



OPEN MEETING

**REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
BUILDING E SPACE PLANNING AD HOC ADVISORY COMMITTEE***

**Wednesday, April 10, 2024 – 1:30 p.m.
24351 El Toro Road, Laguna Woods, CA 92637**

Board Room & Virtual with Zoom

ADDENDUM TO THE AGENDA

Please see attached documents that were added after the agenda packet was printed and distributed.

9a. Committee Presentations

- iv. Nancy Carlson/Andy Ginocchio
 - Attachment 1: Report Summary
 - Attachment 2: Full Report

James Hopkins, Chair
Manuel Gomez, Staff Officer
Telephone: 949-268-2380

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GRF Committee on Bldge E and Space Planning

Ad Hoc Advisory Committee

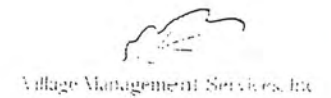
Affirmed Motion & Directive

March 6, 2024

A plan be developed by Ad Hoc Committee Members to utilize existing space in the Laguna Woods Community Center and Clubhouses to consolidate staff and functions within the village campus.

Designees: Directors Carlson & Ginocchio

Displaced Functions / Staff and Space Requirements



Landscape Department

Current Location	Staff	Office Time	Work Space Needs	Parking/Other Needs
Lease Suite 115	2 – Managers 5 – Supervisors 3 – Admin. Support	50 - 100%	2 – Single Offices 5 – Single Offices 3 – Cubicles	Office Supplies/Copy Room Staff Break Room Conference Room
			10 – Total Work Spaces	7 - GRF Vehicles 10 – Personal Vehicles

2023 Austin Study = 1990 sf



M&C Department – Maintenance Services

Current Location	Staff	Office Time	Work Space Needs	Parking/Other Needs
Lease Suite 260	1 – Assist Director 1 – Manager 1 – Supervisor 3 – Operations Coord. 4 – Operations Spec.	70 - 100%	3 – Single Offices 7 – Cubicles	Office Supplies/Copy Room Storage/File Room Staff Break Room Conference Room
			10 – Total Work Spaces	2 – GRF Vehicles 10 – Personal Vehicles

2023 Austin Study = 2369 sf

Security Department



Current Location	Staff	Office Time	Work Space Needs	Parking/Other Needs
Lease Suite 205	1 – Director 1 – Manager 1 - Admin Supervisor 2 – Gate Ambassador Supervisor; Scheduler 2 – Admin. Coordinators 3 - Watch Commanders 3 – Dispatchers	50 – 100 %	7 – Single Office 1 – Shared Office (Watch Commanders) 1 – Dispatch Room (3 Work Stations)	Briefing/Training Room Interview/Conf. Room Men's Locker Room Women's Locker Room Break Room/Kitchen Server/Storage Room Equip./Safe Room
Lease Suite 205	8 – Field Supervisors 15 – Patrol Officers 3-Traffic Specialist	30 %	4 – cubicles (report writing)	
			15 - Total Work Spaces	17 – GRF Vehicles 20 – Personal Vehicles

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2023 Austin Study = 4483 sf



<u>Dept.</u>	<u>SF</u>
Landscape	1990
M & C	2369
Security	4483
	<u>8842</u>

Source: Austen Study May 2023
Projected SF With Circulation

Austen Study

Option 1

Option 2

Option 2 A

Austen Study – Relocated Functions – Option 1

	<u>Current</u>	<u>Relocate</u>	
■ Table Tennis	6400 sf 12 Tables CC 3	4500 7 Tables CH 1 - B	Pros: None Cons: Growing Activity Downsized
■ MAC Club	1440 sf CC 3	700 sf aprx CC 1 Rec Office	Pros: Don't need 3 computer rooms in CC tech trends/user data Other • No Room Fees Being Charged / Collected • Not Designated a GRF sponsored Resident Service • Club Rules: “must be substantially supported by revenue from club members/sponso
■ PC Club	1920 sf CC 3	Elm Rm CC 1	(Same Comments)
■ Computer Classroom	CC 3	CH 1 Billards Rm	CH 4 Classrooms

Austen Study – Relocated Functions – Option 2

■ Table Tennis	<u>Current</u> 6400 sf 12 Tables CC 3	<u>Relocate</u> 4500 7 Tables CH 1 - B	Pros: None Cons: Growing Activity Downsized
■ MAC Club	1440 sf CC 3	CH 1 Billards Rm	Pros: Don't need 3 computer rooms in CC tech trends/user data Other • No Room Fees Being Charged / Collected • Not Designated a GRF sponsored Resident Service • Club Rules: "must be substantially supported by revenue from club members."
■ PC Club	1920 sf CC 3	Elm Rm CC 1	(Same Comments)
■ Computer Classroom	CC 3	CH 1 Drop In Card Rm	Emeritus or GRF Program

Austen Study – Relocated Functions – Option 2 A

■ Table Tennis	<u>Current</u> 6400 sf 12 Tables CC 3	<u>Relocate</u> 4500 7 Tables CH 1 - B	Pros: None Cons: Growing Activity Downsized
■ MAC Club	<u>Current</u> 1440 sf CC 3	<u>Plan</u> Quilt Rm CH 4	Pros: Don't need 3 computer rooms in CC tech trends/user data
■ PC Club	<u>Current</u> 1920 sf CC 3	<u>Plan</u> Art Studio CH 4	Cons: Not Optimal Relocation Classroom is busy with Emeritus ✓
■ Computer Classroom	CC 3	CH 4 Photography Classroom	Cons: Not Optimal Relocation Classroom is busy with Emeritus ✓

Austen Study Issues

1. Space utilization study of some buildings but no utilization study of recreation/club use data.
2. No input from members, recreation & clubs.
3. Doesn't reflect change in use & trends.
4. No understanding CH4 falls under the Saddleback Emeritus program charter re space use and classes.

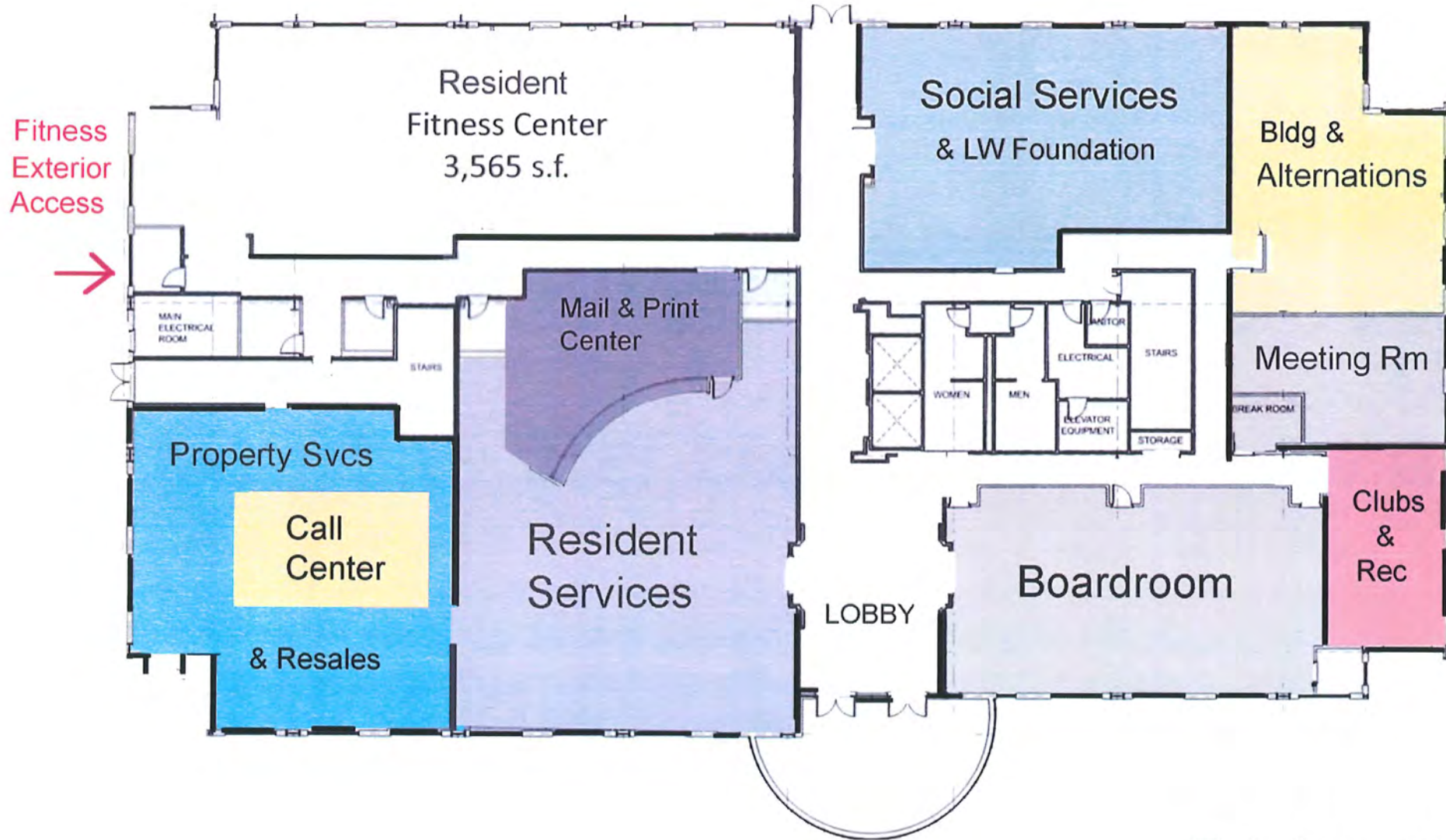
Schematics

Existing CC 1

Existing CH 1

Existing CH 4

Community Center – 1st Floor



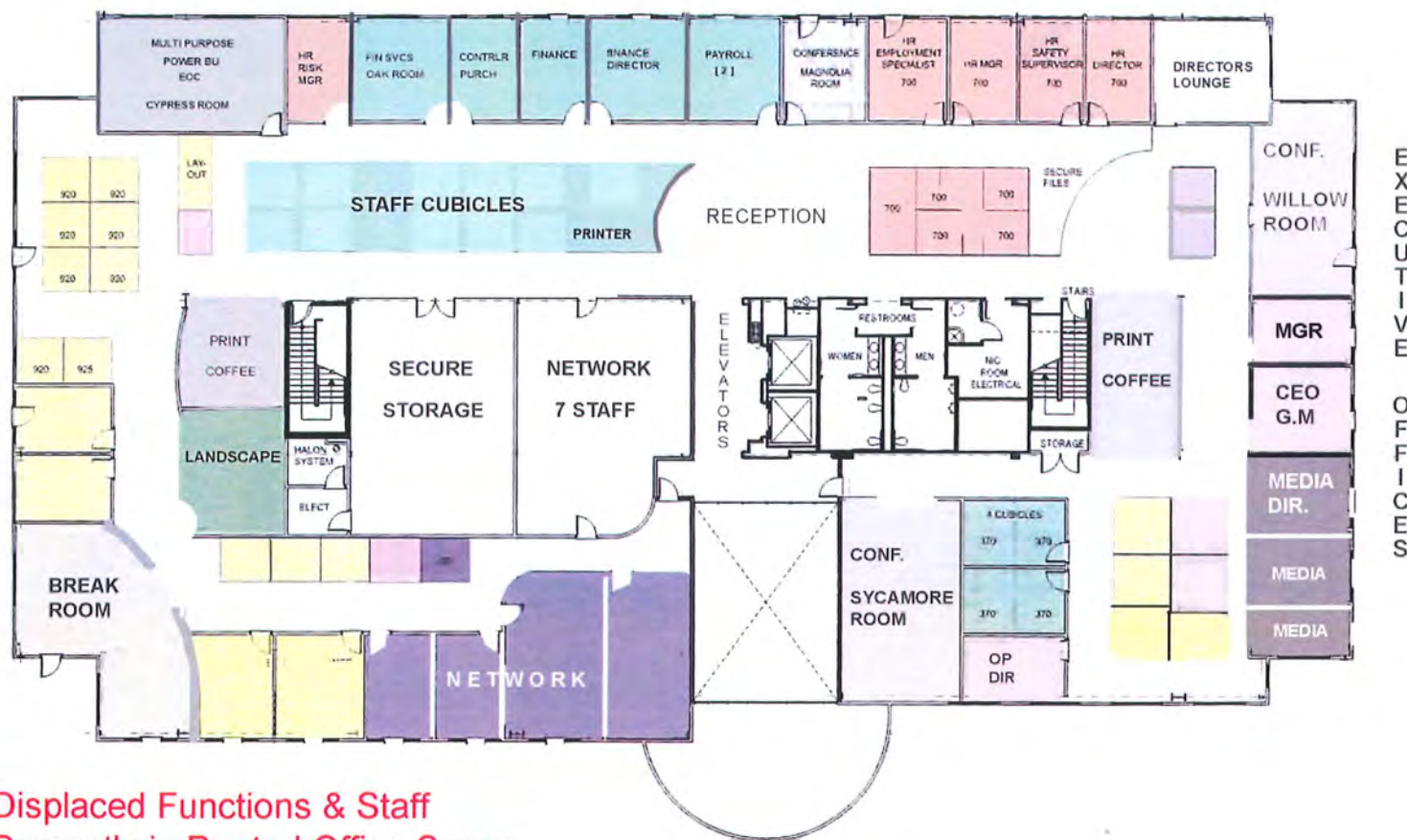
Existing - CC 1

22,000 SF

4.10.2024

Community Center-2nd Floor

ADMINISTRATION & OPERATIONS



Displaced Functions & Staff Presently in Rented Office Space

- M & C - Maintenance
- M & C - D & R
- Security
- Landscape

Existing - CC 2

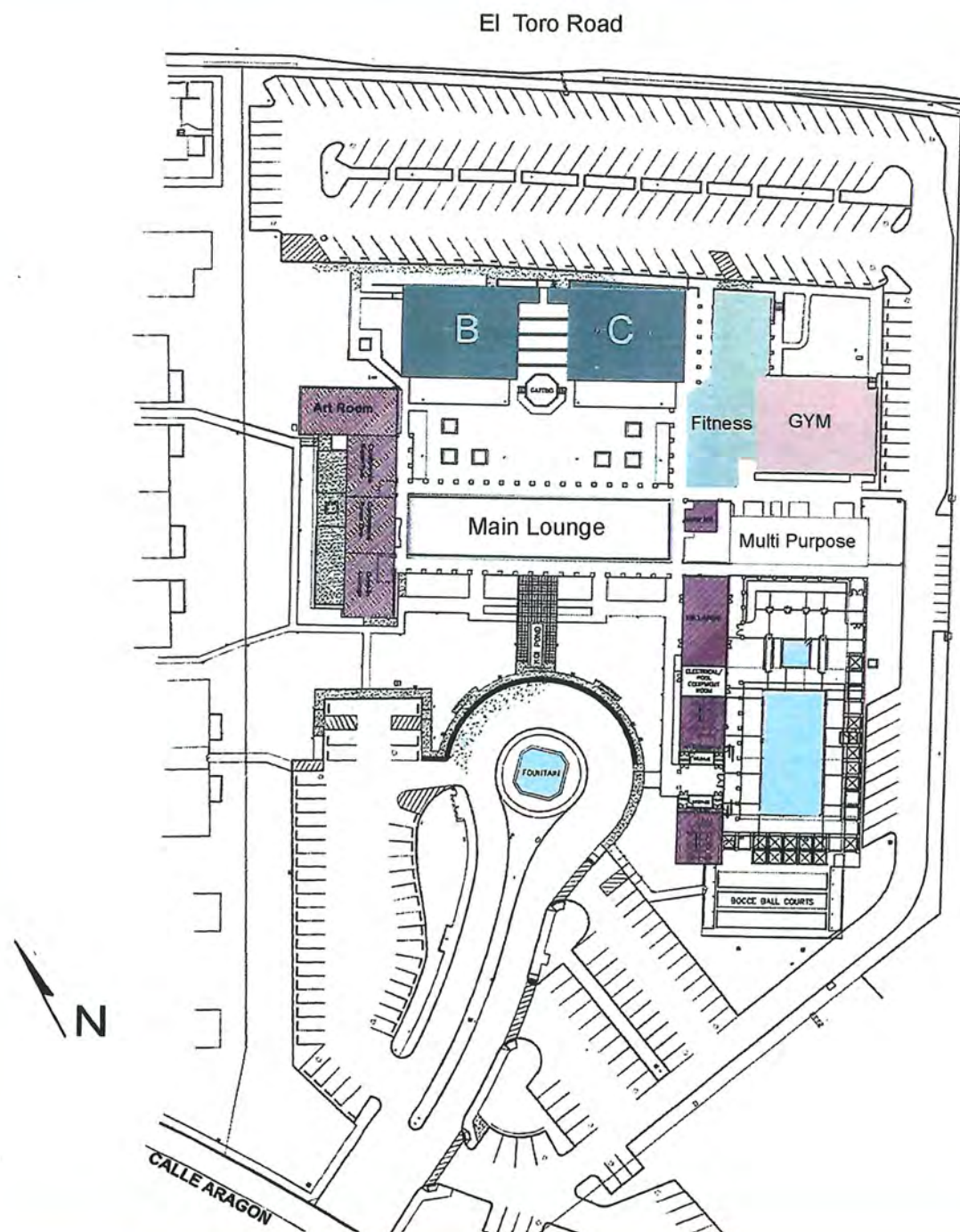
22,000 SF

4.10.2024



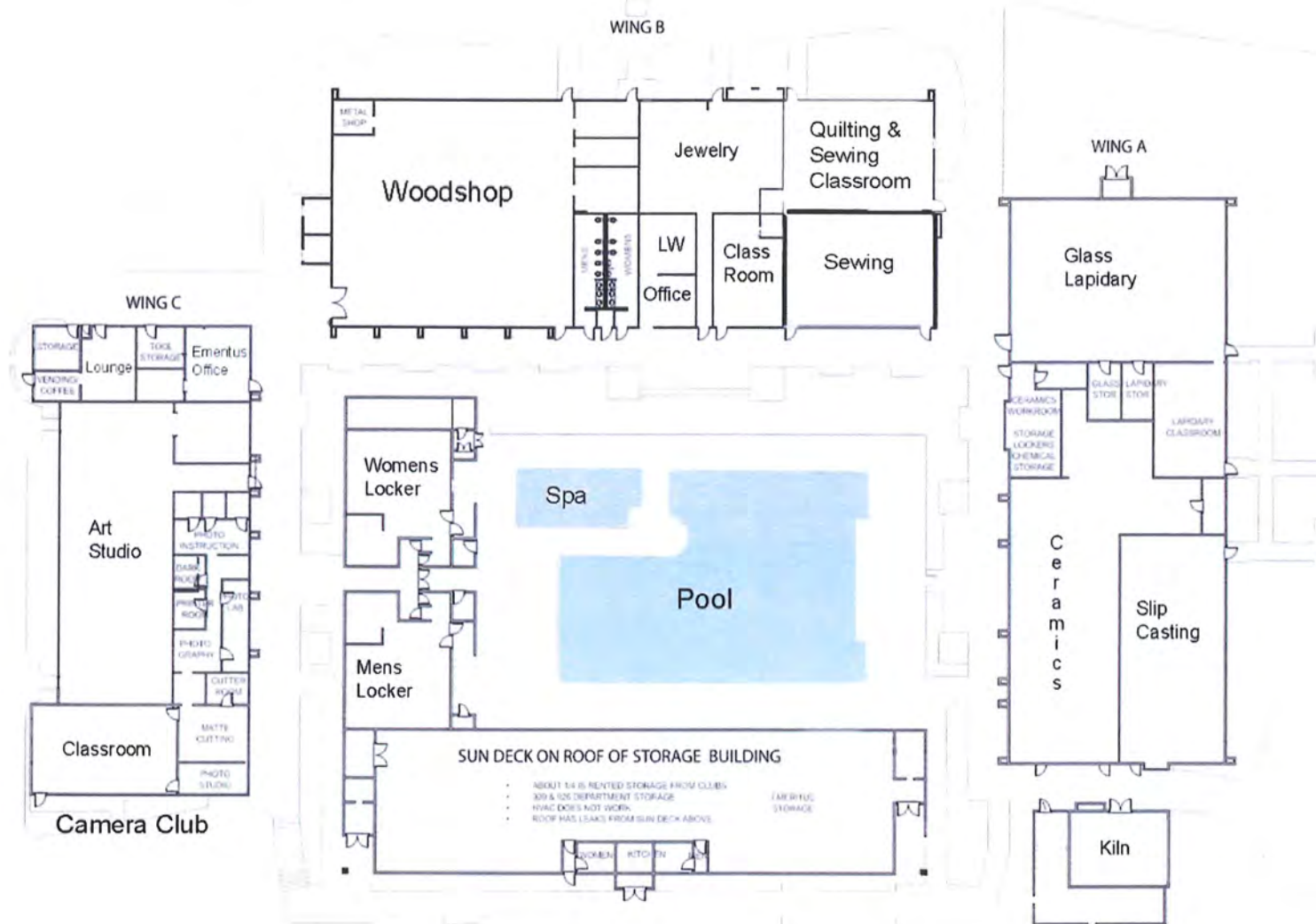
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Clubhouse 1



Existing - CH 1

Clubhouse 4 - Emeritus, Crafts, Classes



CH 4

Planning Considerations

Planning Considerations

1. Space Utilization

Existing - Used / Unused

Opportunities - Repurpose / Relocate Functions

2. Operations & Staff

Department Function: Staff / Space Requirement + Circulation

Shared Function Opportunities: Meeting Rooms, Lavs, Copy/Break

3. Recreation

Indoor, Outdoor, Special Specifications

Use Data, Use Trends

4. Clubs

Chartered - Revenue generating, Receipts Shared with GRF, Rent Waived

Non Revenue Generating Clubs - Room Rental Applies

5. Residents

Use Trends, Accessibility, Hours, Safety

Planning Considerations

1. Departments / Displaced Staff request consolidation for working efficiency.
2. CC is viable option with many meetings saving work disruptions & travel
3. Resident Services & Amenity access issues.
4. Computer clubs reflect excessive tenant space & no room rental fees as other clubs.
5. Public Access to Operations Areas



Community Center

Key to Solutions

LWV Community Center

Three Story, Steel Frame Building, Stucco Finish Exterior, Two Elevators
New Build Year 2000 Car Park Charging Stations

Building Size 66,000 sf

CC 1 = 22,000 sf

CC 2 = 22000 sf

CC 3 = 22000 sf

Community Center 3rd Floor

Vacant Space 2440 sf



Office Bldg Low Ceiling for Sport

Vacant CC 3

Observations and Recommendations

Resident Services – Management & Operations HQ – Disaster Preparedness

- A. CC is geographically elevated making it optimal command location with wifi, cellular, satellite reception. CC location affords dual entry/egress points.
- B. Public Functions: Resident Services and Resident Amenities in CC best consolidated, located on CC 1 for ease of access and navigating services.
- C. Non Public Functions and Protection: Management, Operations, IT, Security Systems best located on CC 2 and CC 3. Access: Employee Electronic Badge. Visitors: Escort Access.
- D. Executive Team leads and Manages Crisis and Disaster Events....including Security, Media and Communications, etc. Consolidation in CC provides for optimal steering from a central Village's Command & Communications Center with residents, city, county, state authorities in an event.
- E. On-site Generator to secure communications and systems.
- F. Present displaced staff (Security, M&C, Landscape) temporarily located in leased professional offices request department consolidation for meetings and work efficiency.

