



OPEN MEETING

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

**Wednesday, January 3, 2024 – 1:30 p.m.
24351 El Toro Road, Laguna Woods, CA 92637**

Board Room & Virtual with Zoom

At this time, Laguna Woods Village owners/residents are welcome to participate in all open committee meetings virtually. To submit comments or questions virtually for committee meetings, please use one of the following two options:

1. Join the committee meeting via a Zoom link at: <https://us06web.zoom.us/j/89530071693>; Webinar ID: 895 3007 1693 or by calling 669-900-6833.
2. Via email to meeting@vmsinc.org any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Your name and unit number must be included.

NOTICE AND AGENDA

This Meeting May Be Recorded

1. Call Meeting to Order
2. Approval of the Agenda
3. Approval of the Meeting Report from December 6, 2023
4. Remarks of the Chair
5. Member Comments – *(Items Not on the Agenda)*
6. Response to Member Comments
7. Department Head Update
8. Consent: *All matters listed under the Consent Calendar are considered routine and will be enacted by the committee by one motion. In the event that an item is removed from the Consent Calendar by members of the committee, such item(s) shall be the subject of further discussion and action by the committee.*
 - a. None.
9. Items for Discussion and Consideration
 - a. Review of Utilization Statistics from Recreation Department for Facilities Throughout Village (Oral Discussion)
 - b. Review of Security, Landscape & Maintenance and Construction Department Future Space Needs (PowerPoint Presentation)
 - c. Review March 3, 2022 GRF Board Space Planning Presentation for Community Center 3rd Floor (PowerPoint Presentation)

10. Future Agenda Items: *All matters listed under Future Agenda Items are items for a future committee meeting. No action will be taken by the committee on these agenda items at this meeting.*
11. Committee Member Comments
12. Date of Next Meeting: Wednesday, January 31, 2024 at 1:30 p.m.
13. Adjournment

*A quorum of the GRF, United, Third, or Mutual No. Fifty boards may also be present at the meeting.

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

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OPEN MEETING

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

**Wednesday, December 6, 2023 – 3:30 p.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room & Virtual with Zoom**

REPORT

MEMBERS PRESENT: James Hopkins - Chair, Cush Bhada, Yvonne Horton, Alison Bok, Nancy Carlson, Tom Tuning, Andy Ginocchio, S.K. Park, Sue Stephens

MEMBERS ABSENT: Glenn Miller, Peter Sanborn

OTHERS PRESENT: **GRF:** Bunny Carpenter, Egon Garthoffner, Joan Milliman, Gan Mukhopadhyay, Juanita Skillman,

UNITED: Maggie Blackwell, Ellen Leonard

THIRD: Reza Karimi

STAFF PRESENT: Manuel Gomez – Maintenance & Construction Director, Guy West - Projects Division Manager, Alison Giglio - Recreation and Special Events Director, Jennifer Murphy – Recreation Manager, Sandra Spencer – Department Administrative Assistant

1. Call Meeting to Order

Chair Hopkins called the meeting to order at 3:30 p.m.

2. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

3. Approval of the Meeting Report: None

4. Remarks of the Chair

Chair Hopkins commented the history of the project and the purpose of the committee.

5. Member Comments – (Items Not on the Agenda)

- Two members requested consideration for additional pickleball courts.

6. Response to Member Comments

The committee responded that the Community Activities Committee is aware of the request.

7. Department Head Update

Mr. Gomez thanked the committee members for their attendance and expressed that staff is looking forward to working with this new committee.

8. Consent: *All matters listed under the Consent Calendar are considered routine and will be enacted by the committee by one motion. In the event that an item is removed from the Consent Calendar by members of the committee, such item(s) shall be the subject of further discussion and action by the committee.*

- a. None.

