



**OPEN MEETING**

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

**Tuesday, November 6, 2018 - 9:30 A.M.  
Laguna Woods Village Community Center Board Room 24351 El Toro Road**

**NOTICE AND AGENDA**

- 1. Call Meeting to Order / Establish Quorum—Beth Perak, First Vice President**
- 2. Pledge of Allegiance – Director Judith Troutman**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes of Meeting**
  - (a) October 2, 2018 – Regular Open Session Meeting
- 6. Report of Chair**
- 7. Update from VMS – Director Lucy Shimon**
- 8. CEO Report**
- 9. Open Forum (Three Minutes per Speaker)** - *At this time the Speakers may address the Board of Directors regarding items not on the agenda and within the jurisdiction of the Board of Directors of the Golden Rain Foundation. There is a maximum time limit of three minutes per speaker and a speaker may only address the Board once during this period. The Board reserves the right to limit the total amount of time allotted for the Open Forum.*
- 10. Responses to Open Forum Speakers**
- 11. Consent Calendar** - *All matters listed under the Consent Calendar are considered routine and will be enacted by the Board by one motion in the form listed below. In the event that an item is removed from the Consent Calendar by members of the Board, such item(s) shall be the subject of further discussion and action by the Board.*

None

## **12. Unfinished Business**

- (a) Discuss and Consider Revisions to Trust Facility Fee Policy and Promissory Note **(September initial notification - 30-day notification to comply with Civil Code §4360 has been satisfied)**
- (b) Entertain a Motion to Approve the Commercial Vehicle Storage Fee for RV Lot **(September initial notification - 30-day notification to comply with Civil Code §4360 has been satisfied)**
- (c) Entertain a Motion to Introduce a Resolution for Clubhouse 2 Loggia and Sequoia Ballroom Rental **(October initial notification - 30-day notification to comply with Civil Code §4360 has been satisfied)**
- (d) Entertain a Motion to Introduce a Resolution for Summer Kids Swim Permanent Relocation to Pool 6 **(October initial notification - 30-day notification to comply with Civil Code §4360 has been satisfied)**

## **13. New Business**

- (a) Entertain a Motion to Approve Reappointment of GRF representative to VMS Board
- (b) Entertain a Motion to Approve Declaring the Slate of Candidates for the Office of Golden Rain Foundation (GRF) Director Elected
- (c) Entertain a Motion to Approve the Amended Security Patrol Vehicle Policy
- (d) Entertain a Motion to Form an Investment Task Force
- (e) Entertain a Motion to Adopt Illegal Dumping Reward Program

## **14. Committee Reports**

- (a) Report of the Finance Committee/Financial Reports – Director Phelps. Next meeting December 19, 2018, at 1:30 p.m. in the Board Room.
- (b) Report of the Community Activities Committee – Director Perak. Next meeting November 8, 2018, at 1:30 p.m. in the Board Room.
- (c) Report of the Maintenance & Construction Committee – Director Matson. Next meeting December 12, 2018, at 9:30 a.m. in the Board Room.
  - Report of the Performing Arts Center (PAC) Renovation Ad Hoc Committee - Director Perak. Next meeting TBA

- Report of Village Energy Task Force – Director Moldow. Next meeting November 7, 2018, at 1:30 p.m. in the Willow Room.
  - (d) Report of the Media & Communications Committee – Director Milliman. Next meeting November 19, 2018, at 1:30 p.m. in the Board Room.
  - (e) Report of the Mobility & Vehicles Committee – Director Troutman. Next meeting December 5, 2018, at 1:30 p.m. in the Board Room.
  - (f) Report of the Security & Community Access Committee – Director Sabol Soule. Next meeting December 17, 2018, at 9:30 a.m. in the Board Room
  - Report of the Traffic Hearings – Director Gros. Next meeting November 21, 2018, 9:00 a.m. in the Board Room & 1:00 p.m. in the Cypress Room.
  - Report of the Disaster Preparedness Task Force- Director Troutman. Next meeting November 27, 2018, 9:30 a.m. in the Cypress Room.
  - (g) Report of the Landscape Committee – Director Moldow. Next meeting December 19, 2018, at 2:30 p.m. in the Sycamore Room.
- 15. Future Agenda Items** - *All matters listed under Future Agenda Items are Resolutions on 30-day public review or items for a future Board Meeting. No action will be taken by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.*
- None
- 16. Directors' Comments**
- 17. Recess** - *At this time, the Meeting will recess for lunch and reconvene to Executive Session to discuss the following matters per California Civil Code §4935.*

**Closed Executive Session Agenda**

*Approval of Agenda*

*Approval of Minutes*

*(a) October 2, 2018 – Regular Executive Session*

*Discuss and Consider Member Disciplinary Matters*

*Discuss and Consider Personnel Matters*

*Discuss and Consider Contractual Matters*

*Discuss and Consider Litigation Matters*

*Discuss Litigation Report Summary*

**18. Adjournment**





**Minutes of the Regular Meeting of the Golden Rain  
Foundation Tuesday, October 2, 2018, 9:30 a.m.  
24351 El Toro Road, Laguna Woods, California**

**Directors Present:** Thomas Sirkel, Beth Perak, Joan Milliman, Jim Matson, Richard Palmer, Annette Sabol Soule, Judith Troutman, Bert Moldow, Ray Gros, Diane Phelps, and Jim Juhan

**Directors Absent:** None

**Staff Present:** Brad Hudson, Siobhan Foster, Eileen Paulin, Betty Parker, Chris Spahr, and Whitney Thornton

**Others Present:**

United Mutual:	Juanita Skillman
Third Mutual:	John Frankel and Steve Parsons
VMS:	Mary Stone
Mutual 50:	Ryna Rothberg
Legal Counsel:	Fred Whitney and Robert Hartley

**1. Call to Order**

President Sirkel called the meeting to order at 9:30 a.m. and acknowledged that a quorum was present.

**2. Pledge of Allegiance to the Flag**

Director Sabol Soule led the meeting in the Pledge of Allegiance to the Flag.

**3. Acknowledgment of Media**

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

**4. Approval of Agenda**

Director Moldow made a motion to approve the Agenda as presented. Director Troutman seconded the motion and it passed by unanimous consent.

**5. Approval of Minutes**

Director Sabol Soule made a motion to approve the minutes of August 7, 2018, as amended. The motion was seconded by Director Perak and it passed by unanimous consent.

**6. Report of the Chair**

President Sirkel read a proclamation announcing Customer Service Week October 1 – October 5, 2018, addressed issues with Globe articles, commented about the use of Round Up in the community, urged more veteran friendly hiring practices, and noted changes in the real estate market.

## **7. Update from VMS**

Director Bender gave an update of the VMS meeting in the month of September:

- Accomplishments of CEO Brad Hudson and VMS:
  - Auto-dial welcome call
  - Customer Service through Staff development and training
  - Handyman Service
  - Better landscape request call analytics
  - Saddleback College surveys
  - Security gates, RFID, bicycle patrols, emergency evacuation plans
  - Resident Services improvements
  - Technology
  - Greater communication
  - Professional construction management
  - Hiring of experienced, top quality management
- On-going Concerns
  - Bus system
  - Landscaping needs
  - Better communication with residents who don't use internet
  - More options for languages other than English
  - Employee recruitment

## **8. CEO Report**

CEO Hudson gave highlights of various projects, achievements, future goals, and experiences during his time at Laguna Woods Village.

## **9. Open Forum (Three Minutes per Speaker)**

Members spoke on the following topics: Laguna Woods Village Foundation update, Round-Up use in the community, pesticide use in the community, Non-toxic Laguna Woods Project, Globe's USPS article, Aliso Creek area, bus service, Resident Services voicemail message, enclosed or heated pool for the community, fruit inspections, red curb request in cul-de-sac 403, and appreciation for VMS and CEO Hudson.

## **10. Response to Open Forum Speakers**

Several Directors responded to and provided input regarding member comments.

## **11. Consent Calendar**

- (a) None

## **12. Unfinished Business**

- (a) None

**13. New Business**

- (a) Entertain a Motion for Early Release of 2019 Capital Plan Items

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

**RESOLUTION 90-18-44**

**2019 CAPITAL PLAN – EARLY RELEASE OF FUNDS**

**WHEREAS**, Resolution 90-18-43 adopted and approved the Capital Reserve Expenditures Plan of this Corporation for the year 2019; and

**WHEREAS**, funding for certain items should be accelerated into the current year to facilitate ordering lead times and efficient operations.

**NOW THEREFORE BE IT RESOLVED**, October 4, 2018, the Board of Directors of this Corporation hereby authorizes an early expenditure of \$811,800 from the approved 2019 Capital Reserve Expenditure Plan for the purchase of seven cargo vans, four ADA Buses, and one Scrubber, to be funded from the Equipment Fund;

**RESOLVED FURTHER**, the Board of Directors of this Corporation hereby authorizes an early expenditure of \$496,400 from the approved 2019 Capital Reserve Expenditure Plan for Gate Replacements at Main Service Center Entry, RV Lot B, and El Toro Access Road, and Miscellaneous Projects to be funded from the Facilities Fund;

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

Director Milliman made a motion to approve the 2019 Capital Plan – Early Release of Funds Resolution. Director Troutman seconded the motion and discussion ensued among the Directors.

President Sirkel called for a vote and the motion passed by a vote of 11-0-0.

- (b) Entertain a Motion to Introduce a Resolution for Clubhouse 2 Loggia and Sequoia Ballroom Rental (*October initial notification - must postpone to November to conform to the 30-day notification requirement*)

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

**RESOLUTION 90-18-XX**

**Clubhouse 2 Loggia and Sequoia Ballroom Rental**

**WHEREAS** the Palo Verde Loggia (patio) and Sequoia Ballroom are rented as two different spaces since renovations were completed in 2017;

**WHEREAS** the Loggia includes a barbeque, counter and small sink for food preparation, patio tables, chairs and sofas;

**WHEREAS** staff frequently encounters logistical issues and user complaints with separate bookings of the ballroom and patio; and,

**NOW THEREFORE BE IT RESOLVED**, October 2, 2018, that the Board of Directors of this Corporation hereby approves the Palo Verde Loggia at Clubhouse 2 to be included with the rental of the Sequoia Ballroom without an additional fee, eliminating the option for separate rental of the patio;

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

Director Milliman made a motion to accept the resolution for discussion purposes and postpone the final vote for 30 days pursuant to Civil Code §4360.

Director Perak seconded the motion.

Discussion ensued among the Directors.

President Sirkel called for a vote on the motion and the motion passed by a vote of 11-0-0.

- (c) Entertain a Motion to Introduce a Resolution for Summer Kids Swim Permanent Relocation to Pool 6 (*October initial notification - must postpone to November to conform to the 30-day notification requirement*)

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

**RESOLUTION 90-18-XX**

**Summer Kids Swim Permanent Relocation  
to Pool 6**

**WHEREAS**, Clubhouse 2 pool is the designated kids pool with limited hours from noon to 2 p.m. daily during the non-summer season; and

**WHEREAS**, residents consistently expressed concern that the kids were interfering with their exercise programs and/or overall facility enjoyment; and

**WHEREAS**, on January 11, 2018 and February 6, 2018, respectively, the CAC and GRF Board approved the relocation of the Summer Kids Swim Program to Pool 6 on a trial basis; and

**WHEREAS**, Clubhouse 6 pool had been the least utilized pool, averaging ten swimmers per day during the summer and due to low utilization, the pool is only open during the summer months and closed the remainder of the year;

**NOW THEREFORE BE IT RESOLVED**, October 2, 2018, that the Board of Directors of this Corporation hereby approves Pool 6 as the permanent location for the Summer Kids Swim Program with the daily hours being noon to 4 p.m., Memorial Day weekend through the season closure of Pool 6; and

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

Director Milliman made a motion to accept the resolution for discussion purposes and postpone the final vote for 30 days pursuant to Civil Code §4360.

Director Moldow seconded the motion and discussion ensued among the Directors.

President Sirkel called for a vote on the motion passed and the motion passed by a vote of 11-0-0.

- (d) Entertain a Motion to Introduce a Resolution for Permanent Elimination of Fitness and Aquatic Guest Fees *(October initial notification - must postpone to November to conform to the 30-day notification requirement)*

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

**RESOLUTION 90-18-XX**

**Permanent Elimination of Fitness and Aquatic Guest Fees**

**WHEREAS** the GRF Board suspended pool and fitness room guest fees for the summer operation period, May to August, in 2017 and 2018; and

**WHEREAS** the current GRF approved pool guest fee is \$3.00 per person and the fitness guest fee is \$6.00 per person, generating annual revenue of \$18,200 in 2016; and

**WHEREAS** after outsourcing the Aquatics operation and waiving the pool

and fitness guest fees during summer months, the combined annual revenue for these guest fees was down to \$5,600 in 2017 and revenue to date in 2018 is \$3,600; and

**WHEREAS** staff received significant positive feedback for not charging a guest fee during the summer months, with many Members requesting to make this permanent; and

**WHEREAS** comparative data indicates that there was no appreciative increase in usage during the periods when fees were waived and this suspension provided for more efficient and effective operation at the pools;

**NOW THEREFORE, BE IT RESOLVED**, October 2, 2018, that the Board of Directors of this Corporation hereby approves the permanent elimination of pool and fitness room guest fees; and

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

Director Milliman made a motion to accept the resolution for discussion purposes and postpone the final vote for 30 days pursuant to Civil Code §4360.

Director Moldow seconded the motion and discussion ensued among the Directors. President Sirkel asked Mr. Brian Gruner to elaborate on this resolution.

Director Sabol Soule made a motion to amend the resolution to separate the pool fees and fitness center fees. Director Palmer seconded the motion and it failed by a vote of 1-9-1(Director Palmer abstained, Director Sabol Soule approved).

President Sirkel called for a vote on the motion as presented and the motion failed by a vote of 0-11-0.

Director Milliman made a motion to return the resolution to committee and for the committee to submit two separate resolutions at next month's meeting after reviewing health, safety, and crowding issues for the fitness rooms.

President Sirkel called for a vote on the motion and the motion passed by a vote of 11-0-0.

- (e) Entertain a Motion to Reschedule January 1, 2019, Regular Board Meeting

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

**Resolution 90-18-45**

**Reschedule Tuesday, January 1, 2019, Regular Meeting**

**WHEREAS**, pursuant to Section 6.5.3 of the Golden Rain Foundation Bylaws, regular meetings of the Board of Directors shall be held on the first Tuesday of each month at 9:30 a.m., unless otherwise scheduled by an adopted Resolution; and

**WHEREAS**, the January 2019 regular meeting of the Board of Directors of this Corporation scheduled for Tuesday, January 1, 2019, falls on the New Year's Day holiday;

**NOW THEREFORE BE IT RESOLVED**, October 2, 2018, the Board of Directors of this Corporation hereby approves that the January regular meeting of the Board of Directors of this Corporation shall be held on Wednesday, January 2, 2019, at 9:30 a.m. in the Laguna Woods Village Community Center Board Room, 24351 El Toro Road; 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.

