



**OPEN SESSION**

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

**Tuesday, May 7, 2024, 9:30 a.m.  
24351 El Toro Road, Laguna Woods, California  
Board Room/Virtual Meeting**

**NOTICE OF THE AGENDA**

The purpose of this meeting is to conduct the regular Golden Rain Foundation Board Meeting in accordance with *Civil Code §4930* and was hereby noticed in accordance with *Civil Code §4920*

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**1. Call Meeting to Order / Establish Quorum – President Hopkins**

**2. Pledge of Allegiance – Director Skillman**

**3. Acknowledgment of Media**

**4. Approval of Agenda**

**5. Approval of Minutes**

- a. April 2, 2024 – GRF Board Regular Open Meeting
- b. April 18, 2024 – GRF Board Agenda Prep Meeting

**6. Report of the Chair**

**7. CEO Report**

**8. Open Forum (Three Minutes per Speaker)**

*At this time Members only may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The board reserves the right to limit the total amount of time allotted for the Open Forum to thirty minutes. A member may speak only once during the forum. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments. Members can attend the meeting by joining the Zoom link <https://zoom.us/j/98131257242> or call 1 (669) 900-6833 or email [meeting@vmsinc.org](mailto:meeting@vmsinc.org) to have your message read during the Open Forum.*

**9. Responses to Open Forum Speakers**

**10. Consent Calendar**

*All matters listed under the Consent Calendar are recommended for action by committees and will be enacted by the board by one motion. In the event 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.*

**Recommendation from the Finance Committee:**

- a. Consistent with its statutory obligations a subcommittee of the board consisting of the Treasurer and at least one other board member reviewed and approved preliminary Golden Rain Foundation financials for the month of March 2024 by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes.

**11. Unfinished Business**

- a. Clubhouse 1 Renovation Update (Oral Discussion)
- b. Entertain a Motion to Approve Community Fitness Center Television Schedule **(April initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)** *Due to a clerical error, the 28-day verbiage was not notated in April.*
- c. Entertain a Motion to Approve GRF Fee Structure for New and Non-returned ID Cards **(April initial notification – revised May – 28-day notification for member review and comments to comply with Civil Code §4360)**

**12. New Business**

- a. Entertain a Motion to Approve Donation of \$1,000 for Installation of a New 30 Amp 2 pole breaker at Clubhouse 4 Woodshop
- b. Entertain a Motion to Approve Revised Community Activities Committee Charter
- c. Entertain a Motion to Approve Billiards Relocation to Clubhouse 1 Art Room
- d. Entertain a Motion to Approve Dog Licensing and Vaccination Day

**13. The Board will take a 5-minute break (if needed)**

**14. Committee Reports**

- a. Report of the Finance Committee/Financial Reports – Director Cowen. The committee met on April 17, 2023; next meeting June 19, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) GRF Treasurer's Report – Director Cowen
  - (2) GRF Finance Committee Report – Director Cowen
- b. Report of the Community Activities Committee – Director Horton. The committee met on April 11, 2024; next meeting June 13, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. Report of the Landscape Committee – Director Bhada. The committee met on February 14, 2023; next meeting May 8, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. Report of the Maintenance & Construction Committee – Director Horton. The committee met on April 10, 2024; next meeting June 12, 2024, at 9:30 a.m. in the

Board Room and as a virtual meeting.

(1) Space Planning Ad Hoc Committee – President Hopkins. The Ad-Hoc committee met on April 10, 2024 and May 1, 2024. Next meeting is TBA.

- e. Report of the Media and Communications Committee—Director Milliman. The committee met on April 15, 2024; next meeting July 15, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- f. Report of the Broadband Ad Hoc – Director Roza. The closed committee met on April 19 and 30, 2024; next meeting TBA.
- g. Report of the Mobility & Vehicles Committee – Director Rothberg. The committee met on February 7, 2024; next meeting May 15, 2024, at 11:00 a.m. in the Board Room.
- h. Report of the Security & Community Access Committee – Director Skillman. The committee met on April 24, 2024; next meeting June 26, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) Report of the Laguna Woods Village Traffic Hearings – Director Skillman. The Traffic Hearings were held on April 17, 2024; next hearings on May 15, 2024, at 9:00 a.m. as a virtual meeting.
  - (2) Executive Member Hearings Committee – Director Horton. The committee met on April 2, 2024; next meeting June 6, 2024, at 9:00 a.m. in the Willow Room.
- i. Report of the Disaster Preparedness Task Force – Director Skillman. The Task Force met on March 26, 2024; next meeting May 28, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
- j. Information Technology Advisory Committee – President Hopkins. The committee met on April 26, 2024; next meeting May 31, 2024, at 1:30 p.m. as a virtual meeting.

**15. Future Agenda Items** - *All matters listed under Future Agenda Items are Resolutions on 28-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.*

- GRF Fee Structure for New and Non-returned ID Cards

## **16. Directors' Comments**

**17. Recess** *At this time, the Meeting recessed for lunch and reconvened to Executive Session to discuss the following matters per California Civil Code §4935: Member Disciplinary Matters; Personnel Matters; Contractual Matters; and Litigation Matters.*

## **Closed Session Agenda**

*VMS Board Update*

*Approved the Agenda*

*Approve the Minutes of:*

*(a) April 2, 2024 – Regular Closed Session*

*(b) April 18, 2024 – Special Closed Session*

*Discuss and Consider Personnel Matters*

*Discuss and Consider Contractual Matters*

*Discuss Legal/Legislation Matters*

*Discuss Member Disciplinary Matters*

## **18. Adjournment**



## **OPEN SESSION**

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

**Tuesday, April 02, 2024, 9:30 a.m.  
24351 El Toro Road, Laguna Woods, California  
Board Room/Virtual Meeting**

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**Directors Present:** James Hopkins, Gan Mukhopadhyay, Yvonne Horton, Juanita Skillman, Martin Roza, Egon Garthoffner, Joan Milliman, William Cowen, Ryna Rothberg, Cush Bhada

**Directors Absent:** None

**Staff Present:** CEO - Siobhan Foster, Paul Nguyen, Makayla Schwieter, Carlos Rojas, Alison Giglio, Manuel Gomez, Pamela Bashline, Eric Nunez, Megan Feliz, Jennings Lai, Tom Siviglia, Steve Hormuth, Catherine Laster, Bart Mejia

**Other Directors Present:**  
Alison Bok – United, Ellen Leonard – United, Mickie Choi Hoe – United, Diane Phelps – VMS

#### **1. Call Meeting to Order/ Establish Quorum – President Hopkins**

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

#### **2. Pledge of Allegiance**

Director Bhada led the Pledge of Allegiance to the Flag.

#### **3. Acknowledgment of Media**

The media via Village Television crew was present remotely by way of cameras.

#### **4. Approval of Agenda**

President Hopkins requested an approval of the agenda.

Hearing no further changes or objections, the agenda was approved by unanimous consent.

#### **5. Approval of Minutes**

- a. March 5, 2024 – GRF Board Regular Open Meeting
- b. March 21, 2024 – GRF Board Agenda Prep Meeting

There being no objections, the meeting minutes of March 5, 2024 – GRF Board Regular Open Meeting were approved by unanimous consent.

There being no objections, the meeting minutes of March 21, 2024 – GRF Board Agenda Prep Meeting were approved by unanimous consent.

## **6. Report of the Chair**

President Hopkins spoke on the following items:

- Welcome to new Director Donna Rane-Szostak

## **7. CEO Report**

Siobhan Foster-CEO provided a report on the following items:

- 2025 Budget Calendar
- Cost Savings
- Office of the CEO
- Community Services
- Village Television
- Security Services
- Landscaping Services
- Financial Services
- Information Systems
- Recreation and Special Events
- Continuous Process Improvement
- Resident Services
- Landscaping Services
- General Services
- Maintenance and Construction
- How Residents Can Reduce Costs
- Prepared Delivery Method

CEO Foster answered questions from the Board.

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

*At this time members were allowed to address the Board of Directors regarding items not on the agenda.*

- A member commented on the Foundation of Laguna Woods Village
- A member commented on replacement of roofs
- A member commented on placing solar panels on the clubhouse roofs
- Multiple members commented on the poor quality of the audio-visual equipment at Clubhouse 7 and the promised upgrade of the system

## **9. Responses to Open Forum Speakers**

- Director Skillman commented on being scammed from email renewals this month and warned of the danger
- CEO Foster commented on the update to CH7 audio system

- CEO Foster commented on the roof cooling system
- Director Roza commented on cost effective display boards
- President Hopkins commented on the solar panels and the return on investment and that the Board is constantly evaluating it

## **10. Consent Calendar**

*All matters listed under the Consent Calendar were recommended for action by committees and were enacted by the board by one motion. In the event an item was removed from the Consent Calendar by members of the board, such item(s) would be the subject of further discussion and action by the board.*

## **Recommendation from the Finance Committee:**

**10a. Consistent with its statutory obligations a subcommittee of the board consisting of the Treasurer and at least one other board member reviewed and approved preliminary Golden Rain Foundation financials for the month of February 2024, and by this vote ratified that such review be confirmed in this month's Board Member Open Session Meeting minutes.**

## **10b. Update Committee Assignments**

### **RESOLUTION 90-24-12**

#### **GRF Committee Appointments**

**RESOLVED**, April 2, 2024, that the following persons are hereby appointed and ratified to serve on the Committees of this Corporation:

#### **Community Activities Committee**

Yvonne Horton, Chair (GRF)  
 Joan Milliman, Alternate (GRF)  
 Cush Bhada (GRF)  
 Mark Laws (Third)  
 Andy Ginocchio (Third)  
 Reza Karimi, Alternate (Third)  
 Sue Quam (United)  
 Ellen Leonard (United)  
 Peter Sanborn, (Mutual 50)  
 Sue Stephens, Alternate (Mutual 50)  
 Advisors: Roland Boudreau, Ajit Gidwani, Elsie Addington

#### **Finance Committee**

Martin Roza, **Alternate** (GRF)  
 William Cowen, Chair (GRF)  
**Donna Rane-Szostak (GRF)**  
 Andy Ginocchio (Third)

Moon G Yun (Third)  
Brad Rinehart, Alternate (Third)  
Thomas Tuning (United)  
Mickie Choi Hoe (United)  
Peter Sanborn (Mutual 50)  
Sue Stephens, Alternate (Mutual 50)

**Information Technology Advisory Committee (ITAC)**

James Hopkins, Chair (GRF)  
Martin Roza (GRF)  
Sue Quam (United)  
Tom Tuning (United)  
Mark Laws (Third)  
S.K. Park (Third)  
Advisors: Sue Margolis, Debbie Dotson

**Landscape Committee**

Cush Bhada, Chair (GRF)  
Juanita Skillman (GRF)  
~~Yvonne Horton, Alternate (GRF)~~  
~~Donna Rane-Szostak, Alternate (GRF)~~  
Sue Quam (United)  
Anthony Liberatore (United)  
Nathaniel Ira Lewis (Third)  
S.K. Park (Third)  
Reza Karimi, Alternate (Third)  
Glenn Miller (Mutual 50)  
Sue Stephens, Alternate (Mutual 50)  
Advisor: Catherine Brians, ~~Donna Rane-Szostak~~

**Maintenance & Construction Committee**

Yvonne Horton, Chair (GRF)  
Gan Mukhopadhyay (GRF)  
Egon Garthoffner, Alternate (GRF)  
~~Ralph Engdahl (Third)~~  
S.K. Park (Third)  
Brad Rinehart, Alternate (Third)  
James Cook, Alternate (Third)  
Alison Bok (United)  
Pearl Lee (United)  
Mickie Choi Hoe, Alternate (United)  
Sue Stephens (Mutual 50)  
Peter Sanborn, Alternate (Mutual 50)  
Advisors: Reza Karimi, Bill Walsh, Ajit Gidwani

### **Clubhouse Renovation Ad Hoc Committee (Suspend Charter)**

~~Egon Garthoffner, Chair (GRF)~~  
~~Gan Mukhopadhyay, Co-Chair (GRF)~~  
~~Andy Ginocchio (Third)~~  
~~Ralph Engdahl (Third)~~  
~~Reza Karimi, Alternate (Third)~~  
~~Alison Bok (United)~~  
~~Anthony Liberatore (United)~~  
Advisors: Reza Karimi, Ajit Gidwani, Bill Walsh

### **Media and Communications**

Joan Milliman, Chair (GRF)  
Juanita Skillman (GRF)  
~~Gush Bhada, Alternate (GRF)~~  
Donna Rane-Szostak, Alternate (GRF)  
Jim Cook (Third)  
Cris Prince (Third)  
Moon Yun, Alternate (Third)  
Maggie Blackwell (United)  
Georgiana Willis (United)  
Peter Sanborn (Mutual 50)  
Sue Stephens, Alternate (Mutual 50)  
Advisors: Carmen Pacella, Tom Nash, Lucy Parker, Theresa Frost, Catherine Brians

### **Website Ad Hoc Committee (Absorbed by Media and Communications)**

~~Joan Milliman, Chair (GRF)~~  
~~Juanita Skillman (GRF)~~  
~~Anthony Liberatore (United)~~  
~~Mickie Choi-Hoe (United)~~  
~~Mark Laws (Third)~~  
~~Advisors: Lucy Parker, Diane Phelps~~

### **Broadband Ad Hoc Committee**

Martin Roza, Chair (GRF)  
William Cowen (GRF)  
Donna Rane-Szostak, Alternate (GRF)  
Cris Prince (Third)  
Jim Cook (Third)  
Reza Karimi, Alternate (Third)  
Alison Bok, non-voting (United)  
Sue Quam (United)  
Tom Tuning (United)  
Peter Sanborn (Mutual 50)  
Sue Stephens, Alternate (Mutual 50)

Advisor: John Cornell, Debbie Dotson

**Mobility & Vehicles Committee**

Ryna Rothberg, ~~Chair~~ (GRF)  
Juanita Skillman, ~~Chair~~ (GRF)  
Cush Bhada, Alternate (GRF)  
Moon Yun (Third)  
S.K. Park (Third)  
Reza Karimi, Alternate (Third)  
Alison Bok (United)  
Nancy Carlson (United)  
Sue Stephens, (Mutual 50)  
Peter Sanborn, Alternate (Mutual 50)  
Advisor: Vashi Williams, Elsie Addington

**Security and Community Access**

Juanita Skillman, Chair (GRF)  
~~Donna Rane-Szostak (GRF)~~  
Cush Bhada, ~~Alternate~~ (GRF)  
~~Egon Garthoffner, Alternate (GRF)~~  
S.K. Park (Third)  
Reza Karimi (Third)  
Nancy Carlson (United)  
Maggie Blackwell (United)  
Sue Stephens (Mutual 50)  
Peter Sanborn, Alternate (Mutual 50)

**OTHER COMMITTEES:**

**Disaster Preparedness Task Force**

Eric Nunez, Co-Chair  
Juanita Skillman, Co-Chair (GRF)  
~~Gan Mukhapadhyay (GRF)~~  
~~Donna Rane-Szostak (GRF)~~  
S.K. Park (Third)  
Moon Yun (Third)  
Anthony Liberatore (United)  
Georgiana Willis (United)  
Rick Kopps, Alternate Resident (Mutual 50)  
Sue Stephens (Mutual 50)  
Advisors: Tom Soule, Bruce Bonbright

**Laguna Woods Village Traffic Hearings** (Chair will alternate between Boards)

Juanita Skillman, (GRF)  
Cush Bhada, Alternate (GRF)

S.K. Park (Third)  
Mark Laws, Alternate (Third)  
Maggie Blackwell (United)  
Vidya Kale, Alternate (United)  
Sue Stephens (Mutual 50)  
Glenn Miller, Alternate (Mutual 50)

**Select Audit Task Force**

William Cowen, Chair (GRF)  
Diane Phelps (GRF)  
Mickie Choi Ho (United)  
Peggy Moore (Third)

**Executive Hearings Committee**

Yvonne Horton, Chair (GRF)  
Juanita Skillman, ~~Alternate~~ (GRF)  
Joan Milliman (GRF)  
~~Jim Hopkins, Alternate (GRF)~~

**Space Planning Ad Hoc Committee**

James Hopkins, Chair (GRF)  
Yvonne Horton, (GRF)  
Cush Bhada (GRF)  
Alison Bok (United)  
Tom Tuning (United)  
Nancy Carlson (United)  
Andy Ginocchio (Third)  
S.K. Park (Third)  
Reza Karimi (Third)  
Sue Stephens (Mutual Fifty)  
Peter Sanborn (Mutual Fifty)  
Glenn Miller (Mutual Fifty)

**Correspondent** – ~~Elsie Addington (GRF)~~ Jim Hopkins (GRF)

**El Toro Water District** – Juanita Skillman (GRF)/~~Donna Rane-Szostak, Alternate (GRF)~~

**RESOLVED FURTHER**, that Resolution 90-24-08 adopted March 5, 2024, 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.

Director Skillman made a motion to approve the Consent Calendar. Director Bhada seconded.

Hearing no changes or objections, the Consent Calendar was approved unanimously.

## **11. Unfinished Business**

### **11a. Clubhouse 1 Renovation Update (Oral Discussion)**

Alison Giglio, Recreation and Special Events Manager, and Manuel Gomez, Maintenance and Construction Manager provided the following updates:

- The contractors are starting week 5 of the 24-week project
- Contractor has initiated removal of windows and installation of new windows by next month
- Restroom and showers are beginning work and projected to be done by the end of June
- Accelerated exterior painting will be done by next month
- As of yesterday, contractors are on schedule to complete project by August
- The Clubs are settling into their temporary spaces
- Residents are not allowed at CH1 even though gates are open
- Plenty of open parking at side of building of fitness center 1 here at the community center
- 9:15 a.m. – 12:15 p.m. is the busiest time at fitness center 1
- 1 guest policy at fitness center and pickleball
- Tennis courts are accommodating new guests
- Recreation is trying to accommodate volleyball
- Pool 2 closed until mid-April
- Working to move buses closer to street to move away from San Sebastian apartments

Discussion ensued among the Board.

### **11b. Entertain a Motion to Approve GRF Fee Structure for New and Non-returned ID Cards (March initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**

Director Milliman read the following resolution:

#### **RESOLUTION 90-24-XX**

##### **GRF ID Card Fees**

**WHEREAS**, the Golden Rain Foundation requires that all approved residents residing in the Village carry an ID card with them at all times; and

**WHEREAS**, the Community Services Division issues ID cards when a resident is approved to reside in the unit; and

**WHEREAS**, all owners/members, non-owner occupants, and tenants are required to return

their ID cards at the time residency is terminated, and failure to do so may result in unauthorized entry into the community; and

**WHEREAS**, all GRF ID card fees should be identified in one resolution and placed on the website to provide transparency and improve communications;

**NOW THEREFORE BE IT RESOLVED**, April 2, 2024, that the Board of Directors of this corporation hereby establishes the following fee schedule related to processing new and non-returned ID cards:

Card Status	Fee
New ID card for non-owner occupant	\$25
New ID cards for new resident owners/members	No charge
New ID cards for lessees, sublessees, renters, lodgers	Included in application processing fee
ID card renewals (Lessees and Mutual Fifty)	No charge
Non-return or failure to surrender ID card	\$125
Unverified lost, destroyed, or stolen ID cards not returned	\$125
Replacement card for verified lost or destroyed cards, and stolen ID cards with the presence of a police theft report	\$25

**RESOLVED**, Resolution G-94-100 adopted November 1, 1994; Resolution G-95-18 adopted March 7, 1995; Resolution G-96-103 adopted December 3, 1996; and Resolution 90-18-35 adopted August 7, 2018 are hereby superseded and cancelled; and

**RESOLVED FURTHER**, that the fee schedule shall be placed on the website; and

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

Pamela Bashline, Community Services Manager, provided an overview of the ID Card Fee structure and answered questions from the Board.

Director Milliman made a motion to approve the Resolution for GRF Fee structure for new and non-returned ID cards. Director Skillman seconded.

A member commented on the item.

Discussion ensued among the Board.

Director Milliman made an amendment to her original motion to postpone the decision to next month when security has the opportunity to investigate people reporting card losses to them instead of or in addition to the police. Director Skillman seconded.

Hearing no changes or objections, the motion was approved unanimously as amended.

## **12. New Business**

### **12a. Entertain a Motion to Approve the Champagne Pops Series Exception Request**

Alison Giglio, Recreation and Special Events Director, provided an overview of the Champagne Pops Series exception request, and answered questions from the Board.

Director Skillman made a motion to deny the Champagne Pops Series exception request. Director Milliman seconded.

Multiple members commented in support of the exception request for the Champagne Pops Series.

Multiple members commented to deny the champagne pops series exception request.

Discussion ensued among the Board.

Hearing no changes or objections, the motion deny champagne pop series exception request went to a vote and failed 3-7-1. Directors Skillman, Horton, and Rothberg voted for and Director Rane-Szostak abstained.