9. Items for Discussion and Consideration

a. Building E History/Background

Mr. Gomez provided a history of Building E and background on the prior board decisions via PowerPoint. Discussion ensued among the committee members.

b. Space Utilization Study by Austin Company (May 2023)

Mr. Gomez provided an overview of the study prepared by Austin Company in May 2023.

c. Ad Hoc Advisory Committee Mission, Duties and Responsibilities

Mr. Gomez outlined the committee mission, duties and responsibilities per Resolution 90-23-54. Chair Hopkins read the resolution in its entirety.

d. Discussion of Process to Determine Next Staff Relocation Plan

Chair Hopkins asked the committee members to define the problem and offer their comments. Discussion ensued regarding alternative options, the space study, current location of displaced staff, underutilized existing space, and cost of temporary office lease.

Several shareholders expressed their opinions to the committee.

e. Calendar for Future Committee Meetings

Mr. Gomez suggested dates for future committee meetings which were accepted as presented. The committee will meet at 1:30 p.m. in the boardroom and via Zoom on January 3, January 31, March 6, March 20, and April 10, 2024.

10. Future Agenda Items: *All matters listed under Future Agenda Items are items for a future committee meeting. No action will be taken by the committee on these agenda items at this meeting.*

- Review of Utilization Statistics from Recreation Department for Facilities Throughout Village
- Review of Security, Landscape & Maintenance and Construction Department Future Space Needs and Satisfaction with Current Leased Space

11. Committee Member Comments

- Director Ginocchio commented on the lease term.
- Director Bhada commented on the amount of space being leased.
- Director Carlson commented that a tour of the buildings would be helpful.

12. Date of Next Meeting: Wednesday, January 3, 2024 at 1:30 p.m.

13. Adjournment: The meeting was adjourned at 5:01 p.m.


James Hopkins, Chair

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

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Building E Space Planning Ad Hoc Advisory Committee

January 3, 2024

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

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

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

M&C Department – Damage Restoration

Current Location	Staff	Office Time	Work Space Needs	Parking/Other Needs
Lease Suite 255	1 – Manager 1 – Supervisor 1 – Program Coord. 1 – Lead DR Coord. 3 – DR Coord. 3 – Admin Support	60 - 100%	4 – Single Offices 6 – Cubicles	Office Supplies/Copy Room Storage/File Room Staff Break Room Conference Room
			10 – Total Work Spaces	2 – GRF Vehicles 10 – Personal Vehicles

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VMS Work Space Planning

March 3, 2022

Condensed Version for Jan. 3. 2024



Community Center (Existing)

