



## **OPEN MEETING**

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

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

#### **Board Room & Virtual with Zoom**

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/89135843647>. Webinar ID: 891 3584 3647 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 from March 20, 2024
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. Committee Presentations (5 minutes each)
    - i. Alison Bok
    - ii. Sue Stephens
    - iii. Tom Tuning
    - iv. Nancy Carlson/Andy Ginocchio
    - v. Jim Hopkins

- b. Committee Questions/Discussion
- c. Member Input/Comments (2 minutes each)
  - i. 2:30 pm (last name starting A – G)
  - ii. 3:00 pm (last name starting H – P)
  - iii. 3:30 pm (last name starting Q – Z)
- 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.*
  - a. Selection of Preferred Options
- 11. Committee Member Comments
- 12. Date of Next Meeting: Clubhouse 5 - Wednesday, May 1, 2024 at 12:30 p.m.
- 13. Adjournment

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

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

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## **OPEN MEETING**

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

**Wednesday, March 20, 2024 – 1:30 p.m.  
24351 El Toro Road, Laguna Woods, CA 92637**

#### **Report**

**MEMBERS PRESENT:** James Hopkins - Chair, Yvonne Horton, Cush Bhada, Alison Bok, Nancy Carlson, Reza Karimi, Tom Tuning, Andy Ginocchio, SK Park, Sue Stephens

**MEMBERS ABSENT:** Glenn Miller, Peter Sanborn

**OTHERS PRESENT:** **GRF:** Martin Roza, Juanita Skillman  
**UNITED:** Maggie Blackwell  
**Third:** Cris Prince

**STAFF PRESENT:** Manuel Gomez – Maintenance & Construction Director, Bart Mejia - Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, Kurt Wiemann – Director of Field Operations, Alison Giglio - Recreation and Special Events Director, Jennifer Murphy – Recreation Manager, Sandra Spencer – Department Administrative Assistant, Heather Ziemba – Projects Division Coordinator

#### **1. Call Meeting to Order**

Director Hopkins called the meeting to order at 1:32 p.m.

#### **2. Approval of the Agenda**

Hearing no objection, the agenda was approved as written.

#### **3. Approval of the Meeting Report from March 6, 2024**

Hearing no objection, the meeting report was approved as written.

**4. Remarks of the Chair**

Chair Hopkins thanked the audience for attending, provided a recap of the committee's prior discussions and board decisions, and reiterated that no solution has been formally presented to the committee. The next meeting of this committee will consider the process of selection or recommendation of the findings to the GRF Board. Chair Hopkins welcomed the comments of the members and acknowledged the presence of the media.

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

None.

**6. Response to Member Comments**

None.

**7. Department Head Update**

Mr. Gomez commented that overflow seating was being arranged to accommodate the large number of attendees.

**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.

None.

**9. Items for Discussion and Consideration**

**a. Discuss Proposed Solutions**

Director Bok presented the concepts outlined in her draft proposal included in the agenda packet and answered questions from the committee. Approximately 35 members commented on the current location for various village clubs. Several members of the committee provided additional input. Chair Hopkins stressed the importance of submitting input to the corporate boards and thanked members in the audience for their participation.

**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.

None.

**11. Committee Member Comments**

- Director Carlson commented on the value of the members sharing their thoughts.
- Director Bok thanked the members for attending, sharing their opinions, thoughts and information.
- Director Tuning commented on the importance of looking at all the possible alternatives.
- Director Park thanked the members and commented on the importance of the security of the residents. Additionally, if any clubs are relocated, proper accommodations must be considered.
- Director Karimi commented that he heard many good ideas, there are lots of options, and the security of the people and staff are to be strongly considered.
- Director Stephens commented that work began on this topic in 2011.
- Director Horton commented on the needs of the Security Department, computer rooms, table tennis and available parking.
- Director Bhada commented that if a club needs to be moved to a new location, he would make sure it would be to a better location.
- Chair Hopkins commented that he learned a lot and that the process needs to continue.

**12. Date of Next Meeting:** Wednesday, April 10, 2024 at 1:30 p.m.

**13. Adjournment:** The meeting was adjourned at 3:30 p.m.

  
James Hopkins, Chair

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

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Submitted by: Alison Bok, United Board President

Concepts: **Move all Recreational activities into Clubhouses that have space that is minimally utilized.**

**Relocate VMS staff to vacated CC spaces.**

**Steps:**

1. Move Fitness center in CC to bridge tournament room, CL 7
2. Move Table Tennis courts to CL 6 theater/ball room
3. Move PC Club classrooms to CL 6 meeting room
4. Consolidate VMS staff of Management, Finance and Accounting, Compliance to 3rd floor of CC unused space, area vacated by Table Tennis and PC Clubs. Install Security for access. TV studio remains in place.
5. Locate VMS staff for Security to ground floor space of CC vacated by Fitness. Make necessary power, IT, access, privacy features.
6. Relocate remaining VMS staff into 2nd floor space vacated in step 4.

These concepts and steps meet all the Guiding Principles. They greatly improve Resident access to Recreational facilities, spread traffic to underused clubhouses, and maximize efficient management company functioning. Costs should be reasonable for relocating, improving, and adding better security and safety features/requirements.

