



## **OPEN MEETING**

### **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**

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](mailto: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: None
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. Building E History/Background
  - b. Space Utilization Study by Austin Company (May 2023)
  - c. Ad Hoc Advisory Committee Mission, Duties and Responsibilities
  - d. Discussion of Process to Determine Next Staff Relocation Plan
  - e. Calendar for Future Committee Meetings

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: TBD
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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# Building E History & Background

November 22, 2023



# Maintenance Facility Building E



# History and Background

- GRF trust property, built 1976
- 5,500 square-foot, single-story wood-framed structure
- Security Department (21 employees)
- M&C Department (6 employees + 14 employees in Building D)
- Landscaping Department (9 employees)
- Security Communication Equipment

# History and Background

## Building E

- Cracked walls; Displacement of door and window alignments
- Floor settlement/separation revealing asphalt
- Expensive Security communication equipment at risk
- Security dispatch room with makeshift screens
- Breakroom only meeting room
- Lacking appropriate privacy for Security incident report writing

## Building D

- Poor or nonexistent HVAC
- Employees must choose: Hear residents or comfort on hot days
- OSHA standards not met, fines could be significant



# History and Background

- Jan 2022 Architectural study for Building E
- Sept 2022 GRF approves demolishing and rebuilding Building E
- Sept 2022 Corporate members rejected new Building E plan
- Dec 2022 GRF/VMS determine temporary space required
  - Currently leasing at offices in Community Center Business Park
- Feb 2023 Austin Co. engaged to conduct space utilization study
- June 2023 Austin Co. study results presented to corporate members
- Jul-Sept 2023 Space Study workshop meetings
- Oct 2023 GRF Board creates Space Planning Ad Hoc Committee

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# *CF* FACILITY Space Utilization Study



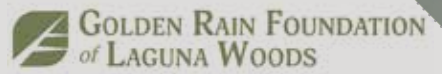
# About Austin

- Founded in 1878 - 145 years of continuous service.
- Leading Consulting, Design, Engineering, and Construction firm in commercial, industrial and governmental markets.
- Client needs focused - projects that require specialized expertise and experience.
- The Austin Method® Single-source responsibility.
- A Kajima USA Group Company – 350+ Austin Employees Nationally and 1,000 Employees (KUSA).

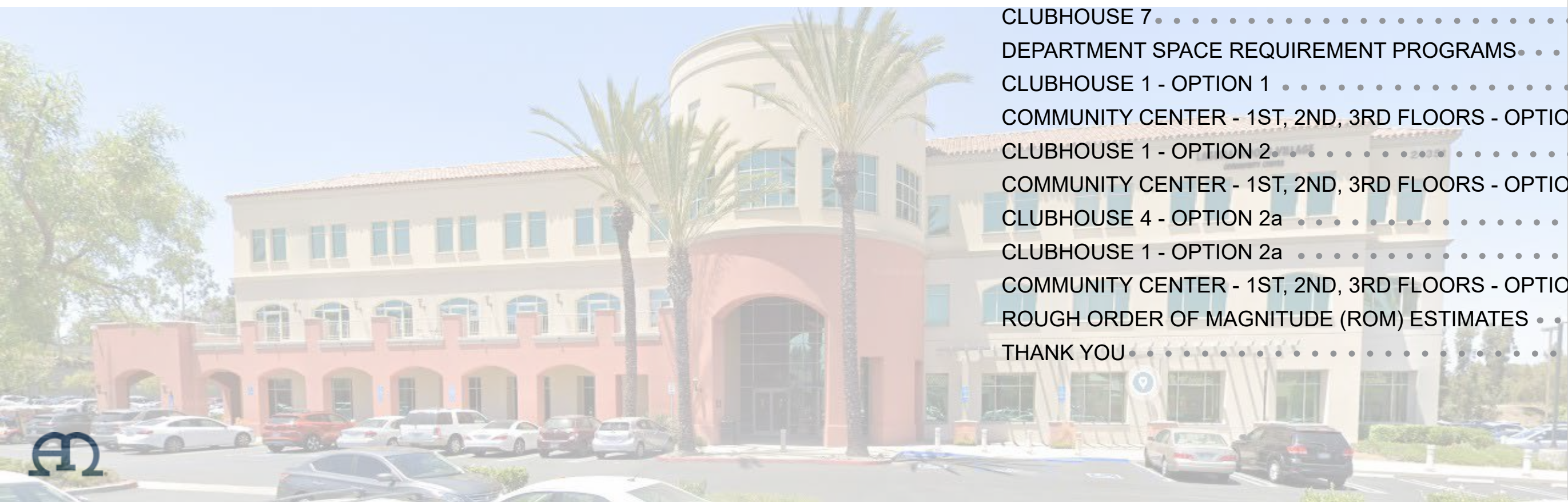




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# Community Center Existing 1st Floor

## Community Center – First Floor

Built – 2000

Building Type – Three-story steel framed building with exterior stucco finish

Building Size – 66,220 SF

Floor Size - ~22,000 SF

Current Uses – Resident Services, Fitness Center, Board Room

Annual Maintenance Costs –

Replacement Cost –

### Description:

The first floor of the Community Center is dedicated to resident functions. The floor contains the following:

- Fitness Center (with separate entrance to the rear of the building)
- Community Board Room
- Resident Service Center (also houses the Property Services Call Center and Community Mail and Reprographics room)
- Community Manor Alternations Center
- Recreation and Special Events Center
- Resident Social Services
- Community Meeting Rooms

In addition to resident services, this floor accommodates approximately 60 employees in the following departments:

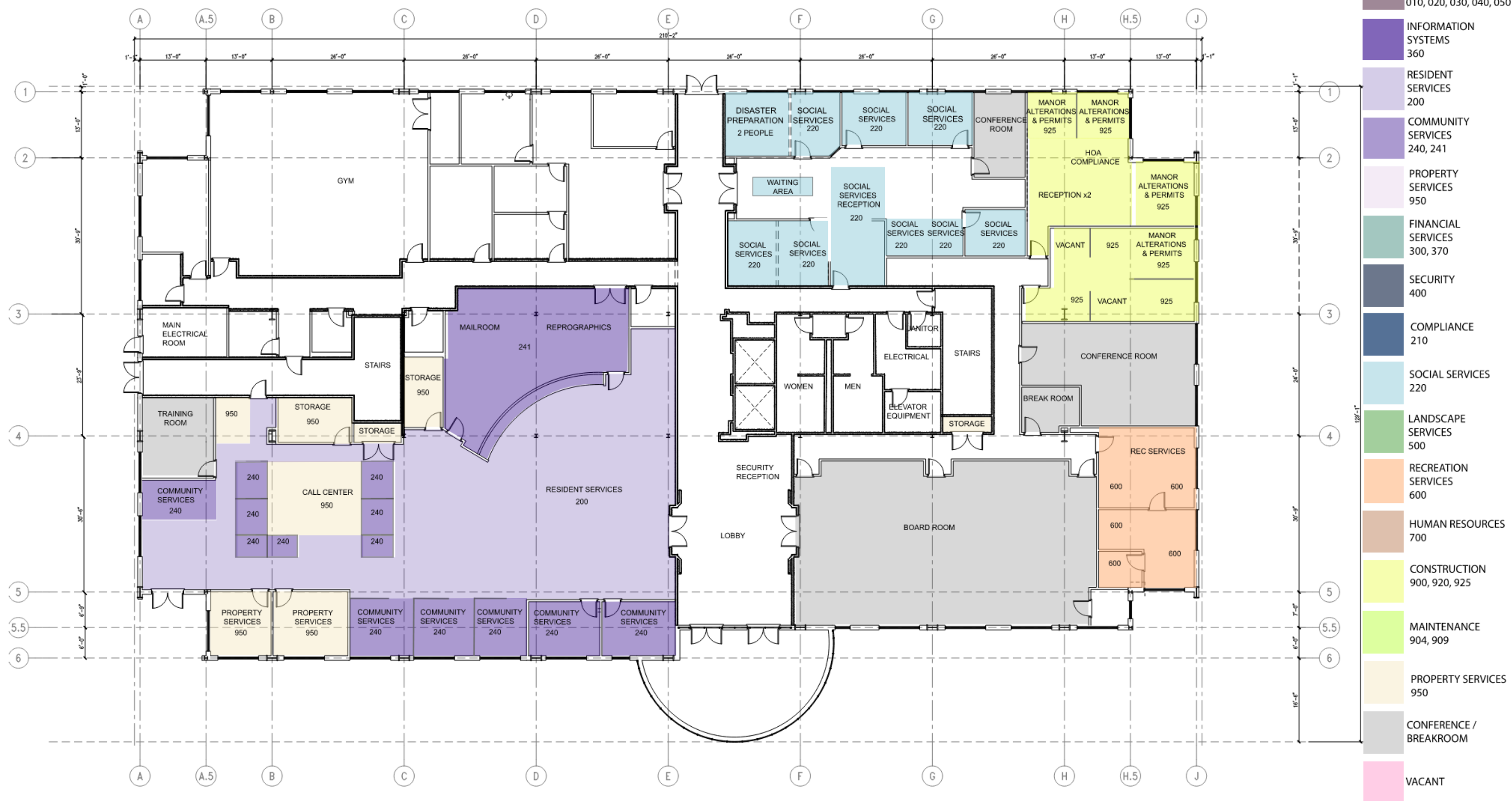
- 200 Resident Services Administration
- 220 Social Services
- 240 Community Services
- 241 Mail and Copy Services
- 600 Recreation Administration
- 925 Manor Alternations and Permits
- 950 Property Services

### Space Utilization Opportunities:

There are several departments that have opportunities for space utilization optimization. The Manor Alternations and Permits department is currently separated between the ground and second floors of the Community Center. The department started in a single room and later grew into the adjacent room. The layout of the employee workstations and resident reception desk is not ideal. Locating the department on the same floor and providing a more efficient layout would be preferred.

The Property Services Call Center is currently located behind the Resident Services area. There are roughly 20 Call Center employees tightly packed and co-habiting with the Community Services department. Currently there is very little vacant office space for department growth. The noise created by the call center employees is distracting to other departments. Re-locating the call center to a more private location would benefit both departments.





Existing Community Center - 1st Floor





# Community Center Existing 2nd Floor

## Community Center – Second Floor

Built – 2000

Building Type – 3 Story Steel Framed Building with exterior stucco finish

Building Size – 66,220 SF

Floor Size - ~22,000 SF

Current Uses – Employee Office Space

Annual Maintenance Costs –

Replacement Cost –

### Description:

The second floor of the Community Center is dedicated to Laguna Woods Village employees only and accommodates approximately 75 employees in the following departments:

- 010 Media and Communications Administration
- 100 Office of the CEO
- 300 Financial Services
- 360 Information Systems
- 370 Purchasing
- 500 Landscape Administration
- 700 Human Resources Services
- 900 Maintenance Operations
- 920 Construction/Project Management
- 925 Manor Alternations and Permits

In addition to open workstations and private offices the floor contains several employee break areas, print/copy rooms, conference rooms, the Closed Board Meeting Room and the Director's Room. The building's main Network Room and the Secure Records Storage are also located on this floor.

### Space Utilization Optimization:

The current layout of the open workstations, in addition to some decorative curved architectural wall elements, is creating an inefficient and disorganized floor layout. By removing the wall elements and re-organizing the workstation layout, roughly eight additional workstations could be added to the floor. This efficiency would allow other department space utilizations to occur.

Laguna Woods Village is in the process of digitizing all their paper records. Once this process is complete, the roughly 1,000 SF Secure Records Room would be available for use by another department.

The IT department has grown to nine employees requiring the department to expand into the adjacent office space. The current workstation layout is not ideal, or efficient, for the type of work done and has no additional space for future growth. The room that they are currently located in has decorative wall openings into the adjacent hallway causing distractions to the work being performed. Relocation to a more private room is preferred.

The Human Resources department has a series of classified documents that need to be secure. Currently these documents are being stored in lateral file cabinets with keyed locks on the open office floor. Prior to the of the day these cabinets must all be locked, and then unlocked at the start of the next day. A secure file room for these documents is preferred.

Currently a portion of the Media Department is split between the second floor and the third floor, adjacent to the TV studio. Locating the department on the same floor and providing a more efficient workstation layout would be preferred.





- CEO OFFICE  
100
- MEDIA + COMMUNICATIONS  
010, 020, 030, 040, 050
- INFORMATION SYSTEMS  
360
- RESIDENT SERVICES  
200
- COMMUNITY SERVICES  
240, 241
- PROPERTY SERVICES  
950
- FINANCIAL SERVICES  
300, 370
- SECURITY  
400
- COMPLIANCE  
210
- SOCIAL SERVICES  
220
- LANDSCAPE SERVICES  
500
- RECREATION SERVICES  
600
- HUMAN RESOURCES  
700
- CONSTRUCTION  
900, 920, 925
- MAINTENANCE  
904, 909
- PROPERTY SERVICES  
950
- CONFERENCE / BREAKROOM
- VACANT

## Existing Community Center - 2nd Floor





# Community Center 3rd Floor Existing

## Community Center – Third Floor

Built – 2000

Building Type – 3 Story Steel Framed Building with exterior stucco finish

Building Size – 66,220 SF

Floor Size - ~22,000 SF

Current Uses – Employee Office Space, TV Studio, Table Tennis, Computer Classrooms

Annual Maintenance Costs –

Replacement Cost –

### Description:

The third floor of the Community Center has a mix of both resident amenities and Laguna Woods Village employee office space. The floor contains the following:

- Resident Table Tennis
- Resident Computer Classroom
- Resident MAC Computer Lab
- Resident PC Computer Lab
- Laguna Wood Village TV Studio

This floor also accommodates approximately 16 employees in the following departments:

- 030 TV Studio
- 040 Media Services
- 210 Compliance

### Space Utilization Optimization:

During the time of the building survey, the PC and MAC computer labs had no residents traffic in either computer lab. In addition to these rooms being underutilized, they are also oversized for the function they perform. Large portions of the room have either open floor space or have tables without computers on them. Reducing the size of these rooms would free up space for other departments.

The Table Tennis room is a large, open space that contains roughly 15 tables and a small area with open seating. While Table Tennis is a popular resident activity, the space is oversized for its use. This room is for recreation use only; all Table Tennis tournaments are currently held at Clubhouse 5. For every tournament, the tables in the Community Center are removed and transported to Clubhouse 5 and then transported back to the Community Center after the completion of the tournament. Moving these tables from the third floor, through the elevator, is not ideal. There are also complaints by employees that residents are using the single occupant restrooms to wash themselves after playing Table Tennis. Water is ponding on the floor, creating potential slip hazards. The Community Center is an office building located in a commercial strip-mall; the third floor of this building is not an appropriate location for an activity like table tennis. Finding a new, more appropriate, location for Table Tennis will make a large portion of the floor available for other departments.

Prior to its new location on the ground floor, the Fitness Center was located on the third floor. The roughly 3,000 SF space is still currently vacant. This space can be repurposed for other departments.





Existing Community Center - 3rd Floor



# Building A

# Existing

## MAINTENANCE BUILDING A

Built – 1987

Building Type – One Story Reinforced Concrete Block Building with Mezzanine

Building Size – 10,650 SF

Current Uses – Offices Space, Vehicle Maintenance Garage with Storage Mezzanine

Annual Maintenance Costs –

Replacement Cost –

### Description:

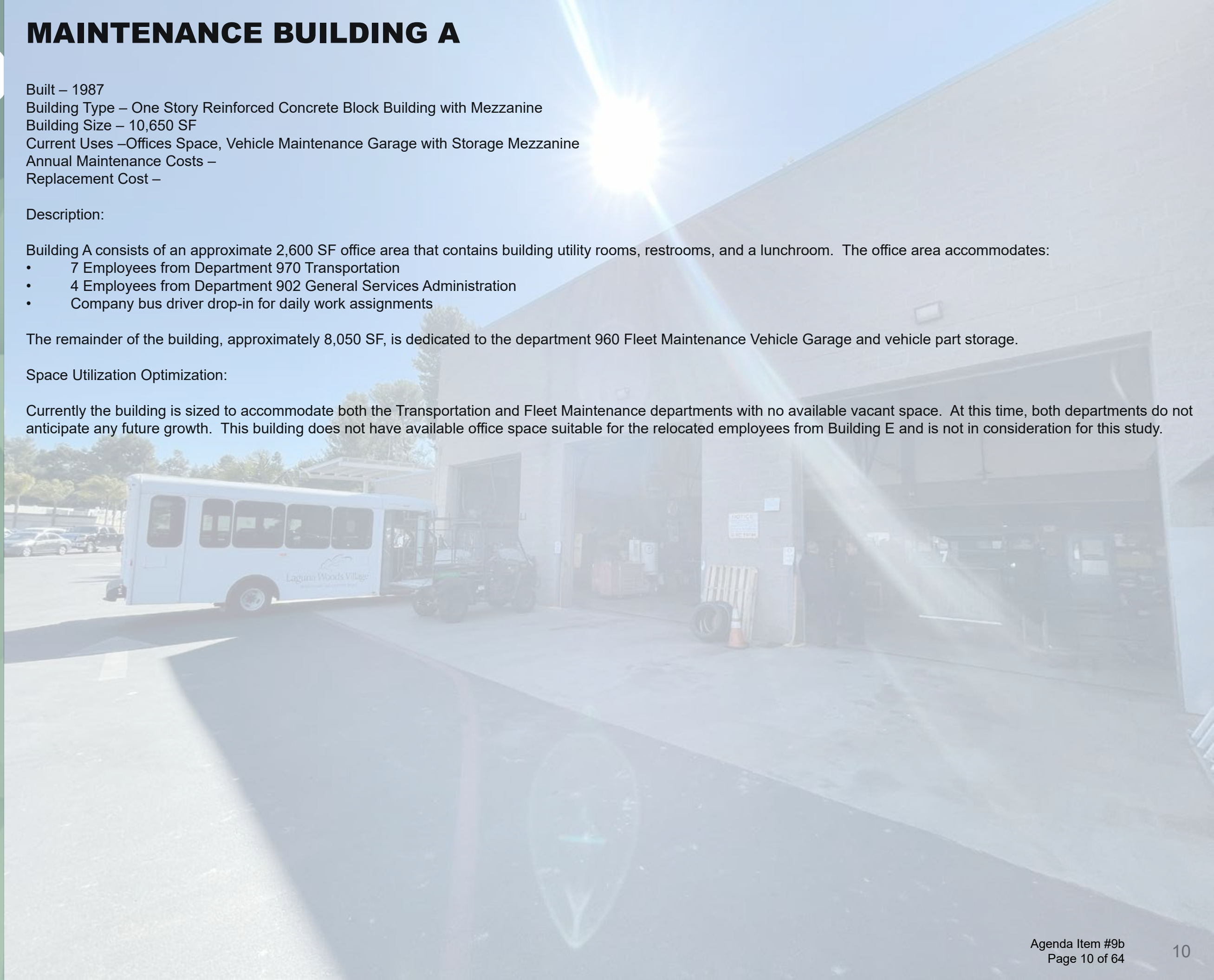
Building A consists of an approximate 2,600 SF office area that contains building utility rooms, restrooms, and a lunchroom. The office area accommodates:

- 7 Employees from Department 970 Transportation
- 4 Employees from Department 902 General Services Administration
- Company bus driver drop-in for daily work assignments