1st Floor

Resident Services
M&C Manor Alterations
Board Room

Recreation/Special Events
Members Fitness Center

2nd Floor

CEO
M&C/Landscape Admin
Finance
Human Resources

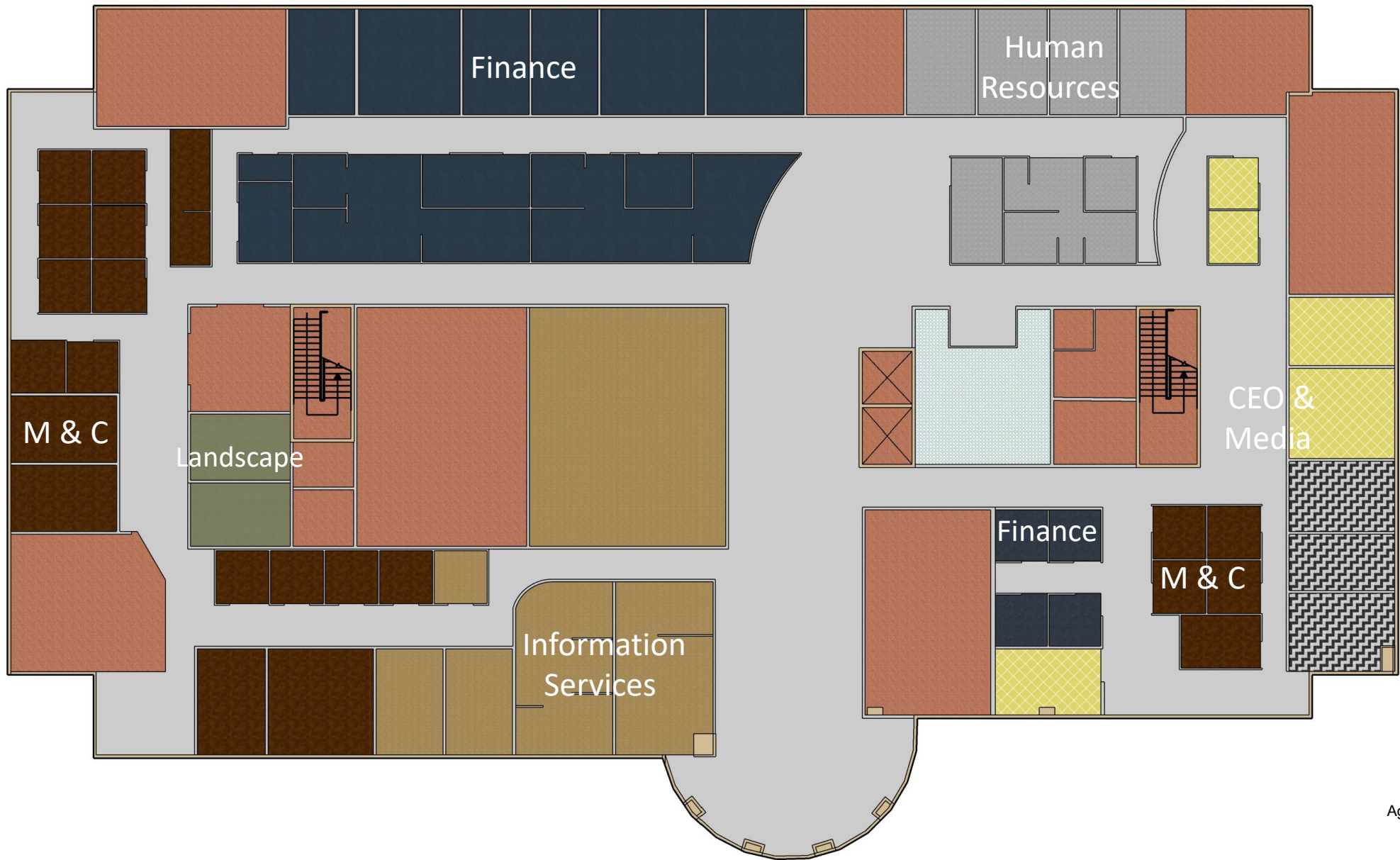
Corp Secretary/Board Conference Room
M&C Manor Alterations Resales
Information Services (I.T.)