Director Milliman made a motion to approve the resolution rescheduling the January 1, 2019 Board meeting. Director Perak seconded the motion and it passed by a vote of 10-1-0 (Director Moldow opposed).

- (f) Entertain a Motion to Approve the GRF Landscape Committee Charter

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

**RESOLUTION 90-18-46**

**GOLDEN RAIN FOUNDATION  
LANDSCAPE COMMITTEE CHARTER**

**WHEREAS**, on August 1, 2006, the Landscape Committee was established by way of Resolution 90-06-58 pursuant to Article 7, Section 7.1.1 of the Golden Rain Foundation Bylaws:

**NOW THEREFORE BE IT RESOLVED**, October 2, 2018, that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Committee as follows:

1. Liaison between the GRF Board of Directors and the Managing Agent's General Services Department - Landscape Division and

perform the duties so stated in the resolution entitled "General Duties of Standing Committees."

2. Review all petitions for landscaping changes or conceptual planting plans associated with the renovation and/or development of properties owned and/or managed by GRF and visit those sites (1) for which clarification is deemed necessary and (2) for which a denial is being considered. Based upon information supplied by a qualified staff member, and in conformance with the rules and regulations of the City of Laguna Woods, the State of California and all applicable regulatory agencies, approval may be granted without a site visit.
3. Work with the Landscape Division to:
  - a. Promote efficient use of water within the Community.
  - b. Evaluate and determine appropriate landscape maintenance service levels for GRF facilities and properties.
  - c. Evaluate the need for new capital equipment and/or capital projects that would improve landscape practices, reduce labor costs and/or improve the general function or appearance of the landscape of Mutual and GRF facilities.
  - d. Make determinations on requests for the removal of trees on GRF properties.
4. To report on its activities to the Board of Directors periodically at Board meetings or when requested by the President.

**RESOLVED FURTHER**, that the committee shall perform such other duties as may be assigned by the President or the Board of Directors; and

**RESOLVED FURTHER**, that the Golden Rain Foundation Committee Charter, as set forth in Resolution 90-06-91, dated August 1, 2006, is hereby superseded and canceled.

Director Milliman made a motion to approve the GRF Landscape Committee Charter. Director Gros seconded the motion and discussion ensued among the Directors.

President Sirkel called for a vote on the motion and the motion passed by a vote of 11-0-0.

#### **14. Committee Reports**

- (a) Report of the Finance Committee/Financial Reports – Director Phelps.  
Next meeting October 24, 2018, at 1:30 p.m. in the Board Room.



- (b) Report of the Community Activities Committee – Director Perak.  
Next meeting November 8, 2018, at 2:00 p.m. in the Board Room.
- (c) Report of the Maintenance & Construction Committee – Director Matson.  
Next meeting October 10, 2018, at 9:30 a.m. in the Board Room.
  - Report of the Performing Arts Center (PAC) Renovation Ad Hoc Committee - Director Perak stated additional information from architects to be received this month. Next meeting TBA
  - Report of Village Energy Task Force – Director Moldow noted the Energy Task Force adopted their Charter. Next meeting November 7, 2018, at 1:30 in the Willow Room.
- (d) Report of the Media & Communications Committee – Director Milliman.  
Next meeting October 15, 2018, at 1:30 p.m. in the Board Room.
- (e) Report of the Mobility & Vehicles Committee – Director Troutman. Next meeting October 3, 2018, at 1:30 p.m. in the Board Room.
- (f) Report of the Security & Community Access Committee – Director Sabol Soule. Next meeting October 22, 2018, at 1:30 p.m. in the Board Room
  - Report of the Traffic Hearings and Golf Cart Security Update – Director Gros. Next meeting October 17, 2018, 9:00 a.m. in the Board Room & 1:00 p.m. in the Cypress Room.
  - Report of the Disaster Preparedness Task Force- Director Troutman. Next meeting November 27, 2018, 9:30 a.m. in the Cypress Room.

**15. Future Agenda Items**

None

**16. Director's Comments**

- Director Matson glad to see comments about Round-Up and the Aliso Creek area;
- Director Juhan commented that it was great to be in the meeting, encouraged voting today and wished blessings for all;
- Director Troutman encouraged voter registration, a new cell tower, and Breeze article on the Mobility and Vehicle committee;
- Director Phelps reported about this year's North American Challenge hosted by Laguna Woods Village;

- Director Gros thanked Paul Ortiz and his staff for their help with his presentation;
- Director Perak commented that she was sad to see CEO Hudson leave, but happy and confident that COO Foster will do a great job;
- Director Palmer noted that he was sad to see CEO Hudson's departure and commented that he had accomplished a lot;
- Director Sabol Soule commented that she was sad to see CEO Hudson leave and today was good meeting;
- Director Moldow gave the Energy Committee report;
- Director Milliman thanked all the Board members for a great meeting and reminded all about their Breeze contributions;
- President Sirkel thanked all the Board members for their work and stated "you win as a team, you lose as a team".

17. **Recess** - *At this time the Meeting recessed for lunch to reconvene to Executive Session to discuss the following matters per California Civil Code §4935.*

The Board recessed to Closed Session at 12:41 p.m.

**Closed Executive Session Agenda**

*Approval of Agenda*

*Approval of Minutes*

*(a) August 7, 2018 – Closed Executive Session*

*Discuss and Consider Member Disciplinary Matters*

*Discuss and Consider Personnel Matters*

*Discuss and Consider Contractual Matters*

*Discuss and Consider Litigation Matters*

*Discuss Litigation Report Summary*

*Adjournment*

**Adjourn**

The meeting was adjourned at 3:15 p.m.



Joan Milliman, Secretary of the Board  
Golden Rain Foundation

## **STAFF REPORT**

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**DATE:** November 6, 2018  
**FOR:** Board of Directors  
**SUBJECT:** Trust Facilities Fee Policy and Promissory Note

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### **RECOMMENDATION**

Approve a resolution to revise the Trust Facilities Fee Policy (Attachment 1) and Promissory Note (Attachment 2) by adding "Prepayment" and "Release of Promissory Note" clauses, replacing monthly handling fee with origination fee, updating the origination fee from \$252 to \$300, and charging interest at the maximum rate allowed by law.

### **BACKGROUND**

In accordance with California Civil Code §4580, each new purchase of a separate interest that is required to pay the Trust Facilities Fee is offered the option of paying over time. On June 18, 2018, the GRF Finance Committee requested a review of the existing policy and promissory note to ensure consistency in language, to offer clarifying language that will address issues raised by members, and to update the fee amount if necessary.

On August 22, 2018, the GRF Finance Committee reviewed proposed revisions to the policy and recommended policy presented herein.

### **DISCUSSION**

GRF offers a Trust Facilities Fee Payment Plan option to finance payments over 84 months, or seven years, inclusive of a handling fee and interest. The current policy and Promissory Note (version 01-01-2018) do not offer prepayment options nor do they state that the Payor(s) has the option to request a written receipt or release of liability upon completion of their payment obligation. The documents have been updated with additional clauses to offer residents the ability to prepay their note, to receive evidence their debt obligation has been fulfilled, and to update the fee amount to reflect current administrative costs.

### **FINANCIAL ANALYSIS**

Since the last revision (version 01-01-2018), Staff analyzed the cost of administering the promissory notes and determined the current estimated cost is \$300 per transactions. Further, Staff has attributed these costs to initial preparation and processing of records, not ongoing costs over the duration of the note.

**Prepared By:** Steve Hormuth, Controller

**Reviewed By:** Betty Parker, Chief Financial Officer

### **ATTACHMENT(S)**

ATT1 – Trust Facilities Fee Policy Resolution

ATT2 – Promissory Note

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## **RESOLUTION 90-18-XX**

### **Trust Facilities Fee Policy**

**WHEREAS**, as Trustee of the Golden Rain Foundation Trust, the Board of Directors of the Golden Rain Foundation is required to maintain and improve the recreational and other amenities available to all residents of Laguna Woods Village; and

**WHEREAS**, the Board of Directors finds that reinstatement of the capital contribution to the Trust originally required to be made for each manor sold will ensure the continuation of the amenities that make Laguna Woods Village unique;

**NOW THEREFORE BE IT RESOLVED**, November 6, 2018, that as Trustee of the Golden Rain Foundation Trust, a declaration of Trust recorded March 6, 1964, the Board will impose a fee, to be known as the "Trust Facilities Fee", in accordance with all terms and conditions contained in this policy statement and in California Civil Code §4580 (as amended by Senate Bill 1128, Stats 2010 Chapter 322, §2, effective January 1, 2011), on all transactions involving the purchase of a separate interest in any of the Trustors' common interest developments (United Laguna Woods Mutual, Third Laguna Hills Mutual and Mutual Fifty, each of which is hereinafter referred to as a "Trustor") within the City of Laguna Woods, as an obligation of the purchaser(s); ***effective January 1, 2019. For purposes of determining the Effective Date, purchase contracts entered prior to January 1, 2019, in which escrow opens before January 1, 2019 and closes on or before March 31, 2019, are deemed transactions occurring prior to the Effective Date:*** and

**RESOLVED FURTHER**, the Trust Facilities Fee will be a fixed amount, as provided herein and as determined from time to time by the Trustee of the Golden Rain Foundation Trust. The entirety of each such fee, when and as paid by the purchaser(s), shall be deposited into the Trust Facilities Fee Fund and shall be applicable to all such transactions, excluding the following transfers of a separate interest:

1. Where ownership of a separate interest is joined between a current beneficiary of a Trustor and a non-beneficiary spouse, domestic partner or other relative of such beneficiary;
2. Where ownership of a separate interest is transferred to a non-beneficiary of a Trustor by gift or through inheritance from a beneficiary of a Trustor;
3. Where ownership of a separate interest is transferred by a beneficiary of a Trustor to the current qualifying resident (as defined in the Bylaws of each Trustor) of the separate interest, where the transferor has never been a qualifying resident and has previously paid a Trust Facilities Fee; or
4. Where ownership of a separate interest is being transferred to a trust whose settlor or principal beneficiary is the transferor, or to another trust for estate planning purposes.

**RESOLVED FURTHER**, effective with escrows opened, or purchase contracts signed, on or after January 1, 2018, the Trust Facilities Fee shall be set at \$5,000 for units with a sales price of \$75,000 or higher and \$2,500 for units that sell below \$75,000, until modified by the Trustee; and

**RESOLVED FURTHER**, in accordance with California Civil Code §4580 each new purchase of a separate interest in any of the Trustors' common interest developments within the City of Laguna Woods to which this Trust Facilities Fee applies (i.e., all new purchases other than a transfer qualifying for any of the exclusions set forth in subparagraphs 1-4 above), shall in compliance with California Civil Code §4580 have the option to either:

- (i) pay the fee in its entirety at the time of transfer; or
- (ii) pay the fee amount pursuant to an installment payment plan for a period of seven years.

If the purchaser elects to pay the fee in installment payments under the second of the above statutorily permitted options, then the Trustee may also collect additional amounts not to exceed the actual costs for billing and financing on the amount owed (as set forth below, and in compliance with the Davis-Stirling Act, as the same may be amended from time to time), and if the purchaser sells their separate interest prior to the end of the installment payment plan period, he or she shall pay the remaining balance of the fee owed to the Trustee prior to transfer. A fee of \$10 will be imposed for any late payments.

The Golden Rain Foundation Board shall assess a one-time non-refundable origination fee of \$300 for the preparation of the promissory note and related records. The Golden Rain Foundation Board shall also assess interest not to exceed the maximum rate allowed by law. The Payor(s) of the note may prepay the note in whole prior to maturity date without penalty and may receive, at the request of the Payor(s), evidence of debt fulfillment. Payments received in excess of monthly note installment shall be applied to future Note installments and not a direct reduction of principal. The monthly payment of the Trust Facilities Fee, the origination fee and interest shall be due on the 1st day of each month; and

**RESOLVED FURTHER**, Resolution 90-17-35, adopted November 7, 2017 is hereby superseded and cancelled; and

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

## **RESOLUTION 90-18-XX**

### **Trust Facilities Fee Policy**

**WHEREAS**, as Trustee of the Golden Rain Foundation Trust, the Board of Directors of the Golden Rain Foundation is required to maintain and improve the recreational and other amenities available to all residents of Laguna Woods Village; and

**WHEREAS**, the Board of Directors finds that reinstatement of the capital contribution to the Trust originally required to be made for each manor sold will ensure the continuation of the amenities that make Laguna Woods Village unique;

**NOW THEREFORE BE IT RESOLVED**, November 6, 2018, that as Trustee of the Golden Rain Foundation Trust, a declaration of Trust recorded March 6, 1964, the Board will impose a fee, to be known as the "Trust Facilities Fee", in accordance with all terms and conditions contained in this policy statement and in California Civil Code §4580 (as amended by Senate Bill 1128, Stats 2010 Chapter 322, §2, effective January 1, 2011), on all transactions involving the purchase of a separate interest in any of the Trustors' common interest developments (United Laguna Woods Mutual, Third Laguna Hills Mutual and Mutual Fifty, each of which is hereinafter referred to as a "Trustor") within the City of Laguna Woods, as an obligation of the purchaser(s); ***effective January 1, 2019. For purposes of determining the Effective Date, purchase contracts entered prior to January 1, 2019, in which escrow opens before January 1, 2019 and closes on or before March 31, 2019, are deemed transactions occurring prior to the Effective Date:*** and

**RESOLVED FURTHER**, the Trust Facilities Fee will be a fixed amount, as provided herein and as determined from time to time by the Trustee of the Golden Rain Foundation Trust. The entirety of each such fee, when and as paid by the purchaser(s), shall be deposited into the Trust Facilities Fee Fund and shall be applicable to all such transactions, excluding the following transfers of a separate interest:

1. Where ownership of a separate interest is joined between a current beneficiary of a Trustor and a non-beneficiary spouse, domestic partner or other relative of such beneficiary;
2. Where ownership of a separate interest is transferred to a non-beneficiary of a Trustor by gift or through inheritance from a beneficiary of a Trustor;
3. Where ownership of a separate interest is transferred by a beneficiary of a Trustor to the current qualifying resident (as defined in the Bylaws of each Trustor) of the separate interest, where the transferor has never been a qualifying resident and has previously paid a Trust Facilities Fee; or
4. Where ownership of a separate interest is being transferred to a trust whose settlor or principal beneficiary is the transferor, or to another trust for estate planning purposes.