Community Center

Plan Recommendations

Separate

Public & Resident Functions

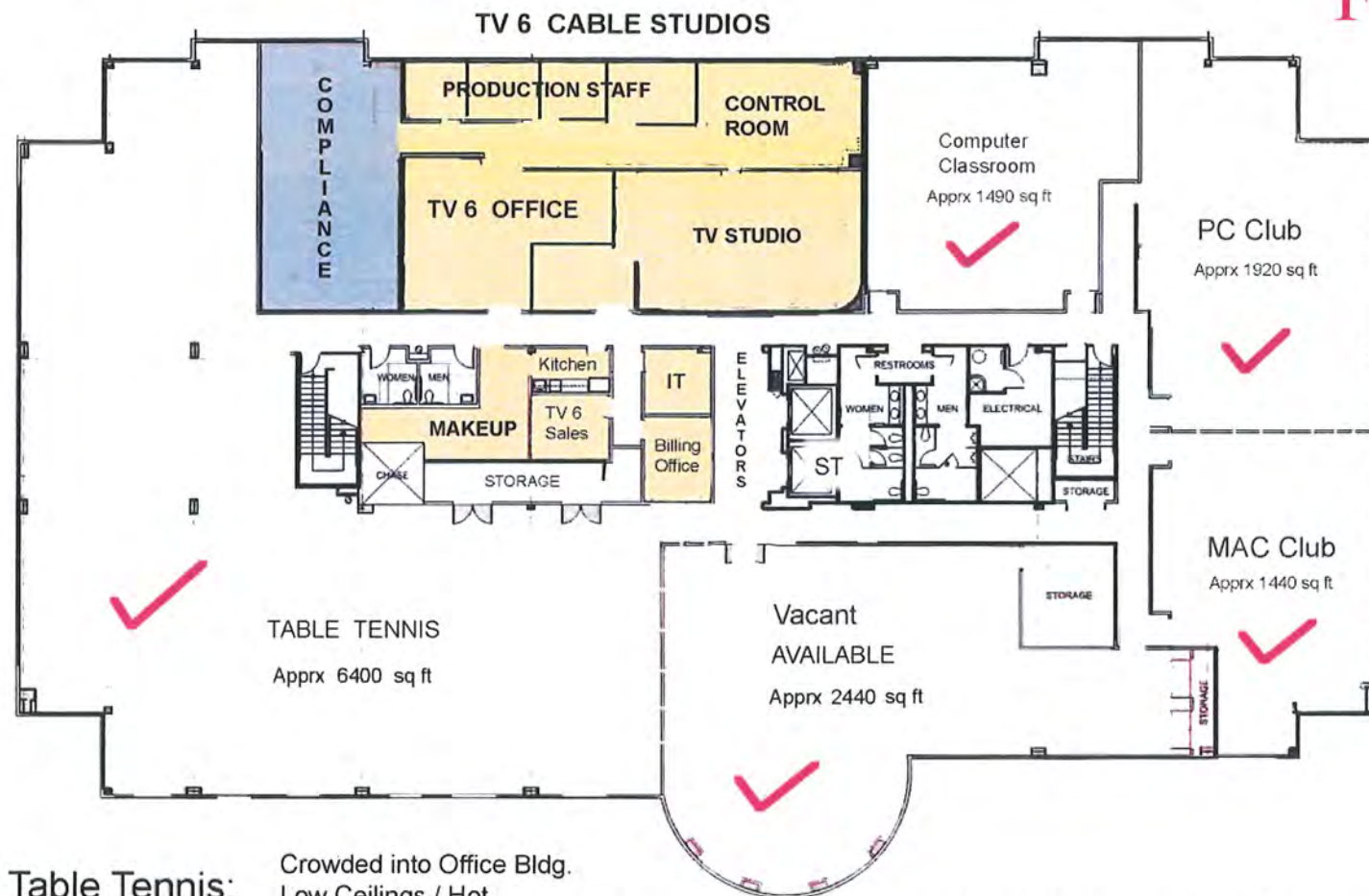
Management & Operation Functions

Control Access

	1st Floor	Resident & General Public Functions	Open Access
	2nd Floor	Management & Operations	Staff: Electronic Badge Access Guests: Escort Access
Current >	3rd Floor	Mixed Use	NOT SECURE
Proposed >	3rd Floor	Relocated Staff/Operations	Staff: Electronic Badge Access Guests: Escort Access

Community Center - 3rd Floor

Finding Space



Potential Relocate / Repurpose

Current	Sq Ft
Table Tennis	6400
Vacant	2440
	8840
PC Club	1920
MAC Club	1440
Classroom	1490
	4850
Potential	13,690



Computer Clubs/Class :
CC 3 Poor Location
Open Access / Invaders
Technology Shift to Apps
Smartphones / Tablets
Drop-In Tech Patrons
TV/Internet Classes

Table Tennis:



Crowded into Office Bldg.
Low Ceilings / Hot
Excess A/C / Electricity Demand
Open Access / Gate Crashers
12 Tables Insufficient for Growth & Demand
Access / Use Hours Limited to Bldg

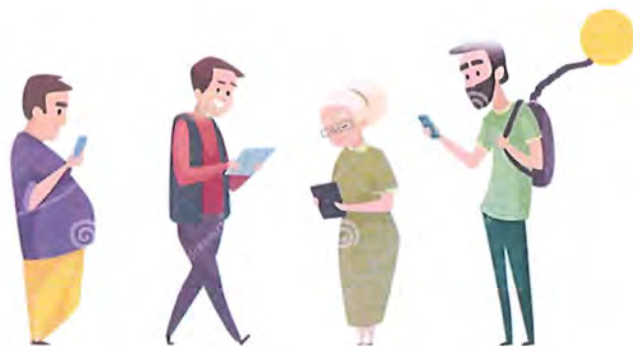
Existing - CC 3

22,000 SF

Use Trends

	2015	2023	Pr Mo	Pr Day	CC 3 Free Space
Mac Club	7051	5337	444	14	1440 sf
PC Club	5088	4308	359	11	1920 sf
Instruction Incl Drop In Computer, Tablet Phone	20,642	8433	702	23	1490 sf

Free Tax Prep Program
Run by Non Resident Who Received Grant
Employs Counselors. By Appt. CC & CH 6.



Computer Clubs/Class:

- CC 3 Poor Location
- Open Access / Invaders
- Technology Shift to Apps
- Smartphones / Tablets
- Drop-In Tech Patrons
- TV/Internet Classes

Relocate

MAC CLUB
PC CLUB
Classroom



NEW !

Technology Center
CC 1

- **EZ Access**
- **Extended Hours**

Next to Fitness Center

Table Tennis



Relocate

From.....To

CC 3

6400 sf

12 Tables

Office Bldg

Low Ceiling/Hot

Access Not Secure

Limited Hours

CH 1

11, 200 sf

21 Tables

Fitness Center

Lockeroom Showers

Spa, Pool, Gym

Access Secure Gate 1

Expanded Hours

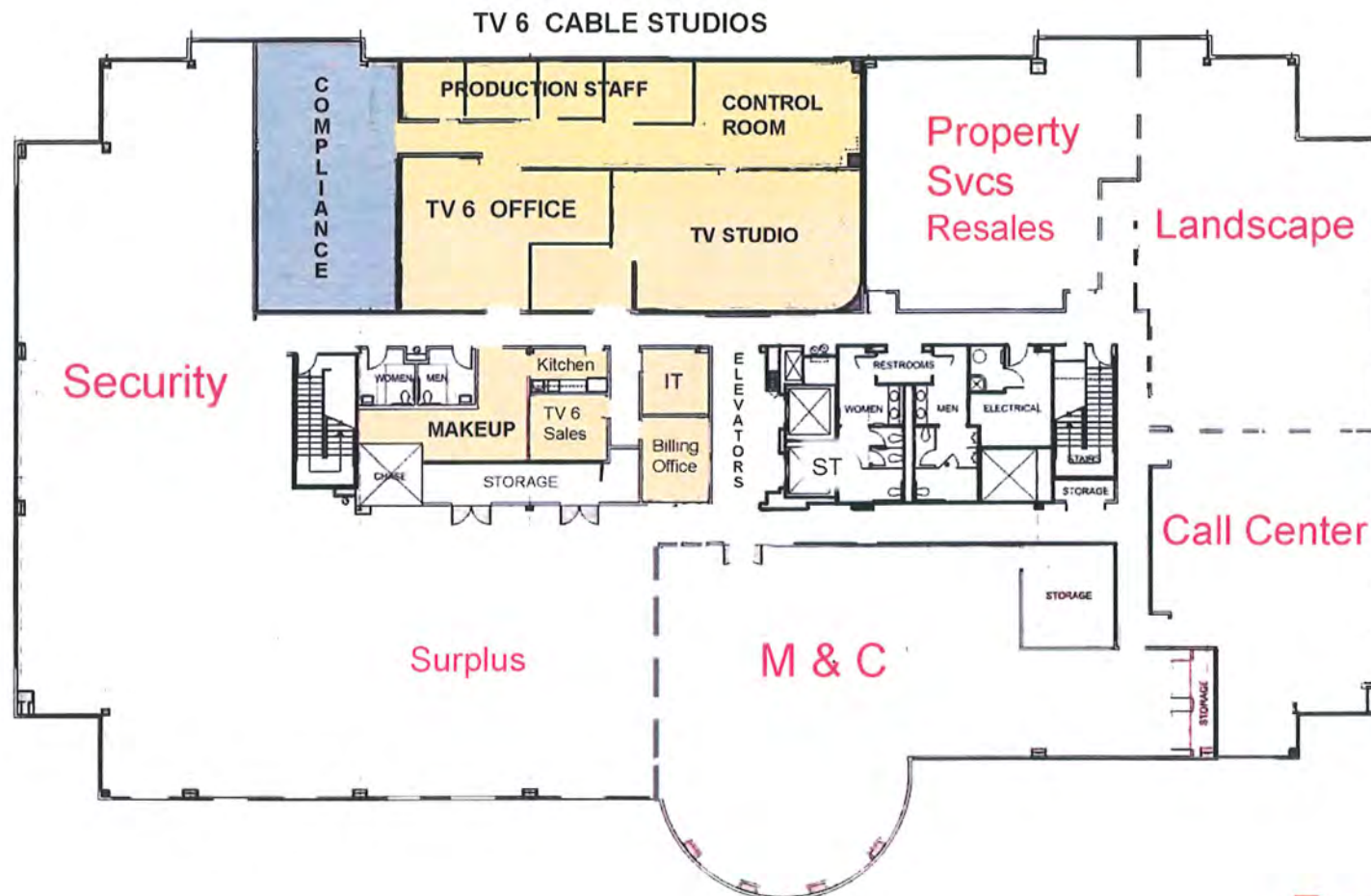
Tournament Potential

Proposed Plan

Option 1 Schematics

Community Center - 3rd Floor

Conceptual



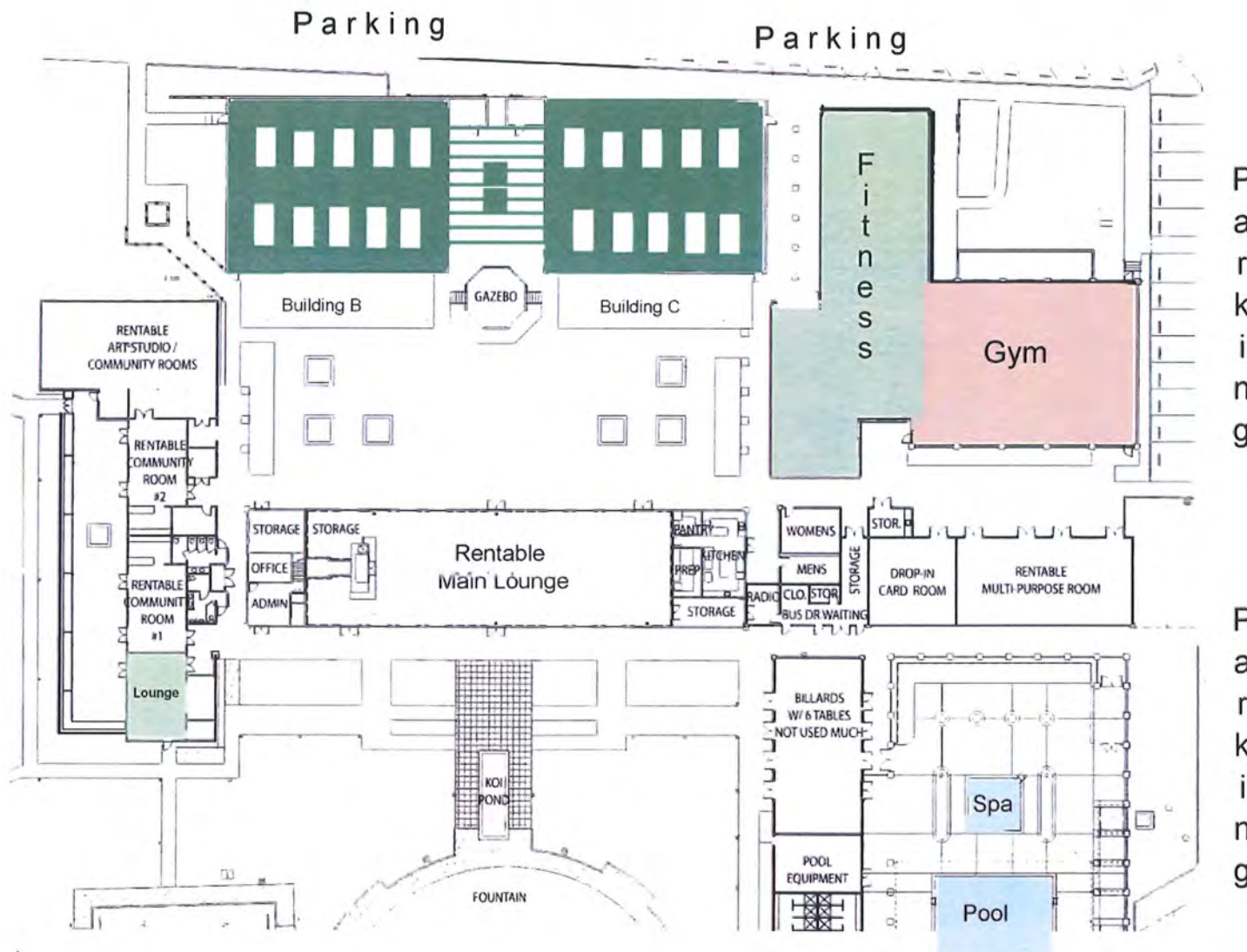
Freed Up Space
13,690 sf

Relocated
11,602

Surplus Space
2,080

Proposed CC 3
• Option One •

Clubhouse 1



Proposed



Table Tennis

Bldg B 4500 sf
Between 1200 sf
Bldg C 4500 sf

Courts: :

Tourney Play Area
15 x 30
21 Tables

Features:

High Volume Ceiling
Improved Ventilation
For Sports Play

Adjacent Amenities:

Lockerrooms
Spa & Pool
Fitness Center
Gym
Drop In Lounge

Improvements:

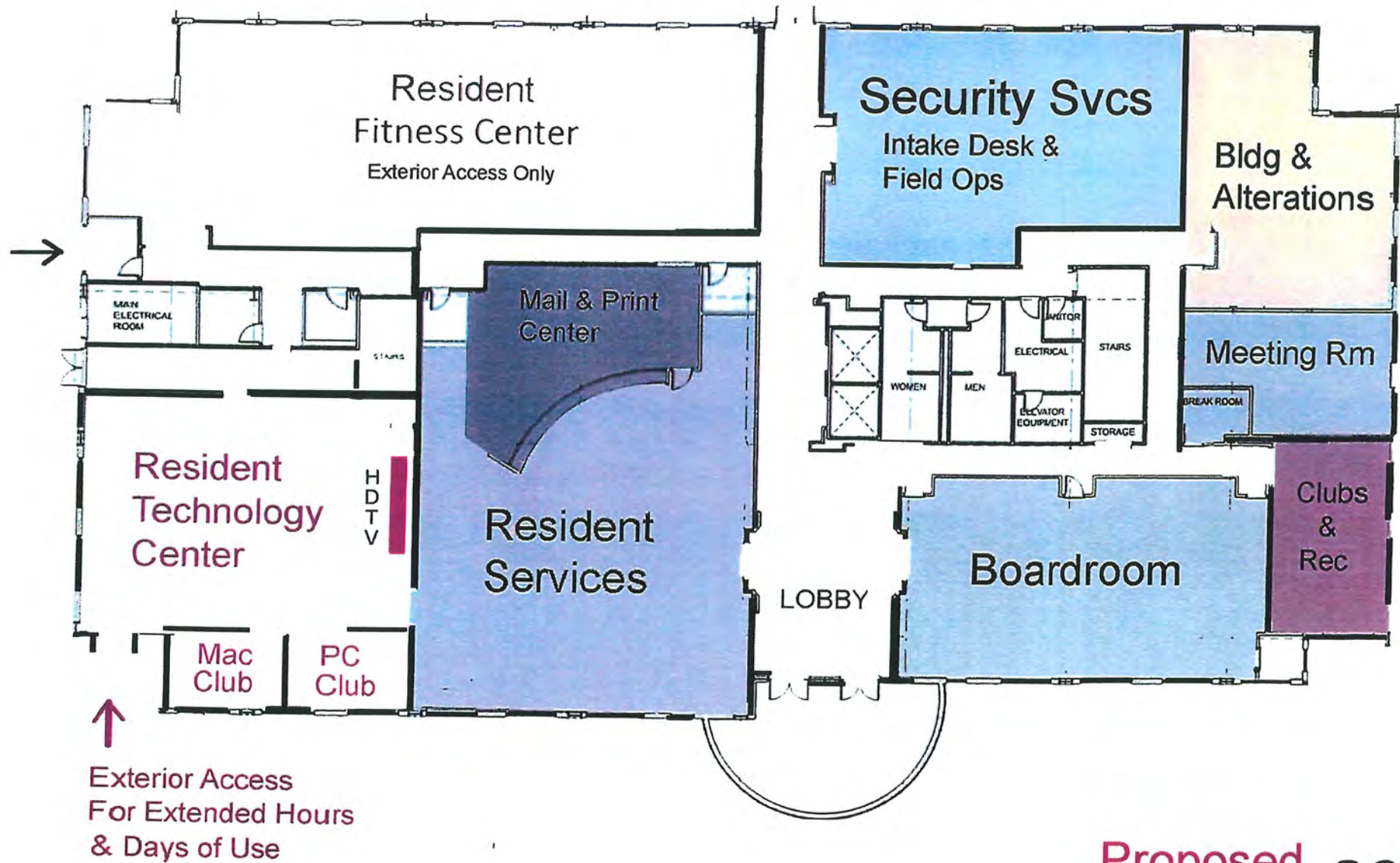
Flooring to Spec
Additional Lights

CH 1

Proposed Plan

Option 2 Schematics

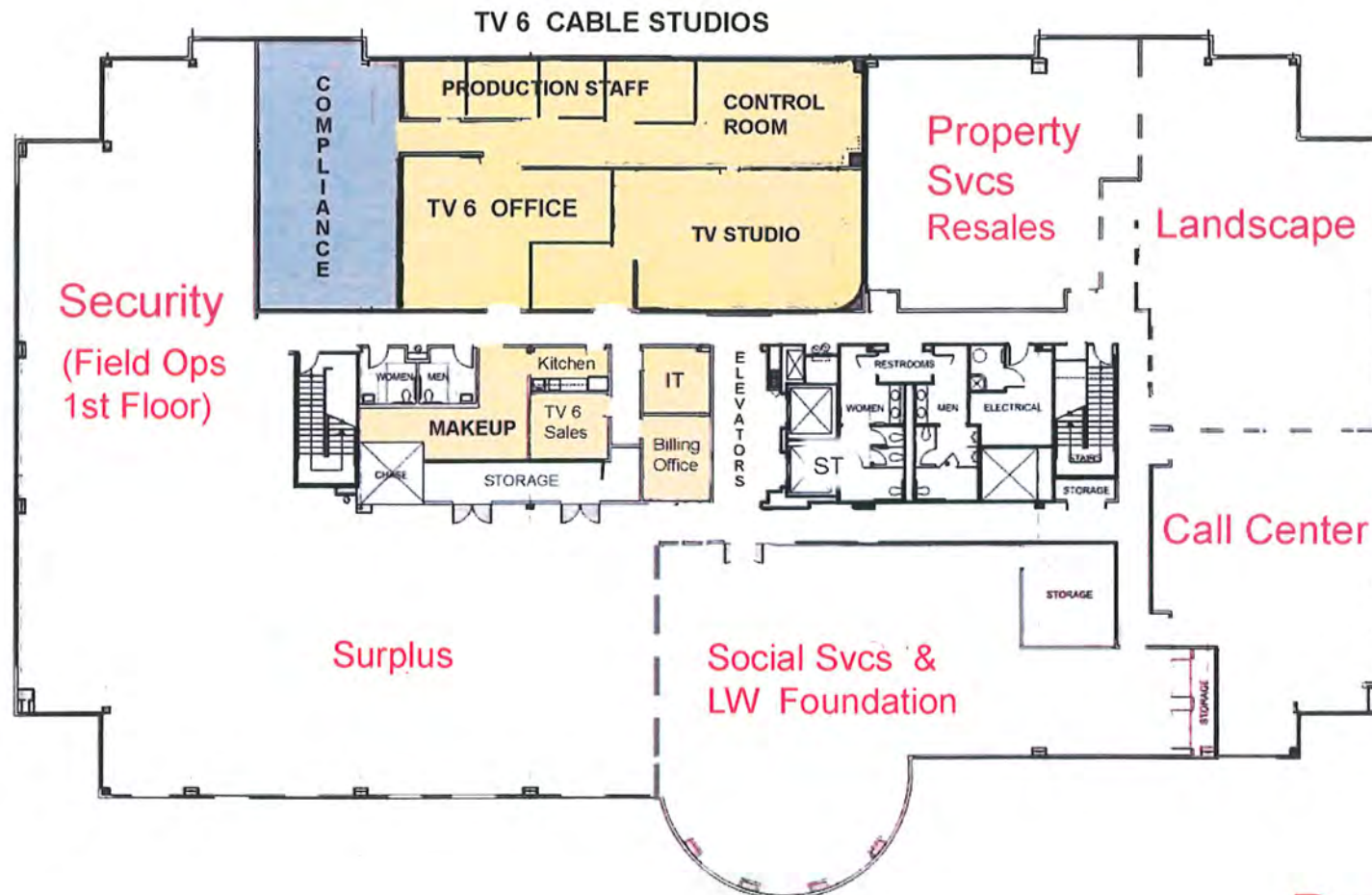
Community Center – 1st Floor



Proposed CC 1
 ■ Option Two ■

Community Center - 3rd Floor

Conceptual



Proposed CC 3
 ■ Option Two ■

Proposed Plan

CC Existing CC Proposed

1st Floor – Interior Access

Full Public Access
Business Week Hours

Departments:
Resident Services
Reception/Information Desk
Member Services
Leasing Services
Broadband Services
Recreation/Club Services
Social Services
Copy & Print Center
Building & Alterations
Boardroom / Overflow Meeting Rm

1st Floor – Exterior Access

Residents Fitness Center
~~Relocated: Residents~~
~~New Technology Center~~

Weekend & Evenings
~~Weekend & Evenings~~

2nd Floor – Management & Operations

Restricted / Badge Access

3rd Floor - Security & Operations

Restricted / Badge Access

TV -6 Studios
* ~~Security~~
* ~~M&C~~
* ~~Landscape~~
~~Property Services & Resales~~
~~Village Call Center~~

* Functions Currently Temporarily Located in Off-Site Leased Offices
2 Year Lease: April 2023-April 2025 Lease Cost to Term: \$ 460,000.

**Proposed: Relocate Table Tennis
From Community Center (CC 3) to Clubhouse 1**

Sport Court Bldg B	Table Tennis	4500 sf		
Sport Court Bldg C	Table Tennis	4500 sf	=	9,000 sf
Area Between B & C	Table Tennis	<u>1200 sf</u>	=	10,200 sf

Comparison

Table Tennis - Current

CC 3 6400 sf
12 Tables
Min Play Area
Low Ceilings / Hot
No Secured Access

Table Tennis - Proposed

CH 1 10,200 sf
20 + Tables
15x30 ea play area each
TT Play Flooring to Specifications
Gate 1 Secured Access

Other Considerations

Archery Club

Shuffleboard Club

CH 4 Emeritus Classes

CH 7 Bridge Club

E \$ Comps

Archery



OC Archery Clubs

Archery

“ Temporary Use of CH 1 Building
does not set a precedence for an
Archery facility when CH 1 is renovated.”

GRF Conditional Approval of Archery
8.2.2016 Board Minutes.

Shuffleboard

CH 1 Outdoors 70's



Outdoor Courts
Current Standard

Why Clubhouse 7 is not a good option.

- Bridge Club contributes significant Revenue to GRF
 - 5500 sf Main Ballroom is rentable.
Offers non gated direct access with a traffic signal.
Full restaurant equipped kitchen, bar, extended
courtyard area, performance stage area.
-

Real Estate Comps

	Maintenance Yard	Currently For Sale Prime Commercial	Currently For Sale Prime Commercial
	Bldg E	WF Bank	DMV CTR
	5500 sf	21,500 sf	11,187 sf
	Replace	82 PP	50 PP
Stick Bld	\$ 5.5 mm	Asking	Asking
Modular	\$ 6.6 mm	\$ 7.5 mm	\$ 5 mm

2022 Est

Advantages of Proposed Plan

Advantages of Plan

Optimizes Facilities Efficiencies
Repurposes Vacant / Poorly Used Space
Provides Practical Affordable Solutions
Focus on Resident Use
Consolidates Departments & Staff
Improves Productivity
Improves Security
CH 1 Increases Utilization
Least Amount of Disruption

Versus New Building For 20+ Shift Staff

Rent Cost 2023 \$ 230 K
Rent Cost 2024 \$ 230 K
Rent Cost Bldg Construction Period ???
Budgeted \$ 7 million

Conclusion

Recommendations

Conclusion

- Plan & Options
Considered by Ad Hoc
- Ad Hoc Submits Solutions
to GRF
- GRF Submits Solutions
to Corporate Members for
Adoption.

Recommendation

Special Ad Hoc Meeting Set ASAP
To Discuss Solutions And Comply
With Resolution 90-23-54 .

Note: Rent for displaced Staff
comes up for renewal \$ 230K / yr.

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Ad Hoc Advisory Committee on Building E and Space Planning
AHC Task Force

Report on Proposed Plan and Options

**Staff, Facilities and Space Utilization
Laguna Woods Village**

Presentation Board Room
April 10, 2024

THE COMMITTEE'S DIRECTIVE

March 6, 2024 the Ad Hoc Committee passed the motion "*A plan be developed by Ad Hoc Committee Members Director Andy Ginocchio and Director Nancy Carlson to utilize existing space in the Laguna Woods Community Center and Clubhouses to consolidate staff and functions within the village campus. This plan shall be presented to the full committee on April 10, 2024.*"

The following report, proposed plan, options, schematics, recommendations and supporting information and appendix are submitted herewith. Slides have also been created for presentation purposes.

INTRODUCTION

Space Planning is a hearty process that contemplated facilities, operations, recreation, clubs, staff, residents, the public, options, opportunities and efficiencies.

BACKGROUND

This project came front and center April 2023 when approximately 20 staff were removed from the now shuttered "Building E" located in the Laguna Woods Maintenance Yard area. Staff were relocated into interim rented office space in a professional building near the Laguna Woods Village Community Center (CC) at a rental rate of \$ 230,000 per year. The two year term lease will cost members \$ 460,000.

Bldg E, built in 1976, is a one-story structure with approximately 5500 square feet (sf).

In 2011 consulting architects (Borders) were retained who then estimated a refurbishing cost of the building would run approximately \$ 500,000 and a rebuild approximately \$ 900,000. GRF didn't want to spend such money on a yard building and nothing was done.

Report to Ad Hoc Committee
 April 10, 2024
 Page 2

By June 2022 consulting architects (Rengel) put a contemporary price tag a rebuild of Building E near \$ 6 mm and for a modular version near \$ 7 mm outfitted. Meetings held were closed. Residents complained. The mutuals objected and sought current campus space utilization data.

May 2023 consulting architects (Austin Co) presented a Facilities and Space Utilization Study of the Community Center, Clubhouse 1, 4 and 7 plus Buildings A, B, C, D, E. Their study identified space utilization opportunities -- repurposing spaces, relocating functions to other facilities.

September 2023 United Mutual, Third Mutual, Fifth Mutual (The Towers), the Corporate Members rejected GRF's returning proposal to simply rebuild " Bldg E" for the displaced staff as impractical and financially imprudent.

October 2023 GRF Resolution 90-23-54 established this Ad Hoc Advisory Committee (AHC) comprising director members representing the three mutuals. The committee was chartered to review demolishing Bldg E, evaluate the needs of the displaced departments and staff, develop strategic (permanent) solution(s) to space utilization, evaluate solutions on resident amenities and services and to conclude with the Ad Hoc Committee's recommendation on a solution or solutions for adoption.

January 2024 AHC committee was presented with copies of all former studies. The AHC requested open meetings. Members and clubs presented and provided input.

THE PLANNING PROCESS

Relevant documents, data and information were reviewed by the task force including the GRF Trust, Operating Rules, Charters pertaining to facilities, any recreation or any club space use entitlements and facility, amenity, resident utilization data and trends, and interviews.

All prior consultant studies since 2011 and propositions were carefully reviewed. Some demonstrated a lack of review of, nor considered, available recreation utilization data, growth and use trends or the fact some clubs produce significant revenue it shares with GRF arising from their activity and location. Engineering reports did not cite Building E needed to be demolished.

Wonderfully, we identified, as consultants had noted, there is ample available and repurposable space within our existing Community Center and Clubhouse 1 to efficiently relocate the displaced VMS staff, eliminate disjoining functions, as staff requested, improving efficiency. Our study also revealed we could effectively expand the footprint of a principal growing indoor sport activity.

Further, a significant strategic long term opportunity to better secure the community center, effectively creating a secure village command center by consolidating and enjoining security and disaster preparedness with executive management lead team at its optimal

Report to Ad Hoc Committee
 April 10, 2024
 Page 2

central location, and by hosting all resident functions on the first floor of the Community Center.

Finally, we prioritized resident services including considering and solving how the Community Center business days and different hours of operation interfere with residents use by providing a design plan providing solutions for extended hours of use solutions.

THE PROPOSED PLAN

The Proposed Plan, Option 1 and Option 2, efficiently and effectively relocates Table Tennis from the Community Center to Clubhouse One in a repurposed space where the residents will benefit from a greatly needed increased indoor sport footprint from the cramped quarters on floor 3 of the Community Center, and will enjoy a far better location within Clubhouse One's sports, fitness and recreation complex setting.

This key tenant relocation allowed us to free up space in the Community Center, to relocate and consolidate the displaced staff functions identified as Security, Landscape and Maintenance and Construction presently working out of costly leased offices. As well, utilization data led to practically relocating some club tenants, creating a new and more convenient resident Technology Center. No club has been disenfranchised in the Proposed Plans.

Finally, and equally important, the Proposed Plan strategically addresses long term uses and security. It provides for a centralized Security, Disaster and Emergency and Communications hub joining the executive team as lead coordinators along with Security creating a secure Command Center if you will, protecting costly and sensitive IT systems and operations, providing greater opportunity of response and risk management – peace of mind for our village and residents.

The Proposed Plan, Option 1 and Option 2 and the supporting schematics are submitted herewith in fulfillment of the committee's directive and assignment.

Respectfully Submitted,

Ad Hoc Committee Members:



Nancy Carlson, Director
 United Mutual



Andy Ginocchio, Director
 Third Mutual

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Oct 2023
GRF Resolution 90-23-54

Ad Hoc Advisory Committee Established
Building E & Space Planning

Mar 2024
AHC Directive

Develop a Plan utilizing existing space in LW Community Center and Clubhouses to Consolidate Staff and Functions within the Village Campus to be Presented to Full Committee April 10, 2024.



RESOLUTION 90-23-54

Building E Space Planning Ad Hoc Advisory Committee

WHEREAS, the formation of a Building E Space Planning Ad Hoc Advisory Committee is being considered by the board of directors pursuant to Article 7, Section 7.1.2 and Section 7.5 of the bylaws of this corporation; and

WHEREAS, the primary mission of the Building E Space Planning Ad Hoc Advisory Committee is to advise and assist the Golden Rain Foundation (GRF) Board of Directors in fulfilling its responsibilities by:

1. Reviewing the impacts of a decision to demolish Building E, a 47-year-old building and associated space, resulting in the displacement and temporary relocation of approximately 45 employees, including the Security, (U4) Landscaping, and Maintenance & Construction Departments.
2. Evaluate the needs of the displaced departments and develop strategic (permanent) solutions that meet the needs and mission of the displaced staff departments.
3. Make recommendation(s) to the GRF Board of Directors to develop strategic solutions to space utilization as a result of the demolition of Building E, while also evaluating and resolving the impact of recommended solutions on resident amenities and services.
4. Recommending to the GRF Board a solution, or solutions with a recommendation for adoption.; and

WHEREAS, the duties and responsibilities of the Building E Space Planning Ad Hoc Advisory Committee are:

The following functions shall be the common activities of the Ad Hoc Advisory Committee in carrying out its responsibilities. These functions should serve as a guide with the understanding that the Ad Hoc Advisory Committee may review, analyze, and evaluate additional space planning solutions and as may be appropriate in light of changing space utilization requirements:

1. Perform the duties imposed upon all advisory committees as established in the GRF bylaws.

Timeline & Events

Building E Studies

Facilities & Space Utilization Studies

EVENTS: – Building E

Location : Maintenance Yard Building
 Year Built: 1976
 Size: 5500 sf

Reference
 1.31.2024
 GRF Agenda

<u>Item /Pg</u>	<u>Date</u>	<u>Report</u>	<u>Certification</u>	<u>Key Findings</u>
9(a) 7 of 42	Nov 2011	David Lee Laguna Hills	Geotechnical Engineering & Geology Assignment: Bldg E Determine conditions	Silt and Clay Soil No groundwater
9 (a) <u>Slab</u> 35 of 42	Dec 2011	Borders Architets Newport Beach	Architecture & Planning Assnment: Eval Bldg E Repair v Replacment Check Structure & Foundation: <u>Options:</u> 1. Bldg E: Repairs, New Carrpet, Misc. 2. Demo Bldge E, New Bldg Consturction	<u>Foundation: Concrete</u> Structure & Foundation "No Immediate Concerns" S 581,000. S 933,800.
9 (a) 41 of 42	Oct 2020	Michael Cardoso Santa Ana	Architctural & Structural Engineering Assignment: Observe Bldg E Foundation, Interior & Exterior	"Damage observed superficial in nature"
9 (b) (c) 2 of 55	June 2022	Rengel Study Tustin	Architects New Bldg E, Maintenace Yard, Same Site Options: Conventional vs Modular 1. New Build 2. New Modular Excludes Interior /Furnishings 20 Months Out	S 5,543,000. S 6,605,400.
Decision	Sept 2022	Mutuals	Corporate Members Reject New Building E (Third, United, Towers)	
	Dec 2022	GRF	Relcoate Bldg E Staff	
	Apr 2023		Staff Relocated (Landscape, M&C, Security) Temp Location: Professional Offices Lease Rate: Lease Term: Two Years	S 230,000 / year S 460,000 / lease

EVENTS: – Space Utilization & Planning

	2023	Mutuals	Conduct Facility & Space Utilization Study															
	Feb 2023	GRF	Architects Engaged: Austin Company, Irvine Assignment: Facilities & Space Utilization Study Scope: Existing Space, Use, Available Space Facilities: CC, CH 1, CH 4, CH 7 Amenities Buildings: A, B, C, D, E 1. Identify Space Opportunities <i>"Bldg E is scheduled to be Demolished" p 16</i> 2. Relocate Presently Displaced Staff 3. Consider Relocating & Repurposing Spaces <table><tr><td colspan="2"><u>Displaced Staff</u></td><td><u>Est Space</u></td></tr><tr><td>M&C</td><td>20</td><td>2369 sf</td></tr><tr><td>Landscape</td><td>12</td><td>1990 sf</td></tr><tr><td>Security</td><td>11</td><td><u>4483 sf</u></td></tr><tr><td colspan="2"></td><td>8,842 sf</td></tr></table>	<u>Displaced Staff</u>		<u>Est Space</u>	M&C	20	2369 sf	Landscape	12	1990 sf	Security	11	<u>4483 sf</u>			8,842 sf
<u>Displaced Staff</u>		<u>Est Space</u>																
M&C	20	2369 sf																
Landscape	12	1990 sf																
Security	11	<u>4483 sf</u>																
		8,842 sf																
	Jun 2023	Austin Co.	Austin Study Presented to GRF															
	Aug 2023	GRF	Town Hall Austin Study is Confidential / GRF Meetings Closed On Subject Members protest the policy.															
Resolution 90-23-54	Oct 2023	Ad Hoc Formed	Advisory Committee: Bldg E & Space Planning Committee Members: Directors representing the 3 Mutuals Meetings Open. Committee Charter 1. Review impact of decision to Demo Bldg E 2. Evaluate needs of displaced departments, staff & develop solutions 3. Recommendations on strategic solutions to space utilization including resident amenities and services. 4. Recommend to GRF a solution / solutions for adoption.															
Affirmed Motion	Mar 2024	Ad Hoc Planning	"A plan be developed by Ad Hoc Committee Members to utilze existing space in LW CC and CH to consolidate staff and functions within the village campus. Plan to be presented to the full committee April 10, 2024."															

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Displaced Functions / Staff and Space Requirements

Landscape Department

Current Location	Staff	Office Time	Work Space Needs	Parking/Other Needs
Lease Suite 115	2 – Managers 5 – Supervisors 3 – Admin. Support	50 - 100%	2 – Single Offices 5 – Single Offices 3 – Cubicles	Office Supplies/Copy Room Staff Break Room Conference Room
			10 – Total Work Spaces	7 - GRF Vehicles 10 – Personal Vehicles

2023 Austin Study = 1990 sf

M&C Department – Maintenance Services

Current Location	Staff	Office Time	Work Space Needs	Parking/Other Needs
Lease Suite 260	1 – Assist Director	70 - 100%	3 – Single Offices 7 – Cubicles	Office Supplies/Copy Room
	1 – Manager			Storage/File Room
	1 – Supervisor			Staff Break Room
	3 – Operations Coord.			Conference Room
	4 – Operations Spec.			
			10 – Total Work Spaces	2 – GRF Vehicles 10 – Personal Vehicles

2023 Austin Study = 2369 sf

Security Department

Current Location	Staff	Office Time	Work Space Needs	Parking/Other Needs
Lease Suite 205	1 – Director 1 – Manager 1 - Admin Supervisor 2 – Gate Ambassador Supervisor; Scheduler 2 – Admin. Coordinators 3 - Watch Commanders 3 – Dispatchers	50 – 100 %	7 – Single Office 1 – Shared Office (Watch Commanders) 1 – Dispatch Room (3 Work Stations)	Briefing/Training Room Interview/Conf. Room Men's Locker Room Women's Locker Room Break Room/Kitchen Server/Storage Room Equip./Safe Room
Lease Suite 205	8 – Field Supervisors 15 – Patrol Officers 3-Traffic Specialist	30 %	4 – cubicles (report writing)	
			15 - Total Work Spaces	17 – GRF Vehicles 20 – Personal Vehicles

Agenda Item #9b
Page 2 of 5

2

ATTACHMENT 2

2023 Austin Study = 4483 sf



<u>Dept.</u>	<u>SF</u>
Landscape	1990
M & C	2369
Security	4483
	<u>8842</u>

Source: Austen Study May 2023
Projected SF With Circulation

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Austen Study

Option 1

Option 2

Option 2 A

Austen Study – Relocated Functions – Option 1

	<u>Current</u>	<u>Relocate</u>	
■ Table Tennis	6400 sf 12 Tables CC 3	4500 7 Tables CH 1 - B	Pros: None Cons: Growing Activity Downsized
■ MAC Club	1440 sf CC 3	700 sf aprx CC 1 Rec Office	Pros: Don't need 3 computer rooms in CC tech trends/user data Other • No Room Fees Being Charged / Collected • Not Designated a GRF sponsored Resident Service • Club Rules: "must be substantially supported by revenue from club members/sponso
■ PC Club	1920 sf CC 3	Elm Rm CC 1	(Same Comments)
■ Computer Classroom	CC 3	CH 1 Billards Rm	CH 4 Classrooms

Austen Study – Relocated Functions – Option 2

■ Table Tennis	<u>Current</u> 6400 sf 12 Tables CC 3	<u>Relocate</u> 4500 7 Tables CH 1 - B	Pros: None Cons: Growing Activity Downsized
■ MAC Club	1440 sf CC 3	CH 1 Billards Rm	Pros: Don't need 3 computer rooms in CC tech trends/user data Other • No Room Fees Being Charged / Collected • Not Designated a GRF sponsored Resident Service • Club Rules: "must be substantially supported by revenue from club members."
■ PC Club	1920 sf CC 3	Elm Rm CC 1	(Same Comments)
■ Computer Classroom	CC 3	CH 1 Drop In Card Rm	Emeritus or GRF Program

Austen Study – Relocated Functions – Option 2 A

■ Table Tennis	 6400 sf 12 Tables CC 3	<u>Relocate</u> 4500 7 Tables CH 1 - B	Pros: None Cons: Growing Activity Downsized
■ MAC Club	<u>Current</u> 1440 sf CC 3	<u>Plan</u> Quilt Rm CH 4	Pros: Don't need 3 computer rooms in CC tech trends/user data
■ PC Club	<u>Current</u> 1920 sf CC 3	<u>Plan</u> Art Studio CH 4	Cons: Not Optimal Relocation Classroom is busy with Emeritus ✓
■ Computer Classroom	CC 3	CH 4 Photography Classroom	Cons: Not Optimal Relocation Classroom is busy with Emeritus ✓

Austen Study Issues

1. Space utilization study of some buildings but no utilization study of recreation/club use data.
2. No input from members, recreation & clubs.
3. Doesn't reflect change in use & trends.
4. No understanding CH4 falls under the Saddleback Emeritus program charter re space use and classes.

