



## **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, August 2, 2022, 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 Carpenter**

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

**3. Acknowledgment of Media**

**4. Approval of Agenda**

**5. Approval of Minutes**

- a. July 5, 2022 – GRF Board Regular Open Meeting
- b. July 21, 2022 – 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 June 2022 by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes.
- b. Update Committee Appointments

**11. Unfinished Business**

- a. Entertain a Motion for Nuisance Policy (**JULY Initial Notification – 28 Days Notification for member review and comments to comply with Civil code §4360 has been satisfied**).
- b. Entertain a Motion to Approve Internal Dispute Resolution Policy (**July Initial Notification – Revised August - postpone 28-days for Member review and comment to comply with Civil Code §4360**)
- c. Inter-Board Anti-Harassment, Anti-Abuse, and Anti-Intimidation Policy and Formation of Joint Hearing Body (**May Initial Notification – Revised August - postpone 28-days for Member review and comment to comply with Civil Code §4360**)

**12. New Business**

- a. Entertain a Motion to Approve Compliance Ad Hoc Committee
- b. Entertain a Motion to Approve Aquadettes Request for Exception to GRF Poster Policy
- c. Entertain a Motion to Approve Tennis Center Operating Rules (**August Initial Notification - 28-day notification for member review and comments to comply with Civil Code §4360**)
- d. Entertain a Motion to Approve Garden Center Operating Rules (**August Initial Notification - 28-day notification for member review and comments to comply with Civil Code §4360**)
- e. Entertain a Motion to Approve Donation Agreement Between GRF and Clubhouse 4 Woodshop Supervisors

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

**14. Committee Reports**

- a. Report of the Finance Committee/Financial Reports – Director Hopkins. The committee met on June 15, 2022; next meeting August 17, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) GRF Treasurer's Report – Director Hopkins
  - (2) GRF Finance Committee Report

- b. Strategic Planning Committee—Director Dotson. The committee met on May 2, 2022; next meeting TBA.
- c. Report of the Community Activity Committee – Director Horton. The committee met on July 14, 2022; next meeting August 11, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. Report of the Landscape Committee – Director Skillman. The committee met on June 8, 2022; next meeting September 14, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- e. Report of the Maintenance & Construction Committee – Director Garthoffner. The committee met on June 29, 2022; next meeting August 10, 2022, 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 June 24, 2022; next meeting TBA.
- f. Report of the Media and Communications Committee—Director Milliman. The committee met on July 18, 2022; next meeting August 15, 2022, 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 July 6, 2022; Next meeting, August 10, 2022, at 10:00 a.m. in the Sycamore Room.
- g. Report of the Mobility & Vehicles Committee – Director Tibbetts. The Committee met on June 1, 2022; next meeting August 3, 2022, at 1:30 p.m. in the Board Room.
- h. Report of the Security & Community Access Committee – Director Tibbetts. The Committee met on June 27, 2022; next meeting August 29, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) Report of the Laguna Woods Village Traffic Hearings – Director Addington. The Traffic Hearings were held on June 15, 2022; next hearings on August 17, 2022, at 9:00 a.m. as a virtual meeting.
- i. Report of the Disaster Preparedness Task Force – Director Skillman. The Task Force met on July 26, 2022; next meeting September 27, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
- j. Information Technology Advisory Committee – Director Hopkins. The Committee met on July 29, 2022; next meeting August 5, 2022 as a virtual meeting.
- k. Insurance Ad-Hoc Committee – Director Carpenter. The Committee met on July 25, 2022; next meeting TBA.
- l. Purchasing Ad-Hoc Committee – Director Carpenter. Next Meeting, TBA.

**15. Future Agenda Items** - *All matters listed below are items for a future Board Meetings. No action will be taken by the Board on these agenda items at this meeting. The Board will vote on these items at a future Board Meeting.*

- Internal Dispute Resolution Policy
- Inter-Board Anti-Harrassment, Anti-Abuse, & Anti-Intimidation Policy and Formation of Joint Hearing Body
- Tennis Center Operating Rules
- Garden Center Operating Rules

**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) July 05, 2022 – Regular 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, July 05, 2022, 9:30 a.m.  
24351 El Toro Road, Laguna Woods, California  
Board Room/Virtual Meeting**

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**Directors Present:** Bunny Carpenter, Egon Garthoffner, James Hopkins, Don Tibbetts, Gan Mukhopadhyay, Joan Milliman, Debbie Dotson, Yvonne Horton, Reza Karimi, Juanita Skillman, Elsie Addington

**Directors Absent:** None

**Staff Present:** CEO - Siobhan Foster, Makayla Schwietert, Carlos Rojas, Eileen Paulin, Robert Carroll

**Other's Present:** United: None  
Third: None  
VMS: None

**1. Call Meeting to Order/ Establish Quorum - President Carpenter**

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

**2. Pledge of Allegiance**

Director Garthoffner led the Pledge of Allegiance to the Flag.

**3. Acknowledgment of Media**

The media and the Village Television crew were present remotely by way of cameras.

**4. Approval of Agenda**

President Carpenter asked if the board had any changes to the agenda.

Director Milliman requested to move 11f Entertain a Motion to Approve an Amendment to the Vehicle, Traffic, and Parking Rules under Unfinished Business to New Business.

There being no changes or objections, the amended agenda was approved by unanimous consent.

## **5. Approval of Minutes**

- a. March 25, 2022 – GRF Board Special Open Budget Workshop Meeting
- b. May 23, 2022 – GRF Board Special Open 2023 Budget Capital Review Meeting
- c. June 06, 2022 – GRF Board Special Open Operating Department Review Meeting
- d. June 07, 2022 – GRF Board Regular Open Meeting
- e. June 16, 2022 – GRF Board Agenda Prep Meeting
- f. June 20, 2022 – GRF Board Special Open Capital Operating Department Review

There being no objections, the minutes of March 25, 2022 – GRF Board Special Open Budget Workshop Meeting was approved by unanimous consent.

There being no objections, the minutes of May 23, 2022 – GRF Board Special Open 2023 Budget Capital Review Meeting was approved by unanimous consent.

Director Milliman requested an amendment to the minutes of June 06, 2022 – GRF Board Special Open Operating Department Review Meeting.

There being no objections, the amended minutes of June 06, 2022 – GRF Board Special Open Operating Department Review Meeting was approved by unanimous consent.

Director Milliman requested an amendment to the minutes of June 07, 2022 – GRF Board Regular Open Meeting.

There being no objections, the amended minutes of June 07, 2022 – GRF Board Regular Open Meeting was approved by unanimous consent.

There being no objections, the minutes of June 16, 2022 – GRF Board Agenda Prep Meeting was approved by unanimous consent.

There being no objections, the minutes of June 20, 2022 – GRF Board Special Open Capital Operating Department Review Meeting was approved by unanimous consent.

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

President Carpenter announced the following:

- Regarding Building E space planning, the GRF Board is focused on ensuring that they are continuing to work on floorplan ideas for the best interest of employees.

## **7. CEO Report**

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

- A reminder regarding the 2023 Business Plan Review Meetings; All Boards meeting will take place on July 11, 2022 at 1:30 p.m., the GRF Board will meet on July 13, 2022 at 9:30 a.m., the United Board will meet on July 13, 2022 at 1:30 p.m., and the Third Board will meet on July 13, 2022 at 9:30 a.m. All meetings will take place in the Board Room.

- The Recreation and Special events Department wishes to remind everyone that the 2023 Annual Reservation Lottery is underway. Residents may reserve 2023 dates at Village Facilities for special and/or club events by picking up lottery cards at the Recreation office. Participants will be notified of secured reservations by September 1, 2022.

#### **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 the Laguna Woods Village, who assist residents that are experiencing temporary financial crisis.
- A member commented on issues and concerns regarding the Tennis Courts reservations system.
- A member commented on their concerns regarding the number of committees and frequency of committee meetings that occur.

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

The following are responses to the open forum speakers:

- Director Skillman responded to the member comment regarding committees and their meeting frequencies.
- Director Hopkins and Director Horton responded to the member comment regarding the Tennis Courts reservations system.

#### **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 May 2022, and by this vote ratified that such review be confirmed in this month's Board Member Open Session Meeting minutes.

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

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

#### **11. Unfinished Business**

##### **11a. Inter-Board Anti-Harassment, Anti-Abuse, and Anti-Intimidation Policy and Formation of Joint Hearing Body – Oral Discussion**

CEO Foster provided an update regarding the status of the policy and Joint Hearing Body, and answered questions from the board.

### **11b. Discuss Clubhouse Maintenance Programs – Oral Discussion**

Manuel Gomez, Maintenance and Construction Director, provided an update regarding the Clubhouse Maintenance Programs to the board and answered questions.

Discussion ensued among the board.

### **11c. Update Committee Appointments**

Director Milliman read the following resolution:

#### **RESOLUTION 90-22-28**

#### **GRF Committee Appointments**

**RESOLVED**, July 5, 2022, that the following persons are hereby appointed and ratified to serve on the Committees of this Corporation:

##### **Strategic Planning Committee**

Debbie Dotson, Chair (GRF)  
James Hopkins (GRF)  
Gan Mukhopadhyay, Alternate (GRF)  
~~Mark Laws (Third)~~  
Nathaniel Ira Lewis (Third)  
Anthony Liberatore, Alternate (United)  
Cash Achrekar (United)  
Diane Casey (United)  
Ryna Rothberg (Mutual 50)  
Advisor: Dick Rader

##### **Community Activities Committee**

Yvonne Horton, Chair (GRF)  
Elsie Addington (GRF)  
Joan Milliman, Alternate (GRF)  
Annie McCary (Third)  
Cush Bhada (Third)  
~~Jules Zalon, Alternate (Third)~~  
Maggie Blackwell (United)  
Diane Casey (United)  
Ryna Rothberg, (Mutual 50)  
Advisors: Roland Boudreau, Ajit Gidwani

##### **Equestrian Center Ad Hoc Committee**

~~Bunny Carpenter, Chair (GRF)~~  
~~Yvonne Horton (GRF)~~  
~~Cush Bhada (Third)~~  
~~Annie McCary, (Third)~~  
~~Pat English (United)~~  
~~Pearl Lee (United)~~



~~Advisor: Susan Hemberger~~

**Finance Committee**

James, Hopkins, Chair (GRF)  
Elsie Addington (GRF)  
Debbie Dotson, Alternate (GRF)  
Donna Rane-Szostak (Third)  
Mark Laws (Third)  
Azar Asgari (United)  
Diane Casey, Alternate (United)  
Pat English (United)  
Al Amado (Mutual 50)  
Sue Stephens, Alternate (Mutual 50)  
Advisor: Rosemarie diLorenzo

**Information Technology Advisory Committee (ITAC)**

James Hopkins, Chair (GRF)  
Bunny Carpenter (GRF)  
Deborah Dotson (GRF)  
Diane Casey (United)  
Cash Achrekar (United)  
Mark Laws (Third)  
Advisor: Sue Margolis

**Landscape Committee**

Juanita Skillman, Chair (GRF)  
Reza Karimi (GRF)  
Yvonne Horton Alternate (GRF)  
Maggie Blackwell (United)  
Diane Casey (United)  
~~Jules Zalon (Third)~~  
Nathaniel Ira Lewis (Third)  
Annie McCary, Alternate (Third)  
Vacant (Mutual 50)  
Advisor: Lynn Jarrett

**Maintenance & Construction Committee**

Egon Garthoffner, Chair (GRF)  
Gan Mukhapadhyay (GRF)  
Reza Karimi, Alternate (GRF)  
James Cook (Third)  
John Frankel, Alternate (Third)  
Ralph Engdahl (Third)  
Cash Achrekar (United)  
Lenny Ross (United)  
Sue Stephens (Mutual 50)  
Advisors: Steve Leonard, Bill Walsh, Carl Randazzo, ~~Ajit~~ **Gidwani**

### **Clubhouse Renovation Ad Hoc Committee**

Egon Garthoffner, Chair (GRF)

Gan Mukhopadhyay (GRF)

Deborah Dotson (GRF)

Reza Karimi (GRF)

John Frankel (Third)

Cush Bhada, Alternate (Third)

Ralph Engdahl (Third)

Diane Casey (United)

Pat English (United)

Advisors: ~~Cathy Garris~~, Ajit Gidwani, Carl Randazzo, Bill Walsh

### **Media and Communications**

Joan Milliman, Chair (GRF)

Juanita Skillman (GRF)

Deborah Dotson, Alternate (GRF)

Annie McCary (Third)

James Cook (Third)

Cris Prince, Alternate (Third)

Neda Ardani (United)

Maggie Blackwell (United)

Ryna Rothberg, (Mutual 50)

Advisors: Carmen Pacella, Tom Nash, Lucy Parker, Theresa Frost, Lynn Jarrett

### **Website Ad Hoc Committee**

Joan Milliman, Chair (GRF)

Debbie Dotson (GRF)

Elsie Addington, Alternate (GRF)

Anthony Liberatore (United)

Pearl Lee (United)

Azar Asgari, Alternate (United)

Annie McCary (Third)

Mark Laws, Alternate (Third)

Advisors: Lucy Parker, Diane Phelps, Lynn Jarrett

### **Broadband Ad Hoc Committee**

Joan Milliman, Chair (GRF)

Jim Hopkins (GRF)

Debbie Dotson (GRF)

Annie McCary (Third)

Cris Prince (Third)

Diane Casey (United)

Vacant (United)

### **Mobility & Vehicles Committee**

Don Tibbetts, Chair (GRF)

Egon Garthoffner (GRF)

Elsie Addington, Alternate (GRF)

James Cook, **Alternate** (Third)  
Cush Bhada (Third)  
~~Ralph Engdahl (Third)~~  
**John Frankel (Third)**  
Maggie Blackwell (United)  
Pearl Lee (United)  
Margaret Bennett (Mutual 50)  
Sue Stephens, Alternate (Mutual 50)  
Advisor: Vashi Williams

### **Security and Community Access**

Don Tibbetts, Chair (GRF)  
Reza Karimi (GRF)  
Annie McCary (Third)  
Craig Wayne (Third)  
Donna Rane-Szostak, Alternate (Third)  
Cash Achrekar (United)  
Maggie Blackwell (United)  
Sue Stephens (Mutual 50)  
Margaret Bennett, Alternate (Mutual 50)

### **OTHER COMMITTEES:**

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

Carlos Rojas, Chair  
Juanita Skillman (GRF)  
Gan Mukhapadhyay (GRF)  
James Cook (Third)  
John Frankel (Third)  
Donna Rane-Szostak, Alternate (Third)  
Anthony Liberatore (United)  
Diane Casey (United)  
Cash Achrekar, Alternate (United)  
John Carter (Mutual 50)  
Advisors: Tom Soule, Bruce Bonbright

#### **Laguna Woods Village Traffic Hearings**

(Chair will alternate between Boards)  
Elsie Addington (GRF)  
Deborah Dotson, Alternate (GRF)  
John Frankel (Third)  
Mark Laws, **Alternate** (Third)  
Neda Ardani (United)  
Anthony Liberatore, **Alternate** (United)  
Board Members by Rotation (Mutual 50)

#### **Purchasing Ad Hoc Committee**

Bunny Carpenter, Chair (GRF)

Jim Hopkins (GRF)  
Mark Laws (Third)  
Donna Rane-Szostak (Third)  
Ralph Engdahl, **Alternate** (Third)  
Diane Casey (United)  
Neda Ardani (United)  
Advisor: Carl Randazzo, **Robert Mutchnick**

**Select Audit Task Force**

James Hopkins (GRF)  
Diane Phelps (GRF)  
Cynthia Rupert (United)  
Peggy Moore (Third)

**Insurance Ad Hoc Committee**

Bunny Carpenter, Chair (GRF)  
Anthony Liberatore (United)  
Lenny Ross (United)  
Cash Achrekar (United)  
**Cris Prince (Third)**  
Mark Laws (Third)  
Jim Cook (Third)  
Yvonne Horton (GRF)  
Reza Karimi (GRF)  
Juanita Skillman (GRF)  
Advisors: Leleng Isaacs, Kathryn Freshley, Bob Laux

**RESOLVED FURTHER**, that Resolution 90-22-24 adopted **June 7**, 2022, 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 Milliman made a motion to approve the amended Resolution 90-22-28. Director Skillman seconded the motion.

There being no objections, the amended Resolution 90-22-28 was approved unanimously.

**11d. Entertain a Motion to Approve the Replacement of 21 Stop Signs Throughout the Community** (JUNE Initial Notification – postpone 28-days for Member review and comment to comply with Civil Code §4360 has been satisfied)

Director Milliman read the following resolution:

**RESOLUTION 90-22-29**

**Replacement of Stop Signs**

Agenda Item #5a  
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**WHEREAS**, the Golden Rain Foundation (GRF) through the Security Division desires to increase stop sign visibility and safety within the community; and

**WHEREAS**, 21 solar powered stop signs would be placed at intersections throughout the community with the intention of increasing visibility and safety; and

**WHEREAS**, the Security and Community Access Committee has recommended the installation of solar powered stop signs at specific locations throughout the community.

**NOW THEREFORE BE IT RESOLVED**, on **July 5, 2022**, the Board of Directors of this Corporation hereby approves installation of solar powered stop signs with an appropriation of \$42,913 to be funded from the Equipment Fund; 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.

Director Milliman made a motion to approve Resolution 90-22-29. Director Dotson seconded the motion.

Discussion ensued among the Directors.

Hearing no changes or objections, the motion was called to a vote and passed 9-1. Director Addington opposed. President Carpenter did not vote.

**11e. Entertain a Motion to Approve the Sponsorship of the Miniature Horse at the Equestrian Center** (JUNE Initial Notification – postpone 28-days for Member review and comment to comply with Civil Code §4360 has been satisfied).

Director Milliman read the following resolution:

#### **RESOLUTION 90-22-30**

##### **Donation Agreement between GRF and Mr. and Mrs. Fox**

This Agreement, entered into this 7th day of June 2022 is by and between the Golden Rain Foundation (“GRF”), a California non-profit mutual benefit corporation, and Mr. and Mrs. Fox (Donor) who donated \$3,000 for the Laguna Woods Village Equestrian Center to be used for **mini horse**, Sebastian’s care.

**WHEREAS**, GRF and Donor recognize the **importance** of community facilities and amenities; and

**WHEREAS**, GRF and Donor acknowledge the benefit of donations when they have a purpose consistent with GRF goals and are in the best interest of Laguna Woods Village; and

**WHEREAS**, the Donor has offered to donate \$3,000 for the Laguna Woods Village Equestrian Center to be used for **mini horse**, Sebastian's care; and

**WHEREAS**, the Recreation and Special Events Department Director or Financial Services Director reviewed and affirms **that** the proposed donation meets the criteria for acceptance contained in the GRF Donation Policy:

- 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.

**NOW THEREFORE BE IT RESOLVED**, **July 5, 2022**, that GRF and Donor in accordance with the described conditions and obligations, hereinafter set forth and agree as follows:

- Section 1     The donation, known as \$3,000 for the Laguna Woods Village Equestrian Center to be used for **mini horse**, Sebastian's care, described below, is donated in its entirety to GRF, hereafter owned by GRF and managed on behalf of the residents of Laguna Woods Village by Village Management Services, Inc. (VMS)
- Section 2     Donation description: \$3,000 for the Laguna Woods Village Equestrian Center to be used for **mini horse**, Sebastian's care  
Space of facility: Equestrian Center  
Location: Equestrian Center
- Section 3     Amount of Donation
- |                          |               |
|--------------------------|---------------|
| Item cost:               | \$3,000.00    |
| Installation cost:       | \$0.00        |
| Maintenance cost:        | <u>\$0.00</u> |
| Total estimated donation | \$3,000.00    |
- Section 4     GRF reserves the right to move/remove and/or retire the donation following cessation of the five-year period. The term shall commence upon the date entered into and indicated above.
- Section 5     GRF will not replace the donation or community space improvement if it is stolen, vandalized, worn out, irreparably damaged, destroyed or expires.
- Section 6     Installation and Maintenance: GRF shall be responsible for installation and maintenance of the item, including any reasonable repairs.
- Section 7     Term: The term of this agreement is a minimum of five years or beyond, if applicable; 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 Resolution 90-22-30. Director Dotson seconded the motion.

Discussion ensued among the board.

There being no objections, Resolution 90-22-30 was approved unanimously.

## **12. New Business**

**12a. Entertain a Motion for Nuisance Policy** (JULY Initial Notification – postpone 28-days for Member review and comment to comply with Civil Code §4360)

Director Milliman read the following resolution:

### **RESOLUTION 90-22-XX**

#### **Nuisance Policy**

**WHEREAS**, the Board of Directors has recognized the need to revise the Harassment and Nuisance Policy; and

**WHEREAS**, on June 7, 2022, the Board of Directors approved an Inter-Board Anti-Harassment, Anti-Abuse, and Anti-Intimidation Policy and Formation of a Joint Hearing Body. The policy and joint hearing body were approved for initial notification and have been postponed 28-days to comply with Civil Code §4360; and

**WHEREAS**, the purpose of the updated policy is to set forth guidelines regarding nuisance complaints only as the harassment portion of the original policy is now part of the Inter-Board Anti-Harassment, Anti-Abuse, and Anti-Intimidation Policy.

**NOW THEREFORE BE IT RESOLVED**, August 2, 2022, the Board of Directors of this Corporation hereby approves the Nuisance policy, as attached to the official minutes of this meeting; and

**RESOLVE FURTHER**, that Resolution 90-21-36 adopted October 5, 2021, 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.

Director Milliman made a motion to approve the Resolution for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Horton seconded.

Discussion ensued among the board.

There being no objections, Resolution was approved unanimously. (JULY Initial Notification – postpone 28-days for Member review and comment to comply with Civil Code §4360).

**12b. Entertain a Motion for Internal Dispute Resolution Policy** (JULY Initial Notification – postpone 28-days for Member review and comment to comply with Civil Code §4360)

Director Milliman read the following resolution:

**RESOLUTION 90-22-XX**

**Internal Dispute Resolution Policy**

**WHEREAS**, the Board of Directors has recognized the need to adopt an Internal Dispute Resolution Policy; and

**WHEREAS**, the Internal Dispute Resolution (“IDR”) policy is to be followed by GRF and its members in connection with disputes relating to the enforcement of the governing documents; and

**WHEREAS**, the law requires a fair, reasonable, and expeditious procedure for resolving such disputes, and further authorizes GRF to develop its own procedure for these purposes, known as “IDR” or “meet and confer.”

**NOW THEREFORE BE IT RESOLVED**, August 2, 2022, the Board of Directors of this Corporation hereby approves the Internal Dispute Resolution Policy, as attached to the official minutes of this meeting; and

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

Director Milliman made a motion to approve the Resolution, pending a legal review during the 28-day hold, for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Horton seconded the motion.

There being no objections, Resolution was approved unanimously. (JULY Initial Notification – postpone 28-days for Member review and comment to comply with Civil Code §4360).

**12c. Entertain a Motion to Approve the 2022 Annual Election Schedule and Resolution to Appoint the Inspector of Election Services**

Director Milliman read the following resolution:

**RESOLUTION 90-22-31**



### **Approve Inspector of Election Services**

**WHEREAS**, Civil Code §5110 and Corporations Code §7614 requires an association to select an independent third party as an inspector of elections; and

**WHEREAS**, an Inspector of Elections is used, among other tasks, to print and mail voter packages, inspect and tabulate ballots, and certify results.

**NOW THEREFORE BE IT RESOLVED**, July 5, 2022, that the Board of Directors of Golden Rain Foundation hereby approves a contract to UniLect Corporation to perform Inspectors of Election services for the 2022 Annual Meeting of the Corporate Members; and

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

Director Milliman made a motion to approve the Resolution 90-22-31. Director Addington seconded the motion.

Discussion ensued among the board.

There being no objections, Resolution 90-22-31 was approved unanimously.

#### **12d. Entertain a Motion to Approve a Donation from Judy Saxon Trust for Moisture Intrusion**

Director Milliman read the following resolution:

#### **RESOLUTION 90-22-32**

##### **Donation Agreement between GRF and Judy Saxon Trust**

This Agreement, entered into this 5 day of July, 2022, is by and between the Golden Rain Foundation ("GRF"), a California non-profit mutual benefit corporation and the Judy Saxon Trust ("Donor").

**WHEREAS**, GRF and Donor recognize the importance of community programs, services and facilities; and

**WHEREAS**, GRF and Donor acknowledge the benefit of donations when they have a purpose consistent with GRF goals and are in the best interest of Laguna Woods Village; and

**WHEREAS**, the Donor has offered to donate \$15,000.00 for the benefit of Moisture Intrusion work completed by the Maintenance and Construction Department; and

**WHEREAS**, the Director of Financial Services reviewed and affirms the proposed donation meets the criteria for acceptance contained in the GRF Donation Policy:

Section 1      The donation described below, is donated in its entirety to GRF, hereafter owned by GRF and managed on behalf of the residents of Laguna Woods Village by Village Management Services, Inc. (VMS)

Section 3	Amount of Donation	\$15,000.00
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There being no objections, Resolution 90-22-32 was approved unanimously.

## RESOLUTION 90-22-33

This Agreement, entered into this 5 day of July 2022 is by and between the Golden Rain Foundation ("GRF"), a California non-profit mutual benefit corporation and the Judy Saxon Trust ("Donor").

**WHEREAS**, GRF and Donor recognize the importance of community programs, services and facilities: and

**WHEREAS**, GRF and Donor acknowledge the benefit of donations when they have a purpose consistent with GRF goals and are in the best interest of Laquna Woods Village; and

**WHEREAS**, the Donor has offered to donate \$3,000.00 for the benefit of the Maintenance and Construction Department; and

**WHEREAS**, the Director of Financial Services reviewed and affirms the proposed donation meets the criteria for acceptance contained in the GRF Donation Policy:

- 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.

**NOW THEREFORE BE IT RESOLVED**, July 5, 2022, that GRF and Donor in accordance with the described conditions and obligations, hereinafter set forth and agree as follows:

Section 1      The donation described below, is donated in its entirety to GRF, hereafter owned by GRF and managed on behalf of the residents of Laguna Woods Village by Village Management Services, Inc. (VMS)

Section 2 Donation description: A payment in the form of a check dated May 5, 2022 and paid to the order of Laguna Woods Village is intended for the specific benefit of Maintenance and Construction Department.

Section 3	Amount of Donation	\$3,000.00
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**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 90-22-33. Director Dotson seconded the motion.

There being no objections, Resolution 90-22-33 was approved unanimously.

**THIS ITEM WAS MOVED TO NEW BUSINESS DURING APPROVAL OF THE AGENDA**

**12f. Entertain a Motion to Approve an Amendment to the Vehicle, Traffic, and Parking Rules** (JULY Initial Notification – postpone 28-days for Member review and comment to comply with Civil Code §4360).

Director Milliman read the following resolution:

## RESOLUTION 90-22-XX

## Vehicle, Traffic and Parking Rules

**WHEREAS**, the Golden Rain Foundation through the Security Department enforces traffic rules and regulations within the boundaries of Laguna Woods Village, and the officers are empowered to issue notices of violations of those rules and regulations, and

**WHEREAS**, the Board approved a parking permit program on Calle Sonora; and

**WHEREAS**, the Security and Community Access Committee has recommended amendments to the Vehicle, Traffic and Parking Rules to include the private area on Calle Sonora.

**NOW THEREFORE BE IT RESOLVED**, on August 2, 2022, the Board of Directors of this Corporation hereby approves the proposed revisions to the Vehicle, Traffic and Parking Rules as attached to the official minutes of this meeting; and

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

Director Milliman made a motion to approve the Resolution for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Dotson seconded the motion.

There being no objections, Resolution was approved unanimously. (JULY Initial Notification – postpone 28-days for Member review and comment to comply with Civil Code §4360)

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

### **14. Committee Reports**

- a. Report of the Finance Committee/Financial Reports – Director Hopkins. The committee met on June 15, 2022; next meeting August 17, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) GRF Treasurer's Report – Director Hopkins
  - (2) GRF Finance Committee Report
- b. Strategic Planning Committee—Director Dotson. The committee met on May 2, 2022; next meeting TBA.
- c. Report of the Community Activity Committee – Director Horton. The committee met on June 9, 2022; next meeting July 14, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) Equestrian Center Ad Hoc Committee – President Carpenter. The committee met on March 30, 2022; next meeting TBA.
- d. Report of the Landscape Committee – Director Skillman. The committee met on June 8, 2022; next meeting September 14, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- e. Report of the Maintenance & Construction Committee – Director Garthoffner. The committee met on June 8, 2022; next meeting August 10, 2022, 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 June 24, 2022; next meeting TBA.
- f. Report of the Media and Communications Committee—Director Milliman. The committee

met on June 20, 2022; next meeting July 18, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.

(1) Website Ad-Hoc Committee – Director Milliman. Next meeting, July 6, 2022, at 10:00 a.m. in the Sycamore Room.

- g. Report of the Mobility & Vehicles Committee – Director Tibbetts. The Committee met on June 1, 2022; next meeting August 3, 2022, at 1:30 p.m. in the Board Room.
- h. Report of the Security & Community Access Committee – Director Tibbetts. The Committee met on June 27, 2022; next meeting August 22 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) Report of the Laguna Woods Village Traffic Hearings – Director Addington. The Traffic Hearings were held on June 15, 2022; next hearings on July 20, 2022, at 9:00 a.m. as a virtual meeting.
- i. Report of the Disaster Preparedness Task Force – Director Skillman. The Task Force met on March 29, 2022; next meeting July 26, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
- j. Information Technology Advisory Committee – Director Hopkins. The Committee met on July 1, 2022; next meeting July 8, 2022 as a virtual meeting.
- k. Insurance Ad-Hoc Committee – Director Carpenter. The Committee met on May 24, 2022; next meeting TBA.
- l. Purchasing Ad-Hoc Committee – Director Carpenter. Next Meeting, TBA.

**15. Future Agenda Items** - *All matters listed below are items for a future Board Meetings. No action will be taken by the Board on these agenda items at this meeting. The Board will vote on these items at a future Board Meeting.*

- Discuss Harassment Policy

#### **16. Director's Comments**

- Director Skillman emphasized that the work of the GRF Board is completed in part due to the committees.
- Director Dotson commented that all the committee and board meetings are provided in part due to the Village Television, and are uploaded to YouTube for continuous access to meeting videos.

**17. Recess 12:36 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:*

Agenda Item #5a

Page 17 of 18

*(a) June 07, 2022 – 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 4:25 p.m.

DocuSigned by:

*Joan Milliman*

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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, July 21, 2022 – 9:30 a.m.  
Willow Room/Virtual Meeting**

**GRF Agenda Prep Meeting**

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Directors Present: Bunny Carpenter, Egon Garthoffner, Yvonne Horton, Gan Mukhopadhyay, Elsie Addington, Juanita Skillman, Reza Karimi, Joan Milliman, Don Tibbetts, Jim Hopkins

Directors Absent: Debbie Dotson

Staff Present: Siobhan Foster- CEO, Paul Nguyen, Makayla Schwieter, Catherine Laster, Carlos Rojas

Others Present: None

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

President Carpenter called the meeting to order at 9:33 a.m. and established that a quorum was present.

**2. Approval of the Agenda**

President Carpenter asked for approval of the agenda.

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

**3. Announcements**

President Carpenter made the following announcements:

- In the process of collecting information on all projects currently in the works to ensure they are completed in a timely manner. This will be done by creating a Project Log, which will list how many projects there are, including project start and end dates. The goal is to have a log for each department.
- Insurance Ad Hoc Committee Closed meeting will be held on Monday, July 25, 2022 at 11:30 a.m. in the Willow Room.
- Finance received a letter from a resident, and it is currently being addressed by staff and legal counsel.

Egon Garthoffner entered the meeting at 9:40 a.m.

Discussion ensued among the board.

**4. Discuss and Consider Items to be placed on the Tuesday, August 2, 2022, Board Meeting Open & Closed Agendas**

Director Milliman made a motion to approve the August 2, 2022, Open and Closed Agendas. Director Horton seconded.

Hearing no objection, the August 2, 2022, Open and Closed Agendas were approved unanimously.

**5. Director Comments – None**

**6. Adjournment**

The meeting was adjourned at 11:14 a.m.

DocuSigned by:

*Joan Milliman*

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Joan Milliman, Secretary of the Board  
Golden Rain Foundation





## **RESOLUTION 90-22-XX**

### **GRF Committee Appointments**

**RESOLVED**, August 2, 2022, that the following persons are hereby appointed and ratified to serve on the Committees of this Corporation:

#### **Strategic Planning Committee**

Debbie Dotson, Chair (GRF)  
James Hopkins (GRF)  
Gan Mukhopadhyay, Alternate (GRF)  
Mark Laws (Third)  
Nathaniel Ira Lewis (Third)  
Anthony Liberatore, Alternate (United)  
Cash Achrekar (United)  
Diane Casey (United)  
Ryna Rothberg (Mutual 50)  
Advisor: Dick Rader

#### **Community Activities Committee**

Yvonne Horton, Chair (GRF)  
Elsie Addington (GRF)  
Joan Milliman, Alternate (GRF)  
Annie McCary (Third)  
Cush Bhada (Third)  
Jules Zalon, Alternate (Third)  
Maggie Blackwell (United)  
Diane Casey (United)  
Ryna Rothberg, (Mutual 50)  
Advisors: Roland Boudreau, Ajit Gidwani

#### **Finance Committee**

James, Hopkins, Chair (GRF)  
Elsie Addington (GRF)  
Debbie Dotson, Alternate (GRF)  
Donna Rane-Szostak (Third)  
Mark Laws (Third)  
Azar Asgari (United)  
Diane Casey, Alternate (United)  
Pat English (United)  
Al Amado (Mutual 50)  
Sue Stephens, Alternate (Mutual 50)  
Advisor: Rosemarie diLorenzo

### **Information Technology Advisory Committee (ITAC)**

James Hopkins, Chair (GRF)  
Bunny Carpenter (GRF)  
Deborah Dotson (GRF)  
Diane Casey (United)  
Cash Achrekar (United)  
Mark Laws (Third)  
Advisor: Sue Margolis

### **Landscape Committee**

Juanita Skillman, Chair (GRF)  
Reza Karimi (GRF)  
Yvonne Horton Alternate (GRF)  
Maggie Blackwell (United)  
Diane Casey (United)  
Jules Zalon (Third)  
Nathaniel Ira Lewis (Third)  
Annie McCary, Alternate (Third)  
Vacant (Mutual 50)  
Advisor: Lynn Jarrett

### **Maintenance & Construction Committee**

Egon Garthoffner, Chair (GRF)  
Gan Mukhopadhyay (GRF)  
Reza Karimi, Alternate (GRF)  
James Cook (Third)  
John Frankel, Alternate (Third)  
Ralph Engdahl (Third)  
Cash Achrekar (United)  
Lenny Ross (United)  
Sue Stephens (Mutual 50)  
Advisors: Steve Leonard, Bill Walsh, Carl Randazzo, Ajit Gidwani

### **Clubhouse Renovation Ad Hoc Committee**

Egon Garthoffner, Chair (GRF)  
Gan Mukhopadhyay (GRF)  
Deborah Dotson (GRF)  
Reza Karimi (GRF)  
John Frankel (Third)  
Cush Bhada, Alternate (Third)  
Ralph Engdahl (Third)  
Diane Casey (United)  
Pat English (United)  
Advisors: Ajit Gidwani, Carl Randazzo, Bill Walsh

### **Media and Communications**

Joan Milliman, Chair (GRF)  
Juanita Skillman (GRF)

Deborah Dotson, Alternate (GRF)  
Annie McCary (Third)  
James Cook (Third)  
Cris Prince, Alternate (Third)  
Neda Ardani (United)  
Maggie Blackwell (United)  
Ryna Rothberg, (Mutual 50)  
Advisors: Carmen Pacella, Tom Nash, Lucy Parker, Theresa Frost, Lynn Jarrett

#### **Website Ad Hoc Committee**

Joan Milliman, Chair (GRF)  
Debbie Dotson (GRF)  
Elsie Addington, Alternate (GRF)  
Anthony Liberatore (United)  
Pearl Lee (United)  
~~Azar Asgari, Alternate (United)~~  
Annie McCary (Third)  
Mark Laws, Alternate (Third)  
Advisors: Lucy Parker, Diane Phelps, Lynn Jarrett

#### **Broadband Ad Hoc Committee**

Joan Milliman, Chair (GRF)  
Jim Hopkins (GRF)  
Debbie Dotson (GRF)  
Annie McCary (Third)  
Cris Prince (Third)  
Diane Casey (United)  
Vacant (United)

#### **Mobility & Vehicles Committee**

Don Tibbetts, Chair (GRF)  
Egon Garthoffner (GRF)  
Elsie Addington, Alternate (GRF)  
James Cook, Alternate (Third)  
Cush Bhada (Third)  
John Frankel (Third)  
Maggie Blackwell (United)  
Pearl Lee (United)  
Margaret Bennett (Mutual 50)  
Sue Stephens, Alternate (Mutual 50)  
Advisor: Vashi Williams

#### **Security and Community Access**

Don Tibbetts, Chair (GRF)  
Reza Karimi (GRF)  
Annie McCary (Third)  
~~Craig Wayne (Third)~~  
~~Cris Prince (Third)~~  
Donna Rane-Szostak, Alternate (Third)  
Cash Achrekar (United)

Maggie Blackwell (United)  
Sue Stephens (Mutual 50)  
Margaret Bennett, Alternate (Mutual 50)

**OTHER COMMITTEES:**

**Disaster Preparedness Task Force**

Carlos Rojas, Chair  
Juanita Skillman (GRF)  
Gan Mukhapadhyay (GRF)  
James Cook (Third)  
John Frankel (Third)  
Donna Rane-Szostak, Alternate (Third)  
Anthony Liberatore (United)  
Diane Casey (United)  
Cash Achrekar, Alternate (United)  
John Carter (Mutual 50)  
Advisors: Tom Soule, Bruce Bonbright

**Laguna Woods Village Traffic Hearings**

(Chair will alternate between Boards)  
Elsie Addington (GRF)  
Deborah Dotson, Alternate (GRF)  
John Frankel (Third)  
Mark Laws, Alternate (Third)  
Neda Ardani (United)  
Anthony Liberatore, Alternate (United)  
Board Members by Rotation (Mutual 50)

**Purchasing Ad Hoc Committee**

Bunny Carpenter, Chair (GRF)  
Jim Hopkins (GRF)  
Mark Laws (Third)  
Donna Rane-Szostak (Third)  
Ralph Engdahl, (Third)  
Diane Casey (United)  
Neda Ardani (United)  
Advisor: Carl Randazzo, Robert Mutchnick

**Select Audit Task Force**

James Hopkins (GRF)  
Diane Phelps (GRF)  
Cynthia Rupert (United)  
Peggy Moore (Third)

**Insurance Ad Hoc Committee**

Bunny Carpenter, Chair (GRF)

Anthony Liberatore (United)

Lenny Ross (United)

Cash Achrekar (United)

Cris Prince (Third)

Mark Laws (Third)

Jim Cook (Third)

Yvonne Horton (GRF)

Reza Karimi (GRF)

Juanita Skillman (GRF)

Advisors: Leleng Isaacs, Kathryn Freshley, Bob Laux

**RESOLVED FURTHER**, that Resolution 90-22-28 adopted July 5, 2022, 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.

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## STAFF REPORT

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**DATE:** August 2, 2022  
**FOR:** Board of Directors  
**SUBJECT:** Nuisance Policy

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### **RECOMMENDATION**

Staff recommends adoption of the revised Nuisance Policy.

### **BACKGROUND**

On October 1, 2019, the Board of Directors adopted a Harassment and Nuisance Policy (Resolution 90-19-47) to set forth guidelines to address alleged violations of harassment and/or nuisance that occurs in GRF facilities. Previously, language for nuisance violations was included with the Recreation and Special Events Department policies.

On October 5, 2021, the Board of Directors revised the Harassment and Nuisance Policy (Resolution 90-21-36) to reflect changes to state law, introduce concepts of decorum and harassment based on protected classes, and outline the processes for investigation of allegations and Board Member or Committee Member discipline.

On June 7, 2022, the Board of Directors approved an Inter-Board Anti-Harassment, Anti-Abuse, and Anti-Intimidation Policy and Formation of a Joint Hearing Body. The policy and joint hearing body were approved for initial notification and have been postponed 28-days to comply with Civil Code §4360.

The rules enforcement program is coordinated by the Compliance Division under the Security Services Department.

### **DISCUSSION**

The purpose of the updated policy is to set forth guidelines regarding nuisance complaints only. The harassment portion of the original policy is now part of the Inter-Board Anti-Harassment, Anti-Abuse, and Anti-Intimidation Policy.

### **FINANCIAL ANALYSIS**

None.

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

**Reviewed By:** Blessilda Wright, Compliance Supervisor

### **ATTACHMENT(S)**

Attachment 1: Nuisance Policy

Attachment 2: Nuisance Policy Resolution

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**Nuisance Policy**  
**Resolution 90-22-XX, Adopted [Date]**

**I. Purpose**

The purpose of this Nuisance Policy ("Policy") is to set forth guidelines for the treatment and handling of nuisance complaints received by the Golden Rain Foundation ("GRF"), in accordance with the requirements of GRF's Governing Documents, as defined below, and the law.

**II. Definitions**

- a. Community – Laguna Woods Village.
- b. Golden Rain Foundation ("GRF") – the Golden Rain Foundation, a California nonprofit mutual benefit corporation.
- c. Governing Documents – all of the following, collectively, the Articles of Incorporation; the Bylaws; the Rules and Regulations; and any Resolutions or Policies duly adopted by the Board; all as may be lawfully amended or modified from time to time.
- d. Member – any person who is an owner of a Unit in United Laguna Woods Mutual ("United") or Third Laguna Hills Mutual ("Third") who has been approved for membership in accordance with the Governing Documents.
- e. Nuisance – see details under Conditions.
- f. Resident – any person who has been approved by the Board of Directors, or its designee, as applicable, for occupancy of a manor within United or Third's development.
- g. Staff - Employees of Village Management Services, Inc. authorized to act on behalf of GRF.

**III. Conditions for Nuisance**

**Nuisance in General:** Anything which is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property, is a nuisance. (Civ. Code § 3479)

**Public Nuisance:** A public nuisance is one which affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal. (Civ. Code § 3480)

**Private Nuisance:** A private nuisance is a condition or activity that interferes with an individual's use or enjoyment of their property. (Civ. Code § 3479, 3481)

Based upon the foregoing provision of the various statutory provisions, with regard to GRF, a nuisance shall be deemed to be anything that unreasonably interferes

with another Member or Resident's use and enjoyment of his/her/their/they manor, as determined by the Board. Below are examples of activities that fall into a nuisance category; please note, however, that this is not an exhaustive list of potential nuisances, inasmuch as any activity that falls within the above definition of a nuisance shall be deemed a violation of GRF's Governing Documents:

1. **Noise:** Things that interfere with quiet enjoyment such as, residents playing their music at an excessively loud volume, overly loud conversations, yelling or shouting, biting dogs, excessively loud vehicles, etc. Excessive and overly loud characteristics are measured against what a reasonable person in the same or similar circumstance would consider to be excessive or overly loud.
2. **Odors:** This includes second-hand smoke or smoke odors (cigarettes, cigars, vaping matter/materials and marijuana), strong odors from e-cigarettes or vaping devices, etc. The word strong shall be measured against what a reasonable person in the same or similar circumstance would consider to be strong.
3. **Violation of Laws:** A violation of federal or state laws or local ordinances, including, without limitation, such violations as public nudity, brandishing weapons which are registered or unregistered at or in the presence of another resident, the resident's guest and invitees and/or a staff member or a Resident, the resident's guest and invitees engaged in drug dealing (selling drugs for money or in exchange for some other form of remuneration) or prostitution.

#### IV. Nuisance Complaints and Investigation

A complaint may be registered by calling the Security Department at 949-580-1400 or the Compliance Division by calling 949-268-CALL or email to [compliance@vmsinc.org](mailto:compliance@vmsinc.org). Staff will inform the reporting party to call the Security Department for documentation of the ongoing nuisance violation.

**Investigating Alleged Nuisances:** To determine whether or not a nuisance in violation of the Governing Documents is taking place or has occurred, Staff evaluates the alleged behavior, based upon the written complaint provided along with all of the information provided to support the complaint, and may further investigate the complaint before determining if the alleged behavior or nuisance activity in fact occurred, and whether the impact on other Members/Residents or units is deemed reasonable or unreasonable to an average reasonable person similarly situated. This may include, without limitation, further conversations with the reporting party and neighbors.

If Staff determines that the alleged nuisance in violation of the Governing Documents has or may have occurred, a warning letter may be sent to the responsible Member and/or the Member may be sent a notice that the Member is being called to a disciplinary hearing before the Board or a committee thereof. At the disciplinary hearing, the Board will consider all evidence and documentation of the alleged nuisance violation, and the Member may speak and present evidence regarding the nuisance before the Board makes a decision on disciplinary action to be taken, if any.

#### **V. Enforcement**

GRF is authorized to take disciplinary action against any Member who may be found in violation of the Governing Documents, or Residents, tenants, or guests are found to be in violation of the Governing Documents. When a complaint is lodged regarding the occurrence of a violation, the Board of Directors has a duty to investigate and impose, if appropriate, discipline as set forth in the Governing Documents. Discipline shall be imposed, if at all, after a duly noticed disciplinary hearing in accordance with the requirements of statute and GRF's Governing Documents.

If a Member or such Member's unit/manor is found to have committed a nuisance violation as defined herein, the Board has the authority to impose monetary fines, suspend Member(s) privileges, and/or bring forth legal action, as more fully set forth in the Governing Documents, including without limitation the Schedule of Monetary Penalties, as may be revised from time to time. Each Member is entirely responsible for ensuring that the Governing Documents are followed by anyone they allow into the Community—this includes any co-occupant, lessee, guest, care provider, vendor, invitee or contractor.

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**RESOLUTION 90-22-XX**

**Nuisance Policy**

**WHEREAS**, the Board of Directors has recognized the need to revise the Harassment and Nuisance Policy; and

**WHEREAS**, on June 7, 2022, the Board of Directors approved an Inter-Board Anti-Harassment, Anti-Abuse, and Anti-Intimidation Policy and Formation of a Joint Hearing Body. The policy and joint hearing body were approved for initial notification and have been postponed 28-days to comply with Civil Code §4360; and

**WHEREAS**, the purpose of the updated policy is to set forth guidelines regarding nuisance complaints only as the harassment portion of the original policy is now part of the Inter-Board Anti-Harassment, Anti-Abuse, and Anti-Intimidation Policy;

**NOW THEREFORE BE IT RESOLVED**, August 2, 2022 the Board of Directors of this Corporation hereby approves the Nuisance policy, as attached to the official minutes of this meeting; and

**RESOLVE FURTHER**, that Resolution 90-21-36 adopted October 5, 2021, 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.

**JULY Initial Notification—28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied**

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## **STAFF REPORT**

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**DATE:** August 2, 2022  
**FOR:** Board of Directors  
**SUBJECT:** Internal Dispute Resolution Policy

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### **RECOMMENDATION**

Staff recommends adoption of an Internal Dispute Resolution Policy.

### **BACKGROUND**

Civil Code Sections 5900 et seq., requires that a fair, reasonable, and expeditious procedure for resolving disputes between GRF and Members be implemented. This process is commonly referred to as internal dispute resolution (“IDR” or “meet and confer”). The law further requires an IDR meeting be scheduled upon the request of a Member who has a dispute with GRF. The authorizes GRF to develop its own IDR policy. IDR supplements and does not replace alternative dispute resolution under Civil Code Sections 5925 et seq.

The rules enforcement program is coordinated by the Compliance Division under the Security Services Department.

### **DISCUSSION**

The purpose of the policy is to set forth an IDR procedure to be followed by GRF and its Members in connection with disputes relating to the enforcement of the governing documents, following the Davis-Stirling Common Interest Development Act, and following the Nonprofit Mutual Benefit Corporation Law.

Legal counsel has reviewed and provided recommended changes which have been incorporated into this document.

### **FINANCIAL ANALYSIS**

None.

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

**Reviewed By:** Blessilda Wright, Compliance Supervisor

### **ATTACHMENT(S)**

Attachment 1: Internal Dispute Resolution Policy

Attachment 2: Internal Dispute Resolution Policy Resolution

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### **Internal Dispute Resolution Policy**

Resolution 90-22-XX; adopted [Date]

In accordance with Civil Code Sections 5900 et seq., the Board of Directors of the Golden Rain Foundation (“GRF”) has adopted the following Internal Dispute Resolution (“IDR”) policy and procedure to be followed by GRF and its Members in connection with disputes relating to the enforcement of the governing documents, following the Davis-Stirling Common Interest Development Act, and following the Nonprofit Mutual Benefit Corporation Law. The law requires a fair, reasonable, and expeditious procedure for resolving disputes, and further authorizes GRF to develop its own procedure for these purposes, known as “IDR” or “meet and confer.” This IDR policy supplements and does not replace alternative dispute resolution (“ADR”) under Civil Code Sections 5925 et seq.

1. The Internal Dispute Resolution (“IDR”) process provides GRF as well as all Members an alternative to costly, formal Alternative Dispute Resolution (“ADR”) (such as mediation, arbitration or other non-judicial process involving a neutral third party decision maker) and prior to the filing of any litigation related to a dispute involving their respective rights, duties or liabilities under GRF’s governing documents, the Davis-Stirling Common Interest Development Act, and the Nonprofit Mutual Benefit Corporation Law.
2. Either party (GRF or a Member(s)) to a dispute may invoke the following procedure:
  - a. The party may request the other party to meet and confer, in an effort to resolve the dispute. The request shall be in writing and shall include a brief description of the dispute between the parties.
  - b. A Member may refuse a request to meet and confer. GRF may not refuse a Member’s request to meet and confer.
  - c. In response to a dispute involving GRF, the Board will designate at least two Directors (“GRF Designees”) to represent GRF and meet and confer with the Member. The GRF Designees shall also have the right to request the Chairperson of any applicable Committee interested in the dispute to assist GRF and attend the meet and confer session with the Member.
  - d. GRF shall respond to a Member or Members’ request for IDR within thirty (30) days of receipt of the written request to meet and confer.

Although Members are not required to participate in IDR, in the event the Member does not respond to GRF's request to participate in IDR within thirty (30) days of the written request, or any other time period specified in the request, the same will be deemed rejected.

- e. IDR meetings will be held at a mutually agreeable date, time and location. To the extent conference rooms are available, and if the requesting Members provide GRF a minimum of ten (10) business days' advance notice, GRF will make its best efforts to provide a conference room in the Community Center for the IDR meeting.
  - f. IDR meetings will be scheduled for up to one hour in length, unless extended by prior written agreement of the parties. By requesting or agreeing to participate in IDR, the parties agree to commit up to one hour to the IDR meeting.
3. A Member participating in IDR may be assisted by an attorney or another person in explaining their position at the Member's sole cost; GRF may also be assisted by legal counsel or another person at GRF's cost. Although a Member is permitted to bring an attorney or other representative to the IDR meeting, GRF encourages direct discussions between GRF Designees and the Member, without legal counsel, to further the goal of resolution through an amicable, no cost, and expeditious process.
  4. If Member desires to bring their attorney to the IDR meeting, the Member shall give no less than ten (10) business days' advance written notice to the other parties, including GRF, so that the other parties may make arrangements to have their respective legal counsel attend. If the other parties' legal counsel is not available on the originally scheduled IDR meeting date/time, the meeting must be rescheduled to a mutually convenient date, time and location. Failure of Member to timely advise if they are bringing legal counsel shall result in postponement of the IDR meeting to a date at which GRF's counsel or the counsel of any other party is able to participate. If Member appears at the IDR meeting with unannounced counsel, the IDR will not proceed at the scheduled date and time but will be rescheduled.
  5. At the IDR meeting, the parties will explain their positions to each other and confer in good faith in an effort to resolve the dispute. The IDR will be cancelled after 15 minutes if not all parties are present and there is no notification of late arrival.
  6. Any resolution of the dispute agreed to by the parties shall be memorialized in writing and signed by all participating parties, including, the GRF Designees.

7. An agreement reached by the Member(s) and the GRF Designees will bind the parties and be judicially enforceable if the following conditions are satisfied.
  - a. The agreement is in writing and signed by all parties participating in the IDR;
  - b. The agreement is not in conflict with law or GRF's Governing Documents; and
  - c. The agreement is consistent with the authority granted in advance to the GRF Designees by the Board or is ratified by the Board of Directors within thirty (30) days of the date that the agreement is executed by the Member and the GRF Designees.
8. The Member participating in the IDR shall not be charged a fee to participate in the IDR.
9. All parties participating in the IDR should note that the goal of the meeting is not to determine who is right or who is wrong, nor does IDR determine a "winner." The purpose of the IDR meeting is to try to find a compromise between the disputing parties, and thereby enhance neighborliness and harmony. Therefore, parties participating should come to the IDR meeting with an open mind and prepared to be flexible in dealing with other parties to the IDR in good faith.

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**RESOLUTION 90-22-XX**

**Internal Dispute Resolution Policy**

**WHEREAS**, the Board of Directors has recognized the need to adopt an Internal Dispute Resolution Policy; and

**WHEREAS**, the Internal Dispute Resolution (“IDR”) policy is to be followed by GRF and its Members in connection with disputes relating to the enforcement of the Governing Documents; and

**WHEREAS**, the law requires a fair, reasonable, and expeditious procedure for resolving such disputes, and further authorizes GRF to develop its own procedure for these purposes, known as “IDR” or “meet and confer”;

**NOW THEREFORE BE IT RESOLVED**, September 6, 2022 the Board of Directors of this Corporation hereby approves the Internal Dispute Resolution Policy, as attached to the official minutes of this meeting; 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.

**JULY Initial Notification—Revised AUGUST**

**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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## STAFF REPORT

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**DATE:** August 2, 2022  
**FOR:** Board of Directors  
**SUBJECT:** Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Formation of Joint Hearing Body

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### **RECOMMENDATION**

The Board of Directors adopt the Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and authorize the formation of a Joint Hearing Body to address claims of harassment, abuse and intimidation by directors to staff of Village Management Services, Inc. ("VMS"), fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents to staff of VMS, directors and other residents.

### **BACKGROUND**

The Board of Directors of Golden Rain Foundation ("GRF"), United Laguna Woods Mutual ("United"), and Third Laguna Hills Mutual ("Third") recognize the need for a clear and consistent policy to address claims of harassment, abuse and intimidation by members, residents, GRF, United, Third and VMS board directors and advisors, and member or resident guests. The claims of harassment, abuse and/or intimidation may involve members, residents, GRF, United, Third and VMS board directors and advisors, member or resident guests, and VMS employees.

### **DISCUSSION**

To address the need for a clear and consistent Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy, the board presidents and VMS Board chair collaborated with Jeffrey C. Beaumont, Esq. to develop the proposed policy and charter for a joint hearing body, modeled after the effective Village Traffic Hearing Committee. The proposed policy provides guidance relative to harassing, abusive, and/or intimidating behavior and issues a mechanism for addressing such behavior by the Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee.

The proposed policy is being considered by the board of directors of GRF, United and Third in the exercise of their respective duties to maintain, protect and enhance the value and desirability of Laguna Woods Village and the interests of all of its members.

On May 3, 2022, Director Joan Milliman made a motion to approve the resolution for discussion purposes and to postpone the final vote 28-days per Civil Code §4360. Director Juanita Skillman seconded the motion. There being no changes or objections, Resolution 90-22-XX was approved unanimously. (May Initial Notification – postpone 28-days for Member review and comment to comply with Civil Code §4360). During the board discussion, minor revisions to the proposed policy were suggested.

United Mutual and Third Mutual considered the proposed policy and charter at their May board meetings on May 10 and May 17, 2022, respectively. While both boards introduced the resolution, the boards offered input regarding the proposed policy and charter. Upon

conclusion of the May board meetings, the board presidents and VMS Board chair reconvened to consider all input from the three boards and modified the documents to reflect the changes upon which there was agreement, or guided by law.

On June 7, 2022, due to the substantive nature of the proposed changes, the board unanimously reintroduced Resolution 90-22-XX and postponed action for 28-days to allow for Member review and comment to comply with Civil Code §4360. Director Milliman made the motion; Director Horton seconded the motion.

On June 14, 2022, United Mutual considered the proposed policy and charter and introduced the resolution while again offering input regarding the proposed policy and charter.

On June 21, 2022, Third Mutual considered the proposed policy and charter and voted to send the policy back to committee for revisions.

The board presidents and VMS Board chair reconvened to consider all input from the three boards and modified the documents to reflect the changes upon which there was agreement, or guided by law. Due to the substantive nature of the proposed changes, the board needs to reintroduce Resolution 90-22-XX and postpone action for 28-days to allow for Member review and comment to comply with Civil Code §4360.

#### **FINANCIAL ANALYSIS**

None.

**Prepared By:** Siobhan Foster, CEO/General Manager

**Reviewed By:** Francis Gomez, Operations Manager  
Eric Nunez, Director of Security

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

Attachment 1: Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy

Attachment 2: Inter-Board Policy – Flow Chart

Attachment 3: Charter of Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee

Attachment 4: Resolution 90-22-XX





**Golden Rain Foundation, United Laguna Woods Mutual and Third Laguna Hills Mutual  
Joint Hearing Body Committee  
Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy**

**I. Purpose**

Harassment, abuse and intimidation is strictly prohibited in the community. The boards of directors of Golden Rain Foundation ("GRF"), Third Laguna Hills Mutual ("Third"), United Laguna Woods Mutual ("United") and Village Management Services ("VMS") require a clear and consistent policy to address claims of harassment, abuse and intimidation. This Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy ("Policy") provides guidance relative to such behavior and guidelines for addressing same by the Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee.

This policy applies to:

- a. Members;
- b. Residents;
- c. GRF, United, Third and VMS board directors and advisors; and
- d. Member or resident guests.

The claims of harassment, abuse and/or intimidation may be against:

- a. Members;
- b. Residents;
- c. GRF, Third, United and VMS board of directors and advisors;
- d. Member or resident guests; and
- e. VMS employees.

VMS investigates incidents of harassment, abuse and/or intimidation from an employer's standpoint pursuant to the VMS Anti-Harassment Policy, and by necessary implication, there will be overlap when an employee is harassed by any of the foregoing and vice-versa.

This Policy has been adopted by the boards of directors of GRF, Third and United in the exercise of their respective duties to maintain, protect and enhance the value and desirability of Laguna Woods Village and the interests of all of its members.

**II. Definitions**

- a. Abuse - See details under Conditions for Abuse.
- b. Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee ("Committee") - A hearing body formed via charter by the boards of directors of GRF, Third and United to address claims of harassment, abuse and intimidation by

members; residents; GRF, Third, United and VMS boards of directors and advisors; and member or resident guests. Claims may involve members; residents; GRF, Third, United and VMS boards of directors and advisors; member or resident guests; and VMS employees.

- c. Community - Laguna Woods Village, including, but not limited to, the community center, gate houses, clubhouses and amenities.
- d. Claimant - Member, resident, board member, advisor, member or resident guest who submits a claim of alleged harassment, abuse and/or intimidation ("claim") involving member, resident, board member, advisor, member or resident guest, and/or employee.
- e. Director - A board member from GRF, Third, United or VMS boards of directors.
- f. Governing documents - All of the following, collectively: articles of incorporation, bylaws, CC&Rs, rules and regulations, and resolutions or policies duly adopted by boards of directors of United (including occupancy agreement), GRF and Third; all as may be lawfully amended or modified from time to time.
- g. Harassment - See details under Conditions for Harassment.
- h. Intimidation - See details under Conditions for Intimidation.
- i. Member - Any person who is an owner of a unit in Third's or United's development who has been approved for membership in Third or United in accordance with the governing documents.
- j. Resident - An approved occupant of a residence in Laguna Woods Village.
- k. Respondent - Member, resident, board member, advisor, member or resident guest, or employee who is the subject of harassment, abuse and/or intimidation claim.
- l. Staff - Employees of VMS authorized to act on behalf of GRF, Third and United.

### **III. Conditions for Harassment**

Below are various definitions and descriptions of harassment under both federal and California law:

- a. Federal law: Under federal law, "harassment" is defined to mean "a serious act or a course of conduct directed at a specific person that causes substantial emotional distress in such person and serves no legitimate purpose" (18 U.S.C.A. §1514[d][1][B]).
- b. California law: California Law: California defines "harassment" as unlawful violence, a credible threat of violence or a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys or harasses that person, and that serves no legitimate purpose (Code of Civil Procedure §527.6[b][3]).
- c. Department of Housing and Urban Development (HUD) "Final Rule": Recent federal regulations/guidelines enacted by the Department of Housing and Urban Development (HUD) impose certain obligations on GRF, United and Third with regard to the investigation and treatment of reported harassment. The new guidelines, adopted in August 2016, were enacted in an effort to further define and address housing discrimination in the form of harassment. In that regard, HUD's new guidelines now deem any form of harassment in housing or within housing developments a form of illegal discrimination. Based on HUD's guidelines, homeowners' associations, including GRF, United and Third, are considered housing

providers, and as such are required to evaluate alleged harassment to investigate whether a resident is being subjected to harassment to the extent that it may amount to illegal housing discrimination. Pursuant to the guidelines, GRF, United and Third are required to investigate all reported claims of potential harassment of residents and, as appropriate, take all action permitted under the governing documents to address such harassing behavior (24 CFR 100.600).

#### **IV. Conditions for Abuse**

Below are various definitions and descriptions of abuse under both federal and California law:

- a. Federal law: Under federal law, “abuse” is defined to mean “the knowing infliction of physical or psychological harm or the knowing deprivation of goods or services that are necessary to meet essential needs or to avoid physical or psychological harm” (42 USC §1397[j]).
- b. California law: Under California law, “abuse” includes, but is not limited to, intentionally or recklessly causing or attempting to cause bodily injury, sexual assault and placing a person in reasonable apprehension of imminent serious bodily injury to that person or to another. Abuse is not limited to the actual infliction of physical injury or assault (Family Code §6203). For purposes of this Policy, “abuse” also includes conduct that creates a hostile work environment as defined under California law.

#### **V. Conditions for Intimidation**

Below are various definitions and descriptions of intimidation under both federal and California law:

- a. Federal law: Under Federal law, “intimidation” is defined to mean “a serious act or course of conduct directed at a specific person that (i) causes fear or apprehension in such person; and (ii) serves no legitimate purpose” (18 USC §1514[d][1]).
- b. California law: Under California law, the definition of “intimidation” was noted “to make timid or fearful; to inspire or affect with fear; to make fearful; to frighten ... to deter, as by threats. ...” (In re Bell, 19 Cal. 2d 488, 122 P.2d 22 [1942][dissent]).

#### **VI. Examples of Harassment, Abuse and/or Intimidation**

Examples of harassment, abuse and/or intimidation in community, subject to review and interpretation by committee, may include:

- a. Physical intimidation;
- b. Threatening bodily harm or to harm one’s property;
- c. Discriminatory shouting and yelling;
- d. Stalking, such as following someone around to intimidate or “make a point”;
- e. Disrupting organized activities in progress, including board and committee meetings;
- f. Entering the second floor of the community center without escort or pass;
- g. Interfering, instructing or otherwise disrupting the work of vendors or staff;
- h. Unreasonable, hostile and/or telephone calls and/or emails without a legitimate purpose to a resident, vendor or staff;
- i. Disparaging someone;

- j. Humiliating someone; and/or
- k. Other behavior that the ordinary person would find unreasonable and/or threatening.

**VII. Reporting Harassment, Abuse and/or Intimidation Claims**

To report a claim, members; residents; GRF, United, Third and VMS board directors and advisors; member and resident guests; and/or VMS employees may contact:

- a. Security Department
  - i. By telephone: 949-580-1400
- b. Compliance Division
  - i. By telephone: 949-268-2255; or
  - ii. Via email: [compliance@vmsinc.org](mailto:compliance@vmsinc.org)

Staff will inform the claimant to call the Security Department for documentation of the reported harassment, abuse and/or intimidation. Staff may also inform the claimant to call the Orange County Sheriff's Department ("OCSD") if harassment, abuse and/or intimidation occur.

**VIII. Assessment of Harassment, Abuse, and/or Intimidation Claims**

Upon receipt of claim by Security Department or Compliance Division, the following steps will occur:

- a. Security Director informs CEO/General Manager ("CEO") and Human Resources ("HR") Director of claim.
- b. CEO confers with Security Director and HR Director to determine if claim may involve harassment, abuse and/or intimidation and requires further action;
  - i. If claim does not meet definition of harassment, abuse and/or harassment, Compliance Division reviews claim for other possible governing document violations and initiates enforcement action, if needed.
  - ii. If claim meets definition of harassment, abuse and/or harassment, claim will be investigated by third party or internally by Security Director or designee.
- c. CEO may implement interim administrative actions to prevent employee harassment, abuse and/or intimidation during investigation depending on facts/governing documents. Actions must not interfere with resident's rights.

**IX. Investigation of Harassment, Abuse and/or Intimidation Claims**

- a. If claim involves member, resident, board member, advisor, member or resident guest, investigator at direction of Security Director gathers sufficient evidence to determine whether prohibited conduct occurred (harassment, abuse and/or intimidation);
- b. If claim involves employee, investigator at direction of HR Director gathers sufficient evidence to determine whether prohibited conduct occurred (harassment, abuse and/or intimidation). VMS investigates claims from an employer's standpoint pursuant to federal and state laws regarding employees and the VMS Anti-Harassment Policy and confirmed cases of harassment, abuse and intimidation by necessary implication, there will be overlap when an employee is harassed by a member, board member and/or advisor. VMS will investigate harassment to

determine what action must be taken to protect employee while investigation results will be shared with the committee to determine what action to take against the member, board member or advisor. VMS and the committee must be able to share information and the sharing of such information is therefore expressly authorized for this purpose.

- c. Legal counsel reviews investigative report to confirm findings meet legal definition(s) of harassment, abuse and/or intimidation. If claim does not meet the definition(s), Compliance Division reviews claim for other possible governing document violations and initiates enforcement action, if needed.

**X. If Harassment, Abuse and/or Harassment Claim Substantiated by Investigation – Member, Resident, Board Member, Advisor, Member or Resident Guest**

- a. Pursuant to Civil Code §5855 and applicable governing documents, Compliance Division issues notice of hearing with committee to respondent, including summary of evidence;
  - i. When respondent is board member or advisor, two committee members from defendant's board do not participate in hearing. Four committee members from other boards hear and render decision on case.
- b. During disciplinary hearing, respondent has right to meet before committee in executive session.
- c. If committee finds respondent in violation of policy, committee may impose fine, suspend member privileges and/or consider legal action.
- d. Any respondent found to have violated policy may be removed as officer of their board, if serving as such, or from any committee they serve by their respective board (e.g., GRF, Third, United and VMS).

**XI. Appeal of Committee Decision - Member, Resident, Board Member, Advisor, Member or Resident Guest**

- a. Committee disciplinary decisions against respondent are subject to appeal to their respective corporation's board. If VMS board member is respondent, appeal would be to mutual board in which respondent resides.
  - i. When defendant is board member or advisor, two committee members from board who did not participate in committee hearing would participate in appeal hearing with full board.

**XII. If Harassment, Abuse and/or Harassment Claim Substantiated by Investigation – Employee**

- a. Pursuant to VMS Anti-Harassment Policy, when employee has engaged in prohibited conduct (harassment, abuse and/or intimidation), investigation results presented to CEO, and HR Director and legal counsel.
- b. CEO, HR Director and legal counsel review investigative findings and determine discipline to impose including suspension, demotion final warning and/or termination.

**Attachments (for reference only):**

ATT 1: Member Disciplinary Process (with footnote that it is subject to change and if it changes, the policy will reflect the updated disciplinary process)

ATT 2: Schedule of Monetary Penalties (with footnote that it is subject to change and if it changes, the schedule will reflect the updated penalties)

## MEMBER DISCIPLINARY PROCESS

The following notice is provided pursuant to Civil Code Section §5310 and §5850.

Resolution 90-04-72, adopted October 5, 2004, by the Golden Rain Foundation (GRF) Board of Directors, established a member discipline process for the purposes of holding disciplinary hearings in a timely manner and ensuring progressive discipline. The board of directors is obligated to evaluate and impose, if appropriate, member discipline under its bylaws and Civil Code §5855.

Each member of GRF is obligated to comply with the rules, terms and conditions as set forth in the governing documents. Following is the disciplinary process adopted by the board of directors when violations occur:

- Upon notice of alleged violation, staff investigates and files an incident report (IR) and/or notice of clutter violation (NOV).
- By way of the initial investigation, should staff identify objective evidence of a violation by a member or their guests, staff will send a letter to the offending party describing the allegation(s) and the disciplinary action that may ensue if not corrected.
- Staff will monitor the situation, and if compliance with the request is not evident, an additional IR and/or NOV is filed, and a letter is sent to the offending party advising that a disciplinary hearing may be scheduled with the board of directors to determine if member discipline is merited. If the alleged violation has been resolved, no further action is required.
- If a disciplinary hearing is merited, staff will proceed with noticing the member for a hearing. Hearings are noticed based on GRF bylaws, Section 4.5, Discipline or Suspension.
- During a member disciplinary hearing the member has the right to meet before the board of directors in executive session. If the board finds the member to be in violation with the governing documents, the board may impose a fine based on the monetary fee schedule, suspend member privileges and/or consider legal action.

Violations include but are not limited to abandoned/inoperable vehicles, nuisance, the Equestrian Center, the Garden Centers, the golf course, recreational vehicles and Department of Recreation policies, etc.

The member disciplinary process is coordinated by the Compliance Division. A complaint may be registered by calling the Department of Security Services at 949-580-1400 or the Compliance Division at 949-268-CALL, or by emailing [compliance@vmsinc.org](mailto:compliance@vmsinc.org).

## SCHEDULE OF MONETARY PENALTIES

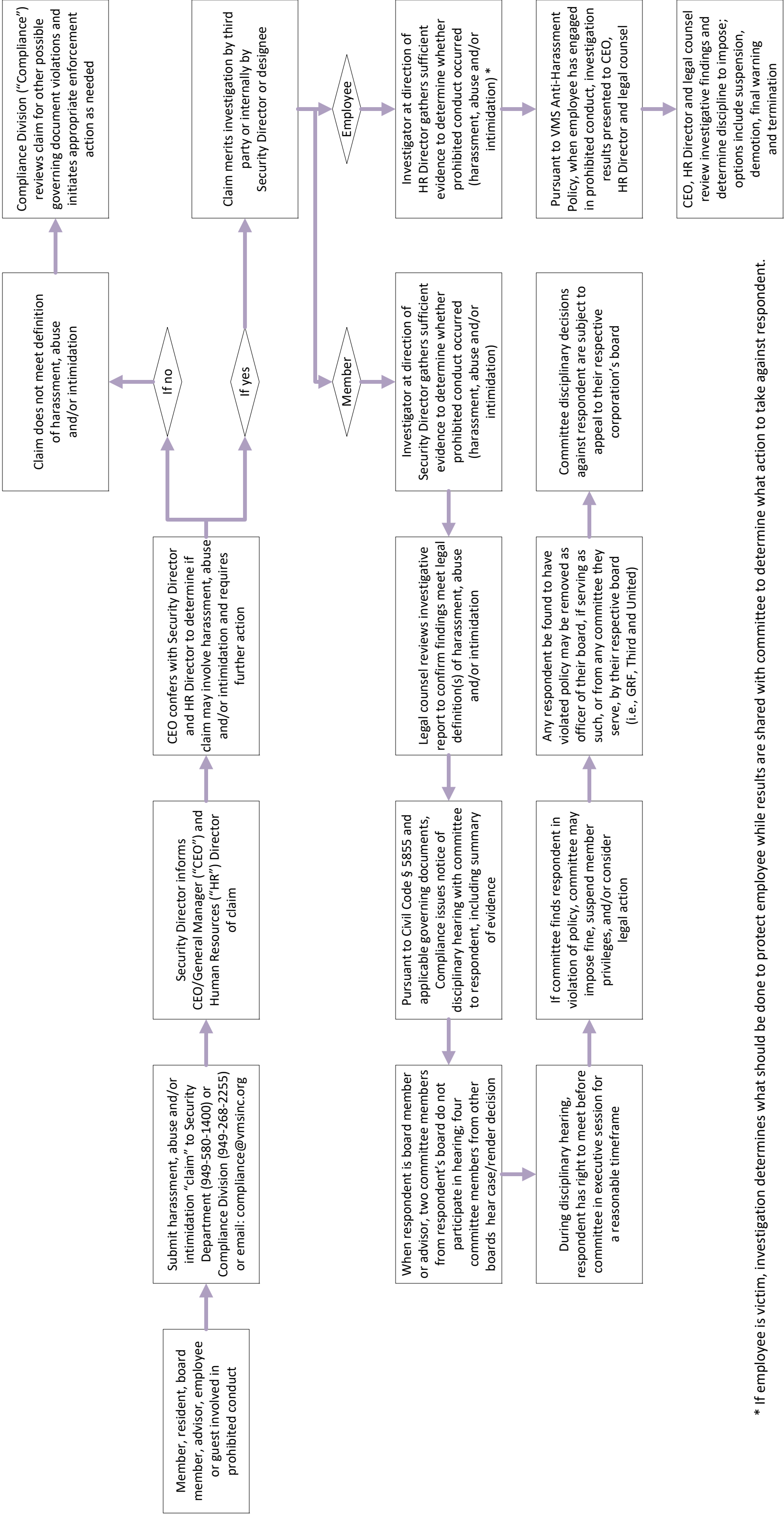
The following notice is provided pursuant to Civil Code Section §5310 and §5850.

The following schedules identify the violations and potential monetary penalties that may be imposed upon a member. Such penalties may be imposed following a hearing by the Golden Rain Foundation (GRF) Board of Directors for a violation of those governing documents and rules and regulations by the member, co-occupant, guest or lessee.

Type of Violation	Penalty Ranges
<b>Golf Course Restrictions</b>	
Examples: Slow play, failure to rake traps or repair ball marks, improper operation of golf cart, playing holes out of order, practicing on golf course, hitting more than one ball to each green, playing without payment, etc.	\$25 - \$200
<b>Nonpayment</b>	
Examples: Nonpayment of chargeable services, disciplinary penalties, facilities or services use charges, traffic citations, etc.	\$25 - \$500
<b>Nuisance Restrictions</b>	
Behavior/Disturbances: Assault, theft, trespassing, yelling, etc.	\$25 - \$500
Noise: Activities that interfere with quiet enjoyment of another person such as playing music or television too loud, loud conversation, etc.	\$25 - \$500
Violation of Laws: Violation of federal, state or local ordinances. An example would be public nudity, resident engaged in drug dealings, etc.	\$25 - \$500
<b>Other</b>	
Illegal business, nonsmoking policy	\$25 - \$500
<b>Pet Restrictions</b>	
Examples: Dog not on leash, dog not under control, unreasonable noise (barking), not picking up and disposing of feces, etc.	\$25 - \$500
<b>Department of Recreation Services Policy</b>	
Examples: Operating rules, soliciting without a permit, tree signage, unauthorized advertisement, room reservation, etc.	\$25 - \$500
<b>Traffic Rules and Regulations</b>	
Examples: Abandoned vehicle, commercial vehicles, excessive vehicles, vehicle oil, recreational vehicle policy, etc.	\$25 - \$500
Any violation of the governing documents or rules and regulations not specifically identified in this schedule.	\$25 - \$500
<b>Second or Subsequent Violations of the Same Rule</b>	
Ongoing violation of the same event may result in a daily fine in accordance with current monetary penalty schedule until compliance is achieved and/or double of fines imposed.	



Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy (“policy”) – Flow Chart



\* If employee is victim, investigation determines what should be done to protect employee while results are shared with committee to determine what action to take against respondent.



**Golden Rain Foundation, United Laguna Woods Mutual and Third Laguna Hills Mutual  
Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy  
Charter of Joint Hearing Body Committee**

**I. Introduction**

This Charter of the Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy ("Charter") serves to create the Joint Hearing Body Committee ("committee") for the Golden Rain Foundation ("GRF"), Third Laguna Hills Mutual ("Third") and United Laguna Woods Mutual ("United") pursuant to:

- a. Article VIII of the Amended and Restated Bylaws ("Bylaws") of GRF and California Corporations Code Section 7212, the board of directors of GRF is entitled to create committees to assist it in the execution of their powers and duties;
- b. Article VII, Section 1 of the Amended and Restated Bylaws ("Bylaws") of Third and California Corporations Code Section 7212, the board of directors of Third is entitled to create committees to assist it in the execution of their powers and duties; and
- c. Article VIII, Section 1 of the Amended and Restated Bylaws ("Bylaws") of United and California Corporations Code Section 7212, the board of directors of United is entitled to create committees to assist it in the execution of their powers and duties.

**II. Purpose**

The committee (as defined in Article III) will serve as a hearing body to address claims of harassment, abuse and intimidation ("claims") by:

- a. Members;
- b. Residents;
- c. GRF, Third, United and Village Management Services (VMS) boards of directors and advisors; and
- d. Member or resident guests.

Claims of harassment, abuse and intimidation may be against:

- a. Members;
- b. Residents;
- c. GRF, Third, United and VMS boards of directors and advisors;
- d. Member or resident guests; and
- e. VMS employees.

The committee will interface with the GRF, Third, United and VMS boards of directors, as well as VMS, legal counsel and other relevant individuals, and impose discipline and/or recommendations, as appropriate.

### **III. Committee**

- a. Composition:
  - i. Committee shall be comprised of six members including two directors from each of GRF, Third and United boards of directors. VMS board is not represented on committee, as VMS board members are appointed by GRF, Third and United.
  - ii. When respondent is a board director or advisor to GRF, Third or United, the two members of the committee from the respondent's board will not participate in the hearing. The four committee members from the other boards will hear and render a decision on the case, preserving the two committee members' ability to hear a possible appeal that would be heard by the full board.
- b. Eligibility: Committee members must be in "good standing" at all times, defined as the following and the respective policies of each board, Resolution 90-xx-xx, 03-xx-xx, and 01-xx-xx:
  - i. Current in the payment of assessments and all other financial obligations to their respective organization, i.e., GRF, United and Third;
  - ii. No outstanding violations of the governing documents of their respective organization, as determined by their respective board;
  - iii. No active dispute, including pending claims, dispute resolution, litigation or the like between the committee member and their respective organization or board or VMS; and
  - iv. Committee members must attend committee meetings regularly and not have missed three consecutive board meetings.
- c. Term:
  - i. Committee membership shall be concurrent with each member's term on their respective board of directors to which they have been elected or appointed.
  - ii. Committee members serve at pleasure of their respective board to which they have been elected or appointed to serve on committee and may be removed with or without cause, at any time, in sole discretion of their respective board.

### **IV. Scope of Authority – Powers of Committee**

- a. Mission: Committee is formed to serve as hearing body to address claims submitted by members, residents, board members and advisors, and member or resident guests. Claims may involve members, residents, board members and advisors, member or resident guests, and VMS employees.
- b. Review: Committee has the power and authority to review claims, investigative reports and interface with the boards of directors of GRF, United and Third, as well as VMS, legal counsel and other relevant individuals.
- c. Impose discipline: Committee shall have authority to impose discipline against the respondent, subject to notice and hearing procedures, pursuant to rules, regulations and fine and enforcement policy duly adopted by the boards of GRF, United and Third.

### **V. Scope of Authority – Committee Member Compensation and Conduct**

No committee member shall receive compensation of any kind for participation on the committee.

**VI. Scope of Authority – Meetings**

- a. Meetings: Committee shall meet as necessary and as required to perform its duties privately in executive session to maintain confidentiality.
- b. Meeting minutes: Minutes of all meetings shall be prepared and maintained.
- c. Tie votes: In the event of a tie vote, the motion would fail pursuant to Robert’s Rules of Order.

**VII. Scope of Authority – Effect of Decisions by Committee**

- a. Appeal: Decisions by the committee to impose disciplinary action against respondent shall be subject to a conditional right of appeal, whereas the right to appeal only applies to the appeal of a decision that can be addressed by the board hearing the appeal.
  - i. Fines: If the committee imposes a fine, the respondent can appeal to their respective board and that board can affirm or overturn that decision, given the board can levy fines.
  - ii. Access to amenities: If the committee bans the respondent from accessing the administrative building or the clubhouse/amenities, a mutual board cannot hear any appeal regarding same as GRF has the authority to impose that discipline, and therefore the respondent would need to appeal to GRF, not a mutual board.

**VIII. Scope of Authority – Insurance/Defense/Indemnity**

- a. D&O insurance: GRF, United and Third shall at all times maintain a directors’ and officers’ liability insurance policy, as required by law and their respective governing documents (i.e., bylaws), which shall cover volunteer committee members, among others, for actions and/or omissions done in the official capacity of a member’s service on the committee, and as authorized by the boards of GRF, United and Third.
- b. Defense/indemnity: GRF, United and Third will defend and indemnify committee members for claims, costs, defense fees, etc., incurred as a result of their official service on the committee, including any self-insured retention costs, and shared by GRF, United and Third.

**IX. Scope of Authority – Confidentiality**

- a. Confidentiality: Committee members are obligated to maintain strict confidentiality of information obtained while on the committee, beyond the term of service on the committee, and such information shall only be used for its purpose as provided herein.
- b. Executive session: The Open Meeting Act authorizes boards to meet in executive session to consider litigation, matters relating to the formation of contracts, member discipline and personnel matters. (Civil Code Section 4935.) The underlying principle of the Open Meeting Act is transparency. While focusing primarily on the interests of transparency by way of Civil Code Section 4935, the California legislature has underscored the importance of individual and corporate privacy. If boards were required to discuss such sensitive matters in a public forum, individuals would be irreparably damaged. It is paramount that committee members similarly acknowledge and respect the privacy interests of GRF, Third and United and its members, exercising constant vigilance in the handling of confidential information.

- c. Information sharing: VMS investigates incidents of harassment from an employer's standpoint, and by necessary implication there will be overlap when an employee is harassed by a director or advisor. For example, VMS will investigate the harassment to determine what action must be taken to protect the employee, while the committee will also investigate and determine what action to take against the director or advisor. Accordingly, VMS and the committee must be able to share information, and the sharing of such information is therefore expressly authorized for this purpose.

In addition to, or instead of the monetary penalty, the board of directors may impose the following penalties, following a noticed hearing, for a violation of the governing documents or rules and regulations:

1. Suspension of the right to use any facilities owned, operated or managed by GRF for a period not to exceed 90 days for each breach.
2. GRF may also make an application to a court of competent jurisdiction for legal or equitable relief.
3. GRF may recommend that United Laguna Woods Mutual (United) or Third Laguna Hills Mutual (Third) take disciplinary action against a resident member of GRF, to the extent possible under United/Third's governing documents.

GRF bylaws and rules and regulations provide that members/residents who receive a traffic citation may elect to waive their right to a hearing and attend traffic school or forfeit a fine for certain violations and under certain circumstances. (See Schedule of Traffic Monetary Penalties.)

Delinquent regular or special assessments, plus any costs of collection, late charges and interest, shall become a lien on the owner's interest in the common interest development upon recordation of a Notice of Delinquent Assessment in the Official Records of Orange County, California, and said lien may be enforced as provided by Sections 5650-5690 of the California Civil Code and as otherwise permitted by law.

If you have questions regarding the above information, please contact the Compliance Division during regular business hours at 949-268-CALL or via email at [compliance@vmsinc.org](mailto:compliance@vmsinc.org).



**RESOLUTION 90-22-XX**

**Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Charter of the Joint Hearing Body Committee**

**WHEREAS**, the Board of Directors of Golden Rain Foundation (“GRF”), United Laguna Woods Mutual (“United”), and Third Laguna Hills Mutual (“Third”) require a clear and consistent policy to address claims of harassment, abuse and intimidation by directors to staff of Village Management Services, Inc., fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents to staff of VMS, directors and other residents; and

**WHEREAS**, this Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy (“Policy”) is intended to provide guidance relative to such behavior and issue a mechanism for addressing same by the Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee; and

**WHEREAS**, this Policy is being adopted by the Board of Directors of GRF, United and Third in the exercise of their respective duties to maintain, protect and enhance the value and desirability of Laguna Woods Village and the interests of all of its members.

**NOW THEREFORE BE IT RESOLVED**, August 2, 2022, that the Board of Directors of this Corporation hereby introduces the Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Charter of the Joint Hearing Body Committee, as attached to the official minutes of this meeting; 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.

**MAY Initial Notification – Revised AUGUST**

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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## **STAFF REPORT**

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**DATE:** August 2, 2022  
**FOR:** Board of Directors  
**SUBJECT:** Compliance Ad Hoc Committee

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### **RECOMMENDATION**

Staff recommend the formation of a Compliance Ad Hoc Committee.

### **BACKGROUND**

On October 5, 2004, the Board of Directors established a member-discipline process for the purposes of holding disciplinary hearings in a timely manner and ensuring progressive discipline (Resolution 90-04-72, Attachment 1). The Board of Directors is obligated to evaluate and impose if appropriate, member-discipline under its Bylaws and California Civil Code. The member-discipline process is coordinated by the Compliance Division.

The Recreation and Special Events Department is responsible to plan and execute comprehensive recreation programs and events for Laguna Woods Village residents. Ensure Village residents receive unparalleled opportunities to enjoy the utmost in active living by providing superior services and programs. The department manages all GRF facilities, activities, special events, and clubs.

On May 16, 2022, President Bunny Carpenter directed staff from the Recreation and Special Events Department and the Compliance Division to review disciplinary process for the purpose of creating efficiencies and bringing in members for disciplinary hearing if merited.

On August 2, 2022, the Board is scheduled to pass three resolutions that will impact the Recreation and Special Events Department and Compliance Divisions: Inter-Board Anti-Harassment, Anti-Abuse, and Anti-Intimidation Policy and Formation of a Joint Hearing Body; a revised Nuisance Policy; and an Internal Dispute Resolution (IDR) Policy. Additionally, the Board is scheduled to pass several GRF Facility Operating Rules in the coming months.

### **DISCUSSION**

The purpose of the Compliance Ad Hoc Committee is to assist in integrating these new policies into the departments processes. Additionally, assist in creating efficiencies between the Recreation and Special Events Department and Compliance Divisions (Attachment 2).

### **FINANCIAL ANALYSIS**

None.

**Prepared By:** Francis Gomez, Operations Manger  
**Reviewed By:** Eric Nunez, Security Director

### **ATTACHMENT(S)**

Attachment 1: Resolution 90-22-XX

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**RESOLUTION 90-22-XX****Compliance Ad Hoc Committee**

**WHEREAS**, the formation of a Compliance Ad Hoc Committee is being considered by the board of directors pursuant to Article 7, Section 7.1.2 and Section 7.5 of the bylaws of this corporation;

**WHEREAS**, the duties and responsibilities of the Compliance Ad Hoc Committee are to work with the Compliance Division and Recreation and Special Events Department to make recommendations to the Board for approval or to report out on the following matters:

1. Review the Member Disciplinary Process to reflect new and updated operating policies, including but not limited to the Inter-board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy (if adopted), Internal Dispute Resolution Policy, and various Recreation and Special Events Department policies, procedures and rules;
2. Review the Schedule of Monetary Penalties to reflect new and updated operating policies, including but not limited to the Inter-board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy (if adopted), Internal Dispute Resolution Policy, and various Recreation and Special Events Department policies, procedures and rules;
3. Review process for enforcement of safety protocols outlined in various Recreation and Special Events Department policies, procedures, and rules;
4. Review Compliance Division investigative processes and verification; and
5. Review resolution(s) granting Mutuals authority to suspend GRF privileges, such as cable television and internet services.

**NOW THEREFORE BE IT RESOLVED**, August 2, 2022 the Board of Directors of this Corporation hereby adopts the mission statement, duties and responsibilities of the Compliance Ad Hoc Committee; and;

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

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**ENDORSEMENT (to Board of Directors)**

**Aquadettes Request for Exception to GRF Poster Policy**

Authorize the Community Activities Committee recommendation to review and recommend board approval of the Aquadettes request for an exception to the GRF poster policy.

A motion was made to accept the Aquadettes request for an exception to the GRF poster policy.

Motion passed unanimously.

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## **STAFF REPORT**

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**DATE:** August 2, 2022  
**FOR:** Board of Directors  
**SUBJECT:** Aquadettes Request for Exception to GRF Poster Policy

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### **RECOMMENDATION**

Authorize an exception to the GRF poster policy for the September Aquadettes Aqua Follies show at Pool 1.

### **BACKGROUND**

In 1965, the Aquadettes began as a group of all-female lifeguards who collaborated to host a synchronized swimming show. The Aquadettes have been offering an annual summer Aqua Follies show to Laguna Woods Village residents and their guest for over 55 years at Pool 1.

### **DISCUSSION**

On July 14, 2022 the Community Activities Committee (CAC) reviewed and recommended approval of the Aquadettes request for an exception to the GRF Poster Policy (Attachment 2).

Clubhouse bulletin boards only allow advertising with posters for events held at the Performing Arts Center or Clubhouse 5 (Attachment 1). The Aquadettes are requesting an exception to the GRF policy to place one poster at the following facilities from August 8 through September 8, 2022:

- Clubhouse 1
- Clubhouse 2
- Performing Arts Center
- Clubhouse 4
- Clubhouse 5
- Recreation office
- 19 Restaurant and Lounge

The upcoming show will be held on September 8, 9, and 10, 2022. The dimensions of the posters are 11x17 inches and will be advertised for 32 days prior to the event.

### **FINANCIAL ANALYSIS**

None.

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

**Reviewed By:** Brian Gruner, Recreation and Special Events Director  
Catherine Laster, Services Manager

### **ATTACHMENT(S)**

ATT1: GRF Poster Policy

ATT2: Aquadettes Request

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## **Attachment 1**

### **GRF Poster Policy**

- E. Performing Arts Center lobby poster area and lobby bulletin board, and Clubhouse 5 glass- enclosed bulletin board
1. All posters must be stamped in advance by Recreation.
  2. Displaying posters is subject to space availability.
  3. Performing Arts Center lobby posters must be no larger than 33 by 40 inches, Performing Arts Center bulletin boards posters must be no larger than 22 by 17 inches and Clubhouse 5 bulletin boards must be no larger than 11 by 17 inches.
  4. Posters are not allowed to be adorned with lights.
  5. Performing Arts Center lobby posters may be displayed a maximum of three months prior to the date of the event (or date of first event in a series).
  6. The Performing Arts Center lobby poster area is for box office events.
  7. The Performing Arts Center lobby bulletin board is for use by GRF or a club/group/organization that schedules an event in the Performing Arts Center auditorium on a regular basis but does not distribute tickets through the Performing Arts Center box office.
  8. The Clubhouse 5 glass-enclosed bulletin board is for use by a club/group/organization that has events scheduled in the Clubhouse 5 Main Lounge and may be posted 60 days prior to event.
  9. Posters not approved by Recreation will be removed.

## **Attachment 2**

### **Aquadettes Request**

The Aquadettes  
Request for Exception to the GRF Poster Policy  
June 3, 2022

In anticipation of the return of our annual Aqua Follies scheduled for September 8, 9, and 10, 2022, we would like to ask for an exception to the GRF Poster Policy. To inform the community and stimulate interest in the event, we would like permission to place the following posters throughout the community.

1. Clubhouse 1:  
1 11 X 17-inch poster to be posted from August 8 through September 8, 2022.
2. Clubhouse 4:  
1 11 X 17-inch poster to be posted from August 8 through September 8, 2022.
3. Clubhouse 3:  
1 11 X 17-inch poster to be posted from August 8 through September 8, 2022.  
1 33 X 40-inch poster to be posted from August 8 through September 8, 2022.
4. Clubhouse 5:  
1 11 X 17-inch poster to be posted from August 8 through September 8, 2022.
5. Clubhouse 2:  
1 11 X 17-inch poster to be posted from August 8 through September 8, 2022.
6. 19<sup>th</sup> Restaurant:  
1 11 X 17-inch poster to be posted from August 8 through September 8, 2022.
7. The Recreation Center:  
1 11 X 17-inch poster to be posted from August 8 through September 8, 2022.

**ENDORSEMENT (to Board of Directors)**

**Tennis Center Operating Rules**

Authorize the Community Activities Committee recommendation to review and recommend board approval of the amended Tennis Center Operating Rules.

A motion was made to accept the amended Tennis Center Operating Rules.

Motion passed unanimously.

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## STAFF REPORT

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**DATE:** August 2, 2022  
**FOR:** Board of Directors  
**SUBJECT:** Tennis Center Operating Rules

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### **RECOMMENDATION**

Review and recommend board approval of the amended Recreation and Special Events Department Tennis Center Operating Rules (Attachment 1).

### **BACKGROUND**

The Recreation and Special Events Department oversees all recreation facilities and updates the operating rules periodically on an as needed basis. The Tennis Center Operating Rules were last amended in 2021.

### **DISCUSSION**

The 2020 COVID pandemic restricted activities to outdoor facilities only with limited number of participants at a time. This necessitated the need for outdoor sports to utilize online reservation systems for tennis, swimming and pickleball.

As restrictions were lifted, Laguna Woods Village residents requested that the reservation systems continue to be used. At the October CAC meeting, the committee directed staff to formulate and distribute a community wide survey for the continued use of the online reservation systems. The results of the survey were as follows:

- Tennis: 39% in favor and 61% not in favor
- Pickleball: 20% in favor and 80% not in favor
- Swimming: 39% in favor and 61% not in favor

At the January CAC meeting, the survey results were discussed and approval to conduct a six-month trial for the continued use of the online reservation system for swimming at Pool 2 and three courts at tennis was instituted. Furthermore, due to the high rejection rate for pickleball the CAC committee approved to discontinue use of the online reservation system for pickleball only.

At the July CAC meeting, the Committee reviewed the overall usage of the tennis courts and concluded there was enough resident usage and demand to continue its use. The Tennis Center operating rules were reviewed and updated to reflect the change in using the online reservation system for courts 8-10 and the white board system be used for courts 1-7. In addition, other updates included:

- At least 50% of event/league players must be Laguna Woods Village residents as stated in the GRF Recreation Policy; and
- Event notifications will be posted on the appropriate courts; and

- During prime-time individual practice is allowed but concede the court when group of players arrives; and
- Players with online reservations must occupy their courts no later than 10 minutes after their assigned time.

### **FINANCIAL ANALYSIS**

None.


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

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

### **ATTACHMENT(S)**

ATT 1: Tennis Center Operating Rules

ATT 2: RESOLUTION 90-22-XX Tennis Center Operating Rules

<div>TENNIS OPERATING RULES</div>	<div> Laguna Woods Village®</div>
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- A. **General Rules:**
1. The Tennis Complex is open every day from 7 a.m. to 10 p.m.

2. Lighted courts are available on courts 1/2/5/6/7 – bring quarters for coin-operation.

3. All residents and guests must sign in upon entering the facility.

4. Proper tennis attire (shirts required) for players and “non-marking shoes” for on-court play.

5. “Prime-time” for tennis play is during the hours of 7 a.m. to noon every day.

6. During prime time, individual practice is allowed but the player must give up the court if a group arrives to play.

7. Club tournaments, leagues, and other events must be scheduled and posted one week in advance.

8. Scheduled club/group/organization tournaments and activities at the tennis facility take priority and must be scheduled and posted one week in advance:

a. At least 50% of the event players are Laguna Woods residents

b. No other events are already scheduled at the same time/day

i. The event reservation notice will be posted on the appropriate courts.

9. Guests - must have resident present and may use one court only; One guest per resident in prime-time and up to three guests for other times; No guests under the age of 6 are permitted.

10. No pets other than service animals are allowed at the tennis facility.

11. No unauthorized music is to be played on any device at the tennis facility.

12. Entry gates require Laguna Woods Village resident ID card (swipe or tap) for access – Do not prop open the gates!

13. Only teaching professionals approved by GRF can host lessons Monday through Saturday, noon to close and Sunday all day on courts 3 and 4.
- B. **All Court Rules:** (See tables on Page 3 for a summary of court rules)
1. Play time limits/reservation availability/walk-on usage varies by court number and time of day.

2. All players must be present to claim an open court.

3. Courts 1 through 7 have a “whiteboard” for sign-up and **must** be used properly for all walk-on usage.

3a. All players must post their start and stop time on the board and may not be changed (not to exceed the set court time limits).

3b. Do not change start/end times on the whiteboard after claiming a walk-on or reserved court.

4. Reservations may be made up to three days in advance via CourtReserve for Courts 8 through 10 all day and courts 6 and 7 during the evening.

a. Players with CourtReserve reservations may start early if their reserved court is available.

b. Players with advance CourtReserve reservations must claim their assigned court within 10 minutes of their start time or the reservation will be deemed canceled and the court will then be available for walk-on play until the next reservation time.
- Agenda Item #12c

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5. CourtReserve.
  6. When time expires play may continue until a new group arrives and there are no other courts of equivalent time limit available, i.e. one or 1.5 hour courts.
  7. Arriving players **must** take any open court, and not ask others playing beyond their time limit to move, unless the available courts are for lesser time limits, i.e. only one hour courts available.
  8. Doubles play does **not** have priority over singles play at any time.
  9. During “prime-time” an individual may practice by themselves until a group arrives to play, but an individual player may not hold a court if all players are not present and ready to start play.
  10. During non-prime-time an individual may occupy any walk-on court to practice by themselves.
  11. CourtReserveCourtReserveBack-to-back reservations by the same group are not allowed and players should cancel CourtReserve reservations that will not be used as soon as possible. Likewise, the same group may not change their times and sign up back-to-back on walk-on courts.
- C. **Court 1: Walk-on Challenge Court** (sign-up board on Clubhouse wall near the court)
1. Used for two doubles teams to play one set in prime- time (maximum time is one hour).
  2. Winners stay for another round and play the next waiting team. If they win again both teams leave.
  3. The next two teams take the court and the losers may sign up on the challenge board again.
  4. If no one is playing on the court, up to four people may play but they could be challenged by another twosome that comes and signs up on the board. On-court “score tubes” must be used.
  5. After noon (non-prime-time) court 1 reverts to a walk-on court for singles or doubles play with on-court time limited to 1.5 hours when others are waiting.
- D. **Courts 2-4: Walk-on - one hour** (sign-up board near the clubhouse main entrance)
1. During prime-time play is for singles or doubles and on-court time is limited to one hour when others are waiting.
  2. After noon (non-prime-time) on-court time is limited to 1.5 hours when others are waiting.
  3. If no players are waiting, play may continue but the group must sign in again on the white board to show the new start time.
- E. **Court 5: Walk-on - 1.5 hour** (sign-up board near entrance to Court 5)
1. Play is for singles or doubles and on-court time is limited to 1.5 hours when others are waiting.
- F. **Courts 6-7: Walk-on Day & Night Reserved - 1.5 hour** (sign-up board near entrance to Court 5)
1. Play is for singles or doubles and on-court time is limited to 1.5 hours when others are waiting.
  2. These courts may be reserved via CourtReserve for lighted night play with set reservation times of:  
(4:30-6), (6-7:30) or (7:30-9)
- G. **Courts 8-10: Reserved Courts – 1.5 hour** (sign-in board near entrance to Court 5)
1. May be reserved via CourtReserve for singles/doubles play in prime-time with set reservation times of:  
(7:30-9), (9-10:30), (10:30-noon), (noon-1:30), (1:30-3), (3-4:30), (4:30-6), or (6-7:30). Evening times may be reduced during winter due to darkness.



1. **Reserved Ball Machine & Backboard Courts 9 and 10 – 1.5 hour** May be reserved via CourtReserve **AFTER** prime-time for ball machine or backboard (Court 9) play with set reservation times of:  
    Winter Hours: (noon-1:30), (1:30-3), or (3-4:30)  
    Summer Hours: (noon-1:30), (1:30-3), (3-4:30), (4:30-6), (6-7:30)

**Note: The Recreation Department reserves the right to review and adjust these Tennis Operating Rules to accommodate the needs of the community.**

## Tennis Court Rules for Prime-Time Hours

7:00am to 12:00p

**Court 1** – Challenge Court for doubles teams to play one set (maximum one hour); winners stay for next round; if that team wins again both teams leave; if no one is playing on the court, up to four may start play but may be challenged after one set.

PRIME-TIME 7 a.m.–noon				
COURTS				
	1-4	5	6/7	8/9/10
Highlights of Court Play Priorities for Courts 2-10				
Set reservation times available	NO	NO	NO	YES*
On-court time limit	1 hour	1.5 hours	1.5 hours	1.5 hours
Walk-on if no show/no reservation	N/A	N/A	N/A	NO
Individual player uses by themselves	YES#	YES#	YES#	NO
Doubles have priority over singles	NO	NO	NO	NO
Note: If another court is available, you must take the open court and not ask others to move from a court they occupy.				
* Set reservations times are (7:30-9), (9-10:30), (10:30-noon)				
** Reservations must be made via CourtReserve for courts 8 through 10.				
# During prime time an individual may practice by themselves but can be bumped by a group that arrives to play				

Tennis Court Rules for <u>Non-Prime-Time Hours</u> 12:00pm to 10:00pm				
Highlights of Court Play Priorities for Courts 1-10	NON-PRIME TIME (After noon)			
	COURTS			
	1-4	5	6/7	8/9/10
	Set reservation times available	NO	YES*	YES+
	On-court time limit	1.5 hours	1.5 hours	1.5 hours
Walk-on if no show/no reservation	N/A	N/A	NO	NO
Individual player uses by themselves	YES	YES	YES	YES
Doubles have priority over singles	NO	NO	NO	NO
Note: If another court is available, you must take the open court and not ask others to move from a court they occupy.				
* Set reservations times are (4:30-6), (6-7:30), (7:30-9)				
+ Set reservation times for play or ball machine or backboard use on court 9 are (noon-1:30), (1:30-3), (3-4:30)				
Reservations must be made via CourtReserve for courts 6 through 10.				
Note: An individual may practice by themselves on any walk-on court during non-prime time hours				

Instruction provided by VMS approved teaching professional have court priority on courts 3 and 4 all day on Sunday and after noon other days. The teaching professionals will post the lessons time 24 hours in advance.

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**RESOLUTION 90-22-XX**  
**Tennis Center Operating Rules**

**WHEREAS**, the Board has set policies and operating rules for usage of GRF facilities; and

**WHEREAS**, the Recreation and Special Events Department oversees the use of facilities; and

**WHEREAS**, the Department is responsible for ensuring that safety and compliance procedures are followed, protect facilities and enforce policy and operating rules; and

**WHEREAS**, the proposed amendments improve the understandability of the policies and procedures and facilitates implementation by staff; and

**WHEREAS**, on May 12, 2022, the Community Activities Committee approved the amended Tennis Center operating rules;

**NOW THEREFORE BE IT RESOLVED**, September 6, 2022 the Board of Directors of this Corporation hereby adopts the amended Tennis Center operating rules; and

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

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

### **Garden Center Operating Rules**

Authorize the Community Activities Committee recommendation to review and recommend board approval of the amended Garden Center Operating Rules.

A motion was made to accept the amended Garden Center Operating Rules.

Motion passed unanimously.

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## **STAFF REPORT**

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**DATE:** August 2, 2022  
**FOR:** Board of Directors  
**SUBJECT:** Garden Center Operating Rules

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### **RECOMMENDATION**

Review and recommend board approval of the amended Recreation and Special Events Department Garden Center Operating Rules (Attachment 1).

### **BACKGROUND**

The Recreation and Special Events Department oversees all recreation facilities and updates the operating rules periodically on an as needed basis. The Garden Center Operating Rules were last approved December 6, 2016 with resolution 90-16-55 (Attachment 2).

### **DISCUSSION**

During the pandemic, the Garden Center was one of the few amenities available for resident use. However, staff layoffs limited oversight and rule enforcement of the Garden Centers. As a result, resident gardeners made plot enhancements that do not concur with the current policies.

The Community Activities Committee (CAC) requested to review and update the Garden Center policies for clarification purposes. Policy review and recommendations were received from staff, resident gardeners, the Garden Club of Laguna Woods and CAC members to ensure all relevant parties were involved in the decision-making process.

The revised operating rules will ensure all gardeners can easily identify what is allowed moving forward.

### **FINANCIAL ANALYSIS**

None.

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

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

### **ATTACHMENT(S)**

ATT 1: Garden Center Operating Rules

ATT 2: Resolution 90-16-55

ATT 3: RESOLUTION 90-22-XX Garden Center Operating Rules

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A. Introduction/Purpose

1. The Garden Centers are recreational facilities managed by the Laguna Woods Village Recreation Department and its staff. The Garden Centers are a functioning farm that provides a relaxing enjoyable environment for the residents to tend, grow and harvest their own fruits, vegetables and ornamental plants.
2. The rules and regulations have been designed to:
  - a. Ensure the gardens are safe
  - b. Ensure that community gardens are a pleasant place to visit and admire
  - c. Establish fairness and equality among gardeners
  - d. Prevent damage to the land and groundwater

B. General Operating Information

1. Golden Rain Foundation (GRF) establishes the hours of operation, assign personnel and otherwise oversee the operation of the Garden Centers. In an ongoing effort to improve, **the operating rules are subject to change at any time**. Any updates will be posted on the bulletin boards and distributed via e-mail and/or website.
2. You may contact the **Garden Center at (949) 268-2387**.
3. Staff is responsible for enforcing the Operating Rules to serve the best interest of all residents who use, or wish to use, the Garden Center facilities. Staff oversees the Garden Centers; staff hours are posted at the Garden Center office and on the Laguna Woods Village website.
4. Operating Hours: **Sunrise to Sunset**.
5. Odors: this includes second-hand smoke (cigarettes, cigars marijuana and vaping), etc. and is a violation of the GRF Nuisance Policy.

C. Who May Rent a Garden and/or Tree Plot

1. Any authorized Occupant or Lessee, as defined by United Laguna Woods Mutual and Third Laguna Hills Mutual, may request a Garden Center Use Permit. One permit is issued per manor. Use Permits are only accepted on official forms provided by GRF. All persons using a plot must be listed with the following contact information: resident ID number, manor number, address, home phone number, cell number, and e-mail if applicable. Use Permits will be renewed annually in compliance with current adopted GRF policies.
2. All fees are according to the GRF Schedule of Fees.

D. Signing Required Release and Waiver of Liability Agreement

1. All gardeners and partners are required to sign a **Hold Harmless, Release and Waiver of Liability Agreement**. This signed agreement will be maintained on file. This agreement limits GRF's liability and waives any claim a gardener may have, including injury or damage absent gross negligence or willful misconduct. Forms are available online, at the Garden Center office or the Recreation Office. The waiver agreement form will periodically be updated and require a new signature.
2. Guests must be accompanied by an authorized resident at all times.

E. Temporary Working of Your Plot by a Designated Person

1. No one may work a garden for another gardener unless they are a resident of Laguna Woods Village and listed on the Use Permit as a partner with the appropriate contact information. If an individual is found to be working a plot without being listed on the Use Permit, the Use Permit holder will be subject to disciplinary action which could result in loss of gardening privileges.
2. Circumstances including but not limited to medical issues and extended leave of absence may prevent a gardener from obtaining a resident partner; such cases will be reviewed on a case by case basis by Recreation staff.

F. In Case of Emergency

1. Emergency telephones that connect directly with the Security Office are available at both Garden Centers.

- a. At Garden Center One, the emergency telephone is located at the Moulton side front gate.
- b. At Garden Center Two, there is one emergency phone outside of the office and another on the east side of the storage building (tool shed and restroom) near the Maintenance Center.

2. In **severe emergencies please call 911.**

G. Gardener Responsibilities

1. Gardeners/partners are responsible for keeping their plots weed and debris free **at all times.**
2. Gardeners/partners must do their own gardening.
3. Gardeners are not allowed to sublease or otherwise turn their plot over to someone who is not legally documented on the Use Permit as a partner.
4. The Use Permit holder/partner must grow/harvest/maintain (keeping weed free) his/her plot all 12 months.
5. Work must commence within 30 days of permit issuance.
6. Gardeners are obligated to plant fruits, vegetables and/or ornamental plants.
7. Seasonal gardeners, e.g. “snowbirds”, summer “desert escapees” are **REQUIRED** to SHARE their plot(s) with a partner who may maintain the plot in the opposing seasons.
8. Mulch outside of plots is prohibited.
9. Gravel and decomposed granite are not permitted for use in garden or tree plots. Gravel is only permitted for use in the Garden Center Two walkways.
10. The disposal of trash and debris is the responsibility of each gardener. Large green waste and general trash dumpsters are located strategically throughout the facilities. Do not place debris in walk areas or leave debris in wheelbarrows. Green waste items need to be placed in the green waste trash bins.

11. All walkways must be kept clear and wheelbarrows must be emptied and returned to their proper storage areas. Gardeners using tools furnished by GRF are responsible for the proper care, cleaning, return, and storage of these tools to the tool sheds from which they were obtained.
12. Gardeners are permitted to plant within their assigned garden space only. Planting in any common area, such as in the parking lot, within medians and around structures, is not allowed unless approved by Recreation staff.
13. All items stored within the garden plot must be **essential** to gardening. Pesticides of any kind may not be stored at the Garden Center. Items such as wooden stakes, tomato cages, etc. must be kept in a neat and orderly manner. Materials may not be stored against the perimeter fence of Garden Center.
14. Gardeners are required to adhere and comply with all Garden Center Operating Rules, Recreation Department Policy, GRF Governing Documents, and all applicable laws. Failure to do so may result in disciplinary action and/or loss of use permit.

#### H. Pets/Animals at the Garden Centers

1. Pets are not allowed at either Garden Center.
2. Do not feed wildlife in the Garden Centers.

#### I. Annual Fees

1. As part of the initial plot rental process, residents will be given a statement with the amount due for their plot(s). All checks will be made payable to GRF. The rental fees along with all applicable documentation must be submitted to the Recreation Office. GRF may revoke the Use Permit of any gardener who is 30 days delinquent in payment of his/her plot rental.
2. Plot rentals are for one calendar year and renewed annually.
3. The resident may begin working the plot upon receipt of plot rental fees and must commence within 30 days of paying the plot rental fees.

#### J. Assignment of Garden Plots/Spaces

1. Garden plots are leased on an available basis and only one is allowed per manor.

- a. If needed, staff will prepare plot offered to a lessee, so that it is weed free, rototilled (if free of gravel), all prior existing non-gardening miscellaneous items removed, as well as any deteriorating structures, and has access to a functioning water source.
2. Plots vary in location, actual size and previous improvements. Any fencing around a plot must be maintained by the current Use Permit holder.
3. There is a limit of one garden plot and/or one tree plot per manor. Anyone with more than one garden plot and/or more than one tree plot prior to May 3, 2016 will be allowed to keep a maximum of two garden plots not to exceed approximately 400 square feet and/or two tree plots.
4. When a Use Permit holder decides to relinquish his/her plot, he/she may designate the registered partner as the new Use Permit holder in writing to Garden Center administrative staff.
  - a. If the new designated Use Permit holder has another plot, he/she must relinquish a matching number of plot(s) which will become available to new garden plot applicants.
5. Use Permits shall be personal to the gardener and shall not be assignable to any other person and shall not pass on to any successors or assignees unless the plot is shared by another resident who is a registered partner in accordance with Section G.2. of these Operating Rules. If during the lease agreement a resident moves or becomes deceased, the resident sharing the plot ~~will~~may have an opportunity to become the Use Permit Holder if they have been an approved partner for one or more years.
  - ~~5.a. If the plot is offered to a partner, it will~~ it will be ~~be offered~~ in the order in which the names of the partners appear on the current Use Permit.
6. When a garden plot becomes vacant, all permanent structural improvements made to the plot become the property of GRF. Other gardeners are not allowed to remove items from the plot.

K. Watering/Irrigation

***Any gardener watering their garden plot must be present at the Garden Center in their plot the entire period of time the water is turned on, even if an alternative irrigation system is in place.***

1. All watering at the Garden Centers is subject to the El Toro Water District rules and any other governing agency or municipality.

2. All hoses must be equipped with a positive self-closing shut-off hose nozzle. The water faucet must be also turned off once watering is complete.
3. Staff shall be notified when faucets or valves are found to be leaking. Water shut off valves must be accessible from outside the plot. All fences must have an opening at the faucet for easy access by Garden Center staff.
4. Irrigation work that will require shutting off water to a garden area must be done by a Garden Center staff member or a GRF approved technician.
5. If an alternative irrigation system is in place such as an automatic irrigation or drip irrigation system, **timers are required** and must be set at the lowest possible setting for appropriate watering of garden plot.  
Batteries must be checked on a weekly basis to ensure they are working properly. ~~Gardeners must still be present while the systems are on.~~
6. All gardeners are responsible for prudent, non-wasteful watering practices, and for preventing water runoff from damaging adjacent plots.
7. No irrigation systems other than drip or soaker systems are permitted in a plot.
8. Gardeners must keep the amount of time the water is turned on to as short a time period as possible. Electronic, solar, mechanical and battery-operated water timers are allowed.

L. General Gardening Information

1. Garden plots **must** be planted and maintained year-round.
2. ~~Summer gardens must be planted by May 31 and must be cleaned up by November 15.~~
3. Plot holders who do not actively garden during short periods (less than one month) must plant a cover crop or cover the plot with plastic to maintain the plot free of weeds. The registered partner may maintain the plot in the plot holder's absence.



4. GRF/Recreation reserves the right to prohibit or limit any plantings that are not in the best interest of the Community or the Garden Centers.
5. All plants with invasive roots or plants that are larger than the plot size are prohibited and must be removed or grown in a container.
  - a. For example - banana trees, mint, canna lilies, bird of paradise, sugar cane and ginger
  - b. Trees may not be planted in garden plots including pots/planters.
6. Shading a neighbor's garden plot with any plant or material is prohibited. Tall plants/creeping vines ~~are to must~~ be planted along a south/south east facing fence ~~that is not attached to another plot~~ or planted in the center of the garden plot. These plantings ~~must not exceed 68 feet in height~~ must not grow taller than the plot fencing or onto a neighbor's plot roof.

M. Garden/Vegetable Plot Specifics

1. **Staff must approve any fence or other structure prior to it being built and follow GRF guidelines.**
2. **Each gardener is responsible for walkways within and around their plots.** Walkways must be clear of obstacles. No intrusion of growing material into the walkways.
3. No trees may be planted in any garden plots.
4. Plot holders may grow vegetables, fruits, herbs, ornamental plants and edible weeds in their plot.
5. Edible weeds must be harvested and not allowed to go to seed.
6. Plot holders must utilize at least 75% of the plot for planting. Plots are not to be used to store materials/tools not associated with gardening or be used as an entertaining area.
7. The plot soil must be maintained in an aerated state and **no** modification or amendment to the soil may be added which will impede the future use of the plot, including but not limited to gravel and vermiculite.
8. Plot holders may grow plants considered invasive, such as bamboo, mint and Asian Yams, as long as it is in an above ground mobile container, planter, etc. Invasive plants, such as bamboo, mint and Asian Yams and

trees already existing in the garden plot must be removed by the gardener.

9. The following water-intensive crops are prohibited: rice and sugar cane.
10. Crops should be rotated.
11. Crops must be harvested and not left on the ground to rot and go to waste.
12. Plot holders should grow a variety of plants and should never grow less than two types of plants at any one time.
13. All plants, planters, planter boxes and trellises must be placed inside the plot perimeter. Plants may not over hang into the walk way. The Garden Center coordinator has the right to trim the excess plants over hanging into the walkway without prior notification.

#### N. Shade House Spaces

1. Each bench space is approximately 16 square feet and will be assigned on a one per manor basis.
2. The shade house will be kept locked at all times when it is not in use by those with Use Permits. Keys will be issued to all shade house permit holders. Keys must be returned to the Recreation Office when the Use Permit is terminated.
3. All materials stored under the benches, such as pots, potting mixtures, etc., must be kept in a neat and orderly condition and must be maintained at least above the ground in order to reduce the opportunity for rodent nest sites. Storage of materials not essential to shade house gardening activities is prohibited.
4. Each shade house gardener is responsible for elimination of all debris and weeds in their half of the walkways around their bench space.

#### O. Fruit Tree Areas

1. All new trees planted in tree plots in both Garden Centers ~~will~~ shall be dwarf and semidwarf fruit trees only and must obtain written approval in advance by the Recreation Department. Trees that are not fruit trees currently planted in both Garden Centers may be grandfathered in at

Garden Center staff discretion. Untended or unapproved trees may be removed by Garden Center staff after notification to tree plot Use Permit holders.

2. In both Garden Centers, existing trees maximum height is 15 feet and must have a minimum of three trees per 10'x10' area but not exceed five trees-
3. Tree plots must utilize shared water spigots. Please remove your personal hose after each use. Timers are not allowed.
4. Gardeners are reminded of the steep sloping grades that exist in the tree area and lessees are to maintain safe walks, steps and slope retaining walls at all times.
5. Gardeners are expected to prune and care for their trees so they do not spread disease. Trees are not to grow over other plots or block walkways, and may not rise more than 15 feet in pruned condition.
6. Tree plots must be kept free of weeds, fallen fruit, leaves, and flowers.
  - a. No vegetation plants are allowed in tree plots.
7. Structural fences are prohibited around tree plots. Temporary fencing may be installed and is only permitted for 30 days during harvest time to protect the produce from falling or being taken before ripeness. Failure to remove the fence at staff's request shall result in the removal of the fence at the expense of the Use Permit Holder at the current chargeable service rate
  - a. If the tree plot produces fruit year round, permanent fence approval will need to be obtained from the Garden Center Administrative office.
  - b. Temporary fencing guidelines are as follows:
    - i. 14 gauge Green flexible plastic mesh wire fence or flexible plastic mesh with  $\frac{3}{4}$ " to 1" holes and six feet in height
    - ii. Up to 2 1/2" Metal stakes or U Posts -not to exceed  $\frac{3}{4}$  "diameter and six feet in height
    - iii. Galvanized steel fence T-Post clips
    - iii-iv. Wooden boundary footings are permitted
    - iv-v. Concrete or other hard curing materials are prohibited. not allowed

Sample of temporary fencing below Temporary fence sample pictures below:



P. Garden Product Policy

1. Any organic substance for use in the gardens should be approved by the U.S. Department of Agriculture's (USDA) National Organic Program or by the Organics Materials Review Institute (OMRI). To see if a substance is allowed in a community garden check the USDA National Organic Program National List, Subpart G, 205.601 and 205.602 or the OMRI Web site, [www.omri.org](http://www.omri.org)
2. Organic Gardening: The form of agriculture that relies on techniques such as crop rotation, green manure, compost and biological pest control. Organic Gardening uses fertilizers and pesticides but excludes the use of manufactured (synthetic) fertilizers, pesticides (including herbicides, insecticides and fungicides), plant growth regulators, sludge and nano materials.

The following table includes, but is not limited to, substances that are recommended and those that are not.

PEST AND DISEASE CONTROL	Recommended	Not Recommended
	<ul style="list-style-type: none"> <li>- bacillus thuringiensis(Bt)</li> <li>- soap spray</li> <li>- Horticulture pepper/onion spray - sulfur</li> <li>- wood ashes</li> <li>- sour milk solution</li> <li>- lace wings</li> <li>- dormant oils</li> <li>- micro-cop or equivalent</li> <li>- diatomaceous earth (DE)</li> <li>- baking soda</li> <li>- borax, boric acid - sluggo</li> <li>- lady bugs</li> <li>- tangle foot</li> <li>- marigolds</li> <li>- beneficial nematodes - netting</li> <li>- Pyrethrum*</li> </ul> <p>* Pyrethrin: <b>It is a naturally occurring</b> insect-killing chemical taken from chrysanthemum flowers. In the flowers, these bug-killers exist as a mixture of six separate chemicals that together are called <b>pyrethrum</b> or <b>pyrethrins</b>. Pyrethrins (without piperonyl butoxide or other enhancers) are permitted for use on organically grown crops.</p>	<ul style="list-style-type: none"> <li>- <b>Roundup is forbidden</b></li> <li>- rotenone - pyrethrate, pyrethroids - nicotine sulfate - malathion</li> <li>- diazinon</li> <li>- sevin</li> <li>- organophosphates</li> <li>-</li> <li>- Finale</li> <li>- Dursban</li> <li>- organ chlorides</li> <li>- chlorpyrifos</li> </ul>
FERTILIZERS	Recommended	Not Recommended
	<ul style="list-style-type: none"> <li>- cotton Seed - kelp</li> <li>- compost</li> <li>- manure</li> </ul>	<ul style="list-style-type: none"> <li>- ammonium sulfate - ammonium nitrate - muriate of potash - superphosphates</li> </ul>

	<ul style="list-style-type: none"><li>- blood, bone, horn, and hoof meals - liquid fish or seaweed</li><li>- fertilizers classed as "organic"</li></ul>	<ul style="list-style-type: none"><li>- highly soluble chemical fertilizer - Ozmicote</li><li>- Non-organic Miracle Grow</li></ul>
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Q. Authority, Enforcement of Rules and Revoke of Use Permit(s)

1. VMS staff is authorized to send out compliance letters for Operating Rules violations. Violations of the Garden Center Operating Rules, vandalism, theft, harassment or nuisance could result in filing a compliance report and/or subject to fines, suspension of GRF facilities and loss of Garden Center Use Permit.

~~1. Garden Center VMS staff are authorized to take disciplinary action against a gardener found to be in violation of the Garden Center Operating Rules. Violations at a GRF facility such as vandalism, theft, harassment or nuisance could result in filing a Security compliance report and/or subject to fines and suspension at GRF facilities.~~

2. Garden Center staff will make periodic checks of all garden plots/spaces to ensure they are being properly cared for and operating rules are adhered. If a safety issue exists, staff will take corrective action to ensure the safety of the Garden Centers. Any costs incurred will be at the gardener's expense.

3. If a gardener is found to be in violation of the Operating Rules, the gardener shall be notified in writing of alleged violations and required to

comply within a reasonable time from the date of the notice. Failure to comply within the allowable time may result in a hearing for disciplinary action by GRF~~termination of the Use Permit~~. Violation protocol is as follows:

Notice 1: Verbal outreach to resolve the violation;

Notice 2: Letter outlining the violation and required deadline completion;

Notice 3: Notification of GRF hearing~~Final violation notice and timeline before plot and garden rights are revoked.~~

**4. Upon termination or revocation of a Use Permit, a gardener shall not be entitled to any refund or apportionment of any fee paid to GRF for any material planted, growing or otherwise located within the Garden Centers or for any improvements made on the premises by the gardener, and at the option of GRF, all or part of such material and improvements shall become the property of GRF. Gardeners are responsible for leaving plots weed and debris free and ready for the next gardener. If not, GRF may charge for clean-up when a garden is left in such a condition as to require clean up.**

5. VIOLATIONS WARRANTING DISCIPLINARY ACTION THROUGH  
SECURITY/OC SHERIFF (if warranted)

- Theft of tools and equipment
- Theft of produce and plants
- Vandalism of tools, equipment
- The use of foul language and offensive behavior including but not limited to threats, intimidation, violence, racial/ethnic slurs and sexual harassment (GRF Anti-Harassment Policy)
- Odors: this includes second-hand smoke (cigarettes, cigars marijuana and vaping), etc. and is a violation of the GRF Anti-Harassment Nuisance Policy. Receiving more than three combined written warnings
- Failure to pay registration fee by the deadline

***The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community at any time. The Recreation Department also reserves the right to enter any plot at any time.***



Golden Rain Foundation of Laguna Woods

Open Board Meeting of December 6, 2016

**RESOLUTION 90-16-55**

**Garden Center Operating Rules and Related Documents**

**WHEREAS**, the Golden Rain Foundation recognizes the need to amend a portion of the rules to ensure compliance with UBC codes, make the gardening experience more enjoyable and to provide a way to make more plots available for individuals on the waiting list; and

**NOW THEREFORE BE IT RESOLVED**, December 6, 2016, that the Board of Directors of this Corporation hereby approves the Garden Center Operating Rules, Use Permit, Waiver of Liability Agreement, Handyman Release, and Notice of Application of Pesticides for Garden Plots, as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution 90-13-33, adopted April 2, 2013, is hereby amended to the extent that it differs; and

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

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**RESOLUTION 90-22-XX**  
**Garden Center Operating Rules**

**WHEREAS**, the Board has set policies and operating rules for usage of GRF facilities; and

**WHEREAS**, the Recreation and Special Events Department oversees the use of facilities; and

**WHEREAS**, the Department is responsible for ensuring that safety and compliance procedures are followed, protect facilities and enforce policy and operating rules; and

**WHEREAS**, the proposed amendments improve the understandability of the policies and procedures and facilitates implementation by staff; and

**WHEREAS**, on June 9, 2022, the Community Activities Committee approved the amended Garden Center operating rules; and

**WHEREAS**, that this resolution supersedes and cancels resolution 90-16-55, adopted December 6, 2016;

**NOW THEREFORE BE IT RESOLVED**, September 6, 2022 the Board of Directors of this Corporation hereby adopts the amended Garden Center operating rules; and

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

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

**Donation Agreement Between GRF and Clubhouse 4 Woodshop Supervisors**

Authorize the Community Activities Committee recommendation to review and recommend board approval of the donation of a used lathe machine for use in the Clubhouse 4 woodshop in accordance with the Donation Policy.

A motion was made to accept staff recommendation of the donation of a used lathe machine for use in the Clubhouse 4 woodshop in accordance with the Donation Policy.

Motion passed unanimously.

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## **STAFF REPORT**

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**DATE:** August 2, 2022  
**FOR:** Board of Directors  
**SUBJECT:** Donation Agreement Between GRF and Clubhouse 4 Woodshop Supervisors

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### **RECOMMENDATION**

Review and recommend board approval for a resolution of the donation of a used lathe machine for use in the Clubhouse 4 woodshop in accordance with the Donation Policy (Attachment 1).

### **BACKGROUND**

Laguna Woods Village clubs and/or individual residents have historically donated items to GRF to enhance GRF facilities, services and programs for the enjoyment of all village residents.

### **DISCUSSION**

Clubhouse 4 woodshop supervisors would like to donate a used lathe machine which has been deemed in good working order and will include a 90-day warranty for use in the Clubhouse 4 woodshop. (Attachment 2).

### **FINANCIAL ANALYSIS**

None.

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

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

### **ATTACHMENT(S)**

ATT 1: GRF Donation Policy  
ATT 2: Woodshop Supervisor Request  
ATT 3: Photo of Lathe Machine  
ATT 4: RESOLUTION 90-22-XXX Donation Agreement between GRF and Clubhouse 4 Woodshop Supervisors

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## 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.

- B. 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.
- C. 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.
- D. 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.
- E. 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.

## **VII. 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 staff to finalize the combined total cost of donation(s) and/or sponsorship(s) and complete the Donation Agreement (Attachment 1).

- C. Committee consideration:** Donation(s) and/or sponsorship(s) will be reviewed by the applicable oversight committee prior to board consideration of donation(s).
- D. Board approval:** Final approval shall be granted by the GRF board of directors for acceptance of all donations and/or sponsorships.
- E. 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).

#### **VIII. 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).

#### **IX. 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.

**X. 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.

**XI. 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.

**XII. 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.

**XIII. 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.

Laguna Woods Village

### 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: 06-18-22

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.

WE, THE WOODSHOP SUPERVISORS, OF WHICH I AM HEAD  
SUPERVISOR WISH TO DONATE A POWERMATIC WOOD LATHE TO  
THE WOOD SHOP. WE ARE IN SORE NEED OF ANOTHER LATHE.  
THE LATHE WE WISH TO DONATE IS USED BUT IN GOOD  
WORKING ORDER AND COMES WITH A 90 DAY WARRANTY.

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 92653



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**RESOLUTION 90-22-XXX**

**Donation Agreement between GRF and Clubhouse 4 Woodshop Supervisors**

This Agreement, entered into this 7th day of June, 2022, is by and between the Golden Rain Foundation (“GRF”), a California non-profit mutual benefit corporation and Clubhouse 4 Woodshop Supervisors (Donor) who donated a used lathe machine for use in the Clubhouse 4 woodshop.

**WHEREAS**, GRF and Donor recognize the importance of community facilities and amenities; and

**WHEREAS**, GRF and Donor acknowledge the benefit of donations when they have a purpose consistent with GRF goals and are in the best interest of Laguna Woods Village; and

**WHEREAS**, the Donor has offered to donate a used lathe machine for use in the Clubhouse 4 woodshop; and

**WHEREAS**, the Recreation and Special Events Department Director or Financial Services Director reviewed and affirms the proposed donation meets the criteria for acceptance contained in the GRF Donation Policy:

- 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.

**NOW THEREFORE BE IT RESOLVED**, August 2, 2022 that GRF and Donor in accordance with the described conditions and obligations, hereinafter set forth and agree as follows:

- Section 1     The donation, known as a used lathe machine for use in the Clubhouse 4 woodshop, described below, is donated in its entirety to GRF, hereafter owned by GRF and managed on behalf of the residents of Laguna Woods Village by Village Management Services, Inc. (VMS)
- Section 2     Donation description: a used lathe machine for use in the Clubhouse 4 woodshop  
Space of facility: Equestrian Center  
Location: Clubhouse 4 Woodshop

## Section 3 Amount of Donation

Item cost:	\$500.00
Installation cost:	\$0.00
Maintenance cost:	<u>\$0.00</u>
Total estimated donation	\$500.00

Section 4 GRF reserves the right to move/remove and/or retire the donation following cessation of the five-year period. The term shall commence upon the date entered into and indicated above.

Section 5 GRF will not replace the donation or community space improvement if it is stolen, vandalized, worn out, irreparably damaged, destroyed or expires.

Section 6 Installation and Maintenance: GRF shall be responsible for installation and maintenance of the item, including any reasonable repairs.

Section 7 Term: The term of this agreement is a minimum of five years or beyond, if applicable; and

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



## Treasurer's Report for August 2, 2022 Board Meeting

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

Through the reporting period of June 30, 2022, GRF had net revenue of \$2,566K, with total revenue of \$23,923K and total expense of \$21,357K. GRF was better than budget by \$1,292K with total expenses coming in \$1,847K better than anticipated. The favorable results seen in expenses were partially offset by lower revenues of (\$555K). These revenues are significantly impacted by the unrealized investment losses this year.

**Slide 2** – the next chart displays The Operating Fund, which does not include the non-operating revenues I mentioned before and which is without depreciation. This report shows a favorable variance of \$1,636K through the reporting period, with expense better than budget by \$1,842K offset by revenue worse than budget by (\$206K).

**Slide 3** – This slide reflects the current market value of the GRF Portfolio and the original market value at time of inception. Year to date, the market value has decreased by (\$1,069K), or (5.5%) and (\$570K), or (3.0%) since inception in 2019.

**Slide 4** – In Slide 1, I mentioned the impact of the current years unrealized Investment Losses. The current market value of the GRF

Portfolio is \$18,461K compared to the value at inception of 19,031K. Year to date, the market value has decreased by (\$1,069K), or (5.5%) and (\$570K), or (3.0%) since inception in 2019. In June, the value increased by (\$225K). Again, our investment advisor recommends no change to our strategic investment.

**Slide 5** – This next chart shows reserve and restricted revenues and expenses. Again, it highlights the current investment performance impact on our reserves. Together, these funds show an unfavorable variance of (\$345K) through the reporting period, with revenue worse than budget by (\$350K) and expense better than budget by \$5K.

**Slide 6** – Now, back to the operating fund, which has the more significant impact on HOA assessments. This slide shows our most significant operating only variances by category with green bars representing favorable variances and orange bars representing unfavorable items.

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

- Employee Compensation and related variance of \$1,119K, variance was primarily due to vacancies in General Services for bus driver and janitorial positions. In addition, Recreation, has 34 positions unfilled, resulting in Clubhouse closures or limited hours open to members. Security Services and Maintenance and Construction vacancies also contributed to the variance; recruitment is in progress for these vacant positions. I am sure we have all heard of staffing and employment issues facing the entire nation. VMS is not immune and our challenges California gas prices and our Orange County location do not help.

- Outside Services variance of \$327K, due to underutilized evening janitorial services as clubhouses remain closed or only open for limited hours and less vehicle repairs and carwashes utilized as less company cars were driven due to staff vacancies. In addition, annual Town Center dues were budgeted in full in April but are paid quarterly, and lower Lyft usage than anticipated. To a lesser extent, landscaping programs will begin in July and August, although budgeted evenly throughout the year.
- Other Operating Expense of \$138K, due to timing of items such as staff support, uniforms, training and education, filing fees and permits, and safety.
- Materials and Supplies variance of \$130K, due to less supplies needed than budgeted for vehicle repairs as less vehicles being driven due to open positions. In addition, less supplies being used throughout clubhouses due to stockpile created during COVID closures, current partial closures, and various tools and equipment for the clubhouses such as workshop equipment, and ceramics and lapidary tools have not required replacement. To a lesser extent, materials costs have not yet been incurred for streets and sidewalks programs such as Chain Link Fence Repairs/Replacements, Traffic Paint Program, and Concrete Repair/Replacement due to timing of invoices

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

- Broadband Services unfavorable variance of (\$295K), due lower high-speed internet revenue sharing than budgeted. The budget anticipated contract re-negotiation in which GRF would be awarded a higher revenue sharing percentage, which did not occur. The variance was furthered by less ad insertion as a result of ongoing COVID-19 pandemic causing advertisers to spend less.

- Utilities & Telephone unfavorable variance of (\$130K), due to higher water expense for the golf course, as a result of (76%) less rainfall than 3-year average used for budgeting and rising gas costs affecting the recreation department Clubhouses and pools due to heating open pools.

**Slide 7** – This slide shows our sources of revenue other than the assessments, such as fees and rentals. To date, we have received just under \$4,871K 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. set top boxes, internet, ad insertion, and premium channels), followed by Golf Revenue, Merchandise Sales, and Clubhouse Rentals & Event Fees. Other revenue, which includes Additional occupancy fees, Equestrian fees, fees for classes, Sponsorship fees, and RV storage fees among others, amount to 14%. These revenues offset costs and help keep assessments down.

**Slide 8** – the chart shows, as usual, our biggest Operating expense is compensation, followed by Cable and programming expenses. Of the \$18.7M, 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%. If you consider that cable and programming are offset by broadband revenue, compensation accounts for 70% of the net expense, while insurance, utilities, and outside services account for 30% of the net operating expense.

**Slide 9** – 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: \$33.2M; restricted fund balances have an ending balance of \$2.6M. 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 \$2.0M 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 \$31.2M for reserve and \$2.5M for restricted.

**Slide 10** – We have a slide here to show resale History from 2020-2022. Community-wide sales total 525 through June 30, 2022. Most of these transactions generate the Trust Facilities Fee (transfer fee), used as a source of revenue for our reserves. Note: the new transfer fee of \$7,500 went into effect for purchase contracts entered into after January 1, 2022 or closing after March 31, 2022.

**Slide 11** –The listing on this slide gives you an idea where the reserve money is committed. Of the \$13M appropriated by the Board for various projects and equipment purchases, the remaining encumbrances against our reserve funds is \$10.2M, primarily for renovation projects. Restricted funds had total appropriations of \$148K and remaining encumbrances of \$104K, primarily for the moving of bus benches.

**Slide 12** – We compare our “adjusted” fund balances to historical balances for the past five years on this next chart, showing that GRF has averaged \$25 million in reserve funds and \$1.3 million in contingency funds.

# GRF Financial Report

As of June 30, 2022



INCOME STATEMENT (in thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$16,620	\$16,620	\$0
Non-Assessment Revenue	\$7,303	\$7,858	(\$555)
Total Revenue	\$23,923	\$24,478	(\$555)
Total Expense	\$21,357	\$23,204	\$1,847
Net Revenue/(Expense)	\$2,566	\$1,274	\$1,292



# GRF Financial Report

As of June 30, 2022



OPERATING ONLY INCOME STATEMENT (in thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$14,939	\$14,939	\$0
Non-Assessment Revenue	\$4,871	\$5,077	(\$206)
Total Revenue	\$19,810	\$20,016	(\$206)
Total Expense <sup>1</sup>	\$18,707	\$20,549	\$1,842
Operating Surplus/ (Deficit)	\$1,103	(\$533)	\$1,636

1) excludes depreciation

# GRF Financial Report

As of June 30, 2022



GRF PORTFOLIO VALUE HISTORY (in Thousands)	Value	Annual Change \$	Annual Change %	Inception Change %
December 2019	\$19,031			
December 2020	\$19,822	\$791	4.2%	4.2%
December 2021	\$19,530	(\$292)	(1.5%)	2.6%
June 2022	\$18,461	(\$1,069)	(5.5%)	(3.0%)
Summary*		(\$570)		(3.0%)

*\*Indicates change from inception*

# GRF Financial Report

As of June 30, 2022



GRF RESERVE COMPOSITION (in Thousands)	Value
Portfolio	\$18,461
Cash	\$2,701
Non-Discretionary Investments	\$11,227
Total	\$32,389
Payable	(\$1,190)
Net Reserves Balance	\$31,199

# GRF Financial Report

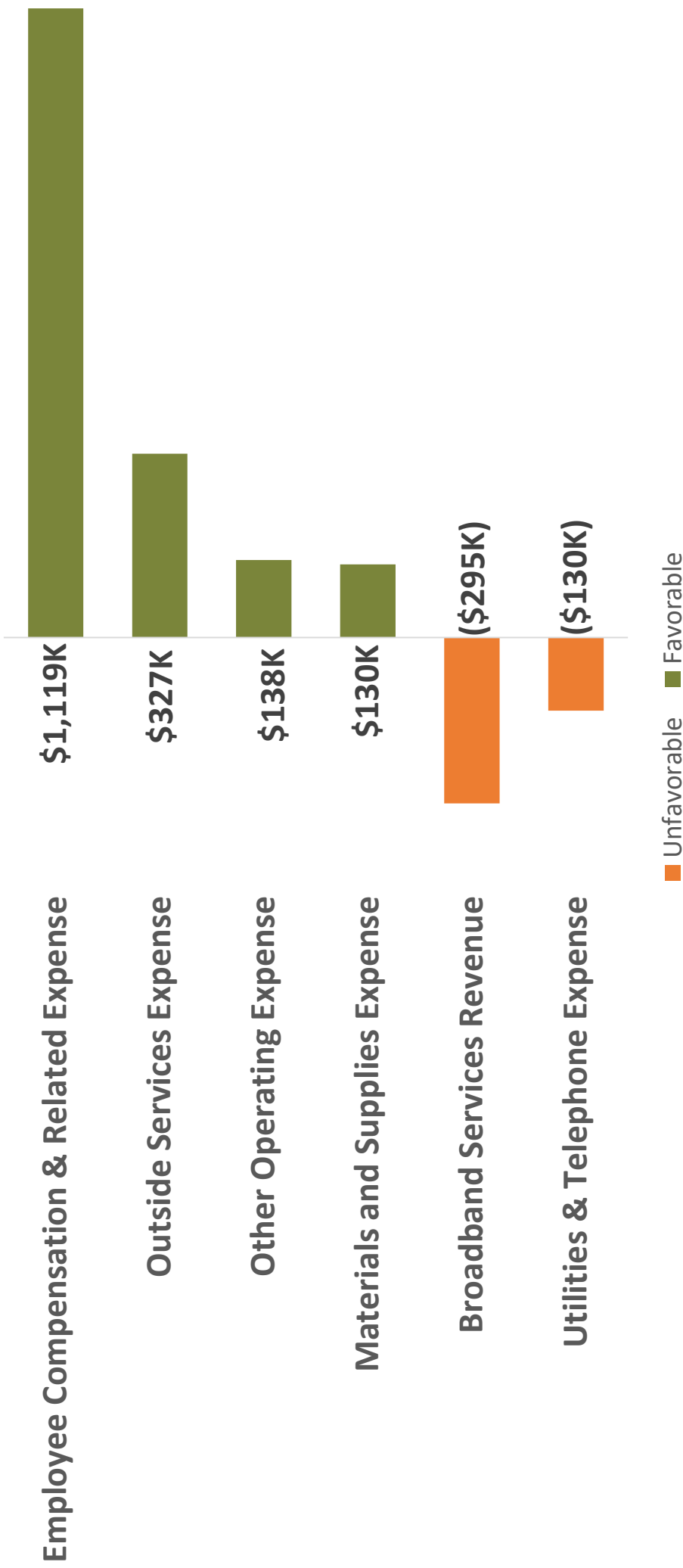
As of June 30, 2022



RESERVE & RESTRICTED INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$1,681	\$1,681	\$0
Non-Assessment Revenue	\$2,432	\$2,782	(\$350)
Total Revenue	\$4,113	\$4,463	(\$350)
Total Expense	\$3	\$8	\$5
Net Revenue/(Expense)	\$4,110	\$4,455	(\$345)

# GRF Financial Report

As of June 30, 2022  
Operating Only

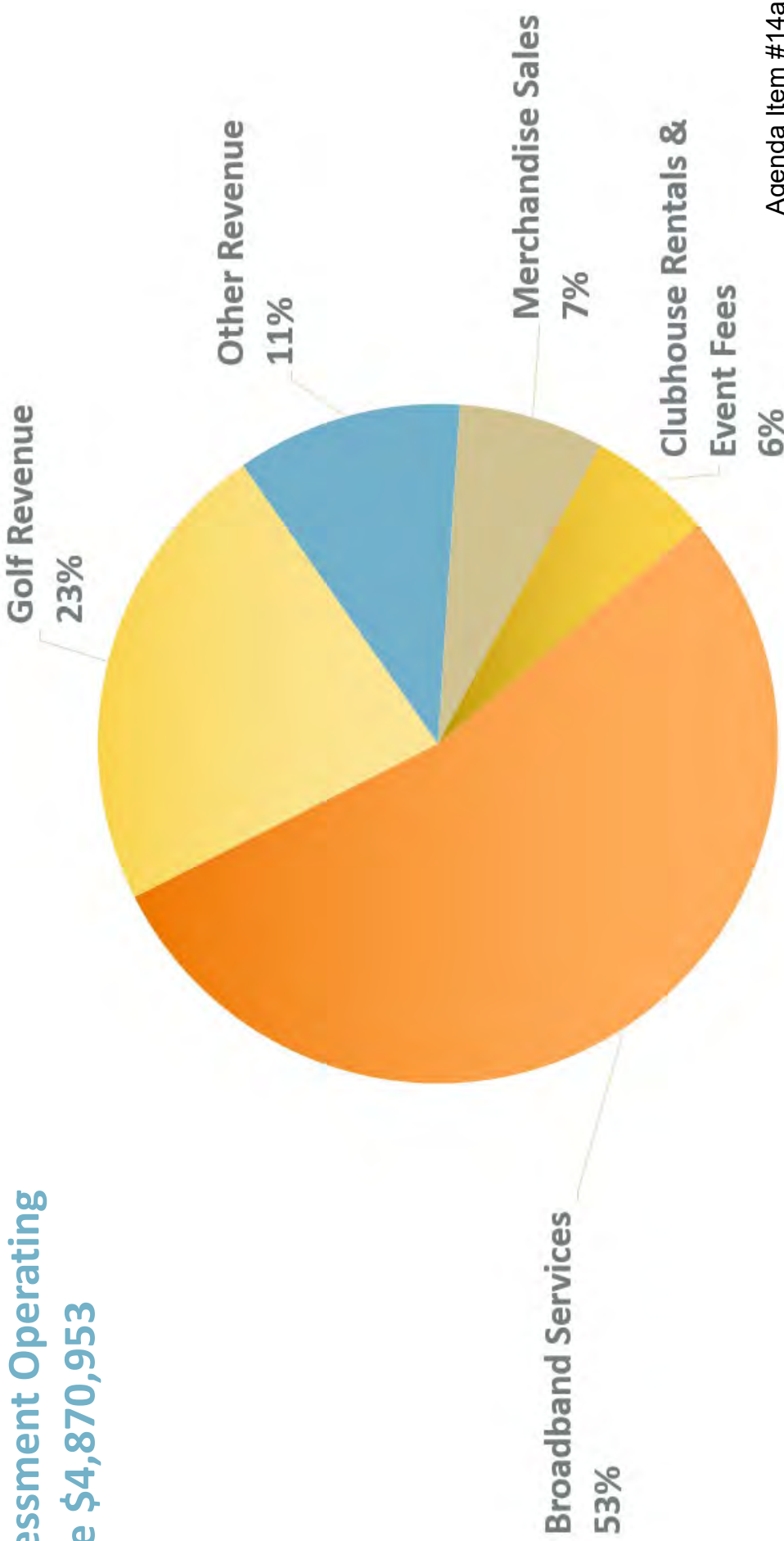


# GRF Financial Report

As of June 30, 2022



**Total Non-assessment Operating  
Revenue \$4,870,953**

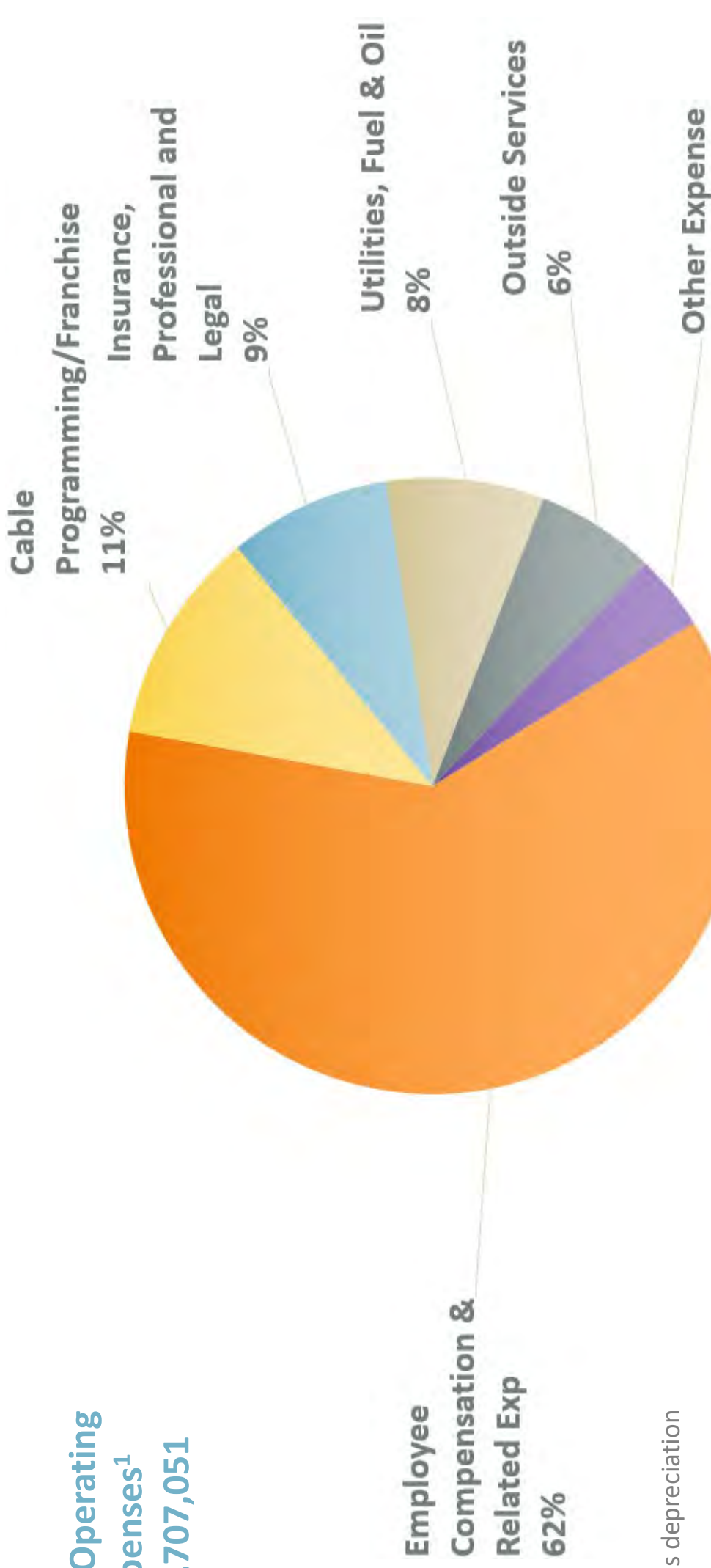


# GRF Financial Report

As of June 30, 2022



**Total Operating  
Expenses<sup>1</sup>  
\$18,707,051**



1) excludes depreciation

# GRF Financial Report

As of June 30, 2022



RESERVE FUND BALANCES (in thousands)	ENDING BALANCE	WORK IN PROGRESS	ADJUSTED BALANCES
Equipment Fund	\$5,341	\$898	\$4,443
Facilities Fund	20,404	1,127	19,277
Trust Facilities Fee Fund	7,479	0	7,479
TOTAL	\$33,224	\$2,025	\$31,199
RESTRICTED FUND BALANCES (in thousands)	ENDING BALANCE	WORK IN PROGRESS	ADJUSTED BALANCES
Contingency Fund	\$2,566	\$43	\$2,523

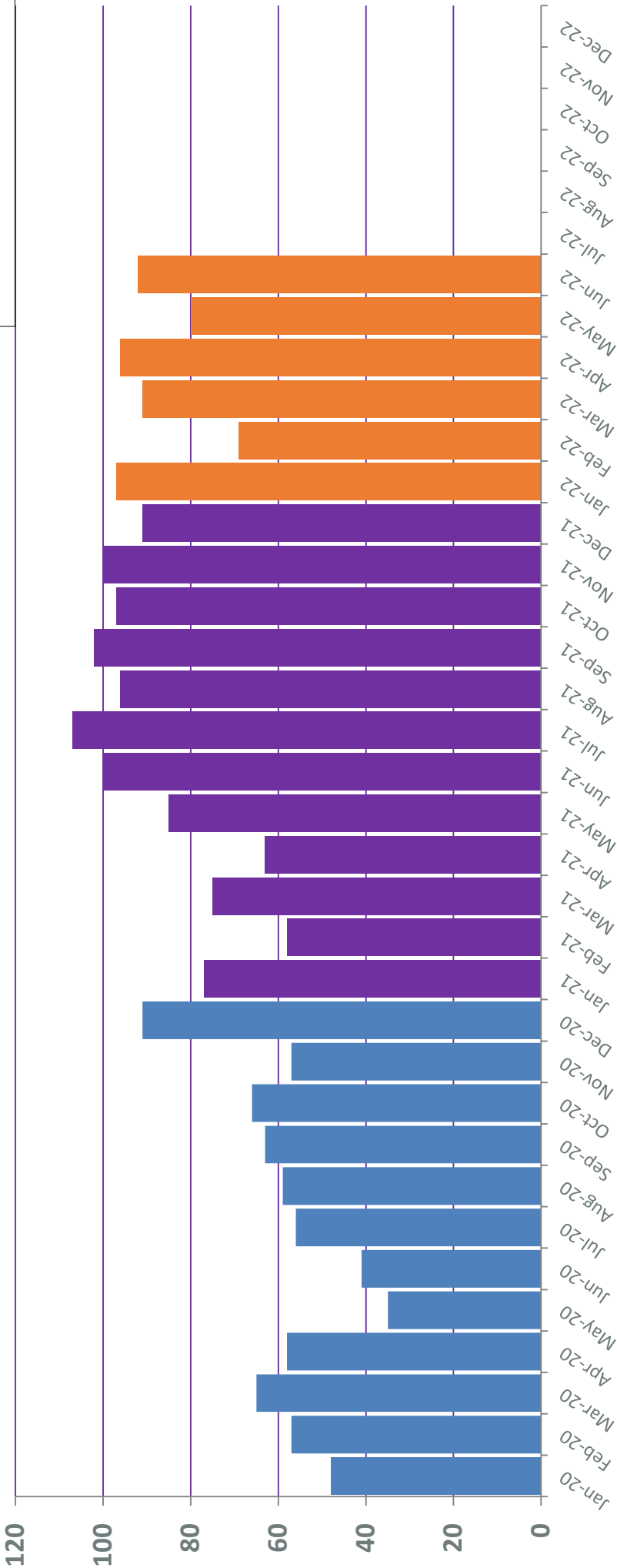


# GRF Financial Report

As of June 30, 2022

## Resale History — Consolidated

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2020	304	\$319,034
YTD 2021	458	\$354,632
YTD 2022	525	\$401,561



# GRF Financial Report

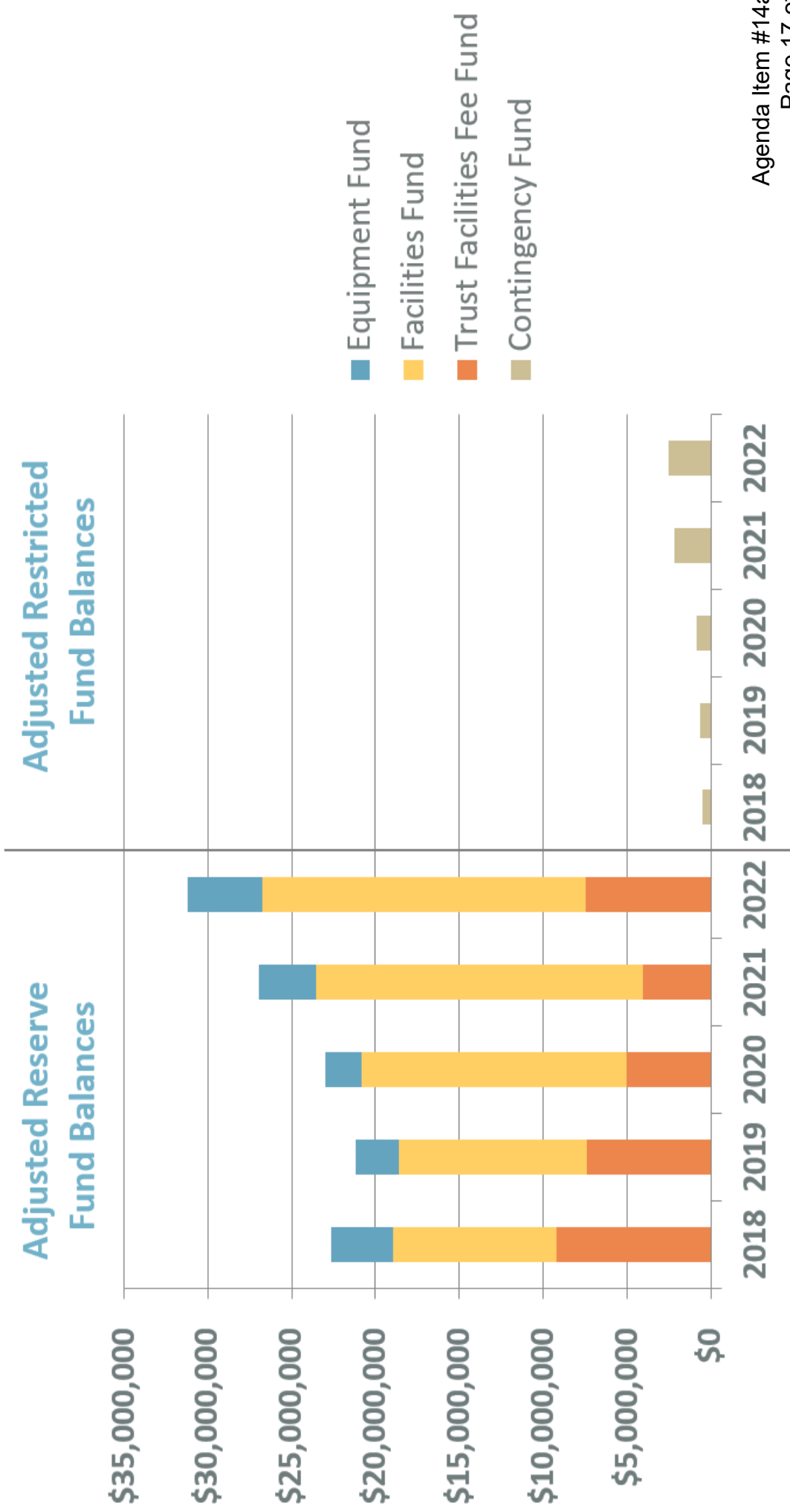
As of June 30, 2022



FUND ENCUMBRANCES (in thousands)					
	RESERVE FUNDS (EQF + FCF)		RESTRICTED FUND (CNF)		
	Total Appropriations	Remaining Encumbrance	Total Appropriations	Remaining Encumbrance	
Aquatics & Fitness	\$67	\$61	\$0	\$0	
Broadband Services	631	506	50	7	
Clubhouses	2,463	1,646	0	0	
Computers	2,260	1,713	0	0	
Community Center	279	143	0	0	
Energy Projects	250	215	0	0	
Golf Facilities	809	750	0	0	
Landscaping	697	546	0	0	
Other Equipment	280	280	0	0	
Other GRF Facilities	1,574	1,258	98	98	
Paving	904	904	0	0	
Security	425	356	0	0	
Vehicles	2,339	1,846	0	0	
TOTAL	\$12,978	\$10,224	\$148	\$104	

# GRF Financial Report

As of June 30, 2022



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FINANCE COMMITTEE MEETING  
REPORT OF THE REGULAR OPEN SESSION

Wednesday, June 15, 2022 – 1:30 p.m.  
Hybrid Meeting

**DIRECTORS PRESENT:** Jim Hopkins – Chair, Azar Asgari, Donna Rane-Szostak, Elsie Addington, Mark Laws, Sue Stephens (Alternate for Al Amado)

**DIRECTORS ABSENT:** Al Amado, Pat English, Diane Casey, Deborah Dotson, Craig Wayne

**ADVISORS PRESENT:** Rosemarie DiLorenzo

**STAFF PRESENT:** Steve Hormuth, Eric Nunez, Erika Hernandez

**OTHERS PRESENT:** GRF – Egon Garthoffner, Juanita Skillman, Reza Karimi

United – Richard “Dick” Rader

**Call to Order**

Director James Hopkins chaired the meeting and was called to order at 1:40 p.m.

**Acknowledgement of Media**

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

**Approval of Meeting Agenda**

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

**Approval of the Regular Meeting Report of April 20, 2022**

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

**Chair Remarks**

None.

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

None.

**Department Head Update**

Steve Hormuth, Director of Financial Services, discussed the previous and upcoming 2023 budget meetings and the acceptance of two donations from the Judy Saxon Trust. The first donation was in the amount of \$15,000 for the expressed purpose of moisture intrusion. The second donation was in the amount of \$3,000 to be used for Maintenance and Construction. A staff report will be presented at the July 5th board meeting where the board will adopt a resolution and acknowledge the donation.

### **Review Preliminary Financial Statements dated May 31, 2022**

The committee reviewed the financial statements dated May 31, 2022. Questions were addressed.

### **Endorsement from Standing Committees**

Security Services – Supplemental Appropriation for Replacement of Stop Signs. Eric Nunez, Director of Security Services, presented a staff report that was previously reviewed at the GRF Board meeting on June 7<sup>th</sup>. The staff report recommended the replacement of 21 stop signs with solar powered, flashing LED lights with a supplemental appropriation from the Equipment Fund in the amount of \$42,913. Director Elsie Addington made a motion to endorse the recommendation to replace stop signs as written. Chair Hopkins seconded the motion. The motion failed by a 3-2 vote. Director Hopkins requested those with a dissenting vote to share their concerns via email in an effort to communicate the collective concerns to the board.

### **Future Agenda Items**

Project Log Presentation

SageView Presentation

### **Committee Member Comments**

None.

### **Date of Next Meeting**

Wednesday, August 17, 2022 at 1:30 p.m.

### **Recess to Closed Session**

The meeting recessed to closed session at 3:27 p.m.

  
James (Jun 21, 2022 11:13 PDT)

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James Hopkins, Chair



**OPEN MEETING**

**MINUTES OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION  
STRATEGIC PLANNING COMMITTEE**

**Monday, May 2, 2022 – 9:30 a.m.  
BOARD ROOM/VIRTUAL MEETING  
Laguna Woods Village Community Center 24351 El Toro Road**

---

**Director Present:** Debbie Dotson, Anthony Liberatore, Ira Lewis, Bunny Carpenter, James Hopkins, Gan Mukhopadhyay and Robert Mutchnick, Ryna Rothberg, Diane Casey

**Directors Absent:** Cash Achrekar

**Staff Present:** CEO-Siobhan Foster, Michelle Estrada, Makayla Schwieter

**Others Present:** Richard Rader (Advisor)  
**GRF:** Elsie Addington, Joan Milliman, Juanita Skillman (left the meeting at 9:51 a.m.)

**1. Call to Order—Director Dotson, Chair**

Chair Dotson called the meeting to order at 9:39 a.m. and established that a quorum was present.

**2. Acknowledgment of Media**

Chair Dotson acknowledged the media as present.

**3. Approval of the Agenda**

Director Mutchnick made a motion to approve the agenda. Director Rothberg seconded the motion.

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

**4. Approval of the Minutes**

**a. GRF Strategic Planning Committee Meeting – March 7, 2022**

Chair Dotson requested that the minutes of March 7, 2022 be revised to remove Elsie Addington from attendance.

Hearing no further changes or objections, Chair Dotson declared the minutes of March 7, 2022 were approved unanimously.

**5. Members Comments – None**



## 6. Chair's Remarks

Chair Dotson commented on the questionnaire results of the VMS Strategic Planning Meeting. A similar questionnaire will be developed and distributed to the GRF Strategic Planning Committee. Chair Dotson provided an overview of items that reviewed at several committee meetings.

## 7. CEO Report on VMS Strategic Planning Meeting

CEO Foster provided an overview of the 3-year goals that were reviewed during the VMS Strategic Planning Meeting on March 22, 2022.

CEO Foster answered questions from the committee.

## 8. Old Business

### a. Ideas for Long-Term Planning

Chair Dotson commented on that she will continue to work with the committee on ideas.

## 9. Future Agenda Items

- a. Questionnaires
- b. Surveys

## 10. Next Meeting – TBA

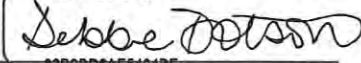
## 11. Committee Member Comments

- Director Rothberg asked to receive the minutes from the last two meetings.
- Director Mutchnick commented on Third Mutual's review of electric vehicle charging stations.
- Director Liberatore expressed his appreciation for what the committee is doing to improve the community.
- Director Lewis provided a suggestion of placing electric vehicle charging stations at specific locations. Additionally, he asked for a map of open space within the community.
- Director Hopkins commented on the role of the committee.
- Director Mukhopadhyay commented that he agrees with the other committee members and noted that the committee has limited resources and time.
- Director Carpenter commented on obtaining a reserve study.
- Advisor Rader commented on a tabled item from a previous meeting in regards to an additional swimming pool.

Director Casey joined the meeting at 10:10 a.m.

## 12. Adjournment

There being no further business the meeting was adjourned at 10:20 a.m.

DocuSigned by:  
  
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Debbie Dotson, Chair  
GRF Strategic Planning Committee



## **OPEN MEETING**

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

Thursday, July 14, 2022 – 1:30 p.m.  
Board Room/Virtual Meeting

**MEMBERS PRESENT:** Yvonne Horton, Chair, Elsie Addington, Maggie Blackwell, Annie McCary, Diane Casey, Cush Bhada, Ryna Rothberg, Dennis Boudreau, Ajit Gidwani

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Bunny Carpenter, Juanita Skillman

**STAFF PRESENT:** Brian Gruner, Jennifer Murphy, Jayanna Abolmoloki

#### **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 Rothberg made a motion to approve the agenda, Director Blackwell seconded.

Motion passed unanimously.

#### **Approval of Committee Report for June 9, 2022**

Director Blackwell made a motion to approve the reports, Director McCary seconded.

Motion passed unanimously.

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

Chair Horton welcomed the audience.

#### **Report of the Recreation and Special Events Director**

Mr. Gruner reminded the audience to be respectful and quiet while in session as noise travels to the dais which makes it difficult to hear the discussion. Mr. Gruner stated operational updates as follows: July is CPRS Parks Make Life Better month; there has

been progress made in regards to the hiring of staff; 50/50 rule was clarified by stating residents are allowed to bring in one guest during prime time and approval needed from the Recreation Department for any special activities, leagues or tournaments; the Clubhouse 1 projector screen will be installed August 4; a Garden Center composting class will be held in August; the renovation at Performing Arts Center will be completed in approximately two to three weeks.

Mr. Gruner stated past events as follows: the July 4 Celebration event had over 600 in attendance and over 100 participants in the July 4 parade; Kids Splash Days have sold out and August 12 is the last date for this event.

Ms. Murphy stated tomorrow is last day for the 2023 annual lottery for room reservations; the free Monday movie, *Belfast*, will be held on July 18 at the Performing Arts Center at 2 p.m.; the patio concert on August 4 at Clubhouse 1 will host Private Eyes from 6:30 to 8:30 p.m.; the Library will host Storytime on August 10, 1:30 to 2:30 p.m. for ages 3 to 6; August 12 will be the final Kids Splash Day at Pool 2, noon to 4 p.m.; Queen Nation will play on August 20 at Performing Arts Center at 7 p.m.; BBQ Buffet will be hosted on August 22 at Clubhouse 5.

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

Members were called to speak regarding the following: dedicated music studio for musicians; Garden Center plot charges; indoor versus outdoor club dances; book signing with author Brett Housley at Library on July 30 at 1:30 p.m.; Garden Center operating rules change to L.6.

Mr. Gruner stated the Garden Center plot charges were incurred due to resident procuring a model plot that had an existing fence erected by GRF.

### **CONSENT**

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

Motion passed unanimously.

### **REPORTS**

#### **Aquadettes Request for Exception to GRF Poster Policy**

Director Bhada made a motion to approve the Aquadettes request for an exception to the GRF poster policy, Director Addington seconded.

Discussion ensued.

Motion passed unanimously.

**Online Reservation System** – Members were called to speak regarding the following: in opposition to the online reservation system at tennis; in support of the online reservation system at tennis; in support of online reservation system at Pool 2; harassment and bullying at tennis; expansion of online reservation system at tennis; yearly review of online reservation system at tennis; tennis board does not speak for all membership; leagues and tournaments to be allowed with restrictions; challenge court changes at tennis.

Chair Horton stated objections have been heard, however the committee must be fair to all residents that utilize the tennis courts.

Mr. Gruner stated no charges will be implemented to utilize the tennis courts and the cost of the new online reservation system is 70% less at approximately \$120 per month for all amenities that utilize this system.

Staff was directed to host a meeting with the tennis club board, tennis players, staff and Chair Horton.

At this time, the committee took a five-minute recess.

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

**Donation of Lathe Machine for Clubhouse 4 Workshop** – Mr. Gruner stated the background of the need of an updated machine and read the recommendation of the lathe machine donation.

Director Bhada made a motion to approve the donation of the lathe machine for the Clubhouse 4 workshop, Director Rothberg seconded.

Discussion ensued.

Motion passed unanimously.

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

**Golf Greens Committee Update** – Staff was directed to keep this item under Future Agendas.

**Club Insurance** – Staff was directed to remove this item from the agenda.

#### **CONCLUDING BUSINESS**

### **Committee Member Comments**

Director McCary inquired as to club insurance being addressed at the club president meeting. Mr. Gruner stated this was addressed. Director Blackwell stated the committee should attend these meetings going forward.

Director Casey stated all the Recreation offerings for residents are appreciated, however cost of monthly dinners has risen leaving some without means to attend.

Director Rothberg equated the dissention within community groups is indicative of what is happening in the government.

Advisor Boudreau stated to include both sides of the online reservation system in the future meeting so all are represented as a club should not run any GRF facility and any player should be able to play without altercation.

Director Addington concurred with Advisor Boudreau.

Director Bhada stated tennis club would like to remove the online reservation system as the committee did for pickleball. Mr. Gruner stated the length of time for games is not comparable between the two sports and the discontinuation of the online reservation system at pickleball has also garnered some complaints.

### **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, August 11, 2022.

### **Adjournment**

There being no further business, the Chair adjourned the meeting at 3:12 p.m.

\_\_\_\_Yvonne Horton\_\_\_\_

Yvonne Horton, Chair



**OPEN MEETING**

**REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION  
LANDSCAPE COMMITTEE**

**Wednesday, June 8, 2022 – 1:30 P.M.**

**BOARD ROOM/ VIRTUAL MEETING  
Laguna Woods Village Community Center  
24351 El Toro Road**

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair – Juanita Skillman, Reza Karimi, Ira Lewis, Maggie Blackwell

**COMMITTEE MEMBERS ABSENT:** Diane Casey

**OTHERS PRESENT:** Bunny Carpenter, Yvonne Horton

**ADVISORS PRESENT:** None

**STAFF PRESENT:** Kurt Wiemann, Jayanna Abolmoloki, Angel De La Torres, Maribel Flores, Juan Uicab

**1. Call to Order**

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

**2. Acknowledgement of Media**

No press was present.

**3. Approval of the Agenda**

Director Lewis made a motion to approve the agenda. Director Karimi seconded. The committee was in unanimous support.

**4. Approval of the Meeting Report for March 9, 2022**

The report was approved without objections.

**5. Committee Chair Remarks**

Chair Skillman stated that she would like to bring attention to the two Landscape employees who were recently honored at the Village Management Services, Inc. Employee Excellence Award Ceremony. Chair Skillman recognized Maribel Flores, and Juan Uicab. Chair Skillman also addressed a recent publication from Letters to the Editor.

## **6. Department Head Update**

### **6a. Update on Master Control Irrigation System (MCIS)**

Mr. Wiemann stated that bids came in for the MCIS, slightly lower than expected. WeatherTRAK has committed to hold their bid prices as quoted during project development, despite the recent 20% increase in equipment costs. Mr. Wiemann explained that the benefits of a new system are numerous, such as, the efficiency of having finite control over the watering system from a mobile device or tablet.

Members made comments and asked questions.

### **6b. Discuss Village Tree Signage**

Mr. Wiemann discussed the history of tree signs in the Village, and he explained that nailing signs to the trees is not a healthy option. Mr. Wiemann stated that if the Committee wanted to replace them, he would recommend the construction of a tree signage plan, which would come with a significant cost.

Mr. Wiemann added that the Landscape Department has mapped trees in the community, and that map will be available on the website for residents in the future.

Chair Skillman stated that 3 publications of colored tree maps are available at the History Center, and the Village Library.

## **Reports**

### **7. Update on the Creek**

Mr. Wiemann directed the Committee's attention to the last two paragraphs of this staff report to highlight recent updates regarding wildlife in the creek, and cattail maintenance.

Members made comments and asked questions.

## **Items for Discussion and Consideration**

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

None.

### **9. Response to Member Comments**

None.

### **10. Angel De La Torres; Grounds Maintenance Landscape Manager**

Mr. De La Torres reviewed the PowerPoint presentation and provided insight into the daily operations of the Grounds Maintenance section.

Members made comments and asked questions.

Concluding Business:

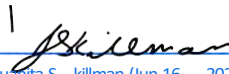
**11. Committee Member Comments**

Director Blackwell stated that we will see what happens over the next year, and that she believes it is a good idea to remove outdoor water spigot handles within the Mutual.

Director Karimi asked for an update on the plant nursery. Mr. Wiemann stated that the nursery will begin tracking data digitally, now that the office has received a computer and the network access necessary for this task.

**12. Date of Next Meeting – Wednesday, September 14, 2022 at 1:30 p.m.**

**13. Adjournment at 2:26 p.m.**

  
Juanita S. Skillman (Jun 16, 2022 16:31 PDT)

Juanita Skillman, Chair

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**SPECIAL OPEN MEETING**

**SPECIAL MEETING OF THE GOLDEN RAIN FOUNDATION  
MAINTENANCE AND CONSTRUCTION COMMITTEE\***

**Wednesday, June 29, 2022 – 1:30 p.m.  
24351 El Toro Road, Laguna Woods, CA 92637  
Board Room and Virtual with Zoom**

**MEMBERS PRESENT:** Egon Garthoffner – Chair, Cash Achrekar, Jim Cook, Ralph Engdahl, John Frankel, Gan Mukhopadhyay, Sue Stephens

**MEMBERS ABSENT:** Lenny Ross

**OTHERS PRESENT:** **GRF:** Elsie Addington, Bunny Carpenter, Debbie Dotson, James Hopkins, Yvonne Horton, Juanita Skillman, Judith Troutman  
**United:** Diane Casey  
Ajit Gidwani, Carl Randazzo, Bill Walsh - Advisors

**STAFF PRESENT:** Manuel Gomez – Maintenance & Construction Director, (in for Guy West), Siobhan Foster – Chief Executive Officer, Bart Mejia – Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, Jose Campos – Assistant Director of Finance, Steve Hormuth – Financial Services Director, Brian Gruner – Recreation and Special Events Director, Robert Carroll – General Services Director, Carrie Weldon – Human Resources Director, Rodger Richter – Project Manager, Sandra Spencer – Administrative Assistant

**1. Call to Order**

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

**2. Acknowledgement of Media**

Chair Garthoffner noted no members of the media were present.

**3. Approval of the Agenda**

The agenda was amended to reflect that a closed session would follow this meeting. Hearing no objection, the agenda was approved as amended.

**4. Chair's Remarks**

Chair Garthoffner stated that he will make his remarks at the appropriate time.

## **5. Member Comments**

None.

## **6. Department Head Update**

None.

### 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.*

There were no items on the Consent Calendar.

### Items for Discussion and Consideration:

## **7. Building E Feasibility Study and Solicitation of Proposals for Project Management Services**

Mr. Gomez introduced Mr. Rengel and provided a brief overview of the Building E Feasibility Study.

Richard Rengel of Rengel+co Architects presented the Feasibility Study via PowerPoint and answered questions from the committee.

Discussion ensued regarding costs associated with the types of buildings options; space needed for constructing a new building; proposed square footage of building; traffic; and cost estimate. Chair Garthoffner discussed his Important Considerations via PowerPoint.

The committee discussed various opinions and options. Mr. Gomez answered questions and elaborated on the history of the project; the number of staff at Building E; which departments are proposed to be located at Building E; and that no new staff is being added.

After several motions were made and ultimately rescinded, staff was directed to offer site tours of Buildings D and E, and return at the August 2022 M&C Committee meeting with supporting documentation to confirm location and work space requirements associated with Building E and possible alternatives.

### Concluding Business:

**8. Committee Member Comments**

None.

**9. Recess**

The meeting was recessed at 3:56 p.m.

  
\_\_\_\_\_  
Egon Garthoffner, Chair

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**OPEN MEETING**

**THE GOLDEN RAIN FOUNDATION  
REPORT OF THE CLUBHOUSE RENOVATION AD HOC COMMITTEE\***

**Friday, June 24, 2022 at 9:30 a.m.  
24351 El Toro Road, Laguna Woods, CA 92637  
Board Room & Virtual with Zoom**

**MEMBERS PRESENT:** Egon Garthoffner, Cush Bhada, Gan Mukhopadhyay, Deborah Dotson, John Frankel, Diane Casey, Ralph Engdahl, Reza Karimi

**MEMBERS ABSENT:** Pat English

**OTHERS PRESENT:** **GRF:** Bunny Carpenter, Juanita Skillman

**STAFF PRESENT:** Guy West - Projects Division Manager, Manuel Gomez - Maintenance & Construction Director, Brian Gruner - Recreation and Special Events Director, Rodger Richter - Projects Manager, Laurie Chavarria, Sr. Management Analyst, Sandra Spencer - Administrative Assistant

**1. Call to Order**

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

**2. Acknowledgment of Media**

Chair Garthoffner noted that the meeting was broadcasting on Granicus and Zoom and was being recorded.

**3. Approval of the Agenda**

Hearing no objection, the agenda was approved as written.

**4. Approval of Meeting Report for January 28, 2022**

Hearing no objection, the meeting report was approved.

**5. Chair's Remarks**

Chair Garthoffner stated he would comment on each item.



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

- A member commented on the condition of the archery range and that the swamp cooler was not working.
- A member commented that she has asked staff to repair the HVAC system at the archery range on several occasions.

Staff was directed to address the issue.

**7. Department Head Update**

Mr. West reported on the progress of the Performing Arts Center (PAC) via a PowerPoint Presentation. All rooms finished except the kitchen flooring due to a delay in receiving the tile flooring. The work is expected to be complete two weeks after the tile arrives.

**Items for Discussion:**

**8. Clubhouse/PAC 3 Restroom Beautification (Verbal Discussion)**

Mr. West provided a PowerPoint presentation showing the current conditions in CH3 and the upgraded restrooms at CH2 for comparison. Discussion ensued regarding suggested features to replace; meeting ADA guidelines; how to address the temporary closure of the restrooms during upgrades; consideration of waterless/low flow urinals; automation of doors and other features; height of toilets; inclusion of cabinet replacement; and to wait until all materials are on site before beginning work.

Mr. West answered questions from the committee.

Staff was directed to add this project to the scope of work for the interior designer selected for CH1.

**9. On-Going Beautification of Clubhouses (Verbal Discussion)**

Chair Garthoffner offered photos of sample automated doors to suggest as an option when deciding on features for the beautification of CH 1.

**Items for Future Agendas:**

- CH1 - Shuffleboard/Archery Building

**Concluding Business:**

**10. Committee Member Comments**

Director Bhada inquired on the timeline for the work to begin on CH 1.

**11. Date of Next Meeting: TBD**

**12. Recess** – The meeting was recessed at 10:10 a.m.



Egon Garthoffner, Chair

Egon Garthoffner, Chair  
Guy West, Staff Officer  
949-268-2380

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

**Monday, July 18, 2022 – 1:30 p.m.  
Board Room / Virtual Hybrid Meeting**

**REPORT**

**Members Present:** Chair Joan Milliman; Directors Neda Ardani, Maggie Blackwell, James Cook, Annie McCary, Juanita Skillman; Advisors Theresa Frost, Lynn Jarrett, Tom Nash, Carmen Pacella, Lucy Parker

**Members Absent:** Director Ryna Rothberg

**Others Present:** Elsie Addington, Egon Garthoffner

**Staff Present:** Eileen Paulin, Elizabeth Cortez

**1. Call to Order**

Meeting was called to order at 1:32 p.m. and a quorum was established by Chair Milliman.

**2. Acknowledgement of Media**

None present.

**3. Approval of Agenda**

Approved by unanimous consent.

**4. Approval of Report for June 20, 2022**

Approved by unanimous consent.

**5. Chair's Remarks**

Chair Milliman welcomed everyone in attendance.

**6. Member Comments**

Ms. Mary Wall asked the difference between Broadband Services and Channel 6, and about franchise tax fees. Ms. Paulin answered that Channel 6 is our community television channel and Broadband Services includes the cable and internet system and infrastructure. Ms. Paulin confirmed that we do pay a franchise tax fee. A discussion ensued.

Mr. Larry Irion asked about adding a sports channel so residents can watch baseball. Chair Milliman discussed streaming services. A discussion ensued.

**Items for Discussion**

**7. Media and Communications Report – Eileen Paulin**

Ms. Paulin discussed media and communications messaging regarding:

- The June/July 2022 Village Breeze

- Club, Fourth of July and Equestrian Center events
- Water use and her visit to El Toro Water District
- Organic waste recycling and clipping pickup service
- New resident orientations and docent tours

## **8. Website Ad Hoc Committee – Eileen Paulin**

Ms. Paulin stated that the Website Ad Hoc Committee met on July 6 with the goal to finalize and send out an RFP. The department is receiving feedback from VMS employees who were surveyed about the website and meeting the needs of end users. The feedback will be shared at the August 10 meeting.

## **9. Broadband Services Report – Eileen Paulin**

Ms. Paulin reported on

- Subscriber counts
- Meeting attendance
- Programming fees

The Broadband Group will give a final report including budget. Director McCary asked about service disruptions to which Ms. Paulin stated there would not be service disruptions.

Director Cook stated the trend of higher internet speeds suggests that the transition to streaming might be occurring on its own. Ms. Paulin stated the next step is to get the fiber from the vault to the unit. A discussion ensued.

Ms. Paulin mentioned she will play the recording of the meeting with The Broadband Group for the Broadband Ad Hoc Committee as it is a good overview of the trends and technology.

Advisor Parker asked about the Village Television YouTube Channel, which can be found at <https://www.youtube.com/c/VillageTelevision> and is not the same as YouTube TV, a paid service. The Village Television YouTube Channel is free and shows aired programs on demand.

Director Skillman mentioned residents are having technical difficulties with CBS, but she is able to get the programming through streaming service. Ms. Paulin stated this is an issue with CBS, which is working on the problem.

## **Items for Future Agendas**

None discussed.

## **Concluding Business**

### **Committee Member Comments**

Advisor Pacella stated the meeting was informative and he looks forward to The Broadband Group report.

Director Ardani and Advisor Frost commended the meeting.

Director Parker mentioned the CBS technical issue and that it's a relief to know it's not a problem with her TiVo.

Advisor Jarrett mentioned she is surprised to see on the iContact Report that people unsubscribe from the "What's Up in the Village" email blast. Ms. Paulin mentioned that most are people who move away and realtors.

Director Blackwell stated she sent in two articles to the Village Breeze and they came back to her transformed in print as phenomenal articles with more information than she put in. Great job! It looked like there were many hands working on this.

Director Skillman mentioned realtors who come to the library and pick up copies of the Village Breeze

to give out to prospective residents. She also hands out a library brochure. The Globe gives the library 10 extra copies of each edition. The editions are available for free after one week.

Ms. Paulin mentioned the Third Communications Committee had a good meeting last week.

Chair Milliman thanked everyone and stated the Broadband Ad Hoc Committee and Website Ad Hoc Committee meetings are coming up soon.

**Date of Next Meeting – Monday, August 15, 2022, at 1:30 p.m.**

**Adjournment**

Chair Milliman adjourned the meeting at 2:22 p.m.

*p.p. Joan Milliman / SLM*  
Joan Milliman, Chair  
Media and Communications Committee

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OPEN MEETING

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

**Wednesday, June 1, 2022 – 1:30 p.m.  
Laguna Woods Village Community Center Board Room  
24351 El Toro Road, Laguna Woods, CA 92637**

**MEMBERS PRESENT:** Don Tibbetts (Chair), Egon Garthoffner, Maggie Blackwell, Jim Cook, Cush Bhada, Margaret Bennett, Pearl Lee

**ADVISORS:**

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Elsie Addington, Joan Milliman

**STAFF PRESENT:** Robert Carroll, Francisco Perez, Liz Cortez

**1. Call to Order**

Chair Tibbetts called the meeting to order at 1:45 p.m.

**2. Acknowledgment of Media**

No media was present.

**3. Approval of the Agenda**

Agenda was approved by acclamation.

**4. Approval of Meeting Report for**

The regular meeting report of April 6, 2022 was approved by acclamation.

**5. Chair's Remarks**

Chair Tibbetts proposed discussion on implementing committee meetings in person only. Chair Tibbetts concluded committee meetings will continue to be conducted as hybrid.

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

Rhoda Lindner – commented on the current Age Well proposal.

**7. Response to Member Comments**

Chair Tibbetts responded to the member.

## **Reports**

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

Staff provided the committee with a current overview of the Laguna Woods Village Transportation ridership for the Fixed-Route, Journey and BOOST transportation programs.

Staff also provided a map of Laguna Woods Transportation boundaries. Staff is following guidance from County/State mandates for mask requirements in public Transportation as it relates to COVID-19 restrictions.

The committee was provided with a delivery update of the vehicles per the 2021 capital approved purchases. The delay of new vehicle deliveries is a result of a worldwide chip shortage and supply change issues. In addition, staff provided to the committee the 2022 capital vehicle list.

Staff provided an update on the topic of purchasing used vehicles for cost savings. Staff will look into whether or not a policy is needed for this to occur and provide an update at future meetings.

Staff will begin fleet right-sizing discussions with department directors to review right-sizing opportunities for their current GRF fleet.

### **Items for Discussion**

None

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

Alternative Fuel Vehicles

### **Concluding Business:**

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

None

**Date of Next Meeting – Wednesday August 3, 2022 at 1:30 p.m.**

#### **Adjournment:**

The meeting was adjourned at 2:18 p.m.

  
Don Tibbetts (Jun 30, 2022 09:57 PDT)



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

The Regular Meeting of the Security and Community Access Committee was held on Monday, June 27, 2022 at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California.

**MEMBERS PRESENT:** Don Tibbetts, Sue Stephens, Maggie Blackwell, Craig Wayne, Anthony Liberatore (Alternate for Reza Karimi)

**OTHERS PRESENT:** Bunny Carpenter, Elsie Addington, Juanita Skillman, Egon Garthoffner

**STAFF PRESENT:** Eric Nuñez, Tom Siviglia, Jayanna Abolmoloki

**CALL TO ORDER**

Don Tibbetts, Chair, called the meeting to order at 1:37 p.m.

**ACKNOWLEDGEMENT OF PRESS**

Media was not present.

**APPROVAL OF AGENDA**

By way of consensus, the Committee approved the agenda with requested changes that effected the order in which reports were discussed.

**APPROVAL OF MEETING REPORT**

By way of consensus, the Committee approved the April 25, 2022 meeting report.

**CHAIRMAN'S REMARKS**

Chair Tibbetts mentioned that there were three letters published in the globe the previous week that were opposed to the solar powered flashing stop-sign installations.

**MEMBER COMMENTS**

Multiple members made comments and asked questions.

Topics included:

- Speeding on Via Mariposa toward Gate 4
- Gate access and entry issues
- Vehicle access in cul-de-sac 217

**RESPONSE TO MEMBER COMMENTS**

Mr. Nuñez stated that staff would look into the speeding issue and report back at the next committee meeting.

## **REPORTS**

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

Chief Nuñez stated that the last Disaster Preparedness Task Force committee meeting was cancelled due to Finance needing to use the board room at that time. However, Chief Nuñez did meet with Judith Troutman and received information regarding the task force.

### **RV Update**

Mr. Nuñez stated that the paving project in RV Lot B will begin on June 29, 2022.

### **Security Statistics**

Mr. Nuñez explained the statistics provided within the agenda packet. Members made comments and asked questions.

## **ITEMS FOR DISCUSSION AND CONSIDERATION**

### **Pedestrian Gates Verbal Presentation**

Mr. Nuñez provided this presentation verbally. Members made comments and asked questions.

### **Calle Sonora Parking Permit Addendum to GRF Traffic Rules and Regulations Staff Report**

Mr. Nuñez paraphrased the staff report. Members made comments and asked questions. A motion was made for the staff report to be escalated to the GRF Board. By unanimous consent, the motion was approved.

### **“No Bicycle” Signs at Aliso Creek Park Staff Report**

Mr. Siviglia paraphrased the staff report. Members made comments and asked questions. A motion was made for the staff report to be escalated to the GRF Board. By unanimous consent, the motion was approved.

### **Gate 1 Westside Fence Extension Discussion**

Mr. Siviglia directed the committee’s attention toward the attachment in the packet relating to this topic. Members made comments and asked questions. By unanimous consent, the committee requested that staff return with a financial analysis.

## **ITEMS FOR FUTURE AGENDAS**

Gate 1 Westside Fence Extension Financial Analysis



## **CONCLUDING BUSINESS**

### **DATE OF THE NEXT MEETING**

The next meeting is scheduled for Monday, August 29, at 1:30 p.m. in a hybrid meeting on Zoom, and in the Board Room in the Laguna Woods Village Community Center.

### **ADJOURNMENT**

There being no further business to come before the Committee, Chair Tibbetts adjourned the meeting at 2:57 p.m.

*Don Tibbetts* Jun 29, 2022  
Don Tibbetts (Jun 29, 2022 16:43 PDT)

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Don Tibbetts, Chair

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