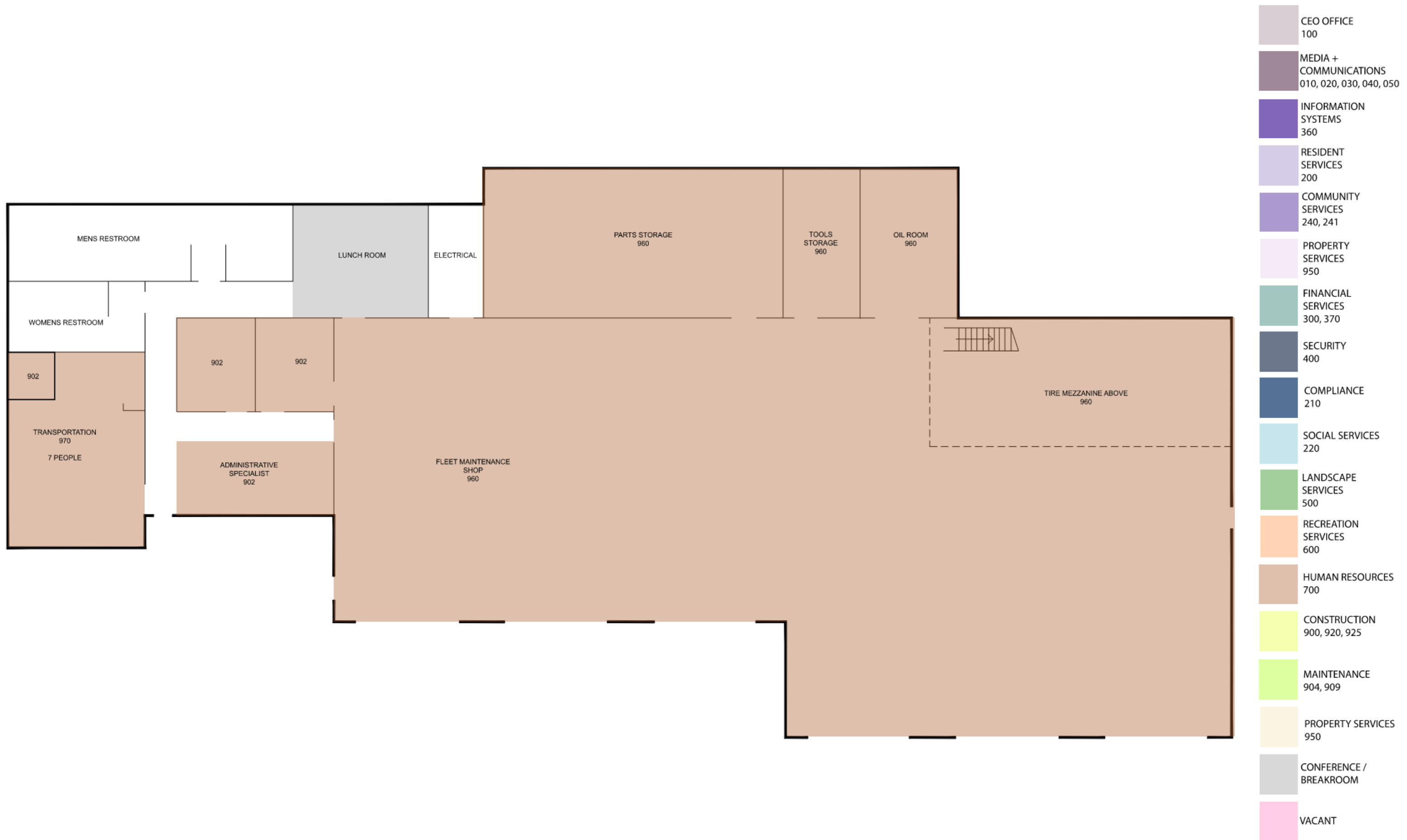
The remainder of the building, approximately 8,050 SF, is dedicated to the department 960 Fleet Maintenance Vehicle Garage and vehicle part storage.

### Space Utilization Optimization:

Currently the building is sized to accommodate both the Transportation and Fleet Maintenance departments with no available vacant space. At this time, both departments do not anticipate any future growth. This building does not have available office space suitable for the relocated employees from Building E and is not in consideration for this study.







## Existing Building A



# Building B

# Existing

## MAINTENANCE BUILDING B

Built – 1976

Building Type – One Story Reinforced Concrete Block Building

Building Size – 4,500 SF

Current Uses – Office Space, Data Server Room

Annual Maintenance Costs –

Replacement Cost –

### Description:

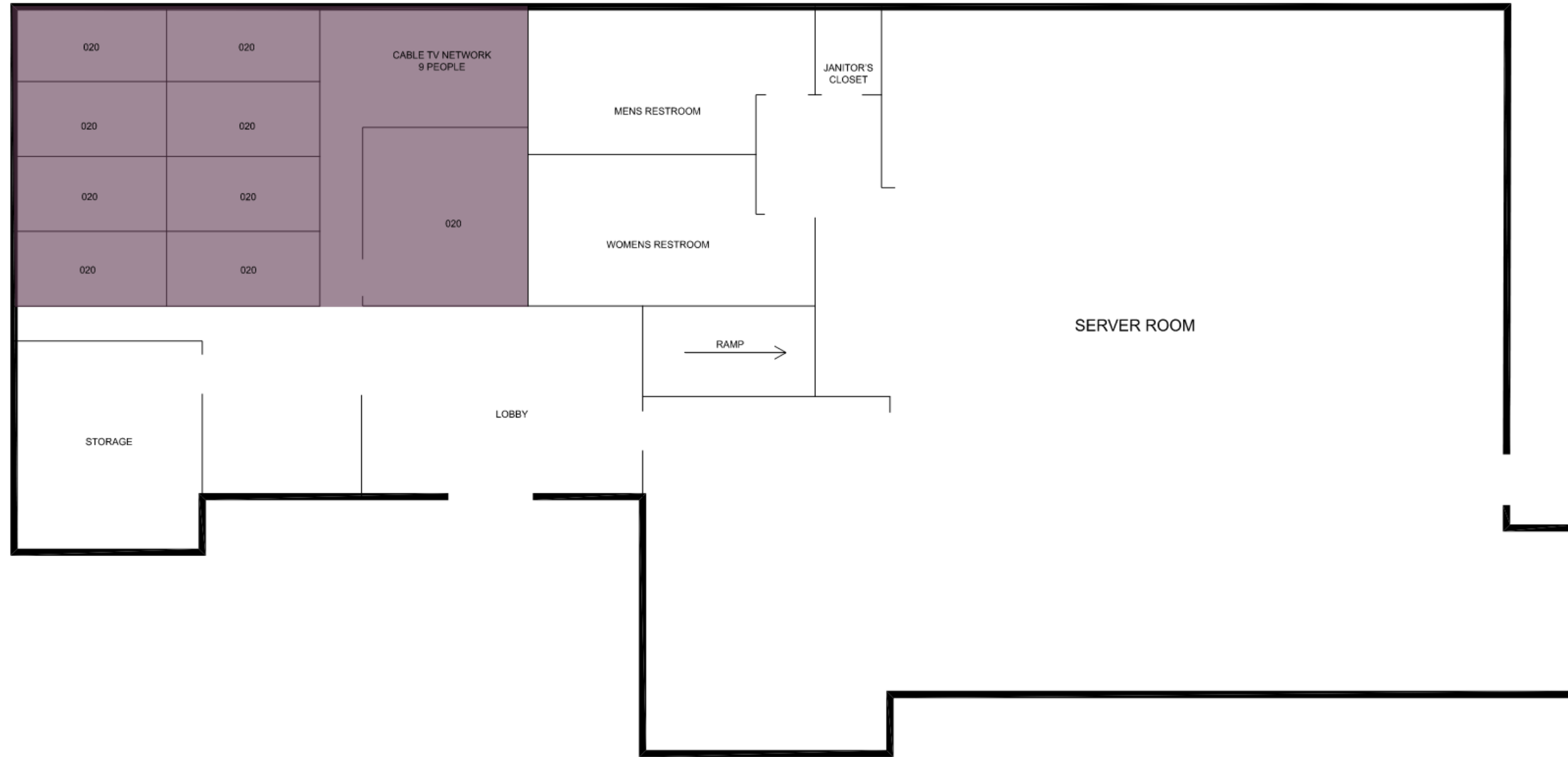
Building B consists of approximately 2,350 SF office area that contains building utility rooms, restrooms, and storage rooms. The office area accommodates:

- Nine Employees from Department 020 Cable TV Network

The remainder of the building, approximately 2,150 SF, is dedicated to a Data Server Room on a raised access flooring system.

### Space Utilization Optimization:

Currently the building is sized to accommodate the Cable TV Network department with no available vacant space. At this time the Cable TV Network department does not anticipate any future growth. With much of the building housing a data server space, this building does not have available office space suitable for the relocated employees from Building E and is not in consideration for this study.



## Existing Building B





# Building D

# Existing

## MAINTENANCE BUILDING D

Built – 1976

Building Type – One Story Pre-Manufactured Metal Framed Building with exterior metal panels

Building Size – 29,500 SF

Current Uses – Purchasing Warehouse, Maintenance & Landscaping Equipment Storage, Office Space

Annual Maintenance Costs –

Replacement Cost –

Description:

Building D currently houses the following departments:

Purchasing Warehouse – Department 311

The Purchasing Warehouse has approximately 10,600 SF of space within Building D. There is about 530 SF of office space that houses three employees and a small break room. The remainder of the space is reserved for warehousing.

Landscape Services – Departments 510 - 570

Landscape Services has approximately 7,000 SF of space within Building D. There is about 360 SF of office space that houses the Irrigation, Small Equipment Repair and Pest Control supervisors. These supervisors work directly with the labor workforce. The landscape management team that directly communicates with supervisors is currently located in Building E. The remaining space is reserved for department and equipment/machine storage.

Security Services – Department 400

Security Services has two rooms that contain a Locker Room and a Coin Counting Room that total approximately 300 SF. The remaining department is located in Building E.

Janitorial – Department 935

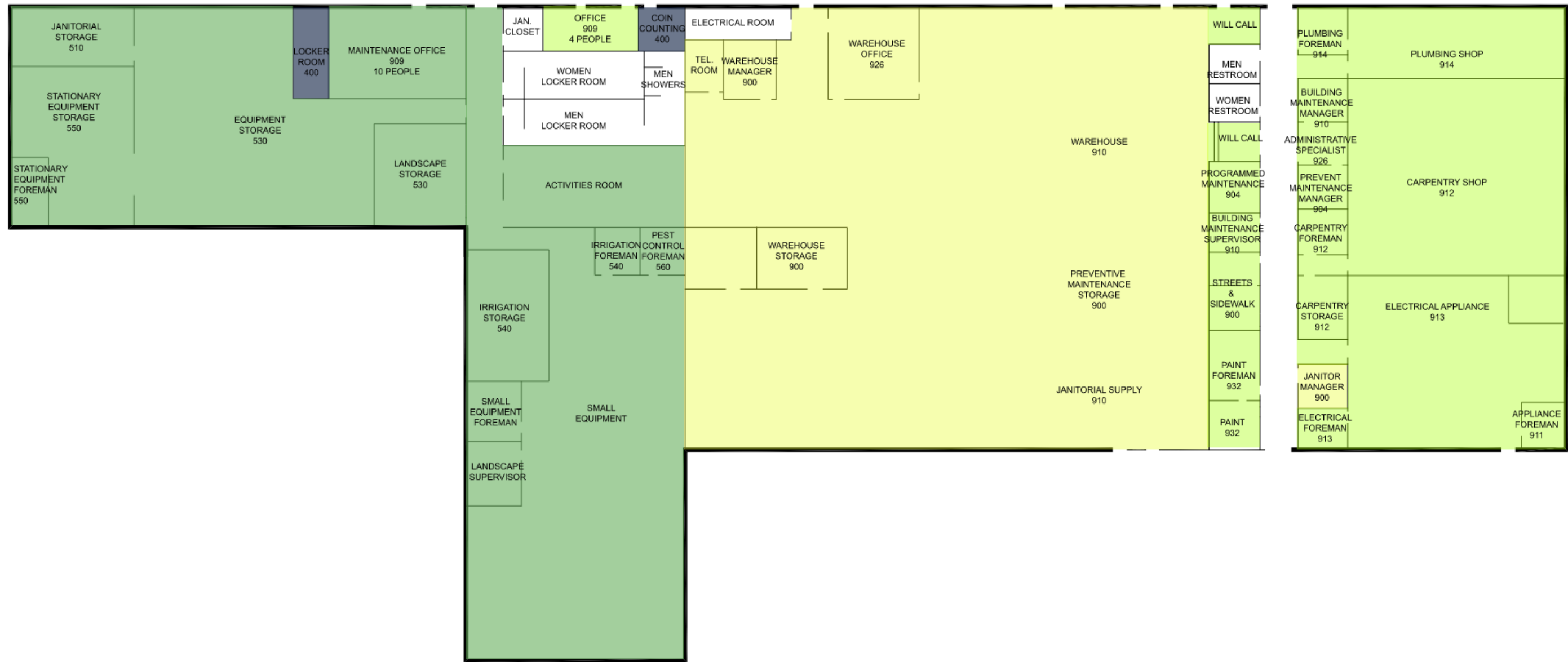
The janitorial department has a small office space and caged storage area, approximately 530 SF of space within Building D.

Department of Maintenance – Departments 904 – 932

The maintenance department has approximately 8,900 SF of space within Building D. There is about 3,400 SF of office space that houses the Plumbing, Carpentry, Electrical, Interiors, Paint and Street & Sidewalks supervisors among others. There is also office space for four employees in Maintenance Services department– 904 and 10 employees in Damage Restoration department – 909. The remaining square footage contains department workshops and storage.

Space Utilization Optimization:

Currently the building does not have conditioned space, except for the small, scattered groups of office space that are heated and cooled with small wall units. Out of necessity office space was carved out of warehousing and storage areas creating inefficient space usage. This building does not have available office space suitable for the relocated employees from Building E and is not in consideration for this study.



- CEO OFFICE  
100
- MEDIA + COMMUNICATIONS  
010, 020, 030, 040, 050
- INFORMATION SYSTEMS  
360
- RESIDENT SERVICES  
200
- COMMUNITY SERVICES  
240, 241
- PROPERTY SERVICES  
950
- FINANCIAL SERVICES  
300, 370
- SECURITY  
400
- COMPLIANCE  
210
- SOCIAL SERVICES  
220
- LANDSCAPE SERVICES  
500, 510, 530, 540, 550, 560
- RECREATION SERVICES  
600
- HUMAN RESOURCES  
700
- CONSTRUCTION  
900, 910, 912, 920, 925, 926
- MAINTENANCE  
904, 909, 910, 913, 914, 932
- PROPERTY SERVICES  
950
- CONFERENCE / BREAKROOM
- VACANT



## Existing Building D





# Building E

# Existing

## MAINTENANCE BUILDING E

Built – 1976

Building Type – One Story Wood Framed Building with exterior stucco finish

Building Size – 5,500 SF

Current Uses – Office Space

Annual Maintenance Costs –

Replacement Cost –

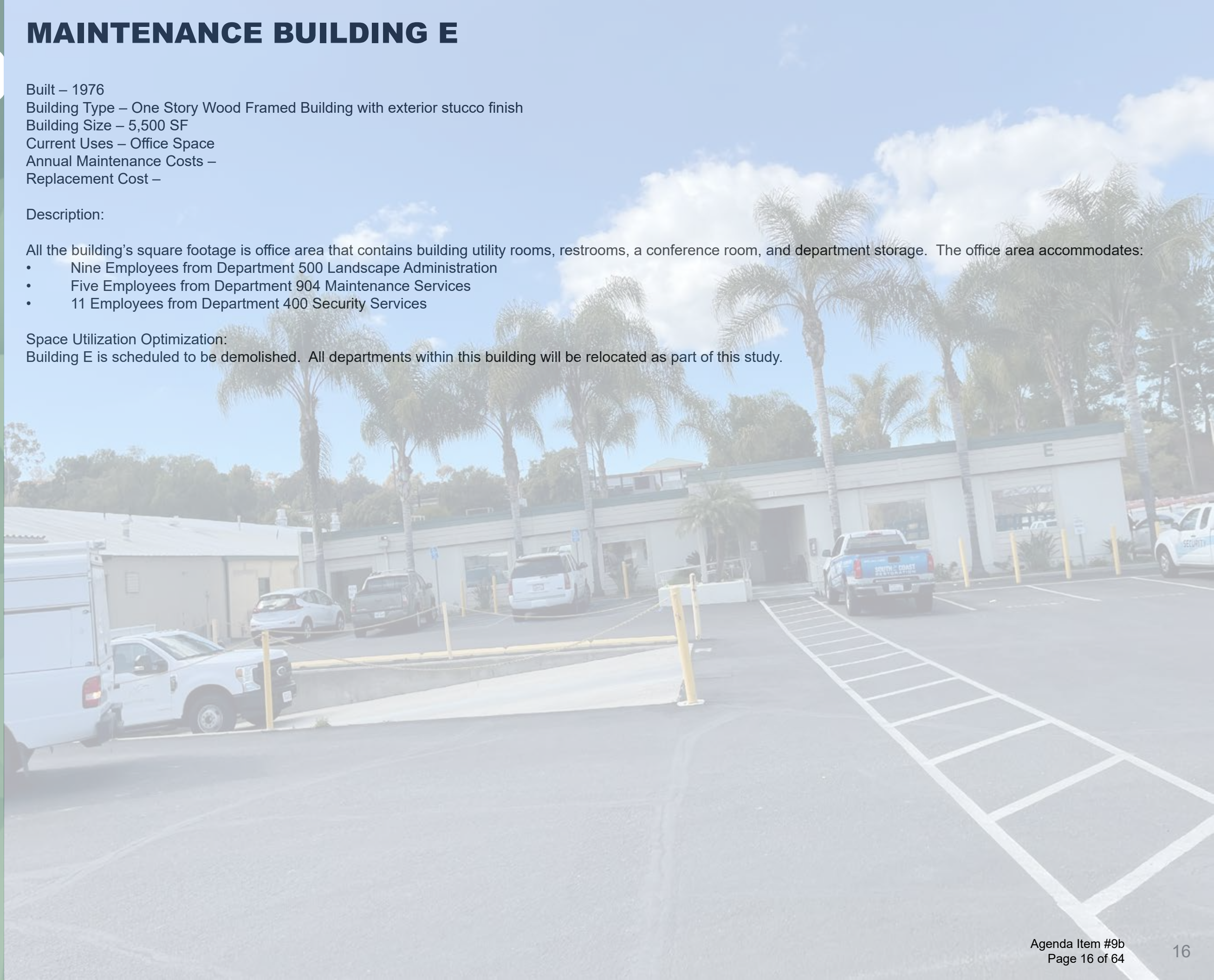
### Description:

All the building's square footage is office area that contains building utility rooms, restrooms, a conference room, and department storage. The office area accommodates:

- Nine Employees from Department 500 Landscape Administration
- Five Employees from Department 904 Maintenance Services
- 11 Employees from Department 400 Security Services

### Space Utilization Optimization:

Building E is scheduled to be demolished. All departments within this building will be relocated as part of this study.





- |                        |                         |
|------------------------|-------------------------|
| CEO OFFICE             | 100                     |
| MEDIA + COMMUNICATIONS | 010, 020, 030, 040, 050 |
| INFORMATION SYSTEMS    | 360                     |
| RESIDENT SERVICES      | 200                     |
| COMMUNITY SERVICES     | 240, 241                |
| PROPERTY SERVICES      | 950                     |
| FINANCIAL SERVICES     | 300, 370                |
| SECURITY               | 400                     |
| COMPLIANCE             | 210                     |
| SOCIAL SERVICES        | 220                     |
| LANDSCAPE SERVICES     | 500                     |
| RECREATION SERVICES    | 600                     |
| HUMAN RESOURCES        | 700                     |
| CONSTRUCTION           | 900, 920, 925           |
| MAINTENANCE            | 904, 909                |
| PROPERTY SERVICES      | 950                     |
| CONFERENCE / BREAKROOM |                         |
| VACANT                 |                         |

### Existing Building E







# Clubhouse 1 Existing

## CLUBHOUSE 1

Built – 1964

Building Type – Two Story Wood Framed Building with exterior stucco finish

Building Size – 41,220 SF

Current Uses – Community Resident Amenities

Annual Maintenance Costs –

Replacement Cost –

### Description:

Clubhouse 1 is dedicated to resident amenities. There is approximately a total of 11,500 SF of resident rentable space, below is a list of the rentable rooms:

- Dining Room 1
- Dining Room 3
- Art Room
- Main Lounge
- Multi-Purpose Room

After review of the reservation calendar, it was determined that all these rooms are rented multiple times throughout the day, every day of the week. In addition to the rental space, there are two non-rentable “drop-in rooms”. While not reservable space, they are still used daily by the residents.