3rd Floor

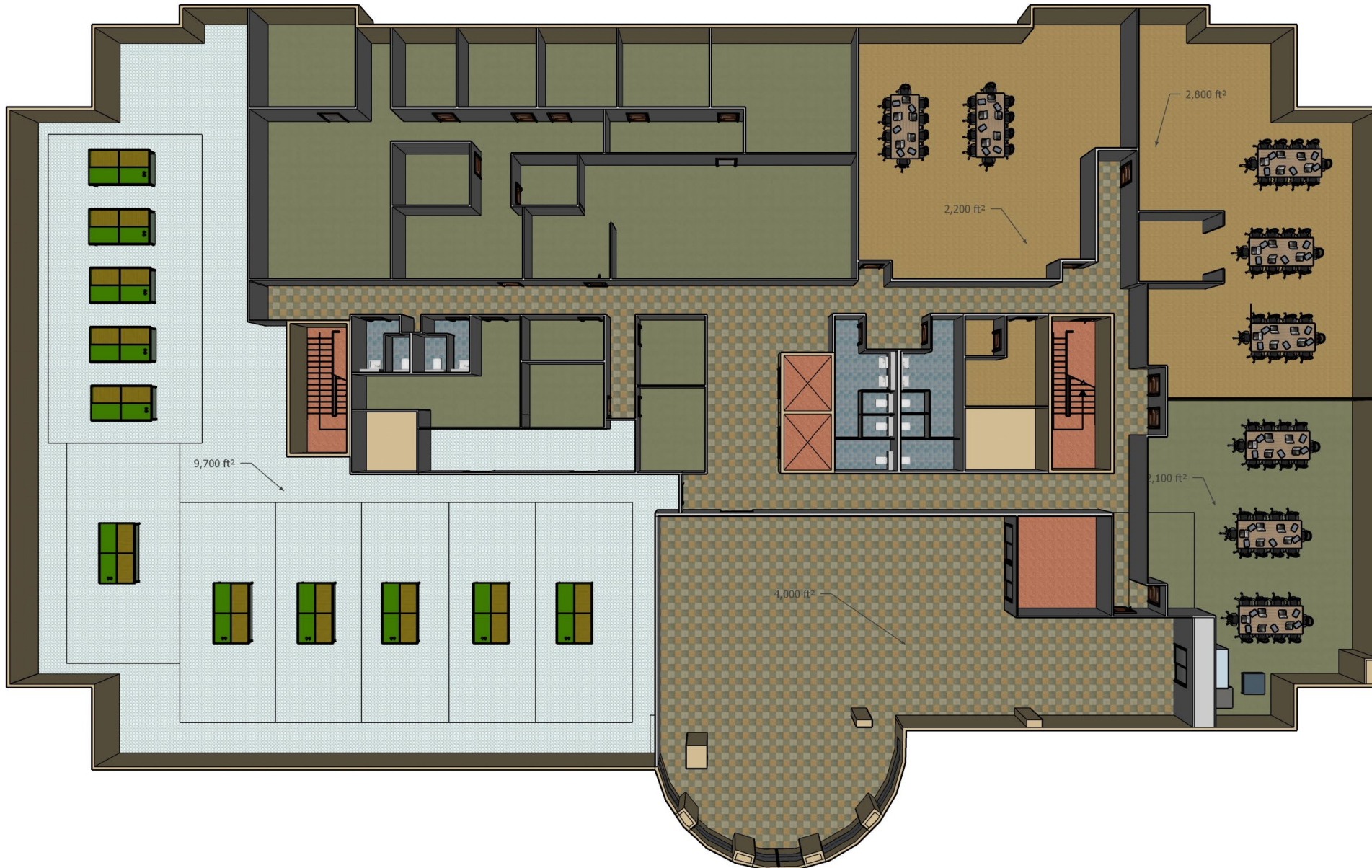
TV Studio
Computer Centers
Vacant Tenant Space

