



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, September 5, 2023, 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*

- 1. Call Meeting to Order / Establish Quorum – First Vice President Dotson**
- 2. Pledge of Allegiance/ Moment of Silence for Victims of Maui Fire – Director Skillman**
- 3. Acknowledgment of Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes**
 - a. August 1, 2023 – GRF Board Regular Open Meeting
 - b. August 7, 2023 – GRF Budget – Business Plan Review
 - c. August 17, 2023 – 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 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 July 2023 by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes.
- b. Revised GRF 2023 Annual Election Schedule

11. Unfinished Business

- a. Entertain a Motion to Approve Pricing Rates for Electric Vehicle Charging Stations **(July initial notification – revised August – postpone- 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**
- b. Update Committee Appointments

12. New Business

- a. Entertain a Motion to Discuss and Consider Hiring a Traffic Engineer Consultant to Study the Intersection Stop Signs and Crosswalks on Avenida Sevilla and Via Mendoza
- b. Entertain a Motion to Request Exception for Chicago Club to GRF Recreation Flyer and Poster Policy and Performing Arts Center Operating Rules
- c. Entertain a Motion to Accept a Donation in the Amount of \$3,000 from Communities Activities Committee for Equestrian Center Mini Horse's Care
- d. Entertain a Motion to Approve the Revision to Member Disciplinary Process **(September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- e. Report from Finance on Fee Schedule Timeline
- f. 2024 Business Plan
 - Entertain a Motion to Approve the 2024 GRF Business Plan
 - Entertain a Motion to Approve the 2024 GRF Reserves Funding Plan
- g. Entertain a Motion to Approve the 2024 Capital Plan

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 August 16, 2023; next meeting October 18, 2023, 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 – Director Hopkins
- b.** Report of the Community Activities Committee – Director Horton. The committee met on August 10, 2023; next meeting September 14, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- c.** Report of the Landscape Committee – Director Skillman. The committee met on August 22, 2023; next meeting November 8, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- d.** Report of the Maintenance & Construction Committee – Director Mukhopadhyay. The committee met on August 9, 2023; next meeting October 11, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - (1) Report of the Clubhouse Renovation Ad Hoc Committee – Directors Garthoffner and Dotson. The Committee met on March 6, 2023 and March 15, 2023; next meeting TBA.
- e.** Report of the Media and Communications Committee—Director Milliman. The committee met on July 17, 2023; next meeting September 18, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Website Ad-Hoc Committee – Director Milliman. The committee met on May 22, 2023; next meeting TBA.
 - (2) Broadband Ad Hoc – Director Milliman. The committee met on August 21 & 29, 2023; next meeting September 18 & 26, 2023, at 3:30 p.m. in the Sycamore Room.
- f.** Report of the Mobility & Vehicles Committee – Director Addington. The Committee met on August 2, 2023; next meeting October 4, 2023, at 1:30 p.m. in the Board Room.
- g.** Report of the Security & Community Access Committee – Director Skillman. The Committee met on August 23, 2023; next meeting October 25, 2023, 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 August 16, 2023; next hearings on September 20, 2023, at 9:00 a.m. as a virtual meeting.
 - (2) Compliance Ad Hoc Committee – Director Skillman. The committee met on August 11, 2023; next meeting TBA.
 - (3) Executive Member Hearings Committee – Director Addington. The committee met on August 3, 2023; next meeting September 7, 2023, at 9:00 a.m. in the Willow Room.
- h.** Report of the Disaster Preparedness Task Force – Director Skillman. The Task Force met on July 25, 2023; next meeting September 26, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
- i.** Information Technology Advisory Committee – Director Hopkins. The Committee met on August 25, 2023; next meeting September 29, 2023, at 1:30 p.m. as a

virtual meeting.

- j. Purchasing Ad-Hoc Committee – President Carpenter. The Committee last met on July 24, 2023; next meeting TBA.

15. Future Agenda Items - *All matters listed under Future Agenda Items are Resolutions on 28-day public review or items for a future Board Meeting. No action will be taken by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.*

- *Approve the Revision to Member Disciplinary Process*

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) August 1, 2023 – 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, August 1, 2023, 9:30 a.m.
24351 El Toro Road, Laguna Woods, California
Board Room/Virtual Meeting**

Directors Present: Bunny Carpenter, James Hopkins, Gan Mukhopadhyay, Yvonne Horton, Reza Karimi, Juanita Skillman, Elsie Addington, Martin Roza, Egon Garthoffner

Directors Absent: Joan Milliman, Debbie Dotson,

Staff Present: CEO - Siobhan Foster, Makayla Schwietert, Paul Nguyen, Robert Carroll, Eric Nunez, Carlos Rojas, Eileen Paulin, Steve Hormuth,
Other Directors Present: Alison Giglio, Bart Mejia

Cash Achrekar, Deb Allen, S.K. Park, Cynthia Rupert, Diane Casey

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

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

2. Pledge of Allegiance

Director Roza led the Pledge of Allegiance to the Flag.

3. Acknowledgment of Media

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

4. Approval of Agenda

Second President Karimi requested an approval of the agenda.

Director Skillman made a motion to approve the agenda. Director Horton seconded.

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

5. Approval of Minutes

- a. July 5, 2023 – GRF Board Regular Open Meeting
- b. July 10, 2023 – GRF Budget Business Plan Review (Hopkins)
- c. July 20, 2023 – GRF Board Agenda Prep Meeting (Gan, Yvonne)

Director Horton made a motion to approve the minutes of the July 5, 2023 – Regular Board Meeting. Director Roza seconded.

There being no objections, the meeting minutes of July 5, 2023 – Regular Board Meeting were approved by unanimous consent.

Director Hopkins made a motion to approve the minutes of the July 10, 2023 – Budget Business Plan Review. Director Addington seconded.

There being no objections, the meeting minutes of July 10, 2023 – Budget Business Plan Review were approved by unanimous consent.

Director Mukhopadhyay made a motion to approve the minutes of the July 20, 2023 – Agenda Prep Meeting. Director Horton seconded.

There being no objections, the meeting minutes of July 20, 2023 – Agenda Prep Meeting were approved by unanimous consent.

6. Report of the Chair

President Carpenter commented on the following:

- Is having issues speaking today and has asked Second Vice President Karimi to step in as Chair
- Director Milliman is currently away due to medical issues

7. CEO Report

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

- Ways to Reduce Cost
- Use Village Tech Tools
- Cost Reductions/Efficiencies

CEO Foster answered questions from the Board.

8. Open Forum (Three Minutes per Speaker)

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

- A member commented on The Foundation of Laguna Woods Village
- Multiple members commented on Building E/Space Planning
- A member commented on the CEO Report pertaining to cost reduction, response to plumbing issues, maintenance of GRF property
- A member commented on 2024 Business Plan
- A member commented on reserve funds
- A member commented on surplus money and illuminated stop signs
- A member commented on golf cart vehicle safety pertaining to pedestrians

9. Responses to Open Forum Speakers

The following are responses to the open forum speakers:

- Director Mukhopadhyay commented on illuminated stop signs
- CEO Foster commented that the illuminated stop sign is a pilot program
- Director Skillman commented on the work of The Foundation of Laguna Woods Village
- Multiple Directors commented on golf cart/pedestrian safety
- CEO commented on the next GRF Budget Meeting to be held on August 7, 2023
- President Carpenter commented on the clarification of ownership of GRF Property and that the GRF Town Hall Meeting will be held on August 22, 2023
- Multiple Directors commented on Building E/Space Planning
- Multiple Directors commented on the budget
- Director Karimi commented on knowing the facts and not baseless rumors

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 June, 2023, and by this vote ratified that such review be confirmed in this month's Board Member Open Session Meeting minutes.

President Carpenter made a motion to approve the Consent Calendar. Director Roza seconded.

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

11. Unfinished Business

11a. Update Committee Appointments

Director Skillman read the following resolution:

RESOLUTION 90-23-39

GRF Committee Appointments

RESOLVED, August 1, 2023, that the following persons are hereby appointed and ratified to serve on the Committees of this Corporation:

Community Activities Committee

Yvonne Horton, Chair (GRF)

Elsie Addington (GRF)
Joan Milliman, Alternate (GRF)
Cush Bhada (Third)
Jules Zalon, Alternate (Third)
Mark Laws (Third)
Diane Casey (United)
Pearl Lee (United)
Frank Stern (Mutual 50)
Peter Sanborn, Alternate (Mutual 50)
Advisors: Roland Boudreau, Ajit Gidwani

Finance Committee

James, Hopkins, Chair (GRF)
Elsie Addington (GRF)
Debbie Dotson, Alternate (GRF)
Donna Rane-Szostak (Third)
Andy Ginocchio (Third)
Mark Laws, Alternate (Third)
Azar Asgari (United)
Thomas Tuning (United)
Margaret Bennett (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)
Martin Roza (GRF)
Diane Casey (United)
~~Mary Simon (United)~~
Sue Quam (United)
Mark Laws (Third)
SK Park (Third)
Advisor: Sue Margolis

Landscape Committee

Juanita Skillman, Chair (GRF)
Yvonne Horton, (GRF)
Diane Casey (United)
Sue Quam (United)
Jules Zalon (Third)
Nathaniel Ira Lewis (Third)
Andy Ginocchio, Alternate (Third)
Glenn Miller (Mutual 50)
Advisor: Catherine Brians

Maintenance & Construction Committee

Reza Karimi, Chair (GRF)
Gan Mukhopadhyay, Co-Chair (GRF)
Egon Garthoffner, Alternate (GRF)
James Cook (Third)
Ralph Engdahl (Third)
Andy Ginocchio, Alternate (Third)
~~Lenny Ross (United)~~
Mary Simon (United)
Cash Achrekar (United)
Sue Stephens (Mutual 50)
Peter Sanborn, Alternate (Mutual 50)
Advisors: Bill Walsh, Carl Randazzo, Ajit Gidwani

Clubhouse Renovation Ad Hoc Committee

Egon Garthoffner, Chair (GRF)
Gan Mukhopadhyay, Co-Chair (GRF)
Deborah Dotson (GRF)
Reza Karimi (GRF)
Andy Ginocchio (Third)
Moon Yun, Alternate (Third)
~~Ralph Engdahl (Third)~~
Mary Simon (United)
Alison Bok (United)
Anthony Liberatore (United)
Advisors: Ajit Gidwani, Carl Randazzo, Bill Walsh

Media and Communications

Joan Milliman, Chair (GRF)
Elsie Addington (GRF)
Deborah Dotson, Alternate (GRF)
Jim Cook (Third)
Cris Prince, (Third)
Moon Yun, Alternate (Third)
Maggie Blackwell (United)
Sue Quam (United)
Margaret Bennett (Mutual 50)
Peter Sanborn, Alternate (Mutual 50)
Advisors: Carmen Pacella, Tom Nash, Lucy Parker, Theresa Frost, Catherine Brians

Website Ad Hoc Committee

Joan Milliman, Chair (GRF)
Debbie Dotson (GRF)
Anthony Liberatore (United)

Azar Asgari (United)
Mark Laws (Third)
Donna Rane-Szostak (Third)
Advisors: Lucy Parker, Diane Phelps

Broadband Ad Hoc Committee

Joan Milliman, Chair (GRF)
Jim Hopkins (GRF)
Debbie Dotson (GRF)
Martin Roza (GRF)
Cris Prince (Third)
Jim Cook (Third)
Diane Casey (United)
Maggie Blackwell (United)
Alison Bok (United)
Margaret Bennett (Mutual 50)
Sue Stephens, Alternate (Mutual 50)

Mobility & Vehicles Committee

Vacant (GRF)
Egon Garthoffner (GRF)
Elsie Addington, Chair (GRF)
James Cook, Alternate (Third)
Cush Bhada (Third)
Moon Yun (Third)
Azar Asgari (United)
Alison Bok (United)
Frank Stern (Mutual 50)
Sue Stephens, Alternate (Mutual 50)
Advisor: Vashi Williams

Security and Community Access

Juanita Skillman, Chair (GRF)
Martin Roza (GRF)
S.K. Park (Third)
Donna Rane-Szostak, Alternate (Third)
~~Cash Achrekar (United)~~
Vidya Kale (United)
Maggie Blackwell (United)
Sue Stephens (Mutual 50)
Peter Sanborn, Alternate (Mutual 50)

OTHER COMMITTEES:

Disaster Preparedness Task Force

Eric Nunez, Chair

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

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

Elsie Addington (GRF)
Deborah Dotson, Alternate (GRF)
S.K. Park, (Third)
Cash Achrekar, Alternate (United)
~~Pearl Lee (United)~~
~~Vidya Kate (United)~~
Mark Laws, Alternate (Third)
Margaret Bennet (Mutual 50)
Sue Stephens, Alternate (Mutual 50)

Purchasing Ad Hoc Committee

Bunny Carpenter, Chair (GRF)
Jim Hopkins (GRF)
Donna Rane-Szostak (Third)
Andy Ginocchio (Third)
Ralph Engdahl, Alternate (Third)
Thomas Tuning (United)
Lenny Ross (United)
Advisor: Carl Randazzo

Select Audit Task Force

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

Compliance Ad Hoc Committee

Bunny Carpenter, Chair (GRF)
Maggie Blackwell (United)
Pearl Lee (United)
SK Park (Third)
Andy Ginocchio (Third)
Joan Milliman (GRF)
Juanita Skillman (GRF)

Reza Karimi (GRF)

Executive Hearings Committee

Bunny Carpenter, Chair (GRF)

Yvonne Horton (GRF)

Elsie Addington (GRF)

Joan Milliman, Alternate (GRF)

Finance Advisory Group

Jim Hopkins, Chair (GRF)

Tom Tuning (United)

Donna Rane-Szostak (Third)

Sue Stephens (Mutual Fifty)

Correspondent – Elsie Addington (GRF)

El Toro Water District – Juanita Skillman (GRF)

RESOLVED FURTHER, that Resolution 90-23-31 adopted July 05, 2023, is hereby superseded and cancelled; and

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

Director Skillman made a motion to approve the update to the GRF Committee Appointments Resolution. Director Karimi seconded.

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

11b. Entertain a Motion to Approve Garden Center Vegepods Rental Fee (July initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)

Director Skillman read the following resolution:

RESOLUTION 90-23-40

Garden Center 2 Vegepods Rental Fee

WHEREAS, resolutions 90-12-132, 90-18-03, 90-12-12 and 90-16-18 established guidelines for shared costs and fees; certain fees can be imposed upon users of various recreational facilities to control crowding, mitigate over-usage, and recover operating costs; and

WHEREAS, the Garden Center fees administered by the Golden Rain Foundation of Laguna Woods Board of Directors adhere to the Shared Cost Guidelines established in Resolution 90-12-132, whereby certain fees can be imposed upon users of various recreation facilities in order to control crowding and minimize over-usage, and to recover operating

costs; and

WHEREAS, five Vegepods were purchased in order to serve those who wish to garden but are unable to manage the physicality of tending to a larger garden plot; and

WHEREAS, staff recommends a \$50 annual rental fee for Vegepods at Garden Center 2; and

WHEREAS, at the June 8, 2023 CAC meeting, the committee recommended the proposed staff recommendation of \$50 annual rental fee for Vegepods at Garden Center 2; and

WHEREAS, at the June 21, 2023 Finance Committee meeting, the committee affirmed the CAC recommendation of \$50 annual rental fee for Vegepods at Garden Center 2; and

NOW THEREFORE BE IT RESOLVED, August 1, 2023 the Board of Directors of this Corporation hereby adopts the proposed \$50 annual rental fee for Vegepods at Garden Center 2;

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

Director Skillman made a motion to approve the Resolution for Garden Center Vegepods Rental Fee. Director Horton seconded.

Hearing no changes, the motion was approved unanimously.

11c. Entertain a Motion to Approve Pricing Rates for Electric Vehicle Charging Stations (July initial notification – Revised August – 28-day notification for member review and comments to comply with Civil Code §4360)

Director Skillman read the following resolution:

RESOLUTION 90-23-XX

Pricing Rates for Electric Vehicle Charging Stations

WHEREAS, the Board recognizes the need to amend the pricing rates for electric vehicle charging stations as necessary; and

WHEREAS, the establishment of these rates are impacted by the electric rates adopted by Southern California Edison (SCE);

NOW THEREFORE BE IT RESOLVED, September 5, 2023, that the Board hereby approves the following pricing rates for electric vehicle charging stations effective upon adoption of this resolution for the period between September 2023 and September 2024:

	GRF Fleet	Members and Employees /kWh	Other Users/kWh	Parking Rates

	Vehicles			
Level 2 Chargers	\$0.00	\$0.31	\$0.34	\$2/hr after 4 hrs
Level 3 Chargers	\$0.00	\$0.31	\$0.44	\$2/hr after 1 hr

RESOLVED FURTHER, that the next revision to the pricing rates for electric vehicle charging stations is to be approved by the Board in August 2024; and

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

Director Skillman made a motion to approve the Resolution Pricing Rates for Electric Vehicle Charging Stations for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Addington seconded the motion.

There being no changes, the motion was approved unanimously.

12. New Business – None

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 21, 2023; next meeting August 16, 2023, 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 – Director Hopkins
- b. Report of the Community Activities Committee – Director Horton. The Committee met on July 17, 2023; next meeting August 10, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. Report of the Landscape Committee – Director Skillman. The Committee met on May 10, 2023; next meeting August 22, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. Report of the Maintenance & Construction Committee – Director Karimi. The Committee met on June 14, 2023; next meeting August 9, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - (1) Report of the Clubhouse Renovation Ad Hoc Committee – Directors Garthoffner and Dotson. The Committee met on March 6, 2023 and March 15, 2023; next meeting TBA.

- e. Report of the Media and Communications Committee—Director Milliman. The Committee met on July 17, 2023; next meeting September 18, 2023, 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 June 21, 2023; next meeting TBA.
 - (2) Broadband Ad Hoc – Director Milliman. The Committee met on July 25, 2023; next meeting TBA.
- f. Report of the Mobility & Vehicles Committee – Director Addington. The Committee met on June 7, 2023; next meeting August 2, 2023, at 1:30 p.m. in the Board Room.
- g. Report of the Security & Community Access Committee – Director Skillman. The Committee met on June 28, 2023; next meeting August 23, 2023, 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 July 19, 2023; next hearings on August 16, 2023, at 9:00 a.m. as a virtual meeting.
 - (2) Compliance Ad Hoc Committee – President Carpenter. The Committee met on July 14, 2023; next meeting TBA.
 - (3) Executive Member Hearings Committee - President Carpenter. The Committee met on July 6, 2023; next meeting August 3, 2023, at 9:00 a.m. in the Willow Room.
- h. Report of the Disaster Preparedness Task Force – Director Skillman. The Task Force met on July 25, 2023; next meeting September 26, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
- i. Information Technology Advisory Committee – Director Hopkins. The Committee met on July 28, 2023; next meeting August 25, 2023, at 1:30 p.m. as a virtual meeting.
- j. Purchasing Ad-Hoc Committee – Director Carpenter. The Committee last met on July 24, 2023; next meeting TBA.
- k. Laguna Woods City Council Update – Director Skillman.

15. Future Agenda Items - *All matters listed under Future Agenda Items are Resolutions on 28-day public review or items for future Board Meetings. No action will be taken by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.*

- Pricing Rates for Electric Vehicle Charging Stations
- Hiring a Traffic Engineer Consultant to Study the Intersection of Avenida Sevilla and Via Mendoza for the Request of adding Stop Signs and Crosswalks

16. Director's Comments

- Director Roza commented on the finance report
- Director Mukhopadhyay commented on a Future Agenda Item

- Director Horton commented on involvement in Clubs

17. Recess - 11:54 a.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

Approved the Agenda

Approve the Minutes of:

(a) July 5, 2023 – Regular Closed Session

Discuss and Consider Personnel Matters

Discuss and Consider Contractual Matters


Discuss Legal/Legislation Matters

Discuss Member Disciplinary Matters

18. Adjournment

The meeting was adjourned at 2:26 p.m.

DocuSigned by:



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Juanita Skillman, Director of the Board
Golden Rain Foundation



**MINUTES OF THE SPECIAL OPEN MEETING OF THE BOARD OF DIRECTORS OF
GOLDEN RAIN FOUNDATION LAGUNA HILLS MUTUAL
A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION**

Monday, August 7, 2023 – 9:30 a.m.
24351 El Toro Road, Laguna Woods, California
Hybrid Meeting

Directors Present: Jim Hopkins – Chair, Bunny Carpenter, Egon Garthoffner, Joan Milliman, Elsie Addington, Yvonne Horton, Gan Mukhopadhyay, Juanita Skillman, Jim Hopkins, Reza Karimi, Martin Roza

Directors Absent: Debbie Dotson

Staff Present: Siobhan Foster, Carlos Rojas, Jose Campos, Manuel Gomez, Kurt Wiemann, Robert Carroll, Alison Giglio, Ian Barnette, Eileen Paulin, Erika Hernandez

Others Present:

Call Meeting to Order – Jim Hopkins, Treasurer

Director Hopkins, Treasurer, chaired the meeting and called it to order at 9:30 a.m. and established a quorum.

State Purpose of the Meeting – Treasurer Hopkins

Director Hopkins stated that the purposed of the meeting is to review Version 3 of the 2024 Operating Plan and Capital Improvement Plan and shared that the final 2024 Business Plan will be adopted at the September Board meeting.

Approval of the Agenda

Hearing no objections to the agenda, the agenda was approved unanimously.

Chair Remarks

None.

Open Forum (Three Minutes per Speaker)

None.

Review of the Proposed GRF 2024 Business Plan - Version 3

Jose Campos, Assistant Director of Financial Services, presented an overview of the proposed 2024 Business Plan Version 3 to gain some direction from the Board and make changes, if necessary.

A member asked questions regarding buses rebate, the ERP system on whether we own it or will have a subscription and asked for details on the Agewell Revenue and lastly, Cable TV

and Broadband. Secondly, she asked for clarification on who paid for community events/caterings.

A member commented on Davis Sterling Act regarding employee compensation disclosure and reserve expenditures.

A member commented on maintain transparency from the Boards, quality improvement, external forces causing inflation, future surplus recovery and reserve fund.

A member commented on the yearly increases on assessments, savings and requested that a forensic audit be performed on financials.

A member stated that the bus service is a convenient service for residents.

A member shared that clubhouse 7 projectors are old and faulty, requested black out curtains to be installed, requested a new projector for the photo lab and a deep cleaning. A second member requested black out curtains for clubhouse 1.

A member commented on the space utilization of Building A and asked about the Building E analysis report.

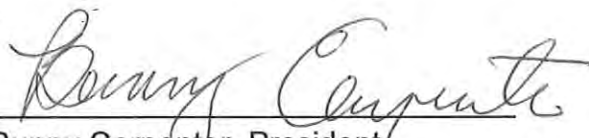
The president from the community group, concerned citizens, shared her opinions on the quality of equipment sitting in clubhouse 1 and 7 and believes the budgeted amount are modest for the new sound system and would like the board to consider purchasing a high-quality system.

A member asked if facility funds can be moved to the equipment fund to cover costs. The answer is yes.

Several questions and comments were made and addressed and/or noted by staff for future follow up (if needed). No further action.

Adjournment

The meeting was adjourned at 12:17 p.m.


Bunny Carpenter, President
Golden Rain Foundation Board of Directors



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, August 17, 2023 – 9:30 a.m.
Willow Room/Virtual Meeting**

GRF Agenda Prep Meeting

Directors Present: Bunny Carpenter, Yvonne Horton, Juanita Skillman, Reza Karimi, Martin Roza, Elsie Addington, Jim Hopkins

Directors Absent: Joan Milliman, Debbie Dotson, Gan Mukhopadhyay, Egon Garthoffner

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 9:37 a.m. and established that a quorum was present.

2. Approval of the Agenda

President Carpenter asked for approval of the agenda.

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

3. Announcements

President Carpenter made the following comments:

- Provided an update regarding the health of Director Milliman, and stated that Director Skillman will be the interim Board Secretary in Director Milliman's absence.
- Will be on vacation. Informed the Board that Director Dotson will run the September GRF Board Meeting. Additionally, asked for a volunteer to run the executive hearings; Director Horton volunteered.
- Class schedule for Emeritus begins August 21st.
- Worked with Eileen Paulin, Media and Communications Director, to finalize the Website contract.
- Provided further updates regarding the status and next steps for the VMS Bylaws.
- Provided an update regarding the GRF Elections, and Mutual Fifty delegate.

- The upcoming GRF Town Hall will be held on August 22, 2023. President Carpenter is requesting for the Board officers to be present for this first town hall meeting.
- Discussed a potential sponsorship policy.

Director Hopkins entered the meeting at 9:46 a.m.

Director Garthoffner entered the meeting at 9:47 a.m.

3. Discuss and Consider Items to be placed on the Tuesday, September 5, 2023, Board Meeting Open & Closed Agendas

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

Director Roza made a motion to approve the September 5, 2023, Open Agenda. Director Skillman seconded.

Hearing no changes or objections, the September 5, 2023, Open Agenda was approved by unanimous consent.

Director Skillman made a motion to approve the September 5, 2023, Closed agenda. Director Roza seconded.

Hearing no changes or objections, the September 5, 2023, Closed Agenda was approved by unanimous consent.

4. Director Comments – None

6. Adjournment

The meeting was adjourned at 11:02 a.m.

DocuSigned by:

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Juanita Skillman, Interim Secretary of the Board
Golden Rain Foundation

STAFF REPORT

DATE: September 5, 2023
FOR: Board of Directors
SUBJECT: 2023 Election Schedule - Revised

RECOMMENDATION

Approve the revision to the 2023 Election Schedule as contained in the Attachment 1 to this report.

BACKGROUND

On June 6, 2023, the board approved the 2023 election schedule and appointed UniLect Corporation as the Inspector of Election for the Golden Rain Foundation of Laguna Woods (GRF) Annual Election of Directors.

DISCUSSION

To facilitate the tabulation: counting of ballots at the GRF Annual Election meeting on November 8, 2023, at 10 a.m. ballots must be received by 8 a.m. on November 8 and not by 5 p.m. as listed in the election schedule previously approved by the board.

FINANCIAL ANALYSIS

None.

Prepared By: Makayla Schwietert, Corporate Secretary

ATTACHMENT(S)

Attachment 1: 2023 Election Schedule - Revised

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Election Schedule 2023

Appoint Inspector of Elections	June 6, 2023
Approve Election Schedule	June 6, 2023
Mailing of Annual Election and Call for Candidates & Acclamation (postcard)	August 10, 2023
Nominations Open	September 8, 2023
Nominations Close (5 p.m.)	September 19, 2023
Delegate Election (Mutual Fifty)	TBA
Candidate Statements Due to Inspector of Elections (300 words)	September 19, 2023
Meet the Candidates	October 16, 2023
Replay of Meet the Candidates	TBA
Distribute Ballot Package	October 10, 2023
Notice Annual/Organizational Meeting and Agenda	October 25, 2023
Ballots Due Back (10 a.m.)	November 8, 2023
Tabulation Meeting: Counting of Ballots by Inspector of Elections	November 8, 2023
Annual Meeting Date	November 8, 2023, 10 a.m., Board Room
Organization Meeting	November 8, 2023

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ENDORSEMENT (to board)

Pricing Rates for Electric Vehicle Charging Stations

Baltazar Mejia, Maintenance and Construction Assistant Director, presented a staff report recommending that the committee approve and endorse the revised electric vehicle charging rates for a year and conduct adjustments for the following 2 years.

A motion was made by Director Asgari to accept staff's recommendation to revise the electric vehicle charging rates for a year and revisit the discussion in July 2024. Director Donna Rane-Szostak seconded.

Hearing no objections, the motion passed and will be presented at the next board meeting.

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STAFF REPORT

DATE: September 5, 2023
FOR: Board of Directors
SUBJECT: Pricing Rates for Electric Vehicle Charging Stations

RECOMMENDATION

Approve a resolution to establish revised electric vehicle charging rates for one year beginning in September 2023 and continuing until September 2024.

BACKGROUND

GRF owns and operates seven (7) electric vehicle (EV) charging ports located at the Community Center and two (2) EV charging ports at the Maintenance Center. All charging stations are available to both members and non-members.

The GRF Board adopted the current pricing schedule on May 1, 2018 for the Level 2 chargers and on November 5, 2019 for Level 3 chargers. The current pricing is as follows:

	GRF Fleet Vehicles	Members and Employees /kWh	Other Users/kWh	Parking Rates
Level 2 Chargers	\$0.00	\$0.17	\$0.30	\$2/hr after 4 hrs
Level 3 Chargers	\$0.00	\$0.25	\$0.40	\$2/hr after 1 hr

On June 21, 2023, the GRF Finance Committee recommended that the GRF Board approve increasing the rates. On July 5, 2023, the GRF Board discussed revisions to the proposed new rates which are reflected in the table below, for a period of one year beginning in September 2023 and continuing through September 2024 at which time the GRF Finance committee will revisit the rates for potential adjustments.

	GRF Fleet Vehicles	Members and Employees /kWh	Other Users/kWh	Parking Rates
Level 2 Chargers	\$0.00	\$0.31	\$0.34	\$2/hr after 4 hrs
Level 3 Chargers	\$0.00	\$0.31	\$0.44	\$2/hr after 1 hr

DISCUSSION

The current pricing plan has allowed GRF to recover the cost of the energy dispensed and the Flex Billing fee that ChargePoint charges for each session plus a small amount towards the mutual's share of the cost. However, with the new SCE summer rates that became effective on June 1 and anticipated SCE rate increases, it is recommended to increase the charging fees to recover the costs. The SCE rates now in effect are 5% higher than the winter rates and the planned rate increases for 2024 and 2025 are estimated to be 9%-10% for each year.

In order to properly analyze any consideration to adjust the current rates, staff researched the pricing schedules for other public EV charging station facilities in the vicinity of the Village. Generally, the rates at these public stations are higher than the GRF facility rates. The results are summarized in Attachment 1.

FINANCIAL ANALYSIS

Approximately 70% of the charging sessions and 80% of the associated revenue comes from non-resident users. A copy of the May 2023 GRF Charging Report is included as Attachment 2.

Attachment 3 shows the projected revenues for the next 12 months based on the above figures and the average use between June 2022 and May 2023.

Prepared By: Baltazar Mejia, Maintenance and Construction Assistant Director

Reviewed By: Manuel Gomez, Maintenance and Construction Director

ATTACHMENT(S)

Attachment 1 – Summary of Public Charging Stations Near Laguna Woods Village

Attachment 2 – GRF EV Charging Station Report, May 2023

Attachment 3 – Rate Calculation Spreadsheet

Attachment 4 – Resolution 90-23-XX Pricing Rates for Electric Vehicle Charging Stations

Summary of Public Charging Stations Near Laguna Woods Village

Provider	Location	Type	Cost (\$/kWh)	Other Fees
Electrify America	Target, Mission Viejo	Level 3, 150kW	\$0.48	
EVgo	Chevron, Aliso Viejo	Level 3, 50kW	\$0.57	\$0.99
ChargePoint	SoFi, Laguna Hills	Level 2	\$0.30	\$0.15/minute for idle time
Electrify America	Spectrum	Level 3, 350kW	\$0.48	
ChargePoint	Los Olivos, Irvine	Level 2	\$0.29 (1 st 4 hrs)	Add \$3/hr after 4 hrs
EVgo	Marriott, Irvine	Level 2	\$0.68	\$0.99
SemaConnect	Aliso Viejo Center, Aliso Viejo	Level 2	\$1.25/hr for 1 st 4hrs billed every 15 minutes	Next hr \$6.25, then \$0.42/kWh
ChargePoint	Laguna Hills City Hall	Level 2	\$0.21	\$10 after 30 minutes idle
Tesla Supercharger	Walnut Ave, Irvine	250kW	\$0.54 (8am-8pm)	\$0.46/kWh (8pm-12am), \$0.26/kWh (12am-4am), \$0.29/kWh (4am-8am)

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Description	Charger	Average Annual Use (kWh)	SCE Rate (\$/kWh)	ChargePoint Flex Billing Fee (10%)	Rate to Consumer	Revenue	Cost to GRF	Net Revenue
Current Rates								
Village Rate	Level 2	20,408	\$ 0.26	0.017	\$0.17	\$3,469	\$5,653	(\$2,184)
	Level 3	12,685	\$ 0.26	0.025	\$0.25	\$3,171	\$3,615	(\$444)
Outside Rate	Level 2	10,052	\$ 0.26	0.030	\$0.30	\$3,016	\$2,915	\$101
	Level 3	60,076	\$ 0.26	0.040	\$0.40	\$24,030	\$18,023	\$6,008
Total						\$33,687	\$30,206	\$3,480
Year 1								
Village Rate	Level 2	22,449	\$ 0.28	0.03	0.31	\$6,959	\$6,959	\$0
	Level 3	13,954	\$ 0.28	0.03	0.31	\$4,326	\$4,326	\$0
Outside Rate	Level 2	11,057	\$ 0.28	0.03	0.34	\$3,759	\$3,428	\$332
	Level 3	66,084	\$ 0.28	0.04	0.44	\$29,077	\$21,147	\$7,930
Total						\$44,121	\$35,859	\$8,262

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RESOLUTION 90-23-XX

Pricing Rates for Electric Vehicle Charging Stations

WHEREAS, the Board recognizes the need to amend the pricing rates for electric vehicle charging stations as necessary; and

WHEREAS, the establishment of these rates are impacted by the electric rates adopted by Southern California Edison (SCE);

NOW THEREFORE BE IT RESOLVED, September 5, 2023, that the Board hereby approves the following pricing rates for electric vehicle charging stations effective upon adoption of this resolution for the period between September 2023 and September 2024:

	GRF Fleet Vehicles	Members and Employees /kWh	Other Users/kWh	Parking Rates
Level 2 Chargers	\$0.00	\$0.31	\$0.34	\$2/hr after 4 hrs
Level 3 Chargers	\$0.00	\$0.31	\$0.44	\$2/hr after 1 hr

RESOLVED FURTHER, that the next revision to the pricing rates for electric vehicle charging stations is to be approved by the Board in August 2024; and

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

July Initial Notification - Revised August
28-day notification for member review and comments to comply with Civil Code §4360
has been satisfied.

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RESOLUTION 90-23-XX

GRF Committee Appointments

RESOLVED, September 5, 2023, that the following persons are hereby appointed and ratified to serve on the Committees of this Corporation:

Community Activities Committee

Yvonne Horton, Chair (GRF)
Elsie Addington (GRF)
Joan Milliman, Alternate (GRF)
Cush Bhada (Third)
Jules Zalon, Alternate (Third)
Mark Laws (Third)
Diane Casey (United)
Pearl Lee (United)
Frank Stern (Mutual 50)
Peter Sanborn, Alternate (Mutual 50)
Advisors: Roland Boudreau, Ajit Gidwani

Finance Committee

James Hopkins, Chair (GRF)
Elsie Addington (GRF)
Debbie Dotson, Alternate (GRF)
Donna Rane-Szostak (Third)
Andy Ginocchio (Third)
Mark Laws, Alternate (Third)
Azar Asgari (United)
Thomas Tuning (United)
Margaret Bennett (Mutual 50)
Sue Stephens, Alternate (Mutual 50)
Advisor: Rosemarie diLorenzo

Information Technology Advisory Committee (ITAC)

James Hopkins, Chair (GRF)
Bunny Carpenter (GRF)
Debbie Dotson (GRF)

Martin Roza (GRF)
Diane Casey (United)
Sue Quam (United)
Mark Laws (Third)
SK Park (Third)
Advisor: Sue Margolis

Landscape Committee

Juanita Skillman, Chair (GRF)
Yvonne Horton, (GRF)
Diane Casey (United)
Sue Quam (United)
Jules Zalon (Third)
Nathaniel Ira Lewis (Third)
Andy Ginocchio, Alternate (Third)
Glenn Miller (Mutual 50)
Advisor: Catherine Brians

Maintenance & Construction Committee

Reza Karimi, Chair (GRF)
Gan Mukhopadhyay, Co-Chair (GRF)
Egon Garthoffner, Alternate (GRF)
James Cook (Third)
Ralph Engdahl (Third)
Andy Ginocchio, Alternate (Third)
Lenny Ross (United)
Cash Achrekar (United)
Sue Stephens (Mutual 50)
Peter Sanborn, Alternate (Mutual 50)
Advisors: Bill Walsh, Carl Randazzo, Ajit Gidwani

Clubhouse Renovation Ad Hoc Committee

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

Media and Communications

Joan Milliman, Chair (GRF)

Elsie Addington (GRF)
Debbie Dotson, Alternate (GRF)
Jim Cook (Third)
Cris Prince, (Third)
Moon Yun, Alternate (Third)
Maggie Blackwell (United)
Sue Quam (United)
Margaret Bennett (Mutual 50)
Peter Sanborn, Alternate (Mutual 50)
Advisors: Carmen Pacella, Tom Nash, Lucy Parker, Theresa Frost,
Catherine Brians

Website Ad Hoc Committee

Joan Milliman, Chair (GRF)
Debbie Dotson (GRF)
Anthony Liberatore (United)
Azar Asgari (United)
Mark Laws (Third)
Donna Rane-Szostak (Third)
Advisors: Lucy Parker, Diane Phelps

Broadband Ad Hoc Committee

~~Joan Milliman, Chair (GRF)~~
James Hopkins (GRF)
Debbie Dotson (GRF)
Martin Roza, ~~Chair~~ (GRF)
~~Reza Karimi (GRF)~~
Cris Prince (Third)
Jim Cook (Third)
Diane Casey (United)
Maggie Blackwell (United)
Alison Bok (United)
Margaret Bennett (Mutual 50)
Sue Stephens, Alternate (Mutual 50)

Mobility & Vehicles Committee

Elsie Addington, Chair (GRF)
Egon Garthoffner (GRF)
Vacant (GRF)
James Cook, Alternate (Third)
Cush Bhada (Third)
Moon Yun (Third)
Azar Asgari (United)
Alison Bok (United)
Frank Stern (Mutual 50)
Sue Stephens, Alternate (Mutual 50)

Advisor: Vashi Williams

Security and Community Access

Juanita Skillman, Chair (GRF)
Martin Roza (GRF)
S.K. Park (Third)
Donna Rane-Szostak, Alternate (Third)
Vidya Kale (United)
Maggie Blackwell (United)
Sue Stephens (Mutual 50)
Peter Sanborn, Alternate (Mutual 50)

OTHER COMMITTEES:

Disaster Preparedness Task Force

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

Laguna Woods Village Traffic Hearings

(Chair will alternate between Boards)
Elsie Addington (GRF)
Debbie Dotson, Alternate (GRF)
S.K. Park (Third)
Cash Achrekar, Alternate (United)
Vidya Kale (United)
Mark Laws, Alternate (Third)
Margaret Bennet (Mutual 50)
Sue Stephens, Alternate (Mutual 50)

Purchasing Ad Hoc Committee

Bunny Carpenter, Chair (GRF)
James Hopkins (GRF)
Donna Rane-Szostak (Third)
Andy Ginocchio (Third)
Ralph Engdahl, Alternate (Third)
Thomas Tuning (United)
Lenny Ross (United)
Advisor: Carl Randazzo

Select Audit Task Force

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

Compliance Ad Hoc Committee

Bunny Carpenter, Chair (GRF)
Maggie Blackwell (United)
Pearl Lee (United)
SK Park (Third)
Andy Ginocchio (Third)
Joan Milliman (GRF)
Juanita Skillman (GRF)
Reza Karimi (GRF)

Executive Hearings Committee

Bunny Carpenter, Chair (GRF)
Yvonne Horton (GRF)
Elsie Addington (GRF)
Joan Milliman, Alternate (GRF)

Finance Advisory Group

James Hopkins, Chair (GRF)
Tom Tuning (United)
Donna Rane-Szostak (Third)
Sue Stephens (Mutual Fifty)

Correspondent – Elsie Addington (GRF)
El Toro Water District – Juanita Skillman (GRF)

RESOLVED FURTHER, that Resolution 90-23-39 adopted August 01, 2023, 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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ENDORSEMENT (to board)

Stop Signs and Crosswalks on Avenida Sevilla and Via Mendoza

Eric Nunez, Director of Security, presented a staff report requesting to hire a traffic engineer consultant to perform a study on Avenida Sevilla and Via Mendoza for the purpose of installing stop signs and crosswalks.

A motion was made and moved by Director Elsie Addington and seconded by Director Ginocchio to accept staff's recommendation as presented. Discussion ensued. Director Thomas Tuning amended the motion to accept staff's recommendation for the installation of stop signs and crosswalks without an engineer study. Director Asgari seconded. The motion failed to pass by a vote of 2-5 (Directors Asgari and Tuning in favor).

The original motion was voted on to accept staff's recommendation as presented and passed by vote 5-1 (Director Asgari against) and will be presented at the next board meeting.

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STAFF REPORT

DATE: September 5, 2023
FOR: Board of Directors
SUBJECT: Traffic Engineer Consultant to Study the Intersection of Avenida Sevilla and Via Mendoza

RECOMMENDATION

Staff recommends approval for a Traffic Engineer Consultant to conduct a study on the need and impact of converting the intersection of Avenida Sevilla and Via Mendoza from a 2-way stop sign and crosswalk to a 4-way stop sign and crosswalk with an unbudgeted appropriation of \$7,581 to be funded from the Operating Fund.

BACKGROUND

The Security Services Department, through its Traffic Enforcement Division, oversees the traffic control program of the Community. All persons must stop when directed or signaled by a member of the Security Services Department and provide all items of identification as requested, such as GRF identification card, driver's license, vehicle registration, gate pass, etc. Security Officers will issue Notices of Violations (NOV) for moving and parking violations in adherence to Community regulations.

Since approximately August 2022, a group of residents named Concerned Residents & Friends for Safety submitted a request and petition to convert the intersection of Avenida Sevilla and Via Mendoza from a 2-way stop sign and crosswalk to a 4-way stop sign and crosswalk. Per the request, the conversion is needed, in part, for the following reasons: slow irresponsible and reckless speeders; provide marked crosswalk for heavy pedestrian traffic; increase safety for individuals getting in/out of parked vehicles; and provide safety for those disabled. The group conducted its own study and reported that over 700 vehicles posted speed limits of over 36 miles per hour (MPH) during the month of October 2022. The posted speed limit is 25 MPH. The petition was signed by 11 residents.

On August 29, 2022, the Security and Community Access Committee (SCAC) directed staff to review and submit a report regarding the need of converting the intersection of Avenida Sevilla and Via Mendoza from a 2-way stop sign and crosswalk to a 4-way stop sign and crosswalk. The direction was made as a result of a submitted request.

From September 1 to October 6, 2022, the Traffic Enforcement Division conducted a survey of speeding with a stand-alone speed minder at the intersection of Avenida Sevilla and Via Mendoza. During this period, 72,258 vehicles passed through.

Below is a breakdown of the results:

1. 85% of the vehicles were below the posted speed limit;
2. 13% of the vehicles were moderately above the speed limit (26 MPH to 35 MPH); and
3. 1% of the vehicles were excessively above the speed limit (36 MPH and over).

The average speed during this period was 21 MPH.

Additionally, its important to note that only one reported traffic collision of two vehicles has occurred; in 2020. There were no injuries and an exchange of information was completed between the two parties.

On October 31, 2022, SCAC reviewed the request to convert the intersection of Avenida Sevilla and Via Mendoza from a 2-way stop sign and crosswalk to a 4-way stop sign and crosswalk. The Committee commented and asked questions. By a vote of 3-2-0, the Committee denied the request.

On February 27, 2023, the same group of individuals made the request again to the SCAC to convert the intersection of Avenida Sevilla and Via Mendoza from a 2-way stop sign and crosswalk to a 4-way stop sign and crosswalk. Staff recommended that a Traffic Engineer Consultant be hired to conduct a study on the need and impact of adding stop signs and crosswalks at the intersection in question. The Committee commented and asked questions. By unanimous vote, the Committee denied hiring of a Traffic Engineer Consultant but approved converting the intersection of Avenida Sevilla and Via Mendoza from a 2-way stop sign and crosswalk to a 4-way stop sign and crosswalk.

On June 21, 2023, the Finance Committee reviewed the above-mentioned request. By a vote of 5-1-0 (Director Asgari against), the Committee approved the hiring of a Traffic Engineer Consultant to study the intersection of Avenida Sevilla and Via Mendoza.

DISCUSSION

Anytime traffic control signs or roadway markings are introduced in a community it is imperative to retain a Traffic Engineer. The retention of the Traffic Engineer will ensure that traffic patterns are evaluated and the appropriate strategies are developed to improve the safety and efficiency upon the placement of new traffic control signs/roadway marking.

FINANCIAL ANALYSIS

Below is the cost associated with this project:

Proposed Outlay	Estimated Cost
Traffic Engineer Consultant	\$5,500
Stop Signs, Telespar poles, Traffic paint	\$447
Labor (VMS)	\$1,634
Total	\$7,581

This approval includes the equipment and labor should the Traffic Engineer Consultant recommend the conversion of the intersection of Avenida Sevilla and Via Mendoza from a 2-way stop sign and crosswalk to a 4-way stop sign and crosswalk. Any ongoing maintenance cost will be included as part of the annual Business Plan.

Prepared By: Francis Gomez, Operations Manager

Reviewed By: Eric R. Nuñez, Director of Security
Robert Carroll, Director of General Services

Jose Campos, Assistant Director of Financial Services
Carlos Rojas, Chief Operating Officer

ATTACHMENT(S)

Attachment 1: Avenida Sevilla and Via Mendoza Satellite Overview

Attachment 2: Resolution 90-23-XX Traffic Engineer Consultant to Study the Intersection
of Avenida Sevilla and Via Mendoza

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**RESOLUTION 90-23-XX****Traffic Engineer Consultant to Study
the Intersection of Avenida Sevilla and Via
Mendoza**

WHEREAS, the Security and Community Access Committee (SCAC) has recognized the need to convert the intersection of Avenida Sevilla and Via Mendoza from a 2-way stop sign and crosswalk to a 4-way stop sign and crosswalk; and

WHEREAS, anytime traffic control signs or roadway markings are introduced in a community it is imperative to retain a Traffic Engineer. The retention of the Traffic Engineer will ensure that traffic patterns are evaluated and the appropriate strategies are developed to improve the safety and efficiency upon the placement of new traffic control signs/roadway marking;

NOW THEREFORE BE IT RESOLVED, on September 5, 2023, the Board of Directors of this Corporation hereby approves retaining of a Traffic Engineer Consultant to conduct a study on the need and impact of converting the intersection of Avenida Sevilla and Via Mendoza from a 2-way stop sign and crosswalk to a 4-way stop sign and crosswalk with an unbudgeted appropriation of \$7,581 to be funded from the Operating Fund; and

RESOLVE FURTHER, that the officers and agents of this Corporation are here by authorized on behalf of this Corporation to carry out the purpose of this resolution.

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ENDORSEMENT (to Board of Directors)

Chicago Club Request for Exceptions to GRF Recreation Flyer and Poster Policy and Performing Arts Center Operating Rules

Review and recommend Board approval of an exception to GRF Recreation flyer and poster policy to place event flyers/posters in the clubhouses more than 60 days prior to the event series and an exception to the Performing Arts Center operating rules to sell tickets earlier than 90 days prior to the scheduled series.

A motion was made to recommend the exception for the Chicago Club to GRF Recreation flyer and poster policies and allowance of event series ticket sales.

Motion passed unanimously.

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STAFF REPORT

DATE: September 5, 2023
FOR: Board of Directors
SUBJECT: Chicago Club Request for Exceptions to GRF Recreation Flyer and Poster Policy and Performing Arts Center Operating Rules

RECOMMENDATION

Review and recommend Board approval for a resolution of the Chicago Club request for exception to Golden Rain Foundation (GRF) Recreation flyer and poster policy to place event flyers/posters in the clubhouses more than 60 days prior to the event series and an exception to the Performing Arts Center operating rules to sell tickets earlier than 90 days prior to the scheduled series.

BACKGROUND

The Chicago Club was founded in 1979 and has a membership of over 800 people. The Club is open to all residents and serves as a social and fundraising group with the goal of promoting harmony and social interaction through entertainment and travel. In 2022, the Chicago Club was granted permission to promote the 2023 series earlier than 60 days and to sell tickets earlier than 90 days prior to the scheduled event.

DISCUSSION

The GRF Recreation flyer policy and (Attachment 1) states “flyers may not be posted more than 60 days prior to the earliest date on the flyer; multiple dates may not be displayed longer than 30 days following the earliest date; thereafter, flyers must be resubmitted with revised dates.” The GRF Recreation poster policy (Attachment 1) states “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).” The Chicago Club is requesting an exception to the GRF Recreation policy to place event flyers/posters in the clubhouses in December for the four-event series.

The Chicago Club is also requesting an exception to the GRF Performing Arts Center operating rules to sell tickets at the Performing Arts Center for their 2024 series of four events earlier than 90 days prior to the scheduled event (Attachment 2).

FINANCIAL ANALYSIS

None.

Prepared By: Alison Giglio, Recreation and Special Events Director

Reviewed By: Catherine Laster, Services Manager
Laura Cooley, Performing Arts Center Supervisor

ATTACHMENT(S)

ATT1: GRF Recreation Policy-Flyers

ATT2: GRF Performing Arts Center Operating Rules

ATT3: Resolution 90-23-XX Chicago Club Request for Exceptions to GRF Recreation Flyer and Poster Policy and Performing Arts Center Operating Rules

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GRF Poster Policy

Clubs/Groups/Organizations**D. Flyers**

1. All flyers must be stamped in advance by Recreation.
2. GRF does not endorse any event/trip/product/service advertised on flyers.
3. Flyers are permitted only in designated locations and are subject to space availability.
4. If flyer is in a foreign language, an exact English translation must be provided on the back side.
5. Only two flyers per club/group/organization are allowed at any one time.
6. Flyer size is 8.5 by 11 inches only.
7. Sponsor logo identification is not permitted on flyers.
8. Flyers must be for an event within Laguna Woods Village or a trip coordinated by a club/group/organization; general information flyers are prohibited.
9. Flyers must contain the date of the event, name and contact information (resident phone number or email) of the club representative.
10. Use of "LW" or "LWV," either alone or in combination with other letters, is prohibited unless associated with club email or website addresses.
11. Flyers may be submitted no more than three days prior to when they are posted.
12. Flyers may not be posted more than 60 days prior to the earliest date on the flyer; multiple dates may not be displayed longer than 30 days following the earliest date; thereafter, flyers must be resubmitted with revised dates.
13. Flyers must be submitted to Recreation; club/group/organization may not directly post flyers on the flyer racks.
14. Flyers not approved by Recreation will be removed and discarded.
15. Flyers, unless more restrictively stated, must contain the phrase "For Laguna Woods Village Residents and their guests only."

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.



A. Performing Arts Center (PAC)

1. The PAC is open from 7:00 AM until 10:00 PM Monday through Sunday except when posted otherwise.

B. Box Office

1. Box Office hours are 9:00 AM until 4:30 PM Monday through Saturday, 10:00 AM until 2:00 PM on Sunday, and one hour prior to ticketed events in the theater.
2. Tickets are sold to Laguna Woods Residents only. Residents must be prepared to show their Laguna Woods ID card when purchasing tickets.
3. Tickets purchased by credit cards, may be purchased only with a credit card in the residents name that is purchasing the tickets.
4. Tickets are available no more than 90 days prior to the scheduled event.
5. There is a limit of four free tickets or ten paid tickets per manor for Recreation Department coordinated events/programs.
6. The limit of paid tickets per manor for resident sponsored events is at the discretion of the facility supervisor.
7. No refunds are available on the day of the event for Recreation Department events. Refunds for resident/club sponsored events must be provided by the sponsor.
8. Consignment tickets for theatre events must be withdrawn before tickets go on sale and are limited to 10 percent of the total number of tickets.
9. Consignment tickets may not be sold in the lobby; sales are limited to the reserved facility during a scheduled meeting for that group producing/sponsoring the event.
10. Refunds and/or exchanges of tickets must be done by the resident who purchased the tickets.
11. The Box Office will do a ticket reprint of lost or misplaced tickets, for the resident listed as the purchaser. In the event that two tickets are presented for seating at the same show, only the original ticket will be honored for seating at that event. The ticket marked "reprint" will not be accepted.

Effective: December 2017

C. Theater

1. Scheduling
 - a. Scheduling and reservations are made through the Performing Arts Center Supervisor only.
2. Theater etiquette
 - a. During public performances, flash photography or video recording is prohibited.
 - b. Cell phones should be turned off (or muted) during performances.
3. Staffing
 - a. Clubhouse staff/technicians must be scheduled in the theater by the resident renter anytime it is occupied.
 - b. Clubhouse technicians must operate all systems and equipment in the theater.

D. Clubhouse Technicians

1. Clubhouse Technicians are scheduled through the Senior Technician.
2. The Senior Technician will determine the time and number of staff required to facilitate the event.
3. Clubhouse Technicians must be scheduled a minimum of four weeks in advance of the event.
4. Clubhouse Technicians may only be scheduled for Recreation facilities.
5. Cancellation of Technician will result in an additional fee if cancelled within two weeks of the event.

The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community.

Effective: December 2017



RESOLUTION 90-23-XX

Chicago Club Request for Exceptions to GRF Recreation Flyer and Poster Policy and Performing Arts Center Operating Rules

WHEREAS, the GRF Recreation flyer policy states “flyers may not be posted more than 60 days prior to the earliest date on the flyer; multiple dates may not be displayed longer than 30 days following the earliest date; thereafter, flyers must be resubmitted with revised dates”; and

WHEREAS, the GRF Recreation poster policy states “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)”; and

WHEREAS, the GRF Performing Arts Center operating rules state “tickets are available no more than 90 days prior to the scheduled event; and

WHEREAS, the Chicago Club is requesting an exception to the GRF Recreation policy to place event flyers/posters in the clubhouses in December for the four-event series; and

WHEREAS, the Chicago Club is requesting an exception to the GRF Performing Arts Center operating rules to sell tickets at the Performing Arts Center for their 2024 series of four events earlier than 90 days prior to the scheduled event; and

WHEREAS, on August 10, 2023, the Community Activities Committee reviewed the Chicago Club request and recommends the exception for the Chicago Club to GRF Recreation flyer and poster policies and exception to the GRF Performing Arts Center operating rules to allow ticket sales earlier than 90 days prior to the scheduled event;

NOW THEREFORE BE IT RESOLVED, September 5, 2023, that the Board of Directors of this Corporation hereby adopts the exception for the Chicago Club to GRF Recreation flyer and poster policies and exception to the GRF Performing Arts Center operating rules to allow ticket sales earlier than 90 days prior to the scheduled event; and

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

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ENDORSEMENT (to GRF)

Donation of Funds for Equestrian Center Mini Horse

Review and recommend a resolution of the donation of \$3,000 for the Laguna Woods Village Equestrian Center to be used for Sebastian's care in accordance with the Donation Policy.

A motion was made to recommend the donation of \$3,000 for the Laguna Woods Village Equestrian Center to be used for Sebastian's care.

Motion passed unanimously.

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STAFF REPORT

DATE: September 5, 2023
FOR: Board of Directors
SUBJECT: Donation of Funds for Equestrian Center Mini Horse

RECOMMENDATION

Review and recommend a resolution of the donation of \$3,000 for the Laguna Woods Village Equestrian Center to be used for Sebastian's care in accordance with the Donation Policy (Attachment 1).

BACKGROUND

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

Sebastian is a purebred American Miniature Horse who was rescued from a less desirable living situation. He makes regular appearances at equestrian events and is used in the center's horsemanship classes. He is a wonderful ambassador and friend to all he meets.

DISCUSSION

A resident would like to donate \$3,000 to cover care and costs for Sebastian the GRF mini horse at the Laguna Woods Village Equestrian Center (Attachment 2). Sebastian's care and costs include: Forage Feed (hay) three times per day and one feeding per day of pressed pellets (vitamins for coat, GI health, hydration and hoof health). He has farrier appointments every eight weeks and vet checks twice a year. Staff and volunteers exercise him mentally and physically with lunging and hand walking. Sebastian is groomed several times a week and has fly spray and fly gear to prevent itching and bites during warm months.

On July 17, 2023, the Community Activities Committee reviewed the donation request and recommended the donation of \$3,000 for the Laguna Woods Village Equestrian Center to be used for Sebastian's care.

This donation was not reviewed by the Finance committee due to the need for immediate approval to ensure consistent care for the mini-horse.

FINANCIAL ANALYSIS

Sebastian's annual costs for feed and care are approximately \$3,510.

- Feed: \$565 (Timothy hay, 3/4 flake per day)
- Grain: \$90 (daily pressed pellets)
- Farrier: \$2,555 (trim every 8 weeks)
- Vet: \$300 (twice per year)

Per the GRF Donation Policy, a copy of the Donation/Sponsorship Agreement for accepted donations will be forwarded to the Director of Financial Services for recordkeeping.

Prepared By: Jennifer Murphy, Recreation Manager

Reviewed By: Alison Giglio, Recreation and Special Events Director
Jose Campos, Assistant Financial Services Director
Catherine Laster, Services Manager

ATTACHMENT(S)

ATT 1: GRF Donation Policy

ATT 2: Donation Request

ATT 3: Resolution 90-23-XX Donation of Funds for Equestrian Center Mini Horse



Golden Rain Foundation | Donation Policy

I. Purpose

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

II. Donation Defined

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

III. Sponsorships Defined

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

IV. Types of Donations and Sponsorships

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

V. Consistency with GRF Interests

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

VI. Standards for Donations and Sponsorships

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

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

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

II. Procedure for Making Donations and Sponsorships

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

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

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

III. **Criteria for Acceptance**

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

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

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

IV. **Guidelines**

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

A. **Flowers, shrubs and bushes**

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

B. **Trees**

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

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

C. Signage

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

D. Benches, tables and other amenities

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

E. Buildings, structures and public art

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

V. Conditions

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

VI. Distribution of Donation and Sponsorship

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

VII. Donation Record Keeping

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

VIII. Declined Donations and Sponsorships

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

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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 Department'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. 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: 5-5-23Print Individual, Club or Organization Name: Equestrian Center

Manor: _____ Phone: _____ E-mail: _____

Request (please check one):☐ Change/Exception to Policy☒ Donation☐ Staff Time Request☐ Equipment Request☐ Facility Request☒ Other: Sebastian Sponsorship**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.

I am would like to sponsor Sebastian
the "Mont horse" for the 2nd year!
we would cover all his needs @ \$3000.00
a year, Thank you.

Requestor Signature: _____

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

Signature	Manor #	For	Undecided	Against
_____	<u>5</u>	<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 Department
P.O. Box 2220, Laguna Woods, CA 92637

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RESOLUTION 90-23-XX

Donation of Funds for Equestrian Center Mini Horse

This Agreement, entered into this 5th day of September 2023, is by and between the Golden Rain Foundation (“GRF”), a California non-profit mutual benefit corporation and Laguna Woods Resident (Donor) who offered to donate \$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 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, September 5, 2023, that GRF and Donor in accordance with the described conditions and obligations, hereinafter set forth, agree as follows:

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

- Section 2 Donation description: Funds for Equestrian Center Mini Horse
Location: Equestrian Center
- Section 3 Amount of Donation Item Cost: \$3,000
Installation Cost \$0.00
Maintenance Cost: \$0.00 (annually)
Total estimated donation: \$3,000
- 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.

ENDORSEMENT (to Board)

Discuss and Consider: Member Disciplinary Process

The member discipline process is coordinated by the Compliance Division. Upon notice of an alleged violation, staff investigates and should staff identify objective evidence of a violation of the governing documents (bylaws, rules and regulations, resolution, etc.) by a member or anybody they allowed into the Community, staff will send a courtesy notice 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 is not evident, staff will send a final notice requesting compliance. Additionally, the matter is then scheduled for a disciplinary hearing with the Board of Directors to determine if member discipline is merited. If the alleged violation has been resolved, no further action is required. Depending on the seriousness of the matter, the Board has the authority to schedule a disciplinary hearing as soon as reasonably possible.

On August 11, 2023, the Compliance Ad Hoc Committee reviewed the Member Disciplinary Process.

Ms. Francis Gomez, Operations Manager, gave an overview of the Member Disciplinary Process. The Committee Members made comments and asked questions.

Director Skillman made a motion to forward the matter for the full board's consideration. Director Karimi seconded the motion.

By way of consensus, the motion passed.

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STAFF REPORT

DATE: September 5, 2023
FOR: Board of Directors
SUBJECT: Member Disciplinary Process

RECOMMENDATION

Staff recommends approval of the updated Member Disciplinary Process.

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. Upon notice of an alleged violation, staff investigates and should staff identify objective evidence of a violation of the governing documents (bylaws, rules and regulations, resolution, etc.) by a member or anybody they allowed into the Community, staff will send a courtesy notice 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 is not evident, staff will send a final notice requesting compliance. Additionally, the matter is then scheduled for a disciplinary hearing with the Board of Directors to determine if member discipline is merited. If the alleged violation has been resolved, no further action is required. Depending on the seriousness of the matter, the Board has the authority to schedule a disciplinary hearing as soon as reasonably possible.

On July 14, 2023, the Compliance Ad Hoc Committee reviewed and made changes to the Member Disciplinary Process. The Committee requested the document be brought back for final review before the Board.

On August 11, 2023, the Compliance Ad Hoc Committee reviewed and made changes to the Member Disciplinary Process. The Committee requested the document be forwarded to the Board for adoption.

DISCUSSION

The Member Disciplinary Policy was updated to include the Schedule of Monetary Penalties, and Violations Matrix.

FINANCIAL ANALYSIS

The Board imposes disciplinary monetary penalties as an action for violation of the governing documents. The penalties range from \$25 - \$500 depending on the specifics of the matter. For 2023, the Board has held six disciplinary hearings thus far and imposed monetary penalties in total of \$2,000.

Prepared By: Francis Gomez, Operations Manger

Reviewed By: Blessilda Wright, Compliance Supervisor

ATTACHMENT(S)

Attachment 1: Member Disciplinary Process

Attachment 2: Schedule of Monetary Penalties

Attachment 3: Violations Matrix

Attachment 4: Resolution 90-23-XX Member Disciplinary Process



Member Disciplinary Process
Resolution 90-23-XX; Adopted [Date]

I. Purpose

The purpose of this Member(s) Disciplinary Process is to set forth the due process of enforcement of the Governing Documents in a timely manner and ensure progressive discipline.

The Board of Directors is obligated to evaluate and impose, if appropriate, Member(s) discipline under its bylaws and Civil Code. Each Member(s) is obligated to comply with the rules, terms and conditions as set forth in the Governing Documents.

II. Definitions

- a. Community – Laguna Woods Village
- b. Golden Rain Foundation (GRF) – the Golden Rain Foundation of Laguna Woods, a California nonprofit mutual benefit corporation.
- c. Governing Documents – all of the following, collectively, the Trust Agreement, the Articles of Incorporation; the Bylaws; the Rules and Regulations; and any Resolutions or Policies duly adopted by the Board of Directors; all as may be lawfully amended or modified from time to time.
- d. Incident Report (IR) – a form to document an interaction or event.
- e. Internal Dispute Resolution (IDR) – a policy and procedure to be followed by GRF and its Members in connection with disputes relating to enforcement of the Governing Documents.
- f. Member(s) – any person who is a shareholder of a Unit in United Laguna Woods Mutual (United) or an owner of a Unit in Third Laguna Hills Mutual (Third) or Mutual 50 who has been approved for Membership in accordance with the Governing Documents.
- g. Notice of Violation (NOV) – a form to document violations.
- h. Resident – any person who has been approved by the Board of Directors, or its designee, as applicable, for occupancy of a Unit within United, Third or Mutual 50.
- i. Schedule of Monetary Penalties – identifies the violations and potential monetary penalties that may be imposed upon a member, following a hearing, for a violation of the Governing Documents.
- j. Staff – Employees of Village Management Services, Inc. authorized to act on behalf of GRF.

III. Procedure

Following is the disciplinary process when violations occur:

- a. Upon notice of alleged violation, staff investigates and files an IR and/or NOV.
- b. By way of the initial investigation, should staff identify objective evidence of a violation by a Member(s), resident or their guests, staff will send a letter to the Member(s) describing the allegation(s) and the disciplinary action that may ensue. Depending on the severity of the violations, the Board of Directors has the authority to schedule a disciplinary hearing as reasonably possible.
- c. 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 Member(s) advising that a disciplinary hearing may be scheduled with the Board of Directors/Executive Hearings Committee to determine if Member(s) discipline is merited. If the alleged violation has been resolved, no further action is required; a notice of acknowledgement will be sent.
- d. If a disciplinary hearing is merited, staff will proceed with noticing the Member(s) for a hearing. Disciplinary Hearings are noticed based on GRF bylaws, Section 4.5, Procedure for Suspension or Discipline.
- e. During a Member(s) Disciplinary Hearing the Member(s) has the right to meet before the Board of Directors/Executive Hearings Committee in executive session. If the Board of Directors/Executive Hearings Committee finds the Member(s) to be in violation with the Governing Documents, the Board/Committee may impose a fine based on the monetary fee schedule, suspend Member(s) privileges and/or consider legal action.

Violations include but are not limited to abandoned/inoperable vehicles, nuisance, harassment, abuse, intimidation, amenity operating rules (equestrian center, garden center, etc.), the golf course regulations, non-payment (chargeable services, recreation fees, monetary penalties, traffic citations, etc.) recreational vehicles and Recreation and Special Events Policy, etc.

County Mediation Services

County Mediation Services are available for disputes that don't violate the GRF Governing Documents. Third-party mediation services may be able to resolve disputes without the need for a Board hearing or involvement.

IV. Reporting Claims

A complaint may be registered by calling the Security Department at 949-580-1400; the Compliance Division via email at compliance@vmsinc.org; or by calling 949-268-CALL.

For nuisance type of violations, call the Security Department when the alleged violation occurs. The call will be documented and a Security Officer may be dispatched to document the allegations. This will assist the Board of Directors in gaining compliance.

It is important to note that the disciplinary process is held to strict confidentiality. As a result, staff is not able to disclose the reporting party's information and staff is unable to provide updated information to individuals making the complaints.

V. Disciplinary Hearings

Right to a Hearing

Before any disciplinary action is taken, the Member(s) charged with a violation shall be entitled to a hearing, except for traffic violations. The Member(s) will be officially noticed at least ten (10) days prior to the disciplinary hearing of a time and date to meet with the Board of Directors/Executive Hearings Committee to consider the allegations against the Member(s). The disciplinary hearing is held in executive session and Member(s) have the right to attend or submit their statements in writing. The Board of Directors/Executive Hearings Committee will review information presented by Staff and any oral or written information from the Member(s), and after completion of the hearing and due deliberation, the Board of Directors/Executive Hearings Committee will determine if the Member(s) has failed to comply with the Governing Documents and disciplinary action, if any. Notice of the Board of Directors/Executive Hearings Committee decision will be given to the Member(s) within fifteen (15) days following the disciplinary hearing.

Disciplinary Action by the Board of Directors/Executive Hearings Committee

GRF is authorized to take disciplinary action against any Member(s), resident, tenant, guest, or invitee found to be in violation of the Governing Documents. Disciplinary actions include, but not limited 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.

In addition, the Board of Directors/Executive Hearings Committee may impose the following penalties, following a noticed hearing, for a violation of the Governing Documents:

- a. Daily fine of the ongoing violation of the same event in accordance with current Schedule of Monetary Penalties until compliance is achieved.

- b. Doubling of fines imposed for the ongoing violation of the same event in accordance with the current Schedule of Monetary Penalties.
- c. Suspension of the right to use any facilities owned, operated or managed by GRF, including cable TV services, for a period not to exceed 90 days for each breach.
- d. GRF may also make an application to a court of competent jurisdiction for legal or equitable relief.
- e. GRF may recommend that United or Third or Mutual 50 take disciplinary action against a resident Member(s) of GRF, to the extent possible under United/Third/Mutual 50's 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. The disciplinary action should be carried out in good faith and in a timely, fair, consistent, and reasonable manner; the discipline must be commensurate with the violation and progressive in severity.

Each Member(s) is entirely responsible for ensuring that the Governing Documents are followed by anyone they allow into the Community— this includes any co-occupant, lessee, lodger, guest, care provider, vendor, invitee or contractor. The Board of Directors/Executive Hearings Committee has the ability to fine only the Member(s), but may suspend privileges (such a use of the swimming pools) of non-Member(s)s such as co-occupant, lessee, lodger, guest, care provider, etc. for the purpose of disciplinary action.

Additional Remedies

If GRF is the prevailing party, in addition to the remedies specified herein, a Member(s) shall be liable for costs of suit and a reasonable sum for attorney's fees incurred in enforcing the Governing Documents.



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 (Board) for a violation of those governing documents and rules and regulations by the member, co-occupant, guest or lessee.

Type of Violation	Penalty Ranges
Golf Course Restrictions	
According to Operating Rules Golf Facilities.	\$25 - \$200
Nonpayment	
Examples: Nonpayment of chargeable services, disciplinary penalties, facilities or services use charges, traffic citations, etc.	\$25 - \$500
Harassment/Abuse/Intimidation Restrictions	
Harassment, Abuse, Intimidation.	\$25 - \$500
Behavior/Disturbances: Assault, theft, trespassing, yelling, etc.	\$25 - \$500
Nuisance Restrictions	
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
Other	
Illegal business, nonsmoking policy, improper use of GRF property	\$25 - \$500
Pet Restrictions	
Examples: Dog not on leash, dog not under control, unreasonable noise (barking), not picking up and disposing of feces, etc.	\$25 - \$500
Recreation Services and Special Events Policy	
Examples: Operating rules, soliciting without a permit, unauthorized advertisement, room reservation, etc.	\$25 - \$500
Traffic Rules and Regulations	
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
Second or Subsequent Violations of the Same Rule	

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.

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, including cable TV services, 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) or The Towers Mutual No. Fifty (Mutual Fifty) take disciplinary action against a resident member of GRF, to the extent possible under United/Third/Mutual Fifty'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.



Disciplinary Violations Matrix*

Description (See Corresponding Policy)	Schedule Hearing Immediately	Standard Hearing Process
Delinquency/Non-Payment		
Broadband Services Fees		X
Golf Fees		X
Rental Fees (Garden Center, RV Lot, Rec. Rooms, etc.)		X
Golf Course Restrictions		X
Harassment/Abuse/Intimidation Restrictions	X	
Non-Smoking Policy		X
Nuisance -		
Assault	X	
Behavior/Disturbance		
Noise		X
Odors		X
Other	X	
Theft	X	
Trespassing		
Yelling		X
Illegal Business	X	
Improper use of GRF property	X	
Pet Restrictions		
Injury to person/Damage to property	X	
Not picking up and disposing of feces		X
Not under control (off leash/longer than 6ft)		X
Recreation Services and Special Events Policy		
Operating Rules (Clubhouses and Garden Centers, etc.)	X	
Soliciting without a permit		X
Unauthorized Advertisement		X
Room Reservation		X
Traffic Rules		
Abandoned Vehicles		X
Commercial, Excessive Vehicles		X
Other		X
RV Lot Operating Rules		X

*This list does not identify/list all infractions nor constitute the handling of the same.

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RESOLUTION 90-23-XX

Member Disciplinary Process

WHEREAS, the Board of Directors created a Compliance Ad Hoc Committee to work with the Compliance Division and Recreation and Special Events Department to review the Member Disciplinary Process and the Schedule of Monetary Penalty; and

WHEREAS, the Compliance Ad Hoc Committee has recognized the need to update the Member Disciplinary Process to include the Schedule of Monetary Penalties and Violations Matrix;

NOW THEREFORE BE IT RESOLVED, on October 3, 2023, the Board of Directors of this Corporation hereby approves the updated Member Disciplinary Process, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 90-04-72 adopted October 5, 2004 is hereby superseded and canceled; and

RESOLVE 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.

SEPTEMBER 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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STAFF REPORT

DATE: September 5, 2023
FOR: Board of Directors
SUBJECT: GRF Fee Analysis Schedule

RECOMMENDATION

Staff recommends the board of directors approve via resolution (Attachment 1) the attached Fee Analysis Schedule (Attachment 2) establishing a timeline for the review of non-assessment fee analyses.

BACKGROUND

GRF non-assessment fees are made up of items such as:

- Golf Green / Driving / Cart / Rental Fees
- Room Rental Fees
- Traffic Violation Fees

Fees are intended to cover only a portion of the associated expenses in accordance with the Shared Cost concept authorized by the board in Resolution 90-19-59. Despite increases in expenses due to inflation and other factors, most GRF fees have remained unchanged in recent years.

DISCUSSION

In an effort to complete expense analyses in a planned manner and bring supporting fee change recommendations to the board for approval, staff proposes the attached schedule (Attachment 2) for review and approval. The Fee Analysis Schedule is structured in a way that some analyses are completed annually while others are completed and brought to the board every two or three years. The basis for categorizing an analysis and review as annual, bi-annual or tri-annual is the total expense associated with the activity and the current fee.

FINANCIAL ANALYSIS

A consistent schedule for reviewing GRF fee analyses shall provide the board an opportunity to monitor movements in expenses along with the ability to evaluate staff recommendations for changes to the offsetting fees.

Prepared By: Steve Hormuth, Director of Financial Services
Reviewed By: Jose Campos, Assistant Director of Financial Services

Attachment(s):

Attachment 1: Fee Analysis Schedule

Attachment 2: Resolution 90-23-XX GRF Fee Analysis Schedule

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DATE: September 5, 2023
FOR: Board of Directors
SUBJECT: GRF Fee Analysis Schedule

Review Frequency	Fee	Initial Year of Review	Subsequent Year of Review
Annual	Room Rentals	2023	2024
	Garden Plot Rental	2023	2024
	Golf Fees: Green Fees, Driving Range, Cart Rentals	2024	2025
	Merchandise Sales	2024	2025
	Additional Occupant Fee	2024	2025
	Resale Processing Fee	2024	2025
	Resident ID Card	2024	2025
Bi-Annual	Traffic Violations	2024	2026
	Equestrian Fees	2024	2026
	Class Fees	2024	2026
	RV Storage	2025	2027
	Photo Copy Fees	2025	2027
	RFID Fees	2025	2027
Tri-Annual	Parking Fee (Emeritus Institute)	2024	2027
	Bridge Room Guest Fee	2024	2027
	Clubhouse Labor Fee	2025	2028
	Clubhouse Catering	2025	2028
	Locker Room Rental Fees	2025	2028
	EV Charging	2026	2029
	Late Fees	2026	2029
	Resident Violations	2026	2029

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RESOLUTON 90-23-XX

GRF Fee Analysis Schedule

WHEREAS, the Finance Committee recommends establishing a timeline for the review of non-assessment fee analyses in effort to complete an expenses analyses in a planned manner and bring supporting fee recommendations; and

NOW THEREFORE BE IT RESOLVED, on September 5, 2023, the Board of Directors of this Corporation hereby approves the Fee Analysis schedule as presented; and

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

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STAFF REPORT

DATE: September 5, 2023
FOR: Board of Directors
SUBJECT: 2024 Business Plan – Version 4

RECOMMENDATION

Staff recommends the Board approve the 2024 Business Plan Resolution (Attachment 1) and the 2024 Reserves Funding Plan Resolution (Attachment 2) at the Board meeting on September 5, 2023.

BACKGROUND

The GRF Board of Directors held several meetings from May to August to discuss the 2024 Business Plan and 2024 Capital Plan (CIP). Based on input received at the meetings and subsequent discussions, staff refined the Business Plan and Reserves Plan as included in this agenda.

In August, after Version 3 of the Business Plan was discussed, Village Management Services implemented a strategic reorganization to better serve the community and its residents. The organizational changes impacted funding in several departments and ultimately led to a decrease in assessment by (\$0.49) per manor per month (PMPM) compared to Version 3.

DISCUSSION

BUSINESS PLAN SUMMARY

The proposed budget for the 2024 plan year (Attachment 3) shows that the sum of \$44,369,131 will be required by the Corporation to meet its annual expenses of operation for the year 2024. Additionally, \$2,598,144 is planned for reserve contributions while contingency fund contributions have been eliminated. After deducting \$764,160 derived from prior years' surplus and the sum of \$11,323,794 expected to be received from various sources as revenue during 2024, the Board of Directors hereby estimates that the net sum of \$34,879,321 will be required to be paid by the Corporation members. These documents present an overview of the proposed 2024 Business Plan – Version 4 and reflect a net increase of \$1,055,918 in the Total Basic Assessment, or \$6.91 PMPM or 3.1% when compared to current year.

Brief notations for line items with significant change from current year are noted below as increases or (decreases) in the assessment, and listed in order of appearance on the proposed Business Plan by Account – Version 4 (Attachment 3):

Line 1: Golf Greens Fees additional revenue of \$70,100 decreased the assessment by (\$0.46) PMPM to reflect ongoing trend of high golf course usage that began during Covid-19 pandemic.

Line 3: Merchandise Sales additional revenue of \$34,141 decreased the assessment by (\$0.23) PMPM primarily due to increased fuel and oil sales to Age Well; offsetting expense in line 11. In addition, increased sales of golf clubs and other items at the Pro Shop are anticipated.

Line 4: Clubhouse Rentals and Event Fees additional revenue of \$41,522 decreased the assessment by (\$0.27) PMPM primarily due to the number of events held at the Performing Arts Center and Clubhouses returning to pre-pandemic levels, and an increase in the use of the Village Greens Room Rentals at the 27-Hole Golf Course.

Line 6: Broadband Services additional revenue of \$868,500 decreased the assessment by (\$5.68) PMPM due to renegotiated terms for High Speed Internet in which GRF was awarded a higher revenue sharing percentage. In addition, ad insertion revenue is expected to increase during an election year. Furthermore, increased revenue is anticipated for Village-wide advertising and a sponsorship program is expected to launch by 2024.

Line 7: Miscellaneous Revenue decreased revenue of (\$45,839) increased the assessment by \$0.30 PMPM due to decreased traffic violations and clubhouse labor fees, in line with recent year actuals. In addition, Parking Fee revenue is reduced as the amount of Saddleback Emeritus classes offered have not returned to pre-pandemic levels. Partially offsetting revenue decreases, Horse Boarding Fees and Horse Feed Fees have increased due to increased number of horses boarded; offset is found in line 10. In addition, increase in class fee revenue is a result of reclassifying class instructor fees from outside services. Offset is found in line 23 below.

Line 8: Employee Compensation decreased by (\$14,848), or (\$0.09) PMPM or (0.1%) due to a reorganization and a strategic plan initiative to reduce funding for vacant positions, offset by planned wage adjustments. The reorganization resulted in the dissolution of the Media & Communications department while the strategic plan initiative involved department heads reviewing actual and budgeted staffing levels from 2018 through 2022. The staffing levels were reviewed to determine which vacant positions could be unfunded while maintaining requested service levels.

Line 9: Expenses Related to Compensation decreased by (\$365,771) or (\$2.38) PMPM primarily due to switching medical insurance providers for non-union employees in 2023 with the lower rate reflected in the 2024 budget.

Line 10: Materials and Supplies increased by \$246,480 or \$1.61 PMPM primarily due to increases in horse feed and shavings attributed to an increase in horses that are boarded; offset is found in line 7 for Horse Feed fee revenue for non GRF owned horses. Additionally, more computer replacement materials are needed throughout the company such as laptops, monitors, PC hardware, and computer accessories contributing to the increase in materials and supplies. Furthermore, pool chemicals were erroneously unbudgeted in 2023, resulting in an increase for 2024 budget, reflecting current costs.

Line 11: Cost of Merchandise Sold increased by \$26,428 or \$0.18 PMPM due to increased fuel and Pro Shop sales. GRF sells fuel to Age Well at cost and charges an administrative fee, offsetting revenue is found in line 3.

Line 12: Community Events increased by \$22,046 or \$0.14 PMPM due to an anticipated increase in the number of events at the Performing Arts Center.

Line 13: Electricity increased by \$97,114 or \$0.63 PMPM based on current consumption and a projected rate increase of 6%.

Lines 14-15: Sewer & Water decreased by (\$14,285) or (\$0.09) PMPM based on decreased consumption resulting from the implementation of the master irrigation control project. The project is expected to save \$280,000 community-wide; \$55,000 in GRF, \$83,000 in United, and \$142,000 in Third. The decrease was partially offset by projected increase in rates based on recent year rate trends.

Line 17: Natural Gas increased by \$71,010 or \$0.46 PMPM based on current consumption and a projected rate increase.

Line 18: Telephone decreased by (\$39,619) or (\$0.26) PMPM based on the change in telephone systems from landlines to web based.

Line 21: Professional Fees decreased by (\$69,552) or (\$0.45) PMPM due to removal of one-time consultant that was utilized in 2023 for Broadband Network Implementation.

Line 22: Rentals increased by \$38,387 or \$0.25 PMPM due to the leasing of additional cardio equipment for Clubhouse 1.

Line 23: Outside Services increased by \$316,183 or \$2.07 PMPM due to increased cloud computing platform costs for the implementation of the new Enterprise Resource Planning (ERP) System in 2024. In addition, class instructor costs will be paid from outside services account, which were previously paid against a revenue account. Offset is found in line 7. In addition, budgeted credit card transaction fees were increased for Golf Facilities and the Performing Arts Center to reflect actual costs as more residents use bank and credit cards for payment.

Line 24: Repairs and Maintenance increased by \$46,324 or \$0.30 PMPM due to correction in number of Microsoft Office accounts budgeted to reflect actuals and new Microsoft tools necessary for the new ERP system.

Line 25: Other Operating Expense increased by \$98,287 or \$0.64 PMPM due to increased training and education for employees in various departments for items such as training on new Microsoft office tools for the new ERP system. Staff support was also increased in various departments in an effort to retain staff.

Line 27: Insurance increased by \$290,230 or \$1.90 PMPM due to increased Hazard & Liability premium increases anticipated at renewal.

Line 28: Cable TV Programming increased by \$727,860 or \$4.76 PMPM due to contractual network rate increases and anticipated increases of 10-15% for independent network contracts at renewal.

Line 31: Cost Allocations to Mutuals, the net result of interdepartmental allocations lowered the assessment in 2024 by (\$212,053) or (\$1.38) PMPM to reflect anticipated service levels throughout the departments.

Line 32: (Surplus)/Deficit Recovery a decreased surplus recovery of \$764,160, or \$5.00 PMPM is anticipated from a transfer from the Contingency Fund from prior years' operating surplus.

Line 33: GRF Reserve Fund Contribution for Version 4, the Reserve Contribution is budgeted to remain at \$17.00 PMPM. To adequately plan for future expenditures, the Mutual adopts a 30-Year Funding Plan that projects contributions and disbursements to the Reserve Fund over the next 30 years. A full reserve study was conducted by Association Reserves Inc and recommended funding plans are provided based on the existing 30-year funding plan. Reserves provide funding necessary to maintain, repair, replace, or restore major common-area components. Contributions to Reserve Funds are supplemented by the Transfer Fee of \$7,500 per eligible transfer.

Line 34: GRF Contingency Fund Contribution is budgeted to remain at \$0. Staff projects sufficient funds to exist in the Contingency Fund to fund projected future year expenses.

FINANCIAL ANALYSIS

The financial impact of this proposed business plan would be a GRF assessment of \$228.22 PMPM, an increase of \$6.91 or 3.1% when compared to current year.

Prepared By: Jose Campos, Assistant Director of Financial Services

Reviewed By: Steve Hormuth, Director of Financial Services

ATTACHMENTS

Attachment 1: GRF 2024 Business Plan Resolution 90-23-XX
Attachment 2: GRF 2024 Reserves Funding Plan Resolution 90-23-XX
Attachment 3: GRF 2024 Business Plan by Account – Version 4
Attachment 4: GRF 2024 Business Plan by Department – Version 4
Attachment 5: GRF 2024 Budget Comparison Report – Operating Fund
Attachment 6: 2024 Summary of Department Allocations
Attachment 7: 2024 Department Staffing Report

**RESOLUTION 90-23-XX****2024 BUSINESS PLAN RESOLUTION**

RESOLVED, September 5, 2023, that the Business Plan of this Corporation for the year 2024 is hereby adopted and approved; and

RESOLVED FURTHER, that pursuant to said Business Plan, the Board of Directors of this Corporation hereby estimates that the sum of \$44,369,131 will be required by the Corporation to meet its annual expenses of operation for the year 2024. Additionally, \$2,598,144 is planned for reserve contributions and contingency fund contributions have been eliminated. After deducting \$764,160 derived from prior years' surplus and the sum of \$11,323,794 expected to be received from various sources as revenue during 2024, the Board of Directors hereby estimates that the net sum of \$34,879,321 will be required to be paid by the Corporation members in accordance with the terms of that certain Trust Agreement dated March 2, 1964, as amended, and the bylaws of the Corporation; and

RESOLVED FURTHER, that this Corporation shall charge each member the sum of \$228.22 per month per membership of said Corporation, for its share of the aforesaid net expenses and reserve contributions for the year 2024; and

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

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RESOLUTION 90-23-XX

2024 RESERVES FUNDING PLAN RESOLUTION

WHEREAS, Civil Code § 5570 requires specific reserve funding disclosure statements for associations; and

WHEREAS, planned assessments or other contributions to replacement reserves must be projected to ensure balances will be sufficient at the end of each year to meet the association's obligations for repair and/or replacement of major components during the next 30 years;

NOW THEREFORE BE IT RESOLVED, September 5, 2023, that pursuant to Civil Code § 5570 the Board hereby adopts the 30-Year Reserve Funding Plans (attached) prepared by Association Reserves™ for fiscal year 2024; 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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2024 BUSINESS PLAN - BY ACCOUNT

DESCRIPTION	2020 ACTUAL*	2021 ACTUAL*	2022 ACTUAL	2023 PLAN	2024 PLAN	ASSESSMENT		
						Per Manor Per Month		
						2023	2024	Change
Revenues:								
1 Golf Greens Fees	\$1,241,594	\$1,656,161	\$1,777,020	\$1,744,500	\$1,814,600	\$11.41	\$11.87	(\$0.46)
2 Golf Operations	273,504	318,827	363,750	379,300	377,400	2.48	2.47	0.01
3 Merchandise Sales	269,630	522,651	618,929	609,006	643,147	3.98	4.21	(0.23)
4 Clubhouse Rentals and Event Fees	123,440	113,331	565,790	653,971	695,493	4.28	4.55	(0.27)
5 Rentals	142,958	140,779	144,674	197,500	198,064	1.29	1.30	(0.01)
6 Broadband Services	5,186,355	5,038,208	5,277,634	5,554,800	6,423,300	36.35	42.03	(5.68)
7 Miscellaneous	655,785	659,087	1,021,743	1,217,629	1,171,790	7.97	7.67	0.30
Total Revenue	\$7,893,266	\$8,449,044	\$9,769,540	\$10,356,706	\$11,323,794	\$67.76	\$74.10	(\$6.34)
Expenses:								
8 Employee Compensation	\$16,656,527	\$17,060,816	\$18,221,733	\$20,123,612	\$20,108,764	\$131.67	\$131.57	(\$0.10)
9 Exp. Related to Compensation	4,913,404	5,058,750	5,405,108	6,331,723	5,965,952	41.43	39.04	(2.39)
10 Materials and Supplies	1,564,387	1,570,108	2,189,516	1,801,729	2,048,209	11.79	13.40	1.61
11 Cost of Merchandise Sold	192,232	431,568	477,382	440,638	467,066	2.88	3.06	0.18
12 Community Events	125,189	45,229	408,472	410,910	432,956	2.69	2.83	0.14
13 Electricity	705,598	881,645	1,161,822	918,102	1,015,216	6.01	6.64	0.63
14 Sewer	67,047	75,868	94,167	126,163	125,568	0.82	0.82	0.00
15 Water	645,378	762,448	783,105	723,350	709,660	4.73	4.64	(0.09)
16 Trash	191,847	128,609	86,161	148,815	139,544	0.97	0.91	(0.06)
17 Natural Gas	164,840	237,215	397,074	334,415	405,425	2.19	2.65	0.46
18 Telephone	316,676	308,599	281,881	342,957	303,338	2.24	1.98	(0.26)
19 Fuel & Oil for Vehicles	370,940	489,252	723,392	628,490	627,894	4.11	4.11	0.00
20 Legal Fees	336,669	737,723	92,364	245,850	248,350	1.61	1.62	0.01
21 Professional Fees	571,281	416,867	629,637	829,009	759,457	5.42	4.97	(0.45)
22 Rentals	200,704	258,816	272,854	289,655	328,042	1.90	2.15	0.25
23 Outside Services	2,252,750	2,829,913	2,886,946	2,900,604	3,216,787	18.98	21.05	2.07
24 Repairs and Maintenance	954,116	886,507	1,192,186	999,673	1,045,997	6.54	6.84	0.30
25 Other Operating Expense	443,005	647,885	734,620	938,280	1,036,567	6.14	6.78	0.64
26 Income, Property, and Sales Tax	718,919	(505,305)	35,300	35,991	37,892	0.24	0.25	0.01
27 Insurance	2,008,550	2,658,323	2,783,674	2,987,766	3,277,996	19.55	21.45	1.90
28 Cable TV Programming	3,792,055	3,966,508	4,196,413	4,415,500	5,143,360	28.89	33.65	4.76
29 Uncollectible Accounts	1,416	12,184	4,144	12,100	13,000	0.08	0.09	0.01
30 (Gain)/Loss on Sale or Trade	(56,922)	(180,899)	17,743	0	(810)	0.00	(0.01)	(0.01)
31 Cost Allocations	(2,900,667)	(2,775,314)	(2,988,482)	(2,875,047)	(3,087,099)	(18.81)	(20.17)	(1.36)
Total Expense	\$34,235,941	\$36,003,315	\$40,087,212	\$43,110,285	\$44,369,131	\$282.07	\$290.32	\$8.25
32 (Surplus)/Deficit Recovery	\$0	\$0	\$0	(\$1,528,320)	(\$764,160)	(\$10.00)	(\$5.00)	\$5.00
Net Operating	\$26,342,675	\$27,554,271	\$30,317,672	\$31,225,259	\$32,281,177	\$204.31	\$211.22	\$6.91
Fund Contributions:								
33 Reserve Funds	\$2,903,808	\$2,903,808	\$2,598,144	\$2,598,144	\$2,598,144	\$17.00	\$17.00	\$0.00
34 Contingency Fund	764,160	0	764,160	0	0	0.00	0.00	0.00
Total Fund Contribution	\$3,667,968	\$2,903,808	\$3,362,304	\$2,598,144	\$2,598,144	\$17.00	\$17.00	\$0.00
TOTAL BASIC ASSESSMENT	\$30,010,643	\$30,458,079	\$33,679,976	\$33,823,403	\$34,879,321	\$221.31	\$228.22	\$6.91

*2020 and 2021 actuals were affected by COVID-19 Pandemic.



2024 BUSINESS PLAN - BY DEPARTMENT

DESCRIPTION	2020	2021	2022	2023	2024	ASSESSMENT		
	ACTUAL*	ACTUAL*	ACTUAL	PLAN	PLAN	Per Manor Per Month		
						2023	2024	Change
Department								
Operating Contributions (Expenses net of Revenues):								
Office of the CEO	\$571,831	\$810,978	\$799,385	\$1,494,932	\$1,119,283	\$9.78	\$7.32	(\$2.46)
Information Services	1,702,660	1,417,894	1,633,877	2,118,964	2,395,627	13.86	15.67	1.81
General Services	5,955,608	5,988,624	6,341,086	7,050,218	6,972,635	46.13	45.62	(0.51)
Financial Services	2,383,621	1,206,550	2,181,385	1,857,928	1,694,599	12.16	11.09	(1.07)
Security Services	5,833,457	5,783,930	6,494,103	6,582,665	6,385,361	43.07	41.78	(1.29)
Landscape Services	1,063,921	1,104,296	951,646	1,524,142	1,480,560	9.97	9.69	(0.28)
Recreation Services	5,469,945	5,827,936	6,948,068	6,728,080	7,334,103	44.02	47.99	3.97
Human Resource Services	301,845	235,489	244,649	280,611	320,625	1.84	2.10	0.26
Insurance	2,008,516	2,658,205	2,783,639	2,987,416	3,271,530	19.55	21.41	1.86
Maintenance & Construction	1,041,364	1,912,302	1,875,867	2,128,623	2,065,014	13.93	13.51	(0.42)
Non Work Center	9,907	608,067	63,967	0	6,000	0.00	0.04	0.04
Net Operating Expense	\$26,342,675	\$27,554,271	\$30,317,672	\$32,753,579	\$33,045,337	\$214.31	\$216.22	\$1.91
(Surplus)/Deficit Recovery	\$0	\$0	\$0	(\$1,528,320)	(\$764,160)	(\$10.00)	(\$5.00)	\$5.00
Total Operating Contributions	\$26,342,675	\$27,554,271	\$30,317,672	\$31,225,259	\$32,281,177	\$204.31	\$211.22	\$6.91
Fund Contributions:								
Reserve Funds	\$2,903,808	\$2,903,808	\$2,598,144	\$2,598,144	\$2,598,144	\$17.00	\$17.00	\$0.00
Contingency Fund	764,160	0	764,160	0	0	0.00	0.00	0.00
Total Fund Contribution	\$3,667,968	\$2,903,808	\$3,362,304	\$2,598,144	\$2,598,144	\$17.00	\$17.00	\$0.00
TOTAL BASIC ASSESSMENT	\$30,010,643	\$30,458,079	\$33,679,976	\$33,823,403	\$34,879,321	\$221.31	\$228.22	\$6.91

*2020 and 2021 actuals were affected by COVID-19 Pandemic.

**Golden Rain Foundation of Laguna Woods
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GOLDEN RAIN FOUNDATION

	<u>2020 Actuals</u>	<u>2021 Actuals</u>	<u>2022 Actuals</u>	<u>2023 Budget</u>	<u>2024 Budget</u>	<u>Assessment Increase/ (Decrease)</u>	<u>VAR %</u>
Non-Assessment Revenues:							
Golf Green Fees							
42001000 - Golf Green Fees - Residents	\$1,192,949	\$1,534,992	\$1,505,516	\$1,531,000	\$1,531,000	\$0	0%
42001500 - Golf Green Fees - Guests	48,645	121,169	271,504	213,500	283,600	(70,100)	(33%)
Total Golf Green Fees	1,241,594	1,656,161	1,777,020	1,744,500	1,814,600	(70,100)	(4%)
Golf Operations							
42002000 - Golf Driving Range Fees	63,000	99,771	151,326	170,000	165,000	5,000	3%
42003000 - Golf Cart Use Fees	190,109	191,780	197,670	191,400	196,400	(5,000)	(3%)
42004000 - Golf Lesson Fees	17,540	23,212	9,429	15,000	12,000	3,000	20%
42005000 - Golf Club Storage Fees	2,855	3,520	3,645	2,400	3,500	(1,100)	(46%)
42005500 - Golf Club Rental Fees	0	544	1,680	500	500	0	0%
Total Golf Operations	273,504	318,827	363,750	379,300	377,400	1,900	1%
Merchandise Sales							
41501000 - Merchandise Sales - Pro Shop	139,787	294,441	310,694	310,000	325,000	(15,000)	(5%)
41501500 - Merchandise Sales - Warehouse	15,596	11,293	16,313	27,427	17,142	10,285	37%
41502500 - Merchandise Sales - Fitness	290	54	174	926	174	752	81%
41503500 - Merchandise Sales - Broadband	17,125	17,112	18,108	17,250	15,000	2,250	13%
41504800 - Merchandise Sales - Fuel & Oil	86,160	173,557	215,192	198,403	228,831	(30,428)	(15%)
41505000 - Bar Sales	10,672	26,194	58,448	55,000	57,000	(2,000)	(4%)
Total Merchandise Sales	269,630	522,651	618,927	609,006	643,147	(34,141)	(6%)
Clubhouse Rentals and Event Fees							
42501000 - Clubhouse Room Rentals - Residents	49,177	71,288	320,804	416,287	424,000	(7,713)	(2%)
42501500 - Clubhouse Room Rentals - Exception Rate	2,517	0	9,915	20,849	25,540	(4,691)	(22%)
42502000 - Clubhouse Event Fees - Residents	69,015	38,558	220,778	211,635	226,903	(15,268)	(7%)
42502500 - Clubhouse Event Fees - Non Residents	776	0	0	0	0	0	0%
42503000 - Village Greens Room Rentals - Residents	1,489	3,296	12,543	4,000	16,300	(12,300)	(308%)
42503500 - Village Greens Room Rentals - Non Residents	467	190	1,750	1,200	2,750	(1,550)	(129%)
Total Clubhouse Rentals and Event Fees	123,440	113,331	565,789	653,971	695,493	(41,522)	(6%)
Rentals							
43001000 - Garden Plot Rental	57,020	56,872	57,335	75,000	75,000	0	0%
43001500 - Shade House Rental Space	429	407	382	400	400	0	0%
45506500 - Rental Fee	30,070	29,500	32,527	68,100	59,664	8,436	12%
48001500 - Lease Revenue	55,440	54,000	54,430	54,000	63,000	(9,000)	(17%)
Total Rentals	142,958	140,779	144,674	197,500	198,064	(564)	0%
Fees and Charges for Services to Residents							
46502000 - Resident Maintenance Fee	0	0	298	0	0	0	0%
Total Fees and Charges for Services to Residents	0	0	298	0	0	0	0%
Broadband Services							
45001000 - Ad Insertion	823,585	590,984	836,547	700,000	925,000	(225,000)	(32%)
45001500 - Premium Channel	349,239	317,094	285,588	300,000	270,000	30,000	10%
45002000 - Cable Service Call	83,229	83,230	75,472	87,000	72,000	15,000	17%
45002500 - Cable Commission	93,870	104,903	44,743	85,000	33,500	51,500	61%
45003000 - High Speed Internet	1,692,744	1,787,497	1,886,109	2,200,000	2,700,000	(500,000)	(23%)
45003500 - Equipment Rental	1,867,437	1,851,248	1,875,365	1,879,200	1,864,200	15,000	1%
45004000 - Video Production	49,004	89,251	78,681	50,000	50,000	0	0%
45004500 - Video Re-Production	297	90	49	100	100	0	0%
45005000 - Message Board	23,100	35,000	25,400	26,000	24,500	1,500	6%
45005500 - Advertising	203,850	178,911	169,680	227,500	484,000	(256,500)	(113%)
Total Broadband Services	5,186,355	5,038,208	5,277,635	5,554,800	6,423,300	(868,500)	(16%)
Miscellaneous							
43501000 - Horse Boarding Fee	60,335	60,342	85,044	76,000	102,120	(26,120)	(34%)
43501500 - Horse Feed Fee	27,099	30,333	46,572	44,400	63,600	(19,200)	(43%)
43502000 - Horse Trailer Parking Fee	855	213	370	1,200	1,360	(160)	(13%)
43502500 - Horse Lesson Fee - Resident	3,403	7,733	26,002	43,200	57,600	(14,400)	(33%)
43503500 - Horse Rental & Trail Ride Fee - Resident	0	0	0	11,500	0	11,500	100%
44001500 - Pool Fee - Guests	0	0	168	0	0	0	0%
44002000 - Bridge Room Fee - Guests	12,380	9,435	25,265	35,000	25,000	10,000	29%
44002500 - Parking Fees - Non Residents	28,185	24,000	41,487	45,000	24,400	20,600	46%
44003000 - Class Fees	33,825	47,752	161,161	130,600	159,000	(28,400)	(22%)
44003500 - Locker Rental Fee	4,865	44	10,659	15,350	16,375	(1,025)	(7%)
44004500 - Clubhouse Labor Fee	4,535	9,290	12,634	34,174	11,018	23,156	68%
44005500 - Clubhouse Catering Fee	5,486	5,128	12,039	27,000	18,700	8,300	31%
44006000 - Tickets Sales - Residents	0	0	0	630	0	630	100%
44006500 - Sponsorship Income	4,246	27,667	83,300	80,500	75,000	5,500	7%
44008000 - Club Group Organization Registration Fee	4,650	(100)	4,090	0	9,000	(9,000)	0%
46001000 - RV Storage Fee	112,283	118,688	109,133	130,000	124,480	5,520	4%

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GOLDEN RAIN FOUNDATION

	2020 Actuals	2021 Actuals	2022 Actuals	2023 Budget	2024 Budget	Assessment Increase/ (Decrease)	VAR %
46002000 - Traffic Violation	61,586	24,734	51,387	150,000	90,000	60,000	40%
46003500 - Security Standby Fee	233	2,310	3,339	3,500	3,500	0	0%
46004000 - Estate Sale Fee	450	540	2,250	4,100	2,080	2,020	49%
46004500 - Resident Violations	1,000	0	0	4,224	1,056	3,168	75%
44501000 - Additional Occupant Fee	191,860	176,900	151,300	214,995	216,495	(1,500)	(1%)
44503500 - Resale Processing Fee	3,600	0	600	3,600	0	3,600	100%
44504000 - Resident Id Card Fee	6,125	9,600	12,275	11,000	11,000	0	0%
44506000 - Photo Copy Fee	21,082	21,745	50,679	65,000	65,000	0	0%
44506500 - Auto Decal Fee	35,275	52,910	52,321	60,000	60,000	0	0%
44507000 - Golf Cart Electric Fee	0	640	0	0	0	0	0%
47001000 - Cash Discounts - Accounts Payable	0	0	20,579	0	0	0	0%
47001500 - Late Fee Revenue	9,409	5,805	6,187	8,000	8,000	0	0%
47002800 - Fuel & Oil Administrative Fee	10,800	10,800	10,800	0	10,800	(10,800)	0%
48001000 - Legal Fee	0	0	15	0	0	0	0%
46005500 - Disaster Task Force	764	214	1,010	4,500	0	4,500	100%
49009000 - Miscellaneous Revenue	11,456	12,366	40,779	14,156	16,206	(2,050)	(14%)
Total Miscellaneous	655,785	659,087	1,021,444	1,217,629	1,171,790	45,839	4%
Total Non-Assessment Revenue	7,893,266	8,449,044	9,769,538	10,356,707	11,323,794	(967,087)	(9%)
Expenses:							
Employee Compensation							
51011000 - Salaries & Wages - Regular	12,174,885	11,796,090	12,945,882	14,592,416	14,545,100	(47,316)	0%
51021000 - Union Wages - Regular	2,804,255	2,975,967	2,881,838	3,509,055	3,566,678	57,623	2%
51041000 - Wages - Overtime	140,167	174,106	228,615	164,515	183,523	19,008	12%
51051000 - Union Wages - Overtime	37,595	42,993	38,149	42,202	47,038	4,835	11%
51061000 - Holiday & Vacation	1,582,534	1,549,091	1,524,497	1,259,311	1,224,924	(34,388)	(3%)
51071000 - Sick	396,252	330,368	394,571	513,667	499,640	(14,027)	(3%)
51081000 - Sick - Part Time	0	8	0	0	14	14	0%
51091000 - Missed Meal Penalty	36,556	35,116	48,601	30,314	29,732	(582)	(2%)
51101000 - Temporary Help	32,729	86,823	145,845	12,134	12,116	(17)	0%
51981000 - Compensation Accrual	(548,446)	70,253	13,735	0	0	0	0%
Total Employee Compensation	16,656,526	17,060,816	18,221,733	20,123,614	20,108,764	(14,850)	0%
Compensation Related							
52411000 - F.I.C.A.	1,259,660	1,239,115	1,324,582	1,506,881	1,507,845	964	0%
52421000 - F.U.I.	20,481	19,611	21,115	22,037	18,845	(3,192)	(14%)
52431000 - S.U.I.	139,996	129,842	105,589	133,696	119,230	(14,466)	(11%)
52441000 - Union Medical	986,122	1,035,574	1,020,322	1,193,308	1,176,433	(16,875)	(1%)
52451000 - Workers' Compensation Insurance	749,587	832,327	1,014,989	921,284	963,326	42,041	5%
52461000 - Non Union Medical & Life Insurance	1,321,808	1,266,880	1,303,778	1,703,473	1,309,773	(393,700)	(23%)
52471000 - Union Retirement Plan	228,260	252,742	268,703	337,520	377,756	40,236	12%
52481000 - Non-Union Retirement Plan	285,206	268,394	344,755	513,524	492,744	(20,780)	(4%)
52981000 - Compensation Related Accrual	(77,717)	14,265	1,275	0	0	0	0%
Total Compensation Related	4,913,404	5,058,749	5,405,108	6,331,723	5,965,952	(365,771)	(6%)
Materials and Supplies							
53001000 - Materials & Supplies	1,221,335	1,231,351	1,507,575	1,394,484	1,552,805	158,321	11%
53003000 - Materials Direct	56,416	0	38,488	0	0	0	0%
53003500 - Materials Direct - Grf	256,258	308,069	610,952	364,494	445,380	80,886	22%
53004000 - Freight	30,378	30,689	32,501	42,751	50,024	7,274	17%
Total Materials and Supplies	1,564,387	1,570,108	2,189,516	1,801,729	2,048,209	246,480	14%
Cost of Goods Sold							
53101000 - Cost Of Sales - Warehouse	2,570	43,616	20,820	11,735	12,235	500	4%
53101500 - Cost Of Sales - Pro Shop	99,459	204,387	223,256	202,500	208,000	5,500	3%
53102000 - Cost Of Sales - Alcohol	3,935	8,734	17,915	18,000	18,000	0	0%
53103400 - Cost Of Sales - Fuel & Oil	86,160	173,557	215,192	198,403	228,831	30,428	15%
53103500 - Earthquake Materials	108	1,274	199	10,000	0	(10,000)	(100%)
Total Cost of Goods Sold	192,232	431,568	477,381	440,638	467,066	26,428	6%
Community Events							
53201000 - Community Events	125,189	45,229	408,472	410,910	432,956	22,046	5%
Total Community Events	125,189	45,229	408,472	410,910	432,956	22,046	5%
Utilities and Telephone							
53301000 - Electricity	705,598	881,645	1,161,822	918,102	1,015,216	97,114	11%
53301500 - Sewer	67,047	75,868	94,167	126,163	125,568	(595)	0%
53302000 - Water	645,378	762,448	783,105	723,350	709,660	(13,690)	(2%)
53302500 - Trash	191,847	128,609	86,161	148,815	139,544	(9,271)	(6%)
53303500 - Gas	164,840	237,215	397,074	334,415	405,425	71,010	21%
53304000 - Telephone	316,676	308,599	281,881	342,957	303,338	(39,619)	(12%)
Total Utilities and Telephone	2,091,386	2,394,384	2,804,210	2,593,802	2,698,751	104,949	4%
Fuel and Oil							

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GOLDEN RAIN FOUNDATION

	<u>2020 Actuals</u>	<u>2021 Actuals</u>	<u>2022 Actuals</u>	<u>2023 Budget</u>	<u>2024 Budget</u>	Assessment Increase/ (Decrease)	VAR %
53304500 - Fuel & Oil For Vehicles	370,940	489,252	723,392	628,490	627,894	(596)	0%
Total Fuel and Oil	370,940	489,252	723,392	628,490	627,894	(596)	0%
Legal Fees							
53401500 - Legal Fees	336,669	737,723	92,364	245,850	248,350	2,500	1%
Total Legal Fees	336,669	737,723	92,364	245,850	248,350	2,500	1%
Professional Fees							
53402000 - Audit & Tax Preparation Fees	133,883	139,399	145,134	143,010	145,000	1,990	1%
53402500 - Payroll System Fees	170,233	151,928	179,526	173,500	176,832	3,332	2%
53403500 - Consulting Fees	260,165	117,540	295,977	506,499	427,625	(78,874)	(16%)
53404500 - Fees	7,000	8,000	9,000	6,000	10,000	4,000	67%
Total Professional Fees	571,281	416,867	629,637	829,009	759,457	(69,552)	(8%)
Equipment Rental							
53501500 - Equipment Rental/Lease Fees	200,704	258,816	272,854	289,655	328,042	38,387	13%
Total Equipment Rental	200,704	258,816	272,854	289,655	328,042	38,387	13%
Outside Services							
53601000 - Bank Fees	75,631	91,842	47,218	60,000	0	(60,000)	(100%)
53601500 - Credit Card Transaction Fees	199,571	224,525	285,088	176,035	272,032	95,997	55%
53602000 - Merchant Account Fees	3,597	7,464	15,555	15,449	17,627	2,178	14%
53602500 - Licensing Fees	3,500	5,900	6,488	6,000	6,000	0	0%
53603000 - Permit Fees	0	0	103	4,200	1,800	(2,400)	(57%)
54603500 - Outside Services CC	45,117	37,140	10,350	0	78,750	78,750	0%
53704000 - Outside Services	1,925,334	2,463,042	2,522,144	2,638,920	2,840,578	201,658	8%
Total Outside Services	2,252,750	2,829,913	2,886,946	2,900,604	3,216,787	316,183	11%
Repairs and Maintenance							
53701000 - Equipment Repair & Maint	694,940	653,177	894,622	620,382	659,286	38,904	6%
53702000 - Street Repair & Maint	0	6,218	0	5,000	5,000	0	0%
53702500 - Building Repair & Maint	237,899	226,648	285,332	358,930	365,430	6,500	2%
53703000 - Elevator /Lift Maintenance	17,207	464	10,700	11,119	12,049	930	8%
53703500 - Water Softener	4,070	0	1,532	4,242	4,232	(10)	0%
Total Repairs and Maintenance	954,116	886,508	1,192,186	999,673	1,045,997	46,324	5%
Other Operating Expense							
53604000 - Pest Control Fees	4,402	15,510	11,396	20,782	20,595	(187)	(1%)
53801000 - Mileage & Meal Allowance	2,823	3,811	4,200	13,288	11,469	(1,820)	(14%)
53801500 - Travel & Lodging	1,579	5	2,502	8,000	3,527	(4,473)	(56%)
53802000 - Uniforms	98,880	106,246	103,302	125,279	125,826	547	0%
53802500 - Dues & Memberships	12,695	14,355	11,915	18,381	20,811	2,430	13%
53803000 - Subscriptions & Books	6,151	14,978	19,093	17,488	26,554	9,066	52%
53803500 - Training & Education	20,266	34,516	36,736	111,869	161,054	49,184	44%
53804000 - Staff Support	45,144	64,087	97,248	121,230	150,050	28,820	24%
53901000 - Benefit Administrative Fees	2,459	4,088	3,019	4,000	4,000	0	0%
53901500 - Volunteer Support	1,479	277	12,910	22,600	24,600	2,000	9%
53902000 - Physical Examinations	33,747	48,677	46,411	50,000	50,000	0	0%
53902500 - Recruiting Fees	41,650	65,357	127,491	90,000	90,000	0	0%
53903000 - Safety	59,715	75,266	78,750	100,768	100,366	(402)	0%
54001000 - Board Relations	3,129	10,682	13,930	16,980	16,500	(480)	(3%)
54001500 - Public Relations	24,112	6,059	14,483	0	10,000	10,000	0%
54002000 - Postage	33,727	35,879	31,131	40,530	44,837	4,307	11%
54002500 - Filing Fees / Permits	51,048	148,093	120,103	174,585	174,378	(207)	0%
54502500 - Cable Promotions	0	0	0	2,500	2,000	(500)	(20%)
Total Other Operating Expense	443,005	647,885	734,620	938,281	1,036,566	98,285	10%
Income, Property, and Sales Tax							
54301000 - State & Federal Income Taxes	593,124	(548,927)	2,224	1,000	1,000	0	0%
54301500 - State & Local Taxes	122,270	40,471	29,925	31,370	33,713	2,343	7%
54302000 - Property Taxes	3,525	3,151	3,151	3,621	3,179	(442)	(12%)
Total Income, Property, and Sales Tax	718,920	(505,305)	35,299	35,991	37,892	1,901	5%
Insurance							
54401000 - Hazard & Liability Insurance	1,739,534	2,261,770	2,404,137	2,660,249	2,931,112	270,863	10%
54401500 - D&O Liability	55,406	63,781	72,306	82,853	91,636	8,783	11%
54402000 - Property Insurance	205,359	326,200	284,697	225,714	231,981	6,267	3%
54402500 - Auto Liability Insurance	1,163	895	6,487	7,500	7,500	0	0%
54403000 - General Liability Insurance	7,088	2,785	8,721	3,950	8,267	4,317	109%
54403500 - Property Damage	0	2,892	7,326	7,500	7,500	0	0%
Total Insurance	2,008,550	2,658,323	2,783,673	2,987,766	3,277,996	290,230	10%
Cable Programming/Copyright/Franchise							
54501000 - Cable - Programming Fees	3,536,870	3,751,938	3,978,729	4,200,000	4,850,000	650,000	15%
54502000 - Cable - City of Laguna Woods Franchise Fees	255,185	214,570	217,684	215,500	293,360	77,860	36%

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Budget Comparison Report by Account
12/31/2024

GOLDEN RAIN FOUNDATION

	<u>2020 Actuals</u>	<u>2021 Actuals</u>	<u>2022 Actuals</u>	<u>2023 Budget</u>	<u>2024 Budget</u>	Assessment Increase/ (Decrease)	VAR %
Total Cable Programming/Copyright/Franchise	3,792,055	3,966,508	4,196,412	4,415,500	5,143,360	727,860	16%
Net Allocation to Mutuals							
48501000 - Allocated To Grf Departments	(6,578,836)	(6,748,979)	(7,571,854)	(7,184,671)	(7,220,574)	(35,903)	0%
54602500 - Allocated Expenses	<u>3,678,169</u>	<u>3,973,664</u>	<u>4,583,372</u>	<u>4,309,622</u>	<u>4,133,475</u>	<u>(176,148)</u>	<u>(4%)</u>
Total Net Allocation To Mutuals	(2,900,667)	(2,775,316)	(2,988,483)	(2,875,049)	(3,087,099)	(212,051)	(7%)
Uncollectible Accounts							
54602000 - Bad Debt Expense	<u>1,416</u>	<u>12,184</u>	<u>4,144</u>	<u>12,100</u>	<u>13,000</u>	<u>900</u>	<u>7%</u>
Total Uncollectible Accounts	1,416	12,184	4,144	12,100	13,000	900	7%
(Gain)/Loss on Sale or Trade							
54101000 - (Gain)/Loss - Warehouse Sales	<u>(56,922)</u>	<u>(180,899)</u>	<u>17,743</u>	<u>0</u>	<u>(810)</u>	<u>(810)</u>	<u>0%</u>
Total (Gain)/Loss on Sale or Trade	(56,922)	(180,899)	17,743	0	(810)	(810)	0%
Total Expenses	<u>34,235,941</u>	<u>36,003,316</u>	<u>40,087,209</u>	<u>43,110,285</u>	<u>44,369,131</u>	<u>1,258,845</u>	<u>3%</u>
Excess of Revenues Over Expenses	<u>(\$26,342,675)</u>	<u>(\$27,554,271)</u>	<u>(\$30,317,672)</u>	<u>(\$32,753,579)</u>	<u>(\$33,045,337)</u>	<u>\$291,758</u>	<u>1%</u>

Laguna Woods Village Summary of Department Allocations

	2024 Plan	GRF	United	Third
OFFICE OF THE CEO	\$1,842,480	\$1,119,283	\$337,045	\$386,153
100 - OFFICE OF THE CEO	1,582,075	636,042	470,032	476,002
010 - MEDIA AND COMMUNICATIONS	381,209	381,209	0	0
240 - COMMUNITY SERVICES	(120,805)	102,032	(132,988)	(89,849)
DEPARTMENT OF INFORMATION SERVICES	\$3,622,102	\$2,395,627	\$744,370	\$482,106
360 - INFORMATION SERVICES	1,964,178	1,964,178	0	0
200 - RESIDENT SERVICES ADMIN	293,623	82,190	128,327	83,106
950 - PROPERTY SERVICES	1,364,301	349,258	616,043	399,000
DEPARTMENT OF GENERAL SERVICES	\$10,007,249	\$6,972,635	\$1,339,751	\$1,694,863
902 - GENERAL SERVICES ADMIN	35,642	35,642	0	0
020 - CABLE TV NETWORK	4,474,417	4,474,417	0	0
030 - TV STUDIO	494,430	494,430	0	0
040 - MEDIA SERVICES	(531,043)	(531,043)	0	0
050 - INTERNET SERVICE	(2,458,108)	(2,458,108)	0	0
320 - COMMUNITY CENTER FACILITY	1,021,447	1,021,447	0	0
935 - JANITORIAL	1,429,487	900	524,467	904,120
936 - STREETS & SIDEWALKS	2,112,642	506,615	815,283	790,744
940 - SERVICE CENTER	142,454	142,454	0	0
945 - GRF JANITORIAL	1,475,133	1,475,133	0	0
960 - FLEET MAINTENANCE	238,020	238,020	0	0
970 - TRANSPORTATION	1,572,728	1,572,728	0	0
DEPARTMENT OF FINANCIAL SERVICES	\$3,396,945	\$1,694,599	\$931,377	\$770,970
300 - FINANCIAL SERVICES	2,355,596	989,891	771,307	594,399
241 - MAIL AND COPY SERVICE	329,865	147,690	93,465	88,710
311 - WAREHOUSE	199,558	166,437	19,293	13,828
370 - PURCHASING	510,926	389,581	47,312	74,033
380 - TAXES	1,000	1,000	0	0
DEPARTMENT OF SECURITY SERVICES	\$7,220,227	\$6,385,361	\$477,249	\$357,617
400 - SECURITY SERVICES	5,985,433	5,680,382	161,626	143,425
210 - COMPLIANCE	630,209	100,394	315,623	214,193
220 - SOCIAL SERVICES	604,585	604,585	0	0
DEPARTMENT OF LANDSCAPE SERVICES	\$17,470,388	\$1,480,560	\$6,303,330	\$9,686,498
500 - LANDSCAPE ADMIN	1,037,453	290,827	352,686	393,940
510 - IMPROVEMENT/ RESTORATION	2,141,714	0	195,857	1,945,858
511 - NURSERY/COMPOSTING	438,054	32,329	176,055	229,670
520 - GRF GROUNDS MAINTENANCE	665,213	665,213	0	0
530 - GROUNDS MAINTENANCE	7,602,553	22,164	3,146,844	4,433,546
540 - IRRIGATION	2,116,769	184,907	835,303	1,096,559
550 - SMALL EQUIPMENT REPAIR	482,977	35,064	212,462	235,451
560 - PEST CONTROL	735,508	45,379	318,843	371,285
570 - TREE MAINTENANCE	2,250,145	204,676	1,065,281	980,188

Laguna Woods Village Summary of Department Allocations

	2024 Plan	GRF	United	Third
DEPARTMENT OF RECREATION SERVICES	\$7,334,103	\$7,334,103	\$0	\$0
600 - RECREATION ADMIN	481,483	481,483	0	0
521 - GARDEN CENTERS	206,468	206,468	0	0
580 - GOLF MAINT - 27 HOLE	629,391	629,391	0	0
581 - GOLF MAINTENANCE - 9 HOLE	115,132	115,132	0	0
602 - BAR SERVICES	4,913	4,913	0	0
603 - LIBRARY	32,743	32,743	0	0
611 - CLUBHOUSE 1	501,679	501,679	0	0
612 - CLUBHOUSE 2	470,628	470,628	0	0
613 - PERFORMING ARTS CENTER	571,121	571,121	0	0
614 - CLUBHOUSE 4	522,685	522,685	0	0
615 - CLUBHOUSE 5	467,514	467,514	0	0
616 - CLUBHOUSE 6	223,481	223,481	0	0
617 - CLUBHOUSE 7	295,785	295,785	0	0
620 - EQUESTRIAN	604,069	604,069	0	0
670 - GOLF OPERATIONS - 27 HOLE	569,485	569,485	0	0
672 - VILLAGE GREENS CAFÉ	(18,636)	(18,636)	0	0
680 - GOLF OPERATIONS - 9 HOLE	70,029	70,029	0	0
690 - AQUATICS	1,021,523	1,021,523	0	0
691 - FITNESS	564,611	564,611	0	0
DEPARTMENT OF HUMAN RESOURCE SERVICES	\$19,357,782	\$3,592,155	\$6,507,019	\$9,258,608
700 - HUMAN RESOURCE SERVICES	469,562	302,912	83,325	83,325
350 - INSURANCE	18,888,220	3,289,243	6,423,694	9,175,283
DEPARTMENT OF MAINTENANCE & CONSTRUCTION	\$35,015,798	\$2,065,014	\$18,906,394	\$14,044,390
900 - MAINTENANCE OPERATIONS	1,484,515	337,584	560,929	586,003
904 - MAINTENANCE SERVICES	5,615,266	96,783	2,708,227	2,810,256
909 - DAMAGE RESTORATION	652,313	42,388	801,663	(191,738)
910 - BUILDING MAINTENANCE	3,953,731	198,188	1,793,079	1,962,464
911 - APPLIANCE	1,260,354	10,219	1,057,444	192,691
912 - CARPENTRY	4,366,652	221,484	1,930,343	2,214,825
913 - ELECTRICAL	1,321,101	95,101	1,072,638	153,362
914 - PLUMBING	4,058,359	85,409	2,945,899	1,027,051
917 - INTERIOR COMPONENTS	1,557,919	140,716	1,361,819	55,383
920 - CONSTRUCTION/PROJECT MANAGEMENT	6,448,430	447,244	2,629,646	3,371,541
925 - MANOR ALTERATIONS AND PERMITS	527,545	3,500	303,071	220,974
926 - FACILITIES MANAGEMENT	138,237	120,161	0	18,076
932 - PAINT	3,631,375	266,237	1,741,635	1,623,503
NON WORK CENTER	\$17,048,386	(\$6,896,550)	\$17,899,440	\$6,045,496
TOTAL	\$122,315,460	\$26,142,787	\$53,445,973	\$42,726,701

Laguna Woods Village
Department Staffing Report
Full Time Equivalents

	2020		2021		2022		2023		2024	
	Funded		Funded		Funded		Funded		Funded	
	750.01	726.86	734.19	711.47	697.28					
ALL DEPARTMENTS										
Office of the CEO	21.50	20.89	23.00	22.80	22.50					
100 Office of the CEO	10.00	7.00	9.00	7.50	7.50					
010 Media and Communications*	1.50	3.83	3.50	4.30	4.00					
240 Community Services	10.00	10.06	10.50	11.00	11.00					
*Prior to 2024 work center was part of Media and Communications department.										
Department of Information Services	35.50	34.80	36.00	36.00	34.00					
360 Information Systems	10.50	10.30	11.00	11.00	11.00					
200 Resident Services Admin	5.00	4.50	5.00	4.00	4.00					
950 Property Services	20.00	20.00	20.00	21.00	19.00					
Department of General Services	112.07	106.20	106.85	99.35	95.10					
902 General Services Admin	4.00	4.00	4.00	4.00	4.50					
020 Cable TV Network*	11.50	11.70	11.10	10.10	8.60					
030 TV Studio*	7.00	6.50	6.50	5.00	5.75					
040 Media Services*	2.00	2.00	2.25	2.25	2.25					
935 Janitorial	18.00	18.00	18.00	18.00	18.00					
936 Streets and Sidewalks	16.00	16.00	17.00	15.00	15.00					
945 GRF Janitorial	20.00	17.00	17.00	15.00	14.00					
960 Fleet Maintenance	12.00	12.00	12.00	12.00	12.00					
970 Transportation	21.57	19.00	19.00	18.00	15.00					
*Prior to 2024 work center was part of Media and Communications department.										
Department of Financial Services	31.00	31.00	31.00	30.00	30.50					
300 Financial Services	20.00	20.00	20.00	19.00	19.50					
241 Mail and Copy Service	3.00	3.00	3.00	3.00	3.00					
311 Warehouse	3.00	3.00	3.00	3.00	3.00					
370 Purchasing	5.00	5.00	5.00	5.00	5.00					
Department of Security Services	119.68	118.68	117.55	115.03	107.96					
400 Security Services	114.68	107.68	105.55	101.03	94.96					
210 Compliance	-	6.00	7.00	8.00	7.00					
220 Social Services	5.00	5.00	5.00	6.00	6.00					

	Variance to 2023 Plan Inc/(Dec)		Total %	2024	
	Total	Inc/(Dec)		GRF	United Third
	\$834,443		2.0%	\$16,235,663	\$14,816,162
	(\$121,305)		-5.8%	\$724,293	\$734,510
	(112,253)		-24.7%	-	-
	(10,553)		-1.1%	368,824	374,088
	1,501		0.2%	355,469	360,422
	(\$33,137)		-1.4%	\$622,262	\$403,021
	38,829		3.6%	-	-
	18,663		6.5%	124,310	80,504
	(90,629)		-9.4%	497,952	322,517
	\$72,745		1.4%	\$906,082	\$1,208,758
	80,924		24.9%	-	-
	(47,142)		-6.6%	-	-
	72,240		21.3%	-	-
	12,739		4.9%	-	-
	25,900		3.7%	450,947	755,876
	29,971		3.8%	455,135	452,882
	(17,409)		-3.0%	-	-
	32,045		4.4%	-	-
	(116,523)		-14.7%	-	-
	\$118,735		5.2%	\$762,253	\$626,302
	19,979		1.2%	664,686	512,884
	5,372		3.3%	28,709	26,504
	14,154		8.2%	22,151	13,828
	79,229		23.7%	46,707	73,086
	(\$87,005)		-1.6%	\$495,516	\$376,346
	(95,732)		-2.1%	170,017	156,855
	(35,290)		-6.4%	325,499	219,491
	44,017		10.1%	-	-

Laguna Woods Village
Department Staffing Report
Full Time Equivalents

	2020		2021		2022		2023		2024	
	Funded		Funded		Funded		Funded		Funded	
	750.01	726.86	734.19	711.47	697.28					
ALL DEPARTMENTS	149.00	145.50	146.50	146.50	146.50					
500 Landscape Admin	10.00	11.00	11.00	12.00	12.00					
510 Improvement/Restoration	-	5.00	5.00	5.00	5.00					
511 Nursery/Composting	4.00	5.00	5.00	5.00	4.00					
512 Composting	1.00	-	-	-	-					
520 GRF Grounds Maintenance	8.00	8.00	8.00	8.00	8.00					
530 Grounds Maintenance	83.50	82.50	82.50	80.50	83.50					
540 Irrigation	17.00	17.00	17.00	17.00	16.00					
550 Small Equipment Repair	4.00	4.00	4.00	4.00	4.00					
560 Pest Control	5.00	5.00	6.00	7.00	6.00					
570 Tree Maintenance	16.50	8.00	8.00	8.00	8.00					
Department of Recreation Services	86.36	82.29	84.79	79.79	82.22					
600 Recreation Admin	16.48	15.00	12.60	5.00	5.00					
521 Garden Centers	2.00	2.00	2.00	2.00	2.00					
580 Golf Maintenance 27-Hole	18.14	18.64	17.64	17.64	16.64					
581 Golf Maintenance 9-Hole	2.00	2.00	2.00	2.00	2.00					
602 Bar Services	0.60	0.60	0.60	0.60	0.60					
611 Clubhouse 1	3.25	2.66	3.00	3.40	3.50					
612 Clubhouse 2	2.70	2.36	2.70	4.00	3.95					
613 Performing Arts Center	5.25	4.53	6.75	5.50	5.50					
614 Clubhouse 4	3.00	2.66	2.83	3.33	4.00					
615 Clubhouse 5	3.70	3.19	3.70	3.20	3.20					
616 Clubhouse 6	0.20	0.20	0.20	1.80	1.80					
617 Clubhouse 7	1.30	1.13	1.30	3.00	2.95					
620 Equestrian	4.50	4.50	5.33	5.58	7.40					
670 Golf Operations 27-Hole	11.38	12.28	12.28	12.64	14.05					
680 Golf Operations 9-Hole	1.96	1.96	1.96	2.10	1.10					
690 Aquatics	1.00	1.00	1.00	1.00	1.00					
691 Fitness	8.90	7.58	8.90	7.00	7.53					
Department of Human Resource Services	8.40	8.40	9.40	9.40	9.40					
700 Human Resource Services	8.40	8.40	9.40	9.40	9.40					

	2023 PLAN		2024 PLAN Version 4		Variance to 2023 Plan Inc/(Dec) Inc/(Dec)		2024	
	Funded		Funded		Total	Total %	GRF	United Third
	\$56,451,436		\$57,126,541		\$834,443	2.0%	\$26,074,716	\$16,235,663 \$14,816,162
	\$11,137,112		\$11,645,252		\$353,424	4.9%	\$1,576,045	\$4,605,835 \$5,463,375
	1,259,089		1,243,673		35,049	3.6%	669,718	271,121 302,834
	344,738		371,145		17,867	8.4%	-	185,573 185,573
	363,853		321,205		(21,891)	-9.3%	23,705	129,093 168,408
	534,921		566,953		19,802	6.1%	566,953	- -
	5,383,493		5,912,841		324,149	9.9%	18,921	2,676,152 3,217,768
	1,525,014		1,515,420		(8,436)	-0.8%	127,599	599,651 788,170
	327,301		342,200		8,653	4.0%	24,844	150,534 166,822
	627,207		563,371		(44,807)	-10.6%	34,760	244,221 284,390
	771,497		808,445		23,039	4.3%	109,545	349,490 349,410
	\$5,587,898		\$5,783,689		\$217,376	5.3%	\$5,783,689	\$0 \$0
	534,933		526,992		2,037	0.5%	526,992	- -
	142,563		143,661		1,066	1.1%	143,661	- -
	1,390,581		1,386,170		(3,823)	-0.4%	1,386,170	- -
	147,829		154,540		3,765	4.0%	154,540	- -
	29,820		30,204		306	1.2%	30,204	- -
	194,350		246,323		45,552	32.2%	246,323	- -
	237,372		238,813		3,549	2.0%	238,813	- -
	444,651		397,053		(29,327)	-8.6%	397,053	- -
	238,803		268,469		25,001	13.9%	268,469	- -
	204,714		208,928		5,847	3.8%	208,928	- -
	102,619		103,658		2,610	3.6%	103,658	- -
	160,796		158,632		(292)	-0.2%	158,632	- -
	380,900		510,185		108,430	38.6%	510,185	- -
	701,008		770,314		59,836	10.4%	770,314	- -
	82,504		43,444		(33,958)	-47.6%	43,444	- -
	97,519		102,355		3,108	4.6%	102,355	- -
	496,937		493,948		23,668	6.1%	493,948	- -
	\$991,741		\$1,018,484		\$34,375	4.3%	\$1,018,484	\$0 \$0
	991,741		1,018,484		34,375	4.3%	1,018,484	- -

	2020		2021		2022		2023		2024	
	Funded		Funded		Funded		Funded		Funded	
ALL DEPARTMENTS	750.01	726.86	734.19	711.47	697.28					
Department of Maintenance & Construction	186.50	179.10	179.10	172.60	169.10					
900 Maintenance Operations	6.00	6.00	7.00	7.00	7.00					
904 Maintenance Services	7.00	7.00	8.00	7.00	7.00					
909 Damage Restoration	7.00	8.00	10.00	9.00	9.00					
910 Building Maintenance	10.00	10.00	10.00	9.50	9.00					
911 Appliance	5.00	5.00	5.00	5.00	5.00					
912 Carpentry	42.00	37.80	36.80	35.80	34.80					
913 Electrical	10.00	10.00	9.00	9.00	9.00					
914 Plumbing	24.00	23.80	23.80	22.80	22.80					
917 Interior Components	8.00	7.00	7.00	7.00	7.00					
920 Construction/Project Management	8.00	8.00	7.00	7.00	7.00					
925 Manor Alterations and Permits	11.00	12.00	16.00	16.00	15.00					
926 Facilities Management	5.00	5.00	5.00	5.00	5.00					
932 Paint	43.50	39.50	34.50	32.50	31.50					

2023 PLAN		2024 PLAN Version 4		Variance to 2023 Plan Inc/(Dec) Inc/(Dec)	
Funded		Funded		Total	Total %
\$56,451,436		\$57,126,541		\$834,443	2.0%
\$15,903,508		\$16,212,967		\$279,235	2.5%
848,546		877,574		34,269	4.9%
598,355		589,484		680	0.1%
784,505		1,061,639		287,352	47.3%
890,746		845,817		(30,010)	-4.4%
447,636		464,413		9,048	3.0%
3,272,639		3,309,286		10,772	0.5%
819,554		849,904		16,390	2.9%
2,135,597		2,212,832		41,791	2.8%
650,197		674,139		13,000	2.9%
869,048		763,012		(83,200)	-12.1%
1,324,799		1,268,043		(28,615)	-2.8%
492,230		510,251		9,963	2.9%
2,769,655		2,786,574		(2,205)	-0.1%

2024		
GRF	United	Third
\$26,074,716	\$16,235,663	\$14,816,162
\$2,089,694	\$8,119,421	\$6,003,852
210,618	330,933	336,023
158,394	246,876	184,214
13,921	459,306	588,412
266,432	296,036	283,349
2,368	371,019	91,025
157,336	1,458,183	1,693,767
73,432	662,075	114,397
61,517	1,565,800	585,516
112,312	537,086	24,741
319,397	222,342	221,273
-	645,307	622,736
494,943	-	15,308
219,024	1,324,458	1,243,091

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STAFF REPORT

DATE: September 5, 2023
FOR: Board of Directors
SUBJECT: 2024 Capital Plan Proposals

RECOMMENDATION

Staff recommends the Board approve by resolution the 2024 Capital Reserve Expenditures Plan at its Board meeting held on September 5, 2023.

BACKGROUND

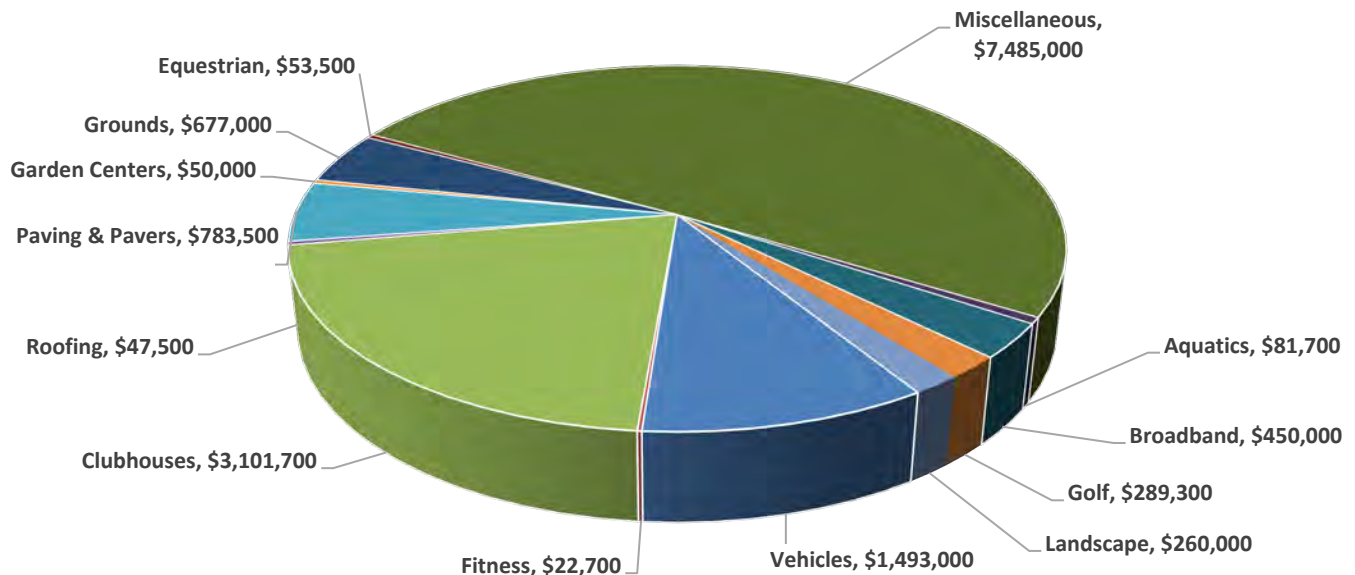
At its May, June, and July meetings, the GRF Board of Directors reviewed the 2024 Capital Plan proposals and recommended changes to the Capital Plan. Based on the input received at those meetings and subsequent discussions, staff refined the Capital Plan accordingly. At its most recent meeting in August, the Board reviewed Version 3 of the Capital Plan and no changes or revisions were made.

The Capital Plan of this corporation reflects the funding necessary to maintain, repair, replace and/or restore major common-area components over the next 30 years. Funding is provided from various reserve funds:

- The Equipment Reserve Fund is used for the purchase of new and replacement equipment, including but not limited to vehicles, machinery, office equipment, and furniture. This fund receives monies through assessments, investment earnings, and a transfer of operating surplus if directed by the board.
- The Facilities Reserve Fund is used for the acquisition, addition, replacement or improvement of Foundation and Trust facilities and their components. This fund receives monies through assessments, investment earnings, and a transfer of operating surplus if directed by the board.
- Trust Facilities Fee Fund accumulates fees charged at the time of title transfer, generating revenue to maintain and improve the recreational and other amenities available to all residents of Laguna Woods Village. These monies are transferred by the board, as needed, to fund projects included in this plan.

A narrower focus of the 2024 Capital Plan is provided below. This document details the proposed projects and budgetary estimates for all GRF equipment and facility needs. Annual funding is obtained as part of the business planning process.

The proposed 2024 funding of \$14,794,900 is less than the \$15,065,400 projected for 2024 in the current year reserves plan. A pie graph of proposed expenditures is presented below:



FINANCIAL ANALYSIS

The proposed projects for 2024 total \$14,794,900, as summarized below. This report provides a brief description of each project recommended for the upcoming budget year, divided into the categories commensurate with the location of the projects.

	Equipment	Facilities	Total
Aquatics			\$81,700
Pool Umbrellas	\$26,000		\$26,000
CH 5 Pool/Spa Salt Chlorine Generator		\$25,000	\$25,000
Pool Chemical Controllers		\$15,000	\$15,000
CH 4 Pool Vacuum	\$10,000		\$10,000
Two-Way Radio Equipment	\$5,700		\$5,700

- Funding of \$26,000 is recommended to replace current pool umbrellas which are in poor condition at various pools.
- Funding of \$25,000 is recommended for the replacement of the failed salt chlorine generator at Pool 5. The existing generator is past its useful life and no longer works as designed. Currently, staff is manually checking pH levels and manually adjusting the chemical levels of the pool and spa. Replacement of equipment will convert the pool back to a salt pool rather than a chlorinated pool. The salt chlorine generator will reintroduce the naturally occurring chlorine by electrolysis of the salt.
- Funding of \$15,000 is recommended to purchase chemical controllers to control the chemical distribution (acid/chlorine) and monitor PH levels at the pools, currently done manually by staff. The proposed controllers meet the industry standard for chemical distribution and the intent is to update processes to eliminate potential hazards.

- Funding of \$10,000 is recommended to purchase an automatic pool cleaning vacuum. Pool 4 is serviced manually daily. Purchasing an automatic vacuum would allow pool technician time to be used more efficiently servicing the pools.
- Funding of \$5,700 is recommended to purchase two-way radios to improve communication between lifeguards and clubhouse staff at all pools.

	Equipment	Facilities	Total
Broadband Facility			\$450,000
Infrastructure	\$175,000		\$175,000
Set Top Boxes	\$175,000		\$175,000
Website Redesign and Rebuild	\$100,000		\$100,000

- Funding of \$175,000 is recommended to replace aging cable infrastructure. The existing cable infrastructure is 20 years old. Metal enclosures and underground conduits deteriorate over time. By reinvesting in this infrastructure project, serviceable life is anticipated to be extended by 20 years. Funds will be utilized to immediately repair failed components and to continue the inspection of the entire network to determine future repairs.
- Funding of \$175,000 is recommended for the purchase of approximately 570 set top boxes for digital video services and replacement of failed units at the end of their useful lives.
- Funding of \$100,000 is recommended to add to existing 2023 Website Redesign and Rebuild that is in the 2023 Capital Plan for a total of \$275,000 for the project. The update of the village website will improve user experience and ease of use.

	Equipment	Facilities	Total
Clubhouses			\$3,101,700
CH 1 Renovation		\$2,000,000	\$2,000,000
CH 1 Banquet Tables	\$52,000		\$52,000
CH 1 Main Lounge Sound System		\$36,000	\$36,000
CH 1 Generator		\$29,500	\$29,500
CH 2 Banquet Tables	\$16,700		\$16,700
CH 3 Auditorium Sound System		\$600,000	\$600,000
CH 3 Dining Room Projector Installation		\$22,000	\$22,000
CH 3 Banquet Tables	\$10,500		\$10,500
CH 4 Work Bench Chairs for Slip casting Studio	\$9,300		\$9,300
CH 4 Downdraft Sanding Tables	\$6,000		\$6,000
CH 4 Slip Casting Room Security Cameras	\$6,000		\$6,000
CH 5 Banquet Tables	\$35,000		\$35,000
CH 5 Sound System		\$23,500	\$23,500
CH 5 Cycling Bikes	\$20,000		\$20,000
CH 6 Turf Reduction		\$35,000	\$35,000
CH 6 Banquet Tables	\$8,000		\$8,000
CH 7 LED Lighting Upgrade		\$150,000	\$150,000
CH 7 Tennis Cabanas	\$18,500		\$18,500
CH 7 Benches and Trash Receptacles	\$12,000		\$12,000
CH 7 Sound System		\$11,700	\$11,700

- For Clubhouse 1:
 - Funding of \$2,000,000 is recommended to add to the existing \$1,250,000 budget that is in the 2022 Capital Plan for a total of \$3,250,000 for Clubhouse 1 renovations. The Board is reviewing all findings of programmatic study conducted for the renovation and will determine the direction of Clubhouse 1. Some structural, mechanical, electrical, plumbing, life safety, and ADA aspects of the facility may need to be upgraded to comply with current codes.
 - Funding of \$52,000 is recommended to replace the banquet tables which are in poor condition and have surpassed their useful life of 10 years.
 - Funding of \$36,000 is recommended for replacement of the existing ballroom sound system which is more than 25 years old and for the addition of a projector to the ballroom.
 - Funding of \$29,500 is recommended for replacement of the existing generator which is past its useful life of 20 years.
- For Clubhouse 2:
 - Funding of \$16,700 is recommended to replace the banquet tables which are in poor condition and have surpassed their useful life of 10 years.

- For Clubhouse 3:
 - Funding of \$600,000 is recommended for the replacement of the auditorium sound system. The current system is more than 20 years old and has functional limitations due to the age. Staff is unable to set up for multiple bands in one night and the system in its current state is unreliable.
 - Funding of \$22,000 is recommended for the purchase and installation of projectors in the ceilings of both dining rooms to modernize presentations.
 - Funding of \$10,500 is recommended to replace the banquet tables which are in poor condition and have surpassed their useful lives.
- For Clubhouse 4:
 - Funding of \$9,300 is recommended for the replacement of work bench chairs in the slip casting studio. These chairs have exceeded their useful lives and wear and tear have decreased chair functionality.
 - Funding of \$6,000 is recommended for the purchase of a downdraft sanding table to help elimination of sanding dust in the air inside the woodshop.
 - Funding of \$6,000 is recommended for the purchase of two security surveillance cameras in the slip casting room for inventory control purposes.
- For Clubhouse 5:
 - Funding of \$35,000 is recommended to replace the banquet tables which are in poor condition and have surpassed their useful life of 10 years.
 - Funding of \$23,500 is recommended to replace the sound system, projector, screen and microphones which are in poor condition. Staff has received complaints from members about the condition of these items.
 - Funding of \$20,000 is recommended to replace the cycling bikes which are in poor condition due to the heavy use they receive. Mechanical and physical parts are degraded and replacement parts are scarce.
- For Clubhouse 6:
 - Funding of \$35,000 is recommended for turf reduction. There is a sloped landscape area near the parking lot that is steep and difficult to mow. Mowers slide downhill in damp turf which makes mowing difficult.
 - Funding of \$8,000 is recommended to replace the banquet tables which are in poor condition and have surpassed their useful life of 10 years.
- For Clubhouse 7:
 - Funding of \$150,000 is recommended for the addition of LED lighting upgrade consisting of light bulbs, fixtures and ballasts. The current ballasts do not support the use of LED lighting and have created unnecessary operational

expenditures. The funding would replace 380 existing clubhouse lights and 41 parking lot lights, four of which have already failed.

- Funding of \$18,500 is recommended for replacement of the existing Tennis Center cabanas. The wooden structures and plastic protective covering are warping and cracking.
- Funding of \$12,000 is recommended for replacement of outdoor benches and trash receptacles which are in poor condition and showing signs of wear.
- Funding of \$11,700 is recommended for the replacement of the existing sound system. The current system is aged and experiencing functionality issues.

	Equipment	Facilities	Total
Equestrian Center			\$53,500
Horse Walker/Exerciser	\$30,000		\$30,000
Stall Mats	\$23,500		\$23,500

- Funding of \$30,000 is recommended for a horse walker/exerciser. The current item has limited function due to the age of the machine and has been repaired on various occasions. Staff is recommending the upgrade of the existing machine to meet current standards.
- Funding of \$23,500 is recommended for the purchase of horse stall mats at the Equestrian Center. Stall mats will make cleaning easier and provide a medium between horses and the ground beneath, preventing erosion and damage to the ground where horses stand.

	Equipment	Facilities	Total
Fitness			\$22,700
Tennis Center Ball Machine	\$16,200		\$16,200
Pec Fly/Rear Deltoid Machine	\$6,500		\$6,500

- Funding of \$16,200 is recommended for the replacement of two tennis ball machines at the Tennis Center that have exceeded their useful life of five to seven years. The current machines also experience functional issues such as remote connectivity issues and ball jams. Replacement parts are difficult to find.
- Funding of \$6,500 is recommended for the replacement of the current pec fly machine in the Fitness Center that has exceeded its useful life and experiencing mechanical failures. The replacement machine will be a dual exercise machine that enables users to perform more than one exercise: the pectoral fly and rear deltoid fly. The current machine is limited to the pectoral fly only.

	Equipment	Facilities	Total
Golf			\$289,300
Rough Mower	\$98,000		\$98,000
Chemical Sprayer	\$72,000		\$72,000
Greens Mower	\$52,300		\$52,300
Golf Starter Public Address (PA) System		\$22,000	\$22,000
Par 3 Shade Cover		\$35,000	\$35,000
Tow Behind Spreader	\$10,000		\$10,000

- Funding of \$289,300 is recommended for the replacement of various golf facilities maintenance equipment items that have reached the end of their useful life. The equipment is needed to maintain the aesthetic appeal and functionality of the Village golf courses. The 27-Hole Golf Course is one of the most widely used amenities at Laguna Woods Village. The specialized equipment is needed to enable the golf maintenance crew to address specific maintenance needs.

	Equipment	Facilities	Total
Landscape & Irrigation			\$260,000
Gate Re-landscaping		\$250,000	\$250,000
Backflow Devices	\$10,000		\$10,000

- Funding of \$250,000 is recommended for gate re-landscaping of nine community gates by the GRF Landscape Committee. This project is to beautify the landscape around nine gates to aesthetically pleasing water-wise landscaping.
- Funding of \$10,000 is recommended for the replacement of backflow devices on potable water meters. These backflow devices are required by law and recertified annually. If a device fails recertification, it must be repaired or replaced. Staff has kept a supply of used/recycled devices to replace failed devices but that supply is nearly depleted.

	Equipment	Facilities	Total
Miscellaneous			\$7,485,000
Space Utilization - Building E		\$7,000,000	\$7,000,000
Office Space Lease		\$230,000	\$230,000
Miscellaneous Projects		\$125,000	\$125,000
Maintenance Operations Equipment	\$50,000		\$50,000
Maintenance Services Equipment	\$50,000		\$50,000
Miscellaneous Fleet/Paving Equipment	\$30,000		\$30,000

- Funding of \$7,000,000 is recommended for space planning for Building E for 2024. Feasibility studies have been conducted to assess options for Building E Structure. The Board will make the decision on how to move forward with the project.

- Funding of \$230,000 is recommended for office lease payments for 2024. Per GRF Board approval on February 7, 2023, GRF entered into a lease for four (4) office suites in the Town Centre Professional Building for a 24-month term with one 12-month extension option. The leased offices provide temporary office space for approximately 40 administrative personnel from Security, Landscape and Maintenance & Construction departments.
- Funding of \$125,000 is recommended for miscellaneous projects. By including contingency funding in the Capital Plan, unforeseen small capital projects can be completed in an economical and timely fashion without going through the formal process required as supplemental appropriations. Projects under \$25,000 will be completed at the discretion of and under the funding authority of the CEO. Projects over \$25,000 must follow normal board approval process as supplemental appropriations.
- Funding of \$50,000 is recommended for building maintenance operations equipment used by carpentry, painting, and interior components crews. By including contingency funding in the Capital Plan, maintenance tools and equipment can be purchased, if needed, without deferring service requests or decreasing productivity.
- Funding of \$50,000 is recommended for maintenance services equipment used by plumbing, electrical, facilities and appliance technicians. Contingency funds for tools and equipment allows for timely purchases of equipment, if needed, to support maintenance service levels.
- Funding of \$30,000 is recommended for the possible replacement of various fleet and paving equipment that is needed to support operations in Fleet Maintenance, Janitorial, and/or Streets and Sidewalks. Contingency funds for the replacement of failed equipment will help avoid interruption in operations.

	Equipment	Facilities	Total
Garden Centers			\$50,000
Building Exteriors		\$25,000	\$25,000
Restrooms Refurbish		\$25,000	\$25,000

- Funding of \$25,000 is recommended for the structural repair and improvement of Garden Center 2 buildings. Several buildings in the garden center need exterior repairs for rot in the wood siding followed by a professional paint job.
- Funding of \$25,000 is recommended for the renovation of Garden Center 2 restrooms that show signs of wear and tear. These restrooms have broken/loose tiles, old fixtures, and worn mirrors. The renovation of these restrooms will improve the overall atmosphere at the garden center.

	Equipment	Facilities	Total
Grounds			\$677,000
Landscape Equipment - Electrical	\$250,000		\$250,000
Repair Shop Electrical Upgrade (Battery Equipment)		\$200,000	\$200,000
Landscape & Slope		\$172,000	\$172,000
Moving/Upgrading of Benches		\$29,000	\$29,000
V-Ditch (Swales)		\$26,000	\$26,000

- Funding of \$250,000 is recommended for electric landscape equipment. State law will prohibit the sale of gas-powered equipment that will become effective January 1, 2024. Gas-powered equipment is generally replaced every 3-4 years. Electric equipment will provide a quieter and healthier environment for employees and residents.
- Funding of \$200,000 is recommended for the electrical system upgrade in the repair shop. State law will ban the sale of gas-powered equipment beginning in 2024. Upgrading the electrical system in the repair shop will allow safe and efficient charging in one location for new electric landscaping equipment.
- Funding of \$172,000 is recommended for slope refurbishment. A vendor will be contracted to renovate landscaped slopes on GRF property. This project will maintain 60,000 square feet of previously unmaintained slopes to Orange County Fire Authority requirements.
- Funding of \$29,000 is recommended for moving and upgrading 10 benches that are on the sidewalks. The existing white benches would be moved off of the sidewalk and be replaced with new, green benches. Moving benches off of the sidewalk would create a wider walking path for residents.
- Funding of \$26,000 is recommended for the repair and/or replacement of existing v-ditch swales used to direct water on hillsides. Properly maintained v-ditch swales will help ensure stable hillsides in the community.

	Equipment	Facilities	Total
Paving & Pavers			\$783,500
Asphalt Paving and Sealcoat		\$583,500	\$583,500
Concrete - Repair/Replace		\$200,000	\$200,000

- Funding of \$583,500 is recommended for the Asphalt Paving and Sealcoat Programs. GRF streets and parking lots provide residents vehicular access to their manors and facilities within the Community. The anticipated serviceable life of the new pavement is estimated to be 25 years. The recommended asphalt paving budget is \$480,500 and sealcoat budget is \$103,000. Sealcoat work for GRF pavement is completed on a seven-year cycle.
- Funding of \$200,000 is recommended for concrete repairs. In coordination with paving, staff has identified concrete areas that require repair or replacement. With recommended

funding of \$200,000, the concrete repairs program is designed to repair damaged GRF curbs/gutters, driveway aprons, and sidewalks adjacent to the planned paving overlay areas prior to asphalt paving work and add curb return ramps, as needed.

	Equipment	Facilities	Total
Roofing			\$47,500
CH 7 Flat Roof Replacement		\$28,000	\$28,000
Maintenance Center - Building C Roof		\$19,500	\$19,500

- Funding of \$28,000 is recommended for the replacement of the existing built-up roof at Clubhouse 7, with a PVC cool-roof system. The flat roof areas consist of hot tar built-up roofing with aggregate material as the final layer. Maintenance costs for leaks and dry rot repairs due to rain leaks have increased over the last few years. In 2024, the roof system will reach 20 years of age. Industry standards for useful life expectancy of hot tar built-up roof systems is 16 to 20 years. The PVC cool-roof will eliminate any rain leak activity on the flat roof areas, and less heat will be absorbed into the structure due to the reflectivity of the PVC roofing material.
- Funding of \$19,500 is recommended for the replacement of the existing built-up roof of Building C at the Maintenance Centre, with a PVC cool-roof system. Building C at the Maintenance Centre houses fertilizer and other Landscape Department materials. Replacing the flat roof areas with cool roof material will require less electricity for summer cooling due to the reflectivity of the PVC roofing material. The flat roof areas consist of hot tar built-up roofing with aggregate material as the final layer. Maintenance costs for leaks and dry rot repairs due to rain leaks have increased over the last few years. In 2024, the roof system will reach 23 years of age. Industry standards for useful life expectancy of hot tar built-up roof systems is 16 to 20 years.

	Equipment	Facilities	Total
Vehicles			\$1,493,000
Small Pickup Truck (7)	\$294,000		\$294,000
Work Van (4)	\$270,000		\$270,000
Miscellaneous Vehicle Purchases	\$200,000		\$200,000
Full Size Truck (4)	\$195,000		\$195,000
Security Vehicles (3)	\$191,000		\$191,000
Transportation Bus (1)	\$178,000		\$178,000
Utility Vehicles (5)	\$99,000		\$99,000
Flat Bed Trailer (4)	\$46,000		\$46,000
Enclosed Trailer for Security	\$20,000		\$20,000

Vehicle Maintenance is responsible for the maintenance and repair of the entire Laguna Woods Village vehicle and mobile equipment fleet. Staff strives to extend serviceable life where possible by providing preventive maintenance on equipment. However, as equipment

ages, repairs can become more frequent and costlier. To minimize expense and downtime, replacement of certain equipment is necessary.

- **REPLACEMENTS:** Staff evaluated the fleet and recommends funding of \$1,493,000 for the vehicle replacements noted above. These components of the fleet are used by various departments to transport crews and equipment to job sites and to perform work. Because the funding is appropriated well in advance of the actual purchase, General Services Fleet Maintenance personnel will reevaluate utilization and repair costs prior to purchase to ensure that the appropriate individual vehicle is selected for replacement.

Prepared By: Jose Campos, Assistant Director of Financial Services

Reviewed By: Steve Hormuth, Director of Financial Services

ATTACHMENT(S)

Attachment 1: 2024 Capital Plan Resolution

Attachment 2: Contracted Reserve Study Dated August 30, 2023 – EQF and FCF Combined

Attachment 3: Contracted Reserve Study Dated August 30, 2023 – Excerpts, Equipment Fund

Attachment 4: Contracted Reserve Study Dated August 30, 2023 – Excerpts, Facilities Fund

Attachment 5: Reserves and Restricted Funds Five-Year Cash Flow Projections

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RESOLUTION 90-23XX

2024 CAPITAL PLAN RESOLUTION

RESOLVED, September 5, 2023, that the Capital Reserve Expenditures Plan of this Corporation for the year 2024 is hereby adopted and approved; and

RESOLVED FURTHER, that pursuant to said Business Plan, the sum of \$14,794,900 is hereby authorized to be expended in 2024 for the purposes provided therein, of which \$2,877,200 is designated from the Equipment Fund and \$11,917,700 from the Facilities Fund; 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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2024 Capital Plan Proposals

	Equipment	Facilities	Total
Aquatics			\$81,700
Pool Umbrellas	\$26,000		\$26,000
CH 5 Pool/Spa Salt Chlorine Generator		\$25,000	\$25,000
Pool Chemical Controllers		\$15,000	\$15,000
CH 4 Pool Vacuum	\$10,000		\$10,000
Two-Way Radio Equipment	\$5,700		\$5,700
Broadband			\$450,000
Infrastructure	\$175,000		\$175,000
Set Top Boxes	\$175,000		\$175,000
Website Redesign and Rebuild	\$100,000		\$100,000
Clubhouses			\$3,101,700
CH 1 Renovation		\$2,000,000	\$2,000,000
CH 1 Banquet Tables	\$52,000		\$52,000
CH 1 Main Lounge Sound System		\$36,000	\$36,000
CH 1 Generator		\$29,500	\$29,500
CH 2 Banquet Tables	\$16,700		\$16,700
CH 3 Auditorium Sound System		\$600,000	\$600,000
CH 3 Dining room Projector Installation		\$22,000	\$22,000
CH 3 Banquet Tables	\$10,500		\$10,500
CH 4 Work Bench Chairs for Slip casting Studio	\$9,300		\$9,300
CH 4 Downdraft Sanding Tables	\$6,000		\$6,000
CH 4 Slip Casting Room Security Cameras	\$6,000		\$6,000
CH 5 Banquet Tables	\$35,000		\$35,000
CH 5 Sound System		\$23,500	\$23,500
CH 5 Cycling Bikes	\$20,000		\$20,000
CH 6 Turf Reduction		\$35,000	\$35,000
CH 6 Banquet Tables	\$8,000		\$8,000
CH 7 LED Lighting Upgrade		\$150,000	\$150,000
CH 7 Tennis Cabanas	\$18,500		\$18,500
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Equestrian Center			\$53,500
Horse Walker/Exerciser	\$30,000		\$30,000
Stall Mats	\$23,500		\$23,500
Fitness			\$22,700
Tennis Center Ball Machine	\$16,200		\$16,200
Pec Fly/Rear Deltoid Machine	\$6,500		\$6,500



2024 Capital Plan Proposals

	Equipment	Facilities	Total
Golf			\$289,300
Rough Mower	\$98,000		\$98,000
Chemical Sprayer	\$72,000		\$72,000
Greens Mower	\$52,300		\$52,300
Golf Starter Public Address (PA) System		\$22,000	\$22,000
Par 3 Shade Cover		\$35,000	\$35,000
Tow Behind Spreader	\$10,000		\$10,000
Landscape			\$260,000
Gate Relandscaping		\$250,000	\$250,000
Backflow Devices	\$10,000		\$10,000
Miscellaneous			\$7,485,000
Space Utilization - Building E		\$7,000,000	\$7,000,000
Office Space Lease		\$230,000	\$230,000
Miscellaneous Projects		\$125,000	\$125,000
Maintenance Operations Equipment	\$50,000		\$50,000
Maintenance Services Equipment	\$50,000		\$50,000
Miscellaneous Fleet/Paving Equipment	\$30,000		\$30,000
Garden Centers			\$50,000
Building Exteriors		\$25,000	\$25,000
Restrooms Refurbish		\$25,000	\$25,000
Grounds			\$677,000
Landscape Equipment - Electrical	\$250,000		\$250,000
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Asphalt Paving and Sealcoat		\$583,500	\$583,500
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Roofing			\$47,500
CH 7 Flat Roof Replacement		\$28,000	\$28,000
Maintenance Center - Building C Roof		\$19,500	\$19,500



2024 Capital Plan Proposals

	Equipment	Facilities	Total
Vehicles			\$1,493,000
Small Pickup Truck (7)	\$294,000		\$294,000
Work Van (4)	\$270,000		\$270,000
Miscellaneous Vehicle Purchases	\$200,000		\$200,000
Full Size Truck (4)	\$195,000		\$195,000
Security Vehicles (3)	\$191,000		\$191,000
Transportation Bus (1)	\$178,000		\$178,000
Utility Vehicles (5)	\$99,000		\$99,000
Flat Bed Trailer (4)	\$46,000		\$46,000
Enclosed Trailer for Security	\$20,000		\$20,000
TOTAL	\$ 2,877,200	\$ 11,917,700	\$ 14,794,900



Contracted Reserve Study Dated August 30, 2023
Combination of EQF and FCF

Year	Starting Reserve Balance	Fully Funded Balance	Avg. Percent Funded		Special Assmt Risk	Reserve Funding	Interest Income	Reserve Expenses	Ending Balance
2024	\$35,235,830	\$52,952,911	67%		Medium	\$8,700,000	\$813,994	\$14,794,900	\$29,954,924
2025	\$29,954,924	\$54,531,437	55%		Medium	\$9,280,287	\$751,814	\$9,731,028	\$30,255,997
2026	\$30,255,998	\$59,462,923	51%		Medium	\$9,900,574	\$679,767	\$16,651,462	\$24,184,877
2027	\$24,184,877	\$56,721,135	43%		Medium	\$10,563,706	\$568,617	\$13,962,975	\$21,354,225
2028	\$21,354,225	\$54,886,833	39%		Medium	\$10,999,695	\$482,500	\$15,548,454	\$17,287,966
2029	\$17,287,966	\$50,436,369	34%		Medium	\$11,456,049	\$494,885	\$6,892,754	\$22,346,146
2030	\$22,346,147	\$54,960,222	41%		Medium	\$11,714,148	\$590,971	\$9,668,062	\$24,983,204
2031	\$24,983,203	\$57,145,704	44%		Medium	\$11,978,147	\$655,957	\$10,066,518	\$27,550,789
2032	\$27,550,790	\$59,301,184	46%		Medium	\$12,248,185	\$743,605	\$8,539,931	\$32,002,649
2033	\$32,002,649	\$63,418,001	50%		Medium	\$12,524,399	\$767,150	\$15,857,756	\$29,436,442
2034	\$29,436,441	\$60,454,981	49%		Medium	\$12,806,935	\$765,832	\$11,112,172	\$31,897,036
2035	\$31,897,036	\$62,635,058	51%		Medium	\$13,095,939	\$815,195	\$12,418,308	\$33,389,862
2036	\$33,389,862	\$63,889,578	52%		Medium	\$13,391,562	\$811,010	\$16,030,543	\$31,561,891
2037	\$31,561,891	\$61,826,120	51%		Medium	\$13,693,956	\$868,091	\$8,162,551	\$37,961,387
2038	\$37,961,388	\$68,180,730	56%		Medium	\$13,958,748	\$933,957	\$16,017,266	\$36,836,827
2039	\$36,836,826	\$67,022,840	55%		Medium	\$14,127,271	\$952,115	\$12,500,586	\$39,415,626
2040	\$39,415,626	\$69,851,228	56%		Medium	\$14,300,091	\$1,027,168	\$11,895,208	\$42,847,677
2041	\$42,847,678	\$73,798,807	58%		Medium	\$14,477,318	\$1,083,693	\$14,466,135	\$43,942,554
2042	\$43,942,554	\$75,476,447	58%		Medium	\$14,659,065	\$1,157,452	\$11,004,272	\$48,754,799
2043	\$48,754,799	\$81,350,681	60%		Medium	\$14,845,446	\$1,246,762	\$13,751,783	\$51,095,224
2044	\$51,095,223	\$85,003,581	60%		Medium	\$15,036,580	\$1,283,422	\$15,724,456	\$51,690,769
2045	\$51,690,769	\$87,195,518	59%		Medium	\$15,232,588	\$1,274,225	\$17,838,830	\$50,358,752
2046	\$50,358,753	\$87,750,548	57%		Medium	\$15,433,594	\$1,213,554	\$20,174,174	\$46,831,727
2047	\$46,831,728	\$86,406,219	54%		Medium	\$15,639,726	\$1,144,550	\$18,783,609	\$44,832,395
2048	\$44,832,393	\$86,957,920	52%		Medium	\$15,851,114	\$1,080,315	\$20,076,484	\$41,687,338
2049	\$41,687,338	\$86,713,708	48%		Medium	\$16,214,892	\$1,101,774	\$12,453,059	\$46,550,945
2050	\$46,550,946	\$94,849,074	49%		Medium	\$16,587,138	\$1,161,377	\$17,838,676	\$46,460,785
2051	\$46,460,785	\$98,232,132	47%		Medium	\$16,968,052	\$1,107,174	\$22,326,065	\$42,209,946
2052	\$42,209,946	\$97,662,015	43%		Medium	\$17,357,838	\$1,101,872	\$14,633,471	\$46,036,185
2053	\$46,036,184	\$105,582,529	44%		Medium	\$17,756,706	\$1,145,151	\$19,261,977	\$45,676,064



Reserve Study Executive Summary

No-Site-Visit

Golden Rain Foundation of Laguna Woods - Equipment

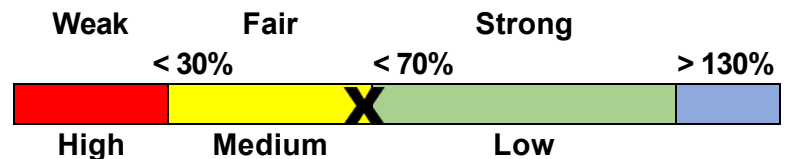
Report #: 43604-1

Laguna Woods, CA

of Units: 12,736

Level of Service: **Update "No-Site-Visit"****January 1, 2024 through December 31, 2024****Findings & Recommendations****as of January 1, 2024**

Projected Starting Reserve Balance	\$10,420,652
Current Full Funding Reserve Balance	\$15,133,662
Average Reserve Deficit (Surplus) Per Unit	\$370
Percent Funded	68.9 %
Recommended 2024 "Annual Full Funding Contributions"	\$4,535,000
Alternate minimum contributions to keep Reserve above \$2,900,000	\$3,977,000
Most Recent Reserve Contribution Rate	\$2,598,144
Annual Deterioration Rate	\$4,996,207

Reserve Fund Strength: 68.9%**Risk of Special Assessment:****Economic Assumptions:**Net Annual "After Tax" Interest Earnings Accruing to Reserves **2.50 %**Annual Inflation Rate **3.00 %**

This is an Update "No-Site-Visit", and is based on a prior Report prepared by Association Reserves. No site inspection was performed as part of this Reserve Study.

This Reserve Study was prepared by a credentialed Reserve Specialist, Sean Erik Andersen, PRA, RS #68.

The Association is Master Association

The Reserve Fund is between the 30% funded level and the 70% funded level at 68.9 % funded, which is a fair position for the fund to be in. This means that the association's special assessment & deferred maintenance risk is currently medium. The objective of this multi-year Funding Plan is to Fully Fund Reserves and ultimately achieve a position of strength in the fund, where associations enjoy a low risk of Reserve cash flow problems.

The Annual Deterioration rate for your Reserve Components is \$4,996,207.

Based on this starting point, your annual deterioration rate, your anticipated future expenses, and your historical Reserve contribution rate, our recommendation is to increase your Reserve contributions to \$4,535,000.

*The Alternative Contribution rate, also called Baseline Funding will keep the Reserve Funds above \$2,900,000. This figure for your association is \$3,977,000.

To receive a copy of the full Reserve Study, contact the Association.

30-Year Reserve Plan Summary (Alternate Funding Plan) Equipment Fund

Report # 43604-1
No-Site-Visit

Fiscal Year Start: 2024

Interest:

2.50 %

Inflation:

3.00 %

Reserve Fund Strength: as-of Fiscal Year Start Date

Projected Reserve Balance Changes

Year	Starting Reserve Balance	Fully Funded Balance	Percent Funded		Special Assmt Risk	Reserve Funding	Loan or Special Assmts	Interest Income	Reserve Expenses
2024	\$10,420,652	\$15,133,662	68.9 %		Medium	\$3,977,000	\$0	\$277,428	\$2,877,200
2025	\$11,797,880	\$15,910,240	74.2 %		Low	\$4,295,160	\$0	\$322,504	\$2,384,862
2026	\$14,030,683	\$19,192,362	73.1 %		Low	\$4,638,773	\$0	\$328,218	\$6,742,179
2027	\$12,255,495	\$18,242,748	67.2 %		Medium	\$5,009,875	\$0	\$305,444	\$5,364,088
2028	\$12,206,726	\$18,798,818	64.9 %		Medium	\$5,137,626	\$0	\$307,787	\$5,209,024
2029	\$12,443,116	\$19,494,426	63.8 %		Medium	\$5,268,636	\$0	\$327,182	\$4,278,881
2030	\$13,760,053	\$21,228,781	64.8 %		Medium	\$5,402,986	\$0	\$352,106	\$5,075,916
2031	\$14,439,229	\$22,442,095	64.3 %		Medium	\$5,540,762	\$0	\$367,118	\$5,384,757
2032	\$14,962,352	\$23,547,842	63.5 %		Medium	\$5,682,052	\$0	\$383,010	\$5,315,494
2033	\$15,711,920	\$24,937,465	63.0 %		Medium	\$5,826,944	\$0	\$372,179	\$7,816,113
2034	\$14,094,929	\$23,977,884	58.8 %		Medium	\$5,975,531	\$0	\$353,239	\$6,228,649
2035	\$14,195,050	\$24,814,890	57.2 %		Medium	\$6,127,907	\$0	\$332,022	\$8,259,239
2036	\$12,395,740	\$23,781,494	52.1 %		Medium	\$6,284,169	\$0	\$306,606	\$6,826,971
2037	\$12,159,543	\$24,394,207	49.8 %		Medium	\$6,444,415	\$0	\$325,309	\$5,035,602
2038	\$13,893,666	\$27,078,343	51.3 %		Medium	\$6,608,748	\$0	\$350,626	\$6,665,983
2039	\$14,187,056	\$28,377,881	50.0 %		Medium	\$6,777,271	\$0	\$334,507	\$8,696,107
2040	\$12,602,727	\$27,845,971	45.3 %		Medium	\$6,950,091	\$0	\$314,087	\$7,315,215
2041	\$12,551,690	\$28,947,636	43.4 %		Medium	\$7,127,318	\$0	\$311,073	\$7,628,718
2042	\$12,361,363	\$29,830,037	41.4 %		Medium	\$7,309,065	\$0	\$329,834	\$5,946,088
2043	\$14,054,174	\$32,857,798	42.8 %		Medium	\$7,495,446	\$0	\$345,329	\$8,292,593
2044	\$13,602,356	\$33,791,257	40.3 %		Medium	\$7,686,580	\$0	\$332,390	\$8,603,411
2045	\$13,017,915	\$34,687,251	37.5 %		Medium	\$7,882,588	\$0	\$327,452	\$8,021,032
2046	\$13,206,923	\$36,472,288	36.2 %		Medium	\$8,083,594	\$0	\$309,293	\$10,036,262
2047	\$11,563,548	\$36,505,371	31.7 %		Medium	\$8,289,726	\$0	\$224,606	\$13,653,271
2048	\$6,424,608	\$33,092,216	19.4 %		High	\$8,501,114	\$0	\$135,919	\$10,600,818
2049	\$4,460,823	\$33,007,329	13.5 %		High	\$8,717,892	\$0	\$129,783	\$7,375,333
2050	\$5,933,165	\$36,537,382	16.2 %		High	\$8,940,198	\$0	\$142,384	\$9,545,720
2051	\$5,470,028	\$38,241,929	14.3 %		High	\$9,168,173	\$0	\$104,631	\$11,833,251
2052	\$2,909,581	\$37,954,672	7.7 %		High	\$9,401,962	\$0	\$76,940	\$9,136,153
2053	\$3,252,329	\$40,759,421	8.0 %		High	\$9,641,712	\$0	\$70,585	\$10,564,012



Reserve Study Executive Summary

No-Site-Visit

Golden Rain Foundation of Laguna Woods - Facilities

Laguna Woods, CA

Level of Service: Update "No-Site-Visit"

Report #: 43604-1

of Units: 12,736

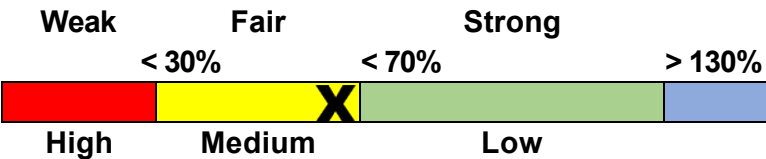
January 1, 2024 through December 31, 2024

Findings & Recommendations

as of January 1, 2024

Projected Starting Reserve Balance	\$24,815,178
Current Full Funding Reserve Balance	\$37,819,249
Average Reserve Deficit (Surplus) Per Unit	\$1,021
Percent Funded	65.6 %
Recommended 2024 "Annual Full Funding Contributions"	\$5,600,000
Alternate minimum contributions to keep Reserve above \$4,800,000	\$4,723,000
Most Recent Reserve Contribution Rate	\$6,111,000
Annual Deterioration Rate	\$21,038,759

Reserve Fund Strength: 65.6%



Risk of Special Assessment:

Economic Assumptions:

Net Annual "After Tax" Interest Earnings Accruing to Reserves2.50 %

Annual Inflation Rate3.00 %

This is an Update "No-Site-Visit", and is based on a prior Report prepared by Association Reserves. No site inspection was performed as part of this Reserve Study.

This Reserve Study was prepared by a credentialed Reserve Specialist, Sean Erik Andersen, PRA, RS #68.

The Association is a Master Association

The Reserve Fund is at 65.6 % Funded, which is a fair position for the fund to be in. This means that the association's special assessment & deferred maintenance risk is currently medium. The objective of your multi-year Funding Plan is to Fully Fund Reserves and maintain a position of strength in the fund, where associations enjoy a low risk of Reserve cash flow problems. Your multi-year Funding Plan is designed to gradually bring you to the 100% level, or "Fully Funded".

The Annual Deterioration rate for your Reserve Components is \$21,038,759.

Based on this starting point, your annual deterioration rate, your anticipated future expenses, and your historical Reserve contribution rate, our recommendation is make Reserve contributions at \$5,600,000.

*The Alternative Contribution rate, also called Baseline Funding will keep the Reserve Funds above \$4,800,000. This figure for your association is \$4,723,000.

To receive a copy of the full Reserve Study, contact the Association.



30-Year Reserve Plan Summary (Alternate Funding Plan) Facilities Fund

Report # 43604-1
No-Site-Visit

Fiscal Year Start: 2024

Interest:

2.50 %

Inflation:

3.00 %

Reserve Fund Strength: as-of Fiscal Year Start Date

Projected Reserve Balance Changes

Year	Starting Reserve Balance	Fully Funded Balance	Percent Funded		Special Assmt Risk	Reserve Funding	Loan or Special Assmts	Interest Income	Reserve Expenses
2024	\$24,815,178	\$37,819,249	65.6 %		Medium	\$4,723,000	\$0	\$536,566	\$11,917,700
2025	\$18,157,044	\$38,621,197	47.0 %		Medium	\$4,985,127	\$0	\$429,310	\$7,346,166
2026	\$16,225,315	\$40,270,561	40.3 %		Medium	\$5,261,801	\$0	\$351,549	\$9,909,283
2027	\$11,929,382	\$38,478,387	31.0 %		Medium	\$5,553,831	\$0	\$263,173	\$8,598,887
2028	\$9,147,499	\$36,088,015	25.3 %		High	\$5,862,069	\$0	\$174,713	\$10,339,430
2029	\$4,844,850	\$30,941,943	15.7 %		High	\$6,187,413	\$0	\$167,703	\$2,613,873
2030	\$8,586,094	\$33,731,441	25.5 %		High	\$6,311,162	\$0	\$238,865	\$4,592,146
2031	\$10,543,974	\$34,703,609	30.4 %		Medium	\$6,437,385	\$0	\$288,839	\$4,681,761
2032	\$12,588,438	\$35,753,342	35.2 %		Medium	\$6,566,133	\$0	\$360,595	\$3,224,437
2033	\$16,290,729	\$38,480,536	42.3 %		Medium	\$6,697,455	\$0	\$394,971	\$8,041,643
2034	\$15,341,512	\$36,477,097	42.1 %		Medium	\$6,831,404	\$0	\$412,593	\$4,883,523
2035	\$17,701,986	\$37,820,168	46.8 %		Medium	\$6,968,032	\$0	\$483,173	\$4,159,069
2036	\$20,994,122	\$40,108,084	52.3 %		Medium	\$7,107,393	\$0	\$504,404	\$9,203,572
2037	\$19,402,348	\$37,431,913	51.8 %		Medium	\$7,249,541	\$0	\$542,782	\$3,126,949
2038	\$24,067,722	\$41,102,387	58.6 %		Medium	\$7,350,000	\$0	\$583,331	\$9,351,283
2039	\$22,649,770	\$38,644,959	58.6 %		Medium	\$7,350,000	\$0	\$617,608	\$3,804,479
2040	\$26,812,899	\$42,005,257	63.8 %		Medium	\$7,350,000	\$0	\$713,081	\$4,579,993
2041	\$30,295,988	\$44,851,171	67.5 %		Medium	\$7,350,000	\$0	\$772,620	\$6,837,417
2042	\$31,581,191	\$45,646,410	69.2 %		Medium	\$7,350,000	\$0	\$827,618	\$5,058,184
2043	\$34,700,625	\$48,492,883	71.6 %		Low	\$7,350,000	\$0	\$901,433	\$5,459,190
2044	\$37,492,867	\$51,212,324	73.2 %		Low	\$7,350,000	\$0	\$951,032	\$7,121,045
2045	\$38,672,854	\$52,508,267	73.7 %		Low	\$7,350,000	\$0	\$946,773	\$9,817,798
2046	\$37,151,830	\$51,278,260	72.5 %		Low	\$7,350,000	\$0	\$904,261	\$10,137,912
2047	\$35,268,180	\$49,900,848	70.7 %		Low	\$7,350,000	\$0	\$919,944	\$5,130,338
2048	\$38,407,785	\$53,865,704	71.3 %		Low	\$7,350,000	\$0	\$944,396	\$9,475,666
2049	\$37,226,515	\$53,706,379	69.3 %		Medium	\$7,497,000	\$0	\$971,991	\$5,077,726
2050	\$40,617,781	\$58,311,692	69.7 %		Medium	\$7,646,940	\$0	\$1,018,993	\$8,292,956
2051	\$40,990,757	\$59,990,203	68.3 %		Medium	\$7,799,879	\$0	\$1,002,543	\$10,492,814
2052	\$39,300,365	\$59,707,343	65.8 %		Medium	\$7,955,876	\$0	\$1,024,932	\$5,497,318
2053	\$42,783,855	\$64,823,108	66.0 %		Medium	\$8,114,994	\$0	\$1,074,566	\$8,697,965



2024 RESERVES AND RESTRICTED FUNDS PLAN
Five-Year Cash Flow Projections

<i>Fund</i>	<i>Year</i>	<i>Beginning Balance</i>	<i>Investment Income</i>	<i>Contributions</i>	<i>Assessment PMPM</i>	<i>Expenditures*</i>	<i>ENDING BALANCE</i>
RESERVE FUND	2023	\$ 35,289,714	\$ 1,012,515	\$ 7,092,846	\$ 17.00	\$ (8,159,245)	\$ 35,235,830
	2024	\$ 35,235,830	\$ 813,994	\$ 8,700,000	\$ 17.00	\$ (14,794,900)	\$ 29,954,924
	2025	\$ 29,954,924	\$ 751,814	\$ 9,280,287	\$ 17.00	\$ (9,731,028)	\$ 30,255,997
	2026	\$ 30,255,997	\$ 679,767	\$ 9,900,574	\$ 17.00	\$ (16,651,462)	\$ 24,184,876
	2027	\$ 24,184,876	\$ 568,617	\$ 10,563,706	\$ 17.00	\$ (13,962,975)	\$ 21,354,223
	<i>Consolidated reporting of Equipment, Facilities, and Trust Facilities Fee Funds.</i>						
CONTINGENCY FUND	2023	\$ 3,962,761	\$ 103,479	\$ 0	\$ 0.00	\$ (675,008)	\$ 3,391,232
	2024	\$ 3,391,232	\$ 101,681	\$ 0	\$ 0.00	\$ (999,160)	\$ 2,493,753
	2025	\$ 2,493,753	\$ 108,044	\$ 152,832	\$ 1.00	\$ (254,984)	\$ 2,499,645
	2026	\$ 2,499,645	\$ 118,386	\$ 305,664	\$ 2.00	\$ (260,000)	\$ 2,663,695
	2027	\$ 2,663,695	\$ 132,808	\$ 458,496	\$ 3.00	\$ (265,000)	\$ 2,989,999
TOTAL	2023	\$ 39,252,475	\$ 1,115,994	\$ 7,092,846	\$ 17.00	\$ (8,834,253)	\$ 38,627,062
	2024	\$ 38,627,062	\$ 915,675	\$ 8,700,000	\$ 17.00	\$ (15,794,060)	\$ 32,448,677
	2025	\$ 32,448,677	\$ 859,858	\$ 9,433,119	\$ 18.00	\$ (9,986,012)	\$ 32,755,642
	2026	\$ 32,755,642	\$ 798,153	\$ 10,206,238	\$ 19.00	\$ (16,911,462)	\$ 26,848,571
	2027	\$ 26,848,571	\$ 701,425	\$ 11,022,202	\$ 20.00	\$ (14,227,975)	\$ 24,344,223

*2023 Contingency Fund Expenditures includes 2022 deficit transfer to operating of \$439,016

*2024 Contingency Fund Expenditures includes 2024 deficit transfer to operating of \$764,160

*Planned Expenditures include Capital Plan items, supplemental appropriations, and carryover items from prior years.

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Treasurer's Report for September 5, 2023 Board Meeting

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

Through the reporting period of July 31, 2023, GRF had net revenue of \$2,644K, with total revenue of \$30,731K and total expense of \$28,087K. GRF was better than budget by \$1,191K with total revenues coming in \$1,283 better than anticipated due to unrealized gain on AFS investments. This was partially offset by expenses worse than budget by (\$92K) due to the selloff of poor performing investments, which caused a realized loss in the expense side of the financial statements.

Slide 2 – The next chart displays the Operating Fund, which excludes the non-operating revenues, expenses and depreciation. This report shows a favorable variance of \$982K through the reporting period, with expenses better than budget by \$1,368K, offset by revenue worse than budget by (\$386K).

Slide 3 – This slide reflects the current market value of the GRF Reserves Discretionary Investment Portfolio and the original market value at time of inception. The current market value of the GRF Portfolio is \$18,843K as of July 31, 2023 compared to the value at inception of \$19,031K. Year to date, the market value increased by

\$634K, or 3.5%, and decreased by (\$188K), or (1.0%) since inception in 2019. In July, the market value increased by \$73K.

Slide 4 – Of the \$18,843K portfolio value mentioned in slide 3, \$18,594K is held with our reserves portfolio value. In addition to Discretionary Investments, the Reserves Fund assets also includes Non-Discretionary Investments of \$10,184K. Payables and other total \$290K, resulting in a Net Reserves Balance of \$32,347K.

Slide 5 – 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 of \$1,185K primarily due to various vacancies in General Services for janitorial positions, Security Services for security patrol officers and gate ambassador positions, and various open positions throughout the organization. Recruitment is in progress for all open positions.
- Materials & Supplies of \$238K primarily due to over accrued expenses for 2022 for inventory items at the warehouse and fleet maintenance materials that were expected to be replaced such as tires and valves have not yet required replacement. Slight offset in aquatics work center for pool chemical supplies that were inadvertently unbudgeted in 2023.

- Other Operating Expenses of \$204K resulting from timing of expenses for staff support, safety, recruiting fees, uniforms, and training and education.

Unfavorable. Some offsetting unfavorable variance included:

- Net Allocation to Mutuals of (\$254K). As GRF runs a favorable variance, less expenses year-to-date have been allocated to Mutuals than budgeted.
- Broadband Services of (\$235K) due to lower advertising revenue in Media Services as clients move their advertising dollars to digital platforms. In addition, late payment of advertising revenue has contributed to the variance.
- Golf Facilities of (\$144K) due to Golf driving range being closed for renovations from March to October. The closure is also resulting in lower golf lesson fees as the majority of the lessons take place at the driving range.

Slide 6 – This slide shows our sources of revenue other than the assessments, such as fees and rentals. To date, we have received just over \$5,633K of non-assessment operating revenue, as shown on this pie chart. By category, we can see that our largest revenue is Broadband Services (i.e. internet, set top boxes, ad insertion, and premium channels), followed by Golf Revenue, Clubhouse Rentals & Event Fees, and Merchandise Sales. Other revenue, which includes Class Fees, Additional Occupant Fees, RV Storage Fees, and equestrian center fees, among others, amount to 14%. These revenues offset costs and help keep assessments down.

Slide 7 – The chart shows, as usual, our largest Operating expense is compensation, followed by cable and programming expenses. Of the \$23.7M, excluding depreciation, these two categories account for 71% of the total Operating expense. Insurance, Professional and Legal, Utilities & Fuel, Outside Services, etc. make up the remaining 29%. If you consider that cable and programming are offset by broadband revenue, compensation accounts for 67% of the net expense, while insurance, utilities, and outside services account for 33% of the net operating expense.

Slide 8 – 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: \$39.4M; restricted fund balances have an ending balance of \$4M. Included in this total are contributions received this year through assessments, trust facilities fees, and investment earnings.
- The 2nd column shows the work in progress of \$7M for reserve and \$141K for restricted, reflecting the amounts paid for projects not yet completed.
- The 3rd column represents the resulting “adjusted” fund balances of \$32.3M for reserve and \$3.9M for restricted.

Slide 9 – We have a slide here to show resale History from 2021-2023. Community-wide sales total 421 through July 31, 2023. Most of these transactions generate the Trust Facilities Fee (transfer fee), used as a source of revenue for our reserves.

Slide 10 –The listing on this slide gives you an idea where the reserve money is committed. Of the \$20.3M appropriated by the Board for various projects and equipment purchases, the remaining

encumbrances against our reserve funds is \$12.7M, primarily for purchase or replacement of equipment throughout the facilities. Restricted funds had total appropriations of \$98K and no remaining encumbrances.

Slide 11 – We compare our “adjusted” fund balances to historical balances for the past five years on this next chart, showing that GRF has averaged \$27 million in reserve funds and \$2.3 million in contingency funds.

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GRF Financial Report

As of July 31, 2023



INCOME STATEMENT (in thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$19,730	\$19,730	\$0
Non-Assessment Revenue	\$11,001	\$9,718	\$1,283
Total Revenue	\$30,731	\$29,448	\$1,283
Total Expense	\$28,087	\$27,995	(\$92)
Net Revenue/(Expense)	\$2,644	\$1,453	\$1,191

GRF Financial Report

As of July 31, 2023



OPERATING ONLY INCOME STATEMENT (in thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$18,215	\$18,215	\$0
Non-Assessment Revenue	\$5,633	\$6,019	(\$386)
Total Revenue	\$23,848	\$24,234	(\$386)
Total Expense ¹	\$23,673	\$25,041	\$1,368
Operating Surplus/ (Deficit)	\$175	(\$807)	\$982

1) excludes depreciation

GRF Financial Report

As of July 31, 2023



GRF PORTFOLIO VALUE HISTORY Discretionary Investments (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%
December 2022	\$18,209	(\$1,321)	(6.8%)	(4.3%)
July 2023	\$18,843	\$634	3.5%	(1.0%)
Summary*		(\$188)		(1.0%)

GRF Financial Report

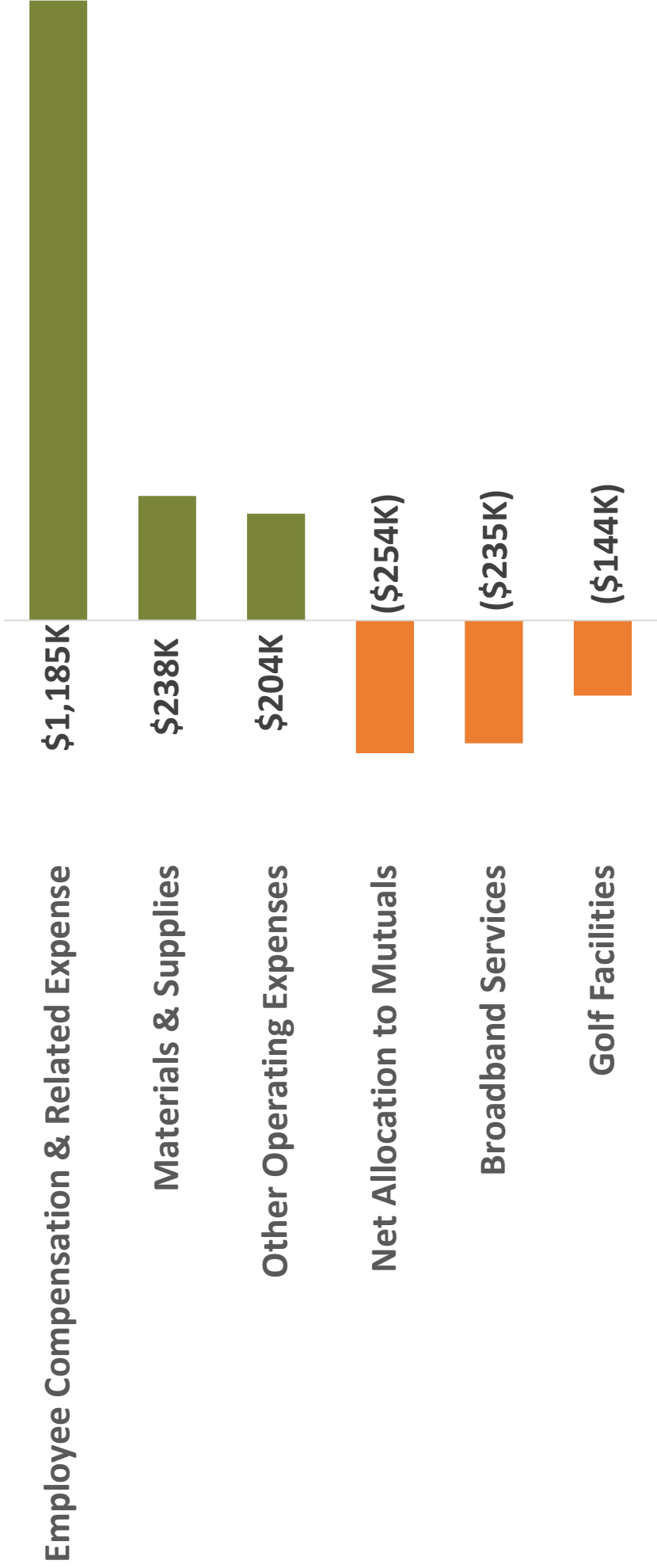
As of July 31, 2023



GRF RESERVE COMPOSITION (in Thousands)	Value
Portfolio	\$18,594
Cash & Cash Equivalents	\$3,279
Non-Discretionary Investments	\$10,184
Total	\$32,057
Payables and other	\$290
Reserves Adjusted Balance	\$32,347

GRF Financial Report

As of July 31, 2023
Operating Only



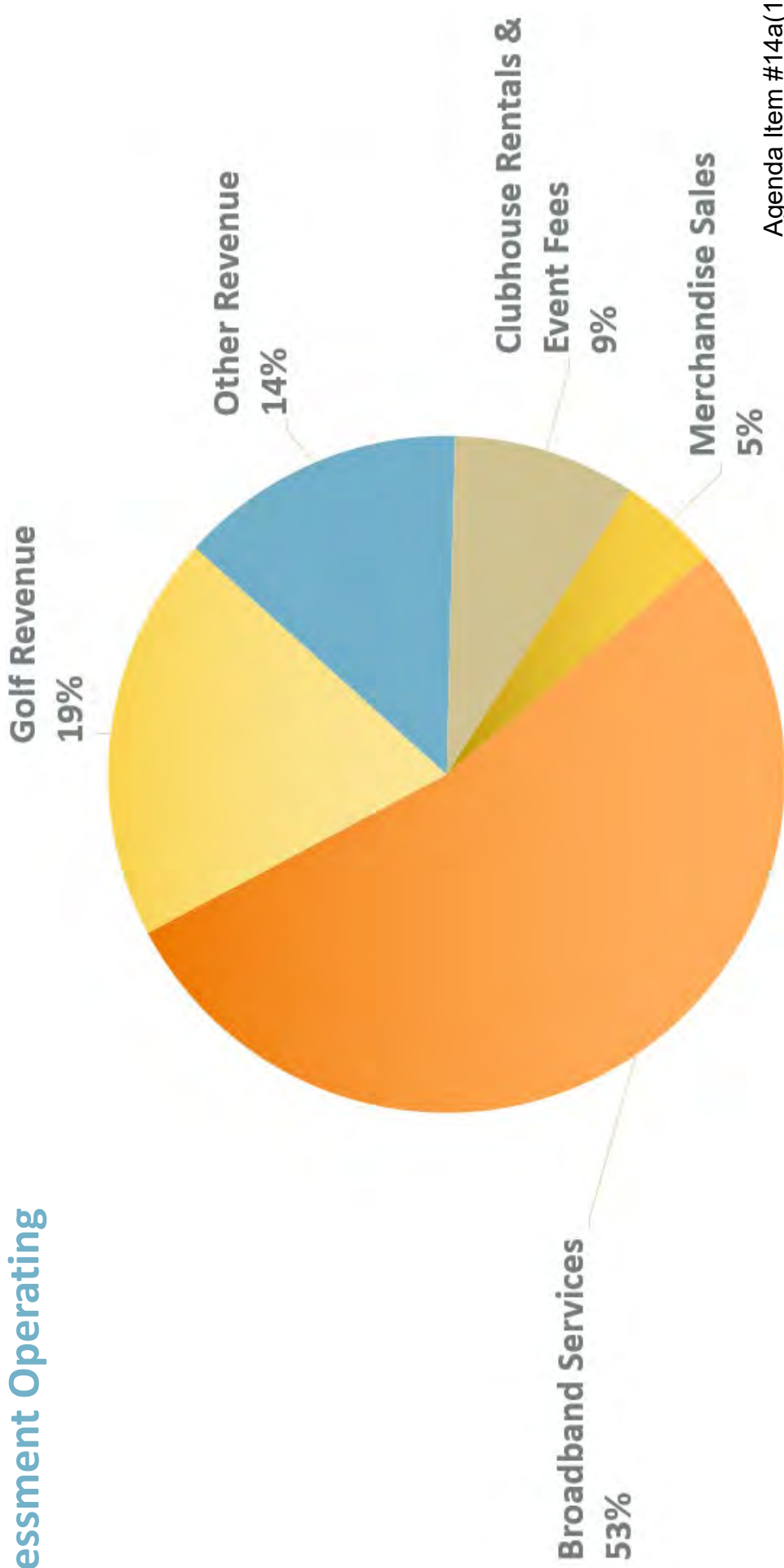
Unfavorable Favorable

GRF Financial Report

As of July 31, 2023



Non-assessment Operating

