User Permit must be 18 years of age (See Policy 6060.30) in order to apply for the use of a park or facility. The permittee shall make the application on forms provided by the District, accompanied by a processing fee. See Policy No. 6015 Establishment of Fees And Charges For Use Of District Parks, Buildings and Facilities. It is the responsibility of the person in charge of the event, as identified on the User Permit, to enforce the rules of this policy. Failure to enforce the rules of the District's policies is immediate grounds for revocation of a User Permit.

6010.41 Permit Requests and Deposits: A request for a User Permit should be received by the District a minimum of ten (10) calendar days prior to the requested date and may be submitted six (6) months prior to the requested date. A "reservation" fee will be required to be paid at the time the User Permit is submitted and all other required fees, in accordance with Policy 6015, must be paid at least ten (10) calendar days prior to the scheduled event or the request is invalid. If another applicant requests the same facility or field on the same date and time, the original applicant will be notified and requested to pay any unpaid fees and if that person does not do so within two (2) business days, the later applicant's request will be honored. In all cases, fees and deposits paid within ten (10) calendar days of the scheduled event must be in cash.

6010.42 Response to Applicants: Unless otherwise specified, the District will make reasonable efforts to respond to applicants within five (5) working days of receipt of application unless the request requires Board approval or if the General Manager is required to research a particular aspect of a request which is not specifically covered by Board policy. In the latter case, every attempt will be made to approve or disapprove a User Permit Request in a timely manner.

6010.50 District Indemnification: Application for a User Permit for groups of more than 50 individuals wishing to use a field or facility **must** sign the District's Hold Harmless Agreement. Applications for groups of 150 or more individuals must include a Certificate of Insurance naming the Rossmore Community Services District as additional insured and sign the District's standard Hold Harmless Agreement. Insurance coverage shall include Personal Injury, Property Damage and Automobile Liability in an amount of not less than one million dollars (\$1,000,000) per occurrence / Insurance coverage shall also include Worker's Compensation and Employer's Liability with limits as required by the Labor Code of the State of California, if applicable.

Groups requesting multiple dates of use and any applicants requesting to serve alcohol at Montecito Center must then provide a Certificate of Insurance naming the District as additional insured regardless of the size of the group. Applications will not be approved without the required Certificate of Insurance and Hold Harmless Agreement first being provided to the District. The term group as used in this policy includes all attendees whether they are participants, fans, observers, guests, or invitees of any nature whatsoever.

6010.60 Cancellation of Request By Applicant: In the event of a cancellation by the applicant, notice to the District shall be given as far in advance of the scheduled event as possible. An applicant who cancels a reservation may receive a refund for fees or deposits made to the District if the cancellation is made at least ten (10) days prior to the scheduled use. The refund will be denied, however, if another applicant has requested the same reservation and was denied that reservation because the initial applicant was advised of the secondary request and consequently paid all deposits and fees. Cancellations that do not meet the ten (10) day calendar deadline, or applications made less than ten (10) days in advance of the scheduled event, may receive a partial refund of fees and deposits only if the General Manager finds:

- a. The applicant made a reasonably good faith effort to promptly notify the District and the facility was subsequently rented for same date and time, or
- b. Extenuating circumstances beyond the applicant's control justify the refund.

In all cases, the processing and cancellation fees will be retained by the District.

6010.70 Cancellation by General Manager: Any reservation may be canceled by the General Manager if in his/her judgment the event violates any District policy. In the event of such a cancellation, notice shall be given to the applicant as far in advance of the scheduled event as possible, with a full refund of all fees and deposits made.

6010.80 Appeal to the Board: An applicant for a User Permit or any other interested person who disputes the decision of the General Manager regarding an application or other matter regarding a User Permit may appeal that decision to the Board by filing a written request to the General Manager for the matter to be placed on the agenda for the next scheduled Board meeting and payment of the appeal fee as set forth in the fee schedule.

Adopted: October 8, 2002
Amended: August 10, 2004
Amended: March 8, 2005
Amended: August 12, 2008
Amended: July 14, 2009
Amended: July 10, 2012

ROSSMOOR COMMUNITY SERVICES DISTRICT

Policy

No. 6011

RULES AND REGULATIONS FOR USE OF DISTRICT PROPERTY

6011.00 Purpose: The purpose of this policy is to provide for the orderly administration and control of District property within the District and establish rules and regulations to provide a safe and enjoyable environment for those using these facilities.

6011.10 Definitions: For the purpose of this policy the following terms shall have the respective meanings set forth herein, unless the context in which they are used clearly indicates to the contrary:

6011.11 Alcoholic Beverage: Alcohol, spirits, liquor, wine, beer and every liquid or solid containing one-half of one (0.5) per cent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed or combined with other substances.

6011.12 Board: The Board of Directors of the Rossmoor Community Services District.

6011.13 District: The Rossmoor Community Services District

6011.14 District Property: Every park and mini-park, building, facility, court, field or vehicle parking area owned, managed or controlled by the District.

6011.15 Facility: May include any or all of the following: Rush Park Auditorium, East Room, West Room, Administration Building, kitchens, Rossmoor Park Community Center, Montecito Center.

6011.16 Eviction: Revocation of any permit or permission to use a park and expulsion from District property.

6011.17 General Manager: The General Manager of the District.

6011.18 Group "Group" means all Persons subject to the same permit.

6011.19 Person: Person means every individual, corporation, partnership, limited liability company, joint venture, association, social club, fraternal organization or any other Group or combination of individuals including spectators.

6011.12 User Permit: District approved written permission for event or function to take place on District property.

6011.20 Management of District Property: The General Manager shall administer this policy or other related policies in such a way as to achieve the maximum benefit to the residents of Rossmoor and visitors. This policy shall be enforced by the General Manager and such of his/her agents as he/she may designate to perform said duty, as well as by any peace officer(s) having jurisdiction of any area in which a violation of any provision of this policy or other related policies may take place.

6011.30 Compliance: The privilege of any Person to use District property is expressly conditioned upon compliance by that Person with the provisions of this policy as they apply to such use. Violation of any provision of this policy shall subject the Person violating to eviction from the park or facility in which the violation occurs and other District property, if deemed necessary.

6011.40 Hours of Operation: All parks shall be open to the public during the hours of 7:00 a.m. to 10:00 p.m. No Person shall enter or remain in any of the parks at any time other than during such hours as the park is open to the public except for emergency maintenance or by the District, its contractors, or for law enforcement officers or for District sponsored events accept as otherwise limited by Policy No. 6010.10— Limitations.

6011.50 Vending and Commercial Solicitation; Permit Required: No Person shall solicit for commercial purposes in any manner, or sell or offer for sale any goods, wares, merchandise or food products, or offer services for compensation, or distribute or pass out any primarily commercial handbill or advertising material within or about any park without a written authorization from the General Manager, provided however, that this section does not apply to any concession operated under authority granted by the Board.

6011.60 Eviction:

6011.61 Person Subject to Eviction: A Person is subject to eviction from a park when all of the following conditions occur:

- The Person is in violation of a park rule or regulation.
- The Person has been warned in a manner that is reasonably calculated to reach said Person that eviction may result from any further violation.
- After receiving such warning, a further violation occurs.
- Imposition of a lesser sanction will not reasonably suffice to cure the existing or ongoing violation of this policy.
- Where a violation of this policy is of such magnitude or seriousness as to pose an immediate threat of violence or other disruption of the public health, safety or welfare, no warning will be necessary prior to eviction.

6011.62 Person or Group Subject to Eviction: A Person or Group is subject to eviction from a park when any one of the following conditions occur and no lesser sanction reasonably appears to suffice:

- There is probable cause to believe that an unlawful assembly exists pursuant to California Penal Code Section 407, as determined by an officer of the law.
- There is a clear and present danger of imminent violence which cannot reasonably be forestalled without eviction.
- There exists a Group sponsored or organized activity which violates one or more park rules and regulations and such Group sponsored organized activity has not ceased as a result of one or more warnings given to the group as a whole.
- There are multiple individual violations of park rules and regulations which have not stopped following the eviction of one or more such individual violators and violations continue after the Group has had a reasonable opportunity to cure them.

6011.78 Unauthorized Motor Vehicles: No Person shall operate an unauthorized motor vehicle, four-wheel drive vehicle, motorcycle, motorbike, motor dirt bike, all-terrain vehicle, off highway vehicle or any other motorized vehicle within District property except as authorized by the General Manager.

6011.78 Skateboards: No Person shall ride a skateboard propelled by human power to roll or coast within District property.

6011.79 Alcoholic Beverages: No Person shall, within the limits of District property, possess or consume any alcoholic beverage.

6011.80 Firearms, Weapons, Fireworks, Replica Firearms: No Person shall have any fireworks, firearms, replica firearms, air gun, paint ball gun, BB gun, slingshot or bow or hunting arrow or any weapon in

his/her possession on District property, nor shall any person discharge any firearm, fireworks or weapon or display any replica firearm on District property.

6011.81 Controlling Domestic Animals:

Leash Required. No Person shall allow a dog or other domestic animal in any park unless the animal is restrained at all times by a substantial leash not to exceed six (6) feet in length and in the control of a person competent to restrain the animal, or unless the animal is restrained and enclosed in a cage, crate or similar enclosure.

Animal Wastes. All Persons shall remove and properly dispose of animal excreta from any park.

Dog Shows. Nothing in this section shall prevent the District from holding supervised public events on District property in which domestic animals participate, nor shall it prohibit the General Manager from issuing permits for group activities wherein dogs will be under the responsible care of a person while not restrained by a leash or enclosed in a cage or similar enclosure while participating in a permitted canine event.

Approvals for events in which animals other than dogs and cats participate are subject to specific approvals and conditions as determined by the General Manager.

6011.82 Golfing: No Person shall use a golf club or similar device to strike, hit, or similarly propel a golf ball within the boundaries of any park.

6011.83 Unsafe Activity: No Person shall engage in any activity in any park which may endanger the health, safety or welfare of any other person in a park.

6011.84 Disorderly Conduct and Noise: No Person shall fight or challenge another person to fight or maliciously and willfully disturb another person by loud and unreasonable noise or who uses offensive language that is inherently likely to provoke an immediate violent reaction within District property

6011.85 Rental Fees and Charges: See Policy No. 6015 Establishment of Fees and Charges for Use of District Property.

6011.86 Amplified Sound System, Music and Live Music-Permit Required: No Person or Group shall setup, use, operate or maintain an amplified sound system, music and live music within any park without first obtaining a User Permit which specifies such is permitted. The General Manager or staff are expressly given the authority to determine the maximum amplification permissible in areas designated consistent with other persons' enjoyment of District property.

6011.87 Fire Regulation:

Smoking. Smoking of any substance by any means, including cigarettes, cigars, pipes or other devices is not permitted on District property. The General Manager shall post smoking regulations at conspicuous locations.

Barbecues. Use of barbecues at parks and mini parks is permitted in designated cemented areas clear of trees and buildings with prior General Manager authorization. Smokers are prohibited. Hot coals may not be disposed of in any parks.

6011.88 Inflatable Devices: Devices which require inflation by mechanical means or compressed gas containers, commonly called "bouncers" or "jumpers" are not permitted on District property unless the Group has provided to the District a certificate of insurance for at least \$1,000,000, naming the District as additional insured. "Bouncers" or "jumpers" which require the use of water are not permitted. Helium filled balloons are not permitted in the Rush Park Auditorium.

6011.89 Electrical Outlets: No person shall use any outdoor electrical outlets in District parks.

Adopted: Resolution 94-4, April 13, 1994
Approved renumbering & format: October 8, 2002
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Amended: August 12, 2008
Amended: September 8, 2009
Amended: October 13, 2009
Amended: July 10, 2012

ROSSMOOR COMMUNITY SERVICES DISTRICT

Policy

No. 6012

GROUP PICNICS, PUBLIC GATHERINGS AND SPECIAL EVENTS

6012.00 Definitions: For the purpose of this policy, the following terms shall have the respective meanings set forth herein, unless the context in which they are used clearly indicates the contrary:

6012.01 Group Picnics: An outing or occasion that involves eating outdoors with others

6012.02 Public Gatherings: A crowd or collection of people gathered together obtaining information or services

6012.03 Special Event: A short term land use activity that is distinct from the customary land use of the property on which it is conducted and that involves the potential for a substantial number of participants or spectators. Special Event includes the potential for a substantial number of participants or spectators. Special Event includes carnival, community festival, outdoor dining or other event as determined by the General Manager.

6012.10 Group Picnics or Public Gatherings-User Permit Required: No Person shall cause any picnic, meeting or other public gathering involving the attendance of more than fifty (75) individuals to be held in any park without first obtaining a User Permit from the District. User Permits will be issued when previously issued permits have not exhausted the capacity of the park sought to be used.

6012.20 Group Picnics or Public Gatherings-District Certificate of Insurance Required: Picnics or public gatherings numbering 150 attendees or more must reserve picnic area(s) or field space and also secure a User Permit from the District on a first come, first served basis. Such groups must also obtain a Certificate of Insurance for at least \$1,000,000 naming the District as an additional insured in accordance with Policy No. 6010.50 District Indemnification.

6012.30 Reserving Park Spaces-Rossmoor Residents and Community Youth Groups: Rossmoor residents or community youth groups desiring to reserve a designated space in a park for a picnic or public gathering may do so by obtaining a User Permit, paying the fees called out in the District's Fee Schedule and signing the District's indemnification form. Groups of 150 or more persons must also meet the insurance requirements indicated above and apply for a Special Event permit. Reservations may be made no more than six (6) months in advance.

6012.40 Denial of a User Permit: The General Manager may decline to issue a permit when he/she determines that the Person or Group applying, has within the preceding twelve (12) months conducted previous similar events in parks operated by the District and such events have resulted in noise or other activities which disturbed other users of the parks or residents adjacent to the park, or where the applicant has, or members of his/her Group have, been evicted from a park, or where there was substantial damage to the park. If the General Manager declines to issue a permit he/she shall so notify the applicant in writing and set forth the reasons why a permit was not issued.

6012.41 Appeal to the Board: An applicant or other interested Person who disputes the decision of the General Manager regarding a User Permit Application may appeal that decision to the Board by filing a written request to the General Manager for the matter to be placed on the agenda for the next scheduled Board meeting, and paying fees established in fee schedule.

6012.50 Designated Areas: Groups are confined to the area(s) designated in the permit. Approval of an application for a baseball or softball diamond, for example, includes the space for the necessary outfield and does not include space between diamond outfields.

6012.60 Special Event-User Permit Required: No person shall cause a Special Event to occur on District property without first obtaining a User Permit for a Special Event.

6012.70 Special Event Limitations: User Permits for Special Events may be subject to conditions to ensure that the permitted event does not interfere with other park uses or activities and is conducted in a safe and orderly manner. Such conditions shall be limited to the following requirements:

6012.71 Special Event Application: Submit application at least 30 days prior to the date of the proposed Special Event including a detailed description of the proposed special event including the following;

- a. Name of organizer and contact information
- b. Detailed description of the event
- c. Diagram of venue area and floor plan
- d. Hours of the event
- e. Layout of the event
- f. Anticipated number of workers, volunteers, attendees
- g. Security measures (if applicable)

6012.72 Pay fees for the use of "Event Attendant(s)" and facility/park use as established in the fee schedule;

6012.73 Pay filing fee as established in the fee schedule

6012.74 Pay cleaning/security deposit and fees determined by District staff

6012.75 Provide portable sanitary toilets/facilities in sufficient numbers to accommodate the expected number of attendees;

6012.76 Provide dumpster rental and clean-up of litter and debris after the event;

6012.77 Provide for control of the noise level of any sound amplification systems used so that applicable sound limits are not exceeded

6012.80 Special Event Regulations: Each Special Event agrees to adhere to the following regulations:

- a. Special Event shall be conducted entirely within the time period and the boundaries approved by the District.
- b. Provide a certificate of insurance adding the District as additionally insured in the amount of \$1,000,000 as defined in Policy No. 6012.20—Group Picnics or Public Gatherings-User Permit Required.
- c. Special Event organizer shall execute a written statement satisfactory to the General Manager whereby the organizer promises to indemnify, defend and hold harmless the District, District staff, District Board with respect to any liability for personal injury or property damage sustained by any person as a result of the Special Event.

6012.90 Special Event Permit Revocation: The General Manager may revoke a Special Event permit if the Special Event is conducted contrary to the conditions of approval, or if, the event violates any District policy or law. In the event of such a cancellation, notice shall be given to the event organizer as far in advance of the scheduled event as possible.

Adopted: July 10, 2012

Rossmoor Community Services District

Policy

No. 6013

**JOINT USE OF DISTRICT PROPERTY FOR DISTRICT
SPONSORED PROGRAMS**

6013.00 Joint Use Of District: It is the District's objective to provide recreational, cultural and sports programs. The Board may enter into partnerships, or other joint use arrangements, with individuals or organizations to jointly provide such programs in furtherance of this objective.

6013.10 District Contribution To Jointly Sponsored Program Activities: The District's share of the cost of a partnership or joint use agreement may be covered partially or in full by providing the necessary facilities. At the Board's discretion, the established cost (see Policy No. 6015 Establishment of Fees and Charges for use of District Parks, Buildings and Facilities) for the use of District facilities to the program's partner may be waived or reduced depending on the benefit of the program to the District.

6013.11 Joint Use Agreements: Partnerships or joint use arrangements approved by the Board shall be formalized into a written agreement which covers the terms and conditions of the partnership or joint use, as well as the responsibilities of the respective parties.

Adopted: June 14, 2005
Amended: August 12, 2008
Amended July 10, 2012

Rossmoor Community Services District

Policy

No. 6020

DISTRICT FACILITIES – LONG-TERM USE

6020.10 Long-Term Use Defined: Long-term use shall be limited to between six and twelve months. User Requests which do not exceed four days in each month and four hours in each day may be authorized by the General Manager. The use of fields shall not exceed 6 consecutive calendar months. User Permits which exceed these limitations will require Board approval.

6020.20 Community Benefit Required: Long-term use of District facilities will be authorized only when there is a benefit to the community.

6020.30 Use Greater Than 12 Months: The fixed period of time for long-term use shall be no more than twelve calendar months. Use beyond this time period will require the filing of a new application and approval consistent with the original approval criteria. The General Manager shall notify the Board of each renewal of a long term use request after the first year.

6020.40 User Fees and Deposits: See Policy No. 6015 Establishment of Fees and Charges for the Use of District Parks, Buildings and Facilities for the long-term use of District facilities.

Adopted: September 14, 1994
Approved renumbering & format: October 8, 2002
Reaffirmed: December 10, 2002
Amended: July 13, 2004
Amended: August 12, 2008

Rossmoor Community Services District

Policy

No. 6030

DEDICATED USE OF SPECIFIC DISTRICT FACILITIES

6030.10 Dedicated Use - A Fixed Period of Time: Dedicated use shall be for a fixed period of time of not less than one year and not more than two years. Continued dedicated use past the approved period of time will require the specific review and approval of the Board. The Board in its discretion may also review and/or modify an approved dedicated use when unforeseen circumstances arise after the time of approval.

6030.20 Facilities Available For Dedicated Use: Only those facilities or portion of facilities that have been designated by the Board as not lending themselves to other forms of use shall be included in this category. The District shall develop a list of spaces which can be used in this manner, reviewed annually by the Board in June. The Board may, in its discretion, review and revise the list on a more frequent basis.

6030.30 Request For Dedicated Use: Each request for use of District facilities which has been made available for dedicated use shall be in writing and shall include the following, and shall be subject to Board review and approval.

- A. A description of proposed use.
- B. Square footage requirements.
- C. Statement of benefit to the community from the proposed use.
- D. Duration of use required.

6030.40 Rental Fees and Deposits: See Policy No. 6015 Establishment of Fees and Charges for Use of District Parks, Buildings and Facilities.

Adopted: December 14, 1994
Approved renumbering & format: October 8, 2002
Reaffirmed: December 10, 2002
Amended: August 13, 2004
Amended: August 12, 2008

Rossmoor Community Services District

Policy

No. 6040

ROSSMOOR WALL SIGNS

6040.00 Definition and Scope: The District has jurisdiction over and responsibility for the Rossmoor Signature Wall (the "Wall").

6040.10 Principle: The Wall is an important community-owned asset of Rossmoor that enhances the value of the Rossmoor community. As such, every effort shall be made to preserve and protect the beauty and integrity of this asset in order to retain the unique character of Rossmoor while balancing the desire of homeowners and residents of Rossmoor to publicize events and post notices of general interest to the community.

6040.20 Purpose: This Policy establishes clear, readily understandable rules, regulations and procedures for residents and the District to permit the posting of reasonable signs and notices of general interest to the community on the Wall which will minimize damage and preserve this asset and the value it provides to the community. This policy seeks to establish a balance between individual and community needs with regulations intended to control physical damage to the Wall, avoidance of inappropriate signage or notices that create a public nuisance or detract from the value of the community's asset.

6040.30 Policy: The following regulations shall be adhered to by all parties desiring to post signage or notices on the Wall.

6040.40 The Wall.

6040.41 Definition: The Signature Wall runs along the east side of Rossmoor, starting just north of the drainage ditch below St. Cloud adjacent to the Bixby development, extending northward to Hedwig Road. It includes the curbed sections at St. Cloud, Bradbury Road, Rossmoor Way, Orangewood Avenue and Hedwig Road. The Katella Wall runs along the north side of Rossmoor starting just west of Wallingsford Rd. extending 75 feet westerly. (Note: The Katella Wall is private property. However, the owners have granted the District an easement to enforce its sign policy on their wall.)

6040.42 Permitted Signs: Any resident or homeowner of Rossmoor wishing to attach a sign to the Wall shall obtain approval from the District pursuant to Policy 6040.71. No commercial signs shall be permitted on the Wall. No political signs of any type, including candidates for election, shall be permitted at any time. Further, no signs shall contain any material that is slanderous, obscene or discriminatory as defined in applicable law. Except for the preceding express limitations, no request for a sign shall be denied based upon the content of the sign. The intent of this Policy is not to regulate the content of signs but rather, to establish requirements pertaining to the time, place and manner of the posting of signs.

6040.43 Permitted Locations: In order to preserve the beauty and integrity of the Signature Wall, permitted signs may only be posted on the curved portions of the Wall at Hedwig Road, Bradbury Road and St. Cloud as shown on Attachment I. Under no circumstances may any signs be placed on any other portion of the Wall. For the Katella Wall, signs may be posted only on the wall next to the brick veneer.

6040.44 Size, Design and Means of Attachment: The signs shall be of professional quality and shall be limited to no larger than the size indicated on Attachment I. No homemade signs will be approved. The only permitted means of attachment are set forth in Attachment I. In no event may nails, screws or other mechanical means of attachment be used, other than the installed grommets as shown in Attachment I.

6040.45 Time Limitations: The time for which the sign or notice may be posted shall be indicated on the Sign Permit Approval Form, Attachment II. However, unless otherwise approved by the District, all permitted signs and notices shall be removed by the person(s) posting the sign or notice within one (1) day after the event described on the sign or notice. In no event shall any sign be posted for more than five (5) consecutive days.

6040.46 Number of Signs: No more than one sign for a particular event or notice may be posted at any one location and no more than two locations may be utilized by an applicant without the approval of the General Manager. There must be a compelling reason for signs or notices at more than two locations at the same time.

6040.50 District Responsibilities: It is the District's responsibility to maintain and preserve the Wall and maintain, preserve and operate the Parks for all of the residents and homeowners of Rossmoor. In that regard, the District has promulgated this policy and will actively inform residents and homeowners of their responsibilities under this policy and how to properly post signage and notices to preserve and protect these community assets. The District shall, as required, see that this policy is properly enforced for the good of the community. Any questions or issues arising under this policy shall be submitted to and resolved by the District.

6040.60 General: Any other acts or failures to act relating to signage on the Wall not specifically noted herein, that in the reasonable judgment of the District might significantly detract from the preservation, protection and aesthetic appearance of the Wall is prohibited.

6040.70 Procedures: Except as otherwise permitted herein, any homeowner or resident of Rossmoor wishing to post signage or notices on the Wall shall comply with the following procedures.

6040.71 District Sign Approval: For any sign or notice to be posted on the Wall, the Rossmoor resident or homeowner desiring to post the sign shall complete a Sign Permit Approval Form (Attachment II) and submit it to the District office. The form should be submitted at least two (2) business days prior to the date of posting. The General Manager will review the form and the proposed sign for compliance with Policy Section 6040.42, and shall approve, reject or approve subject to changes and inform the applicant of his/her decision. If an applicant disagrees with a decision of the General Manager, he or she can appeal to the Board. The decision of the Board is final. Under no circumstances will a sign be rejected or changes to the content be required due to the content of the sign; provided the content does not violate the limited restrictions set forth in Policy section 6040.42.

6024.72 Application Fee: There is no charge for posting an approved sign. An application processing fee may be charged as called out in Policy No. 6015 Establishment of Fees and Charges for Use of District Parks, Buildings and Facilities.

6040.73 Posting and Removal of Signs: The Sign Permit Approval Form (Attachment II) shall identify the person(s) responsible for posting and removing the approved signs. All signs shall be attached as specified in the approval form and shall be promptly removed on the date indicated in the form. Any sign not removed in a timely manner may be removed by the District. Persons renting District facilities may display temporary signs

during the hours that they are paying rent for a particular facility with the approval of the General Manager.

604.74 Priority of Applicants: Applications for posting of signs or notices may be made no more than six(6) months in advance. Applications shall be processed on a first come, first served basis. Under some extraordinary circumstances this approval may be rescinded for a necessary use by the District as determined by the General Manager, utilizing the following priorities:

- a. District Needs
- b. Rossmoor Homeowners Association
- c. Rossmoor Residents
- d. Other Applicants for Activities of Interest to Rossmoor Residents

Once an application is approved, it will not be voided unless there is a compelling need, as determined by the General Manager, regardless of priority.

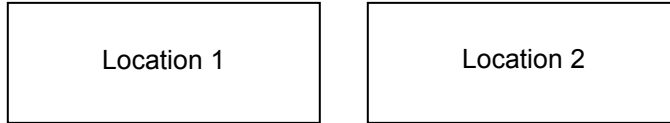
604.75 Enforcement of Policy: The District has the responsibility for enforcing this Policy in an even handed manner. If, however, anyone egregiously or repeatedly violates this Policy, or takes any action endangering the Wall, the District shall have the right, under California Civil Code §3479 and §3480 and Code of Civil Procedure §731, to enforce the provisions. The District shall first provide written notice to the party breaching the provisions and, if the prohibited action is not ceased or cured, as applicable, the District may proceed with filing of a civil action against the offending party.

Adopted: Resolution 01-12-11-02
Approved renumbering & format: October 8, 2002
Reaffirmed: May 13, 2003
Amended: June 8, 2004
Amended: June 9, 2009

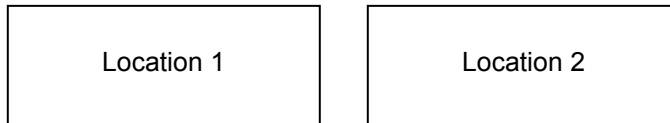
ATTACHMENT I

1. Permitted Locations:

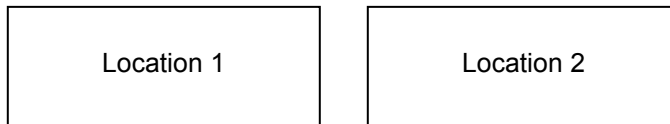
(a) Hedwig Road on the curved portion of the Wall in assigned location as shown:



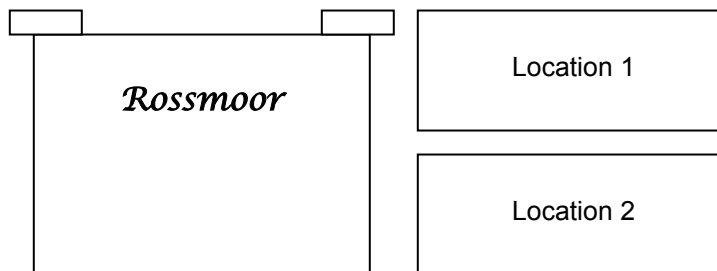
(b) Bradbury Road on the curved portion of the Wall in assigned location as shown:



(c) St. Cloud Drive on the curved portion of the Wall in assigned location as shown:



(d) Katella Avenue at Wallingsford Road on the wall next to the brick veneer in assigned location as shown:



2. Maximum size: 3' X 6'.

3. Approved Attachment: Signs may be attached using the grommets currently installed on the Wall for signage utilizing bungee cords. Except for the currently installed grommets; no other means may be used to attach signs. Signs may also not be attached with duct tape or any other adhesive material.

4. Do not remove any previously posted signs that do not belong to you or your organization. Contact the District office and obtain permission to place your sign over the sign currently in place.

Rossmoor Community Services District

Policy

No. 6050

FACILITIES – TENNIS COURTS

6050.10 Appropriate Etiquette: All persons playing on or visiting the Rossmoor tennis courts shall use commonly accepted tennis etiquette. All attempts shall be made not to disturb other players. The Rossmoor courts are primarily intended for the playing of games by two or more persons. A reservation does not take effect until two or more persons are present and ready to play.

6050.20 Use Limitation For Non-Reservation Players: Court use is limited to one hour for non-reservation players when there are people waiting. This does not mean that someone has to wait one hour, only that the party occupying the court has to surrender the court after one hour of use whenever anyone else appears and wishes to use the court to play or immediately if someone appears with a reservation in hand or posted on the Court Tennis Schedule at the east entrance to the tennis courts.

6050.30 Use Limitation For Players With Reservation: Court use for persons making a reservation is limited to a maximum of one and one-half hours (per day on Saturdays, Sundays, holidays and after 3:00 p.m. on weekdays).

6050.40 Expiration of Reserved Time: Courts shall be surrendered to the next waiting party when their playing time has expired. When a game is in progress at the time of expiration, play may continue up to a maximum of five (5) minutes to complete the game in progress. No new game, other than the concluding game of a set, should commence with less than five (5) minutes remaining on the allowable playing time.

6050.50 Advance Reservation: All reservations must be made no later than 4:00 p.m. PST. for use that evening or 4:00 p.m. on Friday for use that evening or the weekend through Monday at 4:00 p.m. Times during PDT shall be 3:00 p.m. The posting of the Court Tennis Schedule shall be done in a manner so as to give proper notice of courts and times reserved. The charge for reservations shall be established by Policy No. 6015 Establishment of Fees and Charges for use of District Parks, Buildings and Facilities.

6050.51 Reservation Limit: No reservations may be made for more than two weeks in advance by residents and one week in advance by non-residents.

6050.52 Method of Payment: Payment for the use of reserved play time may be made at the District office during normal business hours or by placing the fee in an envelope provided at the District's Recreation office, and placing the envelope in the slot on the north wall of the Rossmoor Park Community Center building.

6050.53 Rain Check: A "rain check" or refund may be given, upon request, for a reservation that is not usable due to inclement weather, acts of God or other reasons deemed sufficient by the General Manager. A refund will be given for a reservation that is cancelled no less than twenty-four hours prior to the reserved time.

6050.60 Use By A Single Player: A single player may occupy a court for practice so long as it is available and there are no groups of two or more waiting. The court shall be vacated by the single player upon determination that there is a group of two or more waiting to play.

6050.70 Challenge Match: A challenge match, that may consist of up to six persons playing doubles, shall occupy a court for no more than two hours when there are persons waiting to play.

6050.80 Appropriate Footwear Required: All players shall use footwear which is appropriate for the hard court surface found at the Rossmoor courts. Such footwear shall not mark, chip, or otherwise damage the surface of the courts.

6050.90 Court Maintenance: The tennis courts will be closed for washing or maintenance each Wednesday morning from 7:00 a.m. to 10:00 a.m.. This provision is in effect even if there is no one actually washing or performing maintenance during this time.

6050.100 Court Reserved For Instruction: Courts may be reserved at various times for use in both private and group classes sponsored by the District. Reserved times will be posted on the reservations board adjacent to the courts.

6050.110 Prohibited Uses on Courts: Tennis courts are for tennis play only. The courts may not be used for other sports, rollerblading or skating, skate boarding, bicycling or any other wheeled device. Courts may not be used for picnicking, barbequing, or any other group activity. Dogs, whether leased or unleashed are not permitted within the tennis court complex. Failure to comply with these restrictions will subject the person or persons to eviction from the courts and the park facility in accordance with Policy No. 6010.60.

6050.120 Tennis Instruction: Tennis instruction by any individual shall not be offered for compensation without a permit approved by the General Manager pursuant to a written agreement approved by the Board.

Adopted: July 14, 1993
Amended: August 6, 1997
Approved renumbering & format: October 8, 2002
Reaffirmed: December 10, 2002
Amended: April 13, 2004
Amended: March 11, 2008
Amended: July 10, 2012

Rossmoor Community Services District

Policy

No. 6080

SIGNATURE WALL PRESERVATION/ PROTECTION

6080.10 Definition and Scope. The Rossmoor Signature Wall (the “Wall”) runs along the east side of Rossmoor, starting just north of the drainage ditch below St. Cloud adjacent to the Bixby development, extending northward to Hedwig Road. It includes the curbed sections at St. Cloud, Bradbury Road, Rossmoor Way, Orangewood Avenue and Hedwig Road.

6080.20 Principle. The Wall is a major, important community-owned asset of Rossmoor that enhances the value of the Rossmoor community. As such, every effort shall be made to preserve and protect the Wall in order to retain the unique character of Rossmoor and maintain this important community asset.

6080.30 Purpose. This Policy establishes clear, readily understandable rules and regulations for residents and the RCSD to avoid, control and repair damage to and properly maintain and preserve the Wall and the value it provides to the community and to individual homeowners. This policy seeks to establish a balance between individual and community rights where regulations are imposed on individual homeowners only to control physical damage to the Wall or significant loss of community value or benefits.

6080.40 Policy. The following regulations and standards shall be adhered to by all residents and homeowners of Rossmoor to preserve and protect the Wall.

6080.41 Trees and Shrubs. In order to preserve the Wall and protect it from damage, no trees, large or potentially destructive shrubs or vines shall be planted within two (2) feet of the Wall. Further, it is possible that certain trees and shrubs can cause damage to the wall even though planted over two feet from the Wall. It is the resident’s or homeowner’s responsibility to exercise due care to prevent Wall damage. If damage is caused to the Wall from any tree, shrub or other vegetation planted in the resident’s or home-owner’s property, it shall be the responsibility of the resident or home-owner to remove the destructive tree, shrub or vegetation, at the resident’s or home-owner’s expense, and pay for any damage to the Wall caused thereby, unless the resident or home-owner received the prior written permission of the RCSD to plant the destructive tree, shrub or vegetation. All trees, shrubs and vegetation planted prior to the reconstruction of the Wall shall be deemed approved by the RCSD, unless damage is caused to the Wall due to the resident’s or home-owner’s failure to properly trim and maintain the tree, shrub and/or vegetation. Any tree, shrub or vegetation which was planted with the approval of the RCSD and which subsequently damages or threatens to damage the Wall will be removed at RCSD’s expense.

6080.42 Vegetation: Vegetation shall not be onto the street side of the Wall. Heavy growth of vegetation on the resident’s or home-owner’s side of the Wall shall not be permitted to bear their weight on or against the Wall and shall be removed or trimmed back at the resident’s or home-owner’s expense.

6080.43 Ground Surface Level: The ground surface level on the resident’s or homeowner’s property bearing on the Wall shall not be allowed to exceed two feet above the level of the sidewalk or ground surface on the opposite side of the Wall.

6080.44 Structural attachments. In order to maintain the aesthetic appearance and physical integrity of the Wall, no structural attachments or extensions shall be made to the Wall by residents or homeowners.

6080.45 Permitted Signage. Except as permitted in this Section, no signs shall be attached to the Wall. Permitted signs are RCSD signs or RCSD sanctioned signs, such as the Street Sweeping Reminder and the Paper Drive signs. Signs may only be attached on the curved sections of the Wall at Hedwig Road, Bradbury Road and St. Cloud. Organizations wishing to post community special event signs must obtain a permit from the RCSD office. This will allow staff to know who are the responsible parties, when the sign is to be posted and when it will be removed. Signs shall be removed no later than one (1) day after the event. No personal signs, commercial signs or signs promoting any event for private profit shall be permitted on the Wall. Signs may not contain any material that is slanderous, obscene or discriminatory. The RCSD shall have the right to remove any signs from the Wall that do not comply with this Policy.

6080.46 Defacing the Wall: Except as permitted in Section 5, attaching signs, painting, defacing or otherwise altering the visual appearance of the Wall is specifically prohibited and could constitute a criminal offense.

6080.47 Notice: Since major damage to walls often happens over a period of time, such as gradual settling, tree root uplifting or earthquake cracks, it is the policy of the RCSD to encourage all residents and home-owners to promptly report to the RCSD any damage to or threatened damage to the Wall or any violations of this Policy.

6080.48 RCSD Responsibilities: It is the RCSD's responsibility to maintain and preserve the Wall for all of the residents and homeowners of Rossmoor. In that regard, the RCSD has promulgated this policy and will actively inform residents and homeowners of this policy, their responsibilities under this policy and how to preserve and protect the Wall. In addition, the RCSD shall have its staff, volunteers and others periodically inspect the Wall to maintain its visual appearance and structural integrity. The RCSD shall, as required, see that this policy is properly enforced for the good of the community.

6080.49 General: Any other acts or failures to act not specifically noted herein, that in the reasonable judgment of the RCSD might significantly detract from the preservation and protection of the Wall is prohibited. Note, any trees, shrubs or vegetation that extends over the Wall onto the street side of the Wall may be subject to the additional jurisdiction of the cities of Los Alamitos or Seal Beach or of Orange County.

Adopted: Resolution, July 10, 2001
Amended: February 19, 2002
Approved renumbering & format: October 8, 2002
Reaffirmed: May 13, 2003

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-1

Date: January 14, 2014
To: Honorable Board of Directors
From: General Manager
SUBJECT: PUBLIC REPORT ON ACTION AND VOTE OF EACH MEMBER
IN OPEN SESSION

RECOMMENDATION:

Approve method for reporting the vote of the Board of Directors on each motion during an open session.

BACKGROUND:

A change in State law which took effect on January 1, 2014 requires a change in the method for recording the individual votes of each Board member in an open session meeting. Previously, any motion, other than by roll call vote could be stated as a unanimous or split vote of the Board. The law now requires that whenever the vote is other than unanimous, the Board President must follow up with a summary that makes it clear who voted which way, including any abstentions.

For example, the President calls “all in favor say aye” and three members say “aye”. He then asks “opposed?” and two members indicate opposition. The President should then say either the motion passes 3-2 with members x and y voting against or “the motion passes 3-2 with members a, b and c voting in favor and members x and y voting against.”

ATTACHMENTS:

1. Legal Alerts- Report on Action and Vote of Each Member in Open Session.

New Law Requires Public Report on Action and Vote of Each Member in Open Sessions

Legal Alerts

[Changes to Brown Act Effective January 1, 2014](#)
NOVEMBER 25, 2013

California Senate Bill 751, recently signed into law, will require all legislative bodies to publicly report any action taken in any meeting, and the vote or abstention on that action of each member present. The bill is effective January 1, 2014. In order to comply with these requirements, legislative bodies must verify the vote or abstention of each member, and publicly announce the action taken and the vote or abstention of each member in attendance. This information should also be noted in the minutes. As a practical matter, votes may need to be taken by roll call or in another manner that allows verification of the vote of each member in order to comply with the requirements of SB 751.

The Brown Act already requires legislative bodies to report individual votes on actions taken during teleconferenced meetings and on certain actions taken in closed session. SB 751 will extend this requirement to actions taken in open session in any meeting of a legislative body subject to the Brown Act. The legislative history of the bill indicates that its purpose is to improve the ability of the public and others who monitor legislative meetings of local agencies to know how members voted on a particular action.

Additional revisions to the Brown Act resulting from the recent passage of AB 246 and AB 381 are also effective January 1, 2014:

The Brown Act authorizes legislative bodies of local agencies to hold closed sessions only for certain purposes. Among those purposes is to hold closed sessions with certain state and local officials on matters posing a threat to the security of facilities or public services. AB 246 amends Section 54957 to authorize the legislative body of a local agency to hold these closed sessions with the Governor, as well as the other listed officials.

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Related Practice

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[Special Districts](#)

With certain exceptions, meetings are to be open and public. Agendas and other documents distributed to the governing board are discloseable records with certain exceptions. AB 381 amends Section 54957.5 to include certain *alternative investments* among the types of information exempted from disclosure under the Brown Act.

For more information on this legislation and how it may affect your agency, contact one of the attorney authors of this legal alert listed at right or your BB&K [Municipal](#), [Special District](#) or [Education](#) attorney.

Disclaimer: BB&K legal alerts are not intended as legal advice. Additional facts or future developments may affect subjects contained herein. Seek the advice of an attorney before acting or relying upon any information in this communiqué.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-2

Date: January 14, 2014

To: Honorable Board of Directors

From: General Manager

SUBJECT: DISCUSSION AND POSSIBLE ACTION REGARDING
LOCATION AND PLACEMENT OF SOUTHERN
CALIFORNIA GAS SMART METERS WITH THE
DISTRICT.

RECOMMENDATION:

The posted agenda has been amended to add Item H-2.

**AGENDA
BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT
PUBLIC IMPROVEMENTS FINANCING CORPORATION
REGULAR MEETING**

RUSH PARK
3021 Blume Drive
Rossmoor, California

**Tuesday, January 14, 2014
7:00 p.m. (see Call to Order)**

A. ORGANIZATION

1. CALL TO ORDER: 7:00 p.m. (immediately following adjournment of the Regular Meeting of the Board of Directors of the Rossmoor Community Services District)
2. ROLL CALL: Board Members Casey, Coletta, Demarco, Kahlert, President Maynard
3. PLEDGE OF ALLEGIANCE
4. MINUTES:
 - a. Regular Meeting of January 8, 2013. (Information only).
5. PRESENTATIONS: None.
6. ELECTION OF OFFICERS:
 - a. President.
 - b. Vice President.

B. ADDITIONS TO AGENDA

In accordance with Section 54954.2(b)(2) of the Government Code (Brown Act), action may be taken on items not on the agenda, which was distributed, if:

A majority of the Board determines by formal vote that an emergency exists per Section 5494.5 (work stoppage or crippling disaster which severely impairs public health and/or safety); or

Two-thirds (2/3) of the Board formally votes or, if less than 2/3 of members are present, all of the Board members present vote, that there is a need to take immediate action, which need arose after the agenda was posted.

C. PUBLIC FORUM

Any person may address the Board of Directors at this time upon any subject within the jurisdiction of the Rossmoor Community Services District; however, any matter that requires action may be referred to Staff at the discretion of the Board for a report and action at a subsequent Board meeting.

D. REPORTS TO THE BOARD - None.

E. CONSENT CALENDAR - None.

Consent items are expected to be routine and non-controversial, to be acted upon by the Board of Directors at one time. If any Board member requests that an item be removed from the Consent Calendar, it shall be removed by the President so that it may be acted upon separately.

F. PUBLIC HEARING - None.

G. RESOLUTIONS

1. RESOLUTION NO.14-01-14-1. A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT PUBLIC IMPROVEMENTS FINANCING CORPORATION ELECTING OFFICERS, APPOINTING COUNSEL AND SECRETARY/CHIEF FINANCIAL OFFICER TO THE CORPORATION AND DESIGNATING THE TIME AND PLACE FOR THE HOLDING OF REGULAR MEETINGS OF THE BOARD.

H. BIDS, CONTRACTS AND AGREEMENTS - None.

I. ADMINISTRATIVE ITEMS - None.

J. INFORMATIONAL ITEMS - None.

This part of the Agenda is reserved for the General Manager to provide information to the Board on issues that are not on the Agenda, and/or to inform the Board that specific items may be placed on a future Agenda. No Board action may be taken on these items that are not on the Agenda.

K. BOARD MEMBER ITEMS

This part of the Agenda is reserved for Board members to discuss issues that are not on the Agenda, and/or to request that specific items be placed on a future Agenda. No Board action may be taken on these items that are not on the Agenda.

L. CLOSED SESSION - None.

The Board may, from time to time, adjourn to a Closed Session to consider the following items, which deal with litigation, personnel matters, or to discuss with legal counsel matters within the attorney-client privilege, pursuant to applicable sections of the Government Code.

M. ADJOURNMENT

It is the intention of the Rossmoor Community Services District to comply with the Americans With Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the District will attempt to accommodate you in every reasonable manner.

Please contact the District Office at (562) 430-3707 at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

CERTIFICATION OF POSTING

I hereby certify that the attached Agenda for the January 14, 2014, 7:00 p.m. Regular Meeting of the Board of Directors of the Rossmoor Community Services District Public Improvements Financing Corporation was posted at least 72 hours prior to the time of the meeting.

ATTEST:

James D. Ruth
James D. Ruth
Secretary

January 7, 2014
Date

ROSSMOOR COMMUNITY SERVICES DISTRICT
PUBLIC IMPROVEMENTS FINANCING CORPORATION

AGENDA ITEM A-4

Date: January 14, 2014
To: Honorable Board of Directors
From: General Manager
Subject: MINUTES: REGULAR MEETING OF JANUARY 8, 2013.

RECOMMENDATION:

Review the Minutes of the Regular Meeting of January 8, 2013.

BACKGROUND:

The report reflects the actions of the Board at their Regular Meeting of January 8, 2013, previously approved.

ATTACHMENTS:

1. Minutes - Regular Meeting of January 8, 2013.



**MINUTES
BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT
PUBLIC IMPROVEMENTS FINANCING CORPORATION
REGULAR MEETING**

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, January 08, 2013

A. ORGANIZATION

- 1. CALL TO ORDER: By Vice President Bill Kahlert at 7:35 P.M.**
- 2. ROLL CALL: Directors Ronald Casey, Alfred Coletta, Jeffrey Rips,
President Bill Kahlert.
Director Maynard had an excused absence.**

3. PLEDGE OF ALLEGIANCE

4. MINUTES:

a. Regular meeting of January 10, 2012

The Minutes of the Regular Meeting of January 10, 2012 were received and filed as submitted for informational purposes, since approved the prior year.

5. PRESENTATIONS – None

6. ELECTION OF OFFICERS

Motion by Director Rips, Seconded by Director Coletta to elect President Michael Maynard as President of the Corporation, and FirstVice President Bill Kahlert as Vice President of the Corporation. Motion passed 4-0.

Motion by Director Coletta, seconded by Second Vice President Casey to appoint General Manager, Chris Montana as Secretary and Treasurer of the Corporation. Motion passed 4-0.

Motion by Director Coletta, seconded by Second Vice President Casey to appoint Jenkins & Hogin as District General Counsel. Motion passed 4-0.

- B. ADDITIONS TO AGENDA - None
- C. PUBLIC FORUM – None
- D. REPORTS TO THE BOARD - None
- E. CONSENT CALENDAR - None
- F. PUBLIC HEARING - None
- G. RESOLUTIONS

1. RESOLUTION NO. 13-01-08-1, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT PUBLIC IMPROVEMENTS FINANCING CORPORATION ELECTING OFFICERS, APPOINTING COUNSEL AND SECRETARY/CHIEF FINANCIAL OFFICER TO THE CORPORATION AND DESIGNATING THE TIME AND PLACE FOR THE HOLDING OF REGULAR MEETINGS OF THE BOARD.

Approve by roll call vote, Resolution No. 13-01-08-1, directing the General Manager to include the names of the newly elected officers and appointees, and by reading the title only and waiving further reading as follows:

RESOLUTION NO. 13-01-08-1, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT PUBLIC IMPROVEMENTS FINANCING CORPORATION ELECTING OFFICERS, APPOINTING COUNSEL AND SECRETARY/CHIEF FINANCIAL OFFICER TO THE CORPORATION AND DESIGNATING THE TIME AND PLACE FOR THE HOLDING OF REGULAR MEETINGS OF THE BOARD.

Resolution No. 13-01-08-1 was unanimously passed by a roll call vote of 4-0.

- H. BIDS, CONTRACTS, AND AGREEMENTS - None
- I. ADMINISTRATIVE ITEMS - None
- J. INFORMATIONAL ITEMS - None
- K. BOARD MEMBER ITEMS - None
- L. CLOSED SESSION - None
- M. ADJOURNMENT

Motion by Director Rips, seconded by Director Coletta, to adjourn the meeting at 7:40 p.m.
Motion passed 4-0.

SUBMITTED BY:

Chris Montana
Secretary

ROSSMOOR COMMUNITY SERVICES DISTRICT
PUBLIC IMPROVEMENTS FINANCING CORPORATION

AGENDA ITEM A-6. a, b

Date: January 14, 2014
To: Honorable Board of Directors
From: General Manager
Subject: ELECTION OF OFFICERS: PRESIDENT AND VICE PRESIDENT
AND MAKING APPOINTMENTS

RECOMMENDATION:

That the Board of Directors of the Rossmoor Community Services District Public Improvements Financing Corporation (the "Corporation") have certain Officers of the Rossmoor Community Services District (RCSD) Board for the year 2014 serve in the same capacity on the Board of the Rossmoor Community Services District Public Improvements Financing Corporation and that the Corporation elect officers and make appointments to the Corporation.

Due to changes in District appointments, it is recommended that current General Manager James D. Ruth be appointed as Secretary and Chief Financial Officer and that the law firm of Jenkins & Hogin, LLP be appointed as General Counsel of the Corporation.

BACKGROUND:

The Bylaws of the Rossmoor Community Services District Public Improvements Financing Corporation, Section 5.01 and Section 5.02 provide for the number and qualifications of officers, as well as election and term of office.

The current Corporation officers are as follows:

Michael Maynard, President

Jeffrey Rips, Vice President

The Corporation bylaws Section 5.07 and Section 5.08 also call for the appointment of a Secretary and Chief Financial Officer of the Corporation.

The current Corporation appointees are as follows:

Secretary and Chief Financial Officer, Henry Taboada
Counsel, Jenkins & Hogin, LLP

ATTACHMENTS:

1. Bylaws of Rossmoor Community Services District Public Improvements Financing Corporation.

BYLAWS

OF

ROSSMOOR COMMUNITY SERVICES DISTRICT PUBLIC IMPROVEMENTS
FINANCING CORPORATION

(A Nonprofit Public Benefit Corporation)

ARTICLE I

NAME, ORGANIZATION AND PURPOSE,
PRINCIPAL OFFICE, SEAL

SECTION 1.01. Name. The name of this Corporation is Rossmoor Community Services District Public Improvements Financing Corporation (hereinafter called the "Corporation").

SECTION 1.02. Organization, Purpose and Use of Funds. The Corporation is a nonprofit public benefit corporation organized under the Nonprofit Public Benefit Corporation Law of the State of California (Title 1, Division 2, Part 2 of the California Corporations Code) for public purposes.

The specific and primary purpose for which the Corporation is formed is to render financial assistance to the Rossmoor Community Services District (the "District") (a special district of the State of California) by financing, refinancing, acquiring, constructing, improving, leasing, selling, or otherwise conveying property of any kind to the District. The activities of the Corporation shall be limited to the activities permitted by its Articles of Incorporation. No gains, profits or dividends shall be distributed to any of the directors or officers of the Corporation, and no part of the net earnings, funds or assets of the Corporation shall inure to the benefit of any director, officer or individual, or any person, firm or corporation, excepting only the District.

SECTION 1.03 Principal Office. The principal office of the Corporation shall be located at the principal executive offices of the District, wherever located from time to time.

ARTICLE II

MEMBERSHIP

SECTION 2.01. The Corporation shall have no members. Any action which would otherwise require approval by a majority of all members or approval by the members shall require only approval of the directors and all rights which would otherwise vest in the members shall vest in the directors.

ARTICLE III

DIRECTORS

SECTION 3.01. Number of Directors, Term of Office. The Board of Directors of the Corporation shall consist of five (5) persons. The members of such Board of Directors shall be the persons serving from time to time as the members of the Board of Directors of the District.

SECTION 3.02. Organization Meeting. The first Board of Directors may at any time hold an organizational meeting at which the directors shall organize by electing from their number a President, a Vice President and a Secretary. In addition, the Board of Directors shall elect a Chief Financial Officer and may elect such subordinate officers as they may determine, none of whom need to be a director of the Corporation.

SECTION 3.03. Place of Directors' Meetings. Meetings of the directors shall be held at such place in the County of Orange, or elsewhere, as may be designated in the notice of meeting or by resolution of the Board of Directors.

SECTION 3.04. Regular Meetings. The Board of Directors shall hold a regular meeting not less than once each calendar year. The Board of Directors shall by resolution fix the date, time and place of holding such meetings.

SECTION 3.05. Special Meetings. Except as otherwise provided by law, special meetings of the Board of Directors may be called from time to time by the President or by a written call signed by a majority of the Directors and filed with the Secretary. Each special meeting of the Board of Directors shall be held at such place, either within or outside the County of Orange, as shall be designated in the notice of such meeting, insofar as not inconsistent with law.

SECTION 3.06. Notice of Meetings. All meetings of the Board of Directors shall be noticed, conducted and held in accordance with the provisions of the laws of the State of California governing the noticing, conducting and holding of meetings of legislative bodies of local agencies.

SECTION 3.07. Waiver of Notice. The transactions of any meeting of the Board of Directors, however called and noticed or wherever held, shall be as valid as though taken at a meeting duly held after regular call and notice, if a quorum is present, and either before or after the meeting, each of the directors not present signs a written waiver of notice, a consent to holding the meeting, or an approval of the minutes. The waiver of notice or consent need not specify the purpose of the meeting. All waivers, consents and approvals shall be filed with the corporate records or made a part of the minutes of the meeting. Notice of a meeting shall also be deemed given to any director who attends the meeting

without protesting before or at its commencement about the lack of adequate notice.

SECTION 3.08. Quorum. Except as provided in Section 3.08 of this Article III, a majority of the Board of Directors shall constitute a quorum for the transaction of business. In determining the presence of a quorum, all directors present, in person or by telephone, shall be counted. Every act or decision done or made by a majority of the directors present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board of Directors, subject to the provisions of the California Nonprofit Corporation Law, including, without limitation, those provisions relating to (i) approval of contracts or transactions in which a director has a direct or indirect material financial interest, (ii) appointment of committees, and (iii) indemnification of directors. A meeting at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of directors, if any action taken is approved by at least a majority of the required quorum for that meeting.

SECTION 3.09. Adjournments and Adjourned Meetings. The Board of Directors may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified by the Board of Directors in accordance with law. If less than a majority is present at a meeting, a majority of those Directors present may adjourn the meeting from time to time.

SECTION 3.10. Conduct of Meetings. The President or, in his or her absence, the Vice President shall preside at all meetings of the Board of Directors.

SECTION 3.11. Resignations and Vacancies. Any director of the Corporation may resign at any time by giving written notice to the President or to the Board of Directors, and, where such resignation would leave the Corporation without a duly elected director or directors in charge of its affairs, to the Attorney General of the State of California. Such resignation shall take effect at the time specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

A vacancy or vacancies in the Board of Directors shall be deemed to exist in the event of the death, resignation or removal of any member of the Board of Directors of the District. If, for any reason, there shall not be five (5) members of the Board of Directors of the District for any period of time, then the resulting vacancy in the Board of Directors shall be filled by a majority of the remaining directors, whether or not less than a quorum, subject to the approval of the Board of Directors of the District.

SECTION 3.12. Compensation of Directors. No director shall be entitled to receive any compensation for serving as a

director or an officer of the Corporation; provided, however, that directors shall be entitled to receive such per diem compensation and reimbursement of expenses in the same manner as directors receive compensation and reimbursement for services rendered as directors of the District Board of Directors.

SECTION 3.13. Removal of Directors. Any director may be removed by the vote of a majority of all directors or by the Board of Directors of the District for cause.

SECTION 3.14. Notice to and Attendance by the Board of Directors of the District. Notice of all meetings of the Board of Directors of the Corporation shall be given by the Secretary of the Corporation to the President of the Board of Directors, and to the Secretary of the Board of Directors, of the District.

SECTION 3.15. Use of Conference Telephones. Any director may attend any meeting of the Board of Directors, whether regular or special, by conference telephone or similar communication equipment, so long as all of the directors participating in the meeting can hear one another, and all such directors shall be deemed to be present in person at such meeting.

SECTION 3.16. Action Without Meeting. Any action required or permitted to be taken by the Board of Directors may be taken without a meeting, if all members of the Board, individually, or collectively, consent in writing to that action. Such action by written consent shall have the same force and effect as an unanimous vote of the Board of Directors. Such written consent or consents shall be filed with the minutes of the proceedings of the Board of Directors.

ARTICLE IV

POWERS OF BOARD OF DIRECTORS

SECTION 4.01. General Powers of Board of Directors. All corporate powers shall be exercised by or under the authority of, and the business, property and affairs of the Corporation shall be controlled by, the Board of Directors.

SECTION 4.02 Indemnification. To the full extent permitted by law, the Board of Directors hereby authorizes indemnification by the Corporation of any person who is or was a director, officer, employee or other agent of the Corporation, and who was or is a party or is threatened to be made a party to a proceeding by reason of the fact that such person is or was an agent of the Corporation, against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with such proceeding (including attorneys' fees), if such person acted in good faith and in a manner such person reasonably believed to be in the best interests of the Corporation and, in the case of a criminal proceeding, had no reasonable cause

to believe the conduct of such person was unlawful and, in the case of an action by or in the right of the Corporation, acted with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.

ARTICLE V

OFFICERS

SECTION 5.01. Number and Qualifications. The officers of the Corporation shall be a President, a Vice President, a Secretary, a Chief Financial Officer and such subordinate officers, including one or more assistant secretaries and assistant financial officers, as the Board of Directors may elect from time to time. Only directors shall be qualified to hold the office of President or Vice President, but the Board of Directors may elect any person, whether or not a director of the Corporation, to hold the office of Secretary or Chief Financial Officer or any subordinate office.

SECTION 5.02. Election, Term of Office. Each officer shall be elected by the Board of Directors and shall hold office until his or her successor shall have been elected and qualified, or until the death, resignation or removal of such officer.

SECTION 5.03. Resignations. Any officer may resign at any time by giving written notice to the President or to the Board of Directors of the Corporation. Any such resignation shall take effect at the time specified therein and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

SECTION 5.04. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled in the manner prescribed in these Bylaws for regular election to such office.

SECTION 5.05. President. The President shall be the chief executive officer of the Corporation and shall have general supervision over the business of the Corporation, subject, however, to the control of the Board of Directors. The President shall preside at all meetings of the Board of Directors. The President may sign and execute, in the name of the Corporation, deeds, mortgages, leases, bonds, contracts and other instruments duly authorized by the Board of Directors, and generally shall perform all duties incident to the office of President and such other duties as may from time to time be assigned to such office by the Board of Directors.

SECTION 5.06. Vice President. At the request of the President or in case of his or her absence or disability, the Vice President shall perform all duties of the President and, when so acting, shall have all the powers of, and be subject to all restrictions upon, the President. In addition, the Vice President

shall perform such other duties as may from time to time be assigned to that office by the Board of Directors or the President.

SECTION 5.07. Secretary. The Secretary shall:

(a) Certify and keep at the office of the Corporation, or at such other place as the Board of Directors may order, the original or a copy of these Bylaws, as amended or otherwise altered;

(b) Keep at the office of the Corporation, or at such other place as the Board of Directors may order, a book of minutes of all meetings of the directors, recording therein the time and place of holding, whether regular or special, and, if special, how authorized, the notice thereof given, and the proceedings thereat;

(c) See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law;

(d) Be custodian of the records and seal of the Corporation;

(e) Exhibit at all reasonable times to any director, upon application, these Bylaws and minutes of the meetings and proceedings of the directors of the Corporation; and

(f) In general, perform all duties of the office of Secretary and such other duties as may from time to time be assigned to such office by the Board of Directors or the President.

SECTION 5.08. Chief Financial Officer. The Chief Financial Officer shall receive and have charge of all funds of the Corporation and shall disburse such funds only as directed by the Board of Directors. The Chief Financial Officer shall, in general, perform all duties incident to the office of Chief Financial Officer and such other duties as may from time to time be assigned to such office by the Board of Directors or the President.

SECTION 5.09. Subordinate Officers. Subordinate officers shall perform such duties as shall be prescribed from time to time by the Board of Directors or the President.

ARTICLE VI

DISSOLUTION

SECTION 6.01. The Corporation shall not be voluntarily dissolved except by approval of the Board of Directors of the District. In the event of dissolution of the Corporation in any

manner and for any cause, after the payment or adequate provision for the payment of all of its debts and liabilities, all of the remaining funds, assets and properties of the Corporation shall be paid or distributed to the District.

ARTICLE VII

GENERAL

SECTION 7.01. Fiscal Year. The fiscal year of the Corporation shall be the twelve-month period beginning on each January 1 and ending on the last day of the next succeeding December, except the first fiscal year which shall run from the date of incorporation of the Corporation to December 31, 1998.

SECTION 7.02. Execution of Documents. The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the Corporation and such authority may be general or confined to specific instances; and unless so authorized by the Board of Directors, no officer, agent or other person shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable for any purpose or to any amount.

SECTION 7.03. Inspection of Bylaws. The Corporation shall keep in its principal office the original or a copy of these Bylaws, as amended or otherwise altered to date, certified by the Secretary, which shall be open to inspection at all reasonable times during office hours.

SECTION 7.04. Annual Report. The annual report referred to in Section 6321 of the Nonprofit Public Benefit Corporation Law of the State of California is expressly dispensed with.

SECTION 7.05. Ralph M. Brown Act. To the extent required by law, the Corporation shall comply with the provisions of the Ralph M. Brown Act, Chapter 9 of Part 1 of Division 2 of Title 5 of the California Government Code, commencing with Section 54950 (the "Brown Act"). In the event such provisions of the Brown Act conflict with any section of these Bylaws, the Brown Act shall be controlling.

ARTICLE VIII

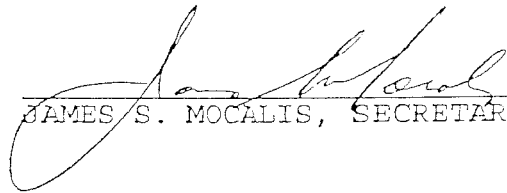
AMENDMENT OF BYLAWS

SECTION 8.01. With the prior written consent of the Board of Directors of the Rossmoor Community Services District, any of those Bylaws may be amended or repealed, and new Bylaws may be adopted, by vote or written consent of the Board of Directors.

SECRETARY'S CERTIFICATE

The undersigned hereby certifies that the undersigned is the Secretary of the Rossmoor Community Services District Public Improvements Financing Corporation, a California nonprofit public benefit corporation; that the foregoing is a full, true and correct copy of the Eylaws of said Corporation; and that said Eylaws are in full force and effect as of the date hereof.

DATED: April 29, 1998



JAMES S. MOCALIS, SECRETARY

{SEAL}

ROSSMOOR COMMUNITY SERVICES DISTRICT
PUBLIC IMPROVEMENTS FINANCING CORPORATION

AGENDA ITEM G-1

Date: January 14, 2014

To: Honorable Board of Directors

From: General Manager

Subject: RESOLUTION NO. 14-01-14-1, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT PUBLIC IMPROVEMENTS FINANCING CORPORATION ELECTING OFFICERS, APPOINTING COUNSEL AND SECRETARY/CHIEF FINANCIAL OFFICER TO THE CORPORATION AND DESIGNATING THE TIME AND PLACE FOR THE HOLDING OF REGULAR MEETINGS OF THE BOARD.

RECOMMENDATION:

Approve by roll call vote, Resolution No. 14-01-14-1, directing the General Manager to include the names of the newly elected officers and appointees, and by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT PUBLIC IMPROVEMENTS FINANCING CORPORATION ELECTING OFFICERS, APPOINTING COUNSEL AND SECRETARY/CHIEF FINANCIAL OFFICER TO THE CORPORATION AND DESIGNATING THE TIME AND PLACE FOR THE HOLDING OF REGULAR MEETINGS OF THE BOARD.

BACKGROUND:

The Bylaws of the Rossmoor Community Services District Public Improvements Financing Corporation, Section 5.01 and Section 5.02 describe the number and qualifications of officers, as well as the election and term of office. Section 3.04 describes regular meetings of the Board of Directors.

ATTACHMENTS:

1. Resolution No. 14-01-14-1.

RESOLUTION NO. 14-01-14-1

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE ROSSMOOR COMMUNITY SERVICES DISTRICT
PUBLIC IMPROVEMENTS FINANCING CORPORATION
ELECTING OFFICERS, APPOINTING COUNSEL AND SECRETARY/CHIEF
FINANCIAL OFFICER TO THE CORPORATION AND
DESIGNATING THE TIME AND PLACE FOR THE HOLDING
OF REGULAR MEETINGS OF THE CORPORATION.**

The Board of Directors of the Rossmoor Community Services District Public Improvements Financing Corporation (the "Corporation") DOES HEREBY RESOLVE as follows:

Section 1. That pursuant to the Bylaws of the Corporation, Section 5.01 and Section 5.02, the following officers are elected by the Board of Directors to hold the offices set forth opposite their respective names:

<u>Name</u>	<u>Office</u>
	President
	Vice President
James D. Ruth	Secretary and Chief Financial Officer

Section 2. That Jenkins & Hogin, LLP is hereby appointed as counsel to the Corporation.

Section 3. That the regular meeting of the Board of Directors of this Corporation be held on the second Tuesday of January in each year at the conclusion of the RCSD Board of Directors' meeting at the District Chambers of the Rossmoor Community Services District, 3021 Blume Drive, Rossmoor, California 90720.

Section 4. This Resolution shall take effect from and after its date of adoption.

ADOPTED, SIGNED AND APPROVED THIS 14th day of January 2014.

President
Rossmoor Community Services District
Public Improvements Financing Corporation

ATTEST:

James D. Ruth, Secretary
Rossmoor Community Services District
Public Improvements Financing Corporation