Directors Judith Troutman and Mary Stone provided a special report from the Contracts and Procedures Task Force.

UNFINISHED BUSINESS

Director diLorenzo moved to table reducing the limit of 100 Saddleback Emeritus classes per semester to 75 by spring semester 2017. Director Perak seconded the motion. Discussion ensued.

Member Dr. William Reinhardt (2012-A), Pamela Grundke (2214-B), and Maxine McIntosh (68-C) commented on the motion.

By a vote of 9-0-0 the motion carried.

Secretary of the Board, Director Judith Troutman, read a resolution approving addition to the Recreation Division Policy regarding GRF policy supersedes all club/organization/group and individual operating procedures and Bylaws, which was postponed in June to satisfy Civil Code §4360. Director Troutman moved to approve the resolution. Director diLorenzo seconded the motion. Discussion ensued.

✓ D. CLUBS AND ORGANIZATIONS

The following requirements must be met for a club/organization to be recognized by GRF:

1. Residents requesting to form a club/organization must first submit a written request to Recreation Staff stating the purpose and/or objective of the proposed club/organization and a list of at least 20 resident names, addresses, and telephone numbers of those requesting membership in the new club/organization.
2. Compliance with the Rules, Policies and Procedures of the Golden Rain Foundation, including the GRF Guest Policy, must be a condition for membership in the club/organization. ***All GRF Policies supersede any written rules or governing documents of clubs/groups/organizations or individuals not directly in compliance with GRF Policy.***
- ✓ 3. The club/organization must be organized for educational, social, cultural, recreation or other non-profit purposes.

By a vote of 9-0-0 the motion carried and the Board approved the following resolution:



New Club Proposal Form

Thank you for your interest in starting a new club or organization in Laguna Woods Village. Please review and understand the Golden Rain Foundation approved Recreation Department Policies regarding clubs and organizations.

Club/Group/Organization Policy

1. Residents requesting to form a Club/Group/Organization must first submit a written request to Recreation staff stating the purpose and/or objective of the proposed Club/Group/Organization and the full name, signature, address, and telephone number of 20 Residents requesting membership in the new Club/Group/Organization.
2. Compliance with the Rules, Policies and Procedures of GRF, including the Guest Policy, must be a condition for membership in the Club/Group/Organization.
3. The Club/Group/Organization must be organized for educational, social, cultural, recreational or other non-profit purposes. All GRF Policies supersede any written rules or governing documents of Clubs/Groups/Organizations not directly in compliance with GRF Policy.
4. The Club/Group/Organization may not represent any business or commercial interest or activity and sales of products and/or services are strictly prohibited unless permitted as a GRF approved function.
- ✓ 5. The Club/Group/Organization must be substantially supported by revenue from its members/sponsors and from up to two Recreation Department authorized fundraisers per calendar year. Relying exclusively on outside guest sales to support Club/Group/Organization activities is prohibited. ✓
6. Executive Club Officers must be a Resident Member of Laguna Woods Village.
7. The Club/Group/Organization must have a minimum membership of 80 percent Laguna Woods Village Residents.
 - Non-residents may participate as "guests" and must be accompanied by a Resident.
 - Non-resident members may not invite their own "guests".
8. A current membership roster, updated contact information and annual club fee must be submitted to the recreation staff annually by March 31.
9. All forms of publicity or advertising, unless more restrictively stated, must say "For Laguna Woods Village Residents and Their Guests Only".
10. Although GRF recognized Clubs/Groups/Organizations are afforded promotional privileges by GRF, such organizations are entirely independent and therefore GRF assumes no liability for their acts.
11. The Recreation Department reserves the right to obtain financial information from any Laguna Woods Village club.

To start a new club, complete the information below and provide the roster list. The new club proposal form can be submitted to the Recreation Department office either in person or by mail to:

Laguna Woods Village
 Attention: Recreation Department
 24354 El Toro Road
 Laguna Woods, CA 92637

Proposed Club Information

Club Name	
Club Statement of Purpose if you need more space, you are welcome to attach your Statement of Purpose on a separate sheet	
Club Contact Name	
Club Contact Phone	
Club Contact Address	
Club Contact Email	

New Club Proposal Applicant agrees that Applicant has read the Club/Group/Organization Policy

Signature: _____ Date: _____

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Schematics

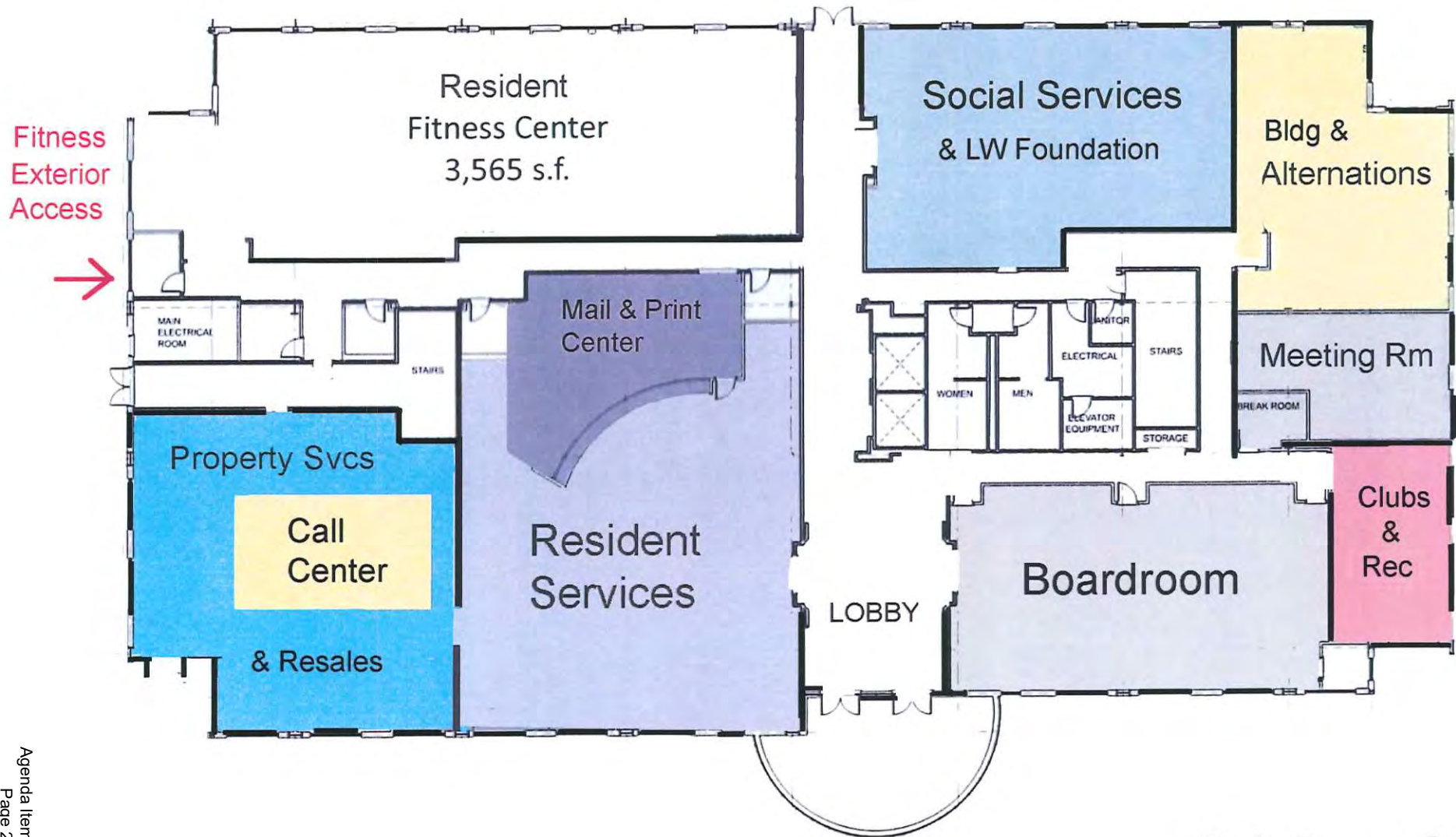
Existing CC 1

Existing CH 1

Existing CH 4

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Community Center – 1st Floor



Existing - CC 1

22,000 SF

4.10.2024

ATTACHMENT 2

Community Center-2nd Floor

ADMINISTRATION & OPERATIONS



Displaced Functions & Staff Presently in Rented Office Space

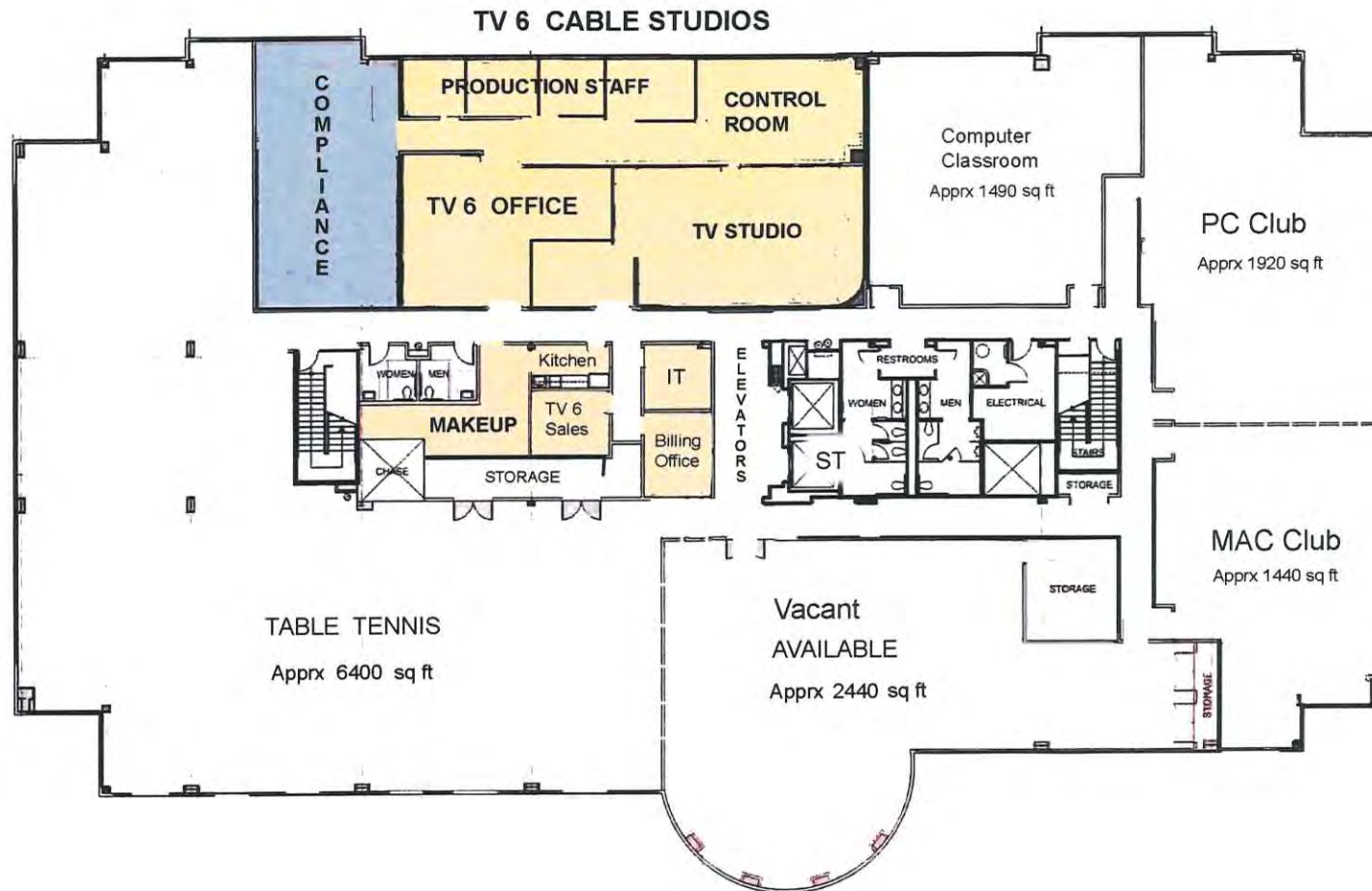
- M & C - Maintenance
- M & C - D & R
- Security
- Landscape

Existing - CC 2

22,000 SF

4.10.2024

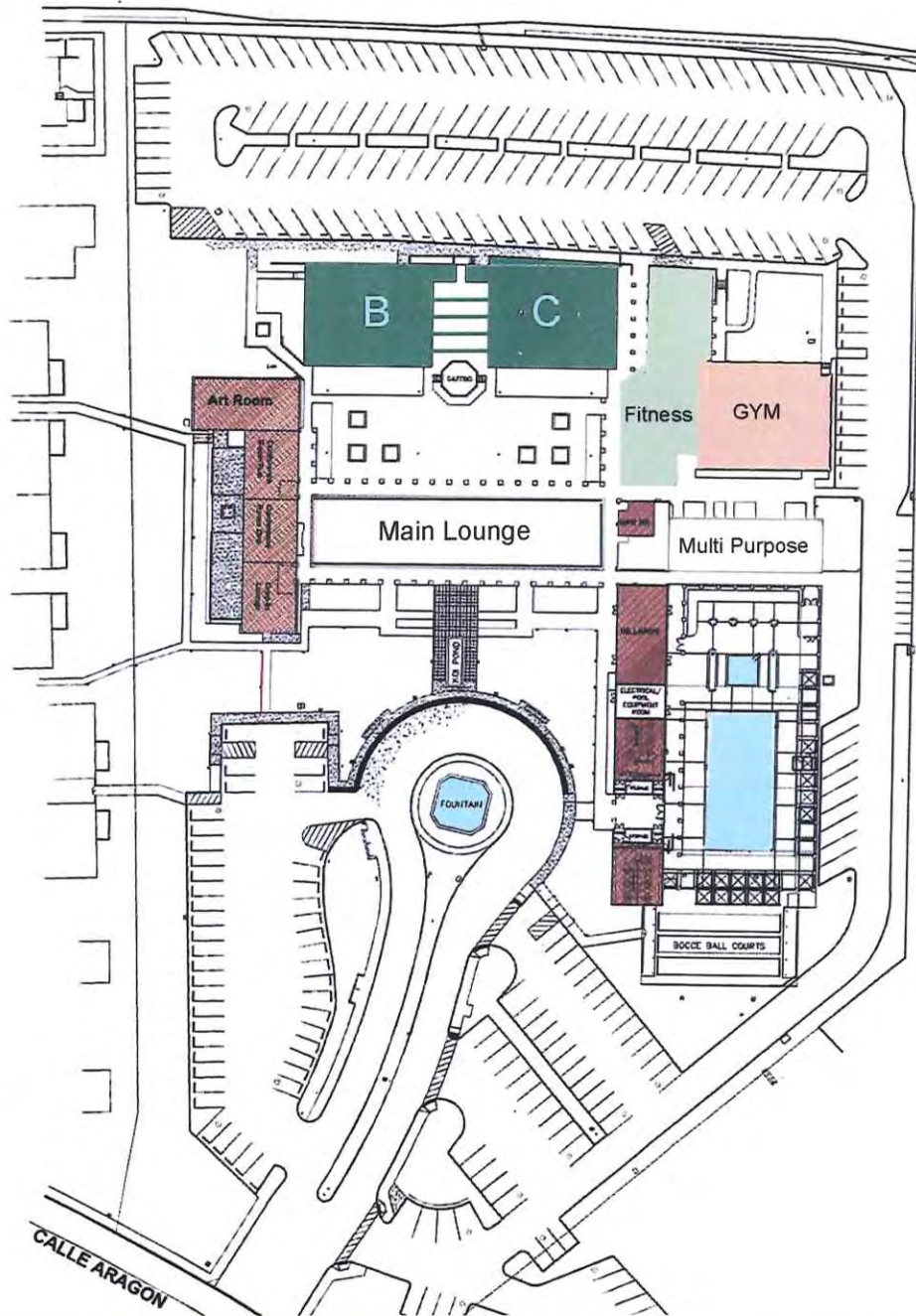
Community Center - 3rd Floor



Existing - CC 3
22,000 SF

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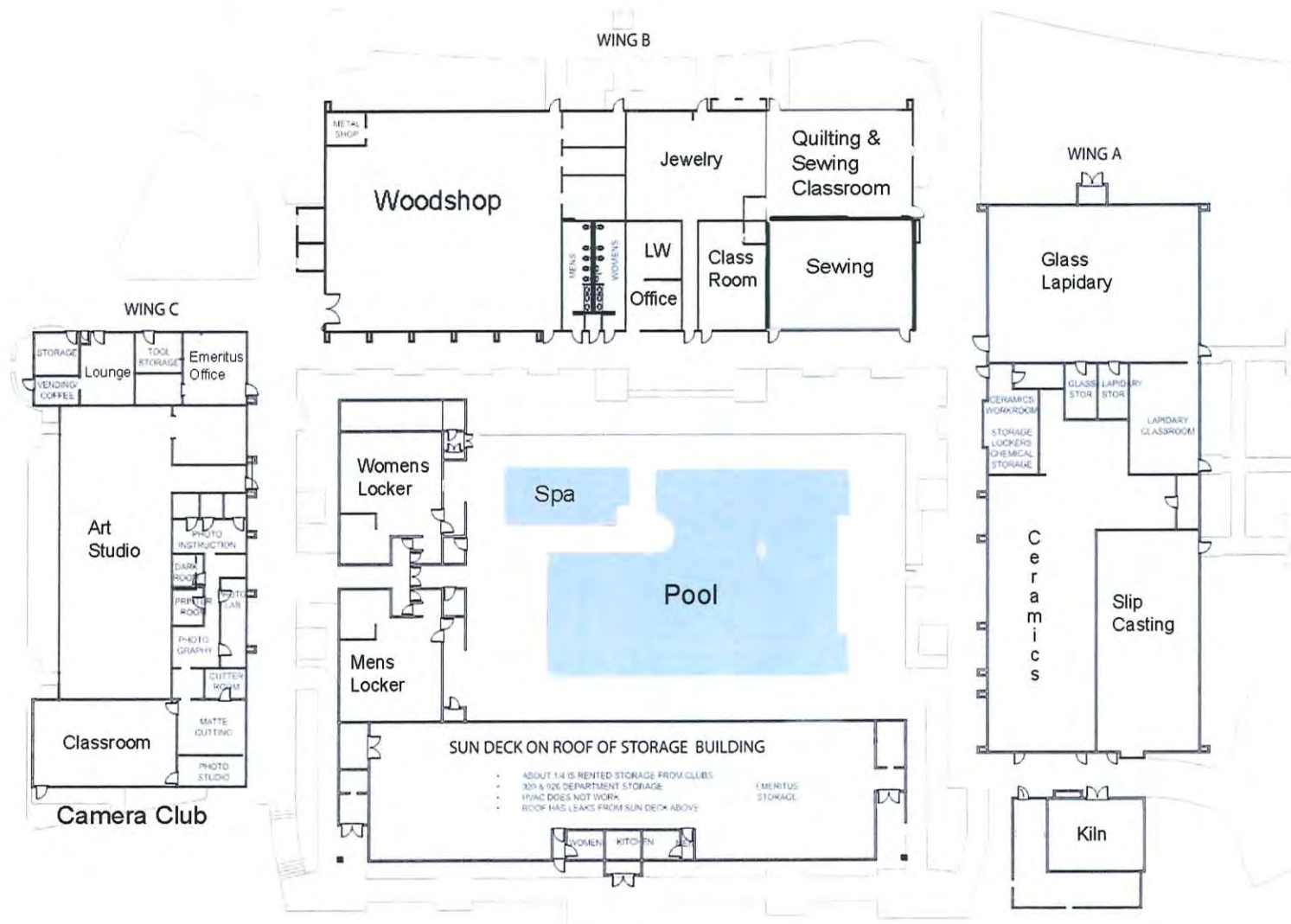
El Toro Road