Therefore, without the contractual partnership of a 70-30 split of profits, the Champagne Pops will receive the exception rate through 2025 and sunset at the end of 2025 series.

### **12b. Entertain a Motion to Approve the Community Fitness Center Television Schedule**

Director Milliman read the following resolution:

#### **RESOLUTION 90-24-XX**

##### **Community Fitness Center Television Schedule**

**WHEREAS**, the Community Fitness Center located at the Community Center moved from the third floor to the first floor in 2016 and televisions were added for the enjoyment of those using the Fitness Center; and

**WHEREAS**, many resident complaints have ensued throughout the years, but complaints increase significantly during election seasons resulting in arguments between residents and staff being accused of election conspiracies if televisions do not display the news channel of the viewer's choice; and

**WHEREAS**, on March 14, 2024, the Community Activities Committee reviewed and recommended changes to the Community Fitness Center television programming; and

**WHEREAS**, the variety of channels was selected as non-competitive and non-controversial and staff will adhere to these channel selections with the option for discretionary change; and

**WHEREAS**, the schedule will be posted near the television and is subject to change based on channel availability, closed-captioning availability or change in programming; and

**WHEREAS**, to be consistent with the recent Golden Rain Foundation (GRF) resolution for television programming at the Clubhouse 1 Drop-In Lounge, staff proposes the following viewing schedule for the Community Fitness Center televisions:

	TV 1	TV 2	TV 3	TV 4	TV 5	TV6
6 a.m. to 9 p.m.	Nat Geo	CBS Sports Network	Destination America	History Chann el	Travel Channel	ESPN

**NOW THEREFORE BE IT RESOLVED**, April 2, 2024, that the Board of Directors of this Corporation hereby adopts the aforementioned Community Fitness Center television programming; and

**RESOLVED FURTHER**, that the officers and agents of this corporation are hereby authorized to carry out this resolution as written.

Director Milliman made a motion to approve the resolution for community fitness center tv schedule. Director Horton seconded.

Hearing no changes or objections, the motion was approved unanimously.

Due to clerical error, this item was not noted as being on 28-days for member review. This will meet the 28-day notice standard at the May meeting pending approval.

### **12c. Entertain a Motion to Approve the GRF Maintenance & Construction Committee Charter Revisions**

Director Milliman read the following resolution:

#### **RESOLUTION 90-24-13**

#### **GOLDEN RAIN FOUNDATION OF LAGUNA WOODS MAINTENANCE AND CONSTRUCTION COMMITTEE CHARTER**

**WHEREAS**, a Maintenance and Construction Committee has been established pursuant to Article 7, Section 7.1.1 of the Bylaws of this Corporation:

**NOW THEREFORE BE IT RESOLVED**, April 2, 2024, that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Committee, as follows:

1. Perform the duties and responsibilities imposed upon all standing committees as set forth in the current resolution entitled, "General Duties of Standing Committees."

2. Serve as liaison between the GRF Board and the Maintenance Division.
3. Review the capital requirements, service levels and projected revenue related to the Maintenance Division and recommend appropriate action to the GRF Board.
4. Review all unbudgeted requests for programs or capital equipment originated by the Maintenance Division and recommend appropriate action to the Finance Committee.
5. Ensure that the real property, equipment and fixtures owned or leased by GRF **and/or GRF Trust** are maintained as necessary to sustain a consistent level of performance to meet the requirements of the community.
6. Direct the managing agent to prepare specifications and contracts used for procurement of goods and services and review and modify design criteria as appropriate.
7. Direct the managing agent to implement capital plan projects per Board approved scope of work.
8. Determine policy governing maintenance standards at GRF facilities with consideration given to aesthetics, maintenance and water requirements.
9. Work to promote the optimum and most efficient use of utilities at GRF Facilities.

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

**RESOLVED FURTHER**, that Resolution 90-12-09 adopted January 3, 2012 is here by superseded and cancelled.

Director Milliman made a motion to approve the resolution for the update to the GRF Maintenance and Construction committee charter. Director Bhada seconded.

Director Skillman made an amendment to the original motion to add the verbiage “and/or GRF Trust” to item 5. Director Roza seconded.

Hearing no changes or objections, the motion was approved unanimously as amended.

#### **12d. Racquet Sports Utilization (Oral Discussion)**

President Hopkins discussed the racquet sports utilization. He asked the Rec Department and committee to report back to the board next meeting to explain where this is going in the future and the impact it will have.

Discussion ensued among the Board.

#### **13. The Board took a 5-minute break**

**The board took a 5-minute break at 11:27 a.m. and reconvened at 11:39 a.m.**

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

- a.** Report of the Finance Committee/Financial Reports – Director Cowen. The committee met on February 21, 2023; next meeting April 17, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) GRF Treasurer’s Report – Director Cowen
  - (2) GRF Finance Committee Report – Director Cowen
- b.** Report of the Community Activities Committee – Director Horton. The committee met on March 14, 2024; next meeting April 11, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- c.** Report of the Landscape Committee – Director Skillman. The committee met on February 14, 2023; next meeting May 8, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- d.** Report of the Maintenance & Construction Committee – Director Horton. The committee met on February 14, 2024; next meeting April 10, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
  - (1) Report of the Clubhouse Renovation Ad Hoc Committee – Director Garthoffner. The committee met on February 27, 2024; next meeting April 3, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (2) Space Planning Ad Hoc Committee – President Hopkins. The Ad-Hoc committee met on March 20, 2024. Next meeting April 10, 2024, at 1:30 p.m. in the Board Room.
- e.** Report of the Media and Communications Committee—Director Milliman. The committee met on January 15, 2024; next meeting April 15, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) Website Ad-Hoc Committee – Director Milliman. The committee met on May 22, 2023; next meeting TBA.
- f.** Report of the Broadband Ad Hoc – Director Roza. The closed committee met on February 14, 2024; next meeting TBA.
- g.** Report of the Mobility & Vehicles Committee – Director Rothberg. The committee met on February 7, 2024; next meeting May 1, 2024, at 1:30 p.m. in the Board Room.
- h.** Report of the Security & Community Access Committee – Director Skillman. The committee met on February 28, 2024; next meeting April 24, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) Report of the Laguna Woods Village Traffic Hearings – Director Skillman. The Traffic Hearings were held on March 20, 2024; next hearings on April 17, 2024, at 9:00 a.m. as a virtual meeting.
  - (2) Executive Member Hearings Committee – Director Horton. The committee met on March 7, 2024; next meeting April 4, 2024, at 9:00 a.m. in the Willow Room.

- i. Report of the Disaster Preparedness Task Force – Director Skillman. The Task Force met on March 26, 2024; next meeting May 28, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
- j. Information Technology Advisory Committee – President Hopkins. The committee met on February 23, 2024; next meeting March 29, 2024, as a virtual meeting.

**15. Future Agenda Items** - *All matters listed under Future Agenda Items are Resolutions on 28-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.*

- *Racquet Sports Utilization (Oral Discussion)*
- *GRF ID Card Fees*
- *Community Fitness Center Television Schedule*

**16. Director's Comments**

- Director Rane-Szostak commented on the contract with the PAC and pursue the consistency of the contracts
- Director Skillman complemented on the work of the IT department
- Director Milliman complemented CEO Foster
- President Hopkins discussed community involvement of today's meeting, complemented staff, and discussed contract analysis.

**17. Recess – 12:09 p.m.** - *At this time, the Meeting recessed for lunch and reconvened to Executive Session to discuss the following matters per California Civil Code §4935: Member Disciplinary Matters; Personnel Matters; Contractual Matters; and Litigation Matters.*

**Closed Session Agenda**

*VMS Board Update*

*Approve the Agenda*

*Approve the Minutes of:*

*(a) March 5, 2024 – Regular Closed Session*

*Discuss and Consider Personnel Matters*

*Discuss and Consider Contractual Matters*

*Discuss Legal/Legislation Matters*

*Discuss Member Disciplinary Matters*

**18. Adjournment**

The meeting was adjourned at 2:55 p.m.

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Joan Milliman, Secretary of the Board  
Golden Rain Foundation



**OPEN MEETING**

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

**Thursday, April 18, 2024 – 9:30 a.m.  
Willow Room/Virtual Meeting**

**GRF Agenda Prep Meeting**

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Directors Present: Jim Hopkins, Yvonne Horton, Juanita Skillman, Egon Garthoffner, Cush Bhada, Gan Mukhopadhyay, Martin Roza, William Cowen, Donna Rane-Szostak

Directors Absent: Joan Milliman, Ryna Rothberg

Staff Present: CEO-Foster, Makayla Schwietert, Paul Nguyen, Catherine Laster

Others Present: None

**1. Call Meeting to Order and Establish Quorum**

President Hopkins called the meeting to order at 9:36 a.m. and established that a quorum was present.

**2. Approval of the Agenda**

President Hopkins asked for approval of the agenda.

With unanimous consent, the Board approved the agenda.

**3. Discuss and Consider Items to be placed on the Tuesday, May 7, 2024, Board Meeting Open & Closed Agendas**

The Board discussed items to add or remove from the draft Open and Closed Agendas.

Director Roza made a motion to approve the May 7, 2024, Open Agenda. Director Horton seconded.

Hearing no changes or objections, the May 7, 2024, Open Agenda was approved unanimously.

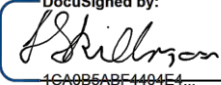
Director Skillman made a motion to approve the May 7, 2024, Closed Agenda. Director Mukhopadhyay seconded.

Hearing no changes or objections, the May 7, 2024, Closed Agenda was approved unanimously.

**4. Director Comments – None**

**5. Adjournment**

The meeting was adjourned at 10:30 a.m.

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Juanita Skillman, Director of the Board  
Golden Rain Foundation

## **ENDORSEMENT (to Board of Directors)**

### **Community Fitness Center Television Schedule**

Review and recommend Board approval for a resolution for changes to the current Community Fitness Center television schedule to neutral programming.

A motion was made to recommend changes to the current Community Fitness Center television schedule to neutral programming.

Motion passed unanimously.

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## STAFF REPORT

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**DATE:** May 7, 2024  
**FOR:** GRF Board of Directors  
**SUBJECT:** Community Fitness Center Television Schedule

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### **RECOMMENDATION**

Review and recommend a resolution for changes to the current Community Fitness Center television schedule to neutral programming.

### **BACKGROUND**

The Community Fitness Center was moved from the third floor to the first floor in 2016 and televisions were added for the enjoyment of those using the Fitness Center. The following channels were initially added, but generated various complaints: Fox, MSNBC, Village TV, ESPN, Travel Channel and HGTV. After review by staff, the channels were changed to KABC, CNBC Financial Channel and CNN. These changes were tested with other channel choices and the omissions of Village TV, Travel Channel and HGTV were finalized.

Many resident complaints have ensued throughout the years, but complaints increase significantly during election seasons resulting in arguments between residents and staff being accused of election conspiracies if televisions do not display the news channel of the viewer's choice.

On March 14, 2024, the Community Activities Committee reviewed and recommended the changes to the current Community Fitness Center television schedule to neutral programming.

### **DISCUSSION**

To be consistent with the recent Golden Rain Foundation (GRF) resolution for television programming at the Clubhouse 1 Drop-In Lounge, staff recommends the Community Fitness Center television channels be changed to neutral programming with no news channels.

Staff proposes the following viewing schedule:

	TV 1	TV 2	TV 3	TV 4	TV 5	TV6
6 a.m. to 9 p.m.	Nat Geo	CBS Sports Network	Destination America	History Channel	Travel Channel	ESPN

One channel per television per day is recommended to eliminate potential conflict with program choice, changing the channel mid-program, and to allow staff to focus on the fitness center users' safety. The users will not have access to the remote control and volume will remain off with closed-captioning enabled, as is current practice.

The variety of channels was selected as non-competitive and non-controversial. Staff will adhere to these channel selections with the option for discretionary change. The schedule will be posted near the television and is subject to change based on channel availability, closed-captioning availability or change in programming.

**FINANCIAL ANALYSIS**

None.

**Prepared By:** Peter Quan, Fitness Supervisor

**Reviewed By:** Alison Giglio, Recreation and Special Events Director  
Catherine Laster, Services Manager

**ATTACHMENT(S)**

Attachment 1: Resolution 90-24-04 Drop-In Lounge Television Programming

Attachment 2: Resolution 90-24-XX Community Fitness Center TV Schedule



### **RESOLUTION 90-24-04**

#### **Drop-In Lounge Television Programming**

**WHEREAS**, the Drop-In Lounge located at Clubhouse 1 is open seven days a week from 8 a.m. to 10 p.m. and is a gathering area for residents to have a cup of coffee, socialize, work on a jigsaw puzzle, read a magazine, conduct work and/or relax; and

**WHEREAS**, altercations and arguments occurred among residents who had conflicting viewing preferences and interests resulting in Security being called to the lounge on several occasions which hindered the enjoyment and necessitated the removal of the television for safety purposes on Monday, December 17, 2018; and

**WHEREAS**, on March 14, 2019, the Community Activities Committee passed a motion to reinstall the Drop-In Lounge television with restricted programming and closed captioning to Village Television (TV6); and

**WHEREAS**, since the reinstallation of the television, board members and staff continue to receive complaints regarding access to preferred programming and restriction of use of the remote for control of volume and channels; and

**WHEREAS**, staff proposes the following viewing schedule for the Drop-In Lounge television 8 a.m. to 10 p.m. each day, and the Community Activities Committee reviewed and recommended this Clubhouse 1 Drop-In Lounge television programming, on December 14, 2023:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
HGTV	National Geo	Turner Classic Movies	Food Network	Discovery Channel	TNT	Lifetime

**NOW THEREFORE BE IT RESOLVED**, February 6, 2024, that the Board of Directors of this Corporation hereby adopts the aforementioned Clubhouse 1 Drop-In Lounge television programming; and

**RESOLVED FURTHER**, that the officers and agents of this corporation are hereby authorized to carry out this resolution as written.

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## **RESOLUTION 90-24-XX**

### **Community Fitness Center Television Schedule**

**WHEREAS**, the Community Fitness Center located at the Community Center moved from the third floor to the first floor in 2016 and televisions were added for the enjoyment of those using the Fitness Center; and

**WHEREAS**, many resident complaints have ensued throughout the years, but complaints increase significantly during election seasons resulting in arguments between residents and staff being accused of election conspiracies if televisions do not display the news channel of the viewer's choice; and

**WHEREAS**, on March 14, 2024, the Community Activities Committee reviewed and recommended changes to the Community Fitness Center television programming; and

**WHEREAS**, the variety of channels was selected as non-competitive and non-controversial and staff will adhere to these channel selections with the option for discretionary change; and

**WHEREAS**, the schedule will be posted near the television and is subject to change based on channel availability, closed-captioning availability or change in programming; and

**WHEREAS**, to be consistent with the recent Golden Rain Foundation (GRF) resolution for television programming at the Clubhouse 1 Drop-In Lounge, staff proposes the following viewing schedule for the Community Fitness Center television:

	TV 1	TV 2	TV 3	TV 4	TV 5	TV6
6 a.m. to 9 p.m.	Nat Geo	CBS Sports Network	Destination America	History Channel	Travel Channel	ESPN

**NOW THEREFORE BE IT RESOLVED**, May 7, 2024, that the Board of Directors of this Corporation hereby adopts the aforementioned Community Fitness Center television programming; and

**RESOLVED FURTHER**, that the officers and agents of this corporation are hereby authorized to carry out this resolution as written.

**APRIL INITIAL NOTIFICATION: 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied.**

*\*\* Due to a clerical error, the 28-day verbiage was not notated in April. \*\**

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**ENDORSEMENT (to board)**

**GRF Fee Structure for New and Non-Returned ID Card Fees**

Pamela Bashline, Community Services Manager, presented the GRF Fee Structure for New and Non-Returned ID Card Fees staff report.

The Committee made comments and asked questions.

Director Carlson made a motion to forward the recommended fee schedule related to processing new and non-returned ID cards to the Board for consideration and approval. Director Park seconded the motion.

Director Roza amended the motion to decrease the fee for lost ID cards from \$125 to \$50. The amendment failed due to the lack of a second.

The motion passed by a vote of 5-1-1 (Director Roza opposed and Director Karimi abstained).

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## STAFF REPORT

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**DATE:** May 7, 2024  
**FOR:** GRF Board of Directors  
**SUBJECT:** GRF Fee Structure for New and Non-Returned ID Cards

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### **RECOMMENDATION**

In order to align GRF identification card (ID) fees with current practice, Staff recommends the board rescind GRF Resolution 90-18-35 and all other outdated resolutions pertaining to the issuance of ID cards, and establish a fee structure to regulate the issuance of new and non-returned ID cards.

### **BACKGROUND**

GRF has a number of outdated resolutions governing the fees and processes of issuing ID cards.

- Resolution G-94-100 established a \$25 fee for the issuance of an ID card for each non-owner occupant (sans lessees) with a \$15 refund to those who surrender the ID card at the end of the residency. (ATT 1)
- Resolution G-95-18 established a \$25 fee to replace a lost ID card, except in the instance where an individual presents a theft report from a bona fide police agency or the Security Department. If an ID card has been found, the individual will be refunded \$15. (ATT 2)
- Resolution G-96-103 reduced the ID card renewal fee from \$20 to \$10. (ATT 3)
- Resolution 90-18-35 established a \$125 fee for non-return of ID cards and a \$125 fee for non-return of vehicle decals. (ATT 4)

The fees established in the above-mentioned resolutions are outdated and/or not charged due to policy changes over the years.

### **DISCUSSION**

The Community Services Division issues ID cards when a resident is approved to reside in a unit.

All owners/members, non-owner occupants, and tenants are required to return their ID cards at the time residency is terminated, but many residents fail to do so, which may result in unauthorized entry into the community. Upon termination of occupancy, the ID cards are deactivated; however, if an ID card is not returned, an individual might continue to use the ID card to gain access through the gates and clubhouses or give to friends and family to use.

According to Resolution 90-18-35 (ATT 4), the current fee for non-returned ID cards is \$125, but the resolution doesn't identify what the cost is for lost, stolen or destroyed ID cards. Although the previous resolutions identify such costs, the fees are outdated and not collected.

The following proposed fee structure was presented to the Security and Community Access Committee on March 28, 2024 which initially endorsed the fee structure, and forwarded it onto the GRF Board. The Board subsequently returned it back to the Committee to re-evaluate the cost of a lost ID card.

Card Status	Fee
New ID card for non-owner occupant	\$25
New ID cards for new resident owners/members	No charge
New ID cards for lessees, sublessees, renters, lodgers	Included in application processing fee
ID card renewals (Lessees and Mutual Fifty)	No charge
Non-return or failure to surrender ID card	\$125
Unverified lost, destroyed, or stolen ID cards not returned	\$125
Replacement card for verified lost or destroyed cards, and stolen ID cards with the presence of a police theft report	\$25

At its April 24, 2024 meeting, the Security and Community Access Committee re-evaluated the fees and subsequently agreed to charge \$125 for the non-return or failure to surrender ID cards for all transactions involving those who move out of the community, i.e., resales, non-escrow transfers, leasing/rentals, and occupancies (including caregivers). The Committee also agreed to charge members \$60 for any replacement card that was lost, destroyed or stolen and recommended that the changes be submitted to the next board meeting in May. Staff made further housekeeping changes to make the newly proposed fee schedule all inclusive. (ATT 5 and ATT 6)

Upon approval of the fee structure, it is recommended that the schedule be placed on the website and all administrative documents be revised to reflect the new fees.

If a member/co-occupant/tenant has been identified as violating this policy, GRF is authorized to take disciplinary action against a member found to be in violation. When a violation occurs, the Board is obligated to evaluate and impose if appropriate, member discipline as set forth in the governing documents. The GRF Board of Directors has the authority to impose monetary fines, suspend Member privileges, and/or bring forth legal action. The Member is entirely responsible for ensuring that the rules, regulations, and policies are following by anyone they allow into the community. This includes any co-occupant, lessee, guest, care provider, vendor, invitee or contactor.