Adjacent to the main lounge there is approximately 750 SF of office space on the ground floor for Clubhouse employees and a 500 SF conference room located on a mezzanine above the office space. This conference room is only accessible by stairs. Due to the location of the access stairs, and no elevator access, this conference room cannot be used by the residents and is rarely used by the employees.

The clubhouse contains an 8,400 SF Fitness Center/Gymnasium Building. This building also contains a small locker room located within the front lobby and a small office space for the fitness staff. The Fitness Center is a drop-in space that sees consistent daily resident traffic. The Gymnasium is a rentable space and is typically completely reserved.

The pool section of the clubhouse contains an exterior pool and spa deck, exterior Bocce Ball courts, interior restrooms and locker rooms and pool equipment rooms. There is also a 1,700 SF drop-in Billiards room that contains six Billiards Tables.

There are two identical 4,500 SF buildings at the rear of the Clubhouse. These buildings each contain six recessed shuffleboard courts. Currently one of the two buildings is dedicated to an archery range. These buildings are not air conditioned; however, are heated by ceiling mounted space heaters and ventilated with operable clear-story windows and ceiling mounted fans.

### Space Utilization Optimization:

There are several spaces that are underutilized by the residents and have the opportunity to be re-purposed.

### Shuffleboard Court Buildings

Shuffleboard is no longer a popular resident activity. Both Shuffleboard buildings are rarely used. Shuffleboard Court C is currently still used for shuffleboard, while Shuffleboard Court B was repurposed into an archery range. Due to the danger of the sport, archery is only used several times a week while a trainer is present. The remainder of the time, the building is not used. The six recessed shuffleboard courts in the archery building are still intact, creating an opportunity to use the archery building for shuffleboard when not in use. This would allow Shuffleboard Building C to be re-purposed.

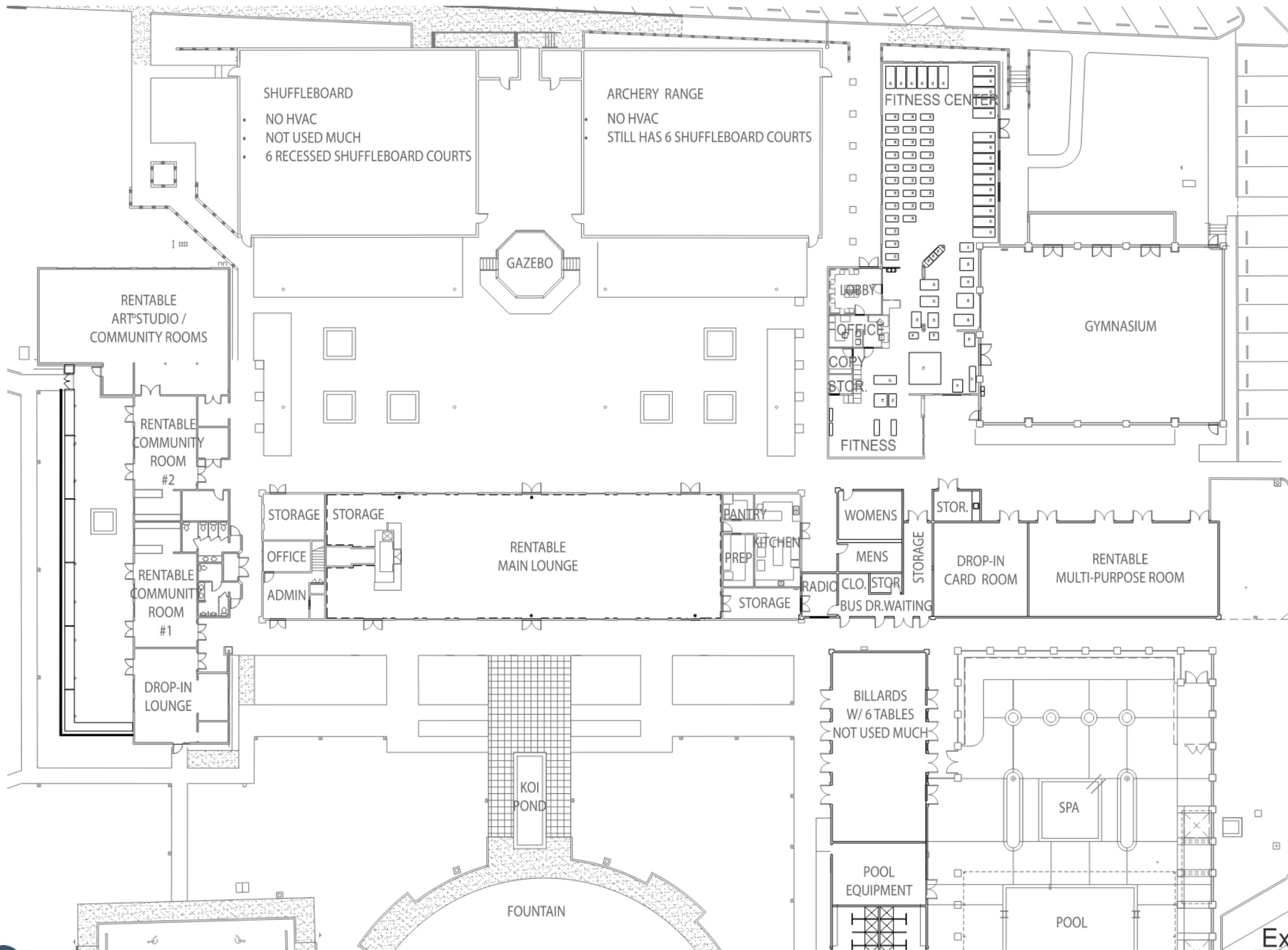
### Billiards Room

The 1,700 SF drop-in Billiards Room does not see consistent daily resident traffic. The Billiards Room located in Clubhouse 3 is a more popular spot for the residents. In addition to being more popular, the Billiards Room in Clubhouse 3 is also used for all Billiards Tournaments within the community. There is an opportunity to re-purpose the Billiards Room.

### Drop-in Card Room

The drop-in Card Room is one of two non-reservable lounges that can be used by residents. The other lounge, located in the front of the Clubhouse, serves free coffee for the residents. While both rooms are used by residents, there is an opportunity to combine these rooms allowing the 600 SF Card Room to be re-purposed.





- CEO OFFICE  
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- MEDIA + COMMUNICATIONS  
010, 020, 030, 040, 050
- INFORMATION SYSTEMS  
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- RESIDENT SERVICES  
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- COMMUNITY SERVICES  
240, 241
- PROPERTY SERVICES  
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- FINANCIAL SERVICES  
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- COMPLIANCE  
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- SOCIAL SERVICES  
220
- LANDSCAPE SERVICES  
500
- RECREATION SERVICES  
600
- HUMAN RESOURCES  
700
- CONSTRUCTION  
900, 920, 925
- MAINTENANCE  
904, 909
- PROPERTY SERVICES  
950
- CONFERENCE / BREAKROOM
- VACANT

Existing Clubhouse 1





# Clubhouse 4 Existing

## CLUBHOUSE 4

Built – 1972

Building Type – Single Story Wood Framed Building with exterior stucco finish

Building Size – 35,260 SF

Current Uses – Community Resident Amenities, Emeritus Classes

Annual Maintenance Costs –

Replacement Cost –

### Description:

Clubhouse 4 consists of four separate building wings, three of the wings are reserved for resident amenities and the last building wing is used for storage. A portion of the roof of the storage building is also used as a sun deck for the residents. A pool with restrooms and locker rooms is in the center of the Clubhouse courtyard.

### Building Wing A:

Building Wing A is approximately 9,600 SF and contains the following classrooms and studios:

- Kiln Room

This room is for employee use only, residents are not allowed to run the kilns. There is a secured fenced Kiln and Utility Yard surrounding the building.

- Slipcast Studio
- Ceramics Studio

The Ceramics Studio contains a Drying Room, pottery wheels, glazing area, storage rooms and a separate Ceramic Workroom. Emeritus courses are taught in the Ceramic Studio.

- Glass and Lapidary Studio

The studio contains storage for both Glass Working and Lapidary. A separate, attached room serves as a classroom for both Glass Working and Lapidary. Emeritus courses are taught in the studio.

### Building Wing B:

Building Wing B is approximately 10,000 SF and contains the following classrooms and studios:

- Wood Shop

The wood shop is only for resident use only. There are no classes, workshops, or Emeritus courses taught. In addition to the wood shop, there is a small secure, caged metal shop located in the corner of the wood shop.

- Jewelry Studio

The Jewelry Studio is set up with permanent workstations that each contain oxygen and natural gas taps for soldering. There are approximately four classes taught per week, three of those classes are Emeritus courses.

- Quilting/Sewing Studio

The Quilting and Sewing Studios are separated into three separate rooms: a drop-in resident Sewing Room, a Quilting/Sewing Classroom that accommodates three Emeritus courses per week and a separate, future Long-arm Quilting Room. The Long-arm machine has already been ordered. Currently the future Long-arm Quilting Room serves as an employee conference room.



### Building Wing C

Building Wing C is approximately 6,800 SF and contains the following classrooms and studios:

- Staff and Resident Lounge

This lounge contains several vending machines and complimentary coffee for the residents.

- Art Studio

The Art Studio contains a separate art storage room with sinks and a wash station, located on one end of the room. A single Emeritus course is taught per week. This course only uses half of the Art Studio, the remaining half of the studio is a drop-in space for residents.

- Photo Studio

The Photo Studio contains the following rooms:

- Drop-In Photo Classroom
- Dark Room
- Printer Room
- Photo Lab
- Cutter Room
- Photo Classroom (Emeritus Courses taught in room)

### Storage Building Wing

The Storage Building Wing is approximately 6,200 SF and is built into the site's grade. The entire ground floor, only accessed at the rear of the building, is currently used for department and Emeritus storage. There is a small kitchen and restrooms that are not currently used. A portion of the roof of the building is used as a sun deck for residents. The sun deck elevation is near the same elevation as the pool deck. This building requires maintenance, the HVAC unit is currently not in operation and the sun deck has had a history of leaking that requires continual maintenance. Access to the ground floor is provided by both exterior stairs and a ramp, there is no elevator. The existing ramp is very steep and does not meet current building codes.





# Clubhouse 4

# Existing

## CLUBHOUSE 4

### Space Utilization Optimization:

The studios and classrooms in Clubhouse 4 have specialized gasses, utilities and power and exhaust requirements associated with them. Relocating these rooms is not economically feasible. Because of this, many of these studios are not being considered in this study. However, there still are several spaces that are underutilized by the residents and have the opportunity to be re-purposed.

### Building Wing B:

Based on usage of the space, there is an opportunity to combine the Drop-in Sewing Room and the Emeritus Classroom into a single room. During Emeritus courses, the room could be co-habitated with drop-in residents, like the Art Studio. This would make the 400 SF classroom available for another function.

### Building Wing C:

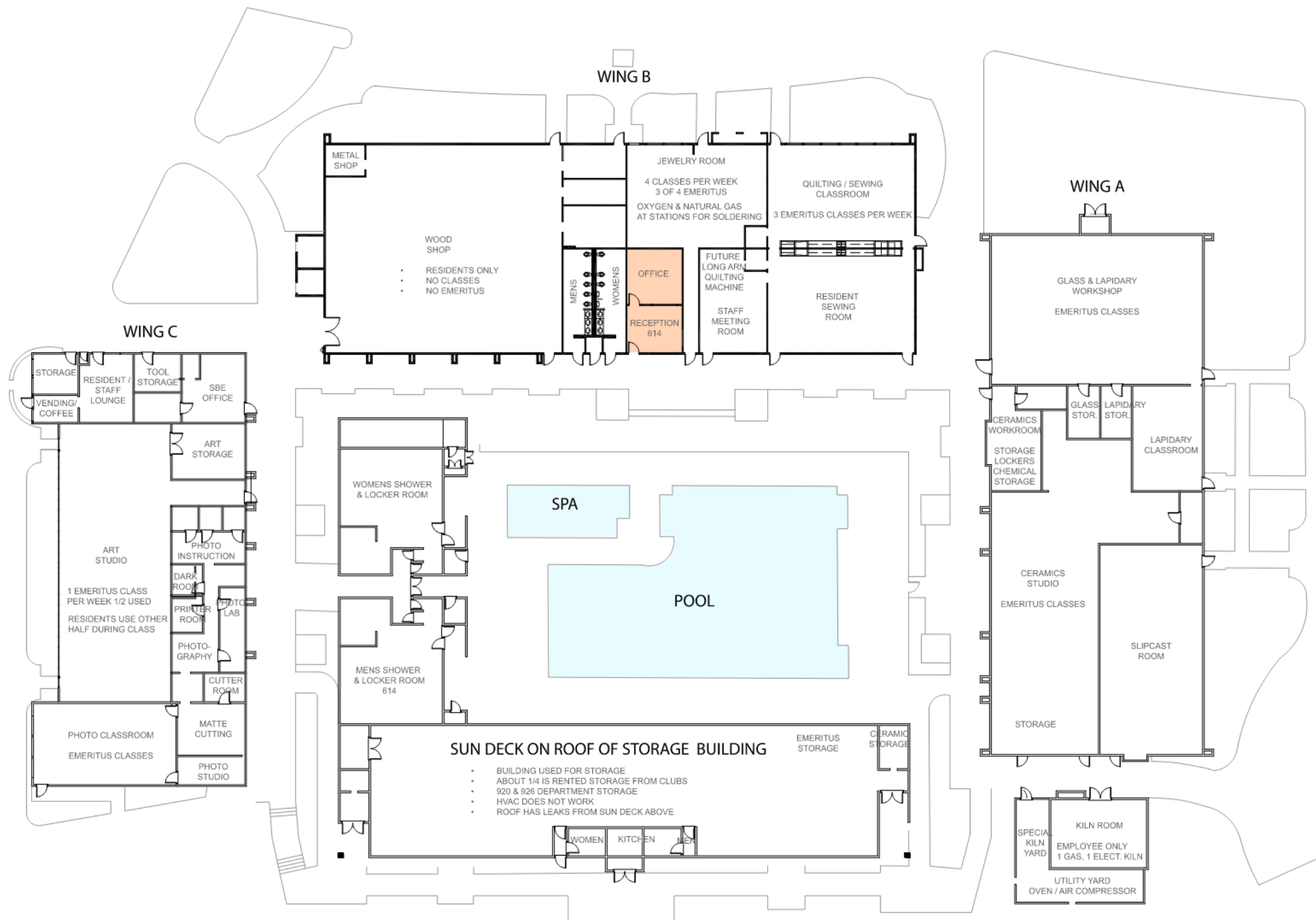
Based on usage of the space, the Art Studio is currently oversized. There is an opportunity to modify the Art Studio into two separate rooms. The reduced Art Studio could be co-habited with Emeritus courses and drop-in residents. The remaining 1,200 SF of the existing Art Studio would be available for another function.

The Photo Studio currently has two classrooms, one classroom is used for Emeritus courses while the other serves as a drop-in space and is rarely used. These classrooms could be combined allowing the other classroom to be re-purposed for another use.

### Storage Building Wing:

Due to the extensive renovations required to replace the HVAC system and seal and coat the Sun Deck roof along with the cost to either install an elevator, or upgrade the existing ramp to meet current building code requirements, re-purposing this building for resident use is not in consideration for this study.





	CEO OFFICE 100
	MEDIA + COMMUNICATIONS 010, 020, 030, 040, 050
	INFORMATION SYSTEMS 360
	RESIDENT SERVICES 200
	COMMUNITY SERVICES 240, 241
	PROPERTY SERVICES 950
	FINANCIAL SERVICES 300, 370
	SECURITY 400
	COMPLIANCE 210
	SOCIAL SERVICES 220
	LANDSCAPE SERVICES 500
	RECREATION SERVICES 600, 614
	HUMAN RESOURCES 700
	CONSTRUCTION 900, 920, 925
	MAINTENANCE 904, 909
	PROPERTY SERVICES 950
	CONFERENCE / BREAKROOM
	VACANT

## Existing Clubhouse 4





# Clubhouse 7

# Existing

## CLUBHOUSE 7

Built – 2005

Building Type – Single Story Wood Framed Building with exterior stucco finish

Building Size – 18,565 SF

Current Uses – Community Resident Amenities

Annual Maintenance Costs –

Replacement Cost –

### Description:

Clubhouse 7 is dedicated to resident amenities. There is a 5,300 SF rentable Main Ballroom that contains a Pre-function Lounge, stage, bar, and a fully functional commercial kitchen. The Main Ballroom is rented on a regular basis. The small bar within the Pre-function Lounge is rarely used. The commercial kitchen is occasionally used to cook food; however, it is mostly used as a prep space for pre-cooked food that is brought in by the residents.

There are restrooms, showers and a Pro Shop located at the back of the Clubhouse. The restroom and showers are used by residents coming from the Driving Range located across the street. The Pro Shop and adjacent patio space are currently empty space.

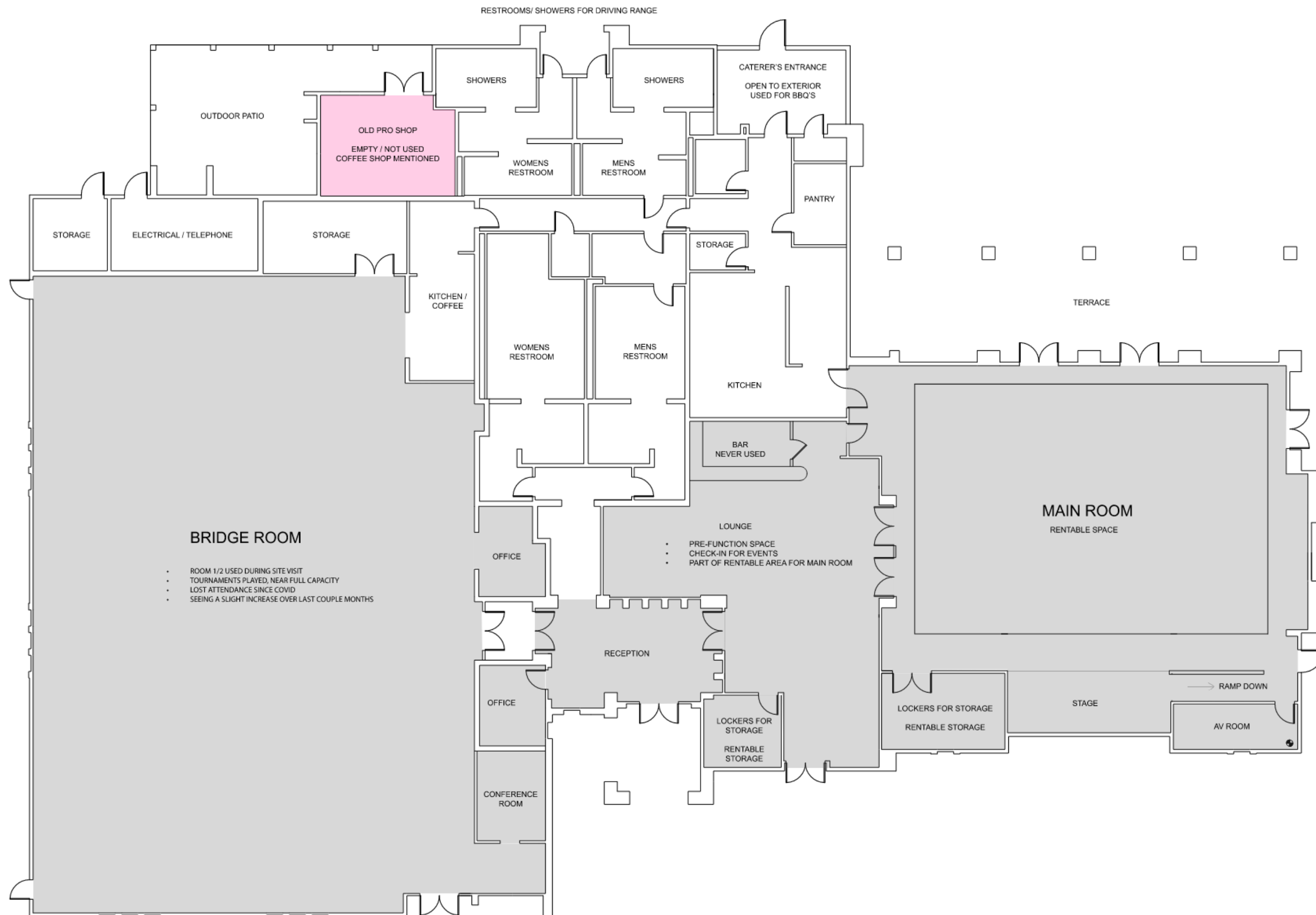
The remainder of Clubhouse 7 is a large, open 6,500 SF Bridge Room. This room contains rows of tables and chairs dedicated to bridge. At the time of the building survey, the Bridge Room was about half utilized. Attendance has been down since the COVID pandemic but has recently seen a rise in attendance as things begin to normalize. During Bridge Tournaments, the room is typically filled to capacity.