Clubhouse 1

Existing - CH 1

Clubhouse 4 - Emeritus, Crafts, Classes



Existing CH 4

SUMMER 6/3/2024- 7/28/2024

ATTACHMENT 2

Tue	QUILTING	9:00 AM	12:10 PM	502-BEGINNING CLOTHING	SOUTH, M	0	0	0
Wed	QUILTING	9:00 AM	12:20 PM	511-ART ACCESSORIES HOME	SOUTH, M	0	0	0
Thu	QUILTING	9:00 AM	12:20 PM	501-WEARABLE	SOUTH, M	0	0	0
Wed	PHOTO	9:00 AM	12:35 PM	501-INTERMEDIATE DIG PHOTO	GRAVES, R	0	0	0
Thu	PHOTO	9:00 AM	12:20 PM	502-BEG DIG PHOTO	GRAVES, R	0	0	0
Tue	PHOTO	1:00 PM	3:50 PM	503-INTERMEDIATE DIG PHOTO	HOFFMAN, L	0	0	0
Thu	PHOTO	1:00 PM	3:50 PM	503-INTERMEDIATE DIG PHOTO	HOFFMAN, L	0	0	0
Mon	CERAMICS	9:00 AM	3:15 PM	518-INTERMEDIATE CERAMIC	ELIZALDE-HENSON, S	0	0	0
Thu	CERAMICS	9:00 AM	12:20 PM	512-INTERMEDIATE CERAMIC	S. YOUNG	0	0	0
Tue	CERAMICS	12:30 PM	3:50 PM	513-ADVANCED CERAMICS	ELIZALDE-HENSON, S	0	0	0
Wed	CERAMICS	12:30 PM	3:50 PM	509-HANDBUILD	S. YOUNG	0	0	0
Thu	CERAMICS	12:30 PM	3:50 PM	513-ADVANCED CERAMICS	ELIZALDE-HENSON, S	0	0	0
Wed	LAPIDARY-GLASS	9:00 AM	12:50 PM	524-BEGINNING STAINED GLASS	CANFIELD, B	0	0	0
Tue	LAPIDARY-GLASS	1:00 PM	3:50 PM	522-BEGINNING LAPIDARY	MASSAMIRI, T	0	0	0
Thu	LAPIDARY-GLASS	1:00 PM	3:50 PM	520-BEGINNING INTARSIA	MASSAMIRI, T	0	0	0
Tue	LAPIDARY-GLASS	5:00 PM	7:50 PM	523-INTERMEDIATE LAPIDARY	MASSAMIRI, T	0	0	0
Thu	LAPIDARY-GLASS	4:00 PM	7:50 PM	525-ADVANCED STAIN GLASS	CANFIELD, B	0	0	0
Tue	JEWELRY	9:00 AM	12:50 PM	534-FUNDAMENTALS METAL FAB	ROKNI, S	0	0	0
Thu	JEWELRY	9:00 AM	12:20 AM	533-INTER METAL FAB	LOMMATSCH BARRETT, C	0	0	0
Tue	JEWELRY	1:00 PM	3:50 PM	535-FUNDAMENTALS METAL FAB	ROKNI, S	0	0	0
Thu	JEWELRY	1:00 PM	3:50 PM	531-INTERMEDIATE ENAMELING	LOMMATSCH BARRETT, C	0	0	0
Tue	JEWELRY	4:30 PM	7:50 PM	536-INTER METAL FAB	ROKNI, S	0	0	0
Thu	JEWELRY	4:30 PM	7:50 PM	536-INTER METAL FAB	ROKNI, S	0	0	0
Wed	SLIPCAST	9:00 AM	12:15 PM	515-INTERMEDIATE SLIPCASTING	ELIZALDE-HENSON, S	0	0	0
Wed	SLIPCAST	12:35 PM	3:50 PM	516-ADVANCED SLIPCASTING	ELIZALDE-HENSON, S	0	0	0

Mon	CERAMICS	9:00 AM	3:15 PM	518-INTERMEDIATE CERAMIC	ELIZALDE-HENSON, S	0	0	0
Tue	JEWELRY	9:00 AM	12:50 PM	534-FUNDAMENTALS METAL FAB	ROKNI, S	0	0	0
Tue	QUILTING	9:00 AM	12:10 PM	502-BEGINNING CLOTHING	SOUTH, M	0	0	0
Tue	CERAMICS	12:30 PM	3:50 PM	513-ADVANCED CERAMICS	ELIZALDE-HENSON, S	0	0	0
Tue	JEWELRY	1:00 PM	3:50 PM	535-FUNDAMENTALS METAL FAB	ROKNI, S	0	0	0
Tue	LAPIDARY-GLASS	1:00 PM	3:50 PM	522-BEGINNING LAPIDARY	MASSAMIRI, T	0	0	0
Tue	PHOTO	1:00 PM	3:50 PM	503-INTERMEDIATE DIG PHOTO	HOFFMAN, L	0	0	0
Tue	JEWELRY	4:30 PM	7:50 PM	536-INTER METAL FAB	ROKNI, S	0	0	0
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Wed	PHOTO	9:00 AM	12:35 PM	501-INTERMEDIATE DIG PHOTO	GRAVES, R	0	0	0
Wed	QUILTING	9:00 AM	12:20 PM	511-ART ACCESSORIES HOME	SOUTH, M	0	0	0
Wed	SLIPCAST	9:00 AM	12:15 PM	515-INTERMEDIATE SLIPCASTING	ELIZALDE-HENSON, S	0	0	0
Wed	CERAMICS	12:30 PM	3:50 PM	509-HANDBUILD	S. YOUNG	0	0	0
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Thu	CERAMICS	9:00 AM	12:20 PM	512-INTERMEDIATE CERAMIC	S. YOUNG	0	0	0
Thu	JEWELRY	9:00 AM	12:20 AM	533-INTER METAL FAB	LOMMATSCH BARRETT, C	0	0	0
Thu	PHOTO	9:00 AM	12:20 PM	502-BEG DIG PHOTO	GRAVES, R	0	0	0
Thu	QUILTING	9:00 AM	12:20 PM	501-WEARABLE	SOUTH, M	0	0	0
Thu	CERAMICS	12:30 PM	3:50 PM	513-ADVANCED CERAMICS	ELIZALDE-HENSON, S	0	0	0
Thu	JEWELRY	1:00 PM	3:50 PM	531-INTERMEDIATE ENAMELING	LOMMATSCH BARRETT, C	0	0	0
Thu	LAPIDARY-GLASS	1:00 PM	3:50 PM	520-BEGINNING INTARSIA	MASSAMIRI, T	0	0	0
Thu	PHOTO	1:00 PM	3:50 PM	503-INTERMEDIATE DIG PHOTO	HOFFMAN, L	0	0	0
Thu	LAPIDARY-GLASS	4:00 PM	7:50 PM	525-ADVANCED STAIN GLASS	CANFIELD, B	0	0	0
Thu	JEWELRY	4:30 PM	7:50 PM	536-INTER METAL FAB	ROKNI, S	0	0	0

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Planning Considerations

Planning Considerations

1. Space Utilization

Existing - Used / Unused

Opportunities - Repurpose / Relocate Functions

2. Operations & Staff

Department Function: Staff / Space Requirement + Circulation

Shared Function Opportunities: Meeting Rooms, Lavs, Copy/Break

3. Recreation

Indoor, Outdoor, Special Specifications

Use Data, Use Trends

4. Clubs

Chartered - Revenue generating, Receipts Shared with GRF, Rent Waived

Non Revenue Generating Clubs - Room Rental Applies

5. Residents

Use Trends, Accessibility, Hours, Safety

Planning Considerations

1. Departments / Displaced Staff request consolidation for working efficiency.
2. CC is viable option with many meetings saving work disruptions & travel
3. Resident Services & Amenity access issues.
4. Computer clubs reflect excessive tenant space & no room rental fees as other clubs.
5. Public Access to Operations Areas

LWV Community Center

Three Story, Steel Frame Building, Stucco Finish Exterior, Two Elevators
New Build Year 2000 Car Park Charging Stations

Building Size 66,000 sf

CC 1 = 22,000 sf

CC 2 = 22000 sf

CC 3 = 22000 sf



Community Center

Key to Solutions

Observations and Recommendations

Resident Services – Management & Operations HQ – Disaster Preparedness

- A. CC is geographically elevated making it optimal command location with wifi, cellular, satellite reception. CC location affords dual entry/egress points.
- B. Public Functions: Resident Services and Resident Amenities in CC best consolidated, located on CC 1 for ease of access and navigating services.
- C. Non Public Functions and Protection: Management, Operations, IT, Security Systems best located on CC 2 and CC 3. Access: Employee Electronic Badge. Visitors: Escort Access.
- D. Executive Team leads and Manages Crisis and Disaster Events....including Security, Media and Communications, etc. Consolidation in CC provides for optimal steering from a central Village's Command & Communications Center with residents, city, county, state authorities in an event.
- E. On-site Generator to secure communications and systems.
- F. Present displaced staff (Security, M&C, Landscape) temporarily located in leased professional offices request department consolidation for meetings and work efficiency.

Community Center

Plan Recommendations

Separate

Public & Resident Functions

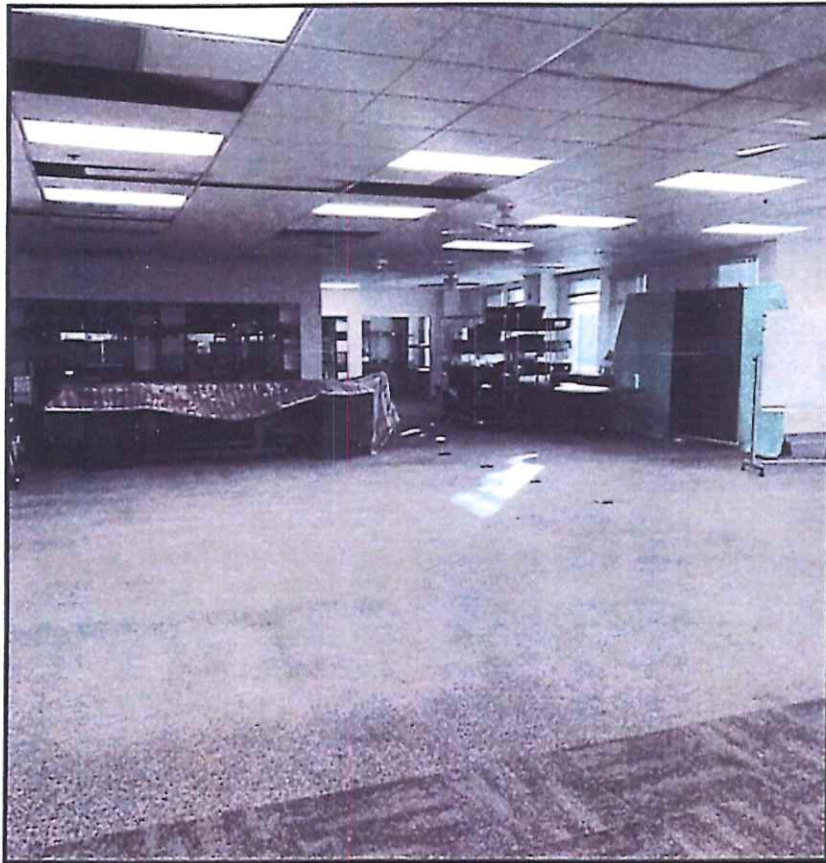
Managment & Operation Functions

Control Access

	1st Floor	Resident & General Public Functions	Open Access
	2nd Floor	Management & Operations	Staff: Electronic Badge Access Guests: Escort Access
Current >	3rd Floor	Mixed Use	NOT SECURE
Proposed >	3rd Floor	Relocated Staff/Operations	Staff: Electronic Badge Access Guests: Escort Access

Community Center 3rd Floor

Vacant Space 2440 sf

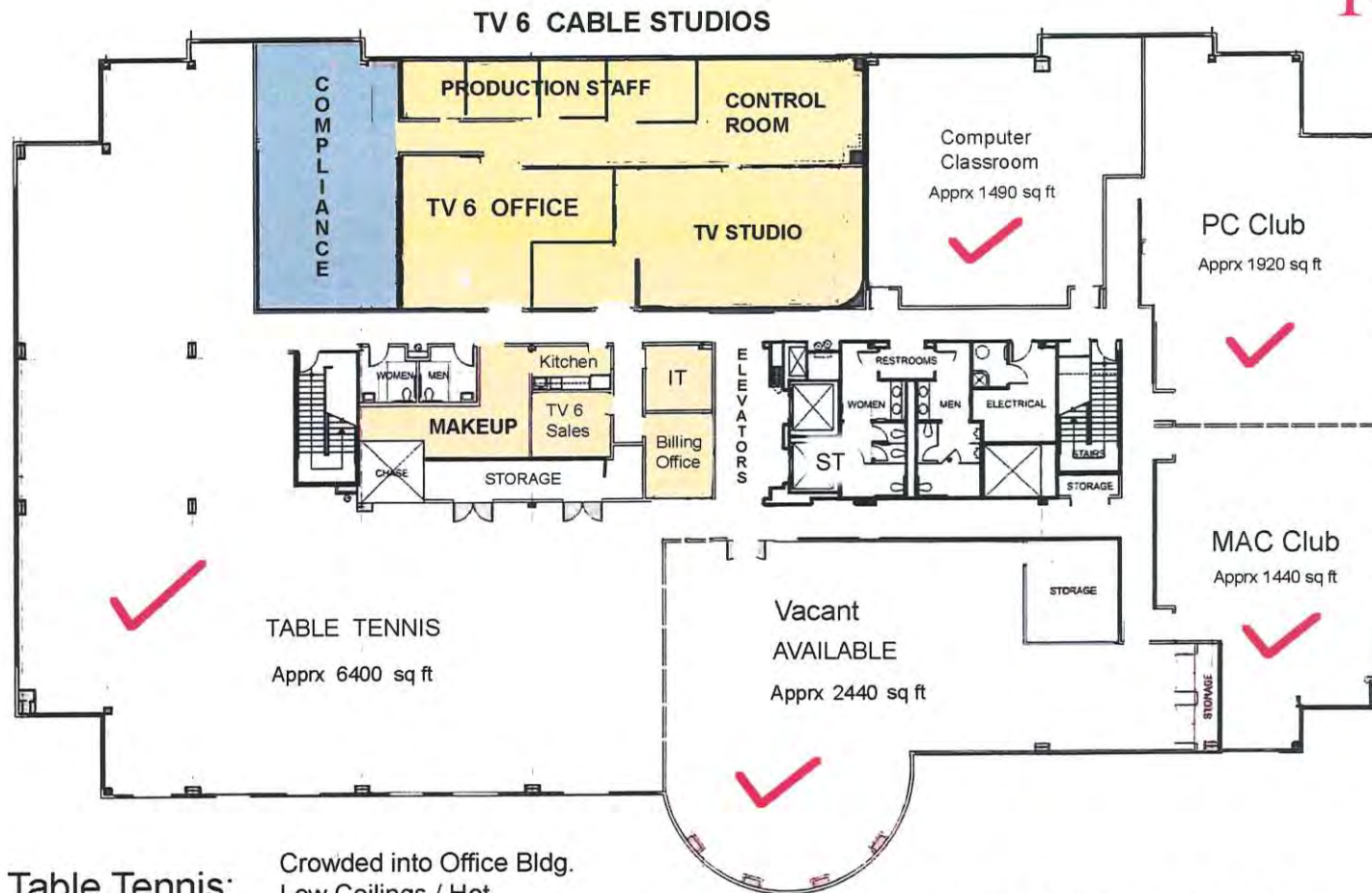


Office Bldg Low Ceiling for Sport

Vacant CC 3

Community Center - 3rd Floor

Finding Space



Potential Relocate / Repurpose

Current	Sq Ft
Table Tennis	6400
Vacant	2440
	8840
PC Club	1920
MAC Club	1440
Classroom	1490
	4850
Potential	13,690



Computer Clubs/Class:
CC 3 Poor Location
Open Access / Invaders
Technology Shift to Apps
Smartphones / Tablets
Drop-In Tech Patrons
TV/Internet Classes

Table Tennis:



Crowded into Office Bldg.
Low Ceilings / Hot
Excess A/C / Electricity Demand
Open Access / Gate Crashers
12 Tables Insufficient for Growth & Demand
Access / Use Hours Limited to Bldg

Existing - CC 3

22,000 SF

Use Trends

	2015	2023	Pr Mo	Pr Day	CC 3 Free Space
Mac Club	7051	5337	444	14	1440 sf
PC Club	5088	4308	359	11	1920 sf
Instruction Incl Drop In Computer, Tablet Phone	20,642	8433	702	23	1490 sf

Free Tax Prep Program
Run by Non Resident Who Received Grant
Employs Counselors. By Appt. CC & CH 6.



Computer Clubs/Class :

- CC 3 Poor Location
- Open Access / Invaders
- Technology Shift to Apps
- Smartphones / Tablets
- Drop-In Tech Patrons
- TV/Internet Classes

Relocate

MAC CLUB
PC CLUB
Classroom



NEW !