Media Services
Table Tennis

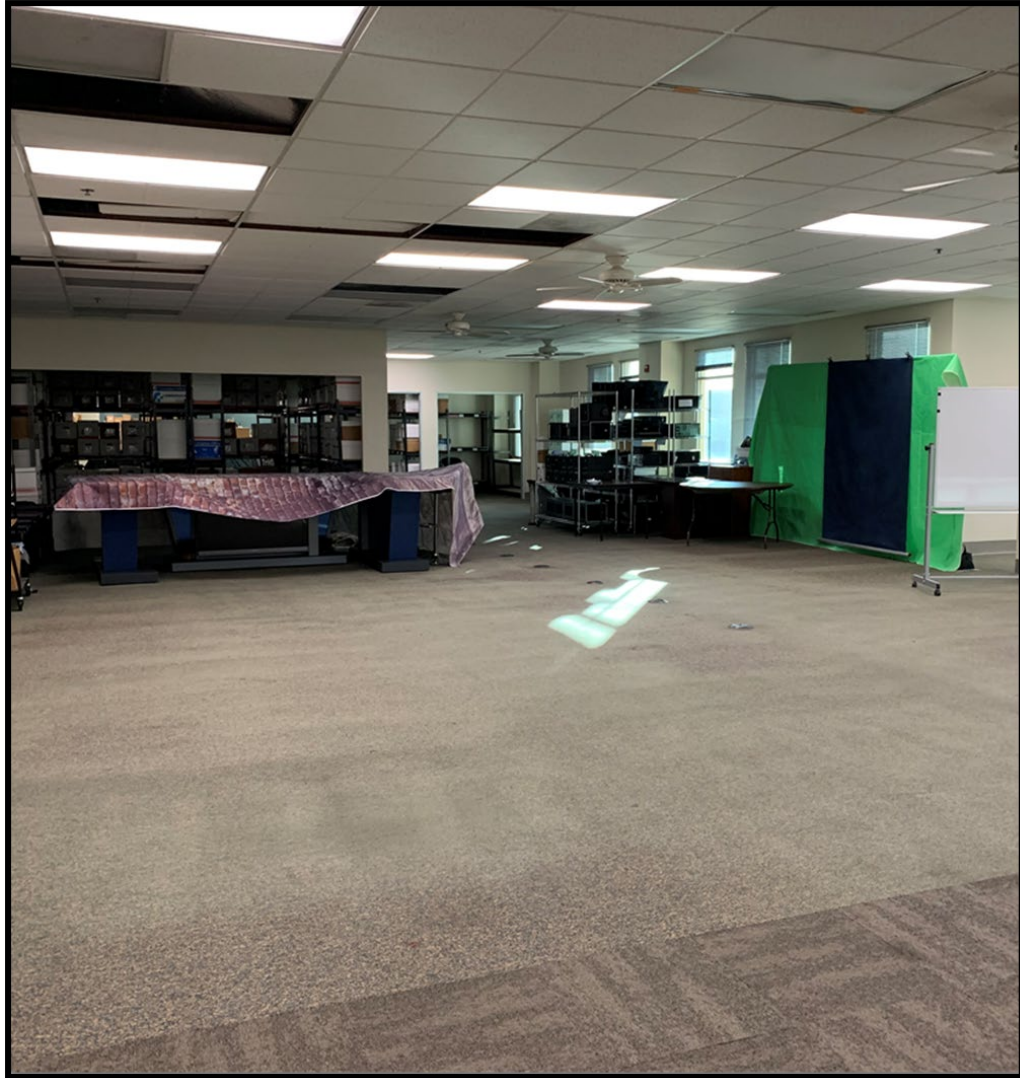
Community Center 2nd Floor (Existing)



Community Center 3rd Floor (Existing)



Community Center 3rd Floor Vacant Tenant Space



Community Center (Proposed)

1st Floor

Resident Services	Recreation/Special Events
M&C Manor Alterations	Members Fitness Center
Board Room	

2nd Floor

CEO	Corp Secretary/Board Conference Room
M&C/Landscape Admin	M&C Manor Alterations
Finance	Information Services (I.T.)

Human Resources – to 3rd floor

3rd Floor

TV Studio	Media Services
Computer Centers	Table Tennis

Vacant tenant space – new office space for Human Resources

Community Center (Proposed)