### Space Utilization Optimization:

The 315 SF Pro Shop is currently not being used and can be re-purposed. Due to its size and location, it is not suitable for the relocated employees from Building E, or other resident functions, and is not in consideration for this study. Several board members have mentioned that the space could be re-purposed into a café or coffee shop for the Driving Range.

The current layout of the Bridge Room, relating to its adjacency to the Reception Area and the architecture of the space, is not easily divided into multiple, separate spaces. Building modifications relating to egress, lighting and HVAC are required to divide the room up into smaller rooms. While the Bridge Room was only half utilized during the building survey, during tournaments the room is filled to capacity. For these reasons, the Bridge Room is not in consideration to be re-purposed for this study.





	CEO OFFICE 100
	MEDIA + COMMUNICATIONS 010, 020, 030, 040, 050
	INFORMATION SYSTEMS 360
	RESIDENT SERVICES 200
	COMMUNITY SERVICES 240, 241
	PROPERTY SERVICES 950
	FINANCIAL SERVICES 300, 370
	SECURITY 400
	COMPLIANCE 210
	SOCIAL SERVICES 220
	LANDSCAPE SERVICES 500
	RECREATION SERVICES 600, 617
	HUMAN RESOURCES 700
	CONSTRUCTION 900, 920, 925
	MAINTENANCE 904, 909
	PROPERTY SERVICES 950
	CONFERENCE / BREAKROOM
	VACANT

## Existing Clubhouse 7

# Department Spaces

## Department Space Requirement Programs

The following tables provide the preliminary architectural space requirements for the three departments being relocated from Building E:

- 500 – Landscape Services
- 904/909 - Maintenance Services
- 400 - Security Services

These programs provide detail break-out of all required department space for employee offices and workstations, department dedicated areas, circulation space and the potential for shared areas and employee amenities. The total required department square footage listed in these programs was used to determine potential department locations in the Space Use Optimization Options.





## Maintenance Services

20 TOTAL RELOCATED STAFF

	Size	SF	Qty	SF
<b>WORKSTATIONS/OFFICES</b>				
Manger Office	12x15	180	1	180
Private Office	10x12	120	5	600
Workstation	8x8	64	14	896
				<b>1,676</b>
<b>DEPARTMENT DEDICATED AREAS</b>				
Storage (Lateral 3 drawer)	3.5 x 1.5	5.25	15	79
				<b>79</b>
Circulation Space			35%	614
<b>SHARED AREAS</b>				
Conference Room			1	
Print Area			1	
Lounge/Breakroom			1	

**DEDICATED DEPARTMENT AREA SF TOTAL 2,369**

### Notes

- Department 909 is currently located in Building D with 1 person located on the second floor of the Community Center. Department 904 is currently located in Building E with 4 people located in Building D.
- Department 904 mentioned that they preferred to maintain a close proximity to Building D. Department 909 mentioned it would be nice to a proximity to Building D, but that they could function remote.

## Security Services

11 TOTAL RELOCATED STAFF

	Size	SF	Qty	SF
<b>WORKSTATIONS/OFFICES</b>				
Manger Office	12x15	180	2	360
Private Office	10x12	120	4	480
Workstation	8x8	64	5	320
Report writing Station	4x4	16	4	64
				<b>1,160</b>
<b>DEPARTMENT DEDICATED AREAS</b>				
Storage (Lateral 3 drawer)	3.5 x 1.5	5.25	10	53
Locker Room	12x12	144	2	288
Dispatch Room	15x30	450	1	450
Briefing Room	20x35	700	1	700
Interview Room	15x15	225	1	225
Printer Copy Area	5x5	25	1	25
Elevator Pad Equipment Storage	4x10	40	1	40
Equipment & IT Rack Storage	10x14	140	1	140
Coin Safe/Counting Room	10x12	120	1	120
Supply Room	10x12	120	1	120
				<b>2,161</b>
Circulation Space			35%	1,162
<b>SHARED AREAS</b>				
Conference Room			1	
Lounge/Breakroom			1	

**DEDICATED DEPARTMENT AREA SF TOTAL 4,483**

### Notes

- Department is currently located in Building E. The locker room and coin counting room are located in Building D.
- Dispatch room requires employee lockers, acoustic wall treatment and individual controled lighting for dispatch employee.
- Security is responsible for the elevator pads for protection during resident move in/out. Will require a storage room for these pads.
- Security is responsible for collecting the coin received from the laundry machines, will require a dedicated room to house a safe and a space to count the coin.
- Will need a room to house the IT rack that supports Security's radio network.

## Landscape Services

12 TOTAL RELOCATED STAFF

	Size	SF	Qty	SF
<b>WORKSTATIONS/OFFICES</b>				
Manger Office	12x15	180	2	360
Private Office	10x12	120	8	960
Workstation	8x8	64	2	128
				<b>1,448</b>
<b>DEPARTMENT DEDICATED AREAS</b>				
Storage (Lateral 3 drawer)	3.5 x 1.5	5.25	5	26
				<b>26</b>
Circulation Space			35%	516
<b>SHARED AREAS</b>				
Conference Room			1	
Print Area			1	
Lounge/Breakroom			1	

**DEDICATED DEPARTMENT AREA SF TOTAL 1,990**

### Notes

- Majority of the department currently located in Building E, 2 people located on the second floor of the Community Center.
- Can work remote from the Maintenance Center and Building D. Department leads that have direct control over labor work out of Building D. Management staff only communicates with department leads.

# Department Spaces



## Community Center 1st Floor - Option 1

39 TOTAL RELOCATED STAFF

	Size	SF	Qty	SF
<b>200 RESIDENT SERVICES</b>				
Resident Services Circulation Space		2989	1	2,989
Emergency Preparedness Office	14.5 x 10.6	154	1	154
				<b>3,143</b>
<b>220 SOCIAL SERVICES</b>				
Private Circulation Space		768	1	768
Private Office	10x12	120	3	360
Workstation	8x8	64	8	512
				<b>1,640</b>
<b>240, 241 COMMUNITY SERVICES WORKSTATIONS/OFFICES</b>				
Mail / Print Room		781	1	781
Storage	7.4 x 14	104	1	104
Private Office - Badge/ID	14 x 10.4	146	1	146
Private Office	12 x 12.5	150	1	150
Private Office	14.8 x 12.5	185	1	185
Workstation	8x8	64	8	512
				<b>1,878</b>
<b>400 SECURITY</b>				
Security Interview Room	12.2 x 12.3	150	1	150
				<b>150</b>
<b>600 RECREATION SERVICES</b>				
Recreation Office		713	1	713
Private Office	14.5 x 8.2	119	1	119
Private Office	14 x 12	168	1	168
Workstation	8x8	64	2	128
Storage	9.4 x 3.2	30	1	30
				<b>1,158</b>
<b>925 HOA COMPLIANCE</b>				
Room 1		713	1	713
Room 2		559	1	559
				<b>1,272</b>
Storage (Lateral 3 drawer)	3.5 x 1.5	5.25	8	42
				<b>42</b>
Circulation Space			35%	3,249
<b>SHARED AREAS</b>				
Board Room	10 x 17.5	175	1	175
PC Computer Room	20 x 39.7	595	1	595
Mac Computer Room	18.8 x 31.4	591	1	591
Kitchenette	8 x 12	96	1	96
Conference Room	10 x 16.5	165	1	165
Conference Room	14 x 15.8	221	1	221
Fitness Center		1379	1	1,379

**DEDICATED DEPARTMENT AREA SF TOTAL**

**12,532**



## Community Center 2nd Floor - Option 1

62 TOTAL RELOCATED STAFF

	Size	SF	Qty	SF
<b>100 CEO OFFICE/ADMIN</b>				
100 Private Office	10x16	160	3	480
100 Private Office	15.5x13.5	209	1	209
100 Workstation	8x8	64	4	256
				<b>945</b>
<b>360 INFORMATION SERVICES</b>				
Network Room/Secure Storage		940	1	940
360 Private Office	16x9.4	151	2	302
360 Workstation	8x8	64	8	512
360 Circulation		346	1	346
				<b>2,100</b>
<b>300, 370 FINANCIAL SERVICES</b>				
300 Private Office - large	16x14.3	228	1	228
300 Private Office - large	16x15.3	244	1	244
300 Private Office	16x10.5	169	2	338
300 Private Office	14.8x12.5	198	1	198
300 Workstation	8x8	64	10	640
370 Private Office	16x10.5	169	1	169
370 Workstation	8x8	64	4	256
				<b>2,073</b>
<b>500 LANDSCAPE SERVICES</b>				
500 Private Office - large	16x14.2	225	2	450
500 Private Office	16x10.5	169	2	338
500 Private Office	15x10.3	155	5	775
500 Private Office	15x9.3	140	1	140
500 Workstation	8x8	64	10	640
				<b>2,343</b>
<b>700 HUMAN RESOURCES</b>				
700 Private Office	15.5x11.5	178	1	178
700 Private Office	16x10	160	2	320
700 Private Office	15.6 x 9.5	148	2	296
700 Workstation	8x8	64	5	320
700 Secure Storage	16x10	160	1	160
				<b>1,274</b>
<b>VACANT</b>				
Private Office - Large	16x14.4	230	1	230
Private Office	16x10	160	1	160
Workstation	8x8	64	17	1,088
				<b>1,478</b>
Storage (Lateral 3 drawer)	3.5 x 1.5	5.25	30	158
				<b>158</b>
Circulation Space			35%	3,630
<b>SHARED AREAS</b>				
Executive Board Room	15.6x29.3	457	1	457
Director's Room	18.1 x 16	290	1	290
Coffee/Print West		250	1	250
Coffee/Print East		356	1	356
Conference Room Northcentral		230	1	230
Conference Room Northwest	29x17.8	516	1	516
Conference Room South	18.7x31.6	591	1	591
Breakroom		619	1	619

**DEDICATED DEPARTMENT AREA SF TOTAL 14,000**

## Community Center 3rd Floor - Option 1

109 TOTAL RELOCATED STAFF

	Size	SF	Qty	SF
<b>010, 020, 030, 040, 050 MEDIA &amp; COMMUNICATIONS</b>				
010 Private Office	13x16.9	220	1	220
010 Workstation	8x8	64	4	256
030 TV6 Studio		763	1	763
030 Storage		178	1	178
030 Storage		145	1	145
030 Control Room		334	1	334
030 Private Office	9.3x13.4	124	3	372
030 Private Office	9.3x12	112	2	224
030 Private Office	9.1x9.1	83	1	83
030 Private Office	8.1x9.3	75	1	75
030 Private Office	12x9	108	1	108
030 Green Room		121	1	121
030 Workstation	8x7.2	58	1	58
Circulation		610	1	610
				<b>3,547</b>
<b>400 SECURITY</b>				
Private Office - Large	13.3x15	200	1	200
Private Office	13.1x10	138	5	690
Workstation	8x8	64	5	320
Report writing Station	4x4	16	5	80
Storage (Lateral 3 drawer)	3.5 x 1.5	5.25	10	53
Dispatch Room with Lockers	13x 30.1	400	1	400
Mens Locker Room	12.6x11.5	145	1	145
Womens Locker Room	12.6x11.5	145	1	145
Briefing Room	18.9x37	700	1	700
Elevator Pad Equipment Storage	9.3x3.2	30	1	30
Equipment & IT Rack Storage		168	1	168
Coin Safe/Counting Room	9.5x7.6	72	1	72
Uniform Storage	8.5x23.5	200	1	200
Circulation		1120	1	1,120
				<b>4,323</b>
<b>210 COMPLIANCE</b>				
210 Private Office	10.2x16.8	168	1	168
210 Private Office	13x13.7	178	1	178
210 Workstation	8x8	64	6	384
Circulation		533	1	533
				<b>1,263</b>
<b>900, 920, 925 CONSTRUCTION</b>				
Private Office	13.7x12.5	171	1	171
Private Office	12.4x11	137	1	137
Private Office	15.7x12	188	1	188
Private Office	12.8x15.3	196	1	196
Workstation	8x8	64	14	896
Printer Layout Area	16.2x13.3	215	1	215
Circulation		815	1	815
				<b>2,618</b>
<b>904, 909 MAINTENANCE</b>				
904 Private Office	13x13	169	1	169
904 Private Office	12.6x13	163	1	163
904 Private Office	9.2x13	120	1	120
904 Private Office	13.5x10	135	2	270
909 Private Office	13.5x11.1	150	1	150
904 Workstation	8x8	64	5	320
909 Workstation	8x8	64	9	576
Circulation/Copy Print Area		967	1	967
				<b>2,735</b>
<b>950 PROPERTY SERVICES</b>				
Private Office	17x 8.8	150	3	450
Workstation	8x8	64	1	64
Open Workstations & Circulation		1022	1	1,022
Printer Layout Area	16x10	160	1	160
Storage		68	1	68
				<b>1,764</b>
<b>VACANT</b>				
Workstation	8x8	64	9	576
Workstation - Small	8.6x4.2	36	3	108
				<b>684</b>
Storage (Lateral 3 drawer)	3.5 x 1.5	5.25	16	84
				<b>84</b>
Circulation Space			35%	5,956
<b>SHARED AREAS</b>				
Conference Room West		590	1	590
Conference Room South		765	1	765
Breakroom		512	1	512

**DEDICATED DEPARTMENT AREA SF TOTAL 22,974**

# Department Spaces

## Community Center 1st Floor - Option 2

79 TOTAL RELOCATED STAFF

	Size	SF	Qty	SF
<b>200 RESIDENT SERVICES</b>				
Resident Services Circulation Space		2600	1	2,600
Emergency Preparedness Office	14.5 x 10.6	154	1	154
				<b>2,754</b>
<b>220 SOCIAL SERVICES</b>				
Private Circulation Space		768	1	768
Private Office	10x12	120	3	360
Workstation	8x8	64	8	512
				<b>1,640</b>
<b>240, 241 COMMUNITY SERVICES WORKSTATIONS/OFFICES</b>				
Mail / Print Room		781	1	781
Private Office - Badge/ID	14 x 10.4	146	1	146
Private Office		171	1	171
Workstation	8x8	64	9	576
				<b>1,674</b>
<b>400 SECURITY</b>				
Security Interview Room	12.2 x 12.3	150	1	150
				<b>150</b>
<b>600 RECREATION SERVICES</b>				
Recreation Office Area	18.8x31.4	591	1	591
				<b>591</b>
<b>900, 920, 925 CONSTRUCTION &amp; HOA COMPLIANCE</b>				
925 Workstation	8.6x6.3	54	11	594
925 Private Office	12.8x9	115	2	230
900, 920, 925 Open Desks/Circulation		1061	1	1,061
				<b>1,885</b>
<b>950 PROPERTY SERVICES</b>				
950 Storage	7.4 x 14	104	1	104
950 Workstation - small	4.4x4.6	20	15	300
Workstation	8x8	64	1	64
Private Office	14.6x8.2	120	1	120
Private Office	12x12.5	150	1	150
Private Office	14.8x12.5	185	1	185
				<b>923</b>
<b>VACANT</b>				
950 Workstation - small	4.4x4.6	20	2	40
				<b>40</b>
Circulation Space			35%	3,380
<b>SHARED AREAS</b>				
Board Room	10 x 17.5	175	1	175
Kitchenette	8 x 12	96	1	96
Conference Room	10 x 16.5	165	1	165
Conference Room	14 x 15.8	221	1	221
Fitness Center		1379	1	1,379

**DEDICATED DEPARTMENT AREA SF TOTAL 13,037**

## Community Center 2nd Floor - Option 2

78 TOTAL RELOCATED STAFF

	Size	SF	Qty	SF
<b>360 INFORMATION SERVICES</b>				
Network Room/Secure Storage		940	1	940
360 Private Office	16x9.4	151	2	302
360 Workstation	8x8	64	8	512
360 Circulation		346	1	346
				<b>2,100</b>
<b>300, 370 FINANCIAL SERVICES</b>				
300 Private Office - large	16x14.2	225	2	450
370 Private Office	16x10.5	169	2	338
300 Private Office	15x10.3	155	5	775
370 Private Office	15x9.3	140	1	140
300, 370 Workstation	8x8	64	10	640
				<b>2,343</b>
<b>500 LANDSCAPE</b>				
500 Private Office - large	16x14.3	228	1	228
500 Private Office - large	16x15.3	244	1	244
500 Private Office	16x10.5	169	2	338
500 Private Office	14.8x12.5	198	1	198
500 Workstation	8x8	64	10	640
500 Private Office	16x10.5	169	1	169
500 Workstation	8x8	64	4	256
				<b>2,073</b>
<b>900, 920, 925 CONSTRUCTION</b>				
Private Office		171	1	171
Private Office		137	1	137
Private Office		188	1	188
Private Office		196	1	196
Workstation	8x8	8	14	112
Printer Layout Area	16.2x13.3	215	1	215
Circulation		815	1	815
				<b>1,834</b>
<b>904, 909 MAINTENANCE</b>				
904 Private Office	15.7x10.2	160	3	480
904 Private Office	15.7x13.3	209	2	418
909 Private Office	14x10	140	1	140
904 Workstation	8x8	64	5	320
909 Workstation	8x8	64	9	576
				<b>1,934</b>
<b>VACANT</b>				
Workstation	8x8	64	12	768
				<b>768</b>
Storage (Lateral 3 drawer)	3.5 x 1.5	5.25	30	158
				<b>158</b>
Circulation Space			35%	3,923
<b>SHARED AREAS</b>				
Conference Room	15.6x29.3	457	1	457
ConferenceRoom	18.1 x 16	290	1	290
Coffee/Print West		250	1	250
Coffee/Print East		356	1	356
Conference Room Northcentral		230	1	230
Conference Room Northwest	29x17.8	516	1	516
Breakroom		619	1	619