**RESOLVED FURTHER**, effective with escrows opened, or purchase contracts signed, on or after January 1, 2018, the Trust Facilities Fee shall be set at \$5,000 for units with a sales price of \$75,000 or higher and \$2,500 for units that sell below \$75,000, until modified by the Trustee; and

**RESOLVED FURTHER**, in accordance with California Civil Code §4580 each new purchase of a separate interest in any of the Trustors' common interest developments within the City of Laguna Woods to which this Trust Facilities Fee applies (i.e., all new purchases other than a transfer qualifying for any of the exclusions set forth in subparagraphs 1-4 above), shall in compliance with California Civil Code §4580 have the option to either:

- (i) pay the fee in its entirety at the time of transfer; or
- (ii) pay the fee amount pursuant to an installment payment plan for a period of seven years.

If the purchaser elects to pay the fee in installment payments under the second of the above statutorily permitted options, then the Trustee may also collect additional amounts not to exceed the actual costs for billing and financing on the amount owed (as set forth below, and in compliance with the Davis-Stirling Act, as the same may be amended from time to time), and if the purchaser sells their separate interest prior to the end of the installment payment plan period, he or she shall pay the remaining balance of the fee owed to the Trustee prior to transfer. A fee of \$10 will be imposed for any late payments.

The Golden Rain Foundation Board shall assess a one-time non-refundable origination fee of \$300 for the preparation of the promissory note and related records. The Golden Rain Foundation Board shall also assess interest not to exceed the maximum rate allowed by law. The Payor(s) of the note may prepay the note in whole prior to maturity date without penalty and may receive, at the request of the Payor(s), evidence of debt fulfillment. Payments received in excess of monthly note installment shall be applied to future Note installments and not a direct reduction of principal. The monthly payment of the Trust Facilities Fee, the origination fee and interest shall be due on the 1st day of each month; and

**RESOLVED FURTHER**, Resolution 90-17-35, adopted November 7, 2017 is hereby superseded and cancelled; and

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

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.





## PROMISSORY NOTE

Rev 11/6/18

**Principal Amount: \$5,300.00**

**Date:** \_\_\_\_\_

**Principal Amount w/Interest: \$7,858.89**

**Unit #:** \_\_\_\_\_

### RECITALS

For value received, the undersigned payor(s), \_\_\_\_\_ ("Payor(s)"), promises to pay to the order of Golden Rain Foundation of Laguna Woods, a California nonprofit mutual benefit corporation ("Payee"), at 24351 El Toro Road, Laguna Woods, California, Attention: Accounts Receivable (or through a direct debit or similar ACH debit, if available), at the times and on the terms specified in this promissory note ("Note"), the sum of Fifty-Three Hundred Dollars (\$5,300.00) ("Principal"), together with interest thereon at the rate of twelve percent (12%) per annum (but in any event not to exceed the maximum rate permitted by law) ("Interest"), as payment of the Five Thousand Dollars (\$5,000.00) Facilities Fee, and one-time origination fee of Three Hundred Dollars (\$300.00), plus interest, all fully amortized over the seven (7) year term, as further set forth below.

Payor(s) acknowledges that Payor(s) has been given the opportunity to pay the Five Thousand Dollars (\$5,000.00) Facilities Fee all at once at the time of transfer, and so to avoid paying the interest and the non-refundable origination fee, but that Payor(s) has instead elected to enter into the seven (7) year payment plan, as authorized by California law, and to pay in accordance with all terms and conditions in this Note.

1. **Promise to Pay.** The Principal and interest shall be amortized over a period of seven (7) years, and all due and payable in seven (7) years, with eighty-four (84) consecutive monthly payments of Ninety-Three Dollars and Fifty-Six Cents (\$93.56) each. The first monthly payment shall be made on \_\_\_\_\_, 20\_, and subsequent monthly payments shall be paid on or before the first day of each succeeding calendar month.
2. **Late Charge.** Payor(s) agrees that in the event that any payment due hereunder is in default for more than ten (10) days, it would be extremely difficult to fix the actual damages resulting to Payee. Therefore, Payor(s) agrees to pay to Payee the sum of Ten Dollars (\$10.00) upon each such default, as liquidated damages and not as a penalty, to compensate the Payee for the expenses of administering the default.
3. **Prepayment.** The Payor(s) of this Note may, at their option, repay the amount due in whole prior to maturity date without penalty. Repayment of principal in its entirety prior to maturity date shall eliminate future interest and will fulfill the debt obligation. Payments received in excess of monthly note installment shall be applied to future Note installments and not an accelerated reduction of principal.
4. **Acceleration.** The holder of this Note may, at its option, accelerate the maturity of all payments to become due hereunder upon the occurrence of any of the following events, in which event the unpaid balance of this Note shall become immediately due and payable without demand, presentment or notice, all of which are hereby expressly waived, and the holder may pursue collection through Small Claims Court or initiate any other appropriate legal proceeding to collect the outstanding amount owed under this Note:
  - (a) Failure to make any two (2) consecutive payments when due, (b) Insolvency of Payor(s), or filing by or against Payor(s) of a Petition of Bankruptcy, either voluntary or involuntary, (c) If Payor(s) sells his or her unit, or if Payor(s) dies, then the remaining outstanding balance of Principal hereunder at that time shall be due and payable in one lump sum and upon such payment, this Note shall be deemed paid in full.

5. **Release.** In consideration of full payment by the Payor(s), as set out in the terms of the Promissory Note hereof, the holder of this Note will furnish the Payor(s), at the request of the Payor(s), a written Release of Promissory Note acknowledging the fulfillment of their debt obligation.
6. **Attorney's Fees: Governing Law.** In the event of any controversy or dispute arising from non-payment this Note, the prevailing party shall be entitled to recover from the non-prevailing party or parties reasonable expenses including, without limitation, attorneys' fees and costs actually incurred. This Note shall be governed by and construed in accordance with, and all disputes hereunder shall be governed by, the internal laws of the State of California. This Note shall be binding on the Payor(s) successors and assigns.

**IN WITNESS WHEREOF,** Payor(s) has executed this Note as of the date first written above.

**Payor:**

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**Payor:**

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## PROMISSORY NOTE

Rev 11/6/18

Principal Amount: **\$5,300.00**

Date:

Principal Amount w/Interest: **\$7,858.89**

Unit #:

## RECITALS

For value received, the undersigned payor(s), \_\_\_\_\_ ("Payor(s)"), promises to pay to the order of Golden Rain Foundation of Laguna Woods, a California nonprofit mutual benefit corporation ("Payee"), at 24351 El Toro Road, Laguna Woods, California, Attention: Accounts Receivable (or through a direct debit or similar ACH debit, if available), at the times and on the terms specified in this promissory note ("Note"), the sum of Fifty-Three Hundred Dollars (\$5,300.00) ("Principal"), together with interest thereon at the rate of twelve percent (12%) per annum (but in any event not to exceed the maximum rate permitted by law) ("Interest"), as payment of the Five Thousand Dollars (\$5,000.00) Facilities Fee, and one-time origination fee of Three Hundred Dollars (\$300.00), plus interest, all fully amortized over the seven (7) year term, as further set forth below.

Payor(s) acknowledges that Payor(s) has been given the opportunity to pay the Five Thousand Dollars (\$5,000.00) Facilities Fee all at once at the time of transfer, and so to avoid paying the interest and the non-refundable origination fee, but that Payor(s) has instead elected to enter into the seven (7) year payment plan, as authorized by California law, and to pay in accordance with all terms and conditions in this Note.

1. **Promise to Pay.** The Principal and interest shall be amortized over a period of seven (7) years, and all due and payable in seven (7) years, with eighty-four (84) consecutive monthly payments of Ninety-Three Dollars and Fifty-Six Cents (\$93.56) each. The first monthly payment shall be made on \_\_\_\_\_, 20\_\_, and subsequent monthly payments shall be paid on or before the first day of each succeeding calendar month.
2. **Late Charge.** Payor(s) agrees that in the event that any payment due hereunder is in default for more than ten (10) days, it would be extremely difficult to fix the actual damages resulting to Payee. Therefore, Payor(s) agrees to pay to Payee the sum of Ten Dollars (\$10.00) upon each such default, as liquidated damages and not as a penalty, to compensate the Payee for the expenses of administering the default.
3. **Prepayment.** The Payor(s) of this Note may, at their option, repay the amount due in whole prior to maturity date without penalty. Repayment of principal in its entirety prior to maturity date shall eliminate future interest and will fulfill the debt obligation. Payments received in excess of monthly note installment shall be applied to future Note installments and not an accelerated reduction of principal.
4. **Acceleration.** The holder of this Note may, at its option, accelerate the maturity of all payments to become due hereunder upon the occurrence of any of the following events, in which event the unpaid balance of this Note shall become immediately due and payable without demand, presentment or notice, all of which are hereby expressly waived, and the holder may pursue collection through Small Claims Court or initiate any other appropriate legal proceeding to collect the outstanding amount owed under this Note:
  - (a) Failure to make any two (2) consecutive payments when due, (b) Insolvency of Payor(s), or filing by or against Payor(s) of a Petition of Bankruptcy, either voluntary or involuntary, (c) If Payor(s) sells his or her unit, or if Payor(s) dies, then the remaining outstanding balance of Principal hereunder at that time shall be due and payable in one lump sum and upon such payment, this Note shall be deemed paid in full.

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5. **Release.** In consideration of full payment by the Payor(s), as set out in the terms of the Promissory Note hereof, the holder of this Note will furnish the Payor(s), at the request of the Payor(s), a written Release of Promissory Note acknowledging the fulfillment of their debt obligation.
6. **Attorney's Fees; Governing Law.** In the event of any controversy or dispute arising from non-payment this Note, the prevailing party shall be entitled to recover from the non-prevailing party or parties reasonable expenses including, without limitation, attorneys' fees and costs actually incurred. This Note shall be governed by and construed in accordance with, and all disputes hereunder shall be governed by, the internal laws of the State of California. This Note shall be binding on the Payor(s) successors and assigns.

**IN WITNESS WHEREOF,** Payor(s) has executed this Note as of the date first written above.

**Payor:**

**Payor:**

\_\_\_\_\_

\_\_\_\_\_

## **ENDORSEMENT**

### **Commercial Vehicles**

Chief Moy presented the Commercial Vehicle staff report. The Committee commented and asked questions.

Director Bruninghaus made a motion to rent out the RV lots to Commercial vehicles for \$320 per year. Director English seconded the motion.

Director Bruninghaus amended the motion to increase the amount to \$640 per year. Director Tibbets seconded the motion.

By a vote of 6-0-1 (Director Gros abstained) the motion carried.

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## **STAFF REPORT**

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**DATE:** September 4, 2018  
**FOR:** Board of Directors  
**SUBJECT:** Commercial Vehicles

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### **RECOMMENDATION**

Staff recommends that residents be allowed to store Commercial Vehicles in the RV lot at a rate of \$640 annually.

### **BACKGROUND**

The Security Department is responsible for the administration, governance and coordination of the Recreational Vehicle (RV) lots and monitors it on a daily basis. The RV lots have the capacity to accommodate 414 RV's, boats, and trailers. In June 2017, the Security Department removed commercial, personal, and secondary vehicles from the RV lots to accommodate residents who were on the waiting list as allowed in the RV Parking Rules and Regulations. The Security & Community Access Committee (SCAC) allowed six commercial vehicles to remain in the lot. At present, there are 39 spaces available and no waitlist.

On November 7, 2017, the Board of Directors increased the RV lot fee to \$320 per space per year, effective January 1, 2018.

On August 27, 2018, the Security and Community Access Committee (SCAC) reviewed and discussed the storage of commercial vehicles in the RV lots. The Committee commented and asked questions. Director Bruninghaus made a motion to rent out the RV lots to Commercial vehicles for \$320 per year. Director English seconded the motion. Director Bruninghaus amended the motion to increase the amount to \$640 per year. Director Tibbets seconded the motion. By a vote of 6-0-1 (Director Gros abstained) the motion carried.

### **DISCUSSION**

Staff has received requests from residents that commercial vehicles be allowed to be stored in the RV lots as they are not allowed in the Village. Additionally, residents have stated that they are still working and need access to the commercial vehicle. This is consistent with Staff observing that there has been an increase in residents that have moved into the Village and continue to work.

### **FINANCIAL ANALYSIS**

The RV lease revenue will increase as additional vehicles will be in the lots.

**Prepared By:** Francis Rangel, Operations Manager

**Reviewed By:** Debbie Ballesteros, Administrative Coordinator  
Tim Moy, Chief of Security

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## **RESOLUTION 90-18-XX**

### **Commercial Vehicles in RV Lots**

**WHEREAS**, Golden Rain Foundation of Laguna Woods has administration control of Recreational Vehicles (RV) Lot A & B and these spaces have been rented to residents;

**WHEREAS**, the Security and Community Access Committee has recognized the need to find parking for commercial vehicles;

**NOW THEREFORE BE IT RESOLVED**, on September 4, 2018, the Board of Directors of this Corporation hereby allows open RV lot parking that are available can be utilized by resident commercial vehicles as space permits for \$640 per space per year;

**RESOLVED FURTHER**, Residents will be given a 30-day notice if required to vacate their commercial vehicle space in order to accommodate a new resident's RV;

**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.

**September Initial Notification**  
**30-Day notification to comply with Civil Code §4360 has been satisfied.**

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Golden Rain Foundation  
Community Activities Committee Meeting  
November 6, 2018

ENDORSEMENT (to GRF)

**Clubhouse 2 Loggia and Sequoia Ballroom Rental**

The Committee discussed the staff recommendation that the Palo Verde Loggia at Clubhouse 2 be included with the rental of the Sequoia Ballroom for an additional fee as listed in the GRF Pricing Policy; eliminating the option for separate rental of the patio.

A motion was made to approve of the Palo Verde Loggia at Clubhouse 2 be included with the rental of the Sequoia Ballroom for an additional fee as listed in the GRF Pricing Policy; eliminating the option for separate rental of the patio.

A motion was made to amend the motion to remove “for an additional fee as listed in the GRF Pricing Policy.”

Amended motion to remove “for an additional fee as listed in the GRF Pricing Policy” carried 5-1-2.

Staff was directed to consult with the Finance Department in regards to new rental fee structure.

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## **STAFF REPORT**

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**DATE:** November 6, 2018  
**FOR:** Community Activities Committee  
**SUBJECT:** Clubhouse 2 Loggia and Sequoia Ballroom Rental

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### **RECOMMENDATION**

Staff recommends that the Palo Verde Loggia at Clubhouse 2 be included with the rental of the Sequoia Ballroom for an additional fee as listed in the GRF Pricing Policy; eliminating the option for separate rental of the patio.

### **BACKGROUND**

The Loggia, a patio adjacent to the Sequoia Ballroom on the west side of Clubhouse 2, became available as a separate rental in January 2017 after renovations were completed. Since 2017, the Loggia has hosted a total of 199 paid rentals. The Loggia includes a barbeque, counter and small sink for food preparation, in addition to several patio tables, chairs and sofas.