2nd Floor

Move HR to 3rd Floor

- Provides space needed for privacy and confidentiality

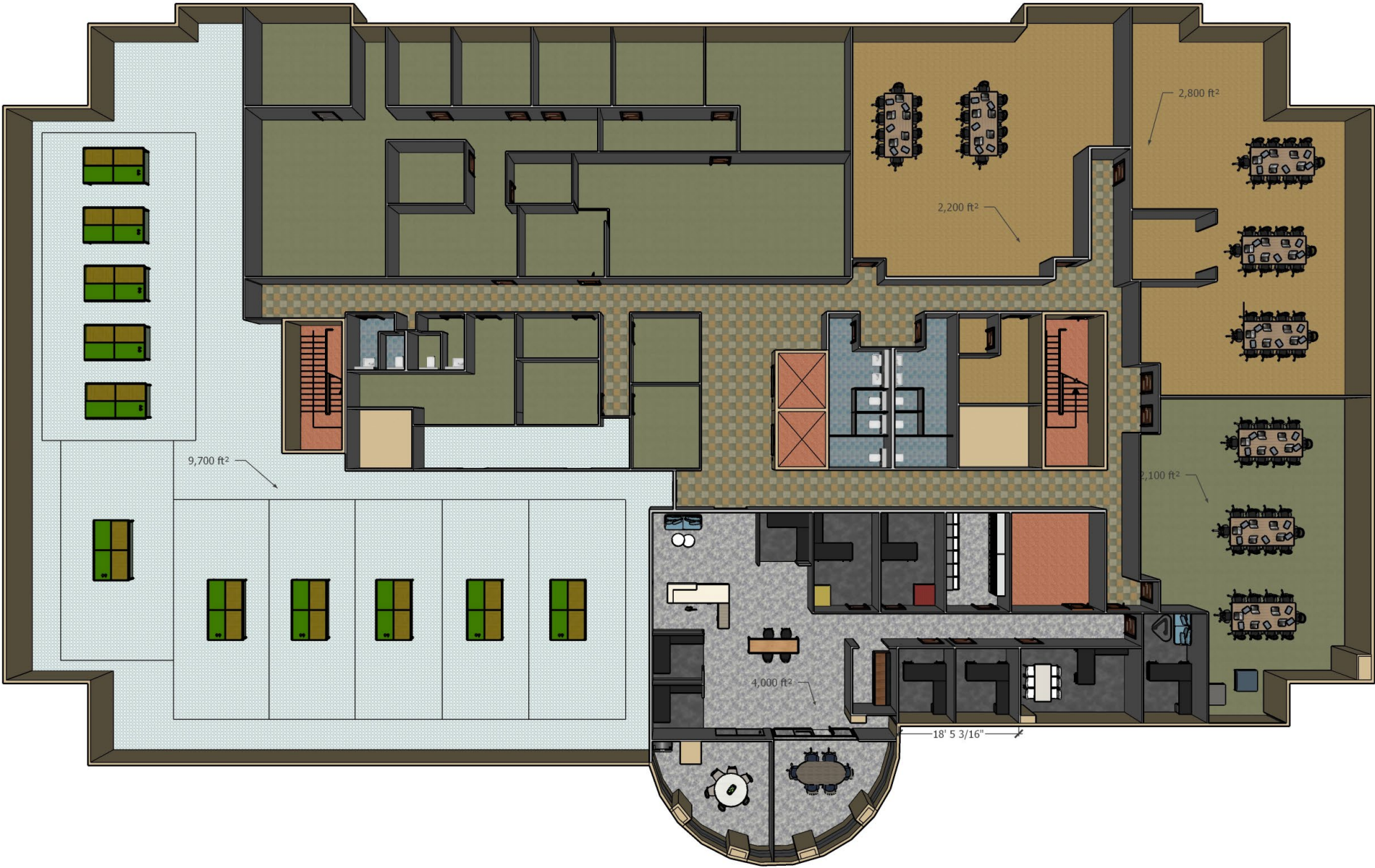
Move Finance to space vacated by HR

Move Purchasing from CEO space to space vacated by HR

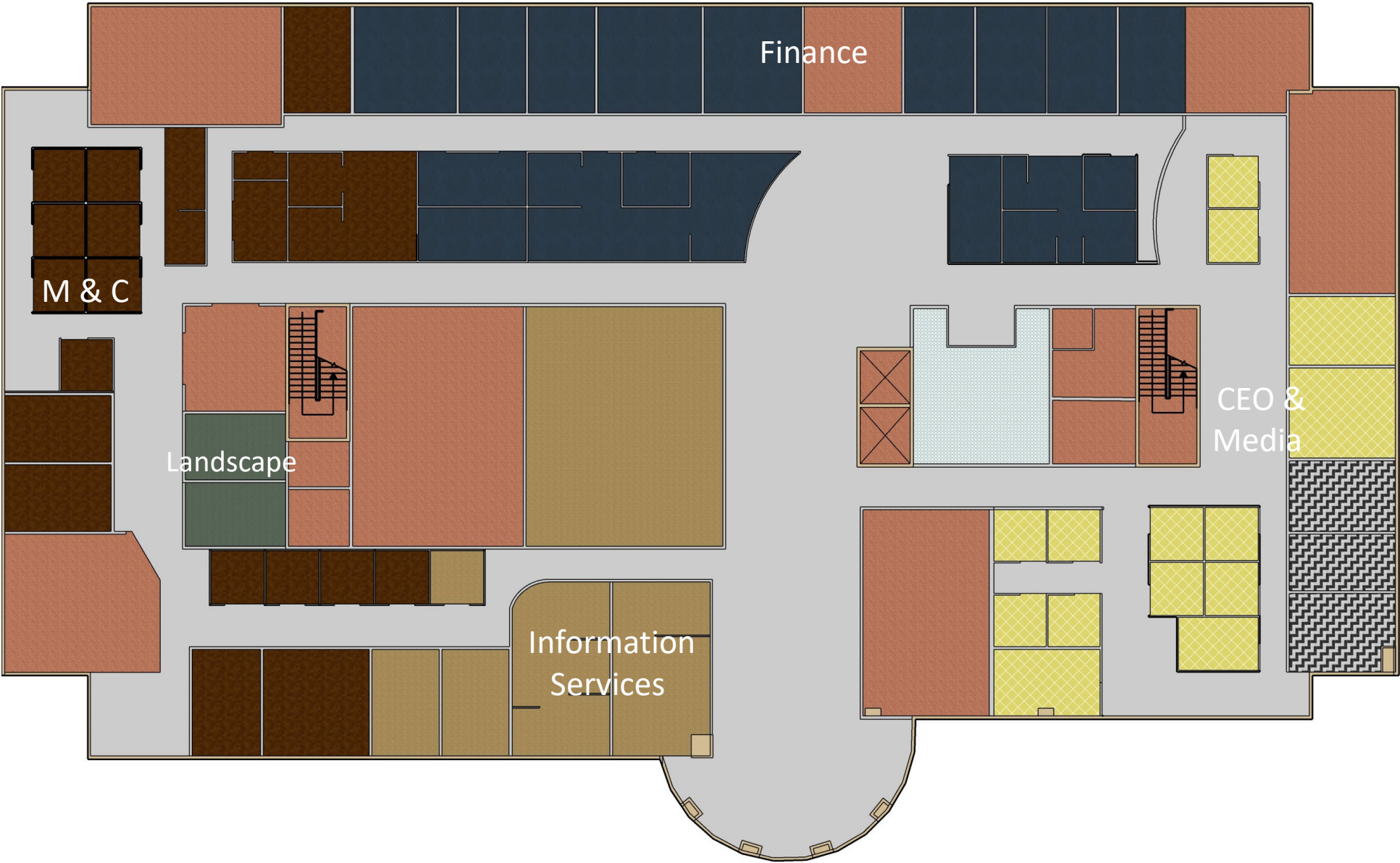
Move M&C from CEO space to space vacated by Finance

- Provides improved adjacencies and accountability
- Facilitates enhanced communication and service delivery
- Streamlines operational efficiencies

Community Center 3rd Floor (Proposed)



Community Center 2nd Floor (Proposed)



Recommend Actions

Building E

Direct staff to continue with approved Feasibility Study scope of services to determine building square footage and construction costs.

Community Center 3rd Floor

Direct staff to present design consultant cost proposal to relocate HR to the 3rd floor for consideration by the GRF Board in closed session on April 5, 2022.

Thank You

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