Techology Center CC 1

- **EZ Access**
 - **Extended Hours**

Next to Fitness Center

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Table Tennis



Relocate

From..... To

CC 3

6400 sf

12 Tables

Office Bldg

Low Ceiling/Hot

Access Not Secure

Limited Hours

CH 1

11, 200 sf

21 Tables

Fitness Center

Lockeroom Showers

Spa, Pool, Gym

Access Secure Gate 1

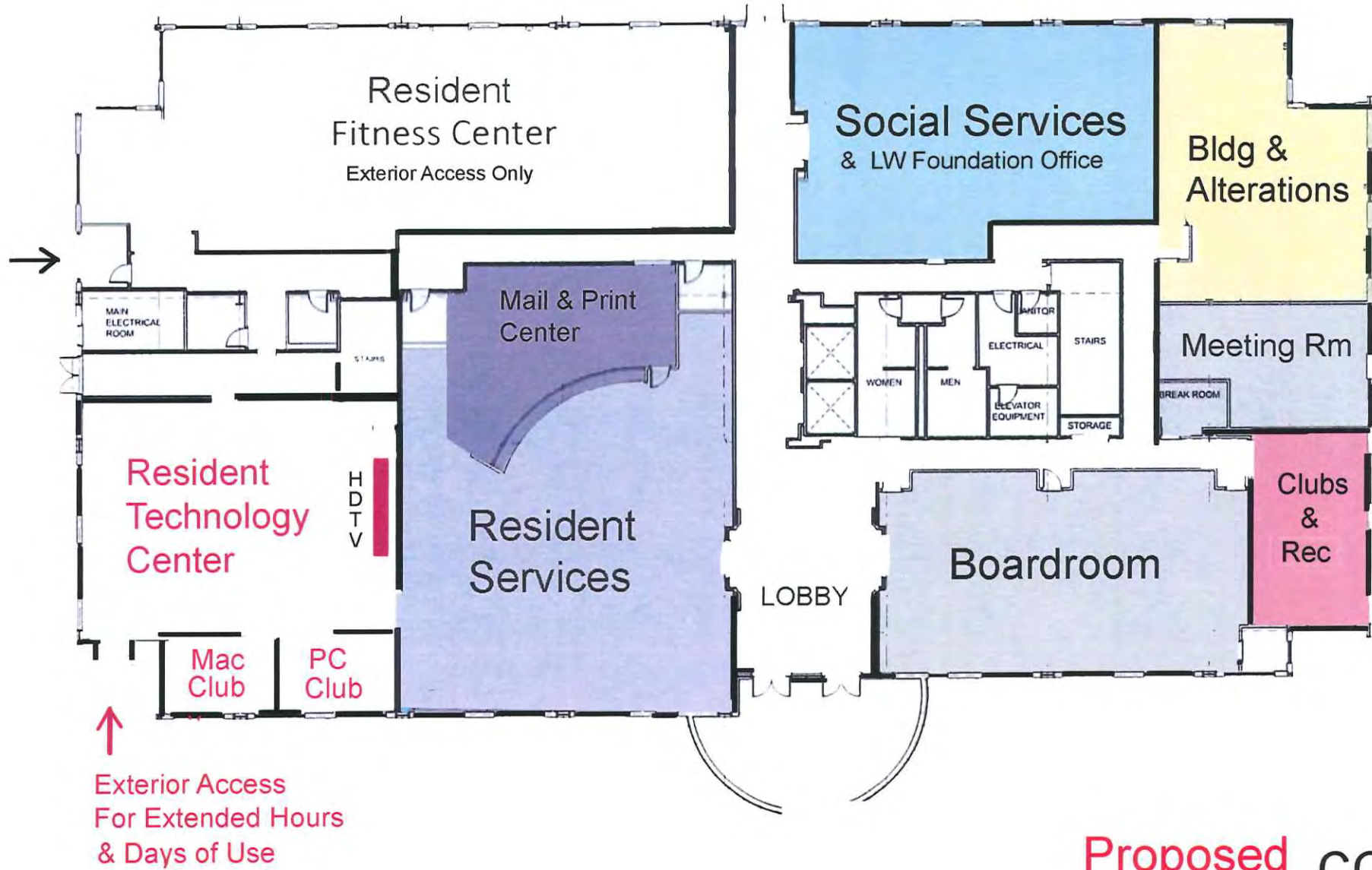
Expanded Hours

Tournament Potential

Proposed Plan

Option 1 Schematics

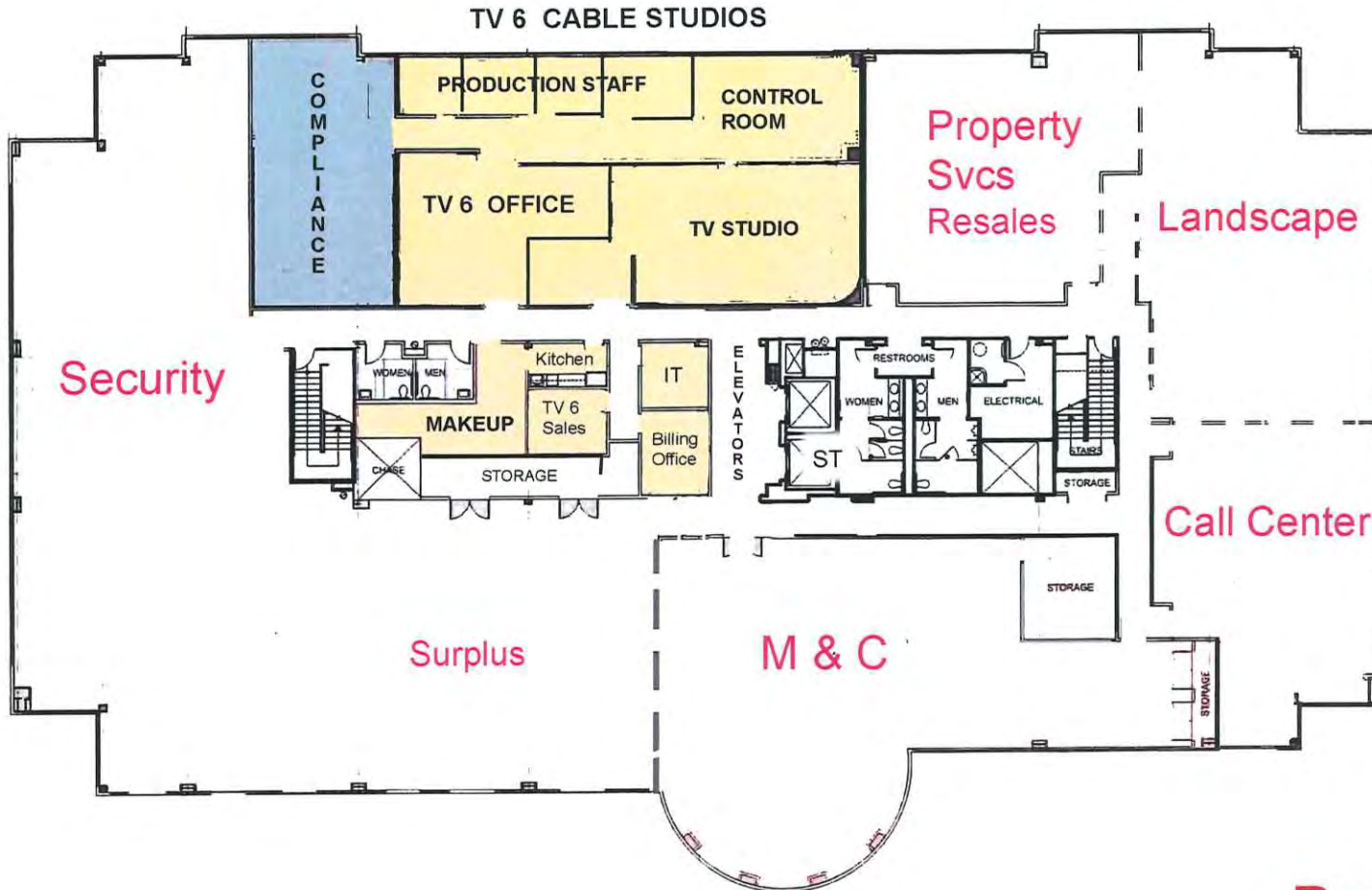
Community Center – 1st Floor



Proposed
 ■ Option One ■ **CC 1**

Community Center - 3rd Floor

Conceptual



Freed Up Space
13,690 sf

Relocated
11,602

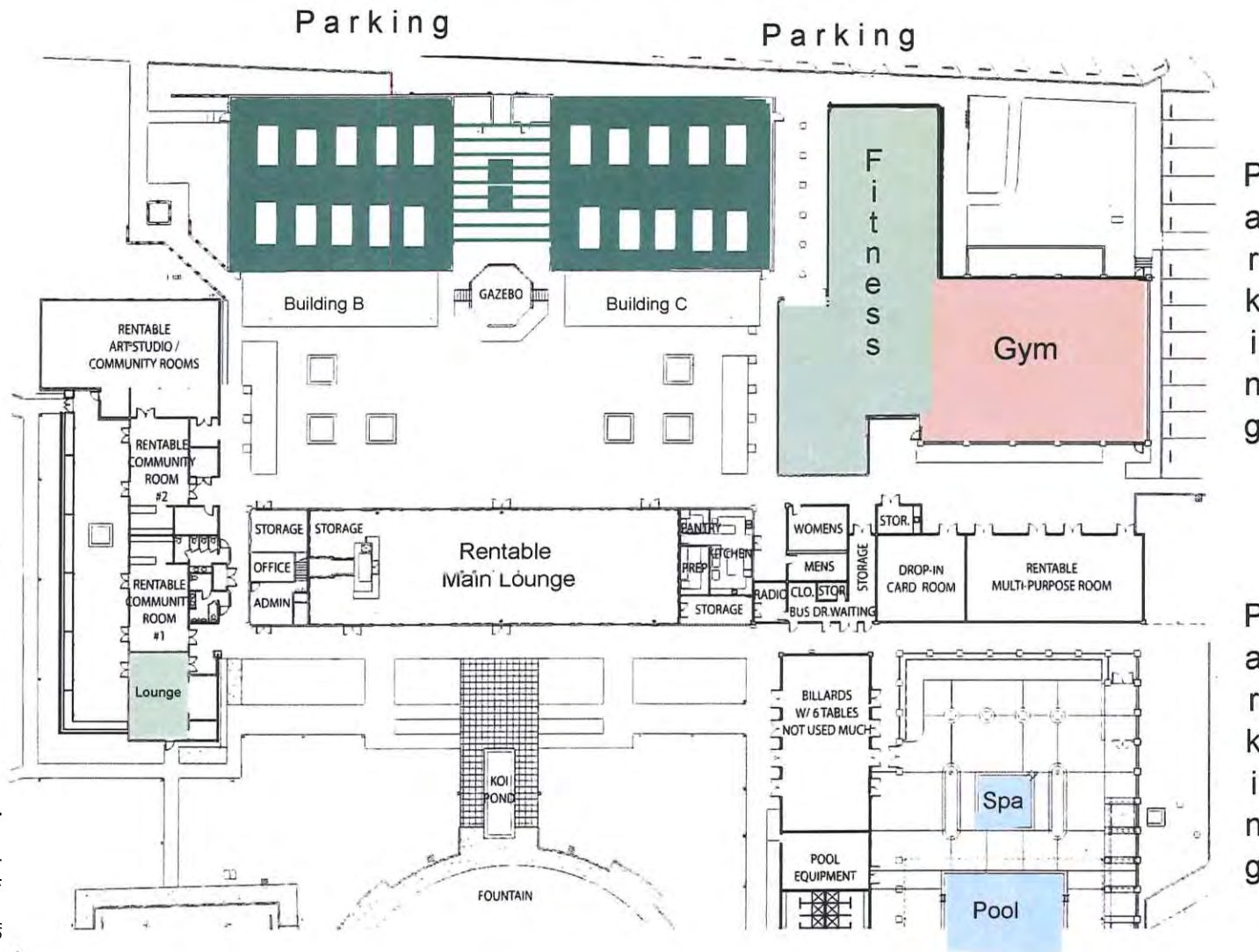
Surplus Space
2,080

Proposed
- Option One -

CC 3

ATTACHMENT 2

Clubhouse 1



Proposed

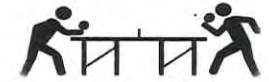


Table Tennis

Bldg B 4500 sf
Between 1200 sf
Bldg C 4500 sf

Courts: :

Tourney Play Area
15 x 30

21 Tables

Features:

High Volume Ceiling
Improved Ventilation
For Sports Play

Adjacent Amenties:

Lockerrooms
Spa & Pool
Fitness Center
Gym
Drop In Lounge

Improvements:

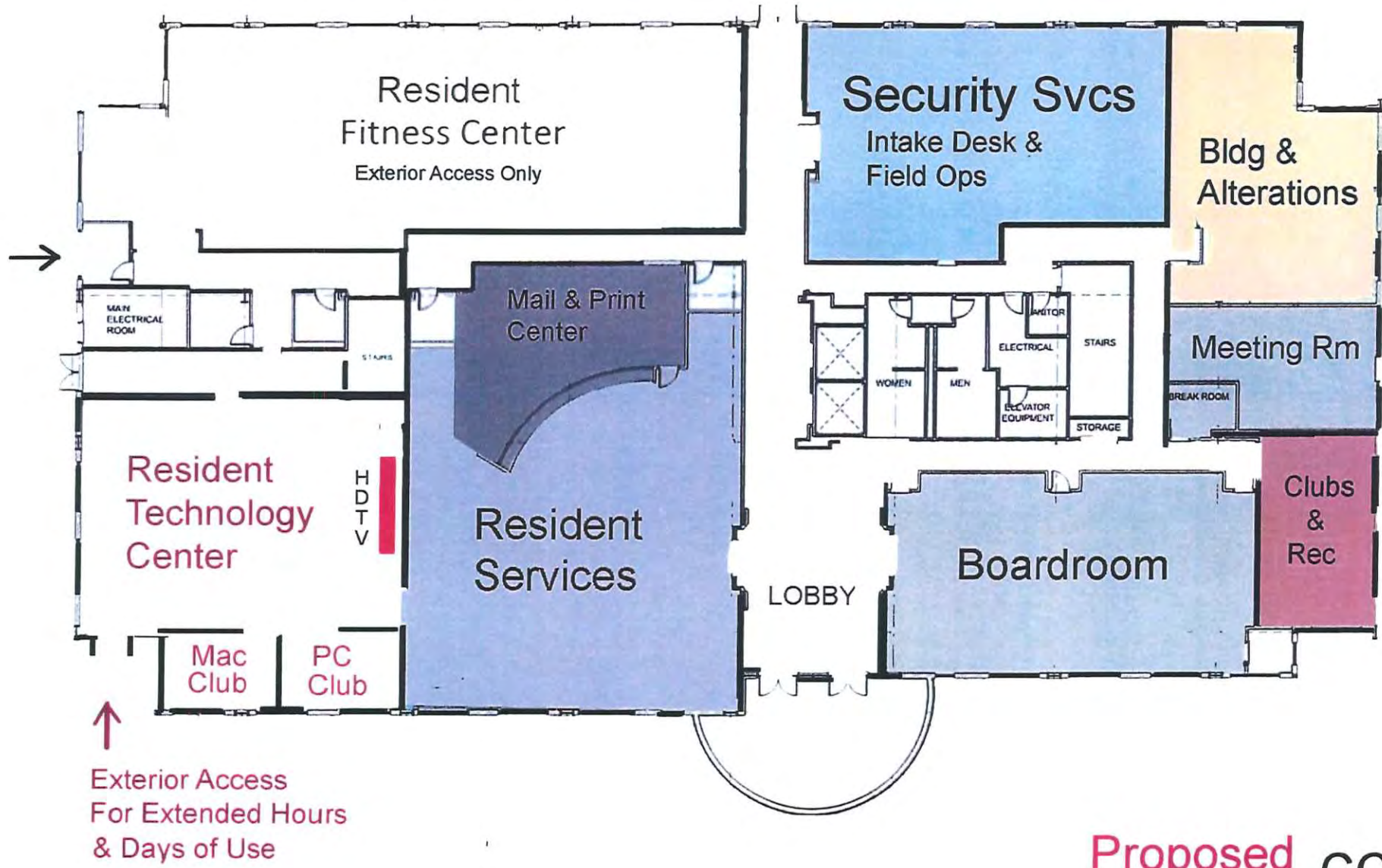
Flooring to Spec
Additional Lights

CH 1

Proposed Plan

Option 2 Schematics

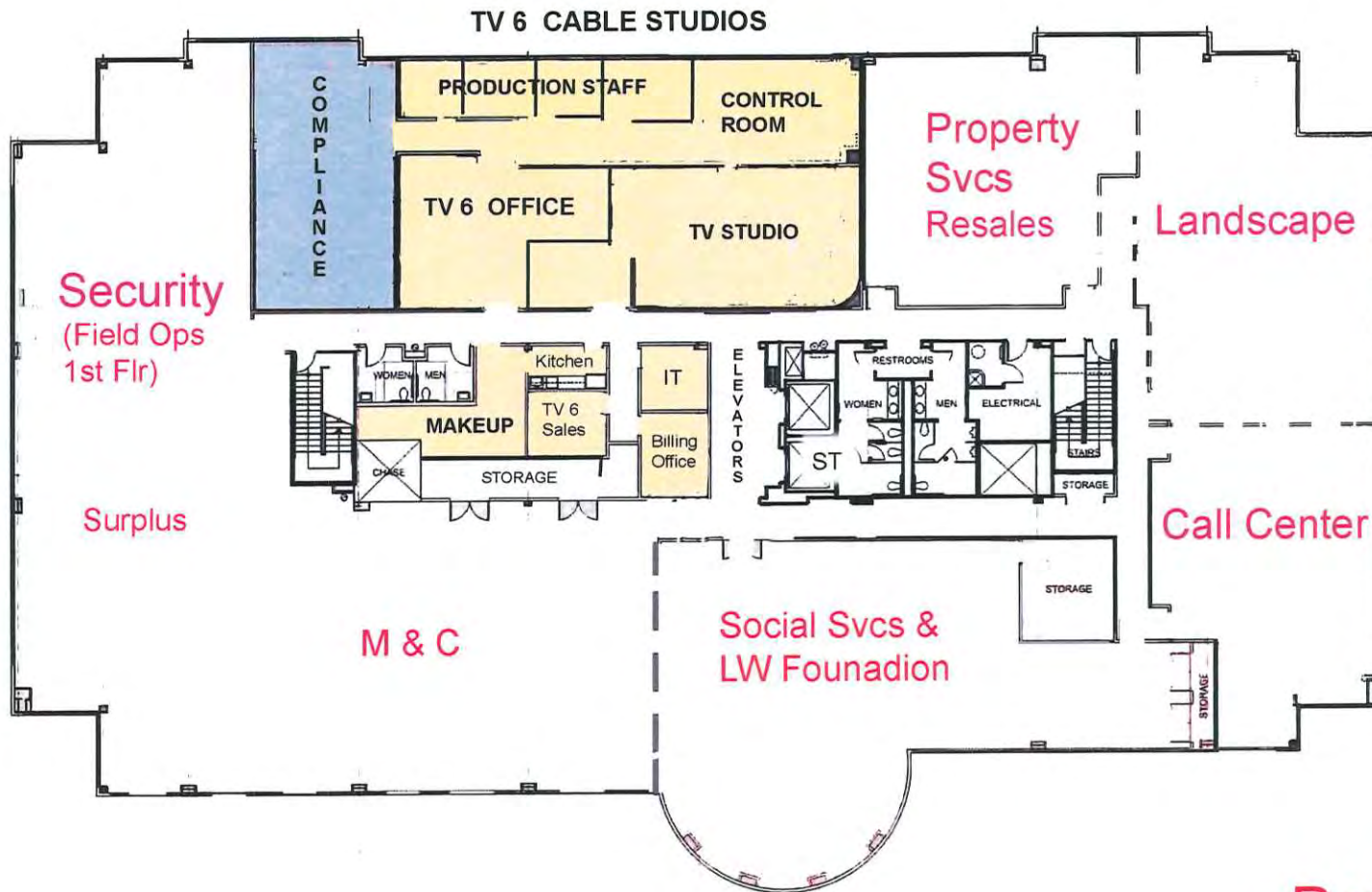
Community Center – 1st Floor



Proposed CC 1
 ■ Option Two ■

Community Center - 3rd Floor

Conceptual



Available 13,690 sf

Option Two

Security
Intake Desk
Field Ops CC1
Mgmt & Training Rm CC3

Social Svcs & Founadion CC3

Proposed
■ Option Two ■

CC 3

ATTACHMENT 2

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Proposed Plan

PROPOSED PLAN

4.10.2024

I. LWV Community Center (CC)

Three Story, Steel Frame Building, Stucco Finish Exterior, Two Elevators
New Build Year 2000 Car Park Charging Stations

Building Size 66,000 sf

CC 1 = 22,000 sf

CC 2 = 22000 sf

CC 3 = 22000 sf

II. General Observations and Recommendations

Resident Services – Managment & Operations HQ – DiasterPrepardness

- A. CC is geographically elevated making it optimal command location with wifi, celllluar, satellite reception. CC location affords dual entry/egress points.
- B. Public Functions: Resident Services and Resident Amenites in CC best consolidated, located on CC 1 for ease of access and navigating services.
- C. Non Public Functions and Protection: Management, Operations, IT, Security Systems best located on CC 2 and CC 3. Access: Employee Electronic Badge. Vistors: Escort Access.
- D. Executive Team leads and Manages Crisis and Disaster Events....including Security, Media and Communications, etc. Consolidation in CC provides for optimal steering from a central Village's Command & Communications Center with residents, city, county, state authorities in an event.
- E. On-site Generator to secure communications and systems.
- F. Present displaced staff (Security, M&C, Landscape) temporarily located in leased professional offices request department consolidation for meetings and work efficiency.

PROPOSED PLAN

III. CC Existing / CC Proposed

<u>Building / Floor</u>	<u>Access / Hours</u>
<u>1st Floor – Interior Access</u>	Full Public Access Business Week Hours
Departments: CC 1 Resident Services Reception/Information Desk Member Services Leasing Services Broadband Services Recreation/Club Services Social Services Copy & Print Center Building & Alterations Boardroom / Overflow Meeting Rmbb	
<u>1st Floor – Exterior Access</u>	CC1
Residents Fitness Center Relocated: Residents New Technology Center	Weekend & Evenings Weekend & Evenings
<u>2nd Floor – Management & Operations</u>	CC 2
	Restricted / Badge Access
<u>3rd Floor - Security & Operations</u>	CC 3
	Restricted / Badge Access
TV -6 Studios * Security * M&C * Landscape Property Services & Resales Village Call Center	
* Functions Currently Temporarily Located in Off-Site Leased Offices 2 Year Lease: April 2023-April 2025 Lease Cost to Term: \$ 460,000.	

PROPOSED PLAN**Refer to Schematics****IV. CC: Proposed****Option 1****Option 2****1st Floor – Public Access**

Resident Services

Social Services / Foundation CC 1 CC 3

Copy & Print Shop

Building & Alterations

Community Board Room/Aux Room

Recreation/Club Services

Call Center CC 3 CC 3

Resale Dept CC 3 CC 3

Resident Technology Center CC 1 CC 1

2nd Floor – Badge Access Required

Executive Offices

Directors Lounge

Finance/Accounting/Purchasing/HR

Media / Publications

Administration / Operations,

IT Staff/ Network/Systems

Sycamore Conference Room

Willow Conference Room

Staff Break Room

Landscape (2) CC 3 CC 3

3rd Floor – Badge Access Required

LW Cable TV Production Studio CC 3 CC 3

Table Tennis CH 1 CH 1

PC Club CC 1 CC 1

Mac Club..... CC 1 CC 1

Technology Classroom CC 1 CC 1

Existing Vacant2440 sf.....

Freed Up Space

6400 sf

1920 sf

1440 sf

1490 sf

2440 sf = **13,690 sf****3rd Floor - Added /Relcoated Functions**

* Security (11), Dispatch, Gate Amb..... CC 3 CC 1 / CC 3

* M & C (20 Staff) CC 3 CC 3

* Landscape (10 Staff) CC 3 CC 3

Call Center CC 3 CC 3

Resale Dept (11 Staff) CC 3 CC 3

CC3 Conference CC 3 CC 3

Print Ctr/Coffee/Brk CC 3 CC 3

Equipment & Storage CC 3 CC 3

Surplus Space CC 3 CC 3

Est Space

4483 sf

2369 sf

1350 sf

1000 sf

1200 sf

300 sf

400 sf

500 sf = **11,602 sf****2,080 sf**

PROPOSED PLAN**V. Clubhouse 1 (CH 1)**

Use: Sports & Recreation Complex

Features:

Drop In Lounge / Refreshments
 Pool, Spa
 M/W Lockerooms / Showers
 Fitness Center
 Gymnasium
 Bocci
 Billards
 New Main Lounge
 Multiple Multipurpose Rooms
 Extensive Parking
 Village Transportation Hub

**Proposed: Relocate Table Tennis
 From Community Center (CC 3) to Clubhouse 1**

Refer to Schematics

Sport Court Bldg B	Table Tennis	4500 sf	
Sport Court Bldg C	Table Tennis	4500 sf	= 9,000 sf
Area Between B & C	Table Tennis	<u>1200 sf</u>	= 10,200 sf

Comparison

Table Tennis - Current

CC 3 6400 sf
 12 Tables
 Min Play Area
 Low Ceilings / Hot
 No Secured Access

Table Tennis - Proposed

CH 1 10,200 sf
 20 + Tables
 15x30 ea play area each
 TT Play Flooring to Specifications
 Gate 1 Secured Access

CC Existing CC Proposed

1st Floor – Interior Access

Full Public Access
Business Week Hours

Departments:
Resident Services
Reception/Information Desk
Member Services
Leasing Services
Broadband Services
Recreation/Club Services
Social Services
Copy & Print Center
Building & Alterations
Boardroom / Overflow Meeting Rm

1st Floor – Exterior Access

Residents Fitness Center
Relocated: Residents
New Technology Center

Weekend & Evenings
Weekend & Evenings

2nd Floor – Management & Operations

Restricted / Badge Access

3rd Floor - Security & Operations

Restricted / Badge Access

TV -6 Studios
* Security
* M&C
* Landscape
Property Services & Resales
Village Call Center

* Functions Currently Temporarily Located in Off-Site Leased Offices
2 Year Lease: April 2023-April 2025 Lease Cost to Term: \$ 460,000.