## **FINANCIAL ANALYSIS**

### **ID Card Expense-Revenue Report**

#### **WC240 & WC360**

<b>Expenses 2023</b>	<b>Price</b>	<b>Quantity</b>	<b>Total</b>	<b>Frequency</b>
Color Ribbons	\$ 90.50	50	\$ 4,525.00	Every Year
Cards	\$ 2.46	4000	\$ 9,840.00	Every Year
Cleaning Kits	\$ 21.96	4	\$ 87.84	Every Year
Replacement Printer	\$ 3,000.00	1	\$ 3,000.00	Varies
ID Card Software	\$ 3,600.00	1	\$ 3,600.00	Every Year
Printer Repair & Maintenance	\$ 400.00	4	\$ 1,600.00	Varies Per Year
Card Readers Repair & Maintenance	\$ 900.00	2	\$ 1,800.00	Average 2 per year
Employee Time Per Card Printed	10-15 Min		\$ 14,350.00	Varies Per Year
<b>Total Cost Per Year</b>			<b>\$ 38,802.84</b>	

<b>Revenue 2023</b>	<b>Price</b>	<b>Quantity</b>	<b>Total</b>
Revenue from ID Card Fee's (Occupants)	\$ 25.00	282	\$ 7,050.00
Revenue from ID Card Fee's (Lost)	\$ 25.00	366	\$ 9,150.00
Revenue from Non-Returned ID Card Fee's	\$ 25.00	134	\$ 3,350.00
<b>Total Revenue</b>			<b>\$ 19,550.00</b>
<b>Net Revenue - Expense</b>			<b>\$ (19,252.84)</b>

<b>Estimated Revenue 2024</b>	<b>Price</b>	<b>Quantity</b>	<b>Total</b>
Revenue from ID Card Fee's (Occupants)	\$ 25.00	282	\$ 7,050.00
Revenue from ID Card Fee's (Lost)	\$ 60.00	366	\$ 21,960.00
Revenue from Non-Returned ID Card Fee's	\$ 125.00	134	\$ 16,750.00
<b>Total Revenue</b>			<b>\$ 45,760.00</b>

\* 2024 estimated revenue is based off of 2023 actuals.

\* In 2023, expenses for printer supplies, maintainance and replacement, totaled \$38,802.84.

\* In 2023, revenue reflects a shortfall of \$19,252.84.

\* Projected revenue in 2024 with the increase of ID Card fee and lost card fee is \$45,760.00.

**Prepared By:** Patty Kurzet, Membership Services Coordinator

**Reviewed By:** Pamela Bashline, Community Services Manager  
Jeff Spies, Community Services Supervisor

#### **ATTACHMENT(S) -**

Attachment 1 – Resolution G-94-100  
Attachment 2 – Resolution G-95-18  
Attachment 3 - Resolution G-96-103  
Attachment 4 - Resolution 90-18-35  
Attachment 5 – Resolution 90-24-XX - Redline  
Attachment 6 – Resolution 90-24-XX - Clean

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**RESOLUTION G-94-100**  
Adopted November 1, 1994

Policy for Resident Identification Cards for Non-Owner Occupants

**WHEREAS**, Resident Identification Cards are presently issued to resident owners and occupants approved for residency with a qualifying resident which entitles said occupant to all the privileges enjoyed by residents except voting in mutual elections; and

**WHEREAS**, the Administrative Transfer Fee covers the cost associated with the issuance of identification cards to resident owners, no charge has been made for processing the application for and issuance of identification cards for non-owner occupants; and

**WHEREAS**, non-owner occupants are required and informed via information letters of the advisability of returning said identification cards at the time residency is terminated but many occupants fail to do so, which may result in unauthorized entry to the community and/or use of community facilities; and

**WHEREAS**, the board of directors of this corporation believes it is in the best interest of the corporation and its members to institute a monetary incentive to encourage return of occupant's identification cards;

**NOW THEREFORE BE IT RESOLVED**, that the board of directors of this corporation hereby adopts the following policy with regard to Resident Identification Cards for non-owner occupants

1) (Note: this policy does not apply to bona fide lessees)

2) Said policy is to take effect January 1, 1995, via the 1995 Fee Schedule using the following criteria:

- a) A \$25.00 fee is hereby established, chargeable to the owner for each non-owner occupant identification card issued on or after January 1, 1995;
- b) A \$15.00 refund shall be made to the owner when the non-owner occupant's identification card (only for cards issued after January 1, 1995) is surrendered to the Business Office at the termination of residency.
- c) The fee for issuance of Resident Identification Cards to non-owner spouses of vested owners and Trustors shall be waived; and

**RESOLVED FURTHER**, that the officers and agents of this corporation are hereby authorized and directed to take such action as is deemed necessary to implement said policy, effective January 1, 1995.

**RESOLUTION G-95-18**

Adopted March 7, 1995

**WHEREAS**, Resolution G-94-62 adopted on August 2, 1994, established a \$25 fee for lost identification cards based on the time and cost involved in making replacement cards; and

**WHEREAS**, the aforementioned resolution did not address certain circumstances such as theft;

**NOW THEREFORE BE IT RESOLVED**, that the board of directors of this corporation hereby authorizes its managing agent to impose the \$25 replacement identification card for lost identification cards EXCEPT in the instances where an individual presents a theft report from a bonafide police agency or the Leisure World Security Division to the Business Office of the managing agent; and

**RESOLVED FURTHER**, that in the instances where an individual produces evidence that the lost identification card has been subsequently found, that individual will be refunded \$15; and

**RESOLVED FURTHER**, that Resolution G-94-62, adopted on August 2, 1994, is hereby superseded and canceled; 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.

**RESOLUTION G-96-103**  
Adopted December 3, 1996

\$10 Lessee ID Card Renewal Fee

**WHEREAS**, it has been a long-time practice to issue Lessee ID Cards up to a maximum of 12 months and if the leases are executed for more than 12-months, the Lessee must have his ID card renewed at the end of each 12-month period; and

**WHEREAS**, the ID Card renewal fee established by GRF has been \$20.00 and it has been determined that the actual cost of postage and materials to notify the lessee to renew the card is less than \$20.00 (subsection (c) of Civil Code 1368 requires that such costs be limited to the actual costs of the work performed); and

**WHEREAS**, with the implementation of the new photo ID Card program makes the issuance of a new card with a lease extension unnecessary or if the card requires renewal, year and month stickers denoting the end of the lease period will continue to be affixed;

**NOW THEREFORE BE IT REVOLVED**, that the fee shall be reduced to \$10.00 effective January 1, 1997; 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 the resolution.

**RESOLUTION 90-18-35**

Non-Return Fee of Identification Card Fee (ID)

**WHEREAS**, the Golden Rain Foundation requires that all approved individuals to reside in the Village register and carry an ID card with them at all times; and

**WHEREAS**, the Resident Services Department issues ID cards and vehicle decals when a resident is approved to reside in the unit;

**NOW THEREFORE BE IT RESOLVED**, August 7, 2018, that the Board of Directors of this Corporation hereby establishes a fee for non-return of ID cards of \$125; and

**RESOLVED FURTHER**, that the Board of Directors of this Corporation reaffirms its non-return fee of \$125 for vehicle decals; and

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

**RESOLUTION 90-24-xx****GRF ID Card Fees**

**WHEREAS**, the Golden Rain Foundation requires that all approved residents residing in the Village carry an ID card with them at all times; and

**WHEREAS**, the Community Services Division issues ID cards when a resident is approved to reside in the unit; and

**WHEREAS**, all owners/members, non-owner occupants, and tenants are required to return their ID cards at the time residency is terminated, and failure to do so may result in unauthorized entry into the community; and

**WHEREAS**, all GRF ID card fees should be identified in one resolution and placed on the website to provide transparency and improve communications;

**NOW THEREFORE BE IT RESOLVED**, April 2, June 4, 2024, that the Board of Directors of this corporation hereby establishes the following fee schedule related to processing new and non-returned ID cards:

Card Status	Fee
New ID card for non-owner occupant	\$25
New ID cards for new resident owners/members	No charge
New ID cards for lessees, sublessees, renters, lodgers	Included in application processing fee
ID card renewals (Lessees and Mutual Fifty only)	No charge
Non-return or failure to surrender ID card (for all resale, non-escrow transfer, leasing/rental, and occupancy (including caregiver) transactions	\$125 (non-refundable)
<del>Unverified lost, destroyed, or stolen ID cards not returned</del> Replacement card for lost, destroyed or stolen cards	<del>\$125</del> \$60 (non-refundable)
Replacement card for worn and unreadable cards	No charge
<del>Replacement card for verified lost or destroyed cards, and stolen ID cards with the presence of a police theft report</del> Replacement card for stolen ID cards with the presence of a police theft report	<del>\$25</del> No charge

**RESOLVED**, Resolution G-94-100 adopted November 1, 1994; Resolution G-95-18 adopted March 7, 1995; Resolution G-96-103 adopted December 3, 1996; and Resolution 90-18-35 adopted August 7, 2018 are hereby superseded and cancelled; and

**RESOLVED FURTHER**, that the fee schedule shall be placed on the website; and

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

~~MARCH INITIAL NOTIFICATION: 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 28 days from the postponement to comply with Civil Code §4360.~~

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**RESOLUTION 90-24-XX****GRF ID Card Fees**

**WHEREAS**, the Golden Rain Foundation requires that all approved residents residing in the Village carry an ID card with them at all times; and

**WHEREAS**, the Community Services Division issues ID cards when a resident is approved to reside in the unit; and

**WHEREAS**, all owners/members, non-owner occupants, and tenants are required to return their ID cards at the time residency is terminated, and failure to do so may result in unauthorized entry into the community or use of GRF facilities; and

**WHEREAS**, all GRF ID card fees should be identified in one resolution and placed on the website to provide transparency and improve communications;

**NOW THEREFORE BE IT RESOLVED**, June 4, 2024, that the Board of Directors of this corporation hereby establishes the following fee schedule relating to GRF ID cards:

Card Status	Fee
New ID card for non-owner occupant	\$25
New ID cards for new resident owners/members	No charge
New ID cards for lessees, sublessees, renters, lodgers	Included in application processing fee
ID card renewals (Lessees and Mutual Fifty only)	No charge
Non-return or failure to surrender ID cards for all resale, non-escrow transfer, leasing/rental, and occupancy (including caregiver) transactions	\$125 (non-refundable)
Replacement card for lost, destroyed or stolen cards	\$60 (non-refundable)
Replacement card for worn and unreadable cards	No charge
Replacement card for stolen ID cards with the presence of a police theft report	No charge

**RESOLVED FURTHER**, Resolution G-94-100 adopted November 1, 1994; Resolution G-95-18 adopted March 7, 1995; Resolution G-96-103 adopted December 3, 1996; and Resolution 90-18-35 adopted August 7, 2018 are hereby superseded and cancelled; and

**RESOLVED FURTHER**, that the fee schedule shall be placed on the website; and

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

**APRIL INITIAL NOTIFICATION - REVISED MAY:** 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 28-days from the postponement to comply with Civil Code §4360.

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**ENDORSEMENT (to Board of Directors)**

**Donation of \$1,000 for Installation of a New 30 Amp 2 pole breaker at Clubhouse 4 Woodshop**

Review and recommend a resolution for donation of \$1,000 for installation of a new 30 Amp 2 pole breaker in the Clubhouse 4 woodshop in accordance with the Golden Rain Foundation (GRF) Donation Policy.

A motion was made to deny the donation of \$1,000 for installation of a new 30 Amp 2 pole breaker at Clubhouse 4 Woodshop.

The motion was amended to accept the donation of \$1,000 for installation of a new 30 Amp 2 pole breaker at Clubhouse 4 Woodshop.

Motion passed 6-1. Director Laws opposed.

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## **STAFF REPORT**

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**DATE:** May 7, 2024  
**FOR:** GRF Board of Directors  
**SUBJECT:** Donation of \$1,000 for Installation of a New 30 Amp 2 pole breaker at Clubhouse 4 Woodshop

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### **RECOMMENDATION**

Review and recommend a resolution for donation of \$1,000 for installation of a new 30 Amp 2 pole breaker in the Clubhouse 4 woodshop (Attachment 1) in accordance with the Golden Rain Foundation (GRF) Donation Policy (Attachment 2).

### **BACKGROUND**

The Clubhouse 4 woodshop had two drum sanders, one of which is under repair and one is unrepairable as parts are no longer available. Two drum size sanders are used for different size projects and two sanders reduces the wait time for patrons working on their projects. The drum sanders are an essential part of the woodshop at CH4. Staff worked with woodshop volunteers to determine a suitable replacement Woodcrafter drum sander. Electrical preparation would need to be completed prior to the safe operation of the potential replacement.

### **DISCUSSION**

A resident proposed to donate \$1,000 for the installation of a new 30 Amp 2 pole breaker. This installation would also require pipe and wire from an existing panel to be in a new drop location.

The proposed Woodcrafter drum sander is run by a 5hp motor however a 30 Amp motor is necessary to start the machine. The new sander requires additional power creating less strain on the motor which leads to longer life of the machine.

This drum sander is made in America ensuring parts are more accessible. The machine can be troubleshooted by using woodshop volunteers, maintenance or utilizing technical support directly from the manufacturer.

On April 11, 2024, the Community Activities Committee reviewed and recommended the donation of \$1,000 for installation of a new 30 Amp 2 pole breaker in the Clubhouse 4 woodshop in accordance with the Golden Rain Foundation (GRF) Donation Policy.

### **FINANCIAL ANALYSIS**

A professional electrician quote for \$1,350 was received and includes the cost to install the pole breaker, pipe and wire from an existing panel to a new drop location and provide the pole drop from ceiling with a cord cap for L6-30. (Attachment 3). Funds are available in the 2024 Recreation operating budget to support the balance of \$350 for electrical installation and for the replacement sander.

Golden Rain Foundation of Laguna Woods

Donation of \$1,000 for Installation of a New 30 Amp 2 pole breaker at Clubhouse 4 Woodshop

May 7, 2024

Page 2

**Prepared By:** Alison Giglio, Recreation and Special Events Director

**Reviewed By:** Steve Hormuth, Financial Services Director  
Catherine Laster, Services Manager

**ATTACHMENT(S)**

Attachment 1: Resident Request

Attachment 2: GRF Donation Policy

Attachment 3: Vendor Quote

Attachment 4: Resolution 90-24-XX



### Recreation Committee Request Form

PLEASE NOTE: THIS FORM IS NOT FOR ROUTINE RECREATION REQUESTS

Your request is important to us and will be handled accordingly. Per the policy of the Golden Rain Foundation (GRF), if your request falls outside the scope of the Recreation Division's authority, it will be forwarded to the Community Activities Committee (CAC) for review. If you are unsure whether your request falls into this category, please contact the on-site facility Supervisor or the Recreation Manager at 597-4482 in order to make that determination. If it does, you may receive written confirmation acknowledging receipt of your request. CAC will then review the request and determine the proper course of action. If necessary, CAC will make a recommendation to the GRF Board of Directors for action. You will then be notified of the Committee or Board's decision. Please be patient as this process may take several months.

Print Requestor Name: \_\_\_\_\_ Date: 3-28-24

Print Individual, Club or Organization Name: \_\_\_\_\_

Manor: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Request (please check one):**

☐ Change/Exception to Policy ☒ Donation ☐ Staff Time Request  
☐ Equipment Request ☐ Facility Request ☐ Other: \_\_\_\_\_

**Explanation:**

Please explain the circumstances of your request. Include approximate cost, dates, times and locations when necessary. Please use reverse side or attach a separate sheet if necessary.

AS A RESIDENT AND AS HEAD SUPERVISOR OF CLUBHOUSE 4 WOODSHOP I AM A FREQUENT USER OF THE WOODSHOP. I AM AWARE THAT WE ARE IN NEED OF A DRUM SANDER AS OUR OLD ONE BROKE DOWN AND CANNOT BE REPAIRED. I UNDERSTAND THAT WE NEED A 30AMP SERVICE FOR THE DRUM SANDER THAT IS BEING CONSIDERED. AN ELECTRICIAN WILL HAVE TO MAKE THE MODIFICATIONS SO THAT WE HAVE A 30AMP SERVICE TO THIS SANDER.

I HAVE BEEN INFORMED THAT THE COST FOR THIS MODIFICATION MAY BE AS HIGH AS \$1300.00. I WOULD LIKE TO MAKE A \$1000.00 DONATION TOWARD THE COST OF THIS WORK.

Requestor Signature: \_\_\_\_\_

**Signatures of All Other Individuals/Club Presidents Affected by this Request:**

Signature	Manor #	For	Undecided	Against
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Please attach a separate sheet if more signatures are necessary)

**PLEASE FORWARD COMPLETED REQUEST FORM TO:**

Laguna Woods Village Recreation Division  
P.O. Box 2220, Laguna Woods, CA 92637



## Golden Rain Foundation | Donation Policy

### I. Purpose

To provide guidelines and an efficient and effective process for accepting gifts and minor monetary donations in a responsible, transparent and accountable manner that is consistent with Golden Rain Foundation (GRF) goals. This policy also establishes guidelines, standards and procedures for the installation and care of donated community improvements. GRF desires to encourage donations while managing aesthetic impacts and mitigating installation and ongoing maintenance costs.

### II. Donation Defined

A donation is defined as any item of value given to GRF by a donor who expects nothing significant of value in return other than recognition and disposition of the gift in accordance with the donor's wishes to the degree possible.

### III. Sponsorships Defined

A sponsorship is defined as any item of value given to GRF by a donor. The sponsor expects the publicity of the sponsorship(s) to attract new supporters, sponsors and donors alike. Most sponsors like to share their activities, and GRF will typically highlight the sponsor.

### IV. Types of Donations and Sponsorships

Donations and/or sponsorships may be offered in the form of cash and real or personal property. Designated donations are donations the donor specifies for a particular department, location or purpose. Undesignated donations are donations given to GRF for an unspecified use. Typically, donations and/or sponsorships to GRF are made by individuals, Village clubs or the Village Community Fund (VCF). VCF is a nonprofit 501(c)(3) community-benefit charitable organization created by Village residents to provide support for programs, services and facilities that enrich the lives of older adults.

### V. Consistency with GRF Interests

Designated donations and/or sponsorships may be accepted only when they fulfill a purpose consistent with GRF goals and are in the best interest of Laguna Woods Village. GRF must always consider resident trust and comply with all applicable governing documents and laws when accepting donations.

### VI. Standards for Donations and Sponsorships

- A. **Acquisition or purchase:** GRF and the community have an interest in ensuring that community space elements shall be purchased and installed by Village Management Services (VMS). Items selected for acquisition or purchase will be of high quality

related to style, appearance, durability and ease of maintenance. VMS personnel will be responsible for coordinating purchases and installations of all community space elements. All acquisitions and/or purchases shall be approved in advance by the GRF board of directors. In certain instances, the GRF board may waive the requirements that the community space element(s) be purchased by VMS.

- A. **Appearance and aesthetics:** GRF and the community have an interest in ensuring the best appearance and aesthetic quality of community facilities. Community space elements should reflect the character of the space or facility. All community space elements will be installed in a manner that will not substantially change the character of a facility or its intended use.
- B. **Maintenance:** Donated community space elements will become GRF property once installed and/or permanently placed in the mutually agreed-upon location. Accordingly, VMS has the duty to provide only routine maintenance and repair of the donation for a minimum of five years or beyond, if applicable. GRF, may, but shall not be required to, replace the donation or community space improvement if it is stolen, vandalized, worn out, irreparably damaged, destroyed or expires. In certain instances, the GRF board may waive the requirement that maintenance costs be funded by the donor.
- C. **Repair:** GRF has an interest in ensuring that all community space elements remain in good repair. In addition, the community has an interest in ensuring that the short- and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated community space elements purchased must be of high quality to ensure longevity and be resistant to the elements, wear and tear, and acts of vandalism.
- D. **Cost:** GRF has an interest in ensuring that the donor covers the full cost for the purchase, installation and maintenance during the expected life cycle of donated community space element(s). GRF also has an interest in ensuring that ongoing maintenance costs do not negatively impact the resources for maintenance of other GRF facilities. Consequently, GRF will assess, at time of purchase, a charge sufficient to cover anticipated installation and ongoing maintenance costs of donated community space element(s) during its anticipated life cycle.

## II. Procedure for Making Donations and Sponsorships

- A. **Management:** The applicable department director or services manager will manage the proposed donation(s) and/or sponsorship(s) (Recreation and Special Events, Landscaping Services, General Services, Maintenance and Construction, etc.).
- B. **Contact:** Donor or sponsor must contact the applicable department director or services manager to determine whether donation(s) and/or sponsorship(s) will be accepted and the conditions of acceptance. If the donation(s) or sponsorship(s) is(are) accepted, the donor will work with VMS s

Staff to finalize the combined total cost of donation(s) and/or sponsorship(s) and

- A. complete the Donation Agreement (Attachment 1).
- B. Committee consideration: Donation(s) and/or sponsorship(s) will be reviewed by the applicable oversight committee prior to board consideration of donation(s).
- C. Board approval: Final approval shall be granted by the GRF board of directors for acceptance of all donations and/or sponsorships.
- D. Board approval – VCF donations: Acceptance of VCF donations and/or sponsorships requires GRF board approval of the Donation/Sponsorship Agreement (Attachment 1) followed by execution of the corresponding VCF Project Application (Attachment 2).

III. Criteria for Acceptance

To accept donation(s) and/or sponsorship(s) of a community space element for a specific facility, the donation must:

- A. Meet a true need of the facility;
- B. Not interfere with the intended current or future use of the facility; and
- C. Not require the relocation of other equipment or infrastructure to accommodate the donation and/or sponsorship.

GRF reserves the right to accept or deny any donation(s).

IV. Guidelines

All determinations, will be based upon, but not limited to, the following guidelines.

A. Flowers, shrubs and bushes

- 1. Donated plants become exclusive property and maintenance responsibility of GRF;
- 2. Only those plantings that require a maintenance effort consistent with other plantings will be considered;
- 3. Site preparation, installation and site restoration will be the responsibility of GRF;
- 4. Only perennial flowering plants will be permitted and incorporated in existing beds; and
- 5. Placement of plants will be based on criteria such as the variety, color, mature height and size. Compatibility with surrounding areas will be a strong consideration for planted materials and their location.

B. Trees

- 1. Donated trees become the exclusive property and maintenance responsibility of GRF;

2. Site preparation, installation and site restoration will be the responsibility of GRF;
3. Tree placement/location will be based upon variety of tree selected, mature height, size, etc. Compatibility with surrounding areas will be a strong consideration for trees and their location; and
4. Size and species of tree(s) donated shall be limited to those determined by GRF.

**C. Signage**

1. No signage or slogans shall be displayed on donated personal property or those items secured with U.S. dollar cash donations. Donation and/or sponsorship acknowledgement shall be found listed on gratuity plaque displayed at one selected location, e.g., the Community Center or applicable clubhouse, if gratuity plaques are displayed there. Gratuity plaque will list only the name(s) of the person(s) or the specific club name and the date of the donation and/or sponsorship. Refer to Naming Policy.

**D. Benches, tables and other amenities**

1. Donated benches become exclusive property and maintenance responsibility of GRF;
2. Site preparation, installation and site restoration will be the responsibility of GRF; and
3. Amenity must be similar to or complement other amenities in the area.

**E. Buildings, structures and public art**

1. Donated buildings, structures (including playgrounds) and public art are not considered as part of this policy.

**V. Conditions**

- A. **Cost:** Donor covers the full cost for the purchase, installation and maintenance during the expected life cycle of donated community space elements. Any surplus funds would be applied to related or ancillary operational and maintenance expenses.
- B. **Installation:** Installation of donated community space elements, including any donor acknowledgement, will be completed by VMS personnel. Installation will be scheduled at a time and date as determined by applicable department director or COO, so as not to unnecessarily interfere with routine maintenance activities.
- C. **Removal and/or relocation:** This section applies to both existing and new donations. GRF reserves the right to remove and/or relocate donated community space elements and their associated signage when they interfere with site safety, maintenance or other activities.

**VI. Distribution of Donation and Sponsorship**

- A. Tangible items will be distributed to the applicable department director or CEO for use.
- B. Monetary donations in U.S. dollars for the installation and maintenance expenses will be deposited into the appropriate account for the designated department as assigned by the director of Financial Services or recommended by the receiving department director.
- C. Donations of cash for undesignated donations will be deposited into appropriate account for the designated department as assigned by the director of Financial Services.
- D. The director of Financial Services will allocate any surplus funds to related or ancillary operational and maintenance expenses.

**VII. Donation Record Keeping**

A copy of the Donation/Sponsorship Agreement for accepted donations shall be forwarded to the director of Financial Services for recordkeeping, the designated department director for which the donation and/or sponsorship was assigned and the services manager.

**VIII. Declined Donations and Sponsorships**

GRF reserves the right to decline any donation if, upon review, acceptance of the donation is determined in the sole discretion of GRF to be not in the best interests of the community.



Submitted to: Laguna Woods Village  
24351 El Toro Rd.  
Laguna Woods, CA, 92637  
Attn: Sabine Bayless

Job location: Clubhouse 4  
Laguna Woods, CA, 92637

Description of Work: Install new 30 Amp 2 pole breaker. Install pipe and wire from existing panel to new drop location. Provide 30 Amp 2 pole drop from ceiling with cord cap for L6-30.  
Proposal#041424P3

<b>Proposal:</b>	<b>\$1,350.00</b>

**WE PROPOSE** to perform the work as stated in this contract in a neat and workman like manner and in compliance with plans and specifications submitted to us. All work will meet local and national electrical codes. This contract is executed at San Juan Capistrano, CA by Coastal Current Electric Corp.

Payment in the amount of: one thousand three hundred fifty dollars.  
Will consist of        Progress payments upon completion net 15.

**ACCEPTANCE OF PROPOSAL:** The prices, specifications, terms and conditions are hereby accepted. See specifications and terms and conditions in additional pages. You are authorized to do work as specified. Payment will be made as outlined above. Bid good for 30 days.

DATE.....SIGNATURE.....  
Customer

DATE.....SIGNATURE.....  
Coastal Current Electric Corp Representative

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**RESOLUTION 90-24-XX****Donation of \$1,000 for Installation of a New 30 Amp 2 pole breaker at Clubhouse 4 Woodshop**

**WHEREAS**, a resident proposed to donate \$1,000 for the installation of a new 30 Amp 2 pole breaker which would also require installation of pipe and wire from an existing panel to be in a new drop location; and

**WHEREAS**, the proposed Woodcrafter drum sander is run by a 5hp motor however a 30 Amp motor is necessary to start the machine; and

**WHEREAS**, the new sander requires additional power creating less strain on the motor which leads to longer life of the machine; and

**WHEREAS**, funds are available in the 2024 Recreation operating budget to support the balance of \$350 for electrical installation and for the replacement sander; and

**WHEREAS**, on April 11, 2024, the Community Activities Committee reviewed and recommended the donation of \$1,000 for installation of a new 30 Amp 2 pole breaker in the Clubhouse 4 woodshop in accordance with the Golden Rain Foundation (GRF) Donation Policy;

**NOW THEREFORE BE IT RESOLVED**, May 7, 2024, that the Board of Directors of this Corporation hereby adopts the proposed relocation of billiards to the Clubhouse 1 Art Room and recommend the unbudgeted operating expenses associated with relocating the activity; and

**RESOLVED FURTHER**, that the officers and agents of this corporation are hereby authorized to carry out this resolution as written.

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## **STAFF REPORT**

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**DATE:** May 7, 2024  
**FOR:** GRF Board of Directors  
**SUBJECT:** Review of Community Activities Committee Charter

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### **RECOMMENDATION**

Review and recommend a resolution for the Golden Rain Foundation (GRF) Community Activities Committee (CAC) Charter edit (Attachment 1) which will supersede and cancel resolution 90-20-09 (Attachment 2).

### **BACKGROUND**

The Community Activities Committee was established pursuant to Article 7, Section 7.1.1 of the Bylaws of this Corporation. The committee ensures that residents safely remain fit, engaged, and entertained.

### **DISCUSSION**

The CAC charter was developed to clarify direction while establishing boundaries and is reviewed annually.

On April 11, 2024 CAC recommended the revised Community Activities Committee charter.

### **FINANCIAL ANALYSIS**

No financial impact anticipated.

**Prepared By:** Alison Giglio, Recreation and Special Events Director

**Reviewed By:** Catherine Laster, Services Manager

### **ATTACHMENT(S)**

Attachment 1: Redlined CAC Charter

Attachment 2: Resolution 90-20-09

Attachment 3: Resolution 90-24-XX Revised Community Activities Committee Charter

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1. Perform the duties imposed upon all standing committees as set forth in the current resolution entitled, "General Duties of Standing Committees."
2. Develop and review programs and procedures utilizing advice and assistance from the Recreation Department and make appropriate recommendations to the GRF Board for approval.
3. Review the capital requirements, service levels, and projected revenue related to Recreation Department operations and recommend appropriate action to the GRF Board for approval.
4. Review and evaluate all unbudgeted requests for programs, equipment, etc. and recommend appropriate action to Finance and the GRF Board respectively for approval.
5. Review and evaluate existing rules and policies, and recommend changes of the Recreation Department, as appropriate, to the GRF Board for approval.
6. Evaluate and respond to suggestions and/or complaints regarding the use, modifications, or expansion of facilities designed to meet the recreational and social needs of the community. If said modification or expansion requires additional facilities, major reconstruction or potential relocation, all recommendations shall be forwarded to the appropriate committee for consideration and prioritization.
7. Consider recommendations and encourage the participation of residents in the diverse recreational, social, educational, and cultural activities and programs provided and/or sponsored by this corporation.
8. Establish ad hoc and/or sub committees and/or study groups of CAC, as needed and consider their requests and recommendations subject to specific approval of the Board (or Mutual Boards, if a joint committee).
9. Review on a regular basis the Community Facilities Utilization Reports and summarize same as requested by the Board.
10. Review, analyze, and develop information and proposals regarding the need for new fees for use of the community facilities by residents, guests, and outside organizations.
11. Evaluate and recommend policies and/or procedures to ensure safe, clean and attractive recreation facilities and recommend changes, as appropriate, to the GRF Board for approval.

**RESOLUTION 90-20-09**  
**REVISED COMMUNITY ACTIVITIES COMMITTEE CHARTER**

**WHEREAS**, a Community Activities Committee has been established pursuant to Article 7, Section 7.1.1 and 7.1.3 of the Bylaws of this Corporation:

**NOW THEREFORE BE IT RESOLVED**, February 4, 2020, the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Committee, as follows:

1. Perform the duties imposed upon all standing committees as set forth in the current resolution entitled, "General Duties of Standing Committees."
2. Develop and review programs and procedures utilizing advice and assistance from the Recreation Department and make appropriate recommendations to the GRF Board for approval.
3. Review the capital requirements, service levels, and projected revenue related to Recreation Department operations and recommend appropriate action to the Board for approval.
4. Review and evaluate all unbudgeted requests for programs, equipment, etc. and recommend appropriate action to Finance and the GRF Board respectively for approval.
5. Review and evaluate existing rules and policies, and recommend changes of the Recreation Department, as appropriate, to the GRF Board for approval.
6. Evaluate and respond to suggestions and/or complaints regarding the use, modifications, or expansion of facilities designed to meet the recreational and social needs of the community. If said modification or expansion requires additional facilities, major reconstruction or potential relocation, all recommendations shall be forwarded to the appropriate committee for consideration and prioritization.
7. Consider recommendations and encourage the participation of residents in the diverse recreational, social, educational, and cultural activities and programs provided and/or sponsored by this corporation.
8. Establish ad hoc and/or sub committees and/or study groups of CAC, as needed and consider their requests and recommendations subject to specific approval of the Board (or Mutual Boards, if a joint committee).
9. Review on a regular basis the Community Facilities Utilization Reports and summarize same as requested by the Board.
10. Review, analyze, and develop information and proposals regarding the need for fees for use of the community facilities by residents, guests, and outside organizations.
11. Evaluate and recommend policies and/or procedures to ensure safe, clean and attractive recreation facilities and recommend changes, as appropriate, to the GRF Board for approval.

**RESOLVED FURTHER**, that Resolution 90-14-58 adopted October 7, 2014, is hereby superseded and canceled; and

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

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### **RESOLUTION 90-24-XX**

#### **Revised Community Activities Committee Charter**

**WHEREAS**, a Community Activities Committee has been established pursuant to Article 7, Section 7.1.1 and 7.1.3 of the Bylaws of this Corporation; and

**WHEREAS**, on April 11, 2024, the Community Activities Committee review and recommended the revised Community Activities Committee Charter; and

**NOW THEREFORE BE IT RESOLVED**, May 7, 2024, that the Board of Directors of this Corporation hereby adopts the revised Community Activities Committee Charter as follows:

1. Perform the duties imposed upon all standing committees as set forth in the current resolution entitled, "General Duties of Standing Committees."
2. Develop and review programs and procedures utilizing advice and assistance from the Recreation Department and make appropriate recommendations to the GRF Board for approval.
3. Review the capital requirements, service levels, and projected revenue related to Recreation Department operations and recommend appropriate action to the GRF Board for approval.
4. Review and evaluate all unbudgeted requests for programs, equipment, etc. and recommend appropriate action to Finance and the GRF Board respectively for approval.
5. Review and evaluate existing rules and policies, and recommend changes of the Recreation Department, as appropriate, to the GRF Board for approval.
6. Evaluate and respond to suggestions and/or complaints regarding the use, modifications, or expansion of facilities designed to meet the recreational and social needs of the community. If said modification or expansion requires additional facilities, major reconstruction or potential relocation, all recommendations shall be forwarded to the appropriate committee for consideration and prioritization.
7. Consider recommendations and encourage the participation of residents in the diverse recreational, social, educational, and cultural activities and programs provided and/or sponsored by this corporation.
8. Establish ad hoc and/or sub committees and/or study groups of CAC, as needed and consider their requests and recommendations subject to specific approval of the Board (or Mutual Boards, if a joint committee).

9. Review on a regular basis the Community Facilities Utilization Reports and summarize same as requested by the Board.
10. Review, analyze, and develop information and proposals regarding the need for new fees for use of the community facilities by residents, guests, and outside organizations.
11. Evaluate and recommend policies and/or procedures to ensure safe, clean and attractive recreation facilities and recommend changes, as appropriate, to the GRF Board for approval.

**RESOLVED FURTHER**, the Resolution 90-20-09 approved on February 4, 2020 is hereby superseded and canceled; and

**RESOLVED FURTHER**, that the officers and agents of this corporation are hereby authorized to carry out this resolution as written.

## **ENDORSEMENT (to Board of Directors)**

### **Billiards Relocation to Clubhouse 1 Art Room**

Review and recommend a resolution for the proposed relocation of billiards to the Clubhouse 1 Art Room and recommend the unbudgeted operating expenses associated with relocating the activity.

A motion was made to recommend the proposed relocation of billiards to the Clubhouse 1 Art Room and recommend the unbudgeted operating expenses associated with relocating the activity.

Motion passed unanimously.

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## STAFF REPORT

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**DATE:** May 7, 2024  
**FOR:** GRF Board of Directors  
**SUBJECT:** Billiards Relocation to Clubhouse 1 Art Room

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### **RECOMMENDATION**

Review and recommend a resolution for the proposed relocation of billiards to the Clubhouse 1 Art Room and recommend the unbudgeted operating expenses associated with relocating the activity.

### **BACKGROUND**

Billiards has been offered at various clubhouses throughout Laguna Woods Village, including Clubhouses 1, 5, 6, and the Performing Arts Center. More recently, billiards was consolidated to two locations, Clubhouse 1 (open every day from 8 a.m. to 10 p.m.) and the Performing Arts Center (Monday through Friday, 8 a.m. to 5 p.m.). Estimated annual utilization for billiards in 2023 was 5,386 at Clubhouse 1 and 5,094 at the Performing Arts Center. The Billiards Club currently has 45 members.

During the Clubhouse 1 Renovation Ad Hoc Committee planning process, it was determined that the Billiards Room would be repurposed into a multi-purpose room with no plan for relocating the billiards tables. This plan was approved by the Golden Rain Foundation (GRF) Board as part of the approval of the Clubhouse 1 Renovation project.

### **DISCUSSION**

Upon learning of their pending displacement at Clubhouse 1, the Billiards Club requested that staff find another suitable location due to their group being too large for the Performing Arts Center location only. The Club and staff developed a proposal to consolidate the current two locations into one larger space by utilizing the Clubhouse 1 Art Room.

The Performing Arts Center currently has six tables and Clubhouse 1 has four billiards tables and two Snooker tables. The proposed set up in the Art Room will allow for seven billiards tables and one Snooker table (Attachment 1).

The Art Room is currently used for various rentals and three Saddleback Emeritus classes. The shape of the room is not suitable for many activities due to several posts throughout the room.

Consolidating billiards into one larger room would allow for the following benefits and efficiencies:

- An additional rentable space at the Performing Arts Center will increase revenue;
- Increased operating hours; Clubhouse 1 is open every day from 8 a.m. to 10 p.m. (by Resolution of the GRF Board) whereas the Performing Arts Center is only open Monday through Friday, 8 a.m. to 5 p.m.;
- Clubhouse 1 is the busiest clubhouse with drop-in and reservable space. By not adding an additional reservable space, additional staffing is not needed. The demand for the

five current reservable rooms is already too demanding for one staff member due to constant room setup changeovers.

Most of the activities that utilize the Art Room can be moved to other locations, including the new reservable multi-purpose room that will replace the existing billiards room.

Due to the timing of the Clubhouse 1 renovation and omittance of the billiards tables in the long-term plan, it is requested that the relocation occurs when Clubhouse 1 reopens in estimated early September 2024. In order for this to occur, there are several items that need to be addressed that aren't included in the Clubhouse 1 renovation plan/budget, including moving the billiards tables from the Performing Arts Center, replacement flooring and installation of overhead lights above the billiards tables. Other items such as stools and cue holders may be repurposed from the other locations.

On April 11, 2024, the Community Activities Committee reviewed and recommended the proposed relocation of billiards to the Clubhouse 1 Art Room and recommend the unbudgeted operating expenses associated with relocating the activity.

### **FINANCIAL ANALYSIS**

If billiards is consolidated and moved to the Art Room, it is expected that additional funds will be required to update the room. These costs would be presented as a change order in the Clubhouse 1 renovation project. Changeover specifics include changing the specified new laminate flooring to carpet and installation of additional electrical outlets to support the overhead table lights. These estimates are pending a submittal from the contractor, but the timing of approval to repurpose the room by the GRF Board is pressing so that the change order can be submitted and the work can be completed during the clubhouse closure. Costs savings from switching from laminate flooring to carpeting would cover at least a portion of the additional electrical needed.

Additional expenses are required to have a professional moving company relocate the billiards tables (four from the Performing Arts Center to Clubhouse 1 and three from Clubhouse 1 project storage to the Art Room) and to dispose of five dilapidated tables is estimated at \$1,000. The cost to have a contractor level the remaining tables is approximately \$5,600. Unbudgeted operating expenses will be funded out of the 2024 Recreation operating budget.

Room rental revenue generated from the new rentable space at the Performing Arts Center is estimated to be \$9,000 annually, beginning in 2025, which is comparable to the Clubhouse 5 Multi-Purpose Room.

**Prepared By:** Alison Giglio, Recreation and Special Events Director

**Reviewed By:** Jose Campos, Assistant Financial Services Director  
Catherine Laster, Services Manager

### **ATTACHMENT(S)**

Attachment 1: Proposed Billiards Room Design  
Attachment 2: Resolution 90-24-XX

02/09/2024 – PROPOSED BILLIARD ROOM LAYOUT – CLUBHOUSE ONE



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## **RESOLUTION 90-24-XX**

### **Billiards Relocation to Clubhouse 1 Art Room**

**WHEREAS**, billiards has been offered at various clubhouses throughout Laguna Woods Village, including Clubhouses 1, 5, 6, and the Performing Arts Center and is now consolidated to two locations, Clubhouse 1 and the Performing Arts Center; and

**WHEREAS**, during the Clubhouse 1 Renovation Ad Hoc Committee planning process, it was determined that the Billiards Room would be re-purposed into a multi-purpose room with no plan for relocating the billiards tables which was approved by the Golden Rain Foundation (GRF) Board as part of the approval of the Clubhouse 1 Renovation project; and

**WHEREAS**, consolidating billiards into one larger room would allow for the following benefits and efficiencies:

- An additional rentable space at the Performing Arts Center will increase revenue;
- Increased operating hours; Clubhouse 1 is open every day from 8 a.m. to 10 p.m. (by Resolution of the GRF Board) whereas the Performing Arts Center is only open Monday through Friday, 8 a.m. to 5 p.m.;
- Clubhouse 1 is the busiest clubhouse with drop-in and reservable space. By not adding an additional reservable space, additional staffing is not needed. The demand for the five current reservable rooms is already too demanding for one staff member due to constant room setup changeovers.

**WHEREAS**, on April 11, 2024, the Community Activities Committee reviewed and recommended the proposed relocation of billiards to the Clubhouse 1 Art Room and recommend the unbudgeted operating expenses associated with relocating the activity; and

**NOW THEREFORE BE IT RESOLVED**, May 7, 2024, that the Board of Directors of this Corporation hereby adopts the proposed relocation of billiards to the Clubhouse 1 Art Room and recommend the unbudgeted operating expenses associated with relocating the activity; and

**RESOLVED FURTHER**, that the officers and agents of this corporation are hereby authorized to carry out this resolution as written.

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## **ENDORSEMENT (to Board of Directors)**

### **Dog Licensing and Vaccination Day**

Review and recommend a resolution for exception to the Golden Rain Foundation (GRF) Recreation Policy to allow for commercial use of GRF facilities by the Dog Club for annual dog licensing and vaccination day event for 2025.

A motion was made to update policy and procedures to allow for this event to occur without being an exception.

Motion was withdrawn.

A motion was made to grant this event exception for 2025.

Motion passed unanimously.

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## **STAFF REPORT**

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**DATE:** May 7, 2024  
**FOR:** GRF Board of Directors  
**SUBJECT:** Dog Licensing and Vaccination Day

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### **RECOMMENDATION**

Review and recommend a resolution for exception to the Golden Rain Foundation (GRF) Recreation Policy (Attachment 1) to allow for commercial use of GRF facilities by the Dog Club for annual dog licensing and vaccination day events.

### **BACKGROUND**

The Dog Club was established on July 21, 1969. The club encourages owners of dogs to be better members of the community and promotes interest in and proper care of dogs in the community.

The club hosts an annual dog licensing and vaccination day and serves 125 to 350 dogs each year; licenses are valid for 1 to 3 years. Felines are welcome for needed vaccinations.

The event is coordinated with the City of Laguna Beach's Animal Services Division, under contract with the City of Laguna Woods and Vet Care Pet Clinic to assist with the required ordinances:

1. All dogs are required by state ordinance to have a current rabies vaccine; and
2. All dogs residing in the City of Laguna Woods are required by city ordinance to have a current dog license.

### **DISCUSSION**

This is a valuable service for residents and consistency with process and policy is necessary, requiring approval of an exception by the GRF Board to allow commercial use of a GRF facility.

GRF Recreation Policy prohibits the following:

1. Facilities/rooms may not be used to conduct a business;
2. The club/group/organization may not represent any business or commercial interest or activity and sales of products and/or services are strictly prohibited unless permitted by Recreation as a fundraiser; and
3. No monetary transactions may take place within GRF's facilities.

In prior years the Recreation Department co-hosted the event to allow services to residents within the community. Approval of this exception will allow the Dog Club to exclusively coordinate the event and will assist residents in staying compliant with state, county and city laws/ordinances pertaining to animal control.

The clubhouse is secured in advance each year on the first Thursday of February with club rollovers, ensuring compliance with the City of Laguna Woods deadline of March 1. 2024 event details are included on the Dog Licensing and Vaccination Day flyer (Attachment 2).

On April 11, 2024, the Community Activities Committee reviewed and recommended exception to the Golden Rain Foundation (GRF) Recreation Policy to allow for commercial use of GRF facilities by the Dog Club for annual dog licensing and vaccination day event for 2025.

### **FINANCIAL ANALYSIS**

Recreation co-hosted the event by reserving Clubhouse 1 internally (no charge) and produced flyers/posters (\$76) for event publicity. Should the board approve this exception to policy, the Dog Club would be responsible for all rental and publicity fees going forward.

The next dog licensing and vaccination day will be held on Thursday, February 6, 2025 with a rental rate of \$82.81.

The Dog Club does not receive any revenue from this event.

**Prepared By:** Jennifer Murphy, Recreation Manager

**Reviewed By:** Alison Giglio, Recreation and Special Events Director  
Steve Hormuth, Financial Services Director  
Catherine Laster, Services Manager

### **ATTACHMENT(S)**

Attachment 1: GRF Recreation Policy Excerpt

Attachment 2: 2024 Dog Licensing and Vaccination Day Flyer

Attachment 3: Resolution 90-24-XX

**Golden Rain Foundation  
Recreation and Special Events Department  
Policies and Procedures**

**Use of GRF Recreation Facilities**

**A. All facilities/general**

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

**Clubs/Groups/Organizations**

**A. General**

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

**Room Reservations**

**A. General**

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

**SPONSORED BY THE LAGUNA WOODS DOG CLUB**



# 2024 DOG LICENSING AND VACCINATION DAY

**THURSDAY, FEBRUARY 1 • 11 AM TO 1 PM  
CLUBHOUSE 1 MAIN LOUNGE**

Dog licenses and vaccinations  
will be administered by Vet Services.

For more information,  
call the Laguna Woods Dog Club at 949-228-2462.

For license and vaccination pricing,  
call Vet Services at 800-988-8387.  
A rabies vaccine is \$14 plus \$3 for syringe disposal.

By law, all residents of Laguna Woods Village are  
required to have a current dog license and rabies  
vaccination for January 1 through December 31, 2024. A  
late license fee applies after February 29.



**FOR MORE INFORMATION, CALL THE LAGUNA WOODS DOG CLUB AT 949-228-2462**



## **RESOLUTION 90-24-XX**

### **Dog Licensing and Vaccination Day**

**WHEREAS**, the Dog Club was established on July 21, 1969 which encourages owners of dogs to be better members of the community and promotes interest in and proper care of dogs in the community; and

**WHEREAS**, the club hosts an annual dog licensing and vaccination day and serves 125 to 350 dogs each year; licenses are valid for 1 to 3 years; felines are welcome for needed vaccinations; and

**WHEREAS**, the event is coordinated with the City of Laguna Beach's Animal Services Division, under contract with the City of Laguna Woods and Vet Care Pet Clinic to assist with the required ordinances:

1. All dogs are required by state ordinance to have a current rabies vaccine; and
2. All dogs residing in the City of Laguna Woods are required by city ordinance to have a current dog license; and

**WHEREAS**, in prior years the Recreation Department co-hosted the event to allow services to residents within the community as it is a valuable service; and

**WHEREAS**, On April 11, 2024, the Community Activities Committee reviewed and recommended exception to the Golden Rain Foundation (GRF) Recreation Policy to allow for commercial use of GRF facilities by the Dog Club for annual dog licensing and vaccination day event for 2025;

**NOW THEREFORE BE IT RESOLVED**, May 7, 2024, that the Board of Directors of this Corporation hereby adopts the exception to the Golden Rain Foundation (GRF) Recreation Policy to allow for commercial use of GRF facilities by the Dog Club for annual dog licensing and vaccination day event for 2025; and

**RESOLVED FURTHER**, that the officers and agents of this corporation are hereby authorized to carry out this resolution as written.

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## Treasurer's Report for May 7, 2024 Board Meeting

**Slide 1** – This first chart includes all revenues and expenses including those designated for reserves, including investment income, the transfer facility fees and the GRF reserve portion of the HOA fees.

Through the reporting period of March 31, 2024, GRF had net revenue of \$1.7M, with total revenue of \$13.1M and total expense of \$11.4M. GRF was better than budget by \$524K with total expenses coming in lower than budget by \$681K primarily due to less cable programming costs and materials and supplies than anticipated. This was partially offset by revenue coming in lower than budget by (\$157K) primarily due to lower trust facilities fees as a result of lower resales than anticipated year to date.

**Slide 2** – The next chart displays the Operating Fund activities, which excludes the non-operating revenues, expenses and depreciation. This report shows a favorable variance of \$570K through the reporting period, with expenses better than budget by \$680K, offset by non-assessment revenue worse than budget by (\$110K).

**Slide 3** – This slide shows our most significant Operating Fund variances by category with green bars representing favorable variances to budget, and orange bars representing unfavorable items.

**Favorable.** Overall, we had favorable variances in:

- Cable programming/franchise fees of \$233K due to TV programming contract re-negotiations that assumes a lower number of billable households and will result in savings for the remainder of the year.
- Materials & supplies \$220K primarily due to materials such as computers, sound amplifiers, and pool supplies, not yet needing replacement at the clubhouse. In addition, an over accrual of materials in 2023 in for Maintenance and Construction, General Services, and Mail Room supplies contributed to the variance.
- Employee compensation & related of \$183K due to various vacancies in Landscape Services for various unfilled gardener positions (slight offset in outside services) and in General Services for janitorial positions and an open production coordinator position in the TV Studio.

- Clubhouse rentals and event fee revenue of \$146K due primarily to more event fee and room rental revenue at the Performing Arts Center (PAC) for events such as King of Queen, Jimmy's Buffet, and ABBA FAB tribute bands.

**Unfavorable.** Some offsetting unfavorable variances included:

- Unfavorable variance of (\$191K) resulted in Broadband services revenue primarily due to clients continuing to allocate less dollars to Cable TV advertising and instead towards other digital platforms. In addition, a Sponsorship generating program in Media and Communications that was anticipated to be launched in 2024 but has not yet occurred.

**Slide 4** – This slide shows our sources of revenue other than the assessments, such as fees and rentals. To date, we have received \$2.7M of non-assessment operating revenue, as shown on this pie chart. By category, we can see that our largest revenue is Broadband Services (i.e. internet, set top boxes, ad insertion, and premium channels), followed by Golf Revenue, Clubhouse Rentals & Event Fees, and Merchandise Sales. Other revenue, which includes Class Fees, Additional Occupant Fees, Sponsorship Income, Equestrian Center fees, and RV Storage Fees among others, amount to 15%. These revenues offset costs and help keep assessments down.

**Slide 5** – The chart shows, as usual, our largest operating expense is compensation, followed by cable and programming expenses. Of the \$10.1M, excluding depreciation, these two categories account for 73% of the total Operating expense. Insurance, Professional and Legal, Utilities & Fuel, Outside Services, etc. make up the remaining 27%.

**Slide 6** – The reserve and restricted funds adjusted balances are shown here.

- Starting with the 1st column on the left, reserve funds have a combined ending balance of \$43.7M; restricted fund balances have an ending balance of \$4M. Included in this total are contributions received this year through assessments, trust facilities fees, and investment earnings.
- The 2nd column shows the work in progress of \$9.9M for reserve and \$43K for restricted, reflecting the amounts paid for projects not yet completed.
- The 3rd column represents the resulting “adjusted” fund balances of \$33.8M for reserve and \$3.9M for restricted.

**Slide 7** – We have a slide here to show resale history from 2022-2024. Community-wide sales total 173 through March 31, 2024. Most of these transactions generate the Trust Facilities Fee (transfer fee), used as a source of revenue for our reserves.

**Slide 8** –The listing on this slide gives you an idea where the reserve money is committed. Of the \$28.2M appropriated by the Board for various projects and equipment purchases, the

remaining encumbrances against our reserve funds is \$21.8M, primarily for renovation projects. Restricted funds had total appropriations of \$48K, all remaining for the West Creek Fuel Modification.

**Slide 9** – We compare our “adjusted” fund balances to historical balances for the past five years on this next chart, showing that GRF has averaged \$29.7 million in reserve funds and \$2.9 million in contingency funds.

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# GRF Financial Report

As of March 31, 2024



INCOME STATEMENT (in thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$8,720	\$8,720	\$0
Non-Assessment Revenue	\$4,369	\$4,526	(\$157)
Total Revenue	\$13,089	\$13,246	(\$157)
Total Expense	\$11,436	\$12,117	\$681
Net Revenue/(Expense)	\$1,653	\$1,129	\$524

# GRF Financial Report

As of March 31, 2024

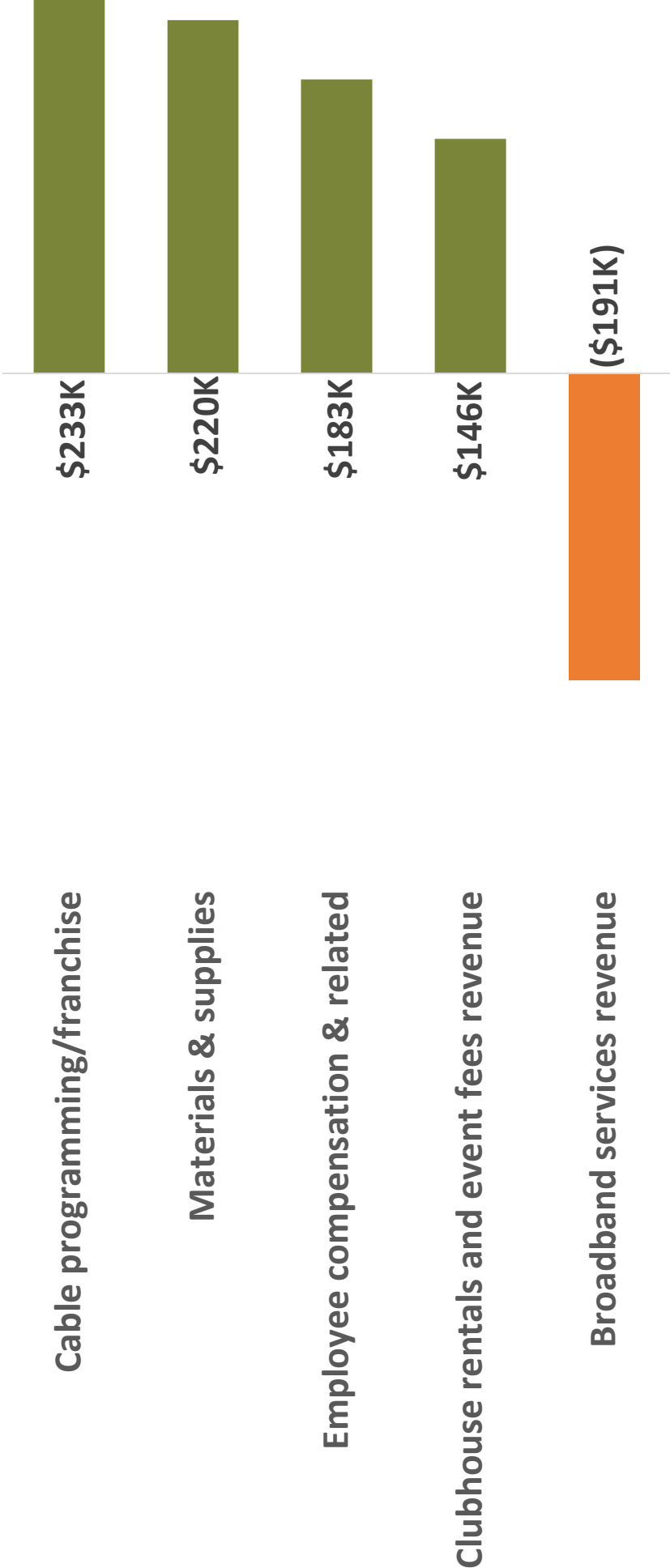


OPERATING ONLY INCOME STATEMENT (in thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$8,070	\$8,070	\$0
Non-Assessment Revenue	\$2,687	\$2,797	(\$110)
Total Revenue	\$10,757	\$10,867	(\$110)
Total Expense <sup>1</sup>	\$10,185	\$10,865	\$680
Operating Surplus/ (Deficit)	\$572	\$2	\$570

1) excludes depreciation

# GRF Financial Report

As of March 31, 2024  
Operating Only



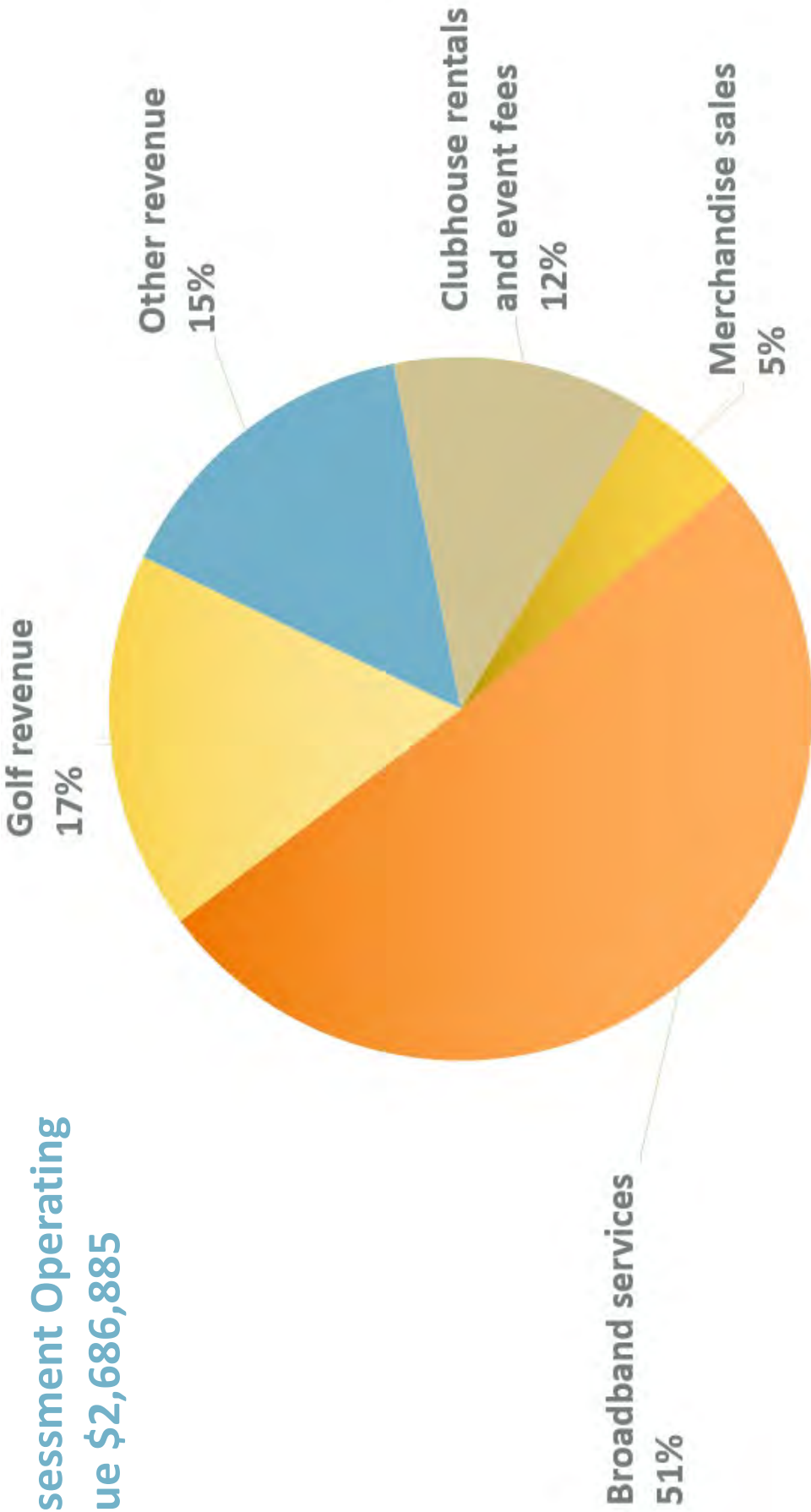
Unfavorable Favorable

# GRF Financial Report

As of March 31, 2024



**Total Non-assessment Operating  
Revenue \$2,686,885**

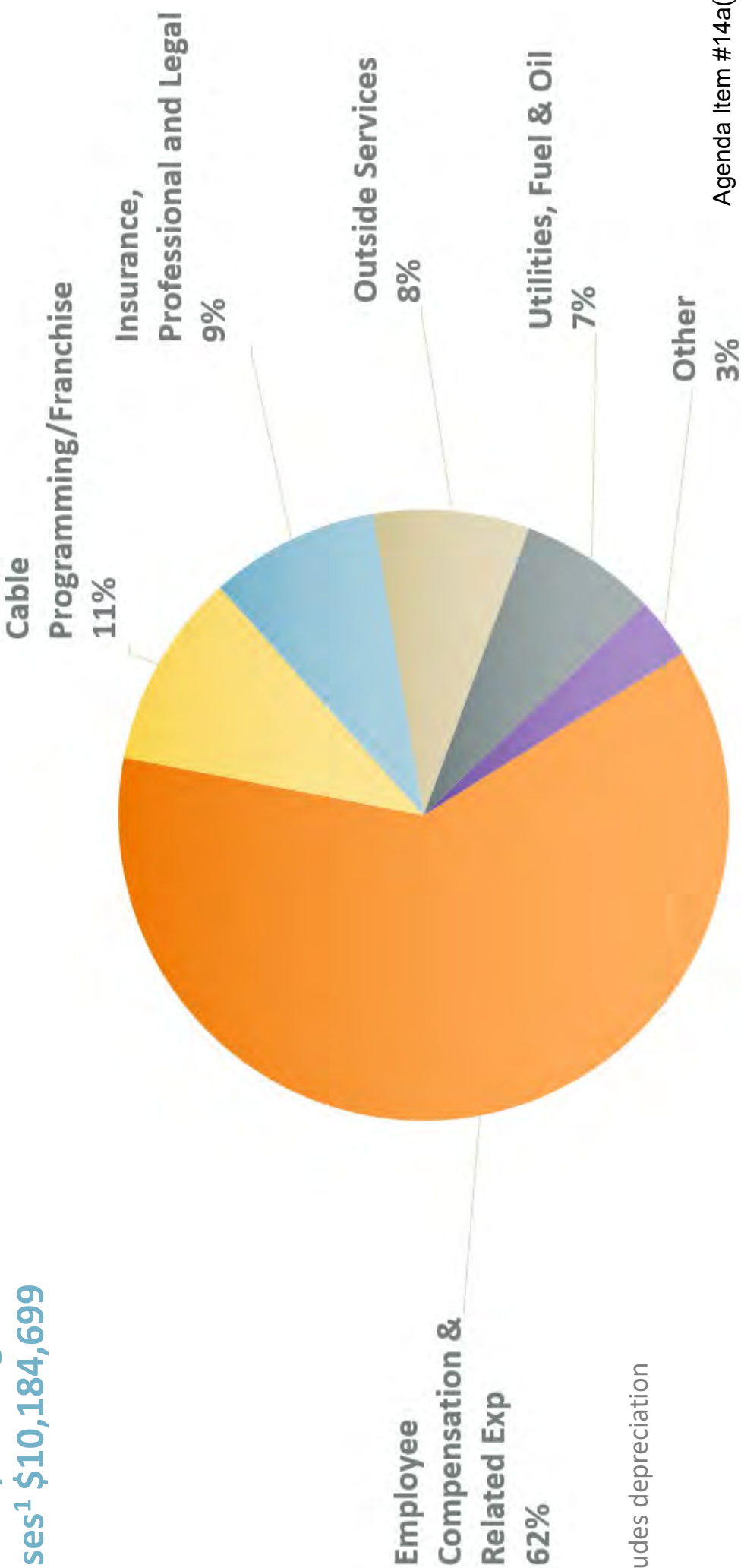


# GRF Financial Report

As of March 31, 2024



**Total Operating Expenses<sup>1</sup> \$10,184,699**



1) excludes depreciation

# GRF Financial Report

As of March 31, 2024



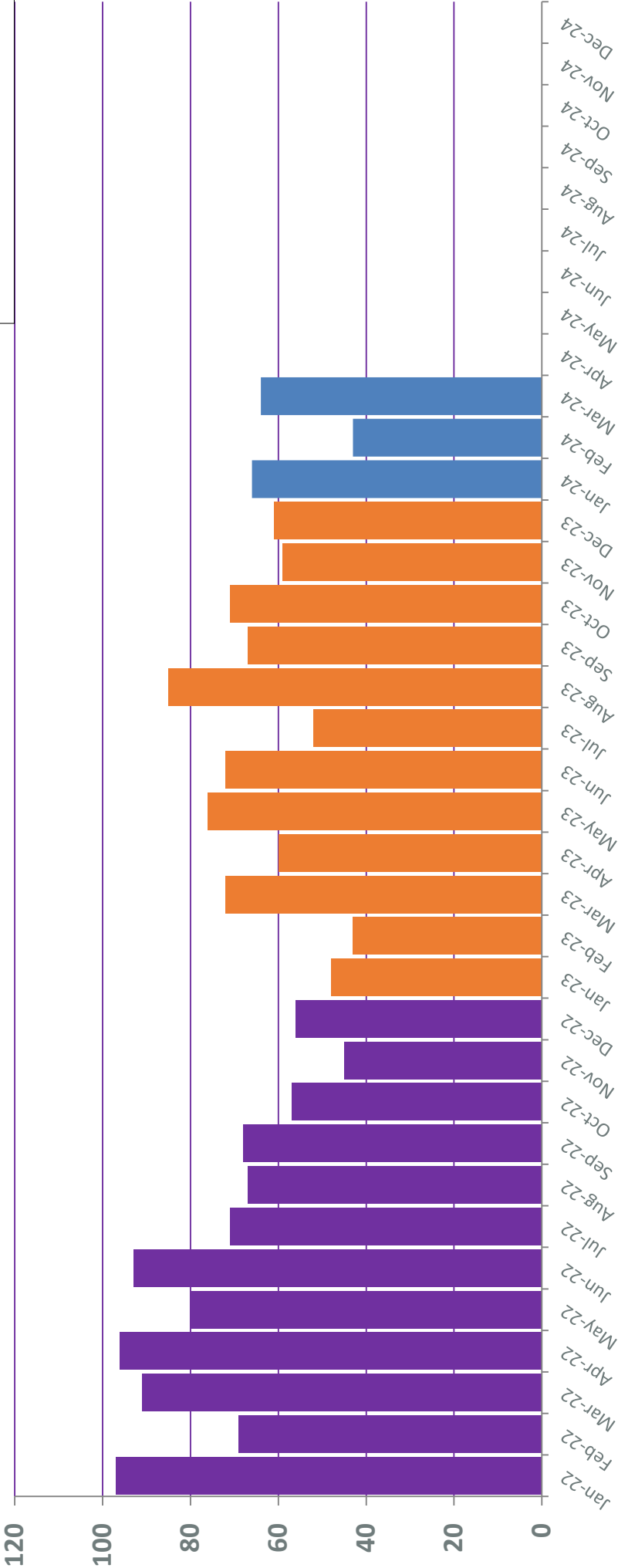
RESERVE FUND BALANCES (in thousands)	ENDING BALANCE	WORK IN PROGRESS	ADJUSTED BALANCES
Equipment Fund	\$7,528	\$6,574	\$954
Facilities Fund	\$19,414	\$3,353	\$16,061
Trust Facilities Fee Fund	\$16,765	\$0	\$16,765
TOTAL	\$43,707	\$9,927	\$33,780
RESTRICTED FUND BALANCES (in thousands)	ENDING BALANCE	WORK IN PROGRESS	ADJUSTED BALANCES
Contingency Fund	\$3,991	\$43	\$3,948

# GRF Financial Report

As of March 31, 2024

Resale History — Consolidated

NO. OF RESALES		AVG. RESALE PRICE
YTD 2022	256	\$367,664
YTD 2023	163	\$379,326
YTD 2024	173	\$436,365



# GRF Financial Report

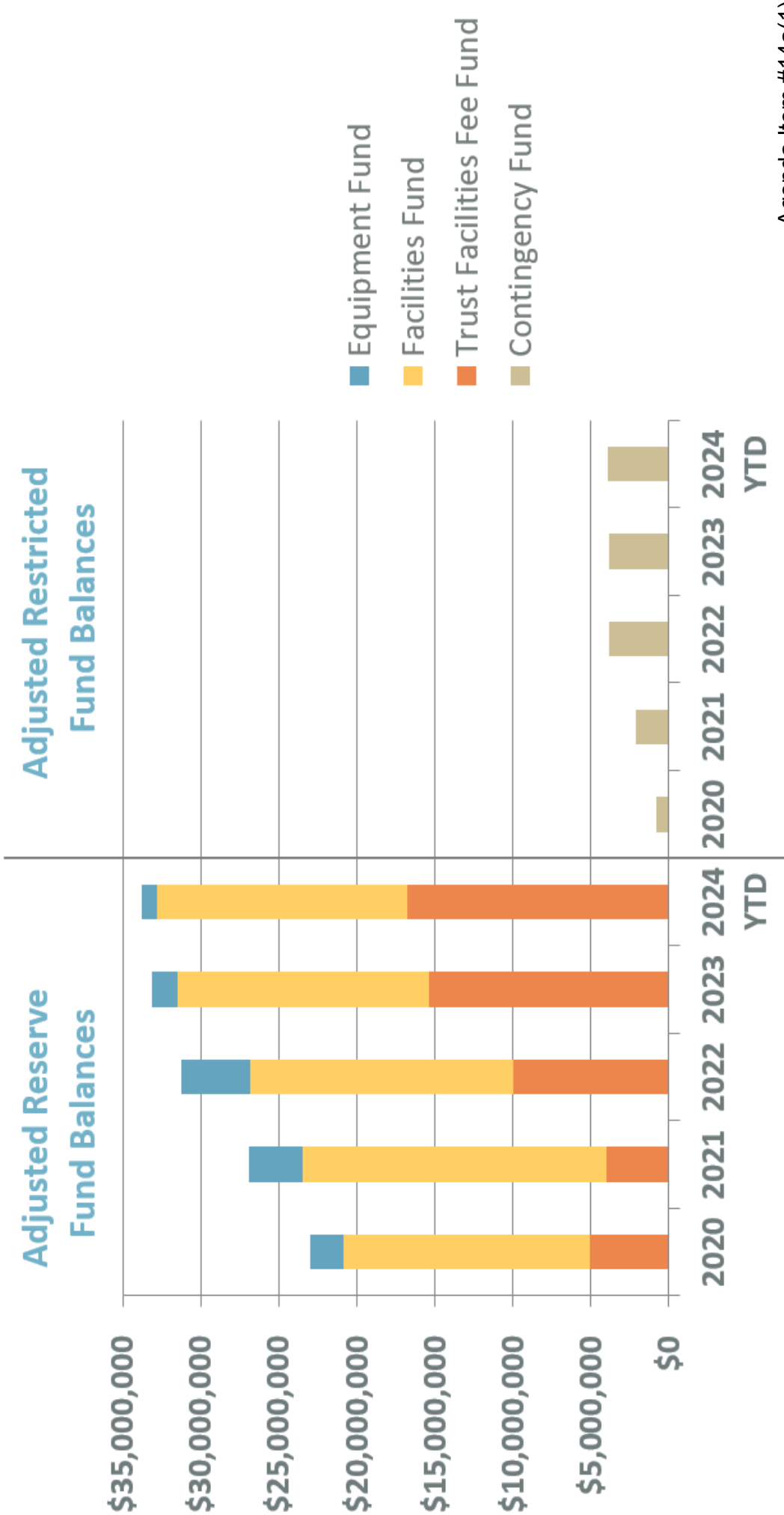
As of March 31, 2024



FUND ENCUMBRANCES (in thousands)				
	RESERVE FUNDS (EQF + FCF)		RESTRICTED FUND (CNF)	
Categories	Total Appropriations	Remaining Encumbrance	Total Appropriations	Remaining Encumbrance
Aquatics & Fitness	254	246	0	0
Broadband	450	437	0	0
Clubhouses	3,101	2,408	0	0
Computers	3,545	2,440	0	0
Equestrian Center	54	54	0	0
Garden Centers	50	50	0	0
Golf Facilities	926	487	0	0
Grounds & Misc	3,891	1,328	0	0
Other Equipment	30	19	0	0
Other GRF Facilities	10,959	10,262	47	47
Paving & Pavers	784	784	0	0
Roofing Projects	48	48	0	0
Security	36	10	0	0
Vehicles	4,116	3,265	0	0
TOTAL	\$28,242	\$21,836	\$47	\$47

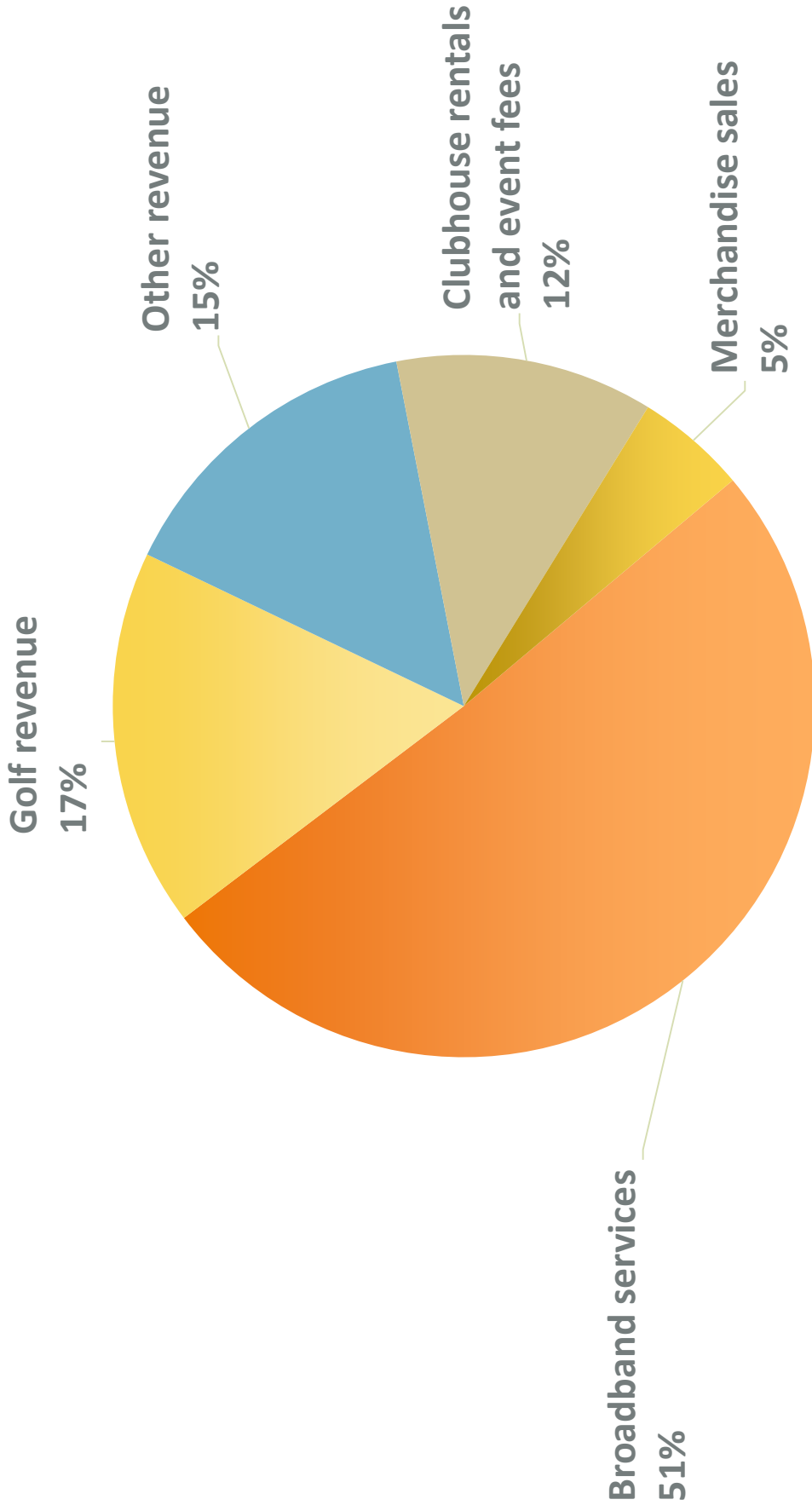
# GRF Financial Report

As of March 31, 2024



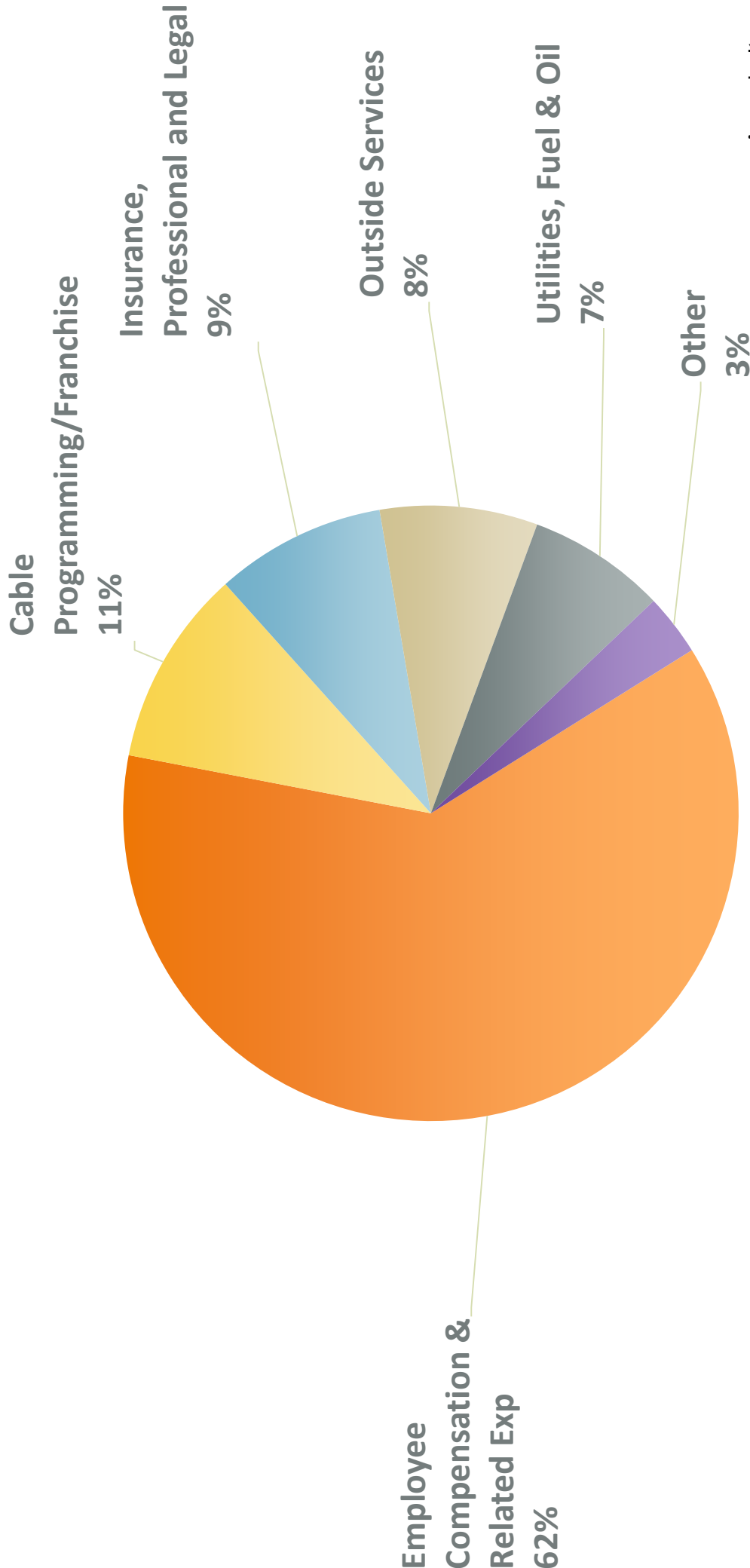
# Financial Report

As of March 31, 2024



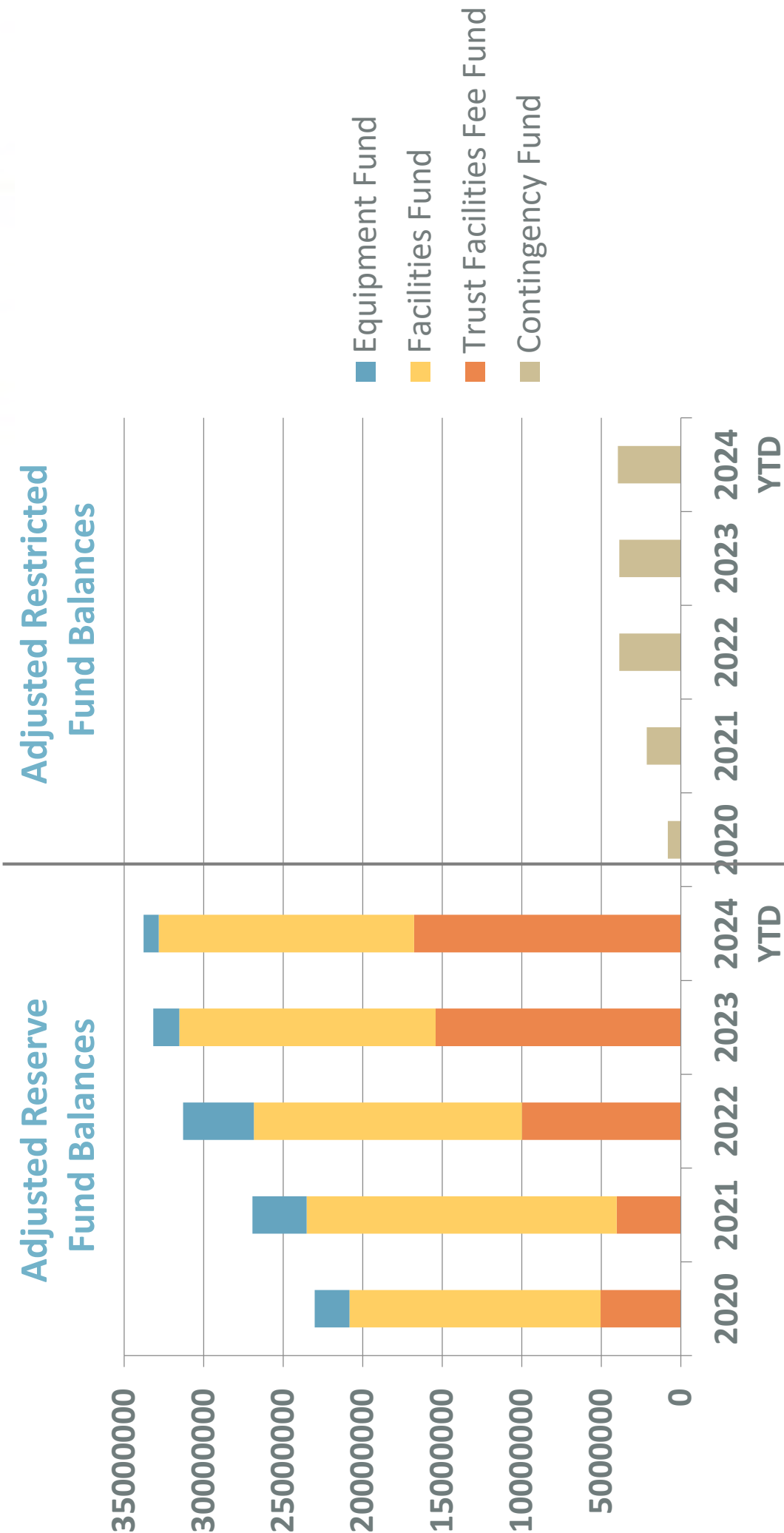
# GRF Financial Report

As of March 31, 2024



# GRF Financial Report

As of March 31, 2024





FINANCE COMMITTEE MEETING  
REPORT OF THE REGULAR OPEN SESSION

Wednesday, April 17, 2024 – 1:30 p.m.  
Hybrid Meeting

**DIRECTORS PRESENT:** William Cowen – Chair, Martin Roza, Andy Ginocchio, Brad Rinehart, Thomas Tuning, Mickie Choi Hoe, Peter Sanborn, Donna Rane-Szostak

**DIRECTORS ABSENT:** Moon Yun, Sue Stephens

**ADVISORS PRESENT:** None.

**STAFF PRESENT:** Steve Hormuth, Jose Campos, Karina Vargas

**OTHERS PRESENT:** GRF - Egon Garthoffner, Juanita Skillman  
United - Ellen Leonard  
Third - David Veeneman

**Call to Order**

GRF Treasurer, William Cowen, chaired the meeting and called to order at 1:30 p.m.

**Acknowledgement of Media**

The meeting was streamed via Granicus and Zoom for members of the community to participate virtually.

**Approval of the Agenda**

A motion was made to approve the agenda as presented. Hearing no objection, the motion to approve the agenda passed unanimously.

**Approval of Meeting Report of February 21, 2024**

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

**Chair's Remarks**

Director Cowen thanked all members who participated in the audit.

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

None.

**Department Head Update**

Steve Hormuth, Director of Financial Services, shared the completion of the KPMG audit resulting in a favorable opinion. The board accepted the audit report into corporate records on April 4, 2024. Members have been encouraged to view the complete audit report on the

Agenda Item #14a(2)

Page 1 of 2

Laguna Woods Village website as they wait to receive a condensed summary of the audited financials by the end of April.

**Preliminary Financial Statements dated March 31, 2024**

Jose Campos, Assistant Director of Finance, presented the financial statements dated March 31, 2024. Questions were addressed and noted by staff.

**Endorsements from Standing Committees**

Security and Community Access Committee- Emergency Radio Equipment Installation. Daniel Lurie, Security Supervisor, presented a staff report recommending approval of a supplemental appropriation for the installation of radio equipment purchased in 2020 in the amount of \$11,250 to include a 10% contingency of \$1,125 for unforeseen costs for a combined total of \$12,375 to be funded using the equipment fund. Director William Cowen made a motion to approve and endorse the recommended, the motion was seconded and passed by unanimous decision.

**Items for Future Agendas:**

RV Fees

Traffic Fees

Golf Fees

**Committee Member Comments**

None.

**Date of Next Meeting**

Wednesday, June 19, 2024 at 1:30 p.m.

**Recess to Closed Session**

The meeting recessed to closed session at 2:30 p.m.

**DRAFT**

---

William Cowen, Chair

## **OPEN MEETING**

### **REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION COMMUNITY ACTIVITIES COMMITTEE**

Thursday, April 11, 2024 – 1:30 p.m.  
Board Room/Virtual Meeting

**MEMBERS PRESENT:** Yvonne Horton, Chair, Cush Bhada, Mark Laws, Andy Ginocchio, Ellen Leonard, Sue Quam, Peter Sanborn, Dennis Boudreau, Elsie Addington

**MEMBERS ABSENT:** Ajit Gidwani

**OTHERS PRESENT:** Juanita Skillman, Joan Milliman

**STAFF PRESENT:** Alison Giglio, Jennifer Murphy, Jackie Chioni, Laura Cooley, Tom McCray, Samantha Kurland, Sabine Bayless

#### **Call to Order**

Chair Horton called the meeting to order at 1:31 p.m.

#### **Acknowledgement of Media**

There was no press present.

#### **Approval of Agenda**

Director Bhada made a motion to approve the agenda. Director Laws seconded.

Motion passed unanimously.

#### **Approval of Committee Report for March 14, 2024**

Director Ginocchio made a motion to approve the report. No second recorded.

Motion passed unanimously.

#### **Chair's Remarks**

Chair Horton stated the Library is one of the busiest amenities and it would be a sad mistake if closed.

## Report of the Recreation and Special Events Director

Ms. Giglio reported the following Recreation Department highlights: Pool 2 will reopen on April 17; Pool 6 will close until the regularly schedule summer schedule beginning Memorial Day weekend; the Clubhouse 5 St. Patrick's Day buffet reported the largest attendance for this dinner at 208 attendees; although lower attendance than usual due to rain, the Health and Wellness Expo on March 23 brought in over 500 attendees with 25 different sponsors generating almost \$19k in sponsorship money; the Easter Buffet had 212 attendees; approximately 500 people attended the Village Bazaar on April 6 with 34 resident vendors selling their treasures; significant plumbing repairs to the Clubhouse 6 kitchen and bathrooms were completed; stall painting and safety matting projects have begun at the Equestrian Center; a 17-year-old gelding will be purchased in April for Equestrian lessons which accounts for one of two horses that will be replaced to keep the lesson program operational; Fitness continues to average 400+ users during the week and approximately 250 users on the weekends; badminton and volleyball have been using a tennis court during the closure of Clubhouse 1; Library volunteers worked 854 hours in March supporting 2,314 residents; the honor system paperbacks, puzzles and use of the reading area remain very popular with Library patrons.

Ms. Giglio reported the following regarding the Clubhouse 1 renovation project: the project is going well with users and clubs still settling into their new locations; please note the area is closed to residents and security will be called if a resident is found within the gates; the water is off at the facility while they do demolition in the restrooms which has impacted the bocce court sink; a one guest only policy, at all times, for pickleball and the fitness center has been initiated to accommodate additional users; staff is working to find options for volleyball play;

Ms. Giglio reported the following GRF Board update: an appeal was made to consider the exception to continue offering the Champagne Pops series at the Performing Arts Center for one more year in 2025 and after review, the GRF Board approved the exception to policy for 2025 only; the Fitness television schedule changes were approved and is now on 28-day notification.

Ms. Murphy stated the following upcoming events: a Huey Lewis and the News tribute band, the Heart of Rock N Roll, will be at the Performing Arts Center on April 20 at 7:30 p.m.; an AARP course refresher will be hosted at Clubhouse 2 on April 20, 8:30 a.m. to 1 p.m.; the Club Expo will be hosted at Clubhouse 5 on April 30, 10 a.m. to 1 p.m.; Clubhouse 2 will host the Kentucky Derby on May 4 at 2 p.m.; tickets for the Mother's Day buffet are on sale today which will be hosted on May 12 at Clubhouse 5 at 1 p.m.; the free Monday movie at the Performing Arts Center on May 20 will be *Flags of our Fathers* with showtimes at 2 and 7 p.m.; the Performing Arts Center will host Yachty by Nature on June 6 at 6:30 p.m.

Mr. McCray reported the following: the golf course in great shape as the first week of aerification has begun with course 2 undergoing this process next week; the driving range project is growing grass after the dormant months; a green expansion on course 1 will be completed by in-house staff; the Garden Center staff change will allow for reassessment of outsourced maintenance management.

Discussion ensued.

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

Members were called to speak on the following: replacement of archery range flooring; music club offerings and request for a dedicated space; importance of the Laguna Woods Village Library; please attend the Club Expo on April 30; formal invitation for committee members to participate in the Men's Golf Club tournament and/or dinner on May 18 and ways to be involved through donations.

### **CONSENT**

Director Bhada made a motion to approve the consent calendar. Director Laws seconded.

Motion passed unanimously.

### **REPORTS**

None.

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

**Review of Community Activities Committee Charter** –Director Laws made a motion to recommend the revised Community Activities Committee Charter. No second recorded.

Motion passed unanimously.

**Billiards Relocation to Clubhouse 1 Art Room** - Director Ginocchio made a motion to recommend the proposed relocation of billiards to the Clubhouse 1 Art Room and recommend the unbudgeted operating expenses associated with relocating the activity. Director Bhada seconded.

Ms. Giglio stated the staff report.

Discussion ensued.

Members were called to speak regarding in favor of the proposal.

Motion passed unanimously.

**Dog Licensing and Vaccination Day** – Director Laws made a motion to update policy and procedures to allow for this event to occur without being an exception. Director Leonard seconded.

Ms. Murphy stated the staff report.

Discussion ensued.

Members were called to speak regarding in favor of this program.

Motion was withdrawn.

Director Laws made a motion to grant this event exception for 2025. Seconder stands.

Motion passed unanimously.

**Donation of \$1,000 for Installation of a New 30 Amp 2 pole breaker at Clubhouse 4 Woodshop** – Director Laws made a motion to deny the donation of \$1,000 for installation of a new 30 Amp 2 pole breaker at Clubhouse 4 Woodshop. Director Sanborn seconded.

Ms. Giglio stated the staff report.

Discussion ensued.

Director Quam amended the motion to accept the donation of \$1,000 for installation of a new 30 Amp 2 pole breaker at Clubhouse 4 Woodshop. Director Leonard seconded.

Discussion ensued.

Motion passed 6-1. Director Laws opposed.

### **ITEMS FOR FUTURE AGENDAS**

**Reservation System Review** – Staff was directed to keep this item under Items for Future Agendas.

**Recreation Policy Review** – Staff was directed to keep this item under Items for Future Agendas.

**Aquadettes Show** – Staff was directed to keep this item under Items for Future Agendas.

**Review of Tennis Center Operating Rules** - Staff was directed to keep this item under Items for Future Agendas.

## **CONCLUDING BUSINESS**

### **Committee Member Comments**

Director Ginocchio stated a spirit of cooperation was witnessed today as change is evitable. He applauds the billiards group and over time adjustments to balance offerings will require more cooperation and representation to include musicians, theatrical groups and all clubs. Advisor Boudreau stated a review of all annual exceptions is necessary to be done at one time instead of individually and could be included in one list. Advisor Addington stated annual exception review process is a good idea, but each year should be reviewed carefully as renewals are not guaranteed.

### **Date of Next Meeting**

The next regular meeting of the GRF Community Activities Committee will be held both in the board room and virtually via the Zoom platform at 1:30 p.m. on Thursday, May 9, 2024.

### **Adjournment**

There being no further business, the Chair adjourned the meeting at 3:17 p.m.

\_\_\_\_*Yvonne Horton*\_\_\_\_

Yvonne Horton, Chair

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**OPEN MEETING**

**REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION  
LANDSCAPE COMMITTEE  
WEDNESDAY, February 14, 2024 – 2:00 P.M.  
BOARD ROOM / VIRTUAL MEETING  
Laguna Woods Village Community Center  
24351 El Toro Road**

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair – Juanita Skillman, Ira Lewis, S.K. Park, Sue Quam, Glenn Miller, Anthony Liberatore, Yvonne Horton

**COMMITTEE MEMBERS ABSENT:** Cush Bhada

**OTHERS PRESENT:**

**ADVISORS PRESENT:** Donna Rane-Szostak

**STAFF PRESENT:** Kurt Wiemann, Megan Feliz

**1. Call Meeting to Order**

Chair Skillman called the meeting to order at 2 p.m.

**2. Acknowledgment of Media**

No formal press was present.

**3. Approval of the Agenda**

Director Lewis made the motion to approve the agenda. Director Park seconded the motion. The agenda was approved without objections.

**4. Approval of the Meeting Report for November 8, 2023**

Director Park made the motion to approve the agenda. Director Lewis seconded the motion. The report was approved without objections.

**5. Chair Remarks**

Chair Skillman stated that Chair Bhada is still out of town, and she will be chairing this meeting. Director Skillman shared information about AB 1572 and the spotlight article in the El Toro Water District Newsletter Laguna Woods Village received.

## **6. Department Head Update**

Mr. Wiemann provided an update on the completion of the Monkey Puzzle Tree trimming project. While the crews were in the area working they removed some dead wood off the 200-year-old Sycamore tree.

### **6a. Charging Station Update**

An update was provided letting everyone know the project is moving along, albeit slowly. They are currently waiting on the plans to be approved with the city. The landscape department have been testing the batteries life in the field.

### **6b. Sprinkler Update**

Mr. Wiemann notified everyone the new irrigation system is fully functional, and they are working with ETWD on the final rebates.

### **6c. Clubhouse 1**

Clubhouse 1 is going under renovation starting in March. Mr. Wiemann informed the committee that all landscape was removed from the area. This was done so the plants do not get trampled and ruined. The area will be gated in, so there is no way to tend to the plants during the construction. Once, the renovations are complete the staff will come in and renovate the landscaping.

## **Items for Discussion and Consideration**

### **7. Aliso Creek Update**

Mr. Wiemann gave an informative update on the Aliso Creek clean up. They removed some willows and cattails that were impeding the flow of the creek. He informed the committee they are estimating only needing to perform a major cleanup in the creek three times each year, due to the diligent work that has been done recently.

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

One member voiced concern about the horse trails and the need for plant replacement along them.

### **9. Response to Members Comments**

Mr. Wiemann responded to the member comment.

## **Concluding Business:**

### **10. Committee Member Comments**

Several comments were made.

### **11. Date of Next Meeting – Wednesday, May 8, 2024 at 1:30 p.m.**

### **12. Adjourned at 2:20 p.m.**

Juanita Skillman, Chair

Cush Bhada, Chair  
Kurt Wiemann, Staff Officer  
Telephone: 949-268-2565

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**OPEN MEETING**

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

**Wednesday, April 10, 2024 – 9:30 a.m.  
24351 El Toro Road, Laguna Woods, CA 92637  
Board Room and Virtual with Zoom**

**REPORT**

**MEMBERS PRESENT:** Yvonne Horton – Chair, Gan Mukhopadhyay, Brad Rinehart, SK Park, Alison Bok, Pearl Lee, Sue Stephens

**OTHERS PRESENT:** **GRF:** Egon Garthoffner  
**Advisor:** Bill Walsh

**STAFF PRESENT:** Guy West – Staff Officer & Projects Division Manager, Bart Mejia – Maintenance & Construction Assistant Director, Heather Ziemba – Projects Administrative Coordinator

**1. Call to Order**

Chair Horton called the meeting to order at 9:31 a.m.

**2. Acknowledgement of Media**

Chair Horton noted that no media was present.

**3. Approval of the Agenda**

The agenda was approved as written.

**4. Approval of Meeting Report from February 14, 2024**

Hearing no objection, the meeting minutes were approved by unanimous consent.

**5. Chair's Remarks**

None.

## **6. Department Head Update**

None

## **7. Member Comments**

A member commented on the shades and beams in the shuffleboard room at Clubhouse 1.

### 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.*

The consent calendar was approved unanimously.

## **8. Project Log**

## **9. ChargePoint Summary**

### Items for Discussion and Consideration:

## **10. PAC Restrooms Interior Design Presentation**

Mr. West introduced a representative from 27 Diamonds who presented the interior design draft for the PAC restrooms. The committee agreed to recess before the end of the meeting to evaluate the samples of selected materials from the design.

## **11. Clubhouse 1 Update**

Mr. West provided an update of the Clubhouse 1 project with photos and answered questions from the committee.

## **12. Welding Shop Update**

Mr. West provided an update of the Welding Shop project with photos and answered questions from the committee.

## **13. Energy Audit Update**

Mr. Mejia gave an overview of the ongoing energy survey project. A formal presentation will be made at a future meeting once the final report is received.

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

- EMS Status Update
- MelRok Energy Management System

Concluding Business:

**14. Committee Member Comments**

- Chair Horton commented on the Clubhouse 7 sound system project.
- Director Garthoffner commented on electric vehicle charging usage at the Community Center.
- Director Mukhopadhyay commented on the progress of the Clubhouse 1 progress.
- Advisor Walsh advised the committee of the Earth Day event in the Village.

At this time, the committee recessed to review design samples. Staff was directed to proceed with the design with the change that the men's and women's restrooms are to both incorporate the beige palette.

**15. Date of Next Meeting:** Wednesday, June 12, 2024 at 9:30 a.m.

**16. Recess**

The meeting was recessed to closed session at 10:30 a.m.

*DRAFT*

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Yvonne Horton, Chair

Golden Rain Foundation  
Maintenance & Construction Committee  
Regular Open Session  
April 10, 2024  
Page 4 of 4

Yvonne Horton, Chair  
Guy West, Staff Officer  
Telephone: 949-597-4625



**OPEN MEETING**

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

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

**Report**

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

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

**OTHERS PRESENT:** **GRF:** Egon Garthoffner, Juanita Skillman  
**United:** Maggie Blackwell, Sue Quam  
**Third:** Cris Prince

**STAFF PRESENT:** Manuel Gomez – Maintenance & Construction Director, Ian Barnette – Maintenance & Construction Assistant Director, Eric Nuñez – Director of Security, Alison Giglio - Recreation and Special Events Director, Jennifer Murphy – Recreation Manager, Laurie Chavarria - Senior Management Analyst, Sandra Spencer – Department Administrative Assistant, Megan Feliz – Landscape Division Administrative Assistant

**1. Call Meeting to Order**

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

**2. Approval of the Agenda**

Director Stephens requested a change in the order of presentations under item 9. Hearing no objection, the agenda was approved as amended.

**3. Approval of the Meeting Report from March 20, 2024**

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

**4. Remarks of the Chair**

Chair Hopkins commented on the importance of resolving the space planning issues associated with the closure of Building E. The committee members were asked to keep their presentation to under 15 minutes so that all presentations could be heard and enough time would be available for discussion. Chair Hopkins also commented that not all proposed solutions will go forward to the next meeting at which time one will be selected for presentation to the GRF board and then to the corporate members.

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

None.

**6. Response to Member Comments**

None.

**7. Department Head Update**

Mr. Gomez commented that the meeting was being broadcast on Granicus and Zoom and that overflow seating was available in the Elm Room, if needed.

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

None.

**9. Items for Discussion and Consideration**

**a. Committee Presentations**

- i. Alison Bok – Director Bok yielded her time to Directors Carlson and Ginocchio
- ii. Nancy Carlson/Andy Ginocchio – Directors Carlson and Ginocchio presented their proposed solutions.
- iii. Tom Tuning – Director Tuning presented his proposed solutions.
- iv. Sue Stephens – Director Stephens presented her proposed solutions.
- v. Jim Hopkins – Director Hopkins presented his proposed solutions.

**b. Committee Questions/Discussion**

The merits of the proposed solutions were discussion amongst the committee members.

c. Member Input/Comments (2 minutes each)

Approximately 20 members commented on the proposed solutions presented by the committee members.

Director Park made a motion to forward three options to staff for further study and cost/time estimates which would be voted on at the next meeting of the committee; including only one of the suggested options presented by Directors Carlson and Ginocchio. Director Bok seconded the motion. The motion failed by a vote of 1/8/0.

With no further motions on the floor, the committee concurred to continue the discussion of options at the next meeting scheduled for May 1, 2024.

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


a. Selection of Preferred Options

**11. Committee Member Comments**

The directors further commented on the history of the topic, the process, and proposed solutions.

**12. Date of Next Meeting:** Clubhouse 5, Wednesday, May 1, 2024 at 12:30 p.m.

**13. Adjournment:** The meeting was adjourned at 4:25 p.m.



James Hopkins, Chair

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

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**OPEN MEETING**

**REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION  
MEDIA AND COMMUNICATIONS COMMITTEE**

**Monday, April 15, 2024 – 3:30 p.m.  
Board Room / Virtual Hybrid Meeting**

**REPORT**

**Members Present:** Chair Joan Milliman; Directors Maggie Blackwell, James Cook, Cris Prince, Donna Rane-Szostak, Peter Sanborn, Juanita Skillman, Georgiana Willis; Advisors Catherine Brians, Theresa Frost, Tom Nash, Carmen Pacella, Lucy Parker

**Members Absent:** None

**Others Present:** Richard Rader

**Staff Present:** Jennings Lai, Catherine Laster, Susan Logan-McCracken, Ellyce Rothrock

**1. Call to Order**

The meeting was called to order at 3:38 p.m., and a quorum was established by Chair Milliman.

**2. Acknowledgement of Media**

None present.

**3. Approval of Agenda**

Approved by unanimous consent.

During the Media and Communications report, Director Skillman found a typo in the Workflow Report, March 2024, on page 9 of 12 of agenda item 7. The Disaster Preparedness Task Force was wrongly abbreviated as PDTF. The agenda will be corrected.

**4. Approval of Report for January 15, 2024**

Approved by unanimous consent.

## **5. Chair's Remarks**

Chair Milliman welcomed the committee and introduced new member, Director Rane-Szostak.

## **6. Member Comments**

There were no member comments.

## **Items for Discussion**

## **7. Media and Communications Report – Ellyce Rothrock**

Ms. Rothrock called attention to the jobs tracked, resident subscribers added, documents handled and the number of news articles posted to the website in the last three months. She also highlighted from the Media and Communications Activities Report the various ways the Media and Communications Division communicates with Village residents, including, but not limited to:

- The Village Breeze
- “What’s Up in the Village” weekly email blast
- Weekly press releases sent to the Globe
- Digital newsletters from the GRF, Third Mutual and United Mutual boards of directors
- Targeted emails for Recreation and Community Services

Ms. Rothrock touched upon key messaging that was sent out in addition to regular event updates from Recreation, the Performing Arts Center and the boards.

Ms. Rothrock informed the committee that the new Community Tour Experience video, which replaced the in-person docent tours, is live on the website homepage and ready for viewing. Supplemental open houses with a Q&A session for new and prospective residents is in the planning stage. All new resident orientation tasking has been reabsorbed into the Media and Communications Division.

Ms. Rothrock brought attention to the new Connections & Pathways flyer, designed for print and digital use, which highlights how residents can contact VMS and the boards of directors.

Director Skillman asked for GRF board members to be invited back to speak at new resident orientation events and future open houses.

Mr. Rader commended staff for doing a great job in creating the Connections & Pathways flyer. Chair Milliman emphasized the importance of sharing this flyer with all board members and residents.

## **8. Website Update – Ellyce Rothrock**

Chair Milliman informed the committee that the Website Ad Hoc Committee would be absorbed into the Media and Communications Committee.

Ms. Rothrock updated the committee on discovery phase meetings between the contractor and staff, which have included discussions on creative strategy, user experience, design, navigation, goals and objectives, brand strategy and positioning, information architecture (site map), unified events calendar, wireframing, resident and staff interviews and usability testing. She noted that Google Analytics admin access was given to the contractor in order to view trends on our site pages. The first set of wireframes have been approved. A robust search function and document storage are being discussed as well.

Carmen Pacella dropped off the Zoom call at 4:13 p.m.

Media and Communications Committee meetings will be calendared and coordinated with the vendor.

## **9. Review of Revised Committee Charter – Joan Milliman**

Chair Milliman read the revised charter, noting edits were made according to feedback from the previous committee meeting. Discussion ensued.

Chair Milliman read the charter and stated which phrases and paragraphs should be stricken. Discussion ensued.

Advisor Parker asked whether there was a liaison between the Broadband and Media and Communications divisions and whether Media and Communications created content for Broadband. Ms. Rothrock clarified that the content Media and Communications provides for TV6 includes the message board and PowerPoint presentation decks to accompany “This Day” appearances by directors, staff and outside entities.

Director Blackwell recommended all board members presenting on Village Television should always review their comments with their respective board presidents so as not to make personal statements.

Advisor Parker recommended wording changes to clarify responsibilities in the charter. Discussion ensued. Committee’s areas of concern will be removed from the charter.

Chair Milliman stated the new charter will be reviewed by the GRF board in May.

Mr. Rader said Paul Ortiz gave a lot of useful information at these committees, and he would still like to see the information Mr. Ortiz had been sharing. Chair Milliman said this will be the purview of the Broadband committee that has yet to be formed.

## **Items for Future Agendas**

None

## **Concluding Business**

### **Committee Member Comments**

Advisor Brians confirmed the next meeting would take place at the regularly scheduled time.

Advisor Parker and Director Willis commended the meeting.

Director Blackwell noted that she liked the new ideas and the Community Tour Experience video on the website.

Director Skillman attended the Employee Excellence Awards and wanted to thank and recognize the present employees for their excellent participation.

Director Cook, Director Prince and Ms. Lai had no comment.

Director Rane-Szostak thanked everyone for the opportunity to be on this important committee.

Advisor Nash commented that the Video Club has a disclaimer at the beginning and end of videos, "opinions expressed are those of the participants and not of the club or GRF." This establishes responsibility.

Advisor Frost stated she is happy to be back and likes what she's hearing about the committee's scope and discussion.

Ms. Rothrock thanked everyone for being there and providing feedback.

Ms. McCracken thanked everyone as well.

Chair Milliman thanked Susan for keeping up with the additions and corrections to the charter. She also thanked everyone for a good meeting.

**Date of Next Meeting – Monday, July 15, 2024, at 1:30 p.m.**

### **Adjournment**

Chair Milliman adjourned the meeting at 5 p.m.

  
Joan Milliman, Chair  
Media and Communications Committee

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

**Wednesday, February 7, 2023 – 1:30 p.m.**  
**Laguna Woods Village Community Center Board Room**  
**24351 El Toro Road, Laguna Woods, CA 92637**

**MEMBERS PRESENT:** Juanita Skillman (Acting Chair), Ryna Rothberg, Alison Bok, Nancy Carlson, SK Park, Moon Yun, Sue Stephens, Elsie Addington (Advisor), Vashti Williams (Advisor)

**OTHERS PRESENT:** Ellen Leonard (United)

**STAFF PRESENT:** Robert Carroll, Angelo Ocampo, Erik Nunez, Francisco Perez, Sandra Spencer

**1. Call to Order**

Co-Chair Skillman called the meeting to order at 1:30 p.m.

**2. Acknowledgment of Media**

None present.

**3. Approval of the Agenda**

Hearing no objections, the agenda was approved by unanimous consent.

**4. Approval of Meeting Report for November 6, 2023**

The meeting report for November 6, 2023, was unanimously approved as written.

**5. Chair's Remarks**

Director Skillman commented that Director Rothberg requested that Director Skillman be the Co-Chair of the committee, effective immediately, and to chair this meeting specifically. Director Skillman requested review of the charter for Mobility and Vehicles Committee be included at the May meeting of the committee.

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

- A member commented on the Senior Mobility Program provided by the City of Laguna Woods.

**7. Response to Member Comments**

- Director Yun commented that he believes the Senior Mobility Program is a good program to use.

- Director Carlson commented on the habits of using the available transportation options.
- Director Park commented on the routes.
- Advisor Williams commented on the bus routes and how convenient it is for the residents.

## **8. Director's Report**

Mr. Carroll provided the committee with an overview of the Laguna Woods Village transportation ridership for the Fixed-Route, Journey, and BOOST transportation programs.

Mr. Carroll provided information on ridership numbers for the Destination Shopping program. He also commented on Transportation updates, including new meeting schedules and targeted areas to increase awareness.

Staff also provided a map of Laguna Woods Transportation boundaries.

- Staff provided a list of GRF vehicles and specialty equipment units.
- Staff provided an update on where the transportation hub will temporarily operate.
- Director Bok requested a report detailing the cost of each program for 2024.
- Director Carlson requested a description of the titles on the graphs.
- Advisor Williams commented on the differences between each program.

## **Items for Discussion**

### **9. 2024 Vehicle CIP – Security Vehicles Specification**

Director Rothberg joined the meeting at 2:15 p.m.

- Director Bok made a motion to approve the security vehicles specification. Director Carlson seconded the motion. A discussion followed.
- Director Carlson commented on the addition of new security vehicles.
- Mr. Nunez commented on the utilization of the vehicles per employee and the factors involved in determining how many vehicles were needed to fully equip the Department.
- Director Skillman made a motion to approve the specifications of the security vehicles. The motion was seconded and the motion failed by a vote of 3/4/0.

- After further discussion, Director Carlson suggested the committee reconsider the vote and another vote was taken. Director Carlson moved the motion Director Bok seconded the motion and passed by a vote 5/2/0.

**10. 2024 Vehicle CIP – Transportation Bus Specification**

- Director Carlson made a motion to approve the transportation bus specifications. Director Rothberg seconded the motion and the motion passed by a vote of 5/2/0.

**Items for Future Agendas:**

- Review of the GRF Mobility and Vehicles Committee Charter

**Concluding Business:**

**Committee Member Comments - None**

**Date of Next Meeting – Wednesday, May 1, 2024, at 1:30 p.m.**

**Adjournment -** The meeting was adjourned at 3:32 p.m.

  
GRF Mobility and Vehicles Committee Meeting  
February 7, 2024 15:57:00

Juanita Skillman  
Co-Chair

Ryna Rothberg, Co-Chair  
Juanita Skillman, Co-Chair  
Robert Carroll, Staff Officer  
Telephone: 949-597-4242

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

The Hybrid Model Meeting of the Security and Community Access Committee was held on Wednesday, February 28, at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California.

**MEMBERS PRESENT:** Chair: Juanita Skillman, Maggie Blackwell, SK Park, Sue Stephens, Martin Roza, Nancy Carlson, Reza Karimi

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Richard Raider- Via Zoom

**STAFF PRESENT:** Eric Nuñez, Alycia Magnuson, Carmen Aguilar, Daniel Lurie, Tom Siviglia  
Pamela Bashline, Jeff Spies, Patricia Kruzet, Alison Giglio

**1. CALL TO ORDER**

Juanita Skillman, Chair, called the meeting to order at 1:32 p.m.

**2. ACKNOWLEDGEMENT OF PRESS**

Media via Zoom intermittent connection.

**3. APPROVAL OF AGENDA**

By way of consensus, the Committee approved the agenda.

**4. APPROVAL OF MEETING REPORT**

By way of consensus, the Committee approved the June 28, 2023, meeting report.

**5. CHAIRMAN'S REMARKS**

Chair Skillman shared expectations of respect and order from audience and members for today's SCAC meeting for all to participate moving. Chair called for a workshop to review Traffic Rules and Regulations to modify and consolidate across for all the mutual's.

**6. MEMBER COMMENTS (items not on the agenda)**

Members made comments on items not on agenda.

- Agenda Item 12. Review Rules and Regulations Attending per Mutual Director Skillman proposed a closed workshop on Traffic Rules.
- Traffic rules need to be uniform across the boards it will be addressed at the next SCAC meeting on April 24, 2024.
- An entry lane at gate 5 is currently under repair due to a crack in the asphalt. The repair is taking a little longer than expected. Unfortunately, there is no ETA. Cones

are on site providing guidance.

- Director Skillman made mentioned of the Flashing Stop Signs, some signs are flashing intermittently while others are completely off. STATS are being requested prior installation of the flashing stop signs.
- This information is currently unavailable due to the log system our dispatch department uses. The logs have to be manually corrected and updated in order to run a Power Query to have accurate information imported and run the STATS. At the next SCAC meeting April 24, 2024 an estimate time of completion will be given.

## **REPORTS:**

### **7. Disaster Preparedness Task Force Report**

- On March 15, 2024 from 10AM-1PM Clubhouse three will be hosting Disaster Preparedness and Sheltering in Place event. This event will cover disaster supply kit, where to find/buy supplies and Digital Emergency Preparedness presentation given by Annie Wright. Registration is suggested however, all are welcome to attend. The information is well distributed and publicized throughout the community:
- Media TV6
- Community Center
- All Gate Houses
- 5 Clubhouses that have the slots for flyers
- Laguna Woods Village Website

### **8. SECURITY STATISTICS**

Staff Nuñez noted there are only six spaces on the waiting list due to some prospects being in the middle of purchasing RV.

- The 309 RV spaces are currently occupied in RV lot A. There are 58 RV lot spaces occupied in RV lot B. Members made mention the rental fee is too low. The finance committee oversee the fees and they will decide in addressing the RV lot fees. STATS reflect the past 100 days of NOV citations, Compliance and Social Services.
- Our Security Director Eric Nuñez informed the committee that our Security Department will be conducting a two month no contact Pilot Program issuing citations. The program was initiated for officer safety and the driver as well. One problem with issuing the a no contact citation, some residents have stated they are not the one behind the wheel. The program will be conducted until the end of March. We will report our findings in the next SCAC meeting on April 24, 2024.
- In our Social Services statistical numbers, a new section Death by suicide has been added.

### **Agenda item # 10 GRF Fee Structure for new and Non- Returned ID Cards**

The committee asked questions and Pamela Bashline Community Service Manager answered questions and discussed the increase of the fee for the Non GRF I.D. The board voted one against, one abstain and five voted in favor to pass the motion.

### **Agenda item # 11 Gate Entry for Non- Residents Attending Village Events**

The committee asked questions and Recreation and Special Events Director Alison Giglio answered questions and addressed the non-resident access managed through gate.

- Non-residents must provide proof of purchase at the gate in order to collect their

tickets.

- Open House and Estate Sales are managed by Resident Services and are held on specific days.
- Events require a four-day clearance the ONLY exception is for memorial service.
- Churches need to submit list of attendees two years ahead of time of who may enter Laguna Woods Village.

### **Agenda item # 13 Emergency Radio Equipment Installation**

Radio equipment (antennas, shielded coaxial cable and hardware) have already been purchased. Emergency Radio Equipment installation would be outsourced per Project Manager. The installation being outsourced would be more cost effective and or timely for the installation. Three bids were submitted and reviewed by the Project Manager. A qualifying bid has been approved by project manager. Director S.K. Park moves Director Blackwell seconded and motion pass without objections.

## **9. NOTEWORTHY INCIDENTS**

Notable incidents for November 2023-January 2024:

- On November 4, SPO Portuguese went “above and beyond the call of duty” in helping a resident locked out of their manor at 808-O. The resident was reportedly in tears, quite upset at the situation and even more so when the key on file for the residence did not work. Officer Portuguese used her personal cell phone to call locksmiths for assistance, to no avail. She questioned the resident and Dispatch looking for emergency contacts until the resident’s brother was reached and provided a key.

In the month of December, we had 4 noteworthy incidents:

- On December 12, Traffic Specialist Hughes responded to 798-C to take a theft report. The resident felt Hughes was “comforting” and “well represented” the Security Division. The resident also had “kind words” regarding SPO Portuguese with whom she had prior contact and said all of her interaction with the Security Department has been excellent.
- On December 20, SPO David Kemp responded to a hot water line leaking under the bathroom sink of 3030-D, assigned by Phone Dispatcher William Thatcher. The resident states they were “panicking” due to the water and wanted to thank Kemp and Thatcher on their excellence.
- On December 30, SPO Andrews was patrolling Phase 2, near Gate 5, and noticed a resident in a motorized wheelchair was stuck half-way off a curb and in danger of falling. He quickly stabilized the resident, determined there was no medical care necessary, and pushed them back to Manor 2172-B after learning the wheelchair ran out of power.
- On December 31, SPO Kemp responded to 352-A regarding in a partial electrical outage. The resident was very pleased with Kemp’s service and wanted to “pass down kudos” and state that “[Officer Kemp] came to the rescue.”

In the month of January, we had 1 noteworthy incident:

- On January 12, SPO Portuguese assisted a resident locked out of their manor at 5361-O by taking the screen off of the kitchen window and helping the resident climb through. The resident states that Officer Portuguese “was very professional”, was “very comfortable with her knowledge and experience” and was “very pleased with the quality of this individual.”

#### **ITEMS FOR DISCUSSION AND CONSIDERATIONS:**

Chair- Juanita Skillman stated that each mutual needs to check their rules and regulations for everyone to be on the same page

10. Review of Rules and Regulations for all registered vehicles.
11. Status on Traffic Engineer- Waiting on quote
- 12: Gate Entry for non- residents attending Village events

#### **ITEMS FOR FUTURE AGENDA**

13. Workshop for Traffic Rules and Regulations
14. Review the possibility of a Universal ID cards for amenities.

#### **CONCLUDING BUSINESS**

14. Committee Members Comments
15. The next meeting will be held April 24, 2024 at 1:30 p.m.
16. Adjournment- 4:06 p.m.



## **REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION DISASTER PREPAREDNESS TASK FORCE**

**Tuesday March 26, 2024 at 9:30 AM**

### **HYBRID MEETING**

**MEMBERS PRESENT:** Eric R. Nuñez (Chair), Juanita Skillman (Co- Chair), S.K. Park, Maggie Balckwell, Rick Kopps, Moon Yun, Rick Kopps,

**MEMBERS PRESENT ONLINE:**

Gan Mukhapadhyay (GRF) Sue Stephens (No. Fifty)

**MEMBERS ABSENT:** Anthony Liberatore

**OTHERS PRESENT:** Grace Stencel, Annie Wright, Doug Gibson, Annie McCary, Georgiana, Willis

**STAFF PRESENT:** Carmen Aguilar, Alycia Magnuson, Dan Lurie, Tom Siviglia

**THE MEETING WAS CALLED TO ORDER:** 9:32 a.m.

**ACKNOWLEDGEMENT OF THE PRESS:** None present

**APPROVAL OF THE AGENDA:** By consensus, the agenda was approved.

**APPROVAL OF MEETING REPORT:** By consensus, the meeting report was approved. Changes were made to the last meeting report July, 25, 2023

**CHAIRS REMARKS:** Chair Nuñez began his remarks by thanking the board as well as the audience for being present at today's meeting. Made mention and gave thanks to the Clubhouse coordinator Grace Stencel for putting together a Shelter in Place event on March 15, 2024 at Clubhouse three. The head count for the event was close to 300 attendees. The event would not have been possible without volunteers. Annie Wright (Disaster Preparedness Digital Trainer), (Sandy Benson (Pet Evacuation Sub Committee), Bob Matonti (Radio Club) and all the Clubhouse volunteers. We would also, like to thank the Clubhouse three staff for their assistance in preparing the Clubhouse. Director of IT Chuck Holland, Susan Logan- McCracken Media and Communications Associate along with Laguna Woods Village webmaster for working and updating the website. There was a 20-minute video of the Earthquake Hero's was presented on what to do in case of Earthquake. Many flyers with important information were distributed. One flyer that was pretty popular was Staying Safe Where the Earth Shakes. It's a state-wide version booklet Developed by; Earthquake Country Alliance California Earthquake Authority California Governor's Office of Emergency Services.

**CO- CHAIR REMARKS:** Director Skillman, made mention of the meeting with the Laguna Woods City Manager and it will be discussed further on in the DPTF meeting. More events like this one are needed throughout the community.

**GRF BOARD:** Some members attended the March 15, 2024 gave positive feedback on March 15, 2025. These events are important for our residents.

**UNITED BOARD:** Nothing to report

**THIRD BOARD:** Nothing to report

**TOWERS:** Elevator is currently being replaced. They had a two-hour fire drill. There were multiple cities involved in the drill. The event was filmed and media will be showing the event on TV 6 once its edited.

**PET EVACUATION SUBMIT COMMITTEE:** Sandy Benson gave recognition to Susan Logan- McCracken she received positive feedback on the article published on the Village Breeze on Plan for Pets. She also assisted with the revision and formatting of the official Pet Plan. It is current and up to date as of March 2024. Sandy gave a full description of what File of life is. This is vital when first responders arrive to a residence in case of an emergency:

- Medications
- Allergies
- Emergency contacts

This will make it easier for the EMT's and emergency personnel to identify and assist the resident better. It is crucial that all the information is current and up to date.

## **DISCUSSIONS AND CONSIDERATIONS**

**Update on September Event-** A vendor expo where the Video from Earthquake Hero's will be presented. Negotiations are still in the works. More information to come in the next DPTF meeting on May 28, 2024.

**Update on Jacob & Green Associates-** This Company is working on Emergency Operation Plan revision for the City of Laguna Woods. A meeting was held earlier this month with the Laguna Woods City manager Christopher Macon, City Councilmember Annie McCary, GRF Director Juanita Skillman and Directory of Security Eric Nuñez to discuss the collaboration with Laguna Woods Village. The company will be assisting with our Emergency Operation Plan in order to not duplicate efforts and not act out of our jurisdiction. This will be an approximate 18-month project. A GAP analysis will be conducted to review, eliminate, modified and refine the system error. A "Working Plan" will be established. The goal is to work in union with Orange County Sherriff's, Fire Authority and the City Government to eliminate any confusion when a disaster occurs. Jacob Green & Associates will be implementing:

- Table Top exercise design
- Full functional exercise's design

These will be in-house exercise's some will be in coordination with City, Sheffri's Department and Fire Authority. Working hand and hand with the City allowing for transparency with the Community's expectations. This way we are better suited and prepared when a disaster occurs.

Director Juanita Skillman made mention, the community had no liaison with the Sheriff's Department in the past. It's exciting to know that the relationships are being established to better assist our community.

**Antenna Status:** Dan Lurie gave an update on the Antenna Project installation. The project was brought to the SCAC meeting and approved to move forward to the Finance Committee. Due to the how and when the meetings fall on calendar the Finance Committee will review it on April 17, 2024. We do not anticipate and issues with them moving forward. Unfortunately, due to 30 days needed in between meetings. It might be approved until June 19, 2024 at the GRF Finance Committee. No estimate on how long the installation will take at this time.

#### **ITEMS FOR FUTURE AGENDAS**

- Update on September Event
- Antenna Project
- Report on Fire Prevention Equipment
- Update on Emergency Disaster Planning

**MEMBER COMMENTS: (Items not on the agenda)**

**NEXT MEETING:** May 28, 2024 at 9:30 a.m.

**ADJOURNMENT:** 10:31 a.m.

**SUBMITTED BY:**

Eric Nuñez

[Eric Nuñez \(Apr 10, 2024 12:30 PDT\)](#)

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