**DEDICATED DEPARTMENT AREA SF TOTAL 15,133**



# Community Center 3rd Floor - Option 2

146 TOTAL RELOCATED STAFF

	Size	SF	Qty	SF
<b>100 CEO OFFICE/ADMIN</b>				
100 Private Office		210	1	210
100 Private Office		254	1	254
100 Private Office		313	1	313
100 Private Office		272	1	272
100 Workstation	8x8	64	4	256
Executive Board Room	29x15.6	452	1	452
Circulation		676	1	676
				<b>2,433</b>
<b>010, 020, 030, 040, 050 MEDIA &amp; COMMUNICATIONS</b>				
010 Private Office	13x16.9	220	1	220
010 Workstation	8x8	64	4	256
030 TV6 Studio		763	1	763
030 Storage		178	1	178
030 Storage		145	1	145
030 Control Room		334	1	334
030 Private Office	9.3x13.4	124	3	372
030 Private Office	9.3x12	112	2	224
030 Private Office	9.1x9.1	83	1	83
030 Private Office	8.1x9.3	75	1	75
030 Private Office	12x9	108	1	108
030 Green Room		121	1	121
030 Workstation	8x7.2	58	1	58
Circulation		610	1	610
				<b>3,547</b>
<b>400 SECURITY</b>				
Private Office - Large	13.3x15	200	1	200
Private Office	13.1x10	138	5	690
Workstation	8x8	64	5	320
Report writing Station	4x4	16	5	80
Storage (Lateral 3 drawer)	3.5 x 1.5	5.25	10	53
Dispatch Room with Lockers	13x 30.1	400	1	400
Mens Locker Room	12.6x11.5	145	1	145
Womens Locker Room	12.6x11.5	145	1	145
Briefing Room	18.9x37	700	1	700
Elevator Pad Equipment Storage	9.3x3.2	30	1	30
Equipment & IT Rack Storage		168	1	168
Coin Safe/Counting Room	9.5x7.6	72	1	72
Uniform Storage	8.5x23.5	200	1	200
Circulation		1,120	1	1,120
				<b>4,323</b>
<b>210 COMPLIANCE</b>				
210 Private Office	10.2x16.8	168	1	168
210 Private Office	13x13.7	178	1	178
210 Workstation	8x8	64	6	384
Circulation		533	1	533
				<b>1,263</b>
<b>700 HUMAN RESOURCES</b>				
700 Private Office		123	1	123
700 Private Office		120	1	120
700 Private Office		153	1	153
700 Private Office		180	1	180
700 Private Office		125	1	125
700 Workstation	8x8	64	6	384
Circulation		1,186	1	1,186
				<b>2,271</b>
<b>900, 920, 925 CONSTRUCTION</b>				
Private Office	13.7x12.5	171	1	171
Private Office	12.4x11	137	1	137
Private Office	15.7x12	188	1	188
Private Office	12.8x15.3	196	1	196
Workstation	8x8	64	14	896
Printer Layout Area	16.2x13.3	215	1	215
Circulation		815	1	815
				<b>2,618</b>
<b>904, 909 MAINTENANCE</b>				
904 Private Office	13x13	169	1	169
904 Private Office	12.6x13	163	1	163
904 Private Office	9.2x13	120	1	120
904 Private Office	13.5x10	135	2	270
909 Private Office	13.5x11.1	150	1	150
904 Workstation	8x8	64	5	320
909 Workstation	8x8	64	9	576
Circulation/Copy Print Area		967	1	967
				<b>2,735</b>

<b>950 PROPERTY SERVICES</b>				
Private Office	17x 8.8	150	3	450
Workstation	8x8	64	1	64
Open Workstations & Circulation		1022	1	1,022
Printer Layout Area	16x10	160	1	160
Storage		68	1	68
				<b>1,764</b>
<b>VACANT</b>				
Workstation	8x8	64	7	448
				<b>448</b>
Storage (Lateral 3 drawer)	3.5 x 1.5	5.25	20	105
				<b>105</b>
Circulation Space			35%	7,527
<b>SHARED AREAS</b>				
Conference Room West		590	1	590
Director's Room	29x15.6	452	1	452
Breakroom		512	1	512

**DEDICATED DEPARTMENT AREA SF TOTAL 24,330**



# Clubhouse 1 Option 1

## Space Use Optimization – Option 1

Currently the Community Center is a three-story office building located within a commercial retail development. While the second floor is dedicated to Laguna Woods Village employees, the ground and third floors have both resident services and recreation amenity space mixed in with Laguna Woods Village employee office space. The process that is required for a resident to gain access to the third floor Table Tennis or Computer Labs involves the lobby receptionist or security guard to escort the resident to the badge-controlled elevators and wait with the resident for an available elevator. While this process is occurring, the front desk is often left unsupervised. Once the resident is in the elevator, that resident is given access to travel the entire second and third without escort leading to potential security issues.

In addition to relocating the employees currently located in Building E, this option focuses on re-purposing the functional use of the Community Center with the goal of relocating all resident functions from the third floor to either the ground floor or to a different building. This will eliminate the need for any resident to have access to the second and third floors, allowing those floors to be dedicated to Laguna Woods Village employees.

### Clubhouse 1

In this option Table Tennis was relocated from the third floor of the Community Center to the Shuffleboard C Building located at Clubhouse 1. This new location reduces the number of tables to 6 recreation size (13-foot-wide x 28-foot-long area) and 2 single sided practice tables. This layout also includes a small gathering area with tables and chairs. There is a small storage room adjacent to the large room for table storage. Extra tables could be brought out into the surrounding courtyards during periods of higher volume and during tournaments. This location also provides the residents with changing rooms and showers at the nearby pool area rather than having to use a restroom not equipped for changing or rising off like in the Community Center.

#### Required Renovation Scope of Work:

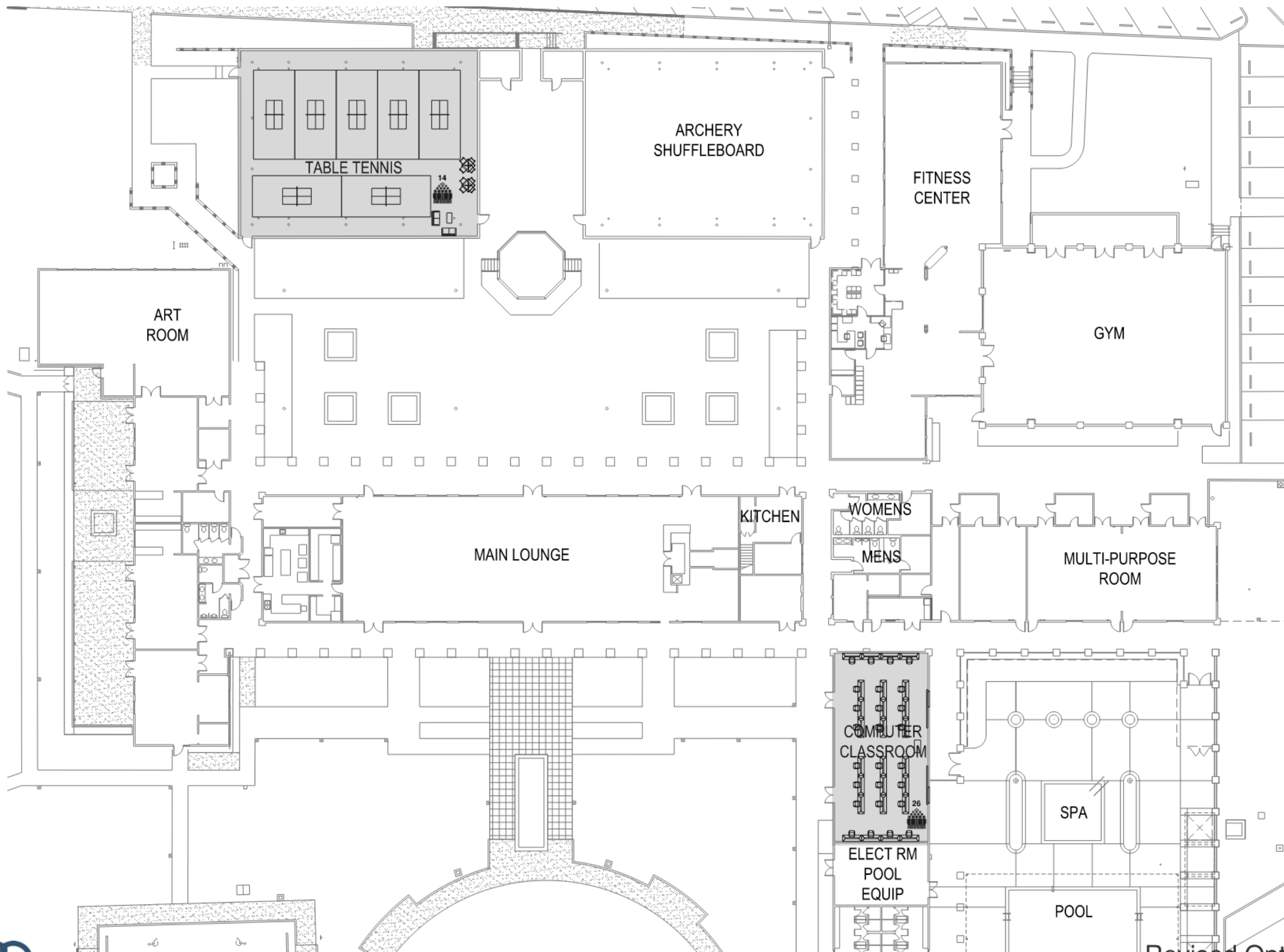
- Remove concrete recessed shuffleboard courts and replace with a new concrete floor slab
- Remove carpet flooring, ceiling fans and pendant lighting fixtures
- Replace building entry door with an aluminum door with glazing
- Install new LED pendant lighting
- Install new carpet flooring and paint interior walls
- Install 3 ceiling mounted low speed, high volume fans

The existing Billiards room is proposed to be re-purposed into the computer classroom currently located on the third floor of the Community Center. The new computer room will accommodate approximately 26 individual computer stations.

#### Required Renovation Scope of Work:

- Remove floor and wall finishes, decorative wall corbels & chair rails
- Install new 2x4 suspended acoustic tile ceiling, extend diffusers to new ceiling
- Provide new 2x4 LED lighting fixtures
- Provide new electrical panel to feed computers and locate panel in the adjacent electrical room
- Provide new carpet flooring and wall paint
- Provide two new projector and projection screens
- Provide power poles to run power & data to computer workstations
- Replace both building entry doors with an aluminum door with glazing







# Community Center 1st Floor Option 1

## Community Center – First Floor

For this option, the Emergency Preparedness Office, currently located adjacent to the Social Services office, was relocated to an existing office in the Resident Services area. This new location makes the office more centralized within the Resident Services area. The Security department's Interview Room, for residents who want to dispute violations, was relocated from Building E to the current Emergency Preparedness office. This location is located at the rear of the building, at the end of the main hallway, providing more privacy.

The Property Services Call Center, located behind the Resident Services area, was relocated to the third floor allowing the Recreation department, currently adjacent to the Board room, to move into that vacant space. This location also allows the Recreation department to become more centralized within the Resident Services area and more visible for those residents that prefer to schedule events in-person.

### Required Renovation Scope of Work:

- Construct a new private office
- Provide new open office workstations and layout
- Provide power poles to new workstations
- Modify existing gypsum board ceiling soffit

The MAC Computer lab, currently located on the third floor, shifts down to the vacated Recreation department office space. This new room accommodates approximately 12 computer stations and several printer tables. With the computer room on the ground floor, residents are no longer required to access the third floor.

### Required Renovation Scope of Work:

- Remove existing private offices
- Provide new electrical panel in nearby electrical room to feed computer stations
- Extend existing acoustic tile ceiling into space where offices were removed
- Extend power and data down walls for computer stations
- Paint and patch finishes from the demolished construction
- Modify lighting, diffusers, and fire sprinkler within acoustic tile ceiling for new layout

The PC Computer lab, currently located on the third floor, shifts down to the ground floor into the existing conference room adjacent to the new MAC computer lab. This room accommodates approximately 14 computer stations and a printer table. With the computer room on the ground floor, residents are no longer required to access the third floor.

### Required Renovation Scope of Work:

- Use new electrical panel for MAC computer room in nearby electrical room to feed computer stations
- Extend power and data down walls for computer stations
- Paint all walls
- Replace existing door hardware with locking type hardware





- CEO OFFICE  
100
- MEDIA + COMMUNICATIONS  
010, 020, 030, 040, 050
- INFORMATION SYSTEMS  
360
- 2** RESIDENT SERVICES  
200
- 3** COMMUNITY SERVICES  
240, 241
- PROPERTY SERVICES  
950
- FINANCIAL SERVICES  
300, 370
- 6** SECURITY  
400
- COMPLIANCE  
210
- 7** SOCIAL SERVICES  
220
- LANDSCAPE SERVICES  
500
- 5** RECREATION SERVICES  
600
- HUMAN RESOURCES  
700
- 16** CONSTRUCTION  
900, 920, 925
- MAINTENANCE  
904, 909
- PROPERTY SERVICES  
950
- 28** CONFERENCE / BREAKROOM  
COMPUTER ROOM
- VACANT

**Revised Option 1: Community Center - 1st Floor**





# Community Center 2nd Floor Option 1

## Community Center – Second Floor

The second floor of the Community Center is currently dedicated to Laguna Woods Village Employees. This option includes department relocations that optimize the space usage of the floor. The Maintenance and Construction group moved to the third floor, freeing up space for Finance and Purchasing to consolidate along the north side of the floor. Optimizing the workstation layout resulted in an increase of 8 workstations in this portion of the floor. These relocations, along with the workstation optimization, created 14 vacant workstations and 2 vacant private offices located in the northwest corner of the floor for future development.

### Required Renovation Scope of Work:

- Remove decorative curved walls
- Remove oval gypsum board soffit
- Patch ceiling and finishes from removed construction

The Media and Communications department moved up to the third floor and the Office of the CEO department was consolidated to the northeast corner of the floor, adjacent to the Director's Room and the Executive Board Room. This freed up space for the Human Resources department to shift to the southeast corner of the floor. A new storage room was added to house their secure file cabinets.

### Required Renovation Scope of Work:

- Construct 3 new private offices and secure file storage room
- Modify lighting, diffusers, and fire sprinkler within acoustic tile ceiling to accommodate new layout
- Patch ceiling and finishes as a result of the modified layout
- Paint all walls within the area of construction

Once Laguna Woods Village digitizes all their paper records, this frees up space for the Information Systems department to re-locate into the Secure File Storage Room. Their former space will be re-purposed into private offices to accommodate both the Information Systems department and the Landscape department's relocation from Building E to the southwest corner of the floor.

### Required Renovation Scope of Work:

- Remove the existing Information System department's office space.
- Remove the doors and finishes located in the Secure File Storage room
- Disconnect and safe off the ceiling mounted Halon system located in the Secure File Storage room. The halon system will still be active for the Network Room.
- Modify the construction around the Electrical Room to allow access from the hallway rather than through the Secure File Storage Room.
- Construct 4 new private offices
- Modify lighting, diffusers, and fire sprinkler within acoustic tile ceiling to accommodate the new layout
- Extend power & data down walls for new workstation layout
- Patch finishes and paint walls as a result of the modified construction, including new carpet in the former Secure File Storage Room





- 8** CEO OFFICE /ADMIN  
100
- MEDIA + COMMUNICATIONS  
010, 020, 030, 040, 050
- 10** INFORMATION SYSTEMS  
360
- RESIDENT SERVICES  
200
- COMMUNITY SERVICES  
240, 241
- PROPERTY SERVICES  
950
- 22** FINANCIAL SERVICES  
300, 370
- SECURITY  
400
- COMPLIANCE  
210
- SOCIAL SERVICES  
220
- 12** LANDSCAPE SERVICES  
500
- RECREATION SERVICES  
600
- 10** HUMAN RESOURCES  
700
- CONSTRUCTION  
900, 920, 925
- MAINTENANCE  
904, 909
- PROPERTY SERVICES  
950
- CONFERENCE / BREAKROOM
- 19** VACANT

## Revised Option 1: Community Center - 2nd Floor





# Community Center 3rd Floor Option 1

## Community Center – Third Floor

With the relocation of Table Tennis, the Computer Classrooms, and the MAC and PC computer Labs, the entire floor is vacant with the exception to the TV Studio and building core elements. This relocation will also reduce the overall required parking count for the building as these high-density assembly type spaces are remodeled to less dense office type spaces. This will help solve the building's parking deficiency with the city's planning department.

The Compliance department currently located adjacent to the TV Studio shifted to the northwest corner of the floor, formerly the Table Tennis room, and into a larger office suite to accommodate their current department size including space for their anticipated growth. The vacant space left will be re-purposed for the Media and Communications department from the second floor and consolidated from other portions of the third floor.

The Security Services department will be relocated from Building E to the southwest corner of the third floor, taking up the remaining space of the former Table Tennis room.

The Property Services Call Center will be relocated from the ground floor to the area that was formerly the Fitness Center.

The Maintenance Services departments will be relocated from Building E to the southeast corner of the building where the former PC and MAC computer labs were previously located.

The Maintenance and Construction departments will be relocated from the second floor to the northeast corner of the third floor where the former Computer Classroom and PC Computer Labs were previously located.

With the increase of employee count on the third floor, additional amenities were included in the remodel. The current kitchenette was expanded into a Break Room with seating to accommodate roughly 30 people. The proposed Break Room is located in the same location has the Kitchenette to utilize the existing water, drain and vent lines. In addition to the Break Room, two additional 35+ person conference rooms were included in the remodel.

### **Required Renovation Scope of Work:**

Due to the extensive renovation required over a majority of the floor, the renovation scope of work would be treated as a complete tenant improvement project. All the existing walls, ceilings, doors, interior finishes, diffusers, and lighting fixtures would be removed. The HVAC systems would be removed back to the main truck lines and the fire sprinklers removed back to the main piping runs. Existing areas such as the TV studio, restrooms, elevators, and stairs would remain in their current condition.

The areas within the scope of work would receive new walls, ceilings, doors, interior finishes like carpet flooring, diffusers, and LED lighting. New HVAC branch ducts would connect the main lines to new VAV boxes and flex ducts added to the diffuser locations. Fire sprinkler flex lines would connect from the main lines to accommodate the new floor layout. Any work made to the hallways would be patched back with the required fire ratings. It is anticipated that new electrical panels would be required for the relocated Call Center and the Security Services area. New perimeter window blinds would also be included as part of the renovation.





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## Space Use Optimization – Option 2

The goal of Option 2 is similar to those of Option 1, in addition to relocating the employees currently located in Building E, this option focuses on re-purposing the functional use of the Community Center with the goal of relocating all resident functions from the third floor to either the ground floor or to a different building. This will eliminate the need for any resident to have access to the second and third floors, allowing those floors to be dedicated to Laguna Woods Village employees. In this option, all of the computer classrooms currently located on the third floor of the Community Center are re-located to single location, Clubhouse 1. There is an alternate for this option to relocate the computer classroom to Clubhouse 4.

### Clubhouse 1

In this option, the Table Tennis was relocated from the third floor of the Community Center to the Shuffleboard C Building located at Clubhouse 1. This new location reduces the number of tables to 5 recreation size (13-foot-wide x 28-foot-long area) and 2 single sided practice tables. This layout also includes a small gathering area with tables and chairs. There is a small storage room adjacent to the large room for table storage. Extra tables could be brought out into the surrounding courtyards during periods of higher volume and during tournaments. This location also provides the residents with changing rooms and showers at the nearby pool area rather than having to use a restroom not equipped for changing or rising off like in the Community Center.

#### Required Renovation Scope of Work

- Remove concrete recessed shuffleboard courts and replace with a new concrete floor slab
- Remove carpet flooring, ceiling fans and pendant lighting fixtures
- Replace building entry door with an aluminum door with glazing
- Install new LED pendant lighting
- Install new carpet flooring and paint interior walls
- Install 3 ceiling mounted low speed, high volume fans

The existing Billiards room is proposed to be re-purposed to the Computer Classroom and the PC Computer Lab currently located on the third floor of the Community Center. The new computer room will accommodate approximately 16 individual computer stations, while the PC Computer Lab will accommodate approximately 16 individual computer stations and several printer tables.