**Proposed: Relocate Table Tennis
From Community Center (CC 3) to Clubhouse 1**

Sport Court Bldg B	Table Tennis	4500 sf		
Sport Court Bldg C	Table Tennis	4500 sf	=	9,000 sf
Area Between B & C	Table Tennis	<u>1200 sf</u>	=	10,200 sf

Comparison

Table Tennis - Current

CC 3 6400 sf
12 Tables
Min Play Area
Low Ceilings / Hot
No Secured Access

Table Tennis - Proposed

CH 1 10,200 sf
20 + Tables
15x30 ea play area each
TT Play Flooring to Specifications
Gate 1 Secured Access

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Other Considerations

Archery Club

Shuffleboard Club

CH 4 Emeritus Classes

CH 7 Bridge Club

Bldg E \$ Comps

Archery



OC Archery Clubs

Archery

“ Temporary Use of CH 1 Building
does not set a precedence for an
Archery facility when CH 1 is renovated.”

GRF Conditional Approval of Archery
8.2.2016 Board Minutes.

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Shuffleboard

CH 1 Outdoors 70's



Outdoor Courts
Current Standard

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Why Clubhouse 7 is not a good option.

- Bridge Club contributes significant Revenue to GRF
- 5500 sf Main Ballroom is rentable.
Offers non gated direct access with a traffic signal.
Full restaurant equipped kitchen, bar, extended courtyard area, performance stage area.

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Real Estate Comps

Maintenance Yard

Bldg E

5500 sf

Replace

Stick Bld \$ 5.5 mm

Modular \$ 6.6 mm

Currently For Sale

Prime Commercial

WF Bank

21,500 sf

82 PP

Asking

\$ 7.5 mm

Currently For Sale

Prime Commercial

DMV CTR

11,187 sf

50 PP

Asking

\$ 5 mm

2022 Est

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Summary

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SUMMARY – PHASE 1

Goals for initial phase: Short Term

Relocate all personnel from leased space by end of lease

Identify/prepare receiving locations for relocated personnel

Goals for initial phase: Longer term

Enhance information flow/efficiency among staff functions

Enhance personal safety of staff/residents/visitors in the CC

Staying within budget – do it right being very cost-conscious

Enhance recreational spaces to reflect current/future needs

Observations Phase 1

The current CC space use is highly reactive – lacks vision

Third floor CC unrestricted public access is security shortfall

Third floor CC use after hours wastes energy and costs more

CC recreation/comp labs affects staff efficiency/safety

Vacant and potential vacant space in CC offers flexibility

First floor CC public access to staff services very effective

Dispersion of Security personnel space inefficient/costly

CC3 Computer Lab spaces too much for usage/needs

CC3 Table Tennis outgrown its reactive use of office space

CHI Archery/Shuffleboard buildings extremely underused

Archery and Shuffleboard better placed elsewhere in Village

Moving Archery/Shuffleboard will free up 9,000 sq ft of space

Using CC3 for purely office space creates 2,000 sq ft surplus

CONCLUSIONS

1. The Community Center (CC) needs reconfiguration
2. CC is an office building with first floor easy public use
3. CC is the operational heart of the Village
4. Security needs to be in CC with easy in/out field ops
5. CC should be better secured for staff/residents/visitors
6. Table Tennis belongs in identified space at CH1
7. Computer Labs belong on CC1 – better access/hours
8. Above changes + already vacant offer 13,000 sq ft CC3
9. Relocating leased personnel/CC1 functions 11,000 sq ft

DETAIL RECOMMENDATIONS (Opt 2*)

***Option 1 keeps Soc Svcs/Foundation CC1, Security CC3**

- A. Move Archery/Shuffleboard from CH1 bldgs. B and C
- B. Prep CH1 B and C to Table Tennis specs/needs
- C. Move CC3 Table Tennis to CH1 B and C bldgs.
- D. Prep resulting CC3 vacant space to receive CC1 Call Center, CC1 Resales, Soc Svcs, CC1 Foundation,
- E. Move to CC3 Call Ctr, Resales, Soc Svcs, Foundation
- F. Prep vacant CC1 Call Ctr/Resales space for Comp Labs
- G. Prep vacant Soc Svcs/Found space for Sec Field Ops
- H. Move CC3 Comp Labs to CC1
- I. Prep vacated CC3 Comp Labs space and other CC3 vacant space to receive former leased space Security Admin, Landscape Svcs, and M & C.
- J. Move Security, Land Svcs and M&C from leased space
- K. Find/equip suitable size outdoor spaces in Village for Archery and Shuffleboard with shade and eqpt storage

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Actions Summary

Cost Considerations

Additional Savings

Proposed Actions Summary to Optimize Headcount Relocation from Bldg E – Rev 3
Option 2 – Soc Svcs/Foundation on CC3; Security Fields Ops on CC1

1. While CH1 Bldgs B & C are empty now (the SB and Arch bldgs.), repurpose those bldgs through construction/remodeling activities to be able to accept Table Tennis (“TT”).
 Note: Austen study shows 7 TT tables in one of those bldgs., so present usage of 14 ? tables in Community Center (“CC”) should fit into remodeled bldgs. B and C.
2. Move TT in CC to bldgs. B and C shortly after CH1 campus reopens. Consequent with that, find/build out appropriate space outdoors with some sort of shade allowance for the Archery and Shuffleboard activities.
3. Remove non-load bearing walls in 3rd floor of CC between old gym and former TT area, to create one big open space.
4. Move Social Services (“SS”) and LWV Foundation from CC 1 to CC 3 into a remodeled part consistent with SS needs, in that big, open space. This could also be a “temporary” location for SS and the Foundation until final location is determined/built out.
5. Remodel vacant area on CC3 to handle Call Center and Resales functions. Move the Call Center and Resales on CC1 and the Resales to a remodeled space on CC3.
6. Reconfigure Call Center/ Resale area spaces on CC1 to handle functions being transferred from CC3 – i.e., a computer lab. Put addl comp lab needs in CHs – location and configuration/size TBD. Need direct access to outside corridor.
7. Relocate computer labs/classroom from CC3 to CC1 and CHs.
8. Remodel vacant space CC3 to handle “office” Security staff – put next to Compliance.
9. Remodel vacant space CC3 to handle Landscape staff not already in the CC.
10. Utilize vacated computer labs/classroom space to determine “final” location space on CC3 for the functions relocated to CC3.
11. Remodel vacated SS space on CC1 to handle “field operations” of Security. Provide adequate space and fixtures to meet current norms on Security ops spaces.
12. Cut/construct an exit from current CC parking lot into LWV-owned employee parking adjacent, in front of “the hill”. Grade/pave?/stones? additional parking areas in the employee parking and adjacent to the existing road leading to CH7 and exit onto Moulton Pkwy. Improve existing paved road to CH7. Will provide easy access for field Security personnel for rapid response to gates 12, 8, 10, and 11, versus having to go through very busy El Toro/Moulton intersection. Also provides parking for personal vehicles of Security personnel while on duty. Also provides space for official Security vehicles outside, instead of using rented garage space.
13. Move Security out of leased space to CC1/CC3 remodeled areas. Move Landscape out of leased space to CC3 remodeled area.
14. Evaluate which M&C personnel need to be in the Yard on a regular basis. Once determined, provide options for housing them in the Yard including improved dedicated space in the warehouses, a small modular building with basic restrooms, and construction-type site trailers (mobile offices). Landscape and Security personnel will not be housed in the Yard.
15. M&C personnel in leased space who are not moving to the Yard will relocate to remodeled CC3 area. Yard M&C personnel in leased space will relocate to the Yard.

Recap of Described Actions

16. Remodeled CC1 would have Security field ops, the Boardroom, the Elm Room, Recreational Services, Manor Alterations, the Resident Services kiosks, and the Fitness Center – plus some sort of computer lab facility. Addl computer labs put in CHs-TBD.
17. Remodeled CC3 would have Security “office/admin” and Compliance, Social Services, LWV Foundation, Landscape, the TV Studio, the Call Center, and Resales – plus buffer space with functioning cubicles to handle temporary office relocations. Security (office) would utilize internal stairwell near present Compliance area to get down to CC1 or to the outside quickly – esp. when elevators are out of service.
18. CC2 and CC3 would be card access/appointment access only – no residents or visitors without authorization – secured by card reader vestibule doors off the elevators. The Resident Services kiosk on CC1 would be the entry point for appointments and walk-ins to areas above CC1.
19. The CH1 campus would have Table tennis in bldgs B and C, with a buffer covered outside area between those buildings for extra tables and special events – 2 bldgs 9,000 fts plus outside canvas-covered atrium 1,200 ft².
20. Shuffleboard/Archery would be relocated elsewhere in the Village clubhouse campuses, with a shade allowance for sun protection. Some computer lab space may be in the CHs but the heaviest use facilities are expected to be on CC1.

Cost Considerations

GRF has in its Reserves approximately \$ 7 million to replace Bldg E. This proposal in no way calls for building another building, save for potentially some very small structures for M&C personnel in the Yard. Instead, the Village uses what it has already, with appropriate characteristic spaces available. In the end, CC3 will still have some unused office-type space for temporary relocation of office personnel and as a general buffer space for a variety of temporary personnel space needs.

No pricing has been done on the actions proposed, but it is expected there will be substantial overall savings from not building another “Bldg E”. These savings could be utilized to expand the recreational facilities in the Village. For example, there is a strong need for another indoor gym and for additional court game (pickleball, badminton, and the like) spaces. Also if GRF approves, some minor monies could be assigned to providing archery and shuffleboard with appropriate right-sized outdoor but sun-shaded facilities. Monies saved could be used to finally remove “the hill”, and grade and prepare the area freed up for the activities/uses mentioned earlier.

Doing something with “the hill” makes a lot of sense. With the proposed cut/entry from the CC parking lot to the employee parking lot, users will be able to visit the CC and expanded rec facilities via El Toro or Moulton.

Additional Savings Not Considered

Vacating leased space will save \$230,000 per year at current rates.

Ability to better manage ambient temperatures in CC by focusing on working hours for the whole operation, and on after-hours for several limited spaces (fitness ctr., computer labs, Security field ops) on CC1 will reduce energy usage costs.

Relocation of Table Tennis to CH1 for +500 regular users will mean more utilization of the CH1 campus, and the expanded TT facilities could bring in outside money (ticket sales and sponsors) from tournaments and special shows and the like.

The improvement of the back road and adjacent areas behind the CC to CH7 will provide overflow parking opportunities for CH7 and CH2, leading to a better experience for activities renting CH7 and CH2, as well as for large resident activities (Woodstock and the faires). Essentially, the CC, whatever goes where “the hill” is, and CH7 are one campus, creating numerous potential synergies.

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Advantages of Proposed Plan

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Advantages of Plan

Optimizes Facilities Efficiencies

Repurposes Vacant / Poorly Used Space

Provides Practical Affordable Solutions

Focus on Resident Use

Consolidates Departments & Staff

Improves Productivity

Improves Security

CH 1 Increases Utilization

Least Amount of Disruption

Versus New Building For 20+ Shift Staff

Rent Cost 2023 \$ 230 K

Rent Cost 2024 \$ 230 K

Rent Cost Bldg Construction Period ???

Budgeted \$ 7 million

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Conclusion and Recommendations

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Conclusion

- Plan & Options
Considered by Ad Hoc
- Ad Hoc Submits Solutions
to GRF
- GRF Submits Solutions
to Corporate Members for
Adoption.

Recommendation

Special Ad Hoc Meeting Set ASAP
To Discuss Solutions And Comply
With Resolution 90-23-54 .

Note: Rent for displaced Staff
comes up for renewal \$ 230K / yr.

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Appendix

**BYLAWS
GOLDEN RAIN FOUNDATION OF LAGUNA WOODS
A CALIFORNIA NONPROFIT MUTUAL BENEFIT CORPORATION**

ARTICLE 1: PRINCIPAL OFFICE

The principal office of the Golden Rain Foundation of Laguna Woods (hereinafter referred to as "this Corporation," "GRF Corporation" or "GRF") is 24351 El Toro Road, Laguna Woods, Orange County, California. The Board of Directors may, by resolution, change the principal office from one location to another within Orange County. The mailing address is P.O. Box 2220, Laguna Hills, CA, 92654.

ARTICLE 2 PURPOSES, POWERS, GOVERNANCE, AND DEFINITIONS

2.1 Purposes of the GRF Corporation.

- ✓ **2.1.1 To develop and maintain facilities and services** for the areas shared by the Mutuals of Laguna Woods Village, Laguna Woods, exclusive of the Common Areas of the Mutuals, on a mutual basis for the use of the Mutual Members (other than lessors), Qualifying Residents, Co-occupants, Tenants, and their Guests; and
- 2.1.2 To operate the Community Facilities through a professional management company** to provide various community-wide services as an integral portion of Laguna Woods Village, Laguna Woods "Senior Citizens Housing Development" in conformance with Civil Code Section 51.3 of the Unruh Civil Rights Act and the Golden Rain Foundation of Laguna Hills Trust.
- 2.1.3 To operate as a Common Interest Development** in accordance with the Davis-Stirling Common Interest Development Act and Golden Rain Foundation of Laguna Hills Trust.
- 2.1.4 To engage in any business or activity** now or hereafter permitted by law, the articles of incorporation of this Corporation, and these Bylaws, subject to the terms of the Golden Rain Foundation of Laguna Hills Trust, and subject to the limitations as follows:
 - (1) As to any sale and/or conveyance (but excluding any license or easement) of Golden Rain Foundation of Laguna Woods or Golden Rain Foundation of Laguna Hills Trust real estate and/or improvements, where the value of the real estate or improvement is valued at least \$500,000, except maintenance;
 - (2) As to any lease of real estate or improvement in excess of one year;

3.30.2017

AMENDMENT TO TRUST AGREEMENT

In consideration of the recitals set forth herein, Golden Rain Foundation of Laguna Woods, a California non-profit mutual benefit corporation, United Laguna Woods Mutual, a California non-profit mutual benefit corporation, Third Laguna Hills Mutual, a California non-profit mutual benefit corporation, and Laguna Woods Mutual No. Fifty, a California non-profit mutual benefit corporation, agree to amend the Golden Rain Foundation Trust Agreement, dated March 2, 1964, and recorded in the Orange County Recorder's Office on March 6, 1964, as Document No. 6217 in Book 6953, Page 519, as amended (the "Trust Agreement").

RECITALS

A. Golden Rain Foundation of Laguna Woods is the Trustee of the Golden Rain Foundation of Laguna Hills Trust (the "Trust") created by the Trust Agreement.

B. United Laguna Woods Mutual, Third Laguna Hills Mutual, and Laguna Woods Mutual No. Fifty are the current trustors and beneficiaries of the Trust, and the only current Cooperatives as provided in the Trust Agreement.

C. Golden Rain Foundation of Laguna Woods, United Laguna Woods Mutual, Third Laguna Hills Mutual, and Laguna Woods Mutual No. Fifty desire to amend the Trust Agreement to clarify and limit the powers conferred upon Golden Rain Foundation of Laguna Woods, as Trustee of the Trust Agreement, in the Trust Agreement.

D. Pursuant to Section VI of the Trust Agreement, which allows the Trust Agreement to be amended by written instrument executed by the Trustee (Golden Rain Foundation of Laguna Woods), and by all the Cooperatives which remain beneficiaries of the Trust (United Laguna Woods Mutual, Third Laguna Hills Mutual, and Laguna Woods Mutual No. Fifty), the Trust Agreement is amended as set forth below. ✓

AMENDMENTS

1. Paragraph A of Section VII of the Trust Agreement is amended as follows:

A. TRUSTEE shall have, in addition to all powers, rights and privileges provided by law for trustees, and all powers necessary to carry out the duties herein imposed on TRUSTEE, the further powers to grant, bargain, sell for cash or credit, convey, exchange, convert, lease for terms, either within or beyond the end of the trust, for any purpose; assign, partition, divide, subdivide, improve, inure, loan, re-loan, invest and reinvest the Trust Estate or any part thereof in such manner and on such terms and conditions as TRUSTEE deems advisable. In all such cases TRUSTEE shall have discretion, subject to the restrictions in Paragraph M below, respecting such transactions. With

a single structure or addition to an existing structure of a minimum cost or minimum size as stated in the Bylaws in total floor space and intended for office, residential, recreational or commercial use or any combination thereof);

(5) The demolition and/or rebuilding of existing facilities, as defined above (for purposes of this subparagraph "M", "rebuilding" shall mean reconstruction after the complete demolition of such a facility) except as authorized by the Bylaws; and/or ✓

(6) The borrowing of any money except as authorized in the Bylaws and any hypothecation and/or mortgaging of any Golden Rain Foundation or Golden Rain Foundation Trust real estate and/or Improvements.

EFFECTIVE DATE

This Amendment to the Trust Agreement shall be effective immediately upon execution of this instrument by all signatories.

**GOLDEN RAIN FOUNDATION OF
LAGUNA WOODS**

By: [Signature]

Date: 3/30/2017

UNITED LAGUNA WOODS MUTUAL

By: [Signature]

Date: 3/30/17

THIRD LAGUNA HILLS MUTUAL

By: [Signature]

Date: 3/30/2017

**LAGUNA WOODS MUTUAL NO.
FIFTY**

By: [Signature]

Date: 3/30/17

RESOLUTION 90-07-06

**GOLDEN RAIN FOUNDATION OF LAGUNA WOODS
COMMUNITY ACTIVITIES COMMITTEE 2007 CHARTER**

WHEREAS, a Community Activities Committee has been established pursuant to Article 7, Section 7.1.1 of the Bylaws of this Corporation:

NOW THEREFORE BE IT RESOLVED, February 6, 2007 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 current resolution entitled, "General Duties of Standing Committees."

2. *Develop programs and procedures utilizing advice and assistance from the Recreation Division and make appropriate recommendations to the GRF Board.*
3. Review the capital requirements, service levels, and projected revenue related to Recreation Division operations and recommend appropriate action to the GRF Business Planning Committee.
4. Review all unbudgeted requests for programs or capital equipment originated by the Recreation Division and recommend appropriate action to the Finance Committee.
5. Review and evaluate existing community activity policies, including the Standard Procedure Index (SPI's) and recommend changes of said policies, as appropriate, to the GRF Board.
6. Evaluate and respond to suggestions and/or complaints regarding the use, modifications, or expansion of facilities designed to meet the recreational and social needs of the community. If said modification or expansion requires additional facilities, major reconstruction or potential relocation, all suggestions shall be forwarded to the appropriate committee for consideration and prioritization. ✓
7. Consider recommendations and requests by Advisory Groups – Equestrian Center, Aquatics, Active Facilities, Golf, Garden Centers, Computer Learning Centers and Workshop, Continuing Education, and Clubhouses; and encourage the participation of residents in the diverse recreational, social, educational, and cultural activities and programs provided and/or sponsored by this corporation. ✓
8. Establish ad hoc and/or sub committees and/or study groups of CAC, as needed and consider their requests and recommendations. ✓
9. Review on a regular basis the Community Facilities Utilization Reports and summarize same as requested by the Board.
10. Review, analyze, and develop information and proposals regarding the need for fees for use of the community facilities by residents, guests, and outside organizations.

RESOLVED FURTHER, that the Committee shall perform such other tasks as may be assigned by the GRF President or Board; and

RESOLVED FURTHER, that Resolution 90-05-88, adopted December 6, 2005

RESOLVED, February 4, 2014, that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Committee, as follows:

1. Perform the duties and responsibilities imposed upon all standing committees as set forth in the resolution entitled, "General Duties of Standing Committees."
2. Serve as liaison between all Boards for the Security Division and the Community Access Department.
3. Establish a committee of three (3) or more GRF Board members with authority to enforce a traffic violation enforcement program and to conduct hearings respecting all traffic violations occurring on GRF property and to impose monetary penalties based on the results of such hearings; provided that such hearings shall be conducted in accordance with policies established by the Board of Directors, and any monetary penalties shall be imposed only in accordance with the schedule of monetary penalties adopted and distributed by the Board of Directors.
4. Review the capital requirements, service levels, and projected revenue related to the Security Division operations and recommend appropriate action to the GRF Business Planning Committee.
5. Review all unbudgeted requests for programs or capital equipment originated by the Security Division and recommend appropriate action to the Finance Committee.
6. Review and evaluate existing security policies and recommend changes of said policies, as appropriate, to the GRF Board.
- ✓ 7. Evaluate and respond to suggestions and/or complaints regarding the use, modification, or expansion of GRF property relating to the security needs of the community. If said modification or expansion requires additional facilities or potential relocation, all suggestions shall be forwarded to the Business Planning Committee for consideration and prioritization. ✓
8. Encourage the continued communication between the GRF Board and its resident members concerning security policies, functions, operations and activities.
9. Educate and inform the GRF Board as to the latest developments, trends and innovations in the field of community association security.
10. Provide liaison between the Disaster Preparedness Task Force and GRF Board of Directors, and include a representative of the Disaster Preparedness Task Force on the Security and Community Access Committee as an advisor on Disaster Preparedness Task Force matters.

RESOLVED FURTHER, that Resolution 90-12-10, adopted January 3, 2012, is hereby superseded and canceled.

Golden Rain Foundation Recreation and Special Events Department Policies and Procedures

Use of GRF Recreation Facilities

A. All facilities/general

2. Facilities may not be used to conduct a business by individuals.

Clubs/Groups/Organizations

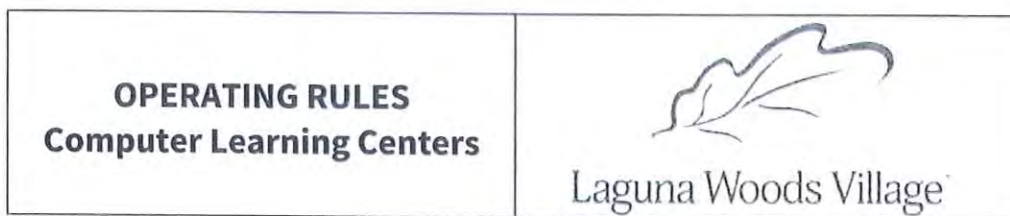
A. General

5. The club/group/organization may not represent any business or commercial interest or activity and sales of products and/or services are strictly prohibited unless permitted by Recreation as a fundraiser.
6. Caterers, entertainers, speakers and instructors are permitted as service providers to the group, and they may provide business cards and contact information. No monetary transactions may take place within GRF's facilities with three exceptions:
 - a. Entertainers, speakers and instructors are allowed to sell the printed and/or recorded materials of their own creation during the event (for example, authors may sell their own books and entertainers may sell their audio/video recordings).
 - b. An entrance fee may be charged to cover the costs associated with an event.

Room Reservations

A. General

4. Rooms may not be used to conduct a business. Marketing or solicitation of third-party products is strictly prohibited. Caterers and entertainers are permitted as service providers to the group, and they may provide business cards and contact information. No monetary transactions may take place within GRF's facilities.



Everittus ?

A. General

~~All residents and their guests must sign in upon entering the facility. Residents must display their Laguna Woods Village ID.~~

- ~~1. All users are requested to observe "library-like" guidelines on conversations, cell phones, etc.~~
- ~~2. Abusive conduct including viewing of explicit material is not tolerated prohibited.~~

B. The PC Workshop

- The PC Workshop is open to all residents and their guests during posted open hours.

~~—All residents and their guests must sign in upon entering the facility.~~

~~—Residents must display their Laguna Woods Village ID.~~

- ~~2. Guests must be accompanied by a Laguna Woods Village resident. Maximum number of guests per resident is two. Residents must accompany their guests at all times.~~

- The Workshop is managed by the ~~V~~olunteer PC Club Workshop ~~M~~anager.

~~—All users are requested to observe "library-like" guidelines on conversations, cell phones, etc.~~

~~—Abusive conduct is not tolerated.~~

- Use of the PC Workshop is generally free of charge. To offset the cost of printing supplies, printing fees may apply. Check with the ~~V~~olunteer on duty for further information.

- When all computers are in use a time limit is imposed in fairness to those waiting.

- Users may obtain information from the ~~G~~greeter and computer assistance from the ~~S~~upervisors on duty.

C. PC Learning Center

- The Learning Center provides a variety of computer classes.

- PC Club organized classes are open to all members of the community; however, club members receive a discount. The subjects and schedules for club organized classes are selected by the ~~V~~olunteer PC Club Education Chairman. There is a registration fee for each club organized class.

- Classes are designed and paced to meet the needs of the majority of the students.

- Classroom conduct is typical of an educational environment.

Effective: ~~December 2017~~ October, 2023

- Fred Sherman (3161-A) commented on Direct Election of GRF Board Members and stated that he is in favor of Direct Election.
- Mareka Raima-Montegnies (5519-3C) thanked staff and stated that she is happy to see Kathryn Freshley and Mary Stone back on the Board. She spoke to the smell of the lake and the fish, golf course has red ants, and steel plates on the road.
- Pamela Grundke (2214-B) stated that she enjoyed Chair Parker's comments and welcomed Kathryn Freshley and Mary Stone Back on the Board and wished everyone success.
- Maxine McIntosh (68-C) commented on Direct Election for GRF and Clubhouse 3 posting of Agendas.
- Franklin Smith (5369-3D) commented on the future and Third Mutual calling of a recall in Closed Session and stated that Leisure World Seal Beach posts agendas and minutes on their website, and stated that Kathryn Freshley should be made President again.
- Juanita Skillman (2154-N) commented on GRF and VMS Staff on implementation of new computers at the Library and thanked Chuck Holland and his staff, invited everyone to come to the Library, and commented on the "See Something, Say Something" program.
- Dr. William Reinhardt (2012-A) commented on having decisions in writing and using good business judgement.
- Barbara Copley (410-D) commented on vandalism of the Laundry Rooms in the Community.

GRF Directors Kathryn Freshley, John Luebbe, Richard Palmer, Mary Stone, Beth Perak, Joan Milliman, JoAnn diLorenzo, John Beckett, and John Parker briefly responded to Members' Comments.

CONSENT CALENDAR

Without objection, the Board approved the Consent Calendar as written and the Board took the following actions:

Community Activities Committee

Approved the request from the Duplicate Bridge Club for an exception to the Recreation Division Policy to allow the club to hold a rollover reservation for 2017; only, as the rollover reservation policies and procedures are under review, in the Clubhouse Seven Main Lounge on July 4th from 9:00 A.M. to 2:00 P.M. for a bridge event.

Approved the request from the Al-Anon Club for an exception to the club roster policy.

COMMITTEE REPORTS

Director Mary Stone reported from the Finance Committee and presented a financial update.

Director Beth Perak reported from the Community Activities Committee.

✓ Director Luebbe moved to approve the Archery Clubs request to allow Resident Archery Club Members to use Clubhouse One, Shuffleboard Building B as an Archery Range, subject to the following conditions. Director Beckett seconded the motion. Discussion ensued. ✓

LWV Clubs

“The Club/Group/Organization must be substantially supported by revenue from its members/sponsors and from up to 2 authorized fund raisers per calendar year. Relying exclusively on outside sales to support Club is prohibited.”

“The Club/Organization must be organized for educational, social, cultural, recreation or other non-profit purposes.”

Use & Utilization Data

Clubhouse 1 Annual Utilization							
Year	2015	2016	2017	2018	2019	2022	2023
Main Lounge	45334	55128	46038	45103	54575	42769	49282
Art Room	37246	30649	30382	31156	23460	13122	18947
Dining Room 2	11478	11629	12173	15012	9784	8083	9211
Dining Room 3	11193	14586	10622	13490	10793	8412	11227
Billiards Room	9538	9920	11252	12929	8133	6541	5325
Conference Room	78	165	76	0	0	0	0
Shuffleboard Court C	2478	2193	1792	1845	1654	211	0
Bocce Court	5447	4966	3862	3728	2998	3511	4750
Radio Room	1367	1400	1503	1240	1118	88	202
Card Room	4573	4838	3830	3152	2414	2995	3316
Drop-in Lounge	56916	67479	66710	57851	38213	9261	12305
Multi-Purpose Room	23468	23662	22909	20932	13817	12992	12883
Clubhouse 1 Total	209116	226615	211149	206438	166959	107985	127448

CH3 Performing Arts Center Annual Utilization							
	2015	2016	2017	2018	2019	2022	2023
Auditorium	29681	3702	28317	30949	9194	Facility reopened May of 2023 for reservations and are not yet reopened on the weekends	
Dining Room 1	19790	2528	18425	24353	24128		
Dining Room 2	24820	3507	22354	23153	20418		
Rehearsal Room	13096	1871	9956	15150	16482		
Billiards Room	6208	709	8196	7404	3885		
Conference Room	1495	128	1844	1288	2043		
Box Office and Lobby	14132	0	25451	26570	2693		
Clubhouse PAC Total	109222	12445	114543	128867	78843		

EMERITUS CLASSES at CLUBHOUSE 4

SUMMER 6/3/2024- 7/28/2024

ATTACHMENT 2

Tue	QUILTING	9:00 AM	12:10 PM	502-BEGINNING CLOTHING	SOUTH, M	0	0	0
Wed	QUILTING	9:00 AM	12:20 PM	511-ART ACCESSORIES HOME	SOUTH, M	0	0	0
Thu	QUILTING	9:00 AM	12:20 PM	501-WEARABLE	SOUTH, M	0	0	0
Wed	PHOTO	9:00 AM	12:35 PM	501-INTERMEDIATE DIG PHOTO	GRAVES, R	0	0	0
Thu	PHOTO	9:00 AM	12:20 PM	502-BEG DIG PHOTO	GRAVES, R	0	0	0
Tue	PHOTO	1:00 PM	3:50 PM	503-INTERMEDIATE DIG PHOTO	HOFFMAN, L	0	0	0
Thu	PHOTO	1:00 PM	3:50 PM	503-INTERMEDIATE DIG PHOTO	HOFFMAN, L	0	0	0
Mon	CERAMICS	9:00 AM	3:15 PM	518-INTERMEDIATE CERAMIC	ELIZALDE-HENSON, S	0	0	0
Thu	CERAMICS	9:00 AM	12:20 PM	512-INTERMEDIATE CERAMIC	S. YOUNG	0	0	0
Tue	CERAMICS	12:30 PM	3:50 PM	513-ADVANCED CERAMICS	ELIZALDE-HENSON, S	0	0	0
Wed	CERAMICS	12:30 PM	3:50 PM	509-HANDBUILD	S. YOUNG	0	0	0
Thu	CERAMICS	12:30 PM	3:50 PM	513-ADVANCED CERAMICS	ELIZALDE-HENSON, S	0	0	0
Wed	LAPIDARY-GLASS	9:00 AM	12:50 PM	524-BEGINNING STAINED GLASS	CANFIELD, B	0	0	0
Tue	LAPIDARY-GLASS	1:00 PM	3:50 PM	522-BEGINNING LAPIDARY	MASSAMIRI, T	0	0	0
Thu	LAPIDARY-GLASS	1:00 PM	3:50 PM	520-BEGINNING INTARSIA	MASSAMIRI, T	0	0	0
Tue	LAPIDARY-GLASS	5:00 PM	7:50 PM	523-INTERMEDIATE LAPIDARY	MASSAMIRI, T	0	0	0
Thu	LAPIDARY-GLASS	4:00 PM	7:50 PM	525-ADVANCED STAIN GLASS	CANFIELD, B	0	0	0
Tue	JEWELRY	9:00 AM	12:50 PM	534-FUNDAMENTALS METAL FAB	ROKNI, S	0	0	0
Thu	JEWELRY	9:00 AM	12:20 AM	533-INTER METAL FAB	LOMMATSCH BARRETT, C	0	0	0
Tue	JEWELRY	1:00 PM	3:50 PM	535-FUNDAMENTALS METAL FAB	ROKNI, S	0	0	0
Thu	JEWELRY	1:00 PM	3:50 PM	531-INTERMEDIATE ENAMELING	LOMMATSCH BARRETT, C	0	0	0
Tue	JEWELRY	4:30 PM	7:50 PM	536-INTER METAL FAB	ROKNI, S	0	0	0
Thu	JEWELRY	4:30 PM	7:50 PM	536-INTER METAL FAB	ROKNI, S	0	0	0
Wed	SLIPCAST	9:00 AM	12:15 PM	515-INTERMEDIATE SLIPCASTING	ELIZALDE-HENSON, S	0	0	0
Wed	SLIPCAST	12:35 PM	3:50 PM	516-ADVANCED SLIPCASTING	ELIZALDE-HENSON, S	0	0	0

Mon	CERAMICS	9:00 AM	3:15 PM	518-INTERMEDIATE CERAMIC	ELIZALDE-HENSON, S	0	0	0
Tue	JEWELRY	9:00 AM	12:50 PM	534-FUNDAMENTALS METAL FAB	ROKNI, S	0	0	0
Tue	QUILTING	9:00 AM	12:10 PM	502-BEGINNING CLOTHING	SOUTH, M	0	0	0
Tue	CERAMICS	12:30 PM	3:50 PM	513-ADVANCED CERAMICS	ELIZALDE-HENSON, S	0	0	0
Tue	JEWELRY	1:00 PM	3:50 PM	535-FUNDAMENTALS METAL FAB	ROKNI, S	0	0	0
Tue	LAPIDARY-GLASS	1:00 PM	3:50 PM	522-BEGINNING LAPIDARY	MASSAMIRI, T	0	0	0
Tue	PHOTO	1:00 PM	3:50 PM	503-INTERMEDIATE DIG PHOTO	HOFFMAN, L	0	0	0
Tue	JEWELRY	4:30 PM	7:50 PM	536-INTER METAL FAB	ROKNI, S	0	0	0
Tue	LAPIDARY-GLASS	5:00 PM	7:50 PM	523-INTERMEDIATE LAPIDARY	MASSAMIRI, T	0	0	0
Wed	LAPIDARY-GLASS	9:00 AM	12:50 PM	524-BEGINNING STAINED GLASS	CANFIELD, B	0	0	0
Wed	PHOTO	9:00 AM	12:35 PM	501-INTERMEDIATE DIG PHOTO	GRAVES, R	0	0	0
Wed	QUILTING	9:00 AM	12:20 PM	511-ART ACCESSORIES HOME	SOUTH, M	0	0	0
Wed	SLIPCAST	9:00 AM	12:15 PM	515-INTERMEDIATE SLIPCASTING	ELIZALDE-HENSON, S	0	0	0
Wed	CERAMICS	12:30 PM	3:50 PM	509-HANDBUILD	S. YOUNG	0	0	0
Wed	SLIPCAST	12:35 PM	3:50 PM	516-ADVANCED SLIPCASTING	ELIZALDE-HENSON, S	0	0	0
Thu	CERAMICS	9:00 AM	12:20 PM	512-INTERMEDIATE CERAMIC	S. YOUNG	0	0	0
Thu	JEWELRY	9:00 AM	12:20 AM	533-INTER METAL FAB	LOMMATSCH BARRETT, C	0	0	0
Thu	PHOTO	9:00 AM	12:20 PM	502-BEG DIG PHOTO	GRAVES, R	0	0	0
Thu	QUILTING	9:00 AM	12:20 PM	501-WEARABLE	SOUTH, M	0	0	0
Thu	CERAMICS	12:30 PM	3:50 PM	513-ADVANCED CERAMICS	ELIZALDE-HENSON, S	0	0	0
Thu	JEWELRY	1:00 PM	3:50 PM	531-INTERMEDIATE ENAMELING	LOMMATSCH BARRETT, C	0	0	0
Thu	LAPIDARY-GLASS	1:00 PM	3:50 PM	520-BEGINNING INTARSIA	MASSAMIRI, T	0	0	0
Thu	PHOTO	1:00 PM	3:50 PM	503-INTERMEDIATE DIG PHOTO	HOFFMAN, L	0	0	0
Thu	LAPIDARY-GLASS	4:00 PM	7:50 PM	525-ADVANCED STAIN GLASS	CANFIELD, B	0	0	0
Thu	JEWELRY	4:30 PM	7:50 PM	536-INTER METAL FAB	ROKNI, S	0	0	0

Clubhouse 6 Annual Utilization							
Year	2015	2016	2017	2018	2019	2022	2023
Main Lounge	37943	20666	21306	21696	21586	2185	4140
Billiards Room	148	89	0	0	0	0	0
MPR	0	0	0	3817	7746	1071	1758
Clubhouse 6 Total	38091	20755	21306	25513	29332	3256	5898

Reopened with limited hours in 2022 and 2023 - open by volunteers with no room set ups

Fitness Annual Utilization							
	2015	2016	2017	2018	2019	2022	2023
CC Fitness Room	80224	80737	85111	90759	94145	50500	67614
CC Table Tennis	32652	34651	32937	32494	32935	23512	28762
CH1 Fitness Room	128496	137548	131293	123727	124924	78236	92488
CH1 Gym	43915	47798	46595	58067	55654	18258	28370
Archery	0	0	0	0	3183	2803	2881
Total	285287	300734	295936	305047	307658	170506	217234

Library Annual Utilization							
Year	2015	2016	2017	2018	2019	2022	2023
Library	45336	44864	43455	42149	39724	31453	31556

Aquatics Annual Utilization							
Year	2015	2016	2017	2018	2019	2022	2023
Pool One	38481	48061	42009	38602	30588	19707	Incomplete
Pool Two	14440	15646	14070	11973	9983	17213	
Pool Four	44108	40920	29893	2221	27724	33106	
Pool Five	34749	29404	28007	26073	22218	30202	
Pool Six	1576	2155	1701	3516	3047	2463	
Total	133354	136186	115680	82385	93560	102691	0

2024 FREE TAX PREPARATION SERVICES FOR SENIORS
Within 5 Miles of Laguna Woods Village

Jan 30 - Apr 13 Abiding Savior Lutheran Church
23262 El Toro Road , Lake Forest, CA 92630
949-830-1001
abidingsavior.com/vita

Appointment Required: Yes

Feb 3 - Apr 13 Santiago de Compostela
21682 Lake Forest Dr , Lake Forest, CA 92630
Appointment Required: No

Jan 27 - Apr 13 Saint Kilian Catholic Church
26872 Estanciero Dr. , Mission Viejo, CA 92691
Appointment Required: No

Feb 1 - Apr 15 Sea Country Community Center
24602 Aliso Creek Rd , Laguna Niguel, CA 92677
949-425-5151
Appointment Required: Yes

Feb 1 - Apr 11 Norman Murray Community Center
24932 Veterans Way , Mission Viejo, CA 92692
888-434-8248
Appointment Required: Yes

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IRS Certified Volunteers Providing **FREE TAX PREPARATION**

IRS VITA/TCE return preparation sites are operated by certified volunteers. Site operating hours and services offered may be limited. In addition, by law, some sites provide priority services to seniors. Please be advised that you may not be immediately served. Your patience and understanding are appreciated.

Will Prepare

- Wages, salaries, etc. (Form W-2)
- Interest Income (Form 1099-INT)
- Dividends Received (Form 1099-DIV)
- State Tax Refunds (Form 1099-G)
- Unemployment Benefits (Form 1099-G)
- IRA Distributions (Form 1099-R)
- Pension Income (Forms 1099-R, RRB-1099-R, CSA-1099)
- Social Security Benefits (Form SSA-1099, RRB-1099)
- Simple Capital Gain/Loss (Form 1099-B) *limited*
- Sale of Home (Form 1099-S) *limited*
- Prior Year and Amended Returns
- Self-Employed Income (Form 1099-MISC, Form 1099-NEC and Form 1099-K) *limited*
- Gambling Winnings (Form W-2G)
- Cancellation of Debt (Form 1099-C) *limited*
- Health Savings Accounts (Form 1099-SA) *limited*
- Itemized Deductions *limited*
- Education Credits (Form 1098-T)
- Child Tax Credit
- Earned Income Credit
- Health Insurance Statements (Forms 1095-A, B or C)

Will Not Prepare

- Schedule C with loss, depreciation or business use of home
- Complicated Schedule D (capital gains and losses)
- Form SS-5 (request for Social Security Number)
- Form 8606 (non-deductible IRA)
- Form 8814 (child taxed at parent's tax rate)
- Form SS-8 (determination of worker status for purposes of federal employment taxes and income tax withholding)
- Parts 4 & 5 of Form 8962 (Allocation of Policy Amounts, Alternative Calculation for Year of Marriage)
- Form W-7 (application for Individual Taxpayer Identification Number (ITIN))
- Returns with casualty/disaster losses



Please see a professional preparer for assistance with complicated returns.

What to Bring

- For married filing joint, both spouses must be present
- Government issued photo identification for you and your spouse (if married)
- Social Security cards or Individual Taxpayer Identification Number documents for you, your spouse, and/or dependents
- Birth dates for you, spouse, and/or dependents
- A copy of last year's tax return
- All Forms W-2 and 1099
- Forms 1095-A, B or C (ACA Statements)
- Information for other income
- Information for all deductions (including charitable contributions)/credits
- Total paid to day care provider and their tax ID number
- For direct deposit of refund, proof of account and bank's routing number
- For prior year returns, copies of income transcripts from IRS (and state, if applicable)



IRS e-file is fast, more accurate, secure, and simple.



Here's How Your Organization Can Help Lift People in Your Area Out of Poverty - YouTube video text script

Your organization can help lift individuals in your community out of poverty.

You can get involved by jointly sponsoring a Volunteer Income Tax Assistance and Tax Counseling for the Elderly site with the IRS, better known as VITA and TCE.

Every year, the IRS works with faith-based organizations, nonprofits, schools, libraries and employers across the country to sponsor sites where volunteers help people file their taxes for FREE. This not only benefits your organization by building partnerships and increasing community involvement but helps bring dollars back to your local area.

These sites are so important because 1 in 5 people don't take advantage of available tax credits. This means these individuals are leaving money on the table. VITA and TCE volunteers can help these folks claim tax credits that can put money in their pockets. Every year, VITA and TCE sites help lift millions of people out of poverty.

The IRS supports VITA and TCE partners by providing tax law curriculum for your volunteers, and the tax preparation software used to file people's tax returns. Your organization will work directly with an IRS employee who will help you recruit volunteers.

If you would like to help your community by sponsoring a VITA or TCE site, go to irs.gov/volunteers.

Page Last Reviewed or Updated: 30-Jan-2024