### **DISCUSSION**

Staff continuously encounters logistical issues and user complaints with separate bookings of the ballroom and patio. Noise is a major factor when one or more of the parties are hosting an event with live or recorded music. When the barbeque is in use, the smell/smoke invades the ballroom and clouds the room. Patio users who are preparing food find that the kitchen prep area is not suitable to prepare meals. Any additional needed chairs must be borrowed from the ballroom equipment which is limited to 300 for both rooms.

Clubhouse 1, 6 and 7 patios are included with the rental of the main lounge/ballroom. Staff recommends a similar arrangement for Clubhouse 2 to greatly increase customer satisfaction.

### **FINANCIAL ANALYSIS**

The Loggia rents for \$12 with a two hour minimum and \$4 per additional hour. Since January 2017, the Loggia has generated total revenue of \$7,277, about \$365 per month. Combining the Loggia area within the existing Sequoia rental fee would continue to generate revenue when both the lounge and patio are requested.

**Prepared By:** Jennifer Murphy, Senior Recreation Supervisor

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

### **ATTACHMENT(S)**

**Attachment 1: 2018 Resident Reservation Fees**

**Attachment 2: Exception Room 2018 Rates**

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Reservable Room	Per Hour	Minimum (2 hrs & Setup)	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7	Hour 8	Hour 9	Hour 10	Hour 11	Hour 12	Hour 13	Hour 14
CC Rooms & Conference Rooms														
	CC - Elm Room	\$1.00	\$3.00	\$4.00	\$5.00	\$6.00	\$7.00	\$8.00	\$9.00	\$10.00	\$11.00	\$12.00	\$13.00	\$14.00
	CC - Pine Room	\$1.00	\$3.00	\$4.00	\$5.00	\$6.00	\$7.00	\$8.00	\$9.00	\$10.00	\$11.00	\$12.00	\$13.00	\$14.00
	CC - Spruce Room	\$1.00	\$3.00	\$4.00	\$5.00	\$6.00	\$7.00	\$8.00	\$9.00	\$10.00	\$11.00	\$12.00	\$13.00	\$14.00
	CH1 - Conference Room	\$1.00	\$2.00	\$3.00	\$4.00	\$5.00	\$6.00	\$7.00	\$8.00	\$9.00	\$10.00	\$11.00	\$12.00	\$13.00
	PAC - Conference Room	\$1.00	\$2.00	\$3.00	\$4.00	\$5.00	\$6.00	\$7.00	\$8.00	\$9.00	\$10.00	\$11.00	\$12.00	\$13.00
	VG - Clubroom 1	\$2.00	\$5.00	\$7.00	\$9.00	\$11.00	\$13.00	\$15.00	\$17.00	\$19.00	\$21.00	\$23.00	\$25.00	\$27.00
	VG - Clubroom 2	\$2.00	\$5.00	\$7.00	\$9.00	\$11.00	\$13.00	\$15.00	\$17.00	\$19.00	\$21.00	\$23.00	\$25.00	\$27.00
	VG - Clubroom 3	\$2.00	\$5.00	\$7.00	\$9.00	\$11.00	\$13.00	\$15.00	\$17.00	\$19.00	\$21.00	\$23.00	\$25.00	\$27.00
Multi-Purpose Rooms														
	CH1 - Multi-Purpose Room	\$3.00	\$9.00	\$12.00	\$15.00	\$18.00	\$21.00	\$24.00	\$27.00	\$30.00	\$33.00	\$36.00	\$39.00	\$42.00
	CH1 - Art Studio	\$3.00	\$9.00	\$12.00	\$15.00	\$18.00	\$21.00	\$24.00	\$27.00	\$30.00	\$33.00	\$36.00	\$39.00	\$42.00
	CH5 - Multipurpose Room	\$3.00	\$9.00	\$12.00	\$15.00	\$18.00	\$21.00	\$24.00	\$27.00	\$30.00	\$33.00	\$36.00	\$39.00	\$42.00
	CH6 - Multipurpose Room	\$2.00	\$6.00	\$8.00	\$10.00	\$12.00	\$14.00	\$16.00	\$18.00	\$20.00	\$22.00	\$24.00	\$26.00	\$28.00
Small Dining Rooms														
	CH1 - Dining Room 2	\$1.00	\$3.00	\$4.00	\$5.00	\$6.00	\$7.00	\$8.00	\$9.00	\$10.00	\$11.00	\$12.00	\$13.00	\$14.00
	CH1 - Dining Room 3	\$1.00	\$3.00	\$4.00	\$5.00	\$6.00	\$7.00	\$8.00	\$9.00	\$10.00	\$11.00	\$12.00	\$13.00	\$14.00
	CH2 - The Los Olivos	\$1.00	\$3.00	\$4.00	\$5.00	\$6.00	\$7.00	\$8.00	\$9.00	\$10.00	\$11.00	\$12.00	\$13.00	\$14.00
	CH2 - The Grevillea	\$1.00	\$3.00	\$4.00	\$5.00	\$6.00	\$7.00	\$8.00	\$9.00	\$10.00	\$11.00	\$12.00	\$13.00	\$14.00
Large Dining Rooms														
	PAC - Dining Room 1	\$5.00	\$15.00	\$20.00	\$25.00	\$30.00	\$35.00	\$40.00	\$45.00	\$50.00	\$55.00	\$60.00	\$65.00	\$70.00
	PAC - Dining Room 2	\$5.00	\$15.00	\$20.00	\$25.00	\$30.00	\$35.00	\$40.00	\$45.00	\$50.00	\$55.00	\$60.00	\$65.00	\$70.00
Other														
	CH2 - The Palo Verde Loggia	\$4.00	\$12.00	\$16.00	\$20.00	\$24.00	\$28.00	\$32.00	\$36.00	\$40.00	\$44.00	\$48.00	\$52.00	\$56.00
	PAC - Rehearsal Room	\$2.00	\$6.00	\$8.00	\$10.00	\$12.00	\$14.00	\$16.00	\$18.00	\$20.00	\$22.00	\$24.00	\$26.00	\$28.00
	PAC - Auditorium	\$17.00	\$34.00	\$51.00	\$68.00	\$85.00	\$102.00	\$119.00	\$136.00	\$153.00	\$170.00	\$187.00	\$204.00	\$221.00
	PAC - Auditorium Performance Package	\$20.00	\$40.00	\$60.00	\$80.00	\$100.00	\$120.00	\$140.00	\$160.00	\$180.00	\$200.00	\$220.00	\$240.00	\$260.00
PAC - Auditorium Event w/Admission		\$395 per Day												
All Patios		Patios are only available by renting adjacent room												
Reservable Room		Per Hour	Minimum (4 hrs & Setup)	Hour 5	Hour 6	Hour 7	Hour 8	Hour 9	Hour 10	Hour 11	Hour 12	Hour 13	Hour 14	
	Main Lounges													
	CH1 - Main Lounge	\$7.00	\$41.00	\$48.00	\$55.00	\$62.00	\$69.00	\$76.00	\$83.00	\$90.00	\$97.00	\$104.00	\$111.00	
	CH2 - The Sequoia	\$8.00	\$47.00	\$55.00	\$63.00	\$71.00	\$79.00	\$87.00	\$95.00	\$103.00	\$111.00	\$119.00	\$127.00	
	CH5 - Main Lounge (Stage Side) Total	\$11.00	\$61.00	\$72.00	\$83.00	\$94.00	\$105.00	\$116.00	\$127.00	\$138.00	\$149.00	\$160.00	\$171.00	
	CH5 - Main Lounge (Back Side) Total	\$8.00	\$44.00	\$52.00	\$60.00	\$68.00	\$76.00	\$84.00	\$92.00	\$100.00	\$108.00	\$116.00	\$124.00	
	CH5 - Main Lounge (All) Total	\$17.00	\$101.00	\$118.00	\$135.00	\$152.00	\$169.00	\$186.00	\$203.00	\$220.00	\$237.00	\$254.00	\$271.00	
	CH6 - Main Lounge	\$5.00	\$25.00	\$30.00	\$35.00	\$40.00	\$45.00	\$50.00	\$55.00	\$60.00	\$65.00	\$70.00	\$75.00	
	CH7 - Main Lounge	\$5.00	\$28.00	\$33.00	\$38.00	\$43.00	\$48.00	\$53.00	\$58.00	\$63.00	\$68.00	\$73.00	\$78.00	

Reservable Room	Per Hour	Minimum (2 hrs & Setup)	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7	Hour 8	Hour 9	Hour 10	Hour 11	Hour 12	Hour 13	Hour 14
	Per Hour	(2 hrs & Setup)	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7	Hour 8	Hour 9	Hour 10	Hour 11	Hour 12	Hour 13	Hour 14
CC Rooms & Conference Rooms	CC - Elm Room	\$14	\$35	\$49	\$63	\$77	\$91	\$105	\$119	\$133	\$147	\$161	\$175	\$189
	CC - Pine Room	\$12	\$30	\$42	\$54	\$66	\$78	\$90	\$102	\$114	\$126	\$138	\$150	\$162
	CC - Spruce Room	\$15	\$38	\$53	\$68	\$83	\$98	\$113	\$128	\$143	\$158	\$173	\$188	\$203
	CH1 - Conference Room	\$5	\$10	\$15	\$20	\$25	\$30	\$35	\$40	\$45	\$50	\$55	\$60	\$65
	PAC - Conference Room	\$6	\$12	\$18	\$24	\$30	\$36	\$42	\$48	\$54	\$60	\$66	\$72	\$78
	VG - Clubroom 1	\$10	\$25	\$35	\$45	\$55	\$65	\$75	\$85	\$95	\$105	\$115	\$125	\$135
	VG - Clubroom 2	\$10	\$25	\$35	\$45	\$55	\$65	\$75	\$85	\$95	\$105	\$115	\$125	\$135
	VG - Clubroom 3	\$10	\$25	\$35	\$45	\$55	\$65	\$75	\$85	\$95	\$105	\$115	\$125	\$135
Multi-Purpose Rooms	CH1 - Multi-Purpose Room	\$33	\$99	\$132	\$165	\$198	\$231	\$264	\$297	\$330	\$363	\$396	\$429	\$462
	CH1 - Art Studio	\$40	\$120	\$160	\$200	\$240	\$280	\$320	\$360	\$400	\$440	\$480	\$520	\$560
	CH5 - Multipurpose Room 1	\$26	\$78	\$104	\$130	\$156	\$182	\$208	\$234	\$260	\$286	\$312	\$338	\$364
	CH6 - Multipurpose Room	\$16	\$48	\$64	\$80	\$96	\$112	\$128	\$144	\$160	\$176	\$192	\$208	\$224
Small Dining Rooms	CH1 - Dining Room 2	\$32	\$96	\$128	\$160	\$192	\$224	\$256	\$288	\$320	\$352	\$384	\$416	\$448
	CH1 - Dining Room 3	\$32	\$96	\$128	\$160	\$192	\$224	\$256	\$288	\$320	\$352	\$384	\$416	\$448
	CH2 - The Los Olivos	\$28	\$84	\$112	\$140	\$168	\$196	\$224	\$252	\$280	\$308	\$336	\$364	\$392
	CH2 -The Grevillea	\$28	\$84	\$112	\$140	\$168	\$196	\$224	\$252	\$280	\$308	\$336	\$364	\$392
Large Dining Rooms	PAC - Dining Room 1	\$57	\$285	\$342	\$399	\$456	\$513	\$570	\$627	\$684	\$741	\$798	\$855	\$912
	PAC - Dining Room 2	\$57	\$285	\$342	\$399	\$456	\$513	\$570	\$627	\$684	\$741	\$798	\$855	\$912
Other	CH2 - The Palo Verde Loggia	\$72	\$216	\$288	\$360	\$432	\$504	\$576	\$648	\$720	\$792	\$864	\$936	\$1,008
	PAC - Rehearsal Room	\$24	\$72	\$96	\$120	\$144	\$168	\$192	\$216	\$240	\$264	\$288	\$312	\$336
PAC - Auditorium	PAC - Auditorium	\$1,454												
	PAC - Auditorium Performance Package	\$1,454												
Main Lounges & Large Dining Rooms	CH1 - Main Lounge	\$126	\$755	\$881	\$1,007	\$1,133	\$1,259	\$1,385	\$1,511	\$1,637	\$1,763	\$1,889	\$2,015	
	CH2 - The Sequoia	\$128	\$768	\$896	\$1,024	\$1,152	\$1,280	\$1,408	\$1,536	\$1,664	\$1,792	\$1,920	\$2,048	
	CH5 - Main Lounge (Stage Side) Total	\$173	\$552	\$1,125	\$1,298	\$1,471	\$1,644	\$1,817	\$1,990	\$2,163	\$2,336	\$2,509	\$2,682	
	CH5 - Main Lounge (Back Side) Total	\$125	\$687	\$812	\$937	\$1,062	\$1,187	\$1,312	\$1,437	\$1,562	\$1,687	\$1,812	\$1,937	
	CH5 - Main Lounge (All) Total	\$242	\$1,452	\$1,694	\$1,936	\$2,178	\$2,420	\$2,662	\$2,904	\$3,146	\$3,388	\$3,630	\$3,872	
	CH6 - Main Lounge	\$46	\$230	\$276	\$322	\$368	\$414	\$460	\$506	\$552	\$598	\$644	\$690	
	CH 7 - Main Lounge	\$105	\$577	\$682	\$787	\$892	\$997	\$1,102	\$1,207	\$1,312	\$1,417	\$1,522	\$1,627	



## **RESOLUTION 90-18-XX**

### **Clubhouse 2 Loggia and Sequoia Ballroom Rental**

**WHEREAS** the Palo Verde Loggia (patio) and Sequoia Ballroom are rented as two different spaces since renovations were completed in 2017;

**WHEREAS** the Loggia includes a barbeque, counter and small sink for food preparation, patio tables, chairs and sofas;

**WHEREAS** staff frequently encounters logistical issues and user complaints with separate bookings of the ballroom and patio; and,

**NOW THEREFORE BE IT RESOLVED**, November 6, 2018, that the Board of Directors of this Corporation hereby approves the Palo Verde Loggia at Clubhouse 2 to be included with the rental of the Sequoia Ballroom without an additional fee, eliminating the option for separate rental of the patio;

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

October Initial Notification

30-Day notification to comply with Civil Code §4360 has been satisfied.

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Golden Rain Foundation  
Community Activities Committee Meeting  
November 6, 2018

ENDORSEMENT (to GRF)

**Summer Kids Swim Permanent Relocation to Pool 6**

The Committee discussed the staff recommendation to approve Pool 6 as the permanent location for the Summer Kids Swim Program with daily hours being noon to 4 p.m., Memorial Day weekend through the season closure of Pool 6.

A motion was made to approve Pool 6 as the permanent location for the Summer Kids Swim Program with daily hours being noon to 4 p.m., Memorial Day weekend through the season closure of Pool 6.