#### Required Renovation Scope of Work:

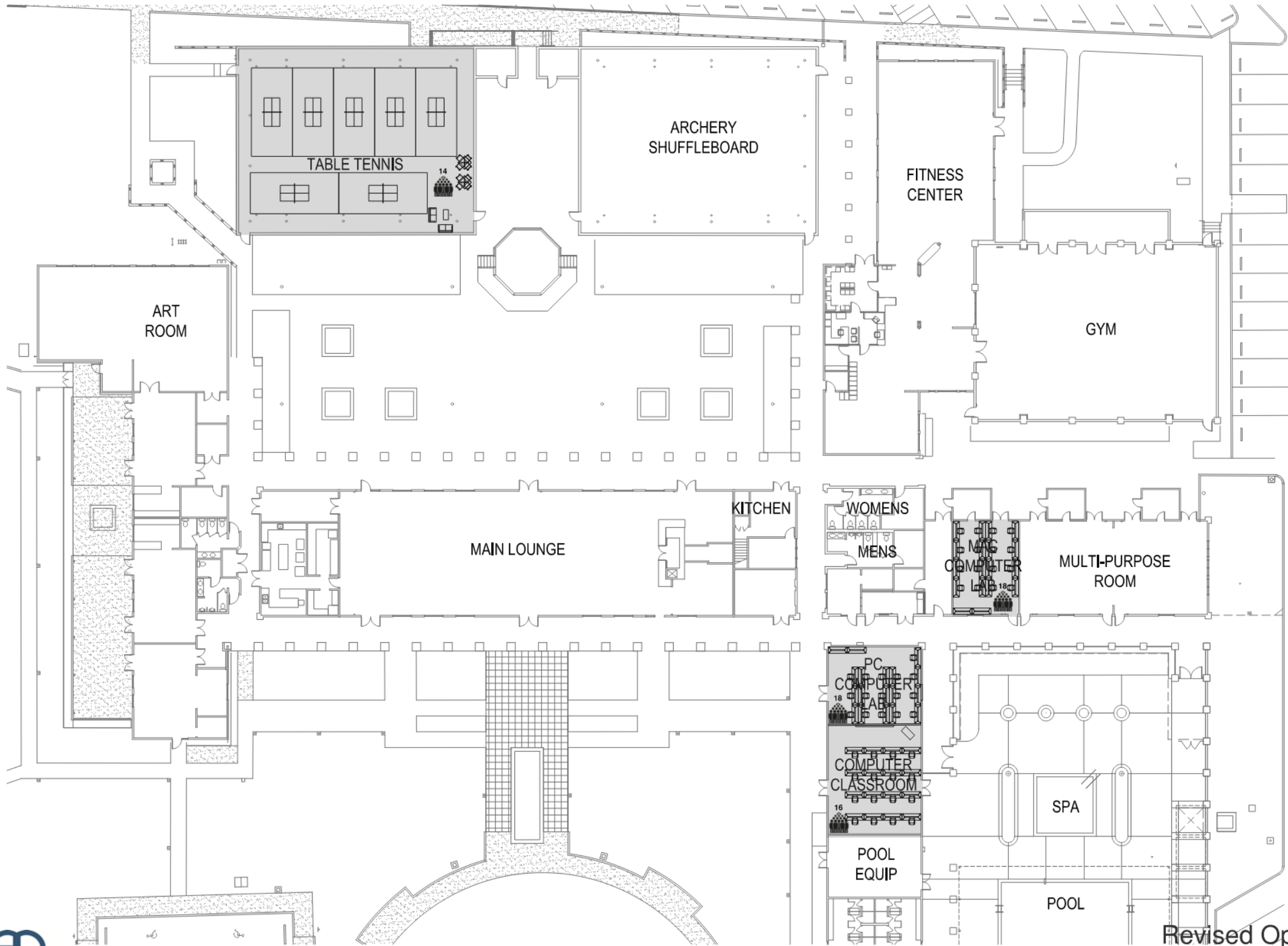
- Remove floor and wall finishes, decorative wall corbels & chair rails
- Install new 2x4 suspended acoustic tile ceiling, extend diffusers to new ceiling
- Provide new full height wall between rooms
- Provide new 2x4 LED lighting fixtures
- Provide new electrical panel to feed computers and locate panel in the adjacent electrical room
- Provide new carpet flooring and wall paint
- Provide two new projector and projection screens
- Provide power poles to run power & data to computer workstations
- Replace both building entry doors with an aluminum door with glazing

The existing drop-in card room is proposed to be repurposed to the MAC Computer Lab currently located on the third floor of the Community Center. The new computer room will accommodate approximately 16 individual computer stations and several printer stations.

#### Required Renovation Scope of Work:

- Provide new electrical panel to feed computers and locate panel in the adjacent electrical room
- Provide new carpet flooring and wall paint
- Provide power poles to run power & data to computer workstations





- CEO OFFICE  
100
- MEDIA + COMMUNICATIONS  
010, 020, 030, 040, 050
- INFORMATION SYSTEMS  
360
- RESIDENT SERVICES  
200
- COMMUNITY SERVICES  
240, 241
- PROPERTY SERVICES  
950
- FINANCIAL SERVICES  
300, 370
- SECURITY  
400
- COMPLIANCE  
210
- SOCIAL SERVICES  
220
- LANDSCAPE SERVICES  
500
- RECREATION SERVICES  
600
- HUMAN RESOURCES  
700
- CONSTRUCTION  
900, 920, 925
- MAINTENANCE  
904, 909
- PROPERTY SERVICES  
950
- 66 CONFERENCE / BREAKROOM
- VACANT





# Community Center 1st Floor Option 2

## Community Center – Ground Floor

For this option, the Manor Alternations department, is expanding into the adjacent conference room. This expansion allows the employees currently located on the second floor to consolidate with the remaining department located on the first floor. The renovation also allows the space to be re-configured to optimize the workstation layout and the resident reception desk.

### Required Renovation Scope of Work:

- Remove existing stud wall construction
- Replace existing interior finishes and acoustic ceiling
- Remove and replace the resident reception desk
- Infill existing door opening with fire rated construction







# Community Center 2nd Floor Option 2

## Community Center – Second Floor

The second floor of the Community Center is currently dedicated to Laguna Woods Village Employees. This option includes department relocations that optimize the space usage of the floor. Optimizing the workstation layout resulted in an increase of 8 workstations in this portion of the floor. The Manor Alteration department moved down to the ground floor, allowing the Maintenance and Construction department to consolidate along the north side of the floor. The Finance and Purchasing department shifted to the northeast corner of the floor. These relocations, along with the workstation optimization, created 8 vacant workstations located in the northwest corner of the floor for future development.

### Required Renovation Scope of Work:

- Remove decorative curved walls
- Remove oval gypsum board soffit
- Patch ceiling and finishes from removed construction

Both the Media and Communications department and the Office of the CEO moved up to the third floor freeing up space for the Maintenance Services department to relocate from Building E to the southeast corner of the floor. The Director's Room and the Executive Board Room located in the northeast corner of the floor were also relocated to the third floor. These rooms on the second floor were re-purposed into regular conference rooms.

### Required Renovation Scope of Work:

- Remove existing conference room
- Construct 3 new private offices
- Modify lighting, diffusers, and fire sprinkler within acoustic tile ceiling to accommodate new layout
- Patch ceiling and finishes as a result of the modified layout
- Paint all walls within the area of construction

Once Laguna Woods Village digitizes all their paper records, this frees up space for the Information Systems department to re-locate into the Secure File Storage Room. Their former space will be re-purposed into private offices to accommodate both the Information Systems department and the Landscape department's relocation from Building E to the southwest corner of the floor.

### Required Renovation Scope of Work:

- Remove the existing Information System department's office space.
- Remove the doors and finishes located in the Secure File Storage room
- Disconnect and safe off the ceiling mounted Halon system located in the Secure File Storage room. The halon system will still be active for the Network Room.
- Modify the construction around the Electrical Room to allow access from the hallway rather than through the Secure File Storage Room.
- Construct 4 new private offices
- Modify lighting, diffusers, and fire sprinkler within acoustic tile ceiling to accommodate the new layout
- Extend power & data down walls for new workstation layout
- Patch finishes and paint walls as a result of the modified construction, including new carpet in the former Secure File Storage Room





- CEO OFFICE /ADMIN  
100
- MEDIA +  
COMMUNICATIONS  
010, 020, 030, 040, 050
- 10** INFORMATION  
SYSTEMS  
360
- RESIDENT  
SERVICES  
200
- COMMUNITY  
SERVICES  
240, 241
- PROPERTY  
SERVICES  
950
- 22** FINANCIAL  
SERVICES  
300, 370
- SECURITY  
400
- COMPLIANCE  
210
- SOCIAL SERVICES  
220
- 12** LANDSCAPE  
SERVICES  
500
- RECREATION  
SERVICES  
600
- HUMAN RESOURCES  
700
- 14** CONSTRUCTION  
900, 920, 925
- 20** MAINTENANCE  
904, 909
- PROPERTY SERVICES  
950
- CONFERENCE /  
BREAKROOM
- 12** VACANT

## Revised Option 2: Community Center - 2nd Floor



# Community Center 3rd Floor Option 2

## Community Center – Third Floor

With the relocation of Table Tennis, the Computer Classrooms, and the MAC and PC computer Labs, the entire floor is vacant except for the TV Studio and building core elements. This relocation will also reduce the overall required parking count for the building as these high-density assembly type spaces are remodeled to less dense office type spaces. This will help solve the building's parking deficiency with the city's planning department.

The Compliance department currently located adjacent to the TV Studio shifted to the northwest corner of the floor, formerly the Table Tennis room, and into a larger office suite to accommodate their current department size including space for their anticipated growth. The vacant space left will be re-purposed for the Media and Communications department from the second floor and consolidated from other portions of the third floor.

The Security Services department will be relocated from Building E to the southwest corner of the third floor, taking up the remaining space of the former Table Tennis room.

The Office of the CEO will be relocated from the ground floor to the area that was formerly the Fitness Center. The Executive Conference Room and Directors Room was relocated adjacent to the Office of the CEO.

The Human Resource department moved up from the second floor to the southeast corner of the building where the former PC and MAC computer labs were previously located. This location provides more privacy than their current location. A secure file storage room will be included as part of the renovation to house their secure file cabinets.

With the increase of employee count on the third floor, additional amenities were included in the remodel. The current kitchenette was expanded into a Break Room with seating to accommodate roughly 30 people. The proposed Break Room is located in the same location has the Kitchenette to utilize the existing water, drain and vent lines. In addition to the Break Room, an additional 35+ person conference room was included in the remodel.

The previous Computer Classroom and a portion of the PC Computer Lab are vacant for future development.

### **Required Renovation Scope of Work:**

Due to the extensive renovation required over a majority of the floor, the renovation scope of work would be treated as a complete tenant improvement project. All the existing walls, ceilings, doors, interior finishes, diffusers, and lighting fixtures would be removed. The HVAC systems would be removed back to the main truck lines and the fire sprinklers removed back to the main piping runs. Existing areas such as the TV studio, restrooms, elevators, and stairs would remain in their current condition.

The areas within the scope of work would receive new walls, ceilings, doors, interior finishes like carpet flooring, diffusers, and LED lighting. New HVAC branch ducts would connect the main lines to new VAV boxes and flex ducts added to the diffuser locations. Fire sprinkler flex lines would connect from the main lines to accommodate the new floor layout. Any work made to the hallways would be patched back with the required fire ratings. New perimeter window blinds would also be included as part of the renovation.





- 26** CEO OFFICE  
100
- 11** MEDIA + COMMUNICATIONS  
010, 020, 030, 040, 050
- INFORMATION SYSTEMS**  
360
- RESIDENT SERVICES**  
200
- COMMUNITY SERVICES**  
240, 241
- PROPERTY SERVICES**  
950
- FINANCIAL SERVICES**  
300, 370
- 32** SECURITY  
400
- 8** COMPLIANCE  
210
- SOCIAL SERVICES**  
220
- LANDSCAPE SERVICES**  
500
- RECREATION SERVICES**  
600
- 11** HUMAN RESOURCES  
700
- 18** CONSTRUCTION  
900, 920, 925
- 20** MAINTENANCE  
904, 909
- 20** PROPERTY SERVICES  
950
- 83** CONFERENCE / BREAKROOM
- 27** VACANT

## Revised Option 2: Community Center - 3rd Floor



# Clubhouse 4 Option 2a

## Space Use Optimization – Option 2a

### Clubhouse 4

As alternate location for the computer classroom and labs currently located on the third floor of the Community Center is to relocate them to Clubhouse 4. As mentioned previously, many of the classrooms in Clubhouse 4 have specialty gases, utilities and power and exhaust requirements associated with them. However, there still are several spaces that are underutilized by the residents and have the opportunity to be re-purposed.

The existing Quilting/Sewing classroom can be repurposed to the MAC computer room. This new room accommodates approximately 16 computer stations and several printer tables.

#### **Required Renovation Scope of Work:**

- Provide power poles to run power & data to computer workstations
- Provide new electrical panel to feed computers workstations
- Extend power and data down walls for computer stations

A portion of the Art Studio be repurposed to the PC computer room. This new room accommodates approximately 16 computer stations and several printer tables. The remaining portion of the Art Studio can still accommodate the Emeritus courses and drop-in residents.

#### **Required Renovation Scope of Work:**

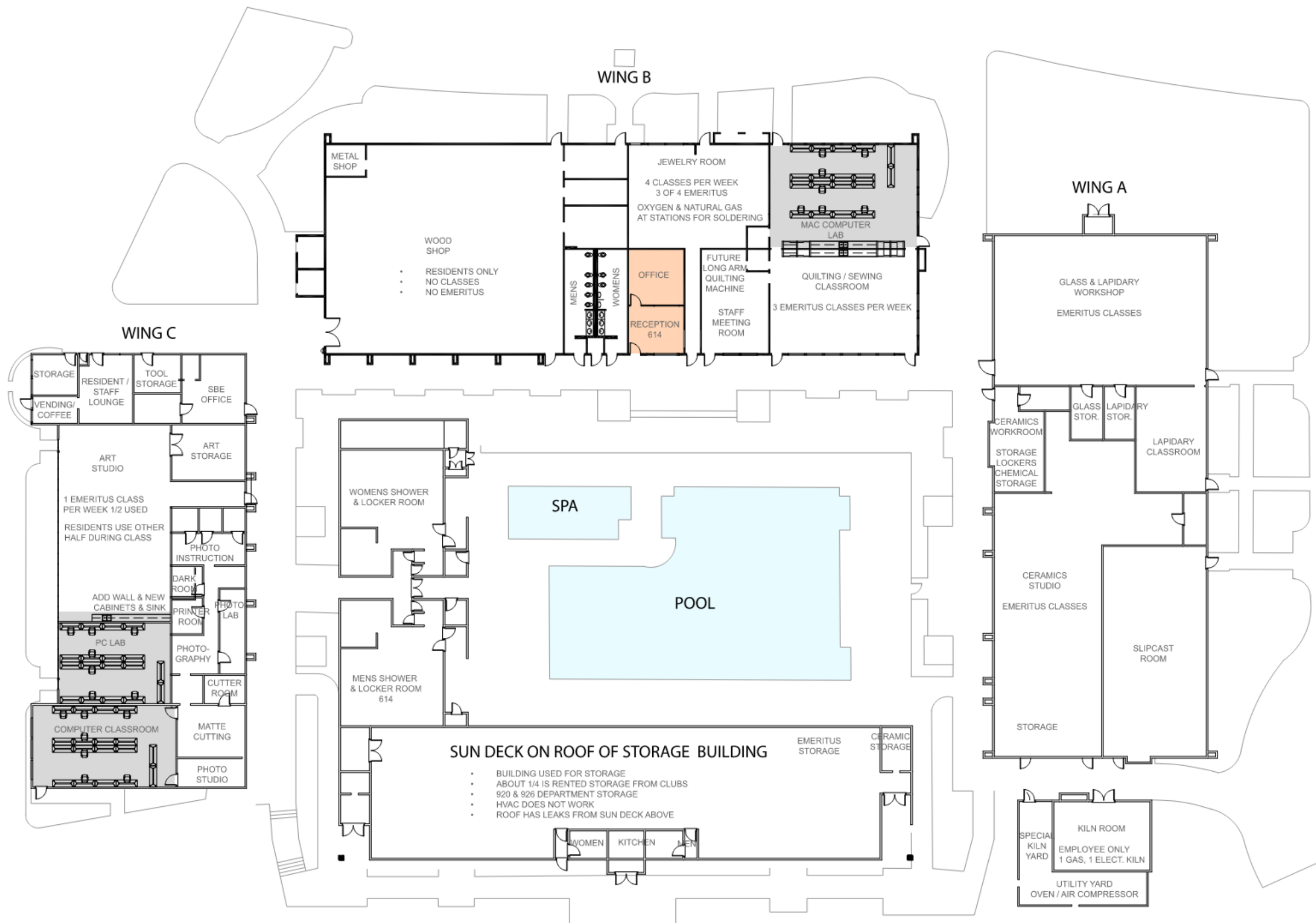
- Construct full height wall
- Remove and provide new cabinets and sink to the new portion of the Art Studio
- Provide power poles to run power & data to computer workstations
- Provide new electrical panel to feed computers workstations
- Extend power and data down walls for computer stations
- Modify lighting and diffusers to accommodate the new layout

The existing Photo classroom can be repurposed to the Computer classroom. This new room accommodates approximately 16 computer stations and several printer tables. The photo Emeritus courses taught in the Photo Classroom can be taught in the Photo Instruction Room.