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Submitted by: Sue Stephens, Mutual 50 Board President

# **GRF BUILDING E SPACE PLANNING AD-HOC ADVISORY COMMITTEE**

## **Proposed Solution**

**March 20, 2024**

## **ASSUMPTIONS:**

- 1. The Security Department, which was displaced by the elimination of Building E, provides essential daily services and critical services during emergencies, such as earthquake, flood and fire.**
- 2. Due to its “around the clock” 7x24 operation, the Security Department needs continuous and uninterrupted power supply, in addition to secure parking, and EV charging.**
- 3. On January 3, 2024, the Security Department identified its work space requirements:  
(Estimated to be a total of 4100 sq. ft. based on earlier studies):**
  - 7 Single Offices**
  - 1 Shared Office (Watch Commanders)**
  - 1 Dispatch Room (3 Work Stations)**
  - 4 cubicles (report writing)**
  - Briefing/Training Room**
  - Server/Storage Room**
  - Equipment/Safe Room**
  - Interview/Conference Room (can be shared)**
  - Break Room/Kitchen (can be shared)**
  - Men’s and Women’s Locker Rooms (can be shared)**
  - Parking for 17 GRF Vehicles and 20 Personal Vehicles**
  - EV Charging Capability for approximately 12 GRF Vehicles**

## **PROPOSED SOLUTION:**

- **Relocate all Security Department personnel, equipment, and vehicles to what is currently the Clubhouse 7 Bridge Room and associated parking.**
- **Relocate the Bridge Club to the 3<sup>rd</sup> Floor of Community Center and/or other unused or under-utilized location, or locations, which would satisfy the current needs of the Club.**
- **Consider giving the Bridge Club an annual “priority” (i.e., ahead of annual club “rollovers”) for reservation of a room(s) at Clubhouse 5 (or other suitable location) for tournaments in the upcoming year(s). Only implement this after the Clubhouse 1 renovation is complete due to the temporary shortage of available rooms.**
- **Because 4,100 sq. ft. of space would be adequate for the Security Department’s equipment and personnel, the additional 2400 sq. ft. of unused space at Clubhouse 7 could be configured for other department(s). Facilities such as kitchen, restrooms, conference room etc. could be shared with the other department.**

## **ADVANTAGES:**

- 1. The size of the Clubhouse 7 Bridge Room is more than adequate for Security personnel and equipment, and the location is central to Laguna Woods Village.**
- 2. Has all electrical and connectivity required for IT. IT server room in close proximity.**
- 3. Existing Kitchen Facilities and one Conference Room.**
- 4. Existing Separate Restroom Facilities, including Lockers and Showers, for men and women.**
- 5. Audio/Visual System present. Perimeter Cameras already present.**
- 6. HVAC System/Temperature Controlled facility.**
- 7. Has its own lobby and external access for members, plus multiple access points for staff.**
- 8. Security can use parking access road when responding to emergencies at the Community Center.**
- 9. A few enclosed offices already exist; however, some doors and access points would need to be reconfigured, and additional rooms/cubicles added (cost unknown).**

## DISADVANTAGES:

***1. Periodically, heavy Recreation traffic could limit sufficient parking for Security vehicles.***

**SOLUTION:** Consider converting some of the existing unused land at Clubhouse 7 (see map) for additional Recreation parking, if needed (cost unknown), and create a secure parking area for Security vehicles at the west end of the existing Clubhouse 7 parking lot. “Parking Study” needed.

***2. No existing Electric Vehicle charging for Security Department vehicles.***

**SOLUTION:** Install "Fleet Charging", an inexpensive EV charging option that utilizes the existing electricity source of the GRF-owned building, for charging of approximately 12 Security vehicles.

***3. Emergency Back-Up Generator required. Cost = \$29,500***

***4. Only one way in and out of Clubhouse 7 parking lot onto Moulton Parkway with “No right turn on red” and extended light phasing.***

**SOLUTION:** Consider extending the “access road” (see map - - - -) to the Community Center parking lot to enable access to El Toro Road from Clubhouse 7. May require approvals by others.

## SECURE PARKING FOR SECURITY VEHICLES

**EXPAND "ACCESS ROAD"  
EXTEND TO COMMUNITY CENTER**

## ADD PARKING FOR RECREATION



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Submitted by: Tom Tuning, United Boardmember

BUILDING E SPACE PLANNING SUMMARY OF POSSIBLE SOLUTIONS (3/20/2024)		
	POSSIBLE SOLUTION	REMARKS
1	Existing Community Center Space & clubhouse/GRF space	Multiple possibilities; May be most cost efficient; possible impacts to amenities
2	Recreation Center - new construction - Community Center space for VMS	New building + CC remodel costs; Multiple possibilities (Metal building, additional amenities, etc.) Analysis required.
3	Building E - new construction	Austin study pricing
4	Existing Community Center Space & leased space	Needs to be priced and analyzed.
5	Leased space	Austin study pricing
6	Purchase of existing building	Total expense, age of building, & distance from LWV; Wells Fargo Bldg.; \$7,500,000; 21,500 SF; \$349/SF; 1972; remodeling costs
7	New or existing building for staff & rental space	Analysis needed
8	Existing Community Center Space	Insufficient space available
ASSUMPTIONS & ITEMS OF NOTE		
	Building E is not office usable	
	Space needed: ~ 5,500 SF minimum -10,000 SF optimum per study information	
	Austin study did not look at a simplified plan.	
	Austin study did not look at a Recreation building and VMS use of CC.	
	Rengel study 5,500 SF to 9,990 SF.	