Motion to approve Pool 6 as the permanent location for the Summer Kids Swim Program with the daily hours being noon to 4 p.m., Memorial Day weekend through the season closure of Pool 6 carried 6-1-0. (Director Dorrell was absent)

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## **STAFF REPORT**

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**DATE:** November 6, 2018  
**FOR:** Community Activities Committee  
**SUBJECT:** Summer Kids Swim at Pool 6

---

### **RECOMMENDATION**

Approve Pool 6 as the permanent location for the Summer Kids Swim Program with daily hours being noon to 4 p.m., Memorial Day Weekend through the season closure of Pool 6.

### **BACKGROUND**

Pool 2 is the GRF-approved kids swim pool with limited hours from noon to 2 p.m. daily during the non-summer season and noon to 4 p.m. in the summer. Residents consistently expressed concern that the kids were interfering with their exercise programs and/or overall facility enjoyment. On January 11, 2018 and February 6, 2018, respectively, the CAC and GRF Board approved the relocation of the Summer Kids Swim Program to Pool 6 on a trial basis.

Pool 6 had been the least utilized pool, averaging ten swimmers per day during the summer. Due to low utilization, the pool is only open during the summer months and closed the remainder of the year.

### **DISCUSSION**

The Kids Swim Program was moved to Pool 6 for the 2018 summer season. From Memorial Day weekend through the end of August, more than 3,000 swimmers used Pool 6. This represents an increase of 2000 swimmers over the same period in the prior year. Concerns from Pool 2 users were significantly lower as adult lap and recreational swimmers did not have to interact with kids at Pool 2 during the busiest swimming season of the year.

### **FINANCIAL ANALYSIS**

None

**Prepared By:** Brian Gruner, Recreation and Special Events Director

**Reviewed By:** Siobhan Foster, Chief Operating Officer  
Betty Parker, Chief Financial Officer

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## **RESOLUTION 90-18-XX**

### **Summer Kids Swim Permanent Relocation to Pool 6**

**WHEREAS**, Clubhouse 2 pool is the designated kids pool with limited hours from noon to 2 p.m. daily during the non-summer season; and

**WHEREAS**, residents consistently expressed concern that the kids were interfering with their exercise programs and/or overall facility enjoyment; and

**WHEREAS**, on January 11, 2018 and February 6, 2018, respectively, the CAC and GRF Board approved the relocation of the Summer Kids Swim Program to Pool 6 on a trial basis; and

**WHEREAS**, Clubhouse 6 pool had been the least utilized pool, averaging ten swimmers per day during the summer and due to low utilization, the pool is only open during the summer months and closed the remainder of the year;

**NOW THEREFORE BE IT RESOLVED**, November 6, 2018, that the Board of Directors of this Corporation hereby approves Pool 6 as the permanent location for the Summer Kids Swim Program with the daily hours being noon to 4 p.m., Memorial Day weekend through the season closure of Pool 6; and

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

October Initial Notification

30-Day notification to comply with Civil Code §4360 has been satisfied.

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## **STAFF REPORT**

---

**DATE:** November 6, 2018  
**FOR:** Board of Directors  
**SUBJECT:** Reappointment to Village Management Services, Inc. Board of Directors – Lisa Bender

---

### **RECOMMENDATION**

That the Board adopt the attached Resolution to reappoint Lisa Bender to the Village Management Services, Inc. (VMS) Board of Directors for the three-year term of 2018 to 2021.

### **BACKGROUND**

At the end of the 2018 term, GRF will have one vacant position on the VMS Board. Section 4.3 of the VMS Bylaws state:

Directors shall be appointed by the Members acting through their respective boards of directors, in the same month as each annual meeting of this Corporation's Members. There shall be no general election of Directors. Rather, each Member of this Corporation shall be entitled to appoint a certain number of Directors to the Board, up to three (3) Directors. United Laguna Woods Mutual and Third Laguna Hills Mutual shall only appoint Directors who are resident-members of their respective Mutuels. Golden Rain Foundation shall appoint Directors who are resident-members of either of the aforesaid Mutuels...Any person serving as a Director may be reappointed, and there shall be no limitation on the number of terms which a Director may serve, except that no Director may serve more than two consecutive three-year terms.

### **DISCUSSION**

The incumbent GRF appointee, Lisa Bender, is completing her first term on the VMS Board, which extended from 2016 to 2018, so this proposed second appointment is consistent with VMS Bylaw Section 4.3. Ms. Bender has expressed a willingness to accept the appointment for the 2018 to 2021 term and offers professional expertise, advanced education and business acumen that are a real asset to the VMS Board and ultimately to Laguna Woods Village. Bylaw Section 4.3 calls for GRF's appointment during the month of GRF's annual meeting, which is to be held on November 14, 2018, so adopting the proposed resolution and making the appointment at the November meeting of GRF is appropriate and recommended.

**FINANCIAL ANALYSIS**

None.

**Prepared By:** Siobhan Foster, COO  
**Reviewed By:** Brad Hudson, CEO  
Robert A. Hartley, GRF Counsel

**ATTACHMENT**

ATT 1: Resolution 90-18-XXX

**Resolution 90-18-XXX**

**Reappointment to Village Management Services, Inc. Board of Directors**

**WHEREAS**, Section 2.6 of the VMS Bylaws identifies GRF as a Member of VMS; and

**WHEREAS**, at the end of the 2018 term, GRF will have one vacant position on the Village Management Services, Inc. (VMS) Board of Directors; and

**WHEREAS**, Section 4.3 of the VMS Bylaws governs the Appointment and Term of Office of the VMS Board of Directors; and

**WHEREAS**, VMS Directors shall be appointed by the Members acting through their respective boards of directors, in the same month as the Member's annual meeting; and

**WHEREAS**, the GRF Annual Meeting of Corporate Members will be held on November 14, 2018;

**WHEREAS**, any person serving as a VMS Director may be reappointed, and there shall be no limitation on the number of terms which a Director may serve, except that no Director may serve more than two consecutive three-year terms; and

**WHEREAS**, Lisa Bender was appointed by GRF to the VMS Board of Directors and is completing a two-year term running from 2016 to 2018; and

**WHEREAS**, 2016 to 2018 term was Lisa Bender's first on the VMS Board; and

**WHEREAS**, VMS Director Bender has expressed a willingness to accept the reappointment to the VMS Board for a three-year term for the period of 2018 to 2021; and

**NOW THEREFORE BE IT RESOLVED**, November 6, 2018, the Board of Directors of this Corporation hereby approves the reappointment of Lisa Bender to the VMS Board of Directors for the three-year term running from 2018 to 2021 in accordance with the requirements of the VMS Bylaws; 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.



## **STAFF REPORT**

---

**DATE:** November 6, 2018  
**FOR:** Board of Directors  
**SUBJECT:** Resolution Declaring the Slate of Candidates for the Office of Golden Rain Foundation (GRF) Director Elected

---

### **RECOMMENDATION**

That the Board adopt the attached Resolution declaring the slate of qualified candidates following the close of nominations for the office of GRF Director elected.

### **BACKGROUND**

At the end of the 2018 term, there will be three vacant positions on the GRF Board. The election to fill vacancies on the GRF Board shall be held at the annual meeting (Bylaw 8.3.7) and the annual meeting of GRF shall be held on the second Wednesday of November of each year (Bylaw 5.2). The second Wednesday for the present year falls on November 14, 2018. Pursuant to Bylaw 8.3.5, nominations for the office of GRF director close 50 days before the annual meeting, which date was September 25, 2018. As of September 25, 2018, and following the nomination procedure set forth in Bylaw 8.4, only three qualified candidates had been nominated.

### **DISCUSSION**

Where more people are nominated than can be elected the governing documents anticipate an election (Bylaw 8.5.1.) But where the number of qualified candidates following the close of nominations is equal to or fewer than the number of vacancies, those nominated and qualified shall be declared elected (Bylaw 8.5.2).

While the Davis-Stirling Common Interest Development Act mandates director elections pursuant to the double secret ballot procedure contained in California Civil Code Section 5115, that procedure applies only to votes cast directly by the membership, and does not apply to votes cast by elected representatives. In accordance with Bylaw 5.8.2, mutual members do not vote directly, but votes are cast by their elected representatives, the directors of each of the housing mutuals. Therefore, the argument that as a common interest development Davis-Stirling mandates an election conforming with Section 5115 does not apply.

In addition, Bylaw 8.5.2 is also supported by the California Corporations Code. Corporations Code Section 7522(d) provides that for corporations with 5,000 or more members, if following the close of nominations the number of people nominated for the board is not more than the number of vacancies, the corporation may without further action declare that those nominated and qualified to be elected have been elected.

As a result, the declaration that the slate of qualified candidates be elected finds support in the GRF Bylaws, the California Corporations Code and finds no opposition in the Common Interest

Development Act. Therefore, it is proper for this Board to declare the present slate of candidates elected.

### **FINANCIAL ANALYSIS**

Obviating the need for a director election for 2018 eliminates the copying and postage costs associated with the distribution of ballots, and saves approximately \$1,000 traditionally paid to a third-party vendor to serve as GRF's inspector of election.

**Prepared By:** Siobhan Foster, CCO  
**Reviewed By:** Brad Hudson, CEO  
Robert A. Hartley, GRF Counsel

### **ATTACHMENT**

ATT 1: Resolution 90-18-XXX

## **RESOLUTION 90-18-xx**

### **Declaring the Slate of Candidates for the Office of Golden Rain Foundation (GRF) Director Elected**

**WHEREAS**, following the close of the 2018 term, there will be three vacant seats on the GRF Board of Directors to be filled; and

**WHEREAS**, vacancies on the Board shall be filled at GRF's annual meeting (Bylaw 8.3.7); and

**WHEREAS**, GRF's annual meeting is held the second Wednesday in November (Bylaw 5.2); and

**WHEREAS**, the second Wednesday in the current year is November 14, 2018; and

**WHEREAS**, nominations for the office of GRF director close 50 days before the annual meeting (Bylaw 8.3.5); and

**WHEREAS**, the fiftieth day prior to November 14, 2018, and therefore the close of nominations for the present year is September 25, 2018; and

**WHEREAS**, as of September 25, 2018, and following the nomination procedure set forth in Bylaw 8.4, only three qualified candidates had been nominated; and

**WHEREAS**, Bylaw 8.5.1 anticipates an election where the number of nominees exceeds the number of vacant seats; and

**WHEREAS**, following the close of nominations, where the number of qualified candidates does not exceed the number of vacancies, those qualified nominees shall be declared elected (Bylaw 8.5.2); and

**WHEREAS**, Civil Code Section 5115 mandates director elections pursuant to the double secret ballot procedure; and

**WHEREAS**, Civil Code Section 5100(d) exempts from the election procedure mandated by Section 5115 where votes are cast by elected representatives; and

**WHEREAS**, in accordance with Bylaw 5.8.2 votes at director elections are cast by elected representatives, the directors of each of the housing mutuals; and

**WHEREAS**, Bylaw 8.5.2 is supported by Corporations Code 7522(d), which states that corporations may without further action declare qualified nominees elected where following the close nominations the number of nominees does not exceed the number of vacancies; and

**WHEREAS**, eliminating the need for a director election saves the copying and postage expense associated with the distribution of ballots, plus the approximately \$1,000 traditionally paid to a third-party vendor to serve as GRF's inspector of elections;

**NOW THEREFORE, BE IT RESOLVED**, November 6, 2018, that the three qualified nominees arising from the 2018 nomination procedure are hereby declared elected to the GRF Board of Directors:

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



## **STAFF REPORT**

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**DATE:**       **October 22, 2018**  
**FOR:**       **Security & Community Access Committee**  
**SUBJECT:**   **Security Patrol Vehicles Policy**

---

### **RECOMMENDATION**

Staff recommends approval of the amended Security Patrol Vehicles Policy to include passenger and sport utility vehicles (SUV).

### **BACKGROUND**

The Security Department has been an integral part of Laguna Woods Village since its inception in 1964. During this period the Security Department has grown with the Community, instituting procedures to coincide with, and reflect, the growth and culture of the Community. Staff members include professionals from the security and law enforcement fields, including Police Officers Standards and Training (POST) certified personnel. Operations abide by the City of Laguna Woods municipal codes and the regulations established by the California Bureau of Security and Investigative Services (BSIS). The current procedure dictates that Security Officer patrols the Community by way of a marked security vehicle, bicycle patrol and foot patrol.

On November 7, 2006, Board of Directors passed a resolution limiting patrol vehicles to small pickup trucks (Resolution 90-06-104).

### **DISCUSSION**

In 2017, the Security Department acquired two electric passenger vehicles and four SUV's. The proposed amendments to the Security Patrol Vehicles Policy are to include the new patrol vehicles (Attachment 1).

### **FINANCIAL ANALYSIS**

None

**Prepared By:**                   Debbie Ballesteros, Administrative Coordinator

**Reviewed By:**               Francis Rangel, Operations Manager  
                                      Tim Moy, Chief of Security

### **ATTACHMENT(S)**

Attachment 1: Resolution

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Attachment 1

**RESOLUTION 90-18-XX**

**Security Patrol Vehicles Policy**

**WHEREAS**, the Golden Rain Foundation through the Security Department patrols the Community by way of marked security vehicles, bicycle patrol, and foot patrol;

**WHEREAS**, the Board of Directors of this Corporation set forth a policy that all Security Patrol Vehicles shall be limited to small pickup trucks;

**NOW THEREFORE BE IT RESOLVED**, on November 6, 2018, that the Board of Directors of this Corporation hereby approves the proposed revisions to the Security Patrol Vehicles Policy to include passenger vehicles and sports utility vehicles;

**RESOLVED FURTHER**, Resolution 90-06-104 adopted November 7, 2006 is hereby superseded and cancelled; and

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

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## **STAFF REPORT**

---

**DATE:** November 6, 2018  
**FOR:** Board of Directors  
**SUBJECT:** Investment Task Force

---

### **RECOMMENDATION**

Approve the formation of an Investment Task Force and proposed charter.

### **BACKGROUND**

In April 1993 a joint United, Third, GRF Finance Committee formed to evaluate concerns about declining interest rates and the resulting decline in interest income. Investment policies for a discretionary account were developed for each corporation to extend maturity, sell prior to maturity, and to purchase institutionally rather than on a retail basis; this portion of the reserves were to be professionally managed with a fiduciary taking responsibility for decisions and timing. These investments were still restricted to securities backed by the full faith and credit of the U.S. Government.

In more recent years, several adjustments were made to the investment policies by each Corporation, allowing a certain percentage of the portfolios to be invested in governmental agencies and highly rated corporate bonds. On August 22, 2018, subsequent to a portfolio performance presentation by Merrill Lynch and BlackRock, various Committee and Board members expressed a desire to perform an in-depth review of Laguna Woods Village investment portfolios and recommend updates to enhance service and performance within parameters established in the Board-approved investment policies.