#### **Required Renovation Scope of Work:**

- Provide power poles to run power & data to computer workstations
- Provide new electrical panel to feed computers workstations
- Extend power and data down walls for computer stations





	CEO OFFICE 100
	MEDIA + COMMUNICATIONS 010, 020, 030, 040, 050
	INFORMATION SYSTEMS 360
	RESIDENT SERVICES 200
	COMMUNITY SERVICES 240, 241
	PROPERTY SERVICES 950
	FINANCIAL SERVICES 300, 370
	SECURITY 400
	COMPLIANCE 210
	SOCIAL SERVICES 220
	LANDSCAPE SERVICES 500
	RECREATION SERVICES 600, 614
	HUMAN RESOURCES 700
	CONSTRUCTION 900, 920, 925
	MAINTENANCE 904, 909
	PROPERTY SERVICES 950
	CONFERENCE / BREAKROOM
	VACANT

## Option 2a - Clubhouse 4



# Clubhouse 1 Option 2a

## Space Use Optimization – Option 2a

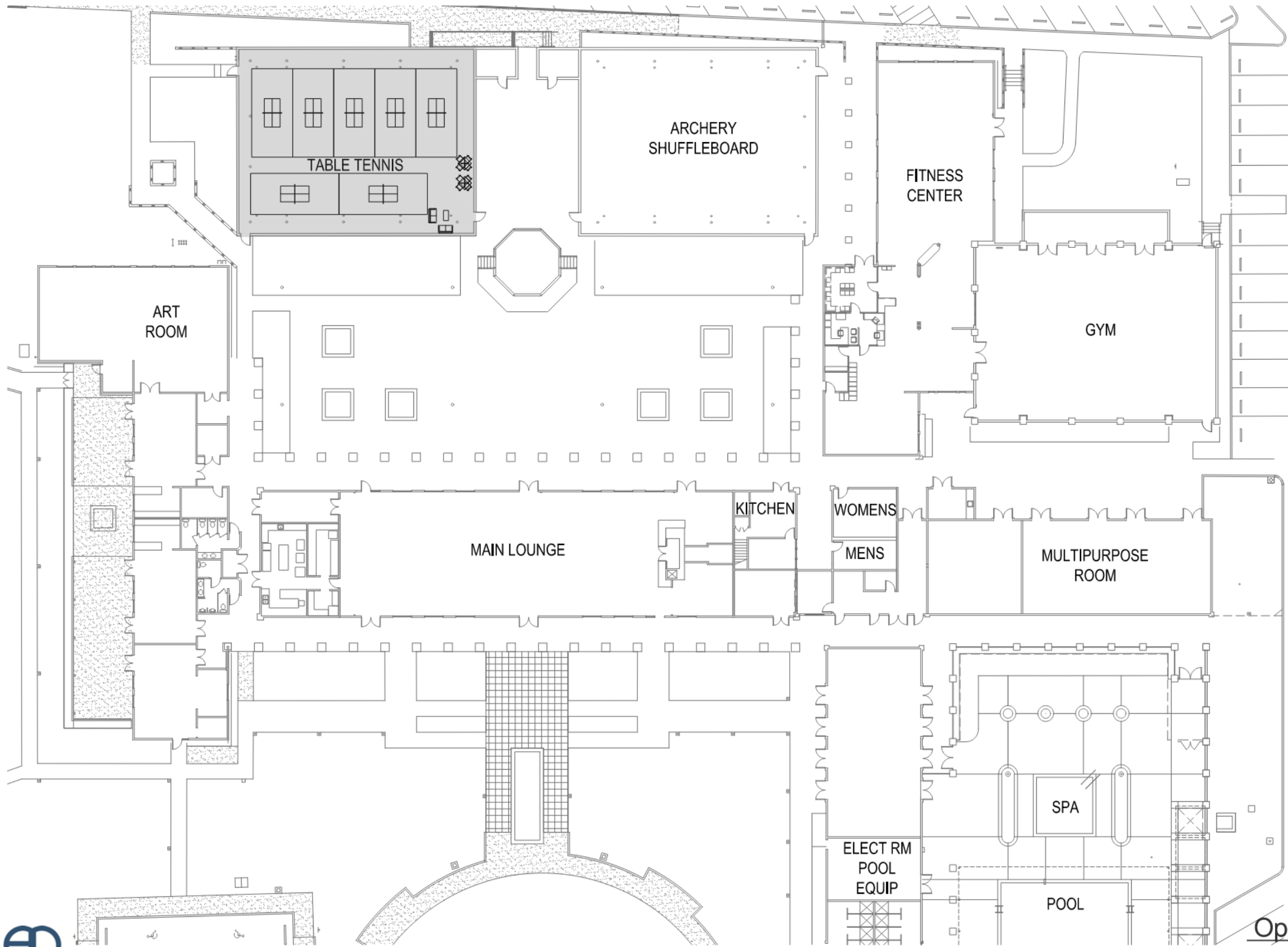
### Clubhouse 1

In this option, the Table Tennis was relocated from the third floor of the Community Center to the Shuffleboard C Building located at Clubhouse 1. This new location reduces the number of tables to 5 recreation size (13-foot-wide x 28-foot-long area) and 2 single sided practice tables. This layout also includes a small gathering area with tables and chairs. There is a small storage room adjacent to the large room for table storage. Extra tables could be brought out into the surrounding courtyards during periods of higher volume and during tournaments. This location also provides the residents with changing rooms and showers at the nearby pool area rather than having to use a restroom not equipped for changing or rising off like in the Community Center.

#### Required Renovation Scope of Work

- Remove concrete recessed shuffleboard courts and replace with a new concrete floor slab
- Remove carpet flooring, ceiling fans and pendant lighting fixtures
- Replace building entry door with an aluminum door with glazing
- Install new LED pendant lighting
- Install new carpet flooring and paint interior walls
- Install 3 ceiling mounted low speed, high volume fans





- CEO OFFICE  
100
- MEDIA + COMMUNICATIONS  
010, 020, 030, 040, 050
- INFORMATION SYSTEMS  
360
- RESIDENT SERVICES  
200
- COMMUNITY SERVICES  
240, 241
- PROPERTY SERVICES  
950
- FINANCIAL SERVICES  
300, 370
- SECURITY  
400
- COMPLIANCE  
210
- SOCIAL SERVICES  
220
- LANDSCAPE SERVICES  
500
- RECREATION SERVICES  
600
- HUMAN RESOURCES  
700
- CONSTRUCTION  
900, 920, 925
- MAINTENANCE  
904, 909
- PROPERTY SERVICES  
950
- CONFERENCE / BREAKROOM
- VACANT



**Option 2a - Clubhouse 1**



# Community Center 1st Floor Option 2a

## Community Center – First Floor

For this option, the Emergency Preparedness Office, currently located adjacent to the Social Services office, was relocated to an existing office in the Resident Services area. This new location makes the office more centralized within the Resident Services area. The Security department's Interview Room, for residents who want to dispute violations, was relocated from Building E to the current Emergency Preparedness office. This location is located at the rear of the building, at the end of the main hallway, providing more privacy.

The Property Services Call Center, located behind the Resident Services area, was relocated to the third floor allowing the Recreation department, currently adjacent to the Board room, to move into that vacant space. This location also allows the Recreation department to become more centralized within the Resident Services area and more visible for those residents that prefer to schedule events in-person.

### Required Renovation Scope of Work:

- Construct a new private office
- Provide new open office workstations and layout
- Provide power poles to new workstations
- Modify existing gypsum board ceiling soffit

The MAC Computer lab, currently located on the third floor, shifts down to the vacated Recreation department office space. This new room accommodates approximately 12 computer stations and several printer tables. With the computer room on the ground floor, residents are no longer required to access the third floor.

### Required Renovation Scope of Work:

- Remove existing private offices
- Provide new electrical panel in nearby electrical room to feed computer stations
- Extend existing acoustic tile ceiling into space where offices were removed
- Extend power and data down walls for computer stations
- Paint and patch finishes from the demolished construction
- Modify lighting, diffusers, and fire sprinkler within acoustic tile ceiling for new layout

The PC Computer lab, currently located on the third floor, shifts down to the ground floor into the existing conference room adjacent to the new MAC computer lab. This room accommodates approximately 14 computer stations and a printer table. With the computer room on the ground floor, residents are no longer required to access the third floor.

### Required Renovation Scope of Work:

- Use new electrical panel for MAC computer room in nearby electrical room to feed computer stations
- Extend power and data down walls for computer stations
- Paint all walls
- Replace existing door hardware with locking type hardware





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# Community Center 2nd Floor Option 2a

## Community Center – Second Floor

The second floor of the Community Center is currently dedicated to Laguna Woods Village Employees. This option includes department relocations that optimize the space usage of the floor. Optimizing the workstation layout resulted in an increase of 8 workstations in this portion of the floor. The Manor Alteration department moved down to the ground floor, allowing the Maintenance and Construction department to consolidate along the north side of the floor. The Finance and Purchasing department shifted to the northeast corner of the floor. These relocations, along with the workstation optimization, created 8 vacant workstations located in the northwest corner of the floor for future development.

### Required Renovation Scope of Work:

- Remove decorative curved walls
- Remove oval gypsum board soffit
- Patch ceiling and finishes from removed construction

Both the Media and Communications department and the Office of the CEO moved up to the third floor freeing up space for the Maintenance Services department to relocate from Building E to the southeast corner of the floor. The Director's Room and the Executive Board Room located in the northeast corner of the floor were also relocated to the third floor. These rooms on the second floor were re-purposed into regular conference rooms.

### Required Renovation Scope of Work:

- Remove existing conference room
- Construct 3 new private offices
- Modify lighting, diffusers, and fire sprinkler within acoustic tile ceiling to accommodate new layout
- Patch ceiling and finishes as a result of the modified layout
- Paint all walls within the area of construction

Once Laguna Woods Village digitizes all their paper records, this frees up space for the Information Systems department to re-locate into the Secure File Storage Room. Their former space will be re-purposed into private offices to accommodate both the Information Systems department and the Landscape department's relocation from Building E to the southwest corner of the floor.

### Required Renovation Scope of Work:

- Remove the existing Information System department's office space.
- Remove the doors and finishes located in the Secure File Storage room
- Disconnect and safe off the ceiling mounted Halon system located in the Secure File Storage room. The halon system will still be active for the Network Room.
- Modify the construction around the Electrical Room to allow access from the hallway rather than through the Secure File Storage Room.
- Construct 4 new private offices
- Modify lighting, diffusers, and fire sprinkler within acoustic tile ceiling to accommodate the new layout
- Extend power & data down walls for new workstation layout
- Patch finishes and paint walls as a result of the modified construction, including new carpet in the former Secure File Storage Room







# Community Center 3rd Floor Option 2a

## Community Center – Third Floor

With the relocation of Table Tennis, the Computer Classrooms, and the MAC and PC computer Labs, the entire floor is vacant except for the TV Studio and building core elements. This relocation will also reduce the overall required parking count for the building as these high-density assembly type spaces are remodeled to less dense office type spaces. This will help solve the building's parking deficiency with the city's planning department.

The Compliance department currently located adjacent to the TV Studio shifted to the northwest corner of the floor, formerly the Table Tennis room, and into a larger office suite to accommodate their current department size including space for their anticipated growth. The vacant space left will be re-purposed for the Media and Communications department from the second floor and consolidated from other portions of the third floor.

The Security Services department will be relocated from Building E to the southwest corner of the third floor, taking up the remaining space of the former Table Tennis room.

The Office of the CEO will be relocated from the ground floor to the area that was formerly the Fitness Center. The Executive Conference Room and Directors Room was relocated adjacent to the Office of the CEO.

The Human Resource department moved up from the second floor to the southeast corner of the building where the former PC and MAC computer labs were previously located. This location provides more privacy than their current location. A secure file storage room will be included as part of the renovation to house their secure file cabinets.

With the increase of employee count on the third floor, additional amenities were included in the remodel. The current kitchenette was expanded into a Break Room with seating to accommodate roughly 30 people. The proposed Break Room is located in the same location has the Kitchenette to utilize the existing water, drain and vent lines. In addition to the Break Room, an additional 35+ person conference room was included in the remodel.

The previous Computer Classroom and a portion of the PC Computer Lab are vacant for future development.

### **Required Renovation Scope of Work:**

Due to the extensive renovation required over a majority of the floor, the renovation scope of work would be treated as a complete tenant improvement project. All the existing walls, ceilings, doors, interior finishes, diffusers, and lighting fixtures would be removed. The HVAC systems would be removed back to the main truck lines and the fire sprinklers removed back to the main piping runs. Existing areas such as the TV studio, restrooms, elevators, and stairs would remain in their current condition.

The areas within the scope of work would receive new walls, ceilings, doors, interior finishes like carpet flooring, diffusers, and LED lighting. New HVAC branch ducts would connect the main lines to new VAV boxes and flex ducts added to the diffuser locations. Fire sprinkler flex lines would connect from the main lines to accommodate the new floor layout. Any work made to the hallways would be patched back with the required fire ratings. New perimeter window blinds would also be included as part of the renovation.







# ROM Estimate

# Option 1



## Rough Order of Magnitude - Option 1

Client: Golden Rain Foundation

Project Name: Laguna Woods Village

Project Location: El Toro Road, CA 92637

Date Printed: 05/17/23

Building SF 14,000

Division	Description	Total Costs
01	General Requirements	154,252
02	Existing Conditions	146,930
03	Concrete	39,045
04	Masonry	-
05	Metals	-
06	Wood, Plastics & Composites	57,948
07	Thermal & Moisture Protection	19,241
08	Openings	444,479
09	Finishes	1,295,433
10	Specialties	48,842
11	Equipment	11,526
12	Furnishings	11,526
13	Special Construction	-
14	Conveying Equipment	-
21	Fire Suppression	60,512
22	Plumbing	39,621
23	Mechanical	222,888
26	Electrical	1,037,357
27	Communications	51,292
28	Electronic Safety & Security	-
31	Earthwork	-
32	Site Improvements	-
33	Utilities	-
	Construction Project Management (8%)	Included
	Construction Contingency (10%)	Included
Construction Total		3,640,892
Engineering/Final Design Allowance (8.25%)		254,862
*** Misc Allowance (Plan Check, Inspections, Permits, Testing & Inspections, other)		12,756
** Furnishings, Fixtures and Equipment (FF&E) Allowance		1,510,000
Total Costs		\$ 5,418,511

\*\*\* Fire Department fees from the Orange County Fire Department to be determined and not included in this estimate.

\*\* FF&E is based on the total quantities of furniture in each room based on the number of users.





Golden Rain Foundation  
Laguna Woods Village  
El Toro Road, CA 92637

The Austin Company  
PR 40111  
05/09/23

Qualifications:

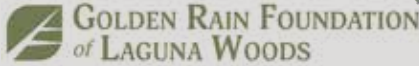
- Clubhouse Demolition Concrete Shuffleboard Courts
- Clubhouse Pour Concrete with new concrete floor Slab
- Club house/Community Center Remove Carpet Flooring in Shuffleboard courts/ Billard Room
- Club house/Community Center Install New Carpet Flooring Table Tennis Room/ Computer Classroom
- Club House Entry Storfront Aluminum Door with Glazing
- Shuffleboard Room Remove Pendant lighting
- Install New Pendant lighting Table Tennis Room
- Install New Ceiling Mounted high volume Fans Table Tennis Room
- Provide new 2x4 LED Lighting Fixtures Computer Classroom
- Provide new 300 Amp Electrical Panel to Feed Computers
- Provide power poles to Run power & Data to Computer workstations
- Provide Pole Raceway for power & Data to Computer workstations
- Paint Walls Table Tennis Room/Computer Classroom

General Exclusions:

- Hazardous waste removal or containment
- - Asbestos Abatement
- - Lead Paint Abatement
- - PCB Ballast Abatement
- Methane systems
- Soils testing and inspections
- Construction and Materials testing and inspections
- Rock Excavation
- Dewatering
- Soil Subsidence
- Seismic upgrades to existing/remaining structures.
- Repairs to existing facilities unless affected by new construction
- Upgrades to existing utilities, unless noted otherwise
- Telecommunication & Information Technology hardware & software
- Tele - Data wire & instrumentation installation
- Furnishings
- All-risk (Builders Risk) insurance
- Performance & Payment Bond
- Geotechnical Report
- Phase I / II Environmental Reports
- ADA Design Requirements.
- Installation of Owner furnished equipment
- Unforeseen field conditions
- Exterior Painting
- Roof Penetrations Repairs
- Air and water pollution application and testing
- Fiber Optic, Communications, Security, Access Control Systems
- Cable Trays
- Permits (Grading, Drainage, Building, Mechanical, Plumbing, Electrical, Offsite, etc.) and Plan Check Fees
- The Austin Company has no control over the actions of jurisdictional agencies or other parties. Accordingly, professional opinions as to the status of permits, probability and timeframes for approval are made on the basis of professional experience and available information. If permits are issued for the project, conditions and expiration dates are the sole responsibility of the Owner
- Additional tasks or effort may be necessary to complete the project based on Jurisdictional or Owner requirements. Specifically, as it relates to permitting tasks. Schedule durations are given based on the task description and recent experience. Due to the unpredictable nature of the review process, additional time may be required. The Austin Company will notify the Owner, if required
- The permitting process will result in in revisions from the Authority Having Jurisdiction (AHJ). Revisions made to the construction documents for approval purposes may have an impact to the construction pricing and schedule.
- HVAC
- Parking Study
- Structured Cabling and termination of cabling - Communications, Data, CATV, CCTV, Access Control, Point of Sale
- Owner furnished FFE, including warehousing, transportation, distribution to rooms, unpackaging, debris removal, trash disposal, dumpster and FFE installation
- Concrete Digital X-Ray Imaging
- Ground Penetrating Radar



Laguna Woods Village®





# ROM Estimate

## Option 2



### Rough Order of Magnitude-Option 2

Client: Golden Rain Foundation  
Project Name: Laguna Woods Village  
Project Location: El Toro Road, CA 92637

Date Printed: 05/17/23

Building SF 15,133

Division	Description	Total Costs
01	General Requirements	7,717
02	Existing Conditions	134,629
03	Concrete	34,550
04	Masonry	-
05	Metals	-
06	Wood, Plastics & Composites	51,276
07	Thermal & Moisture Protection	17,026
08	Openings	312,986
09	Finishes	1,013,134
10	Specialties	43,219
11	Equipment	10,199
12	Furnishings	10,199
13	Special Construction	-
14	Conveying Equipment	-
21	Fire Suppression	59,920
22	Plumbing	47,808
23	Mechanical	197,226
26	Electrical	1,510,556
27	Communications	45,386
28	Electronic Safety & Security	-
31	Earthwork	-
32	Site Improvements	-
33	Utilities	-
41	Bridge Crane	-
	Construction Project Management (8%)	Included
	Construction Contingency (10%)	Included
Construction Total		3,495,830

Engineering/Final Design Allowance (8.25%) 244,708

\*\*\* Misc Allowance (Plan Check, Inspections, Permits, Testing & Inspections, other) 13,344

\*\* Furnishings, Fixtures and Equipment (FF&E) Allowance 1,698,000

**Total Costs \$ 5,451,882**

\*\*\* Fire Department fees from the Orange County Fire Department to be determined and not included in this estimate.

\*\* FF&E is based on the total quantities of furniture in each room based on the number of users.





Golden Rain Foundation  
Laguna Woods Village  
El Toro Road, CA 92637

The Austin Company  
WO # PR 40111  
Date: 05/08/23

Qualifications:

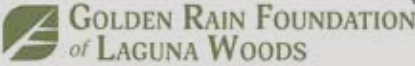
- Clubhouse Demolition Concrete Shuffleboard Courts
- Clubhouse Pour Concrete with new concrete floor Slab
- Remove decorative curved walls
- Remove Gypsum board soffit
- Patch Ceiling Finishes
- Club house/Community Center Remove Carpet Flooring in Shuffleboard courts/ Billard Room
- Club house/Community Center Install New Carpet Flooring Billard Room/ Computer Classroom
- Club House Entry Storfront Aluminum Door with Glazing
- Shuffleboard Room Remove Pendant lighting
- Install New Pendant lighting Table Tennis Room
- Install New Ceiling Mounted high volume Fans Table Tennis Room
- Provide new 2x4 LED Lighting Fixtures Computer Classroom
- Provide new 300 Amp Electrical Panel to Feed Computers
- Provide power poles to Run power & Data to Computer workstations
- Provide Pole Raceway for power & Data to Computer workstations
- Paint Walls Table Tennis Room/Computer Classroom

General Exclusions:

- Hazardous waste removal or containment
- - Asbestos Abatement
- - Lead Paint Abatement
- - PCB Ballast Abatement
- Methane systems
- Soils testing and inspections
- Construction and Materials testing and inspections
- Rock Excavation
- Dewatering
- Soil Subsidence
- Seismic upgrades to existing/remaining structures.
- Repairs to existing facilities unless affected by new construction
- Upgrades to existing utilities, unless noted otherwise
- Telecommunication & Information Technology hardware & software
- Tele - Data wire & instrumentation installation
- Furnishings
- All-risk (Builders Risk) insurance
- Performance & Payment Bond
- Geotechnical Report
- Phase I / II Environmental Reports
- ADA Design Requirements.
- Installation of Owner furnished equipment
- Unforeseen field conditions
- Exterior Painting
- Roof Penetrations Repairs
- Air and water pollution application and testing
- Fiber Optic, Communications, Security, Access Control Systems
- Cable Trays
- Permits (Grading, Drainage, Building, Mechanical, Plumbing, Electrical, Offsite, etc.) and Plan Check Fees
- The Austin Company has no control over the actions of jurisdictional agencies or other parties. Accordingly, professional opinions as to the status of permits, probability and timeframes for approval are made on the basis of professional experience and available information. If permits are issued for the project, conditions and expiration dates are the sole responsibility of the Owner
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- The permitting process will result in in revisions from the Authority Having Jurisdiction (AHJ). Revisions made to the construction documents for approval purposes may have an impact to the construction pricing and schedule.
- HVAC
- Parking Study
- Structured Cabling and termination of cabling - Communications, Data, CATV, CCTV, Access Control, Point of Sale
- Owner furnished FFE, including warehousing, transportation, distribution to rooms, unpackaging, debris removal, trash disposal, dumpster and FFE installation
- Concrete Digital X-Ray Imaging
- Ground Penetrating Radar



Laguna Woods Village®





# ROM Estimate

# Option 2a



## Rough Order of Magnitude-Option 2a

Client: Golden Rain Foundation  
Project Name: Laguna Woods Village  
Project Location: El Toro Road, CA 92637

Date Printed: 05/17/23

Building SF 24,210

Division	Description	Total Costs
01	General Requirements	16,053
02	Existing Conditions	143,968
03	Concrete	36,946
04	Masonry	-
05	Metals	-
06	Wood, Plastics & Composites	82,781
07	Thermal & Moisture Protection	18,207
08	Openings	334,697
09	Finishes	1,190,867
10	Specialties	46,217
11	Equipment	10,907
12	Furnishings	10,907
13	Special Construction	-
14	Conveying Equipment	-
21	Fire Suppression	64,076
22	Plumbing	75,665
23	Mechanical	249,912
26	Electrical	1,699,867
27	Communications	66,258
	Construction Project Management (8%)	Included
	Construction Contingency (10%)	Included

Construction Total	4,047,328
Engineering/Final Design Allowance (8.25%)	283,378
*** Misc Allowance (Plan Check, Inspections, Permits, Testing & Inspections, other)	15,229
** Furnishings, Fixtures and Equipment (FF&E) Allowance	1,698,000
Total Costs	6,043,935

\*\*\* Fire Department fees from the Orange County Fire Department to be determined and not included in this estimate.

\*\* FF&E is based on the total quantities of furniture in each room based on the number of users.





**Golden Rain Foundation**  
Laguna Woods Village  
El Toro Road, CA 92637

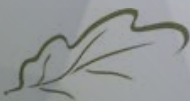
**The Austin Company**  
WO #      PR 40111  
Date:     05/17/23

Qualifications:

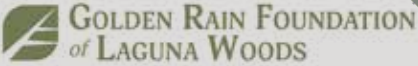
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- Club House Entry Storfront Aluminum Door with Glazing
- Shuffleboard Room Remove Pendant lighting
- Install New Pendant lighting Table Tennis Room
- Install New Ceiling Mounted high volume Fans Table Tennis Room

General Exclusions:

- Hazardous waste removal or containment
- - Asbestos Abatement
- - Lead Paint Abatement
- - PCB Ballast Abatement
- Methane systems
- Soils testing and inspections
- Construction and Materials testing and inspections
- Rock Excavation
- Dewatering
- Soil Subsidence
- Seismic upgrades to existing/remaining structures.
- Repairs to existing facilities unless affected by new construction
- Upgrades to existing utilities, unless noted otherwise
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- Tele - Data wire & instrumentation installation
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- All-risk (Builders Risk) insurance
- Performance & Payment Bond
- Geotechnical Report
- Phase I / II Environmental Reports
- ADA Design Requirements.
- Installation of Owner furnished equipment
- Unforeseen field conditions
- Exterior Painting
- Roof Penetrations Repairs
- Air and water pollution application and testing
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- Parking Study
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- Concrete Digital X-Ray Imaging
- Ground Penetrating Radar



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Thank

You



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## **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, 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.

2. Work Diligently with all impacted staff departments, residential amenities to understand and resolve impacts of the committee's recommendations
3. Review and submit for approval any financial requirements or capital budgets to the GRF Finance Committee and the GRF Board of Directors.
4. Receive reports from staff as needed to evaluate cost estimates, viability, impact, and other considerations concerning the recommendation of any proposed solution.

The Building E Space Planning Ad Hoc Advisory Committee shall review and reassess, as needed, the adequacy of this mission statement and recommend to the board any improvements to the Ad Hoc Advisory Committee that are considered necessary or advisable.

**NOW THEREFORE BE IT RESOLVED**, October 3, 2023 the Board of Directors of this Corporation hereby adopts the mission statement, duties and responsibilities of the Space Planning Ad Hoc Committee; and

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



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# Proposed Meeting Schedule

- December 6, 2023 3:30pm – 5:00pm
- January 3, 2024 1:30pm – 3:30pm
- January 31, 2024 1:30pm – 3:30pm
- March 6, 2024 1:30pm – 3:30pm
- March 20, 2024 1:30pm – 3:30pm
- April 10, 2024 1:30pm – 3:30pm

# December 2023

Mon	Tue	Wed	Thu	Fri
27	28	29	30	Dec 1
<p>1pm ↻ Mutual Fifty Dining Services Comm</p> <p>1:30pm RESCHEDULED - United Landscap</p> <p>3pm ↻ Mutual Fifty Orientation Committee</p>	<p>9:30am Disaster Preparedness Task Force</p> <p>12pm United Board Agenda Prep Meeting</p> <p>1:30pm United Finance Committee</p>	<p>9:30am Third Resident Policy and Complia</p> <p>9:30am VMS Board Special Closed Meeting</p>	<p>9am Third Executive Hearings Committee</p> <p>9am ↻ Docent Tour</p> <p>10:30am United Board Landscape Committ</p>	<p>9am CANCELED - United New Resident C</p> <p>9:30am Third Board Agenda Prep</p> <p>10:30am Third Appointment to VMS Board</p> <p>1:30pm ITAC Meeting (Closed)</p>
4	5	6	7	8
<p>9:30am GRF Appointment to VMS Board S</p> <p>11am ↻ Mutual Fifty Activities Committee</p> <p>2pm United Appointment to VMS Board Sp</p>	<p>9:30am GRF Board Meeting</p> <p>1:30pm ↻ Third Finance Committee</p>	<p>9:30am Canceled - VMS Board Regular Se</p> <p>1:30pm Third Special Open Meeting - Fill V</p> <p>3:30pm GRF Building E Space Planning Ad</p>	<p>9am United Member Hearings Committee</p> <p>9am ↻ GRF Executive Hearings Committee</p> <p>9am ↻ Docent Tour</p> <p>10:30am ↻ Third Landscape Committee Me</p> <p>10am ↻ Mutual Fifty Finance Committee</p>	
11	12	13	14	15
<p>9:30am United Landscape Committee</p> <p>1:30pm ↻ Third Architectural Controls and</p>	<p>9:30am United Board Meeting</p>	<p>9:30am ↻ GRF M&amp;C Committee Meeting</p> <p>11am ↻ Mutual Fifty Landscape Committee</p> <p>1:30pm Trust Presentation - All Boards Me</p>	<p>9am United Member Hearings - Closed</p> <p>10am ↻ Mutual Fifty Resident Forum</p> <p>1:30pm ↻ Community Activities Committee</p> <p>4pm ↻ Resident Advisory Committee</p>	
18	19	20	21	22
	<p>9am ↻ Docent Tour</p> <p>9:30am ↻ Third Board Meeting</p> <p>10am ↻ Mutual Fifty Closed Session</p>	<p>9am ↻ Laguna Woods Village Traffic Hear</p> <p>9:30am VMS Board Annual/Organizational</p> <p>11am VMS Board Closed Meeting</p> <p>1pm ↻ Mutual Fifty Marketing Committee</p> <p>1:30pm ↻ GRF Finance Committee</p> <p>4:30pm ↻ Third New Resident Orientation-</p>	<p>9am Third Executive Member Hearings Co</p> <p>9:30am ↻ United Architectural Controls and</p> <p>9:30am ↻ GRF Agenda Prep Meeting</p> <p>10am ↻ Mutual Fifty Board Open Session</p> <p>1:30pm ↻ United Governing Documents Re</p>	
25	26	27	28	29
<p>HOLIDAY</p> <p>1pm ↻ Mutual Fifty Dining Services Comm</p> <p>1:30pm ↻ United Landscape Committee</p> <p>3pm ↻ Mutual Fifty Orientation Committee</p>	<p>9:30am ↻ Third Resident Policy and Comp</p> <p>1:30pm CANCELED - United Finance Com</p>	<p>9:30am RESCHEDULED - United Maintena</p> <p>1pm ↻ Mutual Fifty Maintenance Committee</p> <p>1:30pm ↻ GRF Security and Community A</p> <p>3pm ↻ Third Mutual Town Hall</p>	<p>9am Third Executive Hearings Committee</p> <p>9am ↻ United Agenda Prep Meeting</p> <p>1pm ↻ Document Review Committee</p>	<p>1:30pm ↻ ITAC Meeting (Closed)</p>

# January 2024

Mon	Tue	Wed	Thu	Fri
Jan 1	2	3	4	5
HOLIDAY 11am ↻ Mutual Fifty Activities Committee (	9:30am ↻ GRF Board Meeting	9:30am ↻ VMS Board Regular Session (Bo	9am ↻ GRF Executive Hearings Committee 9am ↻ Docent Tour 9:30am ↻ Third Landscape Committee Me 10am ↻ Mutual Fifty Finance Committee	9:30am ↻ Third Board Agenda Prep
8	9	10	11	12
9:30am Third M&C Committee 1:30pm ↻ Third Architectural Controls and	9:30am ↻ United Board Meeting	10am New Resident Orientation - United M 11am ↻ Mutual Fifty Landscape Committee 4:30pm ↻ United New Resident Orientation	9am ↻ United Member Hearings - Closed 10am ↻ Third Mutual Garden Villas Associ 10am ↻ Mutual Fifty Resident Forum 1pm ↻ Docent Tour 1:30pm ↻ Community Activities Committee 4pm ↻ Resident Advisory Committee	
15	16	17	18	19
1:30pm ↻ GRF Media and Communication	9:30am ↻ Third Board Meeting 10am ↻ Mutual Fifty Closed Session	9am ↻ Laguna Woods Village Traffic Hear 1pm ↻ Mutual Fifty Marketing Committee 1:30pm United Maintenance & Construction	9:30am ↻ United Architectural Controls and 9:30am ↻ GRF Agenda Prep Meeting 10am ↻ Mutual Fifty Board Open Session 1:30pm ↻ United Governing Documents Re	9am ↻ Third New Resident Orientation-RS 9am ↻ Docent Tour
22	23	24	25	26
1pm ↻ Mutual Fifty Dining Services Comm 1:30pm ↻ United Landscape Committee	9:30am ↻ Third Resident Policy and Comp	9am All Boards Orientation Day - Closed (I 1pm ↻ Mutual Fifty Maintenance Committee 3pm ↻ Third Mutual Town Hall	9am ↻ Third Executive Hearings Committee 9am ↻ United Agenda Prep Meeting 1pm ↻ Docent Tour 1pm ↻ Document Review Committee 2pm Third Water Conservation Committee	1:30pm ↻ ITAC Meeting (Closed)
29	30	31	Feb 1	2
3pm ↻ Mutual Fifty Orientation Committee	9:30am ↻ Disaster Preparedness Task For 1:30pm ↻ United Finance Committee		9am ↻ GRF Executive Hearings Committee 9am ↻ Docent Tour 9:30am ↻ Third Landscape Committee Me 10am ↻ Mutual Fifty Finance Committee	9:30am ↻ Third Board Agenda Prep



# February 2024

Mon	Tue	Wed	Thu	Fri
29	30	31	Feb 1	2
3pm ↻ Mutual Fifty Orientation Committee	9:30am ↻ Disaster Preparedness Task Force 1:30pm ↻ United Finance Committee		9am ↻ GRF Executive Hearings Committee 9am ↻ Docent Tour 9:30am ↻ Third Landscape Committee Meeting 10am ↻ Mutual Fifty Finance Committee	9:30am ↻ Third Board Agenda Prep
5	6	7	8	9
11am ↻ Mutual Fifty Activities Committee	9:30am ↻ GRF Board Meeting 1:30pm ↻ Third Finance Committee	9:30am ↻ VMS Board Regular Session (Board) 1:30pm ↻ GRF Mobility & Vehicles Committee	9am ↻ United Member Hearings - Closed 10am ↻ Mutual Fifty Resident Forum 1pm ↻ Docent Tour 1:30pm ↻ Community Activities Committee 4pm ↻ Resident Advisory Committee	
12	13	14	15	16
1:30pm ↻ Third Architectural Controls and	9:30am ↻ United Board Meeting	9:30am ↻ GRF M&C Committee Meeting 11am ↻ Mutual Fifty Landscape Committee 1:30pm ↻ GRF Landscape Committee	9:30am ↻ United Architectural Controls and 9:30am ↻ GRF Agenda Prep Meeting 10am ↻ Mutual Fifty Board Open Session 1:30pm ↻ United Governing Documents Review	
19	20	21	22	23
HOLIDAY 9am ↻ Docent Tour	9:30am ↻ Third Board Meeting 10am ↻ Mutual Fifty Closed Session	9am ↻ Laguna Woods Village Traffic Hearings 1pm ↻ Mutual Fifty Marketing Committee 1:30pm ↻ GRF Finance Committee 4:30pm ↻ Third New Resident Orientation	9am ↻ Third Executive Hearings Committee 9am ↻ United Agenda Prep Meeting 1pm ↻ Docent Tour 1pm ↻ Document Review Committee	1:30pm ↻ ITAC Meeting (Closed)
26	27	28	29	Mar 1
1pm ↻ Mutual Fifty Dining Services Committee 1:30pm ↻ United Landscape Committee 3pm ↻ Mutual Fifty Orientation Committee	9:30am ↻ Third Resident Policy and Compensation 1:30pm ↻ United Finance Committee	9:30am ↻ United Maintenance & Construction 1pm ↻ Mutual Fifty Maintenance Committee 1:30pm ↻ GRF Security and Community Affairs 3pm ↻ Third Mutual Town Hall	9am ↻ Docent Tour	9:30am ↻ Third Board Agenda Prep

# March 2024

Mon	Tue	Wed	Thu	Fri
26	27	28	29	Mar 1
1pm ↻ Mutual Fifty Dining Services Comm 1:30pm ↻ United Landscape Committee 3pm ↻ Mutual Fifty Orientation Committee	9:30am ↻ Third Resident Policy and Comp 1:30pm ↻ United Finance Committee	9:30am ↻ United Maintenance & Construct 1pm ↻ Mutual Fifty Maintenance Committe 1:30pm ↻ GRF Security and Community Ac 3pm ↻ Third Mutual Town Hall	9am ↻ Docent Tour	9:30am ↻ Third Board Agenda Prep
4	5	6	7	8
11am ↻ Mutual Fifty Activities Committee (C 1:30pm ↻ Third M&C Committee	9:30am ↻ GRF Board Meeting	9:30am ↻ VMS Board Regular Session (Bo	9am ↻ GRF Executive Hearings Committe 9am ↻ Docent Tour 9:30am ↻ Third Landscape Committee Me 10am ↻ Mutual Fifty Finance Committee	
11	12	13	14	15
1:30pm ↻ Third Architectural Controls and	9:30am ↻ United Board Meeting	11am ↻ Mutual Fifty Landscape Committee	9am ↻ United Member Hearings - Closed 10am ↻ Third Mutual Garden Villas Associ 10am ↻ Mutual Fifty Resident Forum 1pm ↻ Docent Tour 1:30pm ↻ Community Activities Committee 4pm ↻ Resident Advisory Committee	9am ↻ Third New Resident Orientation-RS
18	19	20	21	22
1:30pm ↻ GRF Media and Communication	9am ↻ Docent Tour 9:30am ↻ Third Board Meeting 10am ↻ Mutual Fifty Closed Session	9am ↻ Laguna Woods Village Traffic Hear 1pm ↻ Mutual Fifty Marketing Committee	9:30am ↻ United Architectural Controls and 9:30am ↻ GRF Agenda Prep Meeting 10am ↻ Mutual Fifty Board Open Session 1:30pm ↻ United Governing Documents Re	
25	26	27	28	29
1pm ↻ Mutual Fifty Dining Services Comm 1:30pm ↻ United Landscape Committee 3pm ↻ Mutual Fifty Orientation Committee	9:30am ↻ Disaster Preparedness Task For 1:30pm ↻ United Finance Committee	9:30am Third Resident Policy and Complia 1pm ↻ Mutual Fifty Maintenance Committe 3pm ↻ Third Mutual Town Hall	9am ↻ Third Executive Hearings Committe 9am ↻ United Agenda Prep Meeting 1pm ↻ Docent Tour 1pm ↻ Document Review Committee	1:30pm ↻ ITAC Meeting (Closed)

# April 2024

Mon	Tue	Wed	Thu	Fri
<p>Apr 1</p> <p>11am ↻ Mutual Fifty Activities Committee</p>	<p>2</p> <p>9:30am ↻ GRF Board Meeting</p> <p>1:30pm ↻ Third Finance Committee</p>	<p>3</p> <p>9:30am ↻ VMS Board Regular Session (Bo</p> <p>10am New Resident Orientation - United M</p>	<p>4</p> <p>9am ↻ GRF Executive Hearings Committee</p> <p>9am ↻ Docent Tour</p> <p>9:30am ↻ Third Landscape Committee Me</p> <p>10am ↻ Mutual Fifty Finance Committee</p>	<p>5</p> <p>9:30am ↻ Third Board Agenda Prep</p>
<p>8</p> <p>1:30pm ↻ Third Architectural Controls and</p>	<p>9</p> <p>9:30am ↻ United Board Meeting</p>	<p>10</p> <p>9:30am ↻ GRF M&amp;C Committee Meeting</p> <p>11am ↻ Mutual Fifty Landscape Committee</p>	<p>11</p> <p>9am ↻ United Member Hearings - Closed</p> <p>10am ↻ Mutual Fifty Resident Forum</p> <p>1pm ↻ Docent Tour</p> <p>1:30pm ↻ Community Activities Committee</p> <p>2pm ↻ Resident Advisory Committee</p>	<p>12</p>
<p>15</p>	<p>16</p> <p>9:30am ↻ Third Board Meeting</p> <p>10am ↻ Mutual Fifty Closed Session</p>	<p>17</p> <p>9am ↻ Laguna Woods Village Traffic Hear</p> <p>1pm ↻ Mutual Fifty Marketing Committee</p> <p>1:30pm ↻ GRF Finance Committee</p> <p>4:30pm ↻ Third New Resident Orientation-</p>	<p>18</p> <p>9:30am ↻ United Architectural Controls and</p> <p>9:30am ↻ GRF Agenda Prep Meeting</p> <p>10am ↻ Mutual Fifty Board Open Session</p> <p>1:30pm ↻ United Governing Documents Re</p>	<p>19</p> <p>9am ↻ Docent Tour</p>
<p>22</p> <p>1pm ↻ Mutual Fifty Dining Services Comm</p> <p>1:30pm ↻ United Landscape Committee</p>	<p>23</p> <p>9:30am ↻ Third Resident Policy and Comp</p>	<p>24</p> <p>9:30am ↻ United Maintenance &amp; Construct</p> <p>1pm ↻ Mutual Fifty Maintenance Committe</p> <p>1:30pm ↻ GRF Security and Community A</p> <p>3pm ↻ Third Mutual Town Hall</p>	<p>25</p> <p>9am ↻ Third Executive Hearings Committee</p> <p>9am ↻ United Agenda Prep Meeting</p> <p>1pm ↻ Docent Tour</p> <p>1pm ↻ Document Review Committee</p> <p>2pm ↻ Third Water Conservation Committ</p>	<p>26</p> <p>1:30pm ↻ ITAC Meeting (Closed)</p>
<p>29</p> <p>3pm ↻ Mutual Fifty Orientation Committee</p>	<p>30</p> <p>1:30pm ↻ United Finance Committee</p>	<p>May 1</p> <p>9:30am ↻ VMS Board Regular Session (Bo</p> <p>1:30pm ↻ GRF Mobility &amp; Vehicles Commi</p>	<p>2</p> <p>9am ↻ GRF Executive Hearings Committee</p> <p>9am ↻ Docent Tour</p> <p>9:30am ↻ Third Landscape Committee Me</p> <p>10am ↻ Mutual Fifty Finance Committee</p>	<p>3</p> <p>9:30am ↻ Third Board Agenda Prep</p>