



OPEN MEETING

REGULAR OPEN MEETING OF THE BOARD OF DIRECTORS OF THE GOLDEN RAIN FOUNDATION OF LAGUNA WOODS A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION

**Tuesday, December 3, 2019 - 9:30 A.M.
Laguna Woods Village Community Center Board Room 24351 El Toro Road,
Laguna Woods, California**

NOTICE AND AGENDA

- 1. Call Meeting to Order / Establish Quorum -- President Carpenter**
- 2. Pledge of Allegiance – Director Fitzekam**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes of Meeting**
 - a. October 24, 2019 – Special Open Meeting (GRF/VMS Appointment)
 - b. November 5, 2019 – Regular Open Session Meeting
 - c. November 13, 2019 – GRF Organizational Meeting
- 6. Report of Chair**
- 7. Disaster Preparedness Update Report – Director Troutman**
- 8. CEO Report**
 - a. Update on Strategic Planning Objectives
- 9. Open Forum (Three Minutes per Speaker) - *At this time the Speakers may address the Board of Directors regarding items not on the agenda and within the jurisdiction of the Board of Directors of the Golden Rain Foundation. There is a maximum time limit of three minutes per speaker and a speaker may only address the Board once during this period. The Board reserves the right to limit the total amount of time allotted for the Open Forum.***
- 10. Responses to Open Forum Speakers**
- 11. Consent Calendar - *All matters listed under the Consent Calendar are considered routine and will be enacted by the Board by one motion in the form listed below. In the***

event that an item is removed from the Consent Calendar by members of the Board, such item(s) shall be the subject of further discussion and action by the Board.

Recommendation from the Maintenance & Construction Committee:

- a. Recommendation to Award a Contract for Tennis Center Building Improvements (contingent on approval of the Board in closed session)
- b. Approve a Resolution for Supplemental Appropriation for Gate 11 Renovations

Recommendation from the Finance Committee:

- c. Consistent with its statutory obligations a subcommittee of the Board consisting of the Treasurer and at least one other board member reviewed and approved Golden Rain Foundation financials for the month of October 2019 and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes.

Committee Appointments:

- d. Approve the Revised GRF Committee Appointment Resolution

12. Unfinished Business

- a. Entertain a Motion to Adopt a Resolution to Eliminate the Use of Vehicle Decal Stickers as of 2021 **(November initial notification – 28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied)**
- b. Entertain a Motion to Adopt a Resolution to Increase in the GRF Additional Occupancy Fee **(November initial notification – 28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied)**
- c. Entertain a Motion to Adopt a Resolution to Increase in Late Charges for Fines, Fees and Chargeable Services **(November initial notification – 28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied)**
- d. Entertain a Motion to Adopt a Resolution 2020 Recreation Pricing Policy Updates **(November initial notification – 28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied)**

13. New Business

- a. Broadband Services Update – Chuck Holland
- b. Entertain a Motion to Approve the Proposed Ridership Agreement with Lyft Inc. (contingent on approval of the Board in closed session)

- c. Ratify GRF/VMS Director Appointment of Diane Phelps to be seated at the VMS Annual Meeting on December 18, 2019
- d. Entertain a Motion to Accept Applications and Appoint GRF/VMS Directors in November (after the GRF Annual Meeting in November)

14. The Board will take a 10 minute break.

15. **Committee Reports** – *Entire Committee reports can be found at the following link:*
<http://www.lagunawoodsvillage.com/residents/golden-rain-foundation/documents>

- a. Report of the Finance Committee/Financial Reports – Director English. The Committee met on October 23, 2019; next meeting December 18, 2019, at 1:30 p.m. in the Board Room.
 - Alternative Revenue and Cost Sharing Task Force – Directors English
 - Investment Funds Task Force – Director English
- b. Report of the Community Activities Committee – Director Soule. The Committee met on November 14, 2019; next meeting January 9, 2020, at 1:30 p.m. in the Board Room.
- c. Report of the Landscape Committee – Director Moldow. The Committee met on August 14, 2019; next meeting December 4, 2019, at 9:30 a.m. in the Board Room.
- d. Report of the Maintenance & Construction Committee – Director Matson. The Committee met on October 9, 2019; next meeting December 11, 2019, at 9:30 a.m. in the Board Room.
 - Report of the Performing Arts Center (PAC) Renovation Ad Hoc Committee – Director Perak. The Committee met on November 20, 2019; next meeting TBA.
 - Report of Village Energy Task Force – Director Moldow. The Task Force met on September 4, 2019; next meeting TBA.
- e. Report of the Media & Communications Committee – Director Soule. The Committee met on November 18, 2019; next meeting December 16, 2019, at 1:30 p.m. in the Board Room.
 - Report of the Thrive Task Force – Directors Perak. The Task Force met on November 21, 2019. The next meeting January 2020.

- f. Report of the Mobility & Vehicles Committee – Director Troutman. The Committee met on October 2, 2019 and October 29, 2019; next meeting December 4, 2019, at 1:30 p.m. in the Board Room.
- g. Report of the Security & Community Access Committee – Director Tibbetts. The Committee met on October 28, 2019; next meeting December 23, 2019, at 1:30 p.m. in the Board Room.

16. Future Agenda Items - *All matters listed under Future Agenda Items are Resolutions on 28-day public review or items for a future Board Meeting. No action will be taken by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.*

- a. Discuss Director Access to Records According to Corporate Code §8334
- b. Donation by Bah'ail Club of a Bench for Aliso Creek and Two Plumeria Trees at Clubhouse 6
- c. Revised Resolution for the Nuisance and Harassment Policy (November initial notification)

17. Directors' Comments

18. Recess - *At this time, the Meeting will recess for lunch and reconvene to Executive Session to discuss the following matters per California Civil Code §4935*

Closed Session Agenda

Approval of Agenda

Approval of Minutes

(a) October 22, 2019 – Special Closed Session

(b) November 5, 2019 – Regular Closed Session

Discuss and Consider Member Disciplinary Matters

Discuss and Consider Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

Discuss Litigation Report Summary

19. Adjournment



OPEN SESSION

**Minutes of the Special Meeting of the Golden Rain Foundation
Thursday, October 24, 2019, 11:00 a.m.
24351 El Toro Road, Laguna Woods, California**

Directors Present: Beth Perak, Annette Sabol Soule, Joan Milliman, Ray Gros, Diane Phelps, Don Tibbetts, Judith Troutman, and Bert Moldow

Directors Absent: Pat English, Jim Matson and Richard Palmer

Staff Present: Jeff Parker, Siobhan Foster, and Cheryl Silva

Others Present: United Mutual: Juanita Skillman and Andre Torng
Kelly Richardson, Esq.

1. Call to Order

President Perak called the meeting to order at 11:17 a.m.

2. Establish Quorum

President Perak established that a quorum was present.

3. Approval of Agenda

By consensus the Board approved the agenda as presented.

4. Member Comments

- Director Torng made a comment that more residents are interested in applying for the VMS-GRF Board and asked that the decision be delayed for another mailed. He claims he never received notification about the election.
- Director Skillman commented that all the Directors received all the information in September on when the election would take place.
- Siobhan Foster ran through the timeline on when the election was announced to the Board Members and to the residents.
- Director Moldow commented that the notification process was adequate, but feels the election should be after held after the November elections.

5. Entertain a Motion to Appoint One GRF-VMS Board Member (term ending 2022)

Director Troutman requested that the GRF/VMS Board appointment be postponed because there were not enough candidates that applied.

Discussion ensued among the Directors.

Director Milliman made a motion to appoint Diane Phelps as the GRF-VMS Board Member (term ending 2022) to be seated at the VMS Annual Meeting on December 18, 2019. The motion was seconded by Director Soule.

President Perak called for the vote and the motion passed by a vote of 6-2-0 (Director Moldow and Troutman opposed)

Legal Counsel commented that the VMS Bylaws were never amended to change when the elections happen.

Director Milliman made a motion to adjourn the meeting. The motion was seconded by Director Soule and passed unanimously.

6. Director Comments—none

7. Adjournment

There being no further business, the special open meeting was adjourned at 11:55 a.m.



Joan Milliman, Secretary of the Board
Golden Rain Foundation



OPEN SESSION

Minutes of the Regular Meeting of the Golden Rain Foundation Tuesday, November 5, 2019, 9:30 a.m. 24351 El Toro Road, Laguna Woods, California

Directors Present: Beth Perak, Annette Sabol Soule, Joan Milliman, Jim Matson, Diane Phelps, Richard Palmer, Ray Gros, Bert Moldow, Pat English, Don Tibbetts, and Judith Troutman

Directors Absent: None

Staff Present: Jeff Parker-CEO, Siobhan Foster-COO, Eileen Paulin, Brian Gruner, Chris Spahr, and Cheryl Silva

Others Present: United Mutual: Juanita Skillman, Elsie Addington
VMS: Dan Kenney
Mutual 50: Ryna Rothberg

1. Call to Order

President Perak called the meeting to order at 9:30 a.m.

2. Pledge of Allegiance

Director English led the meeting in the Pledge of Allegiance to the Flag.

3. Acknowledgment of Media

A representative of the Laguna Woods Globe and the Village Television Camera Crew, by way of remote cameras, were acknowledged.

4. Approval of Agenda

Director Moldow made a motion to approve the agenda. The motion was seconded by Director Phelps.

- Director Phelps requested that agenda item 13a be postponed.
- Director Moldow requested to move agenda item 11b from the Consent Calendar to Unfinished Business
- Director Soule requested to move agenda item 11d from the Consent Calendar to Unfinished Business

President Perak called for the vote on the agenda as amended and the motion passed unanimously.

5. Approval of Minutes

- 5a.** Regular Open Meeting on October 1, 2019
- 5b.** Special Open Meeting on October 18, 2019
- 5c.** Special Open Meeting on October 22, 2019

Director Milliman made a motion to approve the regular board minutes of October 1, 2019; special board minutes of October 18, 2019 and October 22, 2019. The motion was seconded by Director Phelps and passed unanimously.

Director Milliman requested the minutes of October 18, 2019, be revised to include Juanita Skillman as being in attendance.

President Perak called for the vote on the minutes as amended and the motion passed unanimously.

6. Report of the Chair

President Perak thanked staff and the current board for all their hard work. She mentioned that four board members' terms are up: Director Palmer, Director Phelps, Director Gros and Director Milliman. Directors Gros and Milliman are running for the next GRF board. President Perak thanked them for this service. She thanked Director Palmer for his years of service and expertise and congratulated Director Phelps for being elected to the VMS Board. This Board has been instrumental in making improvements to the Village.

7. VMS Update Report—Director Kenney

Director Kenney gave a presentation that highlighted the formation of the VMS Board, the role of the VMS Board, lessons learned, progress made since the transition to self-management and the key staff that helped with the success of VMS Management.

8. CEO Report

Jeff Parker-CEO and Siobhan Foster-COO gave a report on upcoming community events and updates on current projects:

- CEO is working with Chris Macon, City Manager of Laguna Woods to expedite the permit process for manor alterations;
- City of Laguna Woods will start upgrades to the El Toro Median on Monday
- OCTA I-5/El Toro Road Interchange Project update;
- Pool maintenance continues at pools 1, 2, 5. The pools will remain open during construction;
- Veteran Days Celebration event on Sunday, November 10, at 10 a.m. on the Clubhouse 2 patio;
- VMS Offices will be closed on Veterans Day, Monday, November 11. The holiday hours are posted on the website;
- Working with SCE on power outages and resident emergency plan.

9. Open Forum (Three Minutes per Speaker)

Members spoke on the following topics:

- A Member commented about the benefits of the Laguna Woods Foundation and thanked residents for their donations, partners with the Alzheimer's Association to offer, day care services, adult health center, and financial assistance;
- Two Members commented about why they are running for the GRF Board;
- Three Members were concerned about the elimination of the theater manager and supervisor at Clubhouse 3 (PAC);
- A Member commented about the benefits of living in the Village and thanked Richard Palmer for his service;
- A Member commented about the equestrian center;
- A Member commented about an article in the OC Register about the increase of suicide among seniors and encouraged everyone to be kind;
- A Member commented about the harassment policy;
- A Member commented about the trust agreement, the name of Laguna Woods Village and El Toro Water District;
- A Member commented about the GRF Bylaws that require that all Board Members and Advisors must be members of the community, Granicus should be used to provide feedback from the residents, the Boards should work together on one budget that benefits all members;
- A Member commented about educating employees on working with age restricted members;
- A Member spoke about the assets of living in the Village and taking advantage of the activities and clubs offered in the community;
- A Member spoke about being kind to employees and saving the bees and harvesting the honey;
- A Member commented about the election, every Clubhouse needs a supervisor, encourages members to get involved in activities and suicide issues.

10. Responses to Open Forum Speakers

Several Directors responded to and provided input regarding member comments.

- Director Troutman responded about the harassment policy, hospice and mental problems;
- Director English agrees that the GRF Bylaws are important and that the mutuals must vote to change the GRF bylaws;
- Director Gros responded about the harassment policy;
- Director Phelps responded about the problem with bees, suicide;
- Director Soule responded about suicide, Clubhouse 3 supervisor, harassment policy, club activities;
- Director Milliman commented the Friends of the Village outlined how to advertise club activities, Granicus member feedback'

- Director Moldow responded about new activities for aging adults, bee keeping, harassment policy, suicide prevention, asked staff if all the other clubhouses have supervisors
- Director Tibbetts responded about suicide;
- President Perak commented about the Equestrian Center and that the Thrive Team is working on a kindness project. She thanked members for their comments.

Jeff Parker-CEO responded to questions from the Board.

11. Consent Calendar

Recommendation from the Maintenance & Construction Committee:

- 11a.** Recommendation to Award a Contract for Gate Security at RV Lot B and the Maintenance Service Center
- 11b.** **This item was removed from the consent calendar and discussed as agenda item 12e.** Enter into a Service Agreement with MelRok Energy for HVAC Monitoring of the Community Center Building

Recommendation from the Finance Committee:

- 11c.** Consistent with its statutory obligations a subcommittee of the Board consisting of the Treasurer and at least one other board member reviewed and approved Golden Rain Foundation financials for the month of September 2019 and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes.

Recommendation from the Security and Community Access Committee:

- 11d.** **This item was removed from the consent calendar and discussed as agenda item 12f.** Eliminate the Use of Vehicle Decal Stickers as of 2021

Director Phelps made a motion to approve the consent calendar with the removal of agenda item 11b and 11d to unfinished business. The motion was seconded by Director Soule and passed unanimously.

12. Unfinished Business

- 12a.** Entertain a Motion to Adopt a Resolution for Revisions to the GRF Wedding Policy

Director Milliman, Secretary of the Board, read a summary of the following resolution:

RESOLUTION 90-19-51
GRF WEDDING POLICY REVISION

WHEREAS at the September 12, 2019 Community Activities Committee (CAC) meeting, staff recommended to approve amendment to the current GRF wedding policy to make the:

1. Resident rate applicable to weddings and/or wedding receptions for residents; and
2. Exception rate applicable to weddings and/or wedding receptions reserved by a resident on behalf of a non-resident; limited to only siblings, children, parents and grandchildren.

WHEREAS the Recreation and Special Events Department manages the reservation services with approximately 18,000 bookings per year;

WHEREAS in 2017, weddings were limited to residents and immediate family members yielding six bookings;

WHEREAS in 2018, the policy was amended to allow weddings for extended family and friends, which yielded 19 bookings;

WHEREAS weddings and/or wedding receptions are taxing on both the facility and staff as non-residents make up the majority of attending guests and the celebrations often end late in the evening extending past 10 p.m.;

WHEREAS revenue collected in 2018 for all weddings and/or receptions was \$1,500;

WHEREAS amending the policy allows staff to charge the exception rate for a majority of weddings, increasing revenue, depending on the number of weddings. For example, a six-hour wedding at Clubhouse 2 in the main ball room would generate \$2,007 in revenue;

NOW THEREFORE BE IT RESOLVED, November 5, 2019, that the Board of Directors of this Corporation hereby adopts approval of staff recommendation to approve amendment to the current GRF wedding policy to make the:

1. Resident rate applicable to weddings and/or wedding receptions for residents; and

2. Exception rate applicable to weddings and/or wedding receptions reserved by a resident on behalf of a non-resident; limited to only siblings, children, parents and grandchildren;

RESOLVED FURTHER; that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

October Initial Notification

28-day notification for member review and comment to comply with Civil Code §4360 has been satisfied.

Director Milliman made a motion to adopt a GRF Wedding Policy. Director Tibbetts seconded the motion.

Discussion ensued among the Directors.

President Perak called for the vote and the motion passed unanimously.

12b. Entertain a Motion to Introduce a Resolution for Clubhouse 2 Open Space

Director Milliman, Secretary of the Board, read the following resolution:

RESOLUTION 90-19-52
CLUBHOUSE 2 OPEN SPACE

WHEREAS at the September 12, 2019, Community Activities Committee (CAC) meeting, staff recommended to authorize the Recreation and Special Events Department addition of the open space area adjacent to Clubhouse 2 to the rental agreement for the Clubhouse;

WHEREAS on July 11, 2019, the CAC approved making the open space area adjacent to Clubhouse 2 a rentable space and requested that the GRF Finance Committee establish rental pricing for the open space;

WHEREAS on August 22, 2019, the GRF Finance Committee reviewed and discussed the CAC's recommendation;

WHEREAS the Finance Committee authorized making the open space rentable under the following two conditions:

1. Additional review by staff be conducted to ensure no liabilities will be associated with allowing reservations at this location; and
2. That the potential increase in facility usage does not conflict with current City of Laguna Woods parking ordinances;

WHEREAS staff researched and analyzed the two items and determined that the potential increase in facility usage may not meet City parking requirements since the parcel is zoned Open Space – Recreation (OS-R) and as such could potentially require a parking study to be conducted and/or the provision of additional parking to support the proposed rental of the open space area alone;

WHEREAS usage of the open space area is increasing as residents become aware of its location and usability;

WHEREAS including the open space park in the Clubhouse 2, rental agreement for the Clubhouse 2 Main Lounge, would solve the potential parking problem, enable the Recreation and Special Events Department to manage the open space's use and minimize conflict that may arise from two parties wanting to use the open space at the same time;

WHEREAS in addition, it would make Clubhouse 2 more marketable and desirable for residents;

WHEREAS during the 2021 budget preparations, the rental fee for Clubhouse 2 Main Lounge would be re-calculated and adjusted to include the open space area, potentially increasing per reservation revenue;

NOW THEREFORE BE IT RESOLVED, November 5, 2019, that the Board of Directors of this Corporation hereby adopts approval of staff recommendation to authorize the Recreation and Special Events Department addition of the open space area adjacent to Clubhouse 2 to the rental agreement for the Clubhouse's Main Lounge;

RESOLVED FURTHER; that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

October Initial Notification

28-day notification for member review and comment to comply with Civil Code §4360 has been satisfied.

Director Milliman made a motion to adopt the resolution to approve Clubhouse 2 Open Space. Director Phelps seconded the motion.

Discussion ensued among the Directors.

Director Milliman suggested word revisions to the resolution.

Brian Gruner, Director of Recreation, answered questions from the Board.

Director English made a motion to send this item back to the Community Activities Committee for revisions to the resolution. The motion was seconded by Director Moldow.

Discussion ensued among the Directors on the amendment.

President Perak called for a vote on the amendment and the motion failed by a vote of 4-7-0 (Directors Gros, Phelps, Matson, Soule, Perak, Milliman and Tibbetts opposed).

President Perak called for the vote and the original motion passed 9-0-2 (Directors English and Moldow abstained).

12c. Entertain a Motion to Approve a Supplemental Appropriation and add Gate 11 to the current Gatehouse Renovation Project

Director Milliman made a motion to authorize Gate 11 to be added to the current scope of work for the Gatehouse Renovation Project and a supplemental appropriation in the amount of \$110,000 from the Facilities Fund to Gate 11 Renovations and \$80,000 from the Equipment Fund for Gate Access System Technology for the total of \$190,000. The motion was seconded by Director Tibbetts.

Discussion ensued among the Directors.

President Perak called for the vote and the motion passed unanimously. (Director Soule was absent for the vote).

Tim Moy, Director of Security, answered questions from the Board.

12d. Entertain a Motion to Set Pricing Level-3 EV Charging Stations at the Community Center

Director Milliman made a motion approve the Maintenance and Construction Committee recommendation for pricing on the new Chargepoint Level-III Electric Vehicle Chargers at the Community Center. The motion was seconded by Director English.

Discussion ensued among the Directors.

President Perak called for the vote and the motion passed unanimously.

12e. Recommendation to Enter into a Service Agreement with MelRok Energy for HVAC Monitoring of the Community Center Building

Director Milliman made a motion to approve the recommendation from the Maintenance and Construction Committee to enter into a one-year service agreement

with MelRok Energy, for energy management of the Community Center building. The motion was seconded by Director Matson.

Discussion ensued among the directors.

Vice President Soule called for the vote and the motion passed unanimously.

12f. Eliminate the Use of Vehicle Decal Stickers as of 2021

Director Milliman, Secretary of the Board, read the following resolution:

RESOLUTION 90-19-XX
VEHICLE DECAL STICKERS

WHEREAS, all resident-owned motor vehicles are required to be registered with GRF and display a community decal sticker, which is required to be updated annually; and

WHEREAS, the Resident Services Division updates vehicle decals stickers for residents on a yearly basis by way of a community-wide mailing; and

WHEREAS, implementation of gate access technology at all housing gatehouses has required radio frequency identification (RFID) tags to be attached to all registered vehicles; and

WHEREAS, license plate readers (LPR's) and PlateSmart technology at each gatehouse capture every vehicle entering and leaving the community,

NOW THEREFORE BE IT RESOLVED, [DATE], that the Board of Directors hereby approves to eliminate the vehicle decal annual stickers as of January 1, 2021, and require the use of vehicle RFID tags; and

RESOLVED FURTHER, that the Vehicle, Traffic, and Parking Rules and Regulations shall be updated to recognize the elimination of the vehicle decal annual stickers; and

RESOLVED FURTHER; that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

November Initial Notification

Should the board endorse the proposed revisions, staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the board. Staff then

recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement for member review and comment to comply with Civil Code §4360

Director Milliman made a motion to approve a Resolution to Eliminate the Use of Vehicle Decal Stickers as of 2021, for 28-day review. Director Soule seconded the motion.

Discussion ensued among the directors.

Tim Moy, Director of Security and Community Access, answered questions from the Board.

President Perak called for the vote and the motion passed 9-2-0 (Directors Soule and Moldow opposed).

13. New Business

13a. This item was postponed until next month. Introduce a Revised Resolution for the Nuisance and Harassment Policy

13b. Entertain a Motion to Introduce a Resolution to Increase the Cost and Authorize a GRF Additional Occupancy Fee

Director Milliman, Secretary of the Board, read the following resolution:

RESOLUTION 90-19-xx **GRF ADDITIONAL OCCUPANCY FEE**

WHEREAS, the GRF assessment for net operating costs and reserve contributions is divided equally by the number of units in the Community, regardless of how many individuals occupy a unit.

WHEREAS, an Additional Occupant Fee is charged for each individual in excess of two occupants residing in unit, to account for additional use of community services and facilities.

WHEREAS, the board periodically reviews fees as part of the business planning process to determine adequacy of revenues and shared costs.

NOW THEREFORE BE IT RESOLVED, [DATE], that the Board of Directors of this Corporation hereby sets the Additional Occupant Fee at \$100 per manor per month for each additional occupant over two, to offset costs incurred by the extra occupants, to be effective January 1, 2020.

RESOLVED FURTHER, that such fee shall be reflected on the Fee Schedule.

RESOLVED FURTHER, that Resolution 90-17-28 adopted September 5, 2017 is hereby superseded and cancelled on the effective date of January 1, 2020.

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized on behalf of the corporation to carry out this resolution.

November Initial Notification

Should the board endorse the proposed revisions, staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement for member review and comment to comply with Civil Code §4360.

Director Milliman made a motion to introduce a resolution to increase the GRF Occupancy Fee for 28-day review. Director English seconded the motion.

Director Soule made an amendment to increase the occupancy fee to \$150. The amendment failed for lack of a second.

Discussion ensued among the Directors.

President Perak called for the vote and the motion passed unanimously.

13c. Entertain a Motion to Introduce a Resolution to Increase the Late Charges for Fines, Fees and Chargeable Services

Director Milliman, Secretary of the Board, read the following resolution:

RESOLUTION 90-19-XX
LATE CHARGE – CHARGEABLE SERVICES

WHEREAS, certain services and charges for which the corporation is not financially responsible (Fines, Fees, and Chargeable Services) are billed to the members.

WHEREAS, a late charge is assessed on delinquent chargeable service accounts, intended to offset costs associated with collection efforts.

WHEREAS, the board periodically reviews fees as part of the business planning process to determine adequacy of revenues and shared costs.

NOW THEREFORE BE IT RESOLVED, [DATE], 2019, that the Board of Directors hereby approves a late charge for fines, fees, and chargeable

services performed and billed to residents at a flat fee of \$35 per month of delinquency, charged 31 days after the date of the original invoice, effective January 1, 2020.

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

November Initial Notification

Should the board endorse the proposed revisions, staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement for member review and comment to comply with Civil Code §4360

Director Milliman made a motion to introduce a resolution to increase late charges for fines, fees and chargeable services for 28-day review. Director Soule seconded the motion.

Discussion ensued among the Directors.

Betty Parker, Chief Finance Officer, answered questions from the Board.

President Perak called for the vote and the motion passed 10-0-1 (Director English abstained).

13d. Entertain a Motion to Introduce the Resolutions for 2020 Recreation Pricing Policy Updates

Director Milliman, Secretary of the Board, read a summary of the following resolutions:

RESOLUTION 90-19-XX
ROOM RESERVATION RATE PRICING POLICY

WHEREAS, according to Resolution 90-12-132, which established guidelines for shared costs and fees, certain fees can be imposed upon users of various recreational facilities in order to control crowding, to minimize over-usage, and to recover operating costs.

WHEREAS, the board periodically reviews fees as part of the business planning process to determine adequacy of revenues and shared costs and their adoption of the 2020 Business Plan included certain fee changes.

NOW THEREFORE BE IT RESOLVED, [DATE] that the Board of Directors of this Corporation hereby adopts the following revisions to the Room Reservation Rate Pricing Policy:

Resident Room Reservation Fee

I. An equal hourly rate will be applied for private party, club and church/religious reservations.

II. A Resident Room Reservation Fee shall be charged for the amount of time required for the use of a reservable room, beginning with a two-hour minimum and increasing in hourly increments thereafter, with large ballrooms and main lounges requiring a four-hour minimum.

III. A Setup Fee shall be charged for the time blocked out prior to and/or after each reservation necessary to prepare/cleanup the room, during which the room is not available to other users.

IV. The reservation and setup fees shall be based on the estimated hourly cost of each reservable room, rounded up to the nearest dollar, and will be adjusted annually on the basis of annual operational costs, capital costs, reservable hours, and a percentage to be shared by the Community at large.

V. The percentage to be shared by the Community at large to maintain an equitable and reasonable division between the user and the monthly assessment shall be 82 80 percent for all rooms.

VI. The charge for Performing Arts Center Auditorium Event with Admission shall be a flat fee of \$395 per day.

Reservation Exception Rates

A rate that is different from the resident rate shall apply to all room reservations that meet the criteria for the "Exception Rate" as defined in the GRF Recreation Department Policy. This rate shall be applied as follows:

I. An exception rate room reservation fee shall be charged for the amount of time required for the use of a reservable room, beginning with a two-hour minimum and increasing in hourly increments thereafter with large ballrooms and main lounges requiring a four-hour minimum.

II. In the case of the Performing Arts Center Auditorium, the exception rate room reservation fee shall be charged on a daily basis.

III. A setup fee shall be charged for the time blocked out prior to and/or after each reservation necessary to prepare/clean-up the room, during which time the room is not available to other users.

IV. The exception rate room reservation fee and setup fee shall be based on the lowest hourly rental fee charged for similar facilities outside of the Village, but in the local area, ~~discounted by 50 percent~~; and rounded up to the nearest dollar.

V. For Performing Arts Center Auditorium, the exception rate shall be based on the lowest daily per-seat rental fee charged for similar facilities outside of the Village, but in the local area, ~~discounted by 50 percent~~; and rounded up to the nearest dollar.

VI. The exception rate room reservation fees will be adjusted periodically on the basis of changes in the external rental fees and the percentage discount; then reflected on the fee schedule.

RESOLVED FURTHER, that this resolution shall be effective January 1, 2020, at which time Resolution 90-17-36 adopted November 7, 2017, is hereby superseded and canceled; and

RESOLVED FURTHER; that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

November Initial Notification

Should the board endorse the proposed revisions, staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement for member review and comment to comply with Civil Code §4360

Director Milliman made a motion to approve the resolution for the Room Reservation Rate Pricing Policy for 28-day review. The motion was seconded by Director Troutman.

Discussion ensued among the directors.

President Perak called for the vote and the motion passed unanimously.

RESOLUTION 90-19-XX
EQUESTRIAN CENTER PRICING POLICY

WHEREAS, according to Resolution 90-12-132, which established guidelines for shared costs and fees, certain fees can be imposed upon

users of various recreational facilities in order to control crowding, to minimize over-usage, and to recover operating costs.

WHEREAS, the board periodically reviews fees as part of the business planning process to determine adequacy of revenues and shared costs and their adoption of the 2020 Business Plan included certain fee changes.

NOW THEREFORE BE IT RESOLVED, [DATE] that the Board of Directors of the Corporation hereby adopts a revised GRF Pricing policy relative to the Equestrian Center:

Horse Boarding and Horse Feed Fees

- A Horse Boarding Fee shall be charged, monthly, to residents who wish to board their horse(s) at the Equestrian Center.
- The fee, rounded up to the nearest dollar, shall be based on the estimated monthly cost to board a resident-owned or leased horse, and **65%** shared (subsidized) by the community at large.
- The fee will be adjusted annually on the basis of changes to the operational costs, depreciation costs, and percentage shared by the community at large.
- The GRF Board of Directors will periodically review the estimated monthly cost of boarded horses and determine what shared percentage to apply in order to maintain an equitable and reasonable division between the user and the monthly assessment (per Resolution 90-12-132, Guidelines for Shared Costs and Fees).
- The cost of feed will be fully absorbed by the resident based on their selection from the menu of options with the addition of a 10% Administrative Service Fee.

Horse Trailer Storage & Horse Transportation Fees

- If space allows, residents may store their horse trailers at the Equestrian Center. The fee to store a horse trailer shall be 50% of the ~~the same as that charged~~ charge for a recreational vehicle in the RV Storage Lots.
- ~~GRF shall be reimbursed the cost of transporting a horse for a resident. The costs include: labor, fuel, and wear and tear on the trailer and vehicle.~~
- Emergency veterinarian ~~transporation~~transportation services only will be offered at member's expense.

Trail Ride Fees

- A separate fee shall be charged for trail rides for residents and their guest(s).

- The fees, rounded up to the nearest dollar, shall be based on: the estimated hourly cost of labor and the cost of the horse used to lead the trail ride; and
 - for residents, 50% 64% shared (subsidized) by the community at large
 - for guests, 25% mark up of resident shared cost fee.
- The fee will be adjusted annually on the basis of changes to the operational costs, depreciation costs, percentage shared by the community at large for residents, and percentage mark up for guests.

Lesson Fees

- Fees shall be charged for individual and group lessons for residents and their guest(s).
- The fees, rounded up to the nearest dollar, shall be based on: the estimated hourly cost of labor and the cost of the horse used to provide the lesson; and
 - for residents, 50% 64% shared (subsidized) by the community at large
 - for guests, 25% mark up of resident shared cost fee.
- The fee will be adjusted annually on the basis of changes to the operational costs, depreciation costs, percentage shared by the community at large for residents, and percentage mark up for guests.

Horse Rental Fee

- A resident fee and a guest fee shall be charged for the use of a GRF owned horse for lessons and trail rides.
- The fees, rounded up to the nearest dollar, shall be based on the estimated hourly cost of a GRF owned horse; and
 - for residents, 50% 64% shared (subsidized) by the community at large
 - for guests, 25% mark up of resident shared cost fee.
- The fee will be adjusted annually on the basis of changes to the operational costs, depreciation costs, percentage shared by the community at large for residents, and percentage mark up for guests.

RESOLVED FURTHER, that this resolution shall be effective January 1, 2020, at which time Resolution 90-15-02 adopted January 6, 2015, is hereby superseded and canceled; and

RESOLVED FURTHER; that the officers and agents of this Corporation are directed on behalf of the Corporation to carry out this resolution.

November Initial Notification

Should the board endorse the proposed revisions, staff recommends that a motion be made and seconded to accept the resolution and allow discussion to

ensure that the resolution reads to the satisfaction of the board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement for member review and comment to comply with Civil Code §4360.

Director Milliman made a motion to approve the resolution for 2020 Equestrian Center Pricing Policy Updates for 28-day review. The motion was seconded by Director Soule.

Discussion ensued among the directors.

President Perak called for the vote and the motion passed unanimously.

RESOLUTION 90-19-XX
GARDEN CENTER PRICING POLICY

WHEREAS, according to Resolution 90-12-132, which established guidelines for shared costs and certain fees, can be imposed upon users of various recreational facilities in order to control crowding, to minimize over-usage, and to recover operating costs.

WHEREAS, the board periodically reviews fees as part of the business planning process to determine adequacy of revenues and shared costs and their adoption of the 2020 Business Plan included certain fee changes.

NOW THEREFORE BE IT RESOLVED, [DATE] that the Board of Directors of the Corporation hereby adopts the GRF Garden Center Pricing Policy:

Garden Center Rental Pricing Policy

- Garden Plot Rental Fee shall be charged annually for each type of plot (Garden Plot, Tree Plot, and Shade Area Bench)
- The Plot Rental Fee, rounded up to the nearest dollar, shall be based on the estimated annual per square foot cost of the facility applied to the maximum square feet per size category of Garden plots and the average square feet for Tree and Shade Area Bench Plots; and will be adjusted annually on the basis of annual operational costs, capital costs, and the percentage(s) shared (subsidized) by the community at large as illustrated in the table below:

Plot Type	Percentage Shared by the Community*
Garden Plots	68
Tree Plots	8290
Shade Area Bench	68

*Per Resolution 90-12-132, Guidelines for Shared Costs &
Fees, 1% to 99%

If grandfathered up to 400 Sq. Ft., the resident will pay for two Garden plots.

- The GRF Board of Directors will periodically review the estimated annual cost of each plot type and determine what shared percentage to apply in order to maintain an equitable and reasonable division between the user and the monthly assessment (per Resolution 90-12-132, Guidelines for Shared Costs and Fees)

RESOLVED FURTHER, that rototilling and plot clean-up services will become chargeable services and shall be removed from the Fee Schedule;

RESOLVED FURTHER, that this resolution shall be effective January 1, 2020 at which time Resolution 90-17-05 adopted February 7, 2017, is hereby superseded and canceled; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

November Initial Notification

Should the board endorse the proposed revisions, staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement for member review and comment to comply with Civil Code §4360

Director Milliman made a motion to approve the resolution for 2020 Garden Center Pricing Policy Updates for 28-day review. The motion was seconded by Director Matson.

Discussion ensued among the directors.

President Perak called for the vote and the motion passed unanimously.

RESOLUTION 90-19-XX
BRIDGE ROOM GUEST FEE

WHEREAS, according to Resolution 90-12-132, which established guidelines for shared costs and fees certain fees, can be imposed upon users of various recreational facilities in order to control crowding, to minimize over-usage, and to recover operating costs.

WHEREAS, on December 2, 2008, by way of Resolution 90-08-92, the Board of Directors of this Corporation approved the current Bridge Room Guest Fee of \$4.00 per guest per day.

WHEREAS, the board periodically reviews fees as part of the business planning process to determine adequacy of revenues and shared costs and their adoption of the 2020 Business Plan included certain fee changes.

NOW THEREFORE BE IT RESOLVED, [DATE] that the Board of Directors hereby revises the Bridge Room Guest Fee to \$5.00 per guest per day.

RESOLVED FURTHER; that guest fees shall be collected on behalf of and submitted to GRF in a timely manner with accounting records.

RESOLVED FURTHER, that this resolution shall be effective January 1, 2020, at which time Resolution 90-08-92 adopted December 2, 2008, is hereby superseded and canceled; and

RESOLVED FURTHER; that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

November Initial Notification

Should the board endorse the proposed revisions, staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement for member review and comment to comply with Civil Code §4360.

Director Milliman made a motion to introduce a resolution for 2020 Bridge Room Pricing Policy updates for 28-day review. Director Troutman seconded the motion.

Discussion ensued among the Directors.

President Perak called for the vote and the motion passed unanimously.

The Board took a 5 minute break at 12:52 p.m.

13e. Entertain a Motion to Introduce a Resolution for GRF Investment Policy Changes

Director Milliman, Secretary of the Board, read a synopsis of the following resolution:

RESOLUTION 90-19-53
GOLDEN RAIN FOUNDATION INVESTMENT POLICY

BE IT RESOLVED, November 5, 2019, that the Managing Agent of this corporation, and an outside Investment Manager are hereby authorized to invest the funds of the corporation which, in the opinion of said managing agent are not required within a reasonable time to pay obligations of the corporation; and

RESOLVED FURTHER; that the Board of Directors of this Corporation hereby authorizes the Managing Agent of this corporation, to retain an Investment Manager and to give that Manager discretion to transact purchases and sales of investments for Golden Rain Foundation's account. Such discretion is subject to the underlying conditions as stated below. The Board will determine the amount to be managed in this discretionary account; and

RESOLVED FURTHER, that all investments on behalf of this corporation must be made with the underlying principles in the following order of priority: (1) safety, (2) liquidity, where applicable, and (3) yield, and are subject to the following conditions:

1. Notification of confirmation shall be given to the managing agent and treasurer of this corporation upon completion of each investment transaction;
2. For funds administered by the Managing Agent in a non-discretionary account, no investment may be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity without a demonstrated immediate need for the funds and the consent of any two of the following: the Treasurer, the President or the 1st or 2nd Vice President of this corporation. Furthermore, if there is a request that an investment be sold, withdrawn or otherwise converted to cash prior to maturity where there has been no demonstrated immediate need, approval must be received from the Board of Directors of this corporation;
3. Funds shall be invested only in authorized investments as provided herein.
Authorized investments are limited to:
 - a. Obligations of, or fully guaranteed as to principal by, the United States of America;
 - b. Up to 30% of the portfolio may be invested in Corporate Bonds rated A BBB through AAA; specifically A3/A-/A- Baa3/BBB-/BBB- or

better by Moody's/S&P/Fitch. A bond is only required to meet the criteria of one rating service. If a bond does not meet these minimum credit quality criteria in at least one of the above-mentioned rating services, the bond may not be purchased or if owned, must be removed from the portfolio within 30 days. This removal criteria will not apply to bond mutual funds that have a stated objective of investing in investment grade rated bonds. Removal of downgraded bonds that fall below the investment grade rating will be determined by the fund manager.

- c. No more than 3% of portfolio is to be invested in any one corporate bond issuer; and
 - d. Up to 25% of the portfolio may be invested in Government Sponsored Federal Agencies, namely FNMA (Federal National Mortgage Association – Fannie Mae), FHLMC (Federal Home Loan Mortgage Corporation – Freddie Mac, and FHLB (Federal Home Loan Bank).
4. Investments on behalf of this corporation may be made concurrently with investments made on behalf of other corporations at Laguna Woods Village. However, separate investment receipts will be held in the name of this corporation. Any such investments may be held for the account of the corporation in book-entry form;
5. Any authorized investments, as defined in Item 3 above, previously made by said Managing Agent or Investment Manager, are hereby ratified; and

RESOLVED FURTHER; that Resolution 90-16-22 adopted on June 7, 2016, is hereby superseded and cancelled.

RESOLVED FURTHER; that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

Director Milliman made a motion to adopt the resolution for GRF Investment Policy changes. Director Phelps seconded the motion.

Discussion ensued among the Directors.

President Perak called for the vote and the motion passed unanimously.

13f. Entertain a Motion to Form a Purchasing Ad Hoc Committee

Director Milliman, Secretary of the Board, read a synopsis of the following resolution:

RESOLUTION 90-19-54
PURCHASING AD HOC COMMITTEE CHARTER

WHEREAS; pursuant to the recommendation of the GRF Finance Committee, a Purchasing Ad Hoc Committee has been established pursuant to Article 7, Sections 7.1.1 - 7.1.3 of the bylaws of the corporation.

NOW THEREFORE BE IT RESOLVED, November 5, 2019, the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Committee, as follows:

1. Perform the duties imposed upon all standing committees as set forth in the resolution entitled, "General Duties of Standing Committees."
2. Receive recommendations from the GRF and Mutual boards of directors and the GRF and Mutual finance committees as to desired procurement policies and procedures.
3. Direct the Managing Agent to prepare a Purchasing Manual with detailed policies and procedures to be used by staff to ensure adequate purchasing controls are in place, streamlined internal purchasing and contracting processes are followed, and transparency is provided into the professional and competitive processes used for procurement of quality products and services in Laguna Woods Village.
4. Periodically review the Purchasing Policy, Delegation of Actions and Commitments, and Responsibility Matrix (collectively known as the Purchasing Policy) adopted by each respective board resolution, and propose any required modification based on changes in underlying policies and procedures.
5. In cooperation with the Chief Financial Officer and Purchasing & Supply Manager, review the sufficiency of procurement practices that protect procurement and storage of physical assets within Laguna Woods Village.
6. The Committee shall perform such other related tasks as are assigned by the corporation.

RESOLVED FURTHER; that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

Director Milliman made a motion to adopt a resolution to form pursuant to GRF Finance Committee, a GRF Purchasing Ad Hoc Committee. Director Soule seconded the motion.

Discussion ensued among the Directors.

Director English made an amendment to the resolution to include Article 7.1.2 and 7.1.3. The motion was seconded by Director Troutman.

President Perak called for a vote of the amendment and the motion passed unanimously.

President Perak called for the vote of the motion as amended and the motion passed unanimously.

- 13g.** Recommendation to Authorize the Implementation of Operation Changes to the Laguna Woods Village Transportation System Effective January 2020 and within the Approved 2020 Business Plan Based on the Recommendations Contained in the Fehr & Peers Short Range Transit Plan to Increase Ridership and Efficiency while Enhancing Travel Convenience for Residents; and Authorize the Transportation Division to Commence Negotiations with Lyft Ridership to Provide On-Demand Transportation Services during Non-Fixed Route Operating Hours

Director Milliman made a motion to approve staff's recommendation to 1) authorize the Implementation of operation changes to the Laguna Woods Village Transportation system effective January 2020 and within the approved 2020 business plan based on the recommendations contained in the Fehr & Peers Short Range Transit Plan to increase ridership and efficiency while enhancing travel convenience for residents; and 2) authorize the Transportation Division to commence negotiations with Lyft ridership to provide on-demand transportation Services during non-fixed route operating hours. Director Gros seconded the motion.

Discussion ensued among the directors.

President Perak called for the vote and the motion passed unanimously.

14. Committee Reports

- 14a.** Report of the Finance Committee/Financial Reports – Director Phelps her last presentation on the Treasurer's Report and will pass the baton to the next Treasurer of the GRF Board. She thanked the Board and staff for all their help. The Committee met on October 23, 2019; next meeting December 18, 2019, at 1:30 p.m. in the Board Room.

- Alternative Revenue and Cost Sharing Task Force – Director Phelps
 - Investment Fund Task Force – Director Phelps
- 14b.** Report of the Community Activity Committee – Director Soule gave an update of upcoming events and clubhouse maintenance. The Committee met on September 12 2019; next meeting November 14, 2019, at 1:30 p.m. in the Board Room.
- 14c.** Report of the Landscape Committee – Director Moldow gave an update from the Landscape Committee. The Committee met on August 14, 2019; next meeting December 4, 2019, at 9:30 a.m. in the Board Room.
- 14d.** Report of the Maintenance & Construction Committee – Director Matson gave an update from the last Maintenance & Construction Committee. The Committee is working on Service Center Heater Fan Replacement, Clubhouse 4 upper roof deck is being repaired, Garden Center 1 new walkways and boundary lines, GRF paving and seal coat is ongoing, and golf facility maintenance. The Committee met on October 9, 2019; next meeting December 11, 2019, at 9:30 a.m. in the Board Room.
- Report of the Performing Arts Center (PAC) Renovation Ad Hoc Committee - Director Perak. The Committee met on October 17, 2019; next meeting November 20, 2019, at 9:30 a.m. in the Board Room.
 - Report of Village Energy Task Force – Director Moldow gave an update from the last meeting. The Task Force met on September 4, 2019.
- 14e.** Report of the Media & Communications Committee – Director Milliman gave an update from the Media & Communications Committee. The Committee discussed contract renewals for television channels, wild fire alerts to the residents regarding SCE outages, docent tour changes, and new resident orientation time change. The Committee met on October 21, 2019; next meeting November 18, 2019, at 1:30 p.m. in the Board Room.
- Thrive Report – Directors Perak. The Task Force met on October 23, 2019. The next meeting TBA.
- 14f.** Report of the Mobility & Vehicles Committee – Director Gros gave an update from the Mobility & Vehicles Committee. The Committee reported on the results from the consultant on the bus routes. The Committee met on October 2, 2019, and October 29, 2019; next meeting December 4, 2019, at 1:30 p.m. in the Board Room.
- Laguna Canyon Foundation – Director Gros updated the Board on information on walks in the wilderness areas surrounding the Community.

- 14g.** Report of the Security & Community Access Committee – Director Tibbetts gave an update from the Security & Community Access Committee. The Great Shake Out was held in October; call Security for missing persons, and the elimination of vehicle decals in 2021. The Committee met on October 28, 2019; next meeting December 23, 2019, at 1:30 p.m. in the Board Room.
- Report of the Traffic Hearings – Director Gros gave an update on the Traffic violations. The Traffic Hearings were held on October 16, 2019; next meeting November 20, 2019, 9:00 a.m. in the Board Room and 1:00 p.m. in the Sycamore Room.
 - Report of the Disaster Preparedness Task Force – Director Troutman. The Task Force met on September 24, 2019; next meeting November 26, 2019 at 9:30 a.m. in the Board Room.
- 15. Future Agenda Items** - *All matters listed under Future Agenda Items are Resolutions on 30-day public review or items for a future Board Meeting. No action will be taken by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.*
- a. Consider and Discuss the VMS Appointment of GRF Representatives;
 - b. Discuss Director Access to Records According to Corporate Code §8334;
 - c. Donation by Bah'ail Club of a Bench for Aliso Creek and Two Plumeria Trees at Clubhouse 6
 - d. Formation of a Research Advisory Committee
- 16. Directors' Comments**
- Director Phelps thanked everyone for staying for the meeting;
 - Director Gros commented on the insurance renewal;
 - Director Troutman thanked all the veterans for their service and encouraged resident to attend the flea market;
 - Director English thanked the Board;
 - President Perak thanked the Board for a good meeting.
- 17. Recess** - *At this time, the Meeting recessed for lunch and reconvened to Executive Session to discuss the following matters per California Civil Code §4935: Member Disciplinary Matters; Personnel Matters; Contractual Matters; and Litigation Matters.*

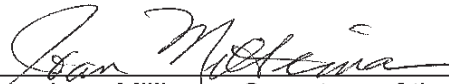
The meeting was recessed at 2:05 p.m.

Summary of Previous Closed Session Meetings per Civil Code Section §4935.
During the October 1, 2019, Regular Executive Session, the Board:
Approved the Agenda
Approved the Minutes of:

(a) September 3, 2019– Regular Executive Session
Discussed and Consider Member Matters
Discussed Personnel Matters
Discussed Contractual Matters
Discussed and Considered Litigation Matters
Discussed Litigation Report Summary

18. Adjournment

The meeting was adjourned at 4:50 p.m.

A handwritten signature in cursive script, appearing to read "Joan Milliman", is written over a horizontal line.

Joan Milliman, Secretary of the Board
Golden Rain Foundation



OPEN MEETING

**MINUTES OF THE ORGANIZATIONAL MEETING
OF THE BOARD OF DIRECTORS OF THE GOLDEN RAIN
FOUNDATION OF LAGUNA WOODS
A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION**

Wednesday, November 13, 2019 • Board Room
24351 El Toro Road, Laguna Woods, California

Directors Present: Beth Perak, Annette Sabol Soule, Jim Matson, Pat English, Bert Moldow, Don Tibbetts, Judith Troutman, Bunny Carpenter, Joe Fitzekam, Egon Garthoffner and Yvonne Horton

Directors Absent: None

Staff Present: Jeff Parker, Siobhan Foster, Eileen Paulin, Joi Lipari and Cheryl Silva

The Organizational Meeting of the Corporate Members met immediately following the Annual Meeting of the Corporate Members.

1. Call Meeting to Order/Establish Quorum

Beth Perak, Chair, called the meeting to order at 11:00 p.m. and noted that a quorum was established.

2. Approval of Agenda

Director Moldow made a motion to approve the agenda as presented. Director Soule seconded the motion and it passed unanimously.

3. Member Comments

There were no member comments.

4. Election of Officers by Opening of Nominations and Vote

Cheryl Silva, Corporate Secretary, handed out ballots for the Election of Officers.

• President

President Perak asked for nominations for President.

Director Soule nominated Beth Perak for President.

Director Perak accepted the nomination.

Director Troutman nominated Bunny Carpenter for President.

Director Carpenter accepted the nomination.

The Directors voted by secret ballot.

There being no other nominations, Director Carpenter was elected President by a vote of Carpenter (6), Perak (5).

- **First Vice President**

President Carpenter asked for nominations for 1st Vice President.
Director Carpenter nominated Judith Troutman for 1st Vice President.
Director Troutman accepted the nomination.
Director Tibbetts nominated Jim Matson for 1st Vice President.
Director Matson accepted the nomination.
The Directors voted by secret ballot.
There being no other nominations, Director Troutman was elected 1st Vice President by a vote of Troutman (7), Matson (4).

- **Second Vice President**

President Carpenter asked for nominations for 2nd Vice President.
Director Horton nominated Joe Fitzekam for 2nd Vice President.
Director Fitzekam accepted the nomination.
Director Perak nominated Don Tibbetts for 2nd Vice President.
Director Tibbetts accepted the nomination.
The Directors voted by secret ballot.
There being no other nominations, Director Fitzekam was elected 2nd Vice President by a vote of Fitzekam (8), Tibbetts (3)

- **Secretary**

President Carpenter asked for nominations for Secretary.
Director Troutman nominated Egon Garthoffner for Secretary.
There being no other nominations, Director Garthoffner was elected Secretary by way of acclamation.

- **Treasurer**

President Carpenter asked for nominations for Treasurer.
Director Tibbetts nominated Annette Soule for Treasurer.
Director Soule accepted the nomination.
Director Troutman nominated Pat English for Treasurer.
Director English accepted the nomination.
The Directors voted by secret ballot.
There being no other nominations, Director English was elected Treasurer by a vote of English (6), Soule (5).

5. Entertain Motion to Close Nominations

Director Carpenter made a motion to close nominations. Director Troutman seconded the motion and it passed unanimously.

6. Entertain Motion to Approve Resolution Election of Officers - Resolution

Director Carpenter, President of the Board, read the following resolution:

RESOLUTION 90-19-55
Appointment of Officers

RESOLVED, on November 13, 2019, pursuant to the Golden Rain Foundation Bylaws Article 9 - Officers, which sets guidelines, terms and responsibilities for the election of Officers to this Corporation, the following persons are hereby elected to serve the office indicated next to their names:

Bunny Carpenter	President
Judith Troutman	First Vice President
Joe Fitzekam	Second Vice President
Egon Garthoffner	Secretary
Pat English	Treasurer

RESOLVED FURTHER, that the following Staff person is hereby appointed as ex Officio officer of this Corporation:

Jeff Parker	President ex Officio
Siobhan Foster	Vice President ex Officio
Betty Parker	Assistant Treasurer ex Officio
Cheryl Silva	Corporate Secretary

RESOLVED FURTHER, that Resolution 90-18-57, adopted November 14, 2018, is hereby superseded and canceled; and

RESOLVED FURTHER, that the officers and agents of this Corporation are directed on behalf of the Corporation to carry out this resolution.

Director Troutman made a motion to approve the resolution. Director Soule seconded the motion and it passed unanimously.

7. Adjournment

There being no further business, the meeting was adjourned at 11:20 a.m.



Egon Garthoffner, Secretary of the Board
Golden Rain Foundation

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STAFF REPORT

DATE: December 3, 2019

FOR: Board of Directors

SUBJECT: Contract Award for Tennis Center Building Improvements & HVAC

RECOMMENDATION

1. Award a contract to South Coast Restoration in the amount of \$83,963 for the tennis center building interior and exterior improvements.
2. Award a contract to Power & Air Mechanical in the amount of \$19,369 for installation of a heating and cooling system.

BACKGROUND

The existing Laguna Woods Village Tennis Center Facility is comprised of 10 tennis courts, a patio area, and a recreational building. The tennis center building includes restrooms, seating areas, a small kitchenette and recreation space for Tennis Club members.

The Laguna Woods Village Tennis Club requested that the tennis center facility be renovated, and pursuant to their request the GRF Board allocated funding in the Capital Plan for this purpose and directed staff to advertise the project for construction. The interior project scope includes remodeling the restroom, kitchenette, and recreation space. The exterior scope includes extending the concrete seating area north of the building, and replacing landscape along the walkways to allow for additional seating and a safe path of travel. As part of the interior improvements the inefficient old radiant heat system will be removed and replaced with a new heating and cooling system.

The 2019 GRF Capital Plan includes an appropriation from the Facilities Fund in the amount of \$75,000, to renovate the Tennis Building.

On June 12, 2019, at the GRF Maintenance and Construction Committee meeting, staff provided the committee with cost estimates for the requested improvements, which exceeded the original budget.

On August 6, 2019, the Board of Directors approved a supplemental appropriation via Resolution 90-19-34 in the amount of \$72,638 to fund additional improvements requested by the M&C Committee for a total budget of \$147,638.

DISCUSSION

Requests for proposals were advertised to general contractors for the interior and exterior construction improvements, as well as to contractors specializing in heating ventilation and air conditioning (HVAC) systems for the newly designed and engineered heating and cooling system. Two contractor proposals were received from general contractors and two contractor proposals were received from HVAC contractors. However, prior to presenting a contract

award recommendation to the M&C Committee, staff was directed to research alternate pricing for an indirect evaporative cooling system in lieu of the proposed HVAC system.

As directed, staff requested alternate proposals from HVAC contractors to furnish and install an indirect evaporative cooling system. However, the indirect evaporative cooling system does not provide the required space heating, which necessitates alternate pricing for a separate heating system in addition to the indirect evaporative cooling system.

Staff received one contractor bid for the alternate evaporative cooling system and alternate heating source in the amount of \$88,097, if these alternates are accepted, a second supplemental appropriation in the amount of \$32,583 would be required to fully fund the project. Staff does not recommend installing the indirect evaporative cooling system and ductless split heat system in lieu of an HVAC system.

FINANCIAL ANALYSIS

Funding for these improvements is already approved in the amount of \$147,638.

If the contracts are awarded as recommended, the project cost will be funded in the amount of \$103,332 from the Facilities Fund.

Prepared By: David Pham, Assistant Project Manager

Reviewed By: Guy West, Projects Division Manager
Ernesto Munoz, P.E., Maintenance and Construction Director
Betty Parker, CFO



RESOLUTION 90-19-xx
GRF Committee Appointments

RESOLVED December 3, 2019, that the following persons are hereby appointed and ratified to serve on the Committees of this Corporation:

Business Planning Committee

Pat English, Chair (GRF)
Bunny Carpenter (GRF)
Yvonne Horton (GRF)
~~Beth Perak, (GRF)~~
~~Diane Phelps, Chair (GRF)~~
Jon Pearlstone, (Third)
Steve Parsons, ~~Alternate~~ (Third)
Lynn Jarrett, Alternate (Third)
~~Rosemarie diLorenzo, (Third)~~
Sue Margolis (United)
Manuel Armendariz (United)
Elsie Addington, Alternate (United)
~~Gary Morrison, (United)~~
~~Juanita Skillman, (United)~~
Al Amado, (Mutual 50)

Community Activities Committee

Joe Fitzekam, Chair (GRF)
Bunny Carpenter (~~Third~~ GRF)
Yvonne Horton (GRF)
~~Annette Sabol Soule, Chair (GRF)~~
~~Joan Milliman, (GRF)~~
~~Diane Phelps, (GRF)~~
Cush Bhada, (Third)
Annie McCary, ~~Alternate~~ (Third)
Jon Pearlstone, Alternate (Third)
Craig Wayne, Alternate (Third)
~~Sue Margolis, (United)~~
Andre Torng, (United)
Juanita Skillman, ~~Alternate~~ (United)
Elsie Addington, Alternate (United)
Ryna Rothberg, (Mutual 50)
Non-Voting Advisers: Leon St. Hilaire, Shaun Tumpane

Finance Committee

Pat English, Chair (GRF)
Judith Troutman (GRF)
Annette Sabol Soule (GRF)
~~Beth Perak, (GRF)~~
~~Diane Phelps, Chair (GRF)~~
Jon Pearlstone, (Third)
Steve Parsons, ~~Alternate~~ (Third)
Reza Karimi, Alternate (Third)
Robert Mutchnick, Alternate (Third)
~~Rosemarie diLorenzo, (Third)~~
Sue Margolis (United)
Elsie Addington (United)
Manuel Armendariz, Alternate (United)
~~Gary Morrison, (United)~~
~~Juanita Skillman, (United)~~
~~Carl Randazzo, Alternate (United)~~
Al Amado, (Mutual 50)
Non-Voting Advisers: Greg Corigliano, Shaun Tumpane, ~~Wei-Ming Tao~~

Purchasing Ad Hoc Committee (new)

Bunny Carpenter, Chair (GRF)
Judith Troutman (GRF)
Annette Sabol Soule (GRF)

Landscape Committee

Bert Moldow, Chair (GRF)
Jim Matson, (GRF)
Yvonne Horton (GRF)
~~Judith Troutman, (GRF)~~
Lynn Jarrett, (Third)
Reza Karimi, Third)
Ralph Engdahl, Alternate (Third)
~~Jon Pearlstone, Alternate (Third)~~
Manuel Armendariz, (United)
Andre Torng (United)
Neda Ardani, Alternate (United)
~~Maggie Blackwell, (United)~~
~~Anthony Liberatore, Alternate, (United)~~
Vacant (Mutual 50)

Maintenance & Construction Committee

Jim Matson, Chair (GRF)
Egon Garthoffner, Co-Chair (GRF)
Joe Fitzekam (GRF)
~~Don Tibbetts, (GRF)~~
~~Bunny Carpenter, (Third GRF)~~
~~Richard Palmer, (GRF)~~

Jon Pearlstone (Third)
Cush Bhada, ~~Alternate~~ (Third)
John Frankel, ~~Alternate~~ (Third)
Craig Wayne, ~~Alternate~~ (Third)
Robert Mutchnick, ~~Alternate~~ (Third)
~~Steve Parsons, Alternate (Third)~~
Carl Randazzo, (United)
Reza Bastani (United)
Brian Gilmore, ~~Alternate~~ (United)
~~Gary Morrison, (United)~~
~~Sue Margolis, Alternate (United)~~
Ryna Rothberg, (Mutual 50)
Non-Voting Advisers: John Luebbe, Ruth Matson

PAC Renovation Ad Hoc Committee

Judith Troutman, Chair (GRF)
Joe Fitzekam (GRF)
Bunny Carpenter (GRF)
~~Beth Perak, Chair (GRF)~~
~~Joan Milliman, (GRF)~~
~~Richard Palmer, (GRF)~~
Jon Pearlstone, (Third)
Cush Bhada, (Third)
John Frankel, ~~Alternate~~ (Third)
~~Steve Parsons, Alternate (Third)~~
Carl Randazzo, (United)
Juanita Skillman, ~~Alternate~~ (United)
Sue Margolis, ~~Alternate~~ (United)
Irving Waaland, (Mutual 50)
Non-Voting Advisers: Sheila Bialka

Media and Communications

Annette Sabol Soule, (GRF)
Pat English (GRF)
Beth Perak (GRF)
~~Bunny Carpenter, Alternate (Third GRF)~~
~~Joan Milliman, Chair (GRF)~~
Annie McCary (Third)
Lynn Jarrett, ~~Alternate~~ (Third)
Craig Wayne, ~~Alternate~~ (Third)
~~Roy Bruninghaus, (Third)~~
Juanita Skillman, ~~Alternate~~ (United)
Elsie Addington, (United)
Neda Ardani, ~~Alternate~~ (United)
~~Maggie Blackwell, (United)~~
Ryna Rothberg, (Mutual 50)
Non-Voting Advisers: Lucy Parker, Sheila Bialka, Steve Carman

Mobility & Vehicles Committee

Don Tibbetts, **Chair** (GRF)
Judith Troutman (GRF)
Egon Garthoffner (GRF)
~~Ray Gros, Chair (GRF)~~
Craig Wayne (Third)
John Frankel, (Third)
Cush Bhada, Alternate (Third)
Jon Pearlstone, Alternate (Third)
~~Lynn Jarrett, Alternate (Third)~~
Elsie Addington, (United)
Reza Bastani (United)
Brian Gilmore, Alternate (United)
~~Andre Torng, (United)~~
~~Juanita Skillman, Alternate (United)~~
John Dalis, (Mutual 50)
Non-Voting Adviser: Vashti Williams

Security and Community Access

Don Tibbetts, Chair (GRF)
Bert Moldow (GRF)
Jim Matson (GRF)
~~Pat English, (GRF)~~
~~Ray Gros (GRF)~~
John Frankel (Third)
Reza Karimi (Third)
Robert Mutchnick (Third)
Ralph Engdahl, Alternate (Third)
Steve Parsons, Alternate (Third)
~~Annie McCary, (Third)~~
~~Roy Bruninghaus, Alternate (Third)~~
Neda Ardani (United)
Cash Achrekar (United)
Brian Gilmore, Alternate (United)
~~Reza Bastani, (United)~~
~~Anthony Liberatore, (United)~~
~~Carl Randazzo, Alternate (United)~~
Non-Voting Advisers: Larry Cunningham, Frank Tybor

RESOLVED FURTHER, that Resolution 90-19-41 adopted September 3, 2019, is hereby superseded and cancelled; and

RESOLVED FURTHER; that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

OTHER COMMITTEES:

Disaster Preparedness Task Force

Judith Troutman, Chair (GRF)
Annette Sabol Soule, (GRF)
Bert Moldow, (GRF)
John Frankel, (Third)
Annie McCary, (Third)
Ralph Engdahl, Alternate (Third)
Craig Wayne, Alternate (Third)
~~Roy Bruninghaus, Alternate (Third)~~
~~Steve Parsons, Alternate (Third)~~
Cash Achrekar, (United)
Neda Ardani (United)
Reza Bastani, Alternate (United)
~~Gary Morrison, (United)~~
Board Members by Rotation (Mutual 50)

Laguna Woods Village Traffic Hearings

Egon Garthoffner, Chair (GRF)
Don Tibbetts (GRF)
Judith Troutman (GRF)
~~Ray Gros, Chair (GRF)~~
John Frankel (Third)
Craig Wayne (Third)
Annie McCary, Alternate (Third)
Ralph Engdahl, Alternate (Third)
~~Reza Karimi, Alternate (Third)~~
Elsie Addington (United)
Neda Ardani, Alternate (United)
~~Andre Torng (United)~~
~~Cash Achrekar, Alternate (United)~~
Board Members by Rotation (Mutual 50)

Village Energy Task Force

~~Steve Leonard~~, Chair
Carl Randazzo, Vice Chair (United)
Bert Moldow (GRF)
~~Richard Palmer~~ (GRF)
John Frankel (Third)
Cush Bhada, (Third)
Ralph Engdahl, Alternate (Third)
Reza Karimi, Alternate (Third)
Craig Wayne, Alternate (Third)
Sue Margolis (United)
Board Members by Rotation (Mutual 50)
Voting Adviser: Sue Stephens, Bill Walsh

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STAFF REPORT

DATE: October 28, 2019
FOR: Security and Community Access Committee
SUBJECT: Vehicle Decals

RECOMMENDATION

Staff recommends eliminating the use of vehicle decal stickers as of 2021.

BACKGROUND

On August 28, 1967, the vehicle decal program was approved and authorized to occur approximately every five years (Resolution 103). In 2012, the program was amended to require all resident-owned motor vehicles register with the Golden Rain Foundation (GRF) and display a community decal sticker, which is required to be updated annually (Resolution 90-12-114). A valid driver's license as well as current department of motor vehicles (DMV) registration is required to obtain a vehicle decal sticker. Each year residents receive a sticker with the current year affixed on top of the previous year.

In 2014, the Board approved a full gate system as a pilot program at Gates 5 and 6 which included using a single visitor management and access control system database utilizing vehicle radio frequency identification (RFID) tags, license plate recognition (LPR), and PlateSmart technology for automated entrances (Resolution 90-14-59 and 90-16-53). The pilot program was a success and in 2017, the Board approved funding for a renovation program and new Gate Access System Technology for Gates 1, 2, 3, 4, 7, 8, 9, and 14 (Resolution 90-17-30 and 90-18-24). In 2018, the Board authorized and approved the addition of Gate 10 to the gatehouse renovation program (Resolution 90-18-40).

On November 5, 2019, the Board is scheduled to discuss and consider implementation of gate access technology at Gate 11 to fully secure the housing community. If approved, it is anticipated that Gate 11 will be completed in the first quarter of 2020.

The Security Services Department is responsible for monitoring access at the gatehouses and the Resident Services Department is responsible for the vehicle decal program.

DISCUSSION

As of present, approximately 87% of vehicles that are registered with GRF have an RFID tag. Only drivers that have registered vehicles and receive an RFID are capable of using the resident lanes. Drivers with an RFID must approach the gates slowly to allow the RFID on the vehicle to trigger the gate barrier arm to open. Residents without an RFID must go through the guest lane to be checked by staff from the Security Services Department.

Additionally, the LPRs and PlateSmart technology at each gatehouse capture every vehicle entering and leaving the community. This information is available to the Security Department to research vehicles in the field and take necessary enforcement action, as appropriate.

Due to the effectiveness of the RFID, LPRs, and PlateSmart technology, staff proposes to eliminate the vehicle decal sticker as of 2021. For 2020, residents will receive in the mail a '2020' sticker to affix on top of the '2019' sticker. Beginning 2021, the RFID will be used for gate entry using the resident lanes. Residents without an RFID must go through the guest lane and display their resident ID card.

The electric vehicle decal and golf cart registration decal will remain as is.

FINANCIAL ANALYSIS

The elimination of the vehicle decals will result in a savings of \$36,000 from the Operations Fund.

Prepared By: Francis Gomez, Operations Manager

Reviewed By: Barbara Bridges, Resident Services Supervisor
Christine Spahr, Resident Services Director
Tim Moy, Chief of Security
Betty Parker, Chief Financial Officer
Siobhan Foster, Chief Operating Officer

ATTACHMENT(S)

Attachment 1: Proposed Resolution

ENDORSEMENT (to Board)

Discuss & Consider eliminating the use of vehicle decal stickers as of 2021

On August 28, 1967, the vehicle decal program was approved and authorized to occur approximately every five years (Resolution 103). In 2012, the program was amended to require all resident-owned motor vehicles register with the Golden Rain Foundation (GRF) and display a community decal sticker, which is required to be updated annually (Resolution 90-12-114). A valid driver's license as well as current department of motor vehicles (DMV) registration is required to obtain a vehicle decal sticker. Each year residents receive a sticker with the current year affixed on top of the previous year.

In 2014, the Board approved a full gate system as a pilot program at Gates 5 and 6 which included using a single visitor management and access control system database utilizing vehicle radio frequency identification (RFID) tags, license plate recognition (LPR), and PlateSmart technology for automated entrances (Resolution 90-14-59 and 90-16-53). The pilot program was a success and in 2017, the Board approved funding for a renovation program and new Gate Access System Technology for Gates 1, 2, 3, 4, 7, 8, 9, and 14 (Resolution 90- 17-30 and 90-18-24). In 2018, the Board authorized and approved the addition of Gate 10 to the gatehouse renovation program (Resolution 90-18-40).

Due to the effectiveness of the RFID, LPRs, and PlateSmart technology, staff proposes to eliminate the vehicle decal sticker as of 2021. For 2020, residents will receive in the mail a '2020' sticker to affix on top of the '2019' sticker. Beginning 2021, the RFID will be used for gate entry using the resident lanes. Residents without an RFID must go through the guest lane and display their resident ID card.

On October 28, 2019, the Security and Community Access Committee reviewed and discussed the elimination of the use of Vehicle Decal stickers as of 2021.

A motion was made and unanimously approved to recommend the approval of eliminating the use of Vehicle Decal stickers as of 2021.

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Attachment 1

RESOLUTION 90-19-XX

WHEREAS, all resident-owned motor vehicles are required to be registered with GRF and display a community decal sticker, which is required to be updated annually; and

WHEREAS, the Resident Services Division updates vehicle decals stickers for residents on a yearly basis by way of a community-wide mailing; and

WHEREAS, implementation of gate access technology at all housing gatehouses has required radio frequency identification (RFID) tags to be attached to all registered vehicles; and

WHEREAS, license plate readers (LPR's) and PlateSmart technology at each gatehouse capture every vehicle entering and leaving the community,

NOW THEREFORE BE IT RESOLVED, December 3, 2019, that the Board of Directors hereby approves to eliminate the vehicle decal annual stickers as of January 1, 2021 and require the use of vehicle RFID tags; and

RESOLVE FURTHER, that the Vehicle, Traffic, and Parking Rules and Regulations shall be updated to recognize the elimination of the vehicle decal annual stickers; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

November Initial Notification

28-day notificaiton for Member review and comment to compley with Civil Code §4360 has been satisfied.

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STAFF REPORT

DATE: November 5, 2019
FOR: Board of Directors
SUBJECT: 2020 Fee Update – Additional Occupant Fee

RECOMMENDATION

Board approval of an increase for the GRF Additional Occupant Fee, changing from \$90 to \$100 per month per additional occupant over two, to be effective January 1, 2020.

BACKGROUND

On June 10, 2019 the GRF Board held a special fee review as part of the business planning process, for the purpose of determining adequacy of fees and including non-assessment revenue assumptions in the 2020 Business Plan. One item of discussion was a proposed increase in the GRF Additional Occupant Fee.

Records show that from 1993 – 2003 the additional occupancy fee was a flat amount of \$42 per month per additional occupants in excess of two. In 2004 the fee increased to \$47 per Resolution 90-03-78 and continued to be recalculated each year to equal 25 percent of the annual GRF Assessment. The fee has increased or decreased slightly over the years in correlation with the assessment. Beginning 2018, the fee was changed to a flat fee of \$90 per month per Resolution 90-17-28.

At the GRF Finance Committee meeting on October 23, 2019, a motion was made and carried unanimously to recommend the Board increase the GRF Additional Occupant Fee, changing from \$90 to \$100 per month per additional occupant over two, to be effective January 1, 2020.

DISCUSSION

The GRF assessment for net operating costs and reserve contributions is divided equally by the number of units in the Community. Each unit is responsible for a pro rata share of the assessment, whether occupancy is one or two individuals. However, when more than two individuals reside in a unit, GRF charges an additional occupant fee, sometimes referred to in prior years as the third-party occupancy fee. The purpose of this fee is to recover costs related to incremental usage when more than two people reside in a manor, as it pertains to GRF amenities and facilities.

FINANCIAL ANALYSIS

Recent experience shows 135 additional occupants are paying this fee. With an increase to \$100 per month for each occupant in excess of two, GRF would generate annual revenue of approximately \$162,000 to offset costs incurred by the extra occupants. The change generates a projected increase of \$16,200 over current \$90 per month fee.

Prepared By: Betty Parker, Chief Financial Officer
Steve Hormuth, Controller

ATTACHMENT(S)
ATT1: Policy Resolution

ENDORSEMENT (to board)

Entertain a Motion to Approve an Increase in the GRF Additional Occupant Fee

At the GRF Finance Committee meeting on October 23, 2019, the committee reviewed a staff report recommending an increase in the GRF Additional Occupant fee.

A motion was made and carried unanimously to recommend the Board increase the GRF Additional Occupant Fee, changing from \$90 to \$100 per month per additional occupant over two, to be effective January 1, 2020.

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RESOLUTION 90-19-XX**Additional Occupant Fee**

WHEREAS, the GRF assessment for net operating costs and reserve contributions is divided equally by the number of units in the Community, regardless of how many individuals occupy a unit.

WHEREAS, an Additional Occupant Fee is charged for each individual in excess of two occupants residing in unit, to account for additional use of community services and facilities.

WHEREAS, the board periodically reviews fees as part of the business planning process to determine adequacy of revenues and shared costs.

NOW THEREFORE BE IT RESOLVED, December 3, 2019, that the Board of Directors of this Corporation hereby sets the Additional Occupant Fee at \$100 per manor per month for each additional occupant over two, to offset costs incurred by the extra occupants, to be effective January 1, 2020.

RESOLVED FURTHER, that such fee shall be reflected on the Fee Schedule.

RESOLVED FURTHER, that Resolution 90-17-28 adopted September 5, 2017 is hereby superseded and cancelled on the effective date of January 1, 2020.

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized on behalf of the corporation to carry out this resolution.

November Initial Notification

28-day notification for Member review and comment Civil Code §4360 has been satisfied.

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STAFF REPORT

DATE: November 5, 2019
FOR: Board of Directors
SUBJECT: 2020 Fee Update – Late Charge for Fines, Fees and Chargeable Services

RECOMMENDATION

Board approval of an increase in the Chargeable Service Late Charge from \$10.00 to \$35.00 per month of delinquency.

BACKGROUND

On June 10, 2019 the GRF Board held a special fee review as part of the business planning process, for the purpose of determining adequacy of fees and including non-assessment revenue assumptions in the 2020 Business Plan. One item of discussion was a proposed increase in the GRF late charge from \$10.00 to \$35.00 per month of delinquency.

A late charge (fee) is assessed on delinquent chargeable services accounts for services performed for members where the Mutuals are not financially responsible. This fee was established to offset the costs of collection and was last reviewed on January 4, 2005 via resolution 90-05-06.

At the GRF Finance Committee meeting on October 23, 2019, a motion was made and carried unanimously to recommend the board increase the GRF Late Charge for Fines, Fees and Chargeable Services, changing from \$10 to \$35 per month of delinquency.

DISCUSSION

Administrative costs that are offset by the late charge include labor hours incurred contacting residents, management reporting of delinquencies, supplies and postage.

FINANCIAL ANALYSIS

In 2018, there were 749 counts of delinquency with approximately \$7,490 assessed in late fees. Using this as a basis, a net increase of \$18,725 late fee revenue could be assessed for collection in calendar year 2020 if approved by the board.

Prepared By: Betty Parker, Chief Financial Officer
Steve Hormuth, Controller

Committee Routing: Finance Committee

ATTACHMENT(S)
ATT1 – Policy Resolution

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ENDORSEMENT (to board)

Entertain a Motion to Increase Late Charges for Fines, Fees and Chargeable Services

At the GRF Finance Committee on October 23, 2019, the committee reviewed a staff report recommending an increase in the GRF Late Charge for Fines, Fees and Chargeable Services.

A motion was made and carried unanimously to recommend the board increase the GRF Late Charge for Fines, Fees and Chargeable Services, from \$10 to \$35 per month of delinquency.

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RESOLUTION 90-19-XX

Late Charge – Chargeable Services

WHEREAS, certain services and charges for which the corporation is not financially responsible (Fines, Fees, and Chargeable Services) are billed to the members.

WHEREAS, a late charge is assessed on delinquent chargeable service accounts, intended to offset costs associated with collection efforts.

WHEREAS, the board periodically reviews fees as part of the business planning process to determine adequacy of revenues and shared costs.

NOW THEREFORE BE IT RESOLVED, December 3, 2019, that the Board of Directors hereby approves a late charge for fines, fees, and chargeable services performed and billed to residents at a flat fee of \$35 per month of delinquency, charged 31 days after the date of the original invoice, effective January 1, 2020.

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

November Initial Notification

28-day notification for Member review and comment from the postponement to comply with Civil Code §4360 has been satisfied.

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STAFF REPORT

DATE: November 5, 2019
FOR: Board of Directors
SUBJECT: 2020 Fee Policy Update – Recreation

RECOMMENDATION

Board approval of pricing policy updates to reflect fee changes that were incorporated into the 2020 Business Plan and will take effect January 1, 2020.

BACKGROUND

On June 10, 2019 the GRF Board held a special fee review as part of the business planning process, for the purpose of determining adequacy of fees and including non-assessment revenue assumptions in the 2020 Business Plan. All recreational fees were reviewed and proposals were made to adjust fees in the areas of Room Rentals and Exception Rates, Equestrian, Garden Centers, and the Bridge Room.

On September 12, 2019 at the Community Activities Committee meeting a motion was made and carried by a vote of 7-1 to recommend pricing policy updates to reflect fee changes that will take effect on January 1, 2020.

On October 23, 2019, at the Finance Committee meeting a motion was made and carried unanimously to recommend the Board approve the updated pricing policy to reflect fee changes that will take effect January 1, 2020.

DISCUSSION

Below is a list of revisions that are reflected in the redlined GRF Pricing Policy (ATT 1):

- Revise the Resident Room Reservation split to 20% user fee and 80% shared cost
- Revise to Room Rental Exception Rates to 100% user fee, no shared cost
- Increase Trail Rides fee to a 50/50 split between user fees and shared costs
- Increase Private Lesson fee to a 50/50 split between user fees and shared costs
- Add a 10% Administrative Fee to all options listed on a Stable Feed Menu
- Discontinue Horse Transportation Services at the Equestrian Center
- Horse Trailer Storage Fees will be 50% of RV Lot Rental Fee
- Follow existing pricing policy for Garden Center garden and shade plots, using this same 32/68 percentage split between user fees and shared costs for tree plots
- Increase the Bridge Room Guest Fee from \$4.00 to \$5.00 per guest per visit.
- Require 4 hour minimum rentals for Reservation Exceptions Rates for large ballrooms and main lounges.
- Allow emergency veterinarian transportation services at members expense.

FINANCIAL ANALYSIS

Revenue assumptions for these various fee changes have been incorporated into the 2020 Business Plan.

Prepared By: Betty Parker, Chief Financial Officer

Reviewed By: Brian Gruner, Recreation and Special Events Director
Siobhan Foster, Chief Operating Officer

Committee Routing: Community Activities Committee
Finance Committee

ATTACHMENT(S)

ATT 1: GRF Pricing Policies – Redlined
ATT 2: GRF 2020 Fee Schedule

Golden Rain Foundation
Community Activities Committee
September 12, 2019

ENDORSEMENT (to board)

Entertain a Motion to Approve 2020 Recreation Pricing Policy Updates

On September 12, 2019 at the Community Activities Committee meeting a motion was made and carried by a vote of 7-1 to recommend pricing policy updates to reflect fee changes that will take effect on January 1, 2020.

Golden Rain Foundation
Finance Committee
October 23, 2019

ENDORSEMENT (to board)

Entertain a Motion to Approve 2020 Recreation Pricing Policy Updates

On October 23, 2019, at the Finance Committee meeting a motion was made and carried unanimously to recommend the Board approve the updated pricing policy to reflect fee changes that will take effect January 1, 2020.

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RESOLUTION 90-19-XX

Room Reservation Rate Pricing Policy

WHEREAS, according to Resolution 90-12-132, which established guidelines for shared costs and fees, certain fees can be imposed upon users of various recreational facilities in order to control crowding, to minimize over-usage, and to recover operating costs.

WHEREAS, the board periodically reviews fees as part of the business planning process to determine adequacy of revenues and shared costs and their adoption of the 2020 Business Plan included certain fee changes.

NOW THEREFORE BE IT RESOLVED, December 3, 2019, that the Board of Directors of this Corporation hereby adopts the following revisions to the Room Reservation Rate Pricing Policy:

Resident Room Reservation Fee

- I. An equal hourly rate will be applied for private party, club and church/religious reservations.
- II. A Resident Room Reservation Fee shall be charged for the amount of time required for the use of a reservable room, beginning with a two-hour minimum and increasing in hourly increments thereafter, with large ballrooms and main lounges requiring a four-hour minimum.
- III. A Setup Fee shall be charged for the time blocked out prior to and/or after each reservation necessary to prepare/cleanup the room, during which the room is not available to other users.
- IV. The reservation and setup fees shall be based on the estimated hourly cost of each reservable room, rounded up to the nearest dollar, and will be adjusted annually on the basis of annual operational costs, capital costs, reservable hours, and a percentage to be shared by the Community at large.
- V. The percentage to be shared by the Community at large to maintain an equitable and reasonable division between the user and the monthly assessment shall be ~~82~~ 80 percent for all rooms.
- VI. The charge for Performing Arts Center Auditorium Event with Admission shall be a flat fee of \$395 per day.

Reservation Exception Rates

A rate that is different from the resident rate shall apply to all room reservations that meet the criteria for the "Exception Rate" as defined in the GRF Recreation Department Policy. This rate shall be applied as follows:

- I. An exception rate room reservation fee shall be charged for the amount of time required for the use of a reservable room, beginning with a two-hour minimum and increasing in hourly increments thereafter with large ballrooms and main lounges requiring a four-hour minimum.
- II. In the case of the Performing Arts Center Auditorium, the exception rate room reservation fee shall be charged on a daily basis.
- III. A setup fee shall be charged for the time blocked out prior to and/or after each reservation necessary to prepare/clean-up the room, during which **time** the room is not available to other users.
- IV. The exception rate room reservation fee and setup fee shall be based on the lowest hourly rental fee charged for similar facilities outside of the Village, but in the local area, ~~discounted by 50 percent~~; and rounded up to the nearest dollar.
- V. For Performing Arts Center Auditorium, the exception rate shall be based on the lowest daily per-seat rental fee charged for similar facilities outside of the Village, but in the local area, ~~discounted by 50 percent~~; and rounded up to the nearest dollar.
- VI. The exception rate room reservation fees will be adjusted periodically on the basis of changes in the external rental fees and the percentage discount; then reflected on the fee schedule.

RESOLVED FURTHER, that this resolution shall be effective January 1, 2020, at which time Resolution 90-17-36 adopted November 7, 2017, is hereby superseded and canceled; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

November Initial Notification

28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied.

RESOLUTION 90-19-XX

Equestrian Center Pricing Policy

WHEREAS, according to Resolution 90-12-132, which established guidelines for shared costs and fees, certain fees can be imposed upon users of various recreational facilities in order to control crowding, to minimize over-usage, and to recover operating costs.

WHEREAS, the board periodically reviews fees as part of the business planning process to determine adequacy of revenues and shared costs and their adoption of the 2020 Business Plan included certain fee changes.

NOW THEREFORE BE IT RESOLVED, December 3, 2019, that the Board of Directors of the Corporation hereby adopts a revised GRF Pricing policy relative to the Equestrian Center:

Horse Boarding and Horse Feed Fees

- A Horse Boarding Fee shall be charged, monthly, to residents who wish to board their horse(s) at the Equestrian Center.
- The fee, rounded up to the nearest dollar, shall be based on the estimated monthly cost to board a resident's owned or leased horse, and **65%** shared (subsidized) by the community at large.
- The fee will be adjusted annually on the basis of changes to the operational costs, depreciation costs, and percentage shared by the community at large.
- The GRF Board of Directors will periodically review the estimated monthly cost of boarded horses and determine what shared percentage to apply in order to maintain an equitable and reasonable division between the user and the monthly assessment (per Resolution 90-12-132, Guidelines for Shared Costs and Fees).
- The cost of feed will be fully absorbed by the resident based on their selection from the menu of options with the addition of a 10% Administrative Service Fee.

Horse Trailer Storage & Horse Transportation Fees

- If space allows, residents may store their horse trailers at the Equestrian Center. The fee to store a horse trailer shall be 50% of the the same as that charged charge for a recreational vehicle in the RV Storage Lots.
- ~~GRF shall be reimbursed the cost of transporting a horse for a resident. The costs include: labor, fuel, and wear and tear on the trailer and vehicle.~~
- Emergency veterinarian transportation services only will be offered at member reimbursement.

-

Trail Ride Fees

- A separate fee shall be charged for trail rides for residents and their guest(s).
- The fees, rounded up to the nearest dollar, shall be based on: the estimated hourly cost of labor and the cost of the horse used to lead the trail ride; and
 - for residents, ~~50%~~ 64% shared (subsidized) by the community at large
 - for guests, 25% mark up of resident shared cost fee.
- The fee will be adjusted annually on the basis of changes to the operational costs, depreciation costs, percentage shared by the community at large for residents, and percentage mark up for guests.

Lesson Fees

- Fees shall be charged for individual and group lessons for residents and their guest(s).
- The fees, rounded up to the nearest dollar, shall be based on: the estimated hourly cost of labor and the cost of the horse used to provide the lesson; and
 - for residents, ~~50%~~ 64% shared (subsidized) by the community at large
 - for guests, 25% mark up of resident shared cost fee.
- The fee will be adjusted annually on the basis of changes to the operational costs, depreciation costs, percentage shared by the community at large for residents, and percentage mark up for guests.

Horse Rental Fee

- A resident fee and a guest fee shall be charged for the use of a GRF owned horse for lessons and trail rides.
- The fees, rounded up to the nearest dollar, shall be based on the estimated hourly cost of a GRF owned horse; and
 - for residents, ~~50%~~ 64%-shared (subsidized) by the community at large
 - for guests, 25% mark up of resident shared cost fee.
- The fee will be adjusted annually on the basis of changes to the operational costs, depreciation costs, percentage shared by the community at large for residents, and percentage mark up for guests.

RESOLVED FURTHER, that this resolution shall be effective January 1, 2020, at which time Resolution 90-15-02 adopted January 6, 2015, is hereby superseded and canceled; and

RESOLVED FURTHER, that the officers and agents of this Corporation are directed on behalf of the Corporation to carry out this resolution.

November Initial Notification

28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied.

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RESOLUTION 90-19-XX

Garden Center Pricing Policy

WHEREAS, according to Resolution 90-12-132, which established guidelines for shared costs and certain fees, can be imposed upon users of various recreational facilities in order to control crowding, to minimize over-usage, and to recover operating costs.

WHEREAS, the board periodically reviews fees as part of the business planning process to determine adequacy of revenues and shared costs and their adoption of the 2020 Business Plan included certain fee changes.

NOW THEREFORE BE IT RESOLVED, December 3, 2019, that the Board of Directors of the Corporation hereby adopts the GRF Garden Center Pricing Policy:

Garden Center Rental Pricing Policy

- Garden Plot Rental Fee shall be charged annually for each type of plot (Garden Plot, Tree Plot, and Shade Area Bench)
- The Plot Rental Fee, rounded up to the nearest dollar, shall be based on the estimated annual per square foot cost of the facility applied to the maximum square feet per size category of Garden plots and the average square feet for Tree and Shade Area Bench Plots; and will be adjusted annually on the basis of annual operational costs, capital costs, and the percentage(s) shared (subsidized) by the community at large as illustrated in the table below:

Plot Type	Percentage Shared by the Community*
Garden Plots	68
Tree Plots	82 99
Shade Area Bench	68

*Per Resolution 90-12-132, Guidelines for Shared Costs & Fees, 1% to 99%

If grandfathered up to 400 Sq. Ft., the resident will pay for two Garden plots.

- The GRF Board of Directors will periodically review the estimated annual cost of each plot type and determine what shared percentage to apply in

order to maintain an equitable and reasonable division between the user and the monthly assessment (per Resolution 90-12-132, Guidelines for Shared Costs and Fees)

RESOLVED FURTHER, that rototilling and plot clean-up services will become chargeable services and shall be removed from the Fee Schedule;

RESOLVED FURTHER, that this resolution shall be effective January 1, 2020 at which time Resolution 90-17-05 adopted February 7, 2017, is hereby superseded and canceled; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

November Initial Notification

28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied.

RESOLUTION 90-19-XX

Bridge Room Guest Fee

WHEREAS, according to Resolution 90-12-132, which established guidelines for shared costs and fees certain fees, can be imposed upon users of various recreational facilities in order to control crowding, to minimize over-usage, and to recover operating costs.

WHEREAS, on December 2, 2008, by way of Resolution 90-08-92, the Board of Directors of this Corporation approved the current Bridge Room Guest Fee of \$4.00 per guest per day.

WHEREAS, the board periodically reviews fees as part of the business planning process to determine adequacy of revenues and shared costs and their adoption of the 2020 Business Plan included certain fee changes.

NOW THEREFORE BE IT RESOLVED, December 3, 2019, that the Board of Directors hereby revises the Bridge Room Guest Fee to \$5.00 per guest per day.

RESOLVED FURTHER, that guest fees shall be collected on behalf of and submitted to GRF in a timely manner with accounting records.

RESOLVED FURTHER, that this resolution shall be effective January 1, 2020, at which time Resolution 90-08-92 adopted December 2, 2008 is hereby superseded and canceled; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

November Initial Notification

28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied.

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SCHEDULE OF ROOM RENTAL FEES - RESIDENTS

Subsidy = 80% Shared / 20% User Fee

Reservable Room*	2019 Rate Per Hour	2019 2-Hr Min w/Setup	2020 Rate Per Hour	2020 2-Hr Min w/Setup
CC Rooms & Conference Rooms				
CC - Elm Room	\$1.00	\$3.00	\$1.00	\$3.00
CC - Pine Room	\$1.00	\$3.00	\$1.00	\$3.00
CH1 - Conference Room	\$1.00	\$2.00	\$1.00	\$2.00
PAC - Conference Room	\$1.00	\$2.00	\$1.00	\$2.00
VG - Clubroom 1	\$2.00	\$5.00	\$4.00	\$10.00
VG - Clubroom 2	\$2.00	\$5.00	\$4.00	\$10.00
VG - Clubroom 3	\$2.00	\$5.00	\$4.00	\$10.00
Multi-Purpose Rooms				
CH1 - Multi-Purpose Room	\$3.00	\$9.00	\$3.00	\$9.00
CH1 - Art Studio	\$3.00	\$9.00	\$3.00	\$9.00
CH5 - Multipurpose Room	\$3.00	\$9.00	\$3.00	\$9.00
CH6 - Multipurpose Room	\$2.00	\$6.00	\$2.00	\$6.00
Small Dining Rooms				
CH1 - Dining Room 2	\$1.00	\$3.00	\$1.00	\$3.00
CH1 - Dining Room 3	\$1.00	\$3.00	\$1.00	\$3.00
CH2 - The Los Olivos	\$1.00	\$3.00	\$1.00	\$3.00
CH2 - The Grevillea	\$1.00	\$3.00	\$1.00	\$3.00
Large Dining Rooms				
PAC - Dining Room 1	\$5.00	\$15.00	\$5.00	\$15.00
PAC - Dining Room 2	\$5.00	\$15.00	\$5.00	\$15.00
Other				
PAC - Rehearsal Room	\$2.00	\$6.00	\$2.00	\$6.00
PAC - Auditorium	\$17.00	\$34.00	\$19.00	\$38.00
PAC - Auditorium Performance Package	\$20.00	\$40.00	\$23.00	\$46.00
PAC - Auditorium Event w/Admission	\$395 per day		\$395 per day	
All Patios	Patios are only available by renting the adjacent room. See rates above.		Patios are only available by renting the adjacent room. See rates above.	

Reservable Room*	2019 Room Rate per Hour	2019 4-Hr Min w/Setup	2020 Room Rate per Hour	2020 4-Hr Min w/Setup
Main Lounges				
CH1 - Main Lounge	\$7.00	\$41.00	\$8.00	\$47.00
CH2 - The Sequoia (Including Patio)	\$8.00	\$47.00	\$10.00	\$59.00
CH5 - Main Lounge (Stage Side) Total	\$11.00	\$61.00	\$13.00	\$71.00
CH5 - Main Lounge (Back Side) Total	\$8.00	\$44.00	\$9.00	\$49.00
CH5 - Main Lounge (All) Total	\$17.00	\$101.00	\$19.00	\$113.00
CH6 - Main Lounge	\$5.00	\$25.00	\$5.00	\$25.00
CH7 - Main Lounge	\$5.00	\$28.00	\$7.00	\$38.00

* CC = Community Center; CH = Clubhouse; PAC = Performing Arts Center; VG = Village Greens

SCHEDULE OF ROOM RENTAL FEES - EXCEPTION RATES

Subsidy = 0% Shared / 100% User Fee

Reservable Room*	2019 Rate Per Hour	2019 2-Hr Min w/Setup	2020 Rate Per Hour	2020 2-Hr Min w/Setup
CC Rooms & Conference Rooms				
CC - Elm Room	\$14.00	\$35.00	\$27.00	\$68.00
CC - Pine Room	\$12.00	\$30.00	\$24.00	\$60.00
CC - Spruce Room	\$15.00	\$38.00	\$30.00	\$75.00
CH1 - Conference Room	\$5.00	\$10.00	\$10.00	\$20.00
PAC - Conference Room	\$6.00	\$12.00	\$12.00	\$24.00
VG - Clubroom 1	\$10.00	\$25.00	\$20.00	\$50.00
VG - Clubroom 2	\$10.00	\$25.00	\$20.00	\$50.00
VG - Clubroom 3	\$10.00	\$25.00	\$20.00	\$50.00
Multi-Purpose Rooms				
CH1 - Multi-Purpose Room	\$33.00	\$99.00	\$66.00	\$198.00
CH1 - Art Studio	\$40.00	\$120.00	\$80.00	\$240.00
CH5 - Multipurpose Room 1	\$26.00	\$78.00	\$52.00	\$156.00
CH6 - Multipurpose Room	\$16.00	\$48.00	\$32.00	\$96.00
Small Dining Rooms				
CH1 - Dining Room 2	\$32.00	\$96.00	\$63.00	\$189.00
CH1 - Dining Room 3	\$32.00	\$96.00	\$63.00	\$189.00
CH2 - The Los Olivos	\$28.00	\$84.00	\$55.00	\$165.00
CH2 - The Grevillea	\$28.00	\$84.00	\$56.00	\$168.00
Large Dining Rooms				
PAC - Dining Room 1	\$57.00	\$285.00	\$114.00	\$570.00
PAC - Dining Room 2	\$57.00	\$285.00	\$114.00	\$570.00
Other				
PAC - Rehearsal Room	\$24.00	\$72.00	\$48.00	\$144.00
PAC - Auditorium	\$1,454.00		\$2,908.00	
PAC - Auditorium Performance Package	\$1,454.00		\$2,908.00	

Reservable Room*	2019 Rate Per Hour	2019 4-Hr Min w/Setup	2020 Rate Per Hour	2020 4-Hr Min w/Setup
Main Lounges				
CH1 - Main Lounge	\$126.00	\$755.00	\$251.00	\$1,505.00
CH2 - The Sequoia (Including Patio)	\$128.00	\$768.00	\$256.00	\$1,535.00
CH5 - Main Lounge (Stage Side) Total	\$173.00	\$952.00	\$346.00	\$1,903.00
CH5 - Main Lounge (Back Side) Total	\$125.00	\$687.00	\$250.00	\$1,374.00
CH5 - Main Lounge (All) Total	\$242.00	\$1,452.00	\$484.00	\$2,903.00
CH6 - Main Lounge	\$46.00	\$230.00	\$91.00	\$455.00
CH7 - Main Lounge	\$105.00	\$577.00	\$210.00	\$1,154.00

* CC = Community Center; CH = Clubhouse; PAC = Performing Arts Center; VG = Village Greens

SCHEDULE OF GOLF FEES

DESCRIPTION	2019 Fee	2020 Fee
Carts & Clubs		
Cart Registration, Single Use	\$8.00	\$8.00
Cart Registration, Annual Pass	\$60.00	\$60.00
Cart Rental, 18 Holes	\$15.00	\$15.00
Cart Rental, 9 Holes	\$8.00	\$8.00
Cart Rental, Hand Pulled	\$1.00	\$1.00
Club Rental	\$25.00	\$25.00
Club Storage (locker), Annual Fee	\$45.00	\$45.00
Club Storage (locker) , Monthly	\$12.00	\$12.00
Driving Range		
Driving Range, Large Bucket	\$3.00	\$3.00
Driving Range, Small Bucket	\$2.00	\$2.00
Driving Range, Quarter Bucket	\$1.00	\$1.00
Greens Fee, 27 Hole Course, 18 Holes		
Members	\$16.00	\$16.00
Guests, Weekday	\$35.00	\$35.00
Guests, Weekend	\$55.00	\$55.00
Greens Fee, 27 Hole Course, 9 Holes		
Members	\$8.00	\$8.00
Guests, Weekday	\$18.00	\$18.00
Guests, Weekend	\$28.00	\$28.00
Greens Fee, Par 3 Course, 18 Holes		
Members	\$10.00	\$10.00
Guests	\$16.00	\$16.00
Greens Fee, Par 3 Course, 9 Holes		
Members	\$6.00	\$6.00
Guests	\$8.00	\$8.00

SCHEDULE OF RESIDENT FEES

DESCRIPTION	2019 Fee	2020 Fee
Additional Occupant Fee (GRF)	\$90.00	\$100.00
Late Charge - Chargeable Services	\$10.00	\$35.00
Photocopy Fees	Varies	Varies
Replace Lost/Stolen ID Card	\$25.00	\$25.00
Trust Facilities Fee	\$5,000	\$5,000
COMPLIANCE		
Additional Contractor Vehicle Pass, Per Vehicle	\$15.00	\$15.00
Construction Contractor Work Pass	\$250.00	\$250.00
Replacement of Contractor Vehicle Pass, Per Pass	\$25.00	\$25.00
Illegal Dumping Reward	Varies	Varies
COMMUNITY CENTER		
Electric Vehicle Charging Fee	\$0.17 Per kWh	\$0.17 Per kWh
EQUESTRIAN CENTER		
Horse Care Services (per day)	\$35.00	\$35.00
Horse Boarding Fee	\$234.00	\$319.00
Horse Feed - Pellets	\$32.00	\$39.60
Horse Feed - Alfalfa Hay	\$39.00	\$56.10
Horse Feed - Teff Hay	\$53.00	\$69.30
Horse Feed - Bermuda Hay	\$60.00	n/a
Horse Feed - Orchard Hay	\$82.00	\$99.00
Horse Feed - Timothy Hay	\$90.00	\$105.60
Resident trail ride, per hour on GRF horse	\$4.00	\$6.00
Horse rental, per hour	\$3.00	\$5.00
Horse rental, per 1/2 hour	\$2.00	\$3.00
Lessons, private, per hour	\$18.00	\$29.00
Lessons, private, per 1/2 hour	\$9.00	\$15.00
Lessons, group, per hour, per person	\$4.00	\$6.00
Lessons, group, per 1/2 hour per person	\$2.00	\$3.00
Storage, horse trailer	\$160.00	\$160.00
Hauling horse in trailer (per hour)	\$29.21	n/a
Hauling horse in trailer (per mile)	\$0.54	n/a
GARDEN CENTERS		
Garden Plot	\$50.00	\$57.00
Shade Area Benches	\$10.00	\$11.00
Tree Plot	\$30.00	\$57.00
LOCKER RENTAL (Annual)		
Billiard Room - Clubhouse 1	\$9.00	\$10.00
Billiard Room - PAC	\$9.00	\$9.00
Clubhouse 2	\$31.00	\$33.00
Clubhouse 4 - Outside	\$13.00	\$13.00
Golf Club Locker	\$45.00	\$45.00
Club Storage (locker) , Monthly	\$12.00	\$12.00
Jewelry Locker - Inside	\$8.00	\$8.00
Table Tennis	\$10.00	\$11.00
BROADBAND SERVICES		
Digital Installation Fee (first TV/device)	\$30.00	\$40.00
Digital Installation Fee (additional TV/device)	\$0.00	\$20.00
Service Call	\$30.00	\$30.00
Cable Outlet Standard Extension Fee	\$50.00	\$50.00
Cable Outlet Major Extension Fee (starting fee and up)	\$100.00	\$100.00

SCHEDULE OF RESIDENT FEES

DESCRIPTION	2019 Fee	2020 Fee
TiVo Single Device Install (including CableCARD Installation)	\$50.00	\$50.00
TiVo Whole Home Install (Multiple Devices)	\$100.00	\$100.00
CableCARD Purchase	\$95.00	\$95.00
CableCARD Programming Access Fee (monthly)	\$4.95	\$4.95
HD Converter Fee (monthly)	\$7.95	\$7.95
Standard Set Top Box/TV (monthly)	\$7.25	N/A
Digital Set Top Box/HD (monthly)	\$13.25	\$13.25
Digital Set Top Box/2 Tuner DVR (monthly, first box)	\$19.25	\$19.25
Digital Set Top Box/2 Tuner DVR (monthly, additional box)	\$13.25	\$13.25
Polaris Remote Control Purchase (Replacement)	\$10.00	\$12.00
TiVo Whole Home/ 6 Tuner DVR (monthly)	\$24.95	\$24.95
TiVo Whole Home/Mini Set Top Box (monthly)	\$7.95	\$7.95
TiVo Bridge Adaptor (for Whole Home Service)	\$50.00	\$50.00
TiVo Remote Control Purchase (Replacement)	\$10.00	\$15.00
Cinemax Package (monthly)	\$14.25	\$14.25
HBO Package (monthly)	\$17.25	\$17.25
Showtime Package (monthly)	\$14.25	\$14.25
Starz/Encore Package (monthly)	\$14.25	\$14.25
Foreign Language Channels (monthly)	\$10-\$15	\$10-\$15
Adult (PBC) Channel (monthly)	\$15.00	\$15.00
Adult Pay-Per-View (Per Event)	\$9.00	\$9.00
Power Cords (Replacement, Lost/Stolen)	\$15.00	\$15.00
HD Converter Recovery Fee (Lost/Stolen)	\$55.00	\$60.00
Digital Set Top Box/HD Recovery Fee (Lost/Stolen)	\$250.00	\$100.00
Digital Set Top Box/2 Tuner DVR Recovery Fee (Lost/Stolen)	\$500.00	\$275.00
TiVo Whole Home/ 6 Tuner DVR Recovery Fee (Lost/Stolen)	\$0.00	\$350.00
TiVo Whole Home/Mini Set Top Box Recovery Fee (Lost/Stolen)	\$0.00	\$100.00
RECREATION		
Bartending Service Fee	Varies	Varies
Catering Fee	\$1.00/plate	\$1.00/plate
Kitchen Fee - Small Dining Room (CH1 & CH2 Dining Rooms, CH 6 Main Lounges)	\$25.00	\$25.00
Kitchen Fee - Large Dining Room (PAC Dining Rooms, CH 1, 2, 5, 7 Main Lounges)	\$50.00	\$50.00
Lessons, Fitness Trainer	Varies	Varies
Lessons, Golf Pro	Varies	Varies
Lessons, Tennis Pro	Varies	Varies
Recreation Class Fees	Varies	Varies
RV LOT		
RV Storage - Commercial Vehicles	n/a	\$640.00
RV Storage - Annual Fee	\$320.00	\$320.00
RV Lot Key/Card Deposit	\$10.00	\$10.00
RV Lot Key/Card Replacement	\$25.00	\$25.00
SECURITY		
Additional Smoke Detector Installation	\$8.00	\$8.00
Auto Decal	Free	Free
Auto Decal - Non-Return Fee	\$125.00	\$125.00
Resident ID Card - Non-Return Fee	\$125.00	\$125.00
Auto Decal - RFID	\$25.00	\$25.00
Cut off padlocks (per cut)	\$8.00	\$8.00
Estate Sale - First Day	\$50.00	\$50.00
Estate Sale - Additional Day	\$40.00	\$40.00
Gate Pass Replacement - Business	\$15.00	\$15.00
Schedule of Traffic Monetary Penalties	Varies	Varies

SCHEDULE OF GUEST FEES

DESCRIPTION	2019 FEE	2020 FEE
AQUATICS		
Use of pool facilities, children and adults*	Free	Free
CLUBHOUSES		
Bridge Room Guest Fee	\$4.00	\$5.00
COMMUNITY CENTER		
Electric Vehicle Charging Fee	\$0.30 Per kWh	\$0.30 Per kWh
EQUESTRIAN CENTER		
Trail ride, adult, per hour	\$13.00	\$15.00
Trail ride, child, per hour	\$13.00	\$15.00
Lessons, private, per hour	\$63.00	\$72.00
Lessons, group, per hour	\$13.00	\$15.00
Lessons, private, per 1/2 hour	\$32.00	\$36.00
Lessons, group, per 1/2 hour	\$7.00	\$8.00
Horse rental, per hour	\$9.00	\$12.00
Horse rental, per 1/2 hour	\$5.00	\$6.00
EMERITUS		
Student Parking Pass - Fall and Spring Sessions	\$20.00	\$50.00
Student Parking Pass - Summer Session	\$10.00	\$20.00
FITNESS CENTER		
Use of equipment room, per day*	Free	Free

*Res 90-19-10 & 90-19-11 Suspension of Pool and Fitness Guest Fees

Reservable Room	Per Hour	Minimum (2 hrs & Setup)	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7	Hour 8	Hour 9	Hour 10	Hour 11	Hour 12	Hour 13	Hour 14
CC Rooms & Conference Rooms														
CC - Elm Room	\$1	\$3	\$4	\$5	\$6	\$7	\$8	\$9	\$10	\$11	\$12	\$13	\$14	\$15
CC - Pine Room	\$1	\$3	\$4	\$5	\$6	\$7	\$8	\$9	\$10	\$11	\$12	\$13	\$14	\$15
CC - Spruce Room	\$1	\$3	\$4	\$5	\$6	\$7	\$8	\$9	\$10	\$11	\$12	\$13	\$14	\$15
CH1 - Conference Room	\$1	\$2	\$3	\$4	\$5	\$6	\$7	\$8	\$9	\$10	\$11	\$12	\$13	\$14
PAC - Conference Room	\$1	\$2	\$3	\$4	\$5	\$6	\$7	\$8	\$9	\$10	\$11	\$12	\$13	\$14
VG - Clubroom 1	\$5	\$13	\$18	\$23	\$28	\$33	\$38	\$43	\$48	\$53	\$58	\$63	\$68	\$73
VG - Clubroom 2	\$5	\$13	\$18	\$23	\$28	\$33	\$38	\$43	\$48	\$53	\$58	\$63	\$68	\$73
VG - Clubroom 3	\$5	\$13	\$18	\$23	\$28	\$33	\$38	\$43	\$48	\$53	\$58	\$63	\$68	\$73
Multi-Purpose Rooms														
CH1 - Multi-Purpose Room	\$3	\$9	\$12	\$15	\$18	\$21	\$24	\$27	\$30	\$33	\$36	\$39	\$42	\$45
CH1 - Art Studio	\$3	\$9	\$12	\$15	\$18	\$21	\$24	\$27	\$30	\$33	\$36	\$39	\$42	\$45
CH5 - Multipurpose Room	\$3	\$9	\$12	\$15	\$18	\$21	\$24	\$27	\$30	\$33	\$36	\$39	\$42	\$45
CH6 - Multipurpose Room	\$2	\$6	\$8	\$10	\$12	\$14	\$16	\$18	\$20	\$22	\$24	\$26	\$28	\$30
Small Dining Rooms														
CH1 - Dining Room 2	\$1	\$3	\$4	\$5	\$6	\$7	\$8	\$9	\$10	\$11	\$12	\$13	\$14	\$15
CH1 - Dining Room 3	\$1	\$3	\$4	\$5	\$6	\$7	\$8	\$9	\$10	\$11	\$12	\$13	\$14	\$15
CH2 - The Los Olivos	\$1	\$3	\$4	\$5	\$6	\$7	\$8	\$9	\$10	\$11	\$12	\$13	\$14	\$15
CH2 - The Grevillea	\$1	\$3	\$4	\$5	\$6	\$7	\$8	\$9	\$10	\$11	\$12	\$13	\$14	\$15
Large Dining Rooms														
PAC - Dining Room 1	\$5	\$15	\$20	\$25	\$30	\$35	\$40	\$45	\$50	\$55	\$60	\$65	\$70	\$75
PAC - Dining Room 2	\$5	\$15	\$20	\$25	\$30	\$35	\$40	\$45	\$50	\$55	\$60	\$65	\$70	\$75
Other														
PAC - Rehearsal Room	\$2	\$6	\$8	\$10	\$12	\$14	\$16	\$18	\$20	\$22	\$24	\$26	\$28	\$30
PAC - Auditorium	\$19	\$38	\$57	\$76	\$95	\$114	\$133	\$152	\$171	\$190	\$209	\$228	\$247	\$266
PAC - Auditorium Performance Package	\$23	\$46	\$69	\$92	\$115	\$138	\$161	\$184	\$207	\$230	\$253	\$276	\$299	\$322
PAC - Auditorium Event w/Admission	\$395 per Day													
All Patios	Patios are only available by renting adjacent room													
Reservable Room	Per Hour	Minimum (4 hrs & Setup)	Hour 5	Hour 6	Hour 7	Hour 8	Hour 9	Hour 10	Hour 11	Hour 12	Hour 13	Hour 14		
Main Lounges														
CH1 - Main Lounge	\$8	\$47	\$55	\$63	\$71	\$79	\$87	\$95	\$103	\$111	\$119	\$127		
CH2 - The Sequoia	\$10	\$59	\$69	\$79	\$89	\$99	\$109	\$119	\$129	\$139	\$149	\$159		
CH5 - Main Lounge (Stage Side) Total	\$13	\$71	\$84	\$97	\$110	\$123	\$136	\$149	\$162	\$175	\$188	\$201		
CH5 - Main Lounge (Back Side) Total	\$9	\$49	\$58	\$67	\$76	\$85	\$94	\$103	\$112	\$121	\$130	\$139		
CH5 - Main Lounge (All) Total	\$19	\$113	\$132	\$151	\$170	\$189	\$208	\$227	\$246	\$265	\$284	\$303		
CH6 - Main Lounge	\$5	\$25	\$30	\$35	\$40	\$45	\$50	\$55	\$60	\$65	\$70	\$75		
CH 7 - Main Lounge	\$7	\$38	\$45	\$52	\$59	\$66	\$73	\$80	\$87	\$94	\$101	\$108		

Reservable Room														
	Per Hour	Minimum (2 hrs & Setup)	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7	Hour 8	Hour 9	Hour 10	Hour 11	Hour 12	Hour 13	Hour 14
CC Rooms & Conference Rooms														
CC - Elm Room	\$27	\$68	\$95	\$122	\$149	\$176	\$203	\$230	\$257	\$284	\$311	\$338	\$365	\$392
CC - Pine Room	\$24	\$60	\$84	\$108	\$132	\$156	\$180	\$204	\$228	\$252	\$276	\$300	\$324	\$348
CC - Spruce Room	\$30	\$75	\$105	\$135	\$165	\$195	\$225	\$255	\$285	\$315	\$345	\$375	\$405	\$435
CH1 - Conference Room	\$10	\$20	\$30	\$40	\$50	\$60	\$70	\$80	\$90	\$100	\$110	\$120	\$130	\$140
PAC - Conference Room	\$12	\$24	\$36	\$48	\$60	\$72	\$84	\$96	\$108	\$120	\$132	\$144	\$156	\$168
VG - Clubroom 1	\$20	\$50	\$70	\$90	\$110	\$130	\$150	\$170	\$190	\$210	\$230	\$250	\$270	\$290
VG - Clubroom 2	\$20	\$50	\$70	\$90	\$110	\$130	\$150	\$170	\$190	\$210	\$230	\$250	\$270	\$290
VG - Clubroom 3	\$20	\$50	\$70	\$90	\$110	\$130	\$150	\$170	\$190	\$210	\$230	\$250	\$270	\$290
Multi-Purpose Rooms														
CH1 - Multi-Purpose Room	\$66	\$198	\$264	\$330	\$396	\$462	\$528	\$594	\$660	\$726	\$792	\$858	\$924	\$990
CH1 - Art Studio	\$80	\$240	\$320	\$400	\$480	\$560	\$640	\$720	\$800	\$880	\$960	\$1,040	\$1,120	\$1,200
CH5 - Multipurpose Room 1	\$52	\$156	\$208	\$260	\$312	\$364	\$416	\$468	\$520	\$572	\$624	\$676	\$728	\$780
CH6 - Multipurpose Room	\$32	\$96	\$128	\$160	\$192	\$224	\$256	\$288	\$320	\$352	\$384	\$416	\$448	\$480
Small Dining Rooms														
CH1 - Dining Room 2	\$63	\$189	\$252	\$315	\$378	\$441	\$504	\$567	\$630	\$693	\$756	\$819	\$882	\$945
CH1 - Dining Room 3	\$63	\$189	\$252	\$315	\$378	\$441	\$504	\$567	\$630	\$693	\$756	\$819	\$882	\$945
CH2 - The Los Olivos	\$55	\$165	\$220	\$275	\$330	\$385	\$440	\$495	\$550	\$605	\$660	\$715	\$770	\$825
CH2 -The Grevillea	\$56	\$168	\$224	\$280	\$336	\$392	\$448	\$504	\$560	\$616	\$672	\$728	\$784	\$840
Large Dining Rooms														
PAC - Dining Room 1	\$114	\$570	\$684	\$798	\$912	\$1,026	\$1,140	\$1,254	\$1,368	\$1,482	\$1,596	\$1,710	\$1,824	\$1,938
PAC - Dining Room 2	\$114	\$570	\$684	\$798	\$912	\$1,026	\$1,140	\$1,254	\$1,368	\$1,482	\$1,596	\$1,710	\$1,824	\$1,938
Other														
PAC - Rehearsal Room	\$48	\$144	\$192	\$240	\$288	\$336	\$384	\$432	\$480	\$528	\$576	\$624	\$672	\$720
	Per Day													
PAC - Auditorium	\$2,908													
PAC - Auditorium Performance Package	\$2,908													
Main Lounges & Large Dining Rooms														
CH1 - Main Lounge	\$251	\$1,505	\$1,756	\$2,007	\$2,258	\$2,509	\$2,760	\$3,011	\$3,262	\$3,513	\$3,764	\$4,015		
CH2 - The Sequoia	\$256	\$1,535	\$1,791	\$2,047	\$2,303	\$2,559	\$2,815	\$3,071	\$3,327	\$3,583	\$3,839	\$4,095		
CH5 - Main Lounge (Stage Side) Total	\$346	\$1,903	\$2,249	\$2,595	\$2,941	\$3,287	\$3,633	\$3,979	\$4,325	\$4,671	\$5,017	\$5,363		
CH5 - Main Lounge (Back Side) Total	\$250	\$1,374	\$1,624	\$1,874	\$2,124	\$2,374	\$2,624	\$2,874	\$3,124	\$3,374	\$3,624	\$3,874		
CH5 - Main Lounge (All) Total	\$484	\$2,903	\$3,387	\$3,871	\$4,355	\$4,839	\$5,323	\$5,807	\$6,291	\$6,775	\$7,259	\$7,743		
CH6 - Main Lounge	\$91	\$455	\$546	\$637	\$728	\$819	\$910	\$1,001	\$1,092	\$1,183	\$1,274	\$1,365		
CH 7 - Main Lounge	\$210	\$1,154	\$1,364	\$1,574	\$1,784	\$1,994	\$2,204	\$2,414	\$2,624	\$2,834	\$3,044	\$3,254		

STAFF REPORT

DATE: December 3, 2019
FOR: Board of Directors
SUBJECT: Broadband Services Update

RECOMMENDATION

Receive and file report.

BACKGROUND

During the regular monthly Media & Communications Committee (MACC) meeting, the committee expressed interest in providing the GRF Board of Directors an overview of the state of Broadband Services and projects impacting the community in 2020.

DISCUSSION

1. Modernization Efforts

- Replacement of all Standard Definition (SD) set-top-boxes;
- Convert to all High Definition (HD) channels where possible; and
- Simplify channel guides and in home viewing experience.

2. Cost Reductions

- Strategic removal of overly weighted cable programming contracts;
- Removal of all SD equipment from the cable plant infrastructure;
- Elimination of all SD channels and associated fees where possible; and
- Reduce energy consumption by rightsizing cable plant infrastructure.

3. Future Operations

- Possible third party review of operational alternatives, including:
 - Maintain the existing cable infrastructure;
 - Sale of the cable and internet operation;
 - Outsource management of cable and internet operations; and
 - Bring in outside investors that offer hybrid solutions for future cable and internet operations.

Prepared By: Chuck Holland, Chief Information Officer

Reviewed By: Siobhan Foster, COO

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STAFF REPORT

DATE: December 3, 2019
FOR: Mobility and Vehicles Committee
SUBJECT: Short Range Transit Plan – Ridership Agreement with Lyft Inc.

RECOMMENDATION

Authorize approval of the proposed Ridership Agreement with Lyft Inc. to provide on-call transportation services during non-fixed route operating hours in an estimated annual amount not to exceed \$70,000 as specified in the Implementation Plan for the Short Range Transit Plan approved by the board of directors on November 5, 2019.

BACKGROUND

On November 5, 2019, the board of directors unanimously approved the Short Range Transit Plan – Implementation Plan and authorized the Transportation Division to negotiate with Lyft Inc. to provide on-call transportation services to Village residents. This service would supplement the revised Plan-A-Ride system by providing transportation services to residents outside of fixed-route operating hours (Monday through Saturday from 8 to 9 a.m. and 5 to 10 p.m. and 8 a.m. to 5 p.m. on Sunday).

DISCUSSION

The new program under the proposed Ridership Agreement would be called “Boost” and utilize the services of Lyft Inc. to provide rides arranged by using a mobile application or calling the Transportation Division. The concept is to have rides available to residents within 15 minutes during the specified hours without having to make an advanced reservation. There would be no charge to the resident as long as the trip stays within Village Transportation System boundaries. The resident would receive confirmation notification via cell phone or landline to inform them of the driver’s arrival time, the driver’s name and the type of vehicle. This service would replace the cumbersome Plan-A-Ride program, which requires advance reservations of two to five days.

The proposed agreement would begin in January 2020 and automatically renew annually unless terminated by either party via 60-day written notice. Payment would be made to Lyft Inc. on a monthly basis for all rides within Village Transportation System boundaries. As part of the proposed agreement, Lyft Inc. would provide the Transportation Division access to its software via a “dashboard,” which allows staff to schedule ride requests for residents who do not have the Lyft Inc. mobile application. For residents who have the Lyft Inc. mobile application, Lyft Inc. would provide an access code that designates them as Village residents. To limit overuse, there would be a maximum of 65 rides per month available to each resident.

The operating hours for the Boost program would be Monday through Saturday from 8 to 9 a.m. and 5 to 10 p.m. and 8 a.m. to 5 p.m. on Sunday. These time periods ensure Village residents would have transportation services available during the same time periods currently offered.

Similar rideshare programs, which are effectively being utilized by other local jurisdictions and entities, are offered exclusively by Lyft Inc. and are not offered by other rideshare companies. As a result, this agreement complies with the approved Village Purchasing Procedure Manual covering sole source requirements. The manual states "A Sole Source procurement is one in which only one vendor can supply the commodities, technology or perform the services required by an agency. Sole Source means a procurement in which only one vendor is capable of supplying the required product or service."

The proposed agreement has been reviewed by GRF legal staff to ensure that any potential liability exposure is covered.

FINANCIAL ANALYSIS

The estimated annual cost for the Boost service would be \$70,000 based on an average cost of \$7 per ride within Village transportation system boundaries and a projected 10,000 rides per year based on current ridership data. Sufficient funding is included in the approved 2020 Business Plan.

Prepared By: Chris Laugenour, Sr. Transportation & Maintenance Manager

Reviewed By: Siobhan Foster, COO

ENDORSEMENT (to Board)

That the board of directors authorize approval of the proposed Ridership Agreement with Lyft Inc. to provide on-call transportation services during non-fixed route operating hours in an estimated annual amount not to exceed \$70,000 as specified in the Implementation Plan for the Short Range Transit Plan approved by the board of directors on November 5, 2019.

At the November 27, 2019 GRF Mobility and Vehicle Committee meeting, a motion was made to recommend the board approve the proposed Ridership Agreement with Lyft Inc. to provide on-call transportation services during non-fixed route operating hours in an estimated annual amount not to exceed \$70,000 as specified in the Implementation Plan for the Short Range Transit Plan contingent on approval of the Board in closed session. The motion passed unanimously by a vote of seven to zero.

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STAFF REPORT

DATE: December 3, 2019
FOR: Board of Directors
SUBJECT: Election Policy for Annual Appointments to VMS Board of Directors

RECOMMENDATION

That the Board of Directors:

1. Ratify the appointment of Diane Phelps to the Village Management Services Inc. (VMS) Board of Directors for the three-year term effective December 18, 2019; and
2. Entertain a motion to approve the attached resolution establishing the Election Policy for Annual Appointments to the VMS Board of Directors.

BACKGROUND

Section 4.3: Appointment and Term of Office of the VMS Bylaws state in part:

Directors shall be appointed by the members, acting through their respective boards of directors, in the same month as each annual meeting of this corporation's members. There shall be no general election of directors. Rather, each member of this corporation shall be entitled to appoint a certain number of directors to the board, up to three directors. The Golden Rain Foundation shall appoint directors who are resident-members of either of the aforesaid mutuals.

With the exception of directors appointed at the first annual meeting, all directors shall serve a three-year term. Each director shall hold office until his or her successor has been appointed or until his or her death, resignation, removal or judicial adjudication of mental incompetence. Any person serving as a director may be reappointed, and there shall be no limitation on the number of terms which a director may serve, except that no director may serve more than two consecutive three-year terms.

DISCUSSION

Since the adoption of the VMS bylaws on October 17, 2016, this board of directors has appointed directors to the VMS Board of Directors in various ways, including most recently the reappointment of an incumbent director to a second term by board action on November 6, 2018, and appointment of a new director for a three-year terms at a special board meeting on October 24, 2019.

Given the variance in GRF appointments to date, the proposed Election Policy for Annual Appointments to the VMS Board of Directors has been developed to bring consistency and specificity to the process moving forward. The proposed election policy provides for the annual appointment of a director to the VMS Board of Directors on November 30 of each year.

Additionally, to bring the board's October 24, 2019, action to appoint Diane Phelps to the VMS Board of Directors for the three-year term effective December 18, 2019, in concert with the proposed election policy, the board should ratify its recent appointment.

FINANCIAL ANALYSIS

None.

Prepared By: Siobhan Foster, COO

Reviewed By: Jeffrey C. Parker, CEO

ATTACHMENT(S)

ATT 1: Election Policy for Annual Appointments to VMS Board of Directors
ATT 2: Resolution 90-20-XX



**Election Policy for Annual Appointments to the VMS Board of Directors
Resolution 90-20-XX; Adopted January 7, 2020**

1. Purpose

This policy sets forth guidelines regarding how the Golden Rain Foundation (GRF) Board of Directors makes annual appointments to the Village Management Services (VMS) Board of Directors. Specifically, this policy outlines how Section 4.3: Appointment and Term of Office of the VMS Bylaws is implemented by GRF.

2. Definitions

- a. Annual meeting of corporate members: Pursuant to Section 5.2 of the GRF bylaws, the annual meeting of corporate members is the second Wednesday of November of each year at 10 a.m. unless the board of directors fixes another time and notifies the corporate members per Section 5.4 of the GRF Bylaws.
- b. Appointment process: The appointment process includes all steps, including the advertisement of vacancies, candidate nomination period and appointment by the board of directors.

3. Election Schedule

- a. **Appointment process occurs in November.** The annual appointment of a director to the VMS Board of Directors occurs in November beginning with the advertisement of vacancies on November 1 and concluding with the board appointment on November 30. The appointment occurs after the annual meeting of corporate members.
- b. **Advertise vacancy.** The annual vacancy is advertised beginning on the November 1 of each year unless November 1 is a holiday or falls on a weekend. Several methods are utilized to advertise the vacancy.
- c. **Candidate nomination period.** The candidate nomination period opens on the first Tuesday of November each year immediately following the announcement of the vacancy and opening of the nomination period by the board president at the monthly GRF Board of Directors meeting and closes three weeks later. The nomination period is three weeks in duration and closes approximately two weeks following the annual meeting of corporate members.

- d. **Transmittal of applications to the board.** The corporate secretary transmits candidate applications to the board by the end of the day following the close of the nomination period.
- e. **Annual appointment in November.** The annual appointment of a director to the VMS Board of Directors occurs at a special board meeting on November 30 unless November 30 is a holiday or falls on a weekend.

4. Application Process Required

- a. **Incumbent candidate.** The annual appointment of a director to the VMS Board of Directors occurs as outlined above. The board of directors cannot reappoint the incumbent GRF director without conducting the process outlined above.
- b. **One candidate.** If only one candidate submits an application during the candidate nomination period, the board of directors will consider and vote on the applicant during its special board meeting on November 30.

ATTACHMENT

2020 Sample Schedule

Annual Appointment to VMS Board of Directors

(Sample schedule for November 2020)

November 2020				
Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
Issue media release re: GRF vacancy on VMS Board	Announce GRF vacancy on VMS Board: GRF Board meeting			Announce GRF election information in November 2020 Village Breeze
Villagewide email blast re: GRF vacancy on VMS Board	Candidate application period opens			
9	10	11	12	13
		2020 annual meeting of corporate members	Laguna Woods Globe article re: GRF vacancy on VMS Board	
16	17	18	19	20
23	24	25	26	27
	Candidate application period closes	Corporate secretary transmits applications to GRF Board	Thanksgiving Day	
30				
Special board meeting re: board appointment of director to VMS Board				

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Resolution 90-20-XX
Election Policy for Annual Appointments to VMS Board of Directors

WHEREAS, the Board of Directors has recognized the need to specify how Section 4.3: Appointment and Term of Office of the VMS Bylaws is implemented by the GRF Board to bring consistency and specificity to the process moving forward;

NOW THEREFORE IT BE RESOLVED, [DATE], that the Board of Directors of this Corporation hereby adopts the Election Policy for Annual Appointments to the VMS Board of Directors, as attached to the official minutes of this meeting; and

RESOLVE FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

DECEMBER Initial Notification

Should the board endorse the proposed revisions, staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the board. Staff then recommends that a board member postpones the resolution to the next available board meeting no less than 28 days from the postponement to comply with Civil Code §4360.

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Financial Report

As of October 31, 2019



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$25,832
Non-assessment Revenue	\$11,559
Total Revenue	\$37,391
Total Expense	\$35,076
Net Revenue/(Expense)	\$2,315

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Financial Report

As of October 31, 2019



OPERATING ONLY INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$23,413
Non-assessment Revenue ¹	\$7,290
Total Revenue	\$30,703
Total Expense ²	\$31,238
Operating Surplus	(\$535)

1) excludes unrealized gain

2) excludes depreciation

2

Financial Report

As of October 31, 2019

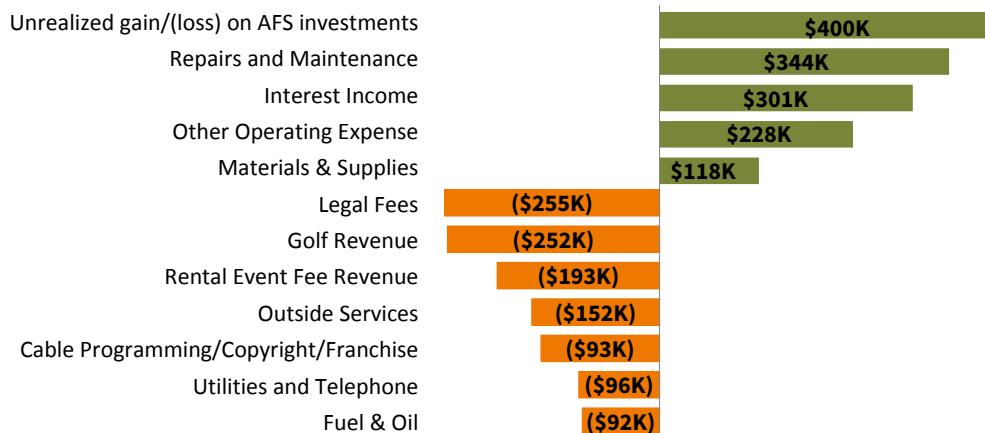


INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE
Assessment Revenue	\$25,832	\$25,832	\$0
Non-assessment Revenue	\$11,559	\$11,333	\$226
Total Revenue	\$37,391	\$37,165	\$226
Total Expense	\$35,076	\$35,012	(\$64)
Net Revenue/(Expense)	\$2,315	\$2,153	\$162

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Financial Report

As of October 31, 2019



Unfavorable Favorable

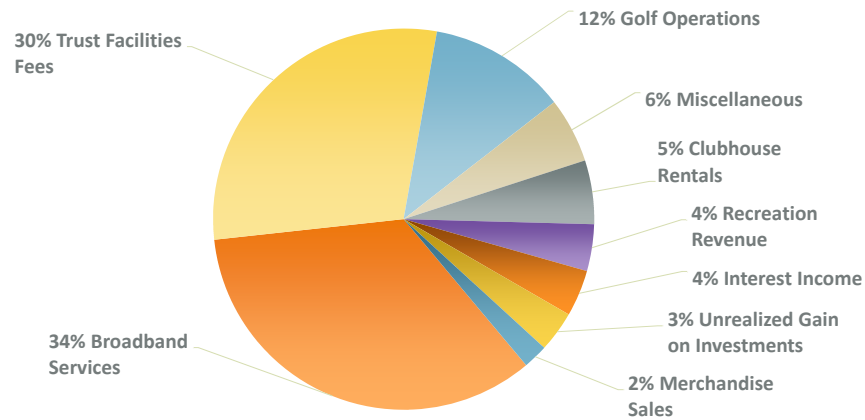
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Financial Report

As of October 31, 2019



Total Non Assessment Revenues \$11,558,729

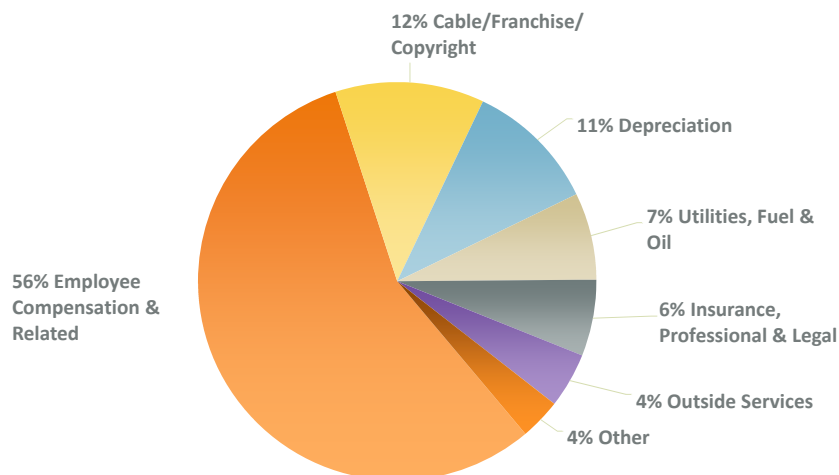


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Financial Report

As of October 31, 2019

Total Expenses \$35,076,315



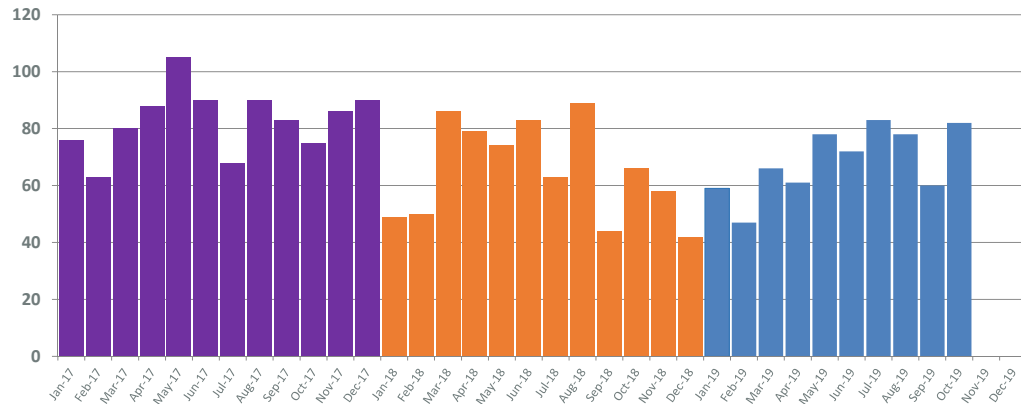
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Financial Report

As of October 31, 2019



RESALE HISTORY - Consolidated



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Financial Report

As of October 31, 2019



FUND BALANCES (in Thousands)	ENDING BALANCES	WORK IN PROGRESS	ADJUSTED BALANCES
Equipment	\$5,746	\$3,212	\$2,534
Facilities	18,096	5,163	12,933
Contingency	705	96	609
Trust Facilities Fee	6,691	0	6,691
TOTAL	\$31,238	\$8,471	\$22,767

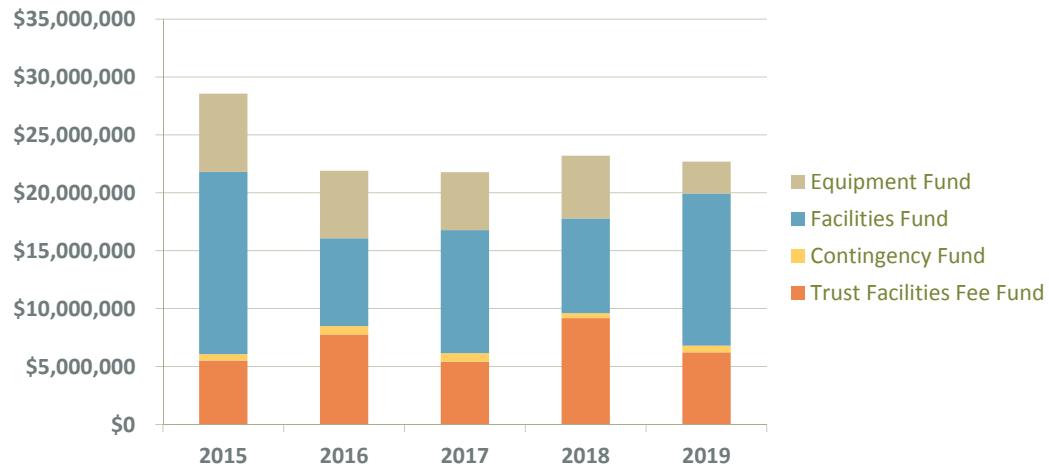
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Financial Report

As of September 30, 2019



ADJUSTED FUND BALANCES



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Financial Report

As of October 31, 2019



FUND ENCUMBRANCES

(in Thousands)

	TOTAL APPROPRIATIONS	REMAINING ENCUMBRANCE
Aquatics & Fitness	\$636	\$277
Broadband Services	1,075	176
Clubhouses	6,532	5,212
Computers	1,605	444
Community Center	2,705	1,366
Energy Projects	978	110
Garden Centers	400	58
Golf Facilities	1,299	765
Other Equipment	390	174
Other GRF Facilities	1,342	760
Paving	1,995	923
Pickleball	850	0
Security	2,727	1,676
Vehicles	1,879	470
TOTAL	\$24,413	\$12,411

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Golden Rain Foundation of Laguna Woods
Statement of Revenues & Expenses - Preliminary
10/31/2019
(\$ IN THOUSANDS)

		CURRENT MONTH			YEAR TO DATE			PRIOR YEAR	ANNUAL
		ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET
Revenues:									
Assessments:									
1	Operating	\$2,341	\$2,341		\$23,413	\$23,413		\$22,743	\$28,094
2	Additions to restricted funds	242	242		2,420	2,420		2,547	2,904
3	Total assessments	<u>2,583</u>	<u>2,583</u>		<u>25,832</u>	<u>25,832</u>		<u>25,290</u>	<u>30,998</u>
Non-assessment revenues:									
4	Trust facilities fees	453	345	107	3,413	3,451	(39)	3,138	4,141
5	Golf green fees	114	135	(21)	1,152	1,348	(196)	1,236	1,618
6	Golf operations	20	25	(5)	198	253	(56)	247	304
7	Merchandise sales	22	24	(2)	242	239	3	262	287
8	Clubhouse rentals and event fees	62	78	(16)	624	817	(193)	529	1,007
9	Rentals	10	8	2	105	81	24	86	97
10	Broadband services	414	399	15	3,975	3,992	(16)	4,095	4,790
11	Interest income	42	16	27	456	155	301	428	186
12	Unrealized gain/(loss) on AFS investments				400		400		
13	Miscellaneous	107	97	10	994	996	(2)	939	1,190
14	Total non-assessment revenue	<u>1,245</u>	<u>1,126</u>	<u>119</u>	<u>11,559</u>	<u>11,332</u>	<u>226</u>	<u>10,960</u>	<u>13,620</u>
15	Total revenue	<u>3,828</u>	<u>3,709</u>	<u>119</u>	<u>37,391</u>	<u>37,165</u>	<u>226</u>	<u>36,250</u>	<u>44,618</u>
Expenses:									
16	Employee compensation and related	2,107	1,988	(119)	19,675	19,643	(32)	19,327	23,560
17	Materials and supplies	228	151	(77)	1,427	1,544	118	1,556	1,846
18	Cost of goods sold	83	16	(67)	221	161	(60)	172	193
19	Community Events	42	28	(13)	397	341	(56)	269	423
20	Utilities and telephone	257	180	(77)	2,020	1,927	(93)	1,993	2,247
21	Fuel and oil	57	37	(21)	459	367	(92)	429	440
22	Legal fees	70	31	(38)	570	315	(255)	617	378
23	Professional fees	33	56	23	520	573	54	551	706
24	Equipment rental	20	21	1	179	190	12	190	226
25	Outside services	221	138	(82)	1,568	1,416	(152)	1,434	1,692
26	Repairs and maintenance	19	68	48	454	798	344	588	931
27	Other Operating Expense	37	64	27	429	657	228	556	808
28	Income taxes		2	2	1	21	20	1	25
29	Property and sales tax	20	8	(12)	119	77	(42)	94	92
30	Insurance	141	110	(31)	1,090	1,104	14	1,048	1,325
31	Cable Programming/Copyright/Franchise	394	410	17	4,244	4,105	(139)	4,143	4,926
32	Investment expense	13	3	(9)	35	34	(1)	36	41
33	Net Allocation to Mutuals	(233)	(200)	33	(2,101)	(1,986)	114	(2,056)	(2,390)
34	Uncollectible Accounts		2	2	5	21	16	7	25
35	(Gain)/loss on sale or trade		(6)	(6)	4	(56)	(60)	144	(68)
36	Depreciation and amortization	372	372		3,760	3,760		4,079	3,760
37	Total expenses	<u>3,882</u>	<u>3,481</u>	<u>(401)</u>	<u>35,076</u>	<u>35,012</u>	<u>(64)</u>	<u>35,178</u>	<u>41,188</u>
38	Excess of revenues over expenses	<u>(\$54)</u>	<u>\$229</u>	<u>(\$282)</u>	<u>\$2,315</u>	<u>\$2,152</u>	<u>\$162</u>	<u>\$1,073</u>	<u>\$3,430</u>

Statement of Revenue & Expense Variance Report as of October 31, 2019

Golden Rain Foundation operations were better than budget by \$162K as of October 31, 2019.

REVENUE

- **Golf Operations** Lines 5 and 6 – (\$252K) Unfavorable variance due to an overstated revenue budget. Also, fewer rounds at the golf courses and less usage of the driving range were caused by inclement weather in Q1. In addition to closures, play drops significantly when golfers are limited to cart paths by inclement weather. Revenue in the second and third quarter is in line with historical averages and the 2020 budget was reduced.
- **Clubhouse Rentals & Event Fees** Line 8 – (\$193K) Unfavorable variance due to an overstated budget for rental income and event fees at several clubhouses, including Performing Arts Center and Clubhouse 5. Revenue-to-date is consistent with historical averages and the 2020 budget was reduced.
- **Interest Income** Line 11 – \$301K Favorable variance due to higher investment balances.
- **Unrealized Gain/(Loss) on AFS Investments** Line 12 – \$400K Favorable variance due to reporting of Unrealized Gain on Available for Sale Investments at quarter ending September 30, 2019. Unrealized Gain reflects favorable investment market conditions, which fluctuate.

EXPENSE

- **Materials and Supplies** Line 17 – \$118K Favorable variance due to fewer expenditures, in General Services. Less repair and replacement parts were required for fleet maintenance.
- **Utilities and Telephone** Line 20 – (\$93K) Unfavorable variance due to higher summer electricity rates; year to date natural gas consumption 19% higher than budgeted and 13% increase over 2018; and increased cell phone and data costs for in-field tablet usage.
- **Fuel & Oil** Line 21 – (\$92K) Unfavorable variance due to higher average fuel costs.
- **Legal Fees** Line 22 – (\$255K) Unfavorable variance due to more legal activity than anticipated.
- **Outside Services** Line 25 – (\$152K) Unfavorable variance primarily due to unbudgeted outsourcing of car wash, detailing and generator maintenance, and increased credit card sales in Golf and Broadband, resulting in more transaction fees.
- **Repairs and Maintenance** Line 26 – \$344K Favorable variance due to less expense for annual software maintenance, an overstated budget for fire alarm inspection, and less use of contingency for building repairs.
- **Other Operating Expense** Line 27 – \$228K Favorable variance due to no fumigation required at GRF facilities to date. Also, less expense in recruitment, training, safety and postage contributed to the variance.
- **Cable Programming/Copyright/Franchise** Line 31 – (\$139K) Unfavorable variance due to higher programming fees in 2019; a contingency was not budgeted for contract renewals.
- **Net Allocation to Mutuals** Line 33 – \$114K Variance due to more interdepartmental allocations.

OPEN MEETING

REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION COMMUNITY ACTIVITIES COMMITTEE

Thursday, November 14, 2019 – 1:30 p.m.
Board Room

MEMBERS PRESENT: Annette Sabol Soule-Chair, Andre Torng, Juanita Skillman, Joe Fitzekam, Bunny Carpenter, Ryna Rothberg, Annie McCary, Cush Bhada, Leon St. Hilaire, Shaun Tumpane

MEMBERS ABSENT: None

OTHERS PRESENT: Dick Rader, Beth Perak and Pat English were present in audience

STAFF PRESENT: Brian Gruner, Jennifer Murphy, Jackie Kupfert
Call to Order

Chair Soule called the meeting to order at 1:30 p.m.

Acknowledgement of Media

There was no press present.

Approval of Agenda

A motion was made, and by consensus, the agenda was approved.

Approval of Committee Report for September 12, 2019

A motion was made, and by consensus, the report was approved.

Chair's Remarks

Chair Soule stated new GRF directors were voted in yesterday including Bunny Carpenter as the new president and Joe Fitzekam as second vice president. Yvonne Horton and Egon Garthoffner are also new to the GRF board as directors. Chair Soule recited a poignant poem from "Fulfilling Retirement Dreams" as this may be her last CAC meeting with new GRF directors. Chair Soule recognized a standing issue from the September CAC meeting regarding budget concerns from residents and hopes they will be addressed at future meetings. Chair Soule stated the Laguna Hills Mall redevelopment project mentioned in the Globe features an outdoor amphitheater which will have 6,309 parking spaces; this is wonderful news that a national mall developer worth millions of dollars will undertake this expensive project at no cost to members' assessments which will host concerts that all Laguna Woods Village members may attend by taking the bus. Chair Soule stated the following for Recreation events: a Health and Wellness Expo in March with over 1000 attendees; the Village Bazaar in April sold out at Clubhouse 5; Village Games wrapped up a week ago with 22 unique events, over 380 participants and over 800 medals distributed in total; Easter at Equestrian was well attended; the Kentucky Derby hosted a hat contest with over 100 attendees;

Cinco de Mayo sold out with approximately 200 attendees; the Monday night movie, Bohemian Rhapsody, was a sellout therefore Recreation booked another showing. Chair Soule stated the Landscape Department and Public Relations Department, in conjunction with Recreation, hosted Arbor Day at Clubhouse 1 with the planting of a Chinese pistache tree. Chair Soule stated the following facility enhancements: the current ActiveNet program has been updated to allow residents to view room availability online; etiquette signs are being posted at the facilities; the comprehensive staff training was hosted on August 14 as approved; the California Parks and Recreation Society (CPRS) installment banquet was held at Clubhouse 2 on April 4. Director Perak was in attendance at this banquet. Chair Soule stated the following operational improvements: include the implementation of a staff responsibility checklist (cleaning, walk-throughs, maintenance reporting, etc.); Emeritus survey results; Clubhouse 4 renaming survey complete; Mr. Gruner would like to invite CAC members to attend the 2020 CPRS Mini-Conference in Laguna Hills. Chair Soule stated GRF passed a motion to approve a resolution to authorize 27-Hole Golf Course Summer Closures in extreme temperature and humidity conditions. The stipulation will close 9 holes for one week when these conditions are present, permitting play on 18 holes.

Report of the Recreation and Special Events Director

Mr. Gruner reported the Huey Lewis and the News Tribute Band outdoor concert and car show was very successful. Rain tried to tamper the event, but overall it was well attended with those dancing and having fun. The Harvest Hoedown was well received; the Village Bazaar sold out at Clubhouse 5; the Arts and Crafts Bonanza had over 2400 attendees which is record breaking; Veterans Day had over 140 attendees and included speakers Mayor Cynthia Conners, the American Legion Commander Joe Rainey and Colonel Clark from the 1st Marine Regiment of Camp Pendleton. Staff has done a great job organizing events as we have so many throughout the year.

Mr. Gruner stated the following facility enhancements: new banquet chairs have been received; Performing Arts Center renovation anticipated to begin in May, 2020; Clubhouse 4 jewelry room flooring has been repaired; new ventilation system in the woodshop has been installed and a new air filtration system in ceramics will be installed. Mr. Gruner stated the Garden Center 1 new community gathering area is complete with shade covers and benches to be added. Revised operating rules have been posted at the Garden Centers and a new Grandparents Garden Club has been started at a local high school. These students are volunteering at the Garden Centers to help those unable to fully maintain their plot. The Tennis Center renovation is on schedule with hopes of starting in January with construction.

Mr. Gruner stated the following operational improvements: staffing changes have been implemented at the Performing Arts Center restructuring operating procedures; staff will host a re-grand opening when construction is complete at the Performing Arts Center; staff is working closely with the Bridge Club to improve operations and to ensure fairness.

Ms. Murphy reported on the following upcoming events: Blue Thursday music event tonight at Restaurant 19, 5 to 7 p.m.; free Monday night movie is November 18 at the Performing Arts Center and will feature On the Basis of Sex; the Thanksgiving buffet is sold out at Clubhouse 2 and 5; the Holiday Festival at Clubhouse 2 will be on December 7 at 6 p.m. with music from Sugar Plums, a Spark of Love toy drive, hot cocoa, cookies; Timeless Melodies: 1930, the year in music, will be at Clubhouse 2 on December 3; the Annual Volunteer Luncheon will be at 11:30 a.m. on December 6 at Clubhouse 5; the Christmas Buffet will be held on December 25 at Clubhouse 5 at 1 p.m.; New

Year's Eve may be celebrated at the Performing Arts Center with Ricky Nelson Remembered tribute at 6 and 8:30 p.m. and at the Clubhouse 5 Rockin' New Year's Eve dance at 6:30 p.m.

Ms. Murphy reported the return of the themed dinners beginning in February with a Parisian menu. The Soup and Salad Buffet will be replaced with a Mexican Buffet beginning in January. Monday Night Football at the Village Greens will continue until December 23 and will host free chips and salsa and happy hour food specials. The Holiday Light Tour bus excursion will be held December 17, 18 and 19 at 7 p.m. each night. The lottery for this excursion will be on November 25. January 22 will be the Disneyland excursion with a \$10 bus fee. This new fee will be implemented for each excursion beginning in January, 2020. The free Hatha Yoga class with Kristine deYoung will be at Clubhouse 7 on Fridays from 1 to 2:15 p.m.

Director Bhada inquired about retaining the old banquet chairs, Bonanza advertising in OC Register and stated the gate ambassador was not aware of the event. Mr. Gruner stated the old banquet chairs will be sent to the warehouse for auction and the Video Club will receive 75 chairs as requested. Advertising in the OC Register is quite expensive, so electronic media was utilized for the Bonanza this year. This generated over 600 users of the shuttle from remote parking and allowed the gate ambassador to restrict non-residents entering Laguna Woods Village. Director Bhada inquired about the auction at the warehouse and may a club, facility, such as the Library, or an outside agency purchase the chairs. Mr. Gruner reported the Purchasing Department and warehouse staff will work together for the auction and if the chairs are not purchased by residents, they may be purchased by an outside agency. The Library received chairs that were being stored in the Community Center.

Ms. Olsen reported the following Equestrian Center updates: the center is currently understaffed and continue to recruit for valuable staff with minimal disruption to boarders; all water dishes are being inspected and replaced when necessary; the tamper machine has been repaired and work has resumed on stalls to level them as needed; improvements in the arena and hot walker grading schedules and processes; improvement in scheduling of regular trail maintenance; staff is currently preparing for the rainy season. Ridership is slowing down with consistent local riders instead of those visiting from out of town. The average number of riders per day is 42 with 26 young riders on the weekends. Only five horses are considered appropriate for this young age. Five riders are the average for trail riders. There has been positive feedback with regards to the new curriculum. The Harvest Hoedown had 300 attendees featuring the Silverados, BBQ food truck and kid activities. Upcoming events include Easter at Equestrian, Play Day and the Harvest Hoedown. Additional revenue will include an educational program, equestrian fitness and safety and etiquette classes once fully staffed. A marketing strategy of listing local equestrian centers was created for both non-residents and residents as we are private. A general equestrian informational list was also created for resident reference. Ms. Olsen was interviewed on Village TV and includes Globe write-ups to inform all residents of what the Equestrian Center offers. To keep communication open, boarder meetings are scheduled 6 times per year.

Chair Soule inquired as to the time of the November 16 Boarder meeting and stated Ms. Olsen does great job on Village TV. Ms. Olsen stated the meeting is at 11 a.m. and the 2020 schedule will be distributed to the boarders at that time.

Member Comments (*Items Not on the Agenda*)

Members spoke on the following topics: Clubhouse 1 Main Lounge blinds; adjustment to the Community Center Fitness Center opening hours to 7 a.m. and closing hours to 5 p.m.; support of the rise of dues if properly spent; indoor heated pool for the community; soup and salad continuation for 2020 and a healthy meal option replacement; the Bonanza shuttle was a wonderful idea; the PAC renovation.

Director Torng inquired as to all Fitness Centers hours were to be adjusted. The resident stated only requesting the adjustment for the Community Center Fitness Center. Chair Soule stated an Emeritus class begins at 8 a.m. and thus encouraged the early group to meet for outdoor exercise.

Director Soule stated Goldfish Swim School is very successful. Director Skillman stated there is a heated pool at LA Fitness locally.

Mr. Gruner stated soup and salad was reviewed as the attendance has continually declined. The resident stated the attendance declined when the dinner location was changed.

Mr. Gruner stated the project will start May 1, not finish in May as Director English understood. Director English stated she would like Mr. Gruner to clarify what is meant by finished. Mr. Gruner stated to renovate, repair and address safety concerns. Chair Soule confirmed construction will start in May. Director Torng inquired as to using Clubhouse 5 for performance events. Mr. Gruner stated if available, events will be relocated.

Mr. Gruner will review the fitness center hours once again and stated staff will research new blind options for Clubhouse 1 with M & C as replacement cost is the main issue. A Fitness Center petition is not necessary at this time. Advisor Tumpane stated the Fitness Center is quite crowded from 8 to 10 a.m. and would like to see staff review an adjustment to the hours of operation. Mr. Gruner will update CAC at the January meeting. Chair Soule stated the plans for the Clubhouse 1 renovation will be available in February, 2020. Right now it's wait and see whether consideration given within those Clubhouse 1 plans for an indoor pool.

CONSENT

A motion was made, and by consensus, the consent calendar was approved.

REPORTS

Off Season Kids Swim Hours Adjustment– Mr. Gruner stated the staff recommendation to adjust the off-season Children's Swim program hours from noon to 2 p.m. to 2 to 4 p.m. at Pool 2 from October 1 to Memorial Day.

Discussion ensued.

Staff was directed to present statistics of Pool 2 attendance regarding this request as Chair Soule indicated this may disrupt lap swimmers and seniors using the pool extensively at the times requests. Staff will bring forth the requested statistics at next CAC meeting in January, 2020.

ITEMS FOR DISCUSSION AND CONSIDERATION

Emeritus Ad Hoc Committee Update – Mr. Gruner stated in July an Ad Hoc committee was formed to review a survey that Emeritus conducted. The analysis showed we are on track with class provisions and the committee decided that meetings were no longer necessary. Recreation is working with OLLI (UCI) to bring educational lectures to Laguna Woods Village in 2020. Chair Soule stated for it to be free and onsite is incredible as OLLI is currently approximately \$200 per person and hosted at the Irvine Train Station.

Policy Review and Discussion (Clubs Conducting Business for Profit) - Ms. Murphy stated at the September CAC meeting staff was directed to research those clubs that were connected to an outside organization. This review was to consider raising fees for those clubs. After review, it was discovered that many clubs would be affected thus no extra fees would be charged per the committee organized for this review. Director McCary inquired as to number of meetings each club may have with some holding more than others. Ms. Murphy stated a new policy was instated to encourage a lower number of club meetings for better room availability. Director Torng stated these club events are a benefit to our residents and for promoting Laguna Woods Village. Director Bhada stated this review was requested as organizations may have been sending monies collected within Laguna Woods Village to the outside agency.

ITEMS FOR FUTURE AGENDAS

Director Carpenter requested staff to add review of guideline signs posted at all the clubhouses.

Director Torng requested staff to present the CAC charter for review in January. Director Soule indicated that reviewing the Charter is an annual occurrence.

Director McCary inquired as to a club update. Mr. Gruner stated there are 277 approved clubs, three clubs are on the wait list and 28 clubs are not compliant with current roster or forms. Notices are sent out to each club that is not compliant and will be disbanded if not responsive after three attempts. No further staff direction was given at this time.

CONCLUDING BUSINESS

Committee Member Comments

Mr. Gruner stated it has been a pleasure working with CAC and looks forward to another successful year in Recreation.

Ms. Murphy stated it has also been a pleasure working with CAC and with the holidays coming, please take good care of your health.

Director Bhada thanked staff and the committee and wished everyone happy holidays.

Director McCary thanked the committee for being patient with her being new, enjoys working with CAC and wished everyone happy holidays.

Director Fitzekam stated that Laguna Hills Board of Directors viewed the Laguna Hills Mall proposed plans. They seem to be upset as the revenue may not be as much as previous thought.

Director Skillman stated the double-sided sign-in sheets should remain one page instead of two.

Director Torng stated his enjoyment of working on this committee and congratulated Chair Soule for running the meetings efficiently.

Director Rothberg thanked staff and wished everyone a happy New Year.

Advisor St. Hilaire thanked everyone for letting him be on this committee.

Advisor Tumpene thanked staff and congratulated Chair Soule for running the meetings efficiently.

Chair Soule stated she is thrilled for the new GRF board and thanked staff and all committee members for their service. The next CAC meeting is January 9, 2020 at 1:30 p.m.

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held at 1:30 p.m. at the Community Center in the Board Room on Thursday, January 9, 2019.

Adjournment

There being no further business, the Chair adjourned the meeting at 3:07 p.m.

A handwritten signature in cursive script, reading "Annette Sabol Soule", is written over a horizontal line.

Annette Sabol Soule, Chair



OPEN MEETING
THE GOLDEN RAIN FOUNDATION
MEDIA AND COMMUNICATIONS COMMITTEE
Monday, November 18, 2019, at 1:30 p.m.
Laguna Woods Village Community Center, Board Room
24351 El Toro Road, Laguna Woods, CA 92637

REPORT

MEMBERS PRESENT: Chair Annette Sabol Soule, Directors Pat English, Bunny Carpenter, Annie McCary, Elsie Addington, Lynn Jarrett, Juanita Skillman, Ryna Rothberg and Adviser Steve Carman.

MEMBERS ABSENT: Advisers Sheila Bialka and Lucy Parker.

OTHERS PRESENT: Beth Perak – GRF, Dick Rader – GRF, Cush Bhada – Third, Jon Pearlstone – Third and Joan Milliman – Former GRF Board Member

STAFF PRESENT: Eileen Paulin, Chuck Holland, Jackie Kupfert and Ellyce Rothrock

1. **Call to Order**
Chair Annette Sabol Soule called the meeting to order at 1:30 p.m.
2. **Acknowledgement of Media**
None.
3. **Approval of the Agenda**
Agenda was approved.
4. **Approval of Meeting Report from September 16, 2019**
Report was approved.
5. **Chair's Remarks**
Chair Soule stated she is the acting chair of today's meeting. She recognized the service of the directors of all boards and committees. She thanked and honored Joan Milliman for her service as previous chair of the Media and Communications Committee; as a member of the Community and Activities Committee and for her service on GRF. Chair Soule stated Ms. Milliman was an integral part of many programs including, but not limited to, the Village Breeze, the Centenarian project and Thrive.
6. **Member Comments (Items not on the Agenda)**
Dick Rader 270-D was called to speak regarding the nightly news program having pauses and becoming temporarily scrambled.

Director Annie McCary and Director Pat English reported having similar problems.

Mr. Holland will have staff look into the issue.

Joan Milliman 969-3E was called to speak requesting to be an advisor for Media and Communications Committee.

7. Director's and Staff Forum

None.

REPORTS:

8. Broadband and Contracts Report - Chuck Holland

Mr. Holland provided his monthly report on Contract Renewals, updating the committee on the removal of channels KCOP My 13 and KTTV Fox in December 2019. A reduction in assessments in 2019-\$19 to 2020-\$10.96 will occur. Mr. Holland reported on Subscriber Counts year to date including transition from SD to HD by the end of the first quarter, 2020. The report reflects the number of homes using the services and/or equipment. Mr. Holland mentioned if the committee wishes to discuss the financials of the contracts, it would have to be done in closed session. As of now there are 110 contracts.

Chair Soule stated the best way to communicate the savings in the removal of the Fox channels, would be to reduce columns using figures providing 2019 dollar cost and 2020 dollar cost. She inquired about financially helping residents who may not be able to afford the HD converter box. Mr. Holland deferred to the Foundation which would know of those that are need based.

Mr. Holland gave his monthly report on Proforma Broadband Services including:

- Merchandise Sales
- Broadband Services
- Miscellaneous Expenses
- Employee Compensation
- Compensation Related Expenses
- Materials and Supplies
- Utilities and Telephone
- Legal Fees
- Outside Services
- Repairs and Maintenance
- Other Operating Expenses
- Property and Sales Tax
- Cable Programing/Copyright/Franchise Fees
- Uncollectible Accounts

Chair Soule inquired as to change in the Worker's Compensation insurance. Mr. Holland stated it may have been due to reclassification with OSHA and referred questions to Human Resources.

Director Annie McCary inquired as to the overtime on weekends and is there a person available in the field. Mr. Holland stated a technician is on call for technical problems systematically, not for individual persons. Director McCary inquired as to scheduled technicians availability and long length of wait time. Mr. Holland stated many factors such as type of order, staff out of office and number of calls scheduled may hinder the availability of staff. Chair Soule inquired as to the budget line item labeled electricity. Mr. Holland answered staff is currently monitoring the usage of electricity.

Director Juanita Skillman requested staff research showing residents how to use streaming. Director Elsie Addington requested staff provide tutorials on Village TV. Advisor Steve Carman stated the Video Club is recording 30-second clips for clubs and offered help. Eileen Paulin would like the instructions of streaming to come from volunteers rather than Mr. Holland.

Director Pat English requested Mr. Holland attend a GRF meeting to inform the residents of the upcoming changes and cost savings.

Mr. Rader spoke regarding the education of streaming via the computer clubs on the third floor.

Chair Soule suggested using "savvy senior" moments on Village TV. Advisor Carman stated the monthly meeting of the Video Club is this Thursday at 6:30 p.m. at Clubhouse 2 Video Club lab with subject being the 30-second video offering.

9. Marketing and Communications Report - Eileen Paulin

Ms. Paulin provided her monthly report on Marketing and Communications stating October was very busy. This included workflow, iContact statistics, Docent Report, New Resident Orientations and significant projects. Ellyce Rothrock has been working on the website improvements. Ms. Paulin reported that Mr. Holland recently completed an excellent update to the search feature on the website. Ms. Paulin discussed the benefit of an all-board orientation program. The staff is recommending an orientation workshop for all board members after January 1.

The iContact database was reviewed. Open rates may be subjective as targeted audiences (pool users, gardeners) are more likely to open an email specific to their interest. Docent tours are going very well. Ms. Paulin had dais refer to the Docent Tour response card survey. Ms. Paulin stated Becky Jackson has been diligent in updating the CodeRED list as many emails are listed incorrectly in ICE. Mr. Holland has staff currently cleaning ICE database. Ms. Paulin stated new resident orientations are going well.

Director Skillman inquired as to adding basic mutual real estate information within the packet. Ms. Paulin stated the materials already cover this and attendees may ask for financial requirement documents at the end of the tour.

Chair Soule stated the iContact table may need modification and could there be a survey sent on what they would like to receive. Ms. Paulin stated there will be a sheet in the

annual package for those to indicate what they would like to receive. Chair Soule inquired as to the standard footer policy. Ms. Paulin stated a newer version will be available next year. Chair Soule pointed out the GRF End of Year Presentation did not occur this year.

Ms. Paulin stated this was the first year all the inserts have been standardized by MarComm. Director Skillman requested a table of contents. Ms. Paulin stated this would come from the Finance Department.

Director Rothberg would like the Towers included on future planning.

ITEMS FOR DISCUSSION AND CONSIDERATION:

10. Presentation of Trash and Recycling Communication

Ms. Paulin presented the Trash and Recycling Communication Project utilizing a PowerPoint presentation. She identified:

- Contamination by dumping
- Dumping in Third
- Contaminated recycling
- Dump and run
- Trash and recycling misinformation
- Waste Management
- Illegal dumping
- Communication barriers
- Flyers that meet the challenges
- Touchpoints: disposal sites, website, mail rooms, laundry rooms, racks, realtors, monitors, Village TV, hold messages, Sales and Leasing , Alterations and Social Services
- Wishful Recycler Campaign (quiz): Facebook, Village TV and board meetings
- Present campaigns at board meetings

Ms. Paulin reported the contract is confirmed with Memorial Care regarding the magazine. This magazine will result in enhanced communication and cost savings for Laguna Woods Village.

ITEMS FOR FUTURE AGENDAS:

None.

CONCLUDING BUSINESS:

10. Committee Member Comments

Advisor Carman stated this was a good meeting and enjoys them. He will be out of town for the next meeting.

Director Rothberg stated she feels as though the Towers are forgotten and would like to meet with Ms. Paulin regarding the Village Breeze and the upcoming magazine.

Director Skillman stated excellent meeting with lots of information disseminated.

Director Bunny Carpenter stated great meeting.

Director McCary stated Ms. Paulin presented a wonderful presentation.

Director Lynn Jarrett stated this was a great meeting and thanked Ms. Paulin for wonderful presentation which will be most valuable to the 3-story buildings.

Mr. Holland stated we are not forgetting the Towers and stated his team worked diligently to get phones working during the fires up north.

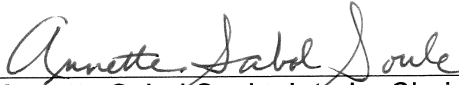
Ms. Paulin stated she is happy to meet with Director Rothberg as getting Towers content is difficult and would like to discuss what will work best to get the information to the residents at the Towers.

Chair Soule thanked all for their input and Mr. Holland and Ms. Paulin for their complete information.

11. Date of Next Meeting - Monday, December 16, 2019, 1:30 p.m. in the Board Room

12. Adjournment

Meeting was adjourned at 3:19 p.m.


Annette Sabol Soule, Interim Chair
Media and Communications Committee

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OPEN MEETING

**REPORT OF REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
MOBILITY AND VEHICLES COMMITTEE**

**Tuesday, October 29, 2019 – 1:30 p.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road, Laguna Woods, CA 92637**

MEMBERS PRESENT: Ray Gros-Chair, Don Tibbets, Judith Troutman, Steve Parsons (filling in for Craig Wayne), John Frankel, Elsie Addington, John Dalis, Reza Bastani

ADVISORS:

MEMBERS ABSENT: Craig Wayne

OTHERS PRESENT: Diane Phelps, Juanita Skillman, Lynn Jarrett, Annette Soule, Beth Perak

STAFF PRESENT: Chris Laugenour, Francisco Perez, Tiffany Rivas, Elizabeth Cortez, Siobhan Foster, Eileen Paulin, Ellyce Rothrock, Jeff Parker, Tim Moy, Chuck Holland, Catherine Laster, Pamela Bashline

1. Call to Order

Chair Gros called the meeting to order at 1:30 p.m.

2. Acknowledgment of Media

Media present- meeting recorded for future reference.

3. Approval of the Agenda

The agenda was approved by consensus.

4. Approval of Meeting Report for October 2, 2019

The Regular Meeting Report of August 7, 2019 was approved by consensus.

5. Chair's Remarks

Chair Gros read over the recommendation topics presented by consultants Fehr and Peers at the October 2nd, 2019 Mobility & Vehicle meeting. He stated staff has done a tremendous job working with the consultants. He believes the audience will be happy with staff recommendations. He suggested to the audience to give the recommendations a chance.

6. Member Comments (Items Not on the Agenda)

Several residents expressed concern and frustration regarding the Plan-A-Ride scheduling process and difficulty with getting an appointment when calling Transportation.

A resident suggested to the committee that bus excursions/tours should have a charge. Spoke about the bus drivers and their busy schedules.

A resident complimented the bus drivers and asked the committee about rules and regulations regarding scooters on the buses.

7. Response to Member Comments

Mr. Laugenour: Addressed that many of the upcoming recommendations will incorporate identified issues; once recommendations are approved it is important to educate the community and train the bus drivers on the new bus routes and transportation system.

Chair Gros: Stated the staff recommendations will still need to be approved by the GRF board.

Director Troutman: Thanked the members who spoke; apologized to those who have been inconvenienced by the transportation system software.

Items for Discussion and Consideration

8. Transportation System Service Recommendations

Mr. Laugenour summarized his report outlining staff recommendations to improve the Transportation Systems. Important recommendations include the following:

- A redesigned fixed route system that incorporates neighborhood, commercial and wellness routes with pick-ups every 30 minutes.
- Expand the Fixed Route service to include Saturdays.
- Re-prioritize Plan-A-Ride services to focus on those with medical disabilities.
- Negotiate with Lyft Rideshare to provide on-call services during the evening hours and all day Sunday.

Committee members and residents shared comments and a motion was made by Director Troutman and seconded by Director Dalis to approve staff recommendations. The motion was approved unanimously by the Committee.

Items for Future Agendas:

- 9. Bus Policy Updates – Use by Non-Profit Agencies**
- 10. ADA Policy Review**
- 11. Staff Turnover Report**

Concluding Business:

12. Committee Member Comments

The committee thanked staff for the report and for the work entailed in providing the recommendations.

13. Date of Next Meeting – Wednesday December 4, 2019 - 1:30 PM

14. Adjournment

The meeting was adjourned at 3:10 p.m.



Ray Gros, Chair
GRF Mobility & Vehicles Committee

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