On October 24, 2018 the GRF Finance Committee recommended approval of the proposed Investment Task Force Charter (Attachment 1).

### **DISCUSSION**

The purpose of the Investment Task Force is to conduct an in-depth analysis of investments on behalf of the Golden Rain Foundation, United Laguna Woods Mutual, and Third Laguna Hills Mutual, to ensure exceptional service from a professional investment manager, maximize yields within the Board-approved investment policies, and minimize fees. Specific duties and responsibilities are outlined in the proposed charter.

### **FINANCIAL ANALYSIS**

None.

**Prepared By:** Betty Parker, CFO

**Reviewed By:** Siobhan Foster, COO

### **ATTACHMENT(S):**

ATT-1: Resolution for Investment Task Force Charter

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**RESOLUTION 90-18-XX**  
**Investment Task Force**

**WHEREAS**, various Committee and Board members have expressed a desire to perform an in-depth review of Laguna Woods Village investment portfolios.

**NOW THEREFORE BE IT RESOLVED**, November 6, 2018, the Board of Directors hereby forms an Investment Task Force and assigns the duties and responsibilities as follows:

**MISSION**

The purpose of the Investment Task Force is to conduct an in-depth analysis of investments on behalf of the Golden Rain Foundation, United Laguna Woods Mutual, and Third Laguna Hills Mutual, to ensure exceptional service from a professional investment manager, maximize yields within the Board-approved investment policies, and minimize fees.

**MEMBERSHIP**

The Investment Task Force shall be comprised of six members, one officer from each of the Boards of Directors and one at-large member selected by each of the Boards of Directors to represent each Corporation based on their investment or financial expertise. The at-large members will be owners and may or may not currently serve as Board Members or Committee Advisors.

**DUTIES AND RESPONSIBILITIES**

1. The Task Force members will appoint a chair and meet as often as determined necessary to accomplish the objectives.
2. The Task Force will study the history of investment strategies used in the Community, understand current investment policies, examine existing service agreements with Merrill Lynch and related fees from BlackRock for professional investment services, review current investment portfolios, and evaluate yields.
3. The Task Force will review a draft RFP and proposers list, used by Staff to solicit proposals from investment management firms for account services. Several qualified bidders will be asked to make a presentation to the GRF Finance Committee.

**RESOLVED FURTHER**, the Task Force shall perform such other duties as may be assigned by the GRF Finance Committee during this assignment.

**RESOLVED FURTHER**, the Investment Task Force will be automatically disbanded upon conclusion of the duties and responsibilities assigned herein or when directed by the Board.

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## **STAFF REPORT**

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**DATE:** November 6, 2018  
**FOR:** Board of Directors  
**SUBJECT:** Illegal Dumping Reward Program

---

### **RECOMMENDATION**

Review and provide direction.

### **BACKGROUND**

Laguna Woods Village, through the City of Laguna Woods, contracts with Waste Management Services for the disposal of bulky items that are not appropriate for the smaller bins located throughout the Village. Examples of bulky items include household appliances, chairs, sofas, mattresses, computers, televisions and scrap wood. Waste Management Services offers two free in-home bulky items pick up per year and a monthly bulky item collection. For in-home removal, Waste Management Services will pick up on Wednesdays from 7:00 am to 6:00 pm. In addition, on the third Saturday of each month, residents may leave bulky items near dumpsters, trash chutes or waste containers for Waste Management Services pickup.

Furthermore, the Custodial Services Division offers next day removal. Residents in need of bulky item removal can call the Resident Services Department and schedule a next day removal. Custodial Staff will pick up the bulky items and place it into a 40 cubic yard dumpster provided by Waste Management Services.

Illegal dumping of bulky items is an ongoing problem throughout the Village. Policy clearly states that large trash items (bulky trash) may not be placed in or near regular garbage receptacles, at curbs or in the street. Despite efforts to educate residents on the rules involving the proper disposal of bulky items or construction debris, violations continue on a daily basis.

Between January of 2017 and October 1, 2018, the Resident Services Department has completed 3,447 service orders for bulky item pickup. A large number of these service orders involve reports of illegally dumped bulky items. During the same time period, the Security Department has received 113 calls for service to investigate an illegal dumping incident. Unfortunately, a majority of illegal dumping incidents are not immediately reported and the Security or Resident Services Departments may not get notified for several days depending on the type of bulky item or location it was discarded. Due to the high volume of bulky items service orders and illegal dumping, it has become necessary to hire additional Custodial Staff to address these issues on a full time basis.

On October 22, 2018, Chief Moy presented the Illegal Dumping Reward Program to the Security and Community Access Committee (SCAC). The Committee commented and asked questions. Director Dorrell made a motion to recommend that the GRF Board approve the proposed Program and to include recycling as well. The motion passed unanimously.

On October 24, 2018, the Finance Committee reviewed the proposed Illegal Dumping Reward Program that was discussed and endorsed by SCAC on October 22, 2018. A motion was

made and carried by a vote of 6-1 (Director Soule against), recommending against the formation of the proposed Program for reporting illegal dumping of bulky items.

### **DISCUSSION**

Over the years, multiple programs have been implemented at the local and national level to encourage citizens to report illegal or suspicious activity. Programs such as “WeTip”, “Crime Stoppers”, “Neighborhood Watch”, and “See Something, Say Something” are all aimed to partner with local neighborhoods and law enforcement to promote and maintain safe communities. Depending upon the particular problem of a community, local authorities have been successful in gaining greater citizen involvement by offering rewards for reporting specific violations or crimes. One such example is a graffiti rewards program. Several municipalities in the region have implemented a program to reward tipsters who report individuals committing vandalism and/or graffiti violations. In the Village, this same concept can be applied toward the growing problem of illegal dumping of bulky items.

For the most part, it is rare for Residents to report an illegal dumping incident that is occurring or to obtain the necessary information for the Security Department to identify the violator. The lack of call may be due to Resident apathy, the covert methods of the violator or a combination of the two. An incentive program may encourage Residents to pay closer attention to illegal dumping and immediately report violations when they are occurring. If approved, Staff will coordinate a publicity campaign to bring further awareness to the problem of illegal dumping and promote the reward program.

The Illegal Dumping Reward Program will include the following guidelines:

1. Reward is only valid for illegal dumping violations within the Village
2. Callers are eligible for a \$100 reward
3. Callers must contact the Security Department to report the illegal dumping incident
4. Callers have the option to remain anonymous (a number will be issued to track the reward process)
5. Information from the caller must result in positive identification of the violator with a resulting monetary penalty administered through the Mutual’s disciplinary process
6. VMS employees are not eligible

### **FINANCIAL ANALYSIS**

The \$100 reward will be offset by the monetary penalty administered through the Mutual’s disciplinary process for each violation.

**Prepared By:** Tim Moy, Chief of Security

**Reviewed By:** Francis Rangel, Operations Manager  
Betty Parker, Chief Financial Officer  
Siobhan Foster, Chief Executive Officer

### **ATTACHMENT(S)**

None.

**RESOLUTION 90-18-XX****Illegal Dumping Reward Program**

**WHEREAS**, Laguna Woods Village, through the City of Laguna Woods, contracts with Waste Management Services for the disposal of bulky trash items; and

**WHEREAS**, illegal dumping of bulky trash items is an ongoing problem throughout the Village and a majority of these incidents are not immediately reported; and

**WHEREAS**, local authorities have been successful in gaining greater citizen involvement by offering rewards for reported specific violations or crimes;

**NOW THEREFORE BE IT RESOLVED**, on November 6, 2018, that the Board of Directors of this Corporation hereby approves an Illegal Dumping Reward Program with the following guidelines:

1. Reward is only valid for illegal dumping violations within the Village
2. Callers are eligible for a \$100 reward
3. Callers must contact the Security Department to report the illegal dumping incident
4. Callers have the option to remain anonymous (a number will be issued to track the reward process)
5. Information from the caller must result in positive identification of the suspect with a resulting monetary penalty administered through the Mutual's disciplinary process
6. VMS employees are not eligible;

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

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REPORT OF THE REGULAR OPEN MEETING  
OF THE GOLDEN RAIN FOUNDATION FINANCE COMMITTEE

Wednesday, October 24, 2018 – 1:30 p.m.  
Laguna Woods Village Community Center Board Room, 24351 El Toro Road

MEMBERS PRESENT: Diane Phelps, Chair; Annette Soule Co-Chair, Beth Perak, Rosemarie diLorenzo, Jack Connelly, Juanita Skillman, Gary Morrison, Alfred Amado

MEMBERS ABSENT: Advisors: Greg Corigliano, Diane Casey, Alan Dickinson

STAFF PRESENT: Betty Parker, Steve Hormuth, Christopher Swanson

OTHERS: GRF – Jim Matson, Joan Milliman; UNITED – Maggie Blackwell; VMS – Dick Rader

**Call to Order**

Director Phelps chaired the meeting and called it to order at 1:33 p.m.

**Approval of Meeting Agenda**

A motion was made and carried unanimously to approve the agenda as presented.

**Approval of the Regular Meeting Report of August 22, 2018**

A motion was made and carried unanimously to approve the report as written.

**Review Preliminary Financial Statements dated September 30, 2018**

The Committee reviewed and commented on the financial statements dated September 30, 2018 and questions were addressed.

**2019 Finance Committee Meeting Dates**

The Committee reviewed and approved a proposed schedule for 2019 meeting dates.

**Investment Task Force Committee Charter**

The Committee discussed formation of an investment task force, as recommended by Board and Committee members to perform an in-depth review of Laguna Woods Village investment portfolios, and reviewed a proposed charter with duties and responsibilities outlined.

A motion was made and carried unanimously to recommend the Board approve the Investment Task Force Charter.

**Illegal Dumping Reward Program**

The Committee reviewed a proposed Illegal Dumping Reward Program that was discussed and endorsed by the Security and Community Access Committee on October 22, 2018.

A motion was made and carried by a vote of 6-1 (Director Soule against), recommending against the formation of an award program for reporting illegal dumping of bulky items.

**Committee Member Comments**

Director diLorenzo commented on the need for water and energy conservation in GRF.

**Date of Next Meeting**

Wednesday, December 19, 2018 at 1:30 p.m.

**Adjournment**

The meeting recessed to closed session at 2:55 p.m.

**DRAFT**

---

Diane Phelps, Chair

# Financial Report

As of September 30, 2018

## INCOME STATEMENT

**ACTUAL**  
(in Thousands)

**TOTAL REVENUE**

**\$32,667**

**TOTAL EXPENSE**

**\$31,674**

**Revenue over Expense**

**\$993**

# Financial Report

As of September 30, 2018

<b>FUNDS INCOME STATEMENT</b>	<b>OPERATING</b>	<b>FUNDS</b>	<b>TOTAL</b> (in Thousands)
Assessment Revenue	\$20,468	\$2,293	\$22,761
Non-assessment Revenue	\$6,706	\$3,200	\$9,906
Total Revenue	\$27,174	\$5,493	\$32,667
Total Expense	\$31,441	\$233	\$31,674
Net Revenue/(Expense)	(\$4,267)	\$5,260	\$993

**w/o Depreciation**

**(\$573)**



# Financial Report

As of September 30, 2018

**Through September, GRF was worse than budget by (\$753K):**

- Legal Fees
- Outside Services
- Trust Facilities Fee
- (Gain)/ Loss on Sale or Trade
- Utilities

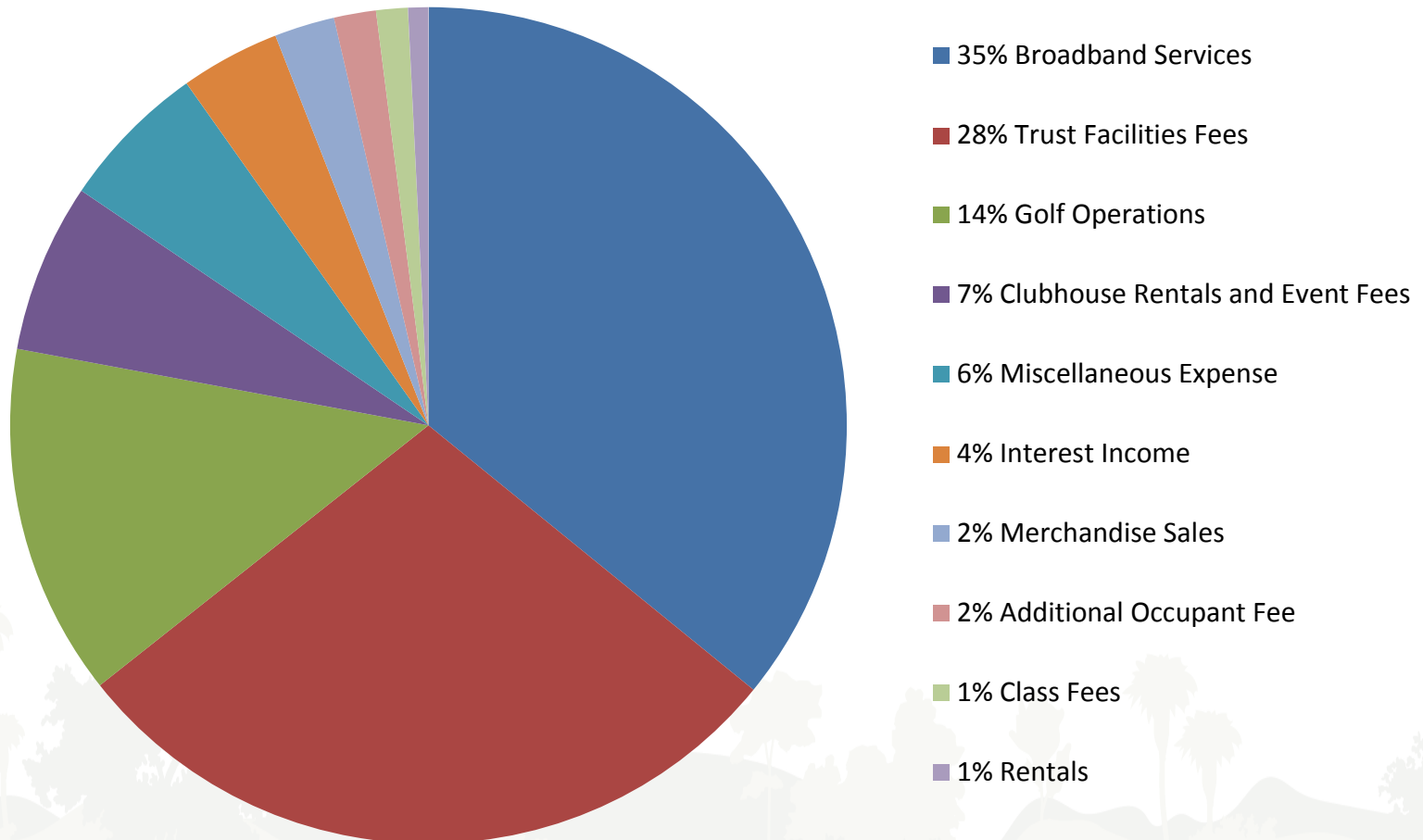
**Some offsetting favorable variances included:**

- Broadband Services Revenue
- Interest Income Revenue
- Employee Compensation

# Financial Report

As of September 30, 2018

## Total Non Assessment Revenues \$9,905,749



# Financial Report

As of September 30, 2018

## Total Expenses \$31,673,737

■ 60% Employee Compensation & Related

■ 14% Cable/Franchise/Copyright

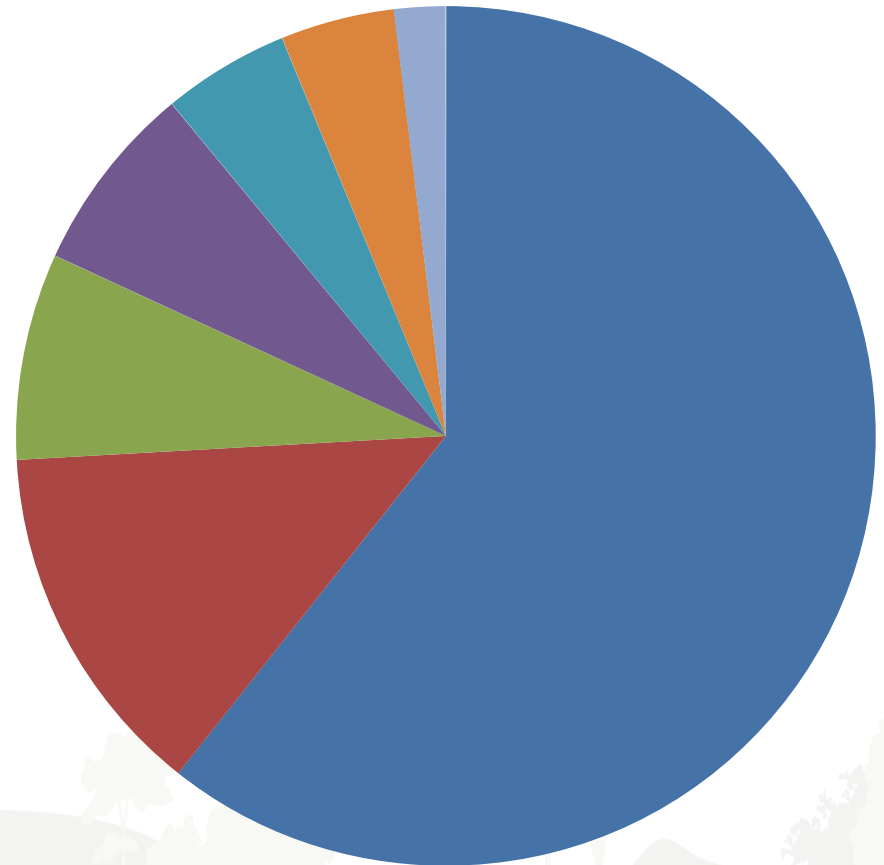
■ 8% Utilities, Fuel & Oil

■ 7% Insurance, Professional & Legal

■ 5% Material and Supplies

■ 4% Outside Services

■ 2% Repairs & Maintenance



# Financial Report

As of September 30, 2018

## FUND BALANCES (in Thousands)

	ENDING BALANCES	WORK IN PROGRESS	ADJUSTED BALANCES
Equipment	\$5,154	\$1,567	\$3,587
Facilities	13,807	2,748	11,059
Contingency	826	0	826
Trust Facilities Fee	8,365	0	8,365
<b>TOTAL</b>	<b>\$28,152</b>	<b>\$4,315</b>	<b>\$23,837</b>

# Financial Report

As of September 30, 2018

## FUND ENCUMBRANCES (in Thousands)

	TOTAL APPROPRIATIONS	INCURRED TO DATE	REMAINING ENCUMBRANCE
Equipment	\$7,857	\$4,940	\$2,704
Facilities	12,702	4,357	7,924
Contingency	359	64	246
Trust Facilities Fee	0	0	0
<b>TOTAL</b>	<b>\$20,918</b>	<b>\$9,361</b>	<b>\$10,874</b>





**OPEN MEETING**

**REPORT OF REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION  
MAINTENANCE AND CONSTRUCTION COMMITTEE**

**Wednesday, October 10, 2018 – 9:30 A.M.  
Laguna Woods Village Community Center, Board Room  
24351 El Toro Road**

**MEMBERS PRESENT:** Jim Matson - Chair, Beth Perak, Richard Palmer, Bunny Carpenter, Cush Bhada (in for John Frankel), Juanita Skillman, Carl Randazzo, Ryna Rothberg

**ADVISORS PRESENT:** John Luebbe

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Ernesto Munoz - Staff Officer, Laurie Chavarria

**1. Call to Order**

Chair Matson called the meeting to order at 9:30 a.m.

**2. Acknowledgement of Media**

Chair Matson noted no members of the media were present.

**3. Approval of the Agenda**

An update on the kitchen expansion of the 19 Restaurant was added to the agenda as Item 10. The agenda was approved as amended.

**4. Approval of Meeting Report for August 8, 2018**

The meeting report for August 8, 2018 was approved as written.

**5. Chair's Remarks**

Chair Matson remarked on the short agenda.

## **6. Member Comments (Items Not on the Agenda)**

There were no member comments.

## **7. Department Head Update**

Staff Officer Ernesto Munoz gave a PowerPoint presentation to update the Committee on the kiln and roof replacements at Clubhouse 4 and the HVAC replacement at the Head End building.

### 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.*

## **8. Project Log**

The Project Log was pulled by staff from the Consent Calendar for discussion. The rest of the Consent Calendar was moved and approved.

Staff Officer Ernesto Munoz provided an update on the following projects.

- CH7 Boiler – Bid Documents for this boiler replacement will be sent out tomorrow.
- Civil Work at Gates 1-4, 7-9 & 14 – Staff is analyzing the bids received and will bring back a recommendation for contract award in December.
- Pickleball & Paddle Tennis Courts: The electrical upgrade has been completed using micro trenching and the project is moving ahead.

Various Directors commented on the following project log items.

Item #5 – Misc. Painting Equipment – Director Carpenter asked for clarification on the cost of the equipment.

Item #9 – Clubhouse 2 Annex Project/Interim Green Space – Director Carpenter asked for clarification on the definition of a green space.

Item #21 – Pool Chemical Storage Facilities – Director Bhada asked for an update.

### Reports:

## **9. Clubhouse 2 Video Club Expansion**

Staff Officer Ernesto Munoz summarized the report and answered questions from the Committee.



Steve Carman (5295) – The Video Club President commented on the expansion and reasons it is needed.

Discussion ensued regarding structural feasibility of annex, future energy needs and the location of the video club rooms.

#### **10. Expand the North wall of the Kitchen at the 19 Restaurant**

Staff Officer Ernesto Munoz provided a verbal update the potential kitchen expansion at the 19 Restaurant.

Staff was directed to find out if the General Manager's office made contact with manager of the 19 Restaurant and report their findings to Chair Matson.

#### **Items for Future Agendas:**

- Chemical Storage at Five Pool Facilities
- Discussion on the potential expansion of the North wall of the Kitchen at 19 Restaurant
- ~~West Creek Benches at Gate 11~~
- EV Charging Stations

#### **Concluding Business:**

##### **Committee Member Comments**

- Chair Matson requested that West Creek Benches at Gate 11 be removed from Items for Future Agendas.
- Director Palmer commented on EV Charging Stations.

**Date of Next Meeting: December 12, 2018**

#### **Adjournment:**

The meeting was recessed at 11:14 pm.

  
\_\_\_\_\_  
Jim Matson, Chair

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OPEN MEETING

THE GOLDEN RAIN FOUNDATION  
MEDIA AND COMMUNICATIONS COMMITTEE  
Monday, October 15, 2018 at 1:30 p.m.  
Laguna Woods Village Community Center, Board Room  
24351 El Toro Road, Laguna Woods, CA 92637

REPORT

- MEMBERS PRESENT:** Chair Joan Milliman, Directors Elsie Addington, Roy Bruninghaus, Annett Sabol Soule, Jim Juhan, Maggie Blackwell, Lynn Jarrett, Ryna Rothberg and Adviser Lucy Parker.
- MEMBERS ABSENT:** Director Beth Perak and Advisers Steve Carman and John Perak.
- OTHER'S PRESENT:** Dick Rader—VMS, Diane Phelps—GRF and Cush Bhada—Third.
- STAFF PRESENT:** Eileen Paulin, Chuck Holland, Paul Ortiz and Becky Jackson.

1. **Call to Order**  
Chair Joan Milliman called the meeting to order at 1:30 p.m.
2. **Acknowledgment of Media**  
Paul Ortiz from Village Television was present.
3. **Approval of the Agenda**  
Agenda was approved.
4. **Approval of Meeting Report September 17, 2018**  
Report was approved.
5. **Chair's Remarks**  
Chair Joan Milliman welcomed the Committee and two new members, Directors Elsie Addington and Lynn Jarrett.
6. **Member Comments (Items not on the Agenda)**  
Frank Irving (5202) asked if there was a way to have a smaller pedestal box with access nodes . He wanted to replace the original manufacturer's equipment. Chuck Holland will provide alternate option for Residents in the near future.

Jeffry Wu (5519) was called to speak and requested looking into obtaining channel 62.2 and 62.6. Mr. Holland reported that neither channel is available but is looking into alternate options. Alternate options identified as 31.2 HTTV.

Dave Clayton (4025-3F) was called to speak and requested to add the PAC 12 network. Mr. Holland stated that this proposal has been brought to the Committee on several occasions and the price was too high for Community demographics. Mr. Holland directed Mr. Clayton to look at online PAC 12 options.

**7. Director's and Staff Forum**

None.

**REPORTS:**

**8. Broadband and Contracts Report—Chuck Holland**

Mr. Holland reported on contract renewals, analog channel removals, subscriber counts and financials associated with the summary of operations. Financials included the Year-to-date actual for Broadband services, employee compensations, materials and supplies and City of Laguna Woods Franchise Fees.

Dick Rader asked for an explanation for the credit card and outside service fee increases.

Mr. Holland clarified these fees were previously covered in another report. Mr. Holland recommended that going forward these expenses would be included in his financial report as a separate line item.

**9. Broadband Service Recommendations-Chuck Holland**

**a) Cable Card Expenses**

Mr. Holland described cable cards and told the Committee he will bring a suggested pricing plan next month for their review.

**b) Basic Cable Services**

- i. Channel Mapping issues**
- ii. Cable channel encrypting**
- iii. Over air channel lineup**
- iv. Removal of channel 3 guide**

Mr. Holland suggested the removal of the channel 3 guide and after discussion the Committee decided to table the discussion for next month.

**c) Digital Pay Tier Pricing**

- i. Cable service price comparisons**
- ii. Suggested price increases**

Mr. Holland will bring a suggested pricing plan to the committee next month for review.

**10. Marketing and Communications Report-Eileen Paulin**

Eileen Paulin Reported on iContact reports including open rates, Trello work flow and production, Third and United year-end achievement PowerPoint presentations, Docent Tours and New Resident Orientations. She gave a summary of Facebook analytics for the month of September including age demographics. Ms. Paulin explained that with all that had to be done with elections and year-end presentations, the October's Breeze edition was tabled and November's will be released on November 1, 2018.

**11. Real Estate Signage**

Ms. Paulin reported that she met with the realtors and provided their feedback to the Committee. The realtors preferred the branded orange signs for visibility. Ms. Paulin will bring actual size signs with suggested fonts and color to the Committee next month for final approval along with written guidelines for the website and a Resolution.

Juanita Skillman asked how the Committee intends to get the word out to the realtors and enforce the rules. It was suggested that Security become involved.

Director Annette Sabol Soule invited Ms. Paulin to the next Security Committee Meeting and suggested enforcement of real estate signs and rules be put on the Security Committee Agenda.

Ms. Paulin agreed to attend the next Security Committee Meeting and collaborate with Security to enforce the rules.

**12. Policy Review on Photography and Filming in the Village-Eileen Paulin**

Ms. Paulin suggested the Committee review the policy on photography and filming in the Village for the privacy and security of the Residents. She asked the Committee to put this on the agenda next month.

After discussion the Committee agreed to put this on the agenda in November.

**13. Thrive Report-Director Beth Perak**

Chair Milliman reported the next Thrive meeting is to take place Wednesday, October 17 at 9:30 a.m. in the Cypress Room.

**ITEMS FOR DISCUSSION AND CONSIDERATION:**

**ITEMS FOR FUTURE AGENDAS:**

- 14. Price Sheets-Chuck Holland**
- 15. Real Estate Signs-Eileen Paulin**
- 16. Policy on Filming in the Village**



**CONCLUDING BUSINESS:**

**17. Committee Member Comments**

Director Roy Bruninghaus thanked Ms. Paulin and Staff for all the work on the year-end presentation they had done for Third Mutual.

Director Lynn Jarrett loved the reports and thanked Staff for their hard work.

Director Maggie Blackwell thanked Staff for their hard work.

Director Ryna Rothberg gave kudos to Staff.

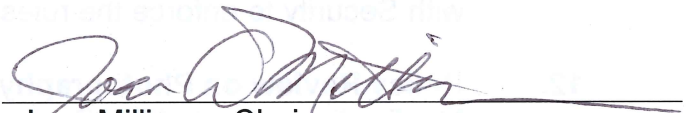
Mr. Holland notified the Committee that all the new Resident ID cards are encrypted.

Ms. Paulin notified the Committee that she is looking for information on scams to report in the Blast. She reported there will be political canvassing in neighborhoods due to the passing of Proposition 4515.

**18. Date of Next Meeting—Monday, November 19 at 1:30 p.m. in the Board Room**

**19. Adjournment**

Meeting was adjourned at 3:22 p.m.



Joan Milliman, Chair  
Media and Communications Committee

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

**Wednesday, October 3, 2018 – 1:30 p.m.**  
**Laguna Woods Village Community Center Board Room**  
**24351 El Toro Road, Laguna Woods, CA 92637**

**MEMBERS PRESENT:** Judith Troutman, Ray Gros, Bert Moldow, Cash Achrekar, Juanita Skillman in for Reza Bastani, Roy Bruninghaus, John Frankel

**ADVISORS:** Shelva Lenzkes, Vashti Willams

**MEMBERS ABSENT:** John Dalis

**OTHERS PRESENT:** Diane Phelps, Maxine McIntosh, Jim Juhan, Pat English

**STAFF PRESENT:** Bruce Hartley, Andrew Harrell, Lulu Bector, Tiffany Rivas, Siobhan Foster in audience, Brad Hudson in audience

**1. Call to Order**

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

**2. Acknowledgment of Media**

Media present – Globe.

**3. Approval of the Agenda**

Agenda was amended to add new item #11a "Route Modeling Software" to the agenda. The amended agenda was approved by consensus.

**4. Approval of Meeting Report for April 4, 2018**

The Regular Meeting Report of August 31, 2018, was approved by consensus.

**5. Chair's Remarks**

Chair Troutman announced that it was her last meeting as Chair of the Committee and read an article from the Globe.

**6. Member Comments (Items Not on the Agenda)**

Zuellen Zima 823-A - Spoke regarding bus routes and complained about the Ride Now scheduling software.

Mary Wall 239-D – Spoke about a petition and supported the eleven route system.

Maxine McIntosh 68-C – Spoke about her experience at the last meeting.

Pat English 28-A – Spoke about alternative fuel buses powered by hydrogen.

Craig Cosby 732- B – Spoke about RV storage  
Joan Coles 3147-C – Spoke about bus issues and scheduling issues.  
Suzanne Model 3314-A – Spoke about missed rides.  
Mary Wall 239-D – Spoke about Plan-A-Ride

## **7. Response to Member Comments**

Director Moldow spoke about electric and hydrogen buses.  
Director Gros spoke about grants.  
Director Achrekar thanked Director Troutman and spoke about hydrogen buses.  
Director Frankel and Chair Moldow responded to Ms. Zima's comments.  
Director Bruninghaus spoke about out sourcing route design.  
Chair Troutman spoke about RV storage.  
Ceo Brad Hudson spoke about RV storage rental.  
Director Bruninghaus spoke about the cost for commercial parking in RV lots.

## **8. Department Head Update**

Mr. Hartley spoke about the departure of Drew Harrell, Transportation and Maintenance Services Manager; Jim Ross, the interim manager; Gary Anderson, Transportation Supervisor, retirement; and the promotion of Francisco Perez to Transportation Supervisor. Mr. Hartley spoke about the GRF Board approval of early release of 2019 capital funds to begin the purchasing process for four new buses.

### **Consent:**

None

### **Reports:**

#### **9. Transportation & Maintenance Manager Reports**

Mr. Hartley explained the Transportation & Maintenance Report and graphs.  
Ms. Williams inquired about statistics regarding Plan- A-Riden missed reservations.  
Director Achrekar spoke about benchmarking with other agencies to compare costs.

### **Items for Discussion and Consideration:**

#### **10. Weekend Fixed Route Bus Service Costs**

Director Skillman spoke about the impact on assessments.  
Advisor Williams spoke about lift bus passengers.  
Director Frankel said the option the Committee was considering did not include eliminating Plan-A-Ride.  
Chair Troutman spoke about cost per fixed route rider.  
Mr. Hartley explained what the cost would be for the fixed route changes including the reduction of Plan-A-Ride.  
Zuellen Zima 823-A – Commented that the eight route system does not work.  
Larry Irion 682-O – spoke about the costs and the bus routes.  
Mary Wall 239-D – talked about the Transportation budget.



John Frankel made motion to recommend to the Board an unbudgeted operating expenditure of \$96,000 to accommodate this service level for the remaining two months of 2018, and \$560,000 for 2019. Second by Director Cash Achrekar. Motion failed on four to two vote.

#### 11. Shopping Carts on Buses

Mr. Hartley – Bus allows carts there are rules in place and the three bulleted items in the report outlines the rules about packages and carts on the bus and it is a recommended size not a requirement.

Chair Troutman commented that we should adjust any prior material to make sure it says it is a "recommended size"

Director Skillman commented that almost every vendor has delivery service available.  
Suzanne Model 3314-A – Spoke about the cart issue.

#### 11a. Route Modeling Software

Chair Moldow explained the issue and suggested hiring a consultant to look at providing services to develop and test route options.

Motion made by Director Moldow to direct staff to issue a RFP for bus route modeling service; second by Director Bruninghaus; approved unanimously.

#### Items for Future Agendas:

12. Service Animals on Buses and Plan-A-Ride Vehicles

13. Oxygen Generators and Respiratory Support Devices on Buses

#### Concluding Business:

##### 14. Committee Member Comments

Director Bruninghaus thanked Chair Troutman.

Director Skillman thanked Chair Troutman.

Director Achrekar thanked Chair Troutman.

Director Moldow thanked Chair Troutman.

Director Gros thanked Chair Troutman.

Advisor Williams thanked staff.

15. Date of Next Meeting – Wednesday, December 5, 2018

16. Adjournment: The meeting was adjourned at 3:36 p.m.

  
\_\_\_\_\_  
Judith Troutman, Chair  
GRF Mobility & Vehicles Committee





REPORT OF THE REGULAR MEETING OF THE  
GOLDEN RAIN FOUNDATION OF LAGUNA WOODS  
SECURITY AND COMMUNITY ACCESS COMMITTEE

The Regular Meeting of the Security and Community Access Committee was held on Monday, October 22, 2018 at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California.

**MEMBERS PRESENT:** Annette Soule-Chair, Ray Gros, Jim Juhan, Janey Dorrell, Carl Randazzo, Roy Bruninghaus, John Frankel, and John Dalis

**MEMBERS ABSENT:** Pat English and Don Tibbetts

**ADVISORS PRESENT:** Frank Tybor and Larry Cunningham

**ADVISORS ABSENT:** None

**OTHERS PRESENT:** Bert Moldow, Diane Phelps, and Beth Perak

**STAFF PRESENT:** Tim Moy, Debbie Ballesteros, Chuck Holland, Eileen Paulin, and Barbara Bridges

**CALL TO ORDER**

Annette Soule, Chair, called the meeting to order at 1:31 p.m. and stated that it was a regular meeting held pursuant to notice duly given.

**ACKNOWLEDGEMENT OF PRESS**

The Media was not present.

**APPROVAL OF AGENDA**

Director Gros made a motion to approve the agenda. Director Dorrell seconded the motion.

**APPROVAL OF MEETING REPORT**

Director Gros made a motion to approve the August 27, 2018 meeting report as presented. Director Bruninghaus seconded the motion.

By way of a unanimous vote the motion carried.

**CHAIRMAN'S REMARKS**

Chair Soule stressed the importance of dwellingLIVE (dL) and the goal to drive as much traffic to the Laguna Woods Village website. She encouraged residents to start using dL to enter their guests instead of calling the gate clearance system. Residents will need the full name (first and last) of their guest, and vehicle license plate number (if



authorizing overnight parking pass). Chair Soule also explained that guests must have the resident's unit number in order to make their time at the gate more efficient.

Chair Soule also touched on the Gate Access Project and stated that all residents should have obtained a RDIF decal already. If they have not, she encouraged them to visit the Resident Services Department to obtain one.

Chair Soule informed the Committee that the Security Department is enforcing the new Temporary Container Policy. She explained all containers, which include dumpsters, contractor trailers and portable storage containers (POD's), must be clearly marked with the Member's name and unit number; and parked in a location that does not create a traffic hazard. The containers are only allowed for a maximum of seven days. Chair Soule stated that if residents observe a container that is not in compliance, to call the Security Department.

Chair Soule explained that the Emergency Contact Form will be included in the annual mailing. She encourages residents to complete and returned the form. She also discussed the Key Collection Program where residents could register their unit key and it can be used in case of an emergency.

Chair Soule informed the Committee that the Security Department has been busy with contractor vehicle enforcement and overhauling the antiquated Dispatch system with an updated internal Computer Aided Dispatch (CAD). She also stated that the Compliance Division has hired a new Compliance Coordinator to assist with the ever growing work load.

Lastly, Chair Soule discussed golf cart registration. She informed the Committee that all golf carts need to be registered with the Resident Services Department and should have the golf cart decal as well as the shared electricity decal (if applicable). She directed Barbara Bridges, Resident Services Supervisor, to report the number of unregistered golf carts to the next meeting.

#### **MEMBER COMMENTS ON NON-AGENDA ITEMS**

Mary Wall (239-D) commented she provided a key to the Resident Services Department but has never received a certificate indicating they have it on file.

Doug Gibson (5289) wanted to know if there was a way to tighten the contract with the Laguna Beach Animal Control since the response time was not efficient in a recent dog attack.

#### **RESPONSE TO MEMBER COMMENTS**

Director Bruninghaus responded to Ms. Wall stating that he turned in his unit key about six months ago and he did in fact receive a certificate. It might be a new process Resident Services is conducting.

Tim Moy, Chief of Security, responded to Mr. Gibson stating that he is meeting with the residents recently involved in the incident and the Compliance Division is working on the case as well.

## **REPORTS**

### **Gate Access Update**

Chief Moy informed the Committee that he recently met with Ernesto Munoz, Maintenance and Construction Director, to discuss the Gate Access Project. The new timeline for the project is between late January and early February. Chief Moy explained the delay was caused by additions to the plans and due to complications on the last project, the Maintenance Department wants to make sure they take everything into account before constructions commences. The Committee commented and asked questions.

### **Disaster Preparedness Task Force Report**

Chief Moy informed the Committee that he recently attended a Disaster Preparedness Kickoff Meeting for Gate 11 on October 16, 2018. He also discussed this year's Great California Shakeout which took place on October 18, 2018. He explained the focus was on the Care and Reception Centers (CRC) and a tabletop exercise with members who serve in the Emergency Operations Center (EOC). At 11:15 a.m., volunteers began arriving at Clubhouse Five where they received cue cards that described the scenario and assigned them an injury. This exercise provided practice for the CRC's as well as showed gaps where changes need to be made to be more efficient. Chief Moy stated that he will be having a debriefing meeting with the CRC Coordinators as well as one with the Medical volunteers to go over the exercise.

### **RV Update**

Chief Moy informed the Committee that the RV Lot A concrete and asphalt repairs project finished earlier than expected. However, the lines on the upper lot were painted incorrectly. They have since been repainted. Chief Moy apologized on behalf of Village Management Services to all the RV Wheelers for the inconvenience the errors had caused.

### **Noteworthy Incidents**

Chief Moy presented a noteworthy incident that described the teamwork between different divisions and how they worked together to get the matter resolved. Chief Moy explained that the Social Services Division received a call that a resident's daughter was moving the resident to an assisted living home and was concerned that her sister, who was scheduled to be released from jail soon, might try to gain access to the unit.

Chief Moy stated that the sister did in fact gain access into the Community on three occasions. She was removed each time admonished for trespassing and taken to jail. The collaboration between Social Services, Compliance, and Security was exceptional. He explained that although Security Officer holds no police powers, they are ready to step forward and take action to protect the community.



Chuck Holland, Information Services Director, entered the meeting at 2:15 pm.

### **Security Statistics**

Chief Moy explained that during the summer months, crime statistics always increase when compared to other months but will decrease afterwards. He also informed the Committee that the Security Officers schedule will be modified to ensure there is proper coverage in the Community at all hours of the day. He also informed the Committee that a new Compliance Coordinator was hired to pick up the workload. He commented on the number of illegal occupants listed on the compliance report. He explained that those are a little hard to investigate since the Security Department has to rely on the neighbors to report any sightings because often the illegal occupants do not open the door for the Security Officer.

Chief Moy also commented on the Caregivers in the Community and informed the Committee that the Caregiver Policy is being modified. He explained that the changes will provide a more efficient process and encourage more Caregivers to register. He explained that there will be a marketing campaign for the modified policy and an additional Social Worker will be on staff to assist with the changes.

### **ITEMS FOR DISCUSSION AND CONSIDERATION**

#### **Member ID Cards**

Mr. Holland informed the Committee that the magnetic stripe ID cards are going to be obsolete since they were easy to duplicate. The new ID cards will be proximity cards. They look similar to the old cards and will cost \$5. New residents will be issued the new ID cards. The Committee commented and asked questions.

Chair Soule directed Ms. Bridges to see how many ID card replacements Resident Services could do in a quarter. The goal is to replace ID "swipe" cards with proximity cards Mr. Holland estimates he will roll out 1,000 proximity cards per year. Chair Soule wanted to see if this conversion could be achieved within five years. If Resident Services is able to roll out 500 new proximity cards each quarter, it would result in 10,000 new proximity cards over five years. This in addition to 5,000 proximity cards for new residents and voiding 1,500-2,000 ID cards due to attrition should meet the objective within a five year time frame.

Mr. Holland left the meeting at 2:43 p.m.

#### **Illegal Dumping Reward Program**

Chief Moy presented the Illegal Dumping Reward Program. The Committee commented and asked questions.

Director Dorrell made a motion to recommend for the rewards program to include recycling as well. Director Randazzo seconded the motion.  
By unanimous vote the motion passed.

Eileen Paulin, Marketing & Communications Manager, entered the meeting at 2:46 p.m.

### **Real Estate Signage**

Ms. Paulin informed the Committee that in January, a law was passed stating that every real estate sign had to have the broker number displayed. She explained that all signs will look the same. They will be an orange brick color which is an approved brand color. Ms. Paulin also stated that only two sizes are allowed; 24 x 24 and 24 x 9. The Committee commented and asked questions.

### **SB 4515 Political Canvassing**

Chair Soule informed the Committee about the State Bill 4515 regarding political canvassing which allows homeowners to canvass around their neighborhood to discuss political activity. She further stated that even though this is allowed, it is not a common practice. The Committee commented and asked questions.

Director Juhan made a motion to direct Staff to bring more information regarding the bill to the next meeting. Director Gros seconded the motion.

By a motion of 0-5-2. The motion failed.

Ms. Bridges left the meeting at 3:18 p.m.

Ms. Paulin left the meeting at 3:30 p.m.

### **Security Patrol Vehicles Policy**

Chief Moy presented the Security Patrol Vehicles Policy. The Committee commented and asked questions.

Director Bruninghaus made a motion to approve the resolution. Director Dorrell seconded the motion.

By unanimous vote the motion passed.

### **ITEMS FOR FUTURE AGENDAS**

- Smoke Alarms
- Fire Avert Devices

Chair Soule stated that the mutuals are looking at a Fire Avert Pilot Program. Advisor Frank Tybor informed the Committee about a smoke detector that is hard wired that has a relay to turn off. Chair Soule stated that due to this new information, Fire Avert Devices will be brought back to the next meeting.

### **CONCLUDING BUSINESS**

#### **Committee Member Comments**

None

**DATE OF THE NEXT MEETING**

The next meeting is scheduled for Monday, December 17, 2018, at 9:30 a.m. in the Laguna Woods Village Community Center, Board Room.

**ADJOURNMENT**

There being no further business to come before the Committee, Chair Soule adjourned the meeting at 3:44 p.m.

A handwritten signature in cursive script that reads "Annette Soule". The signature is written in dark ink and is positioned above a horizontal line.

Annette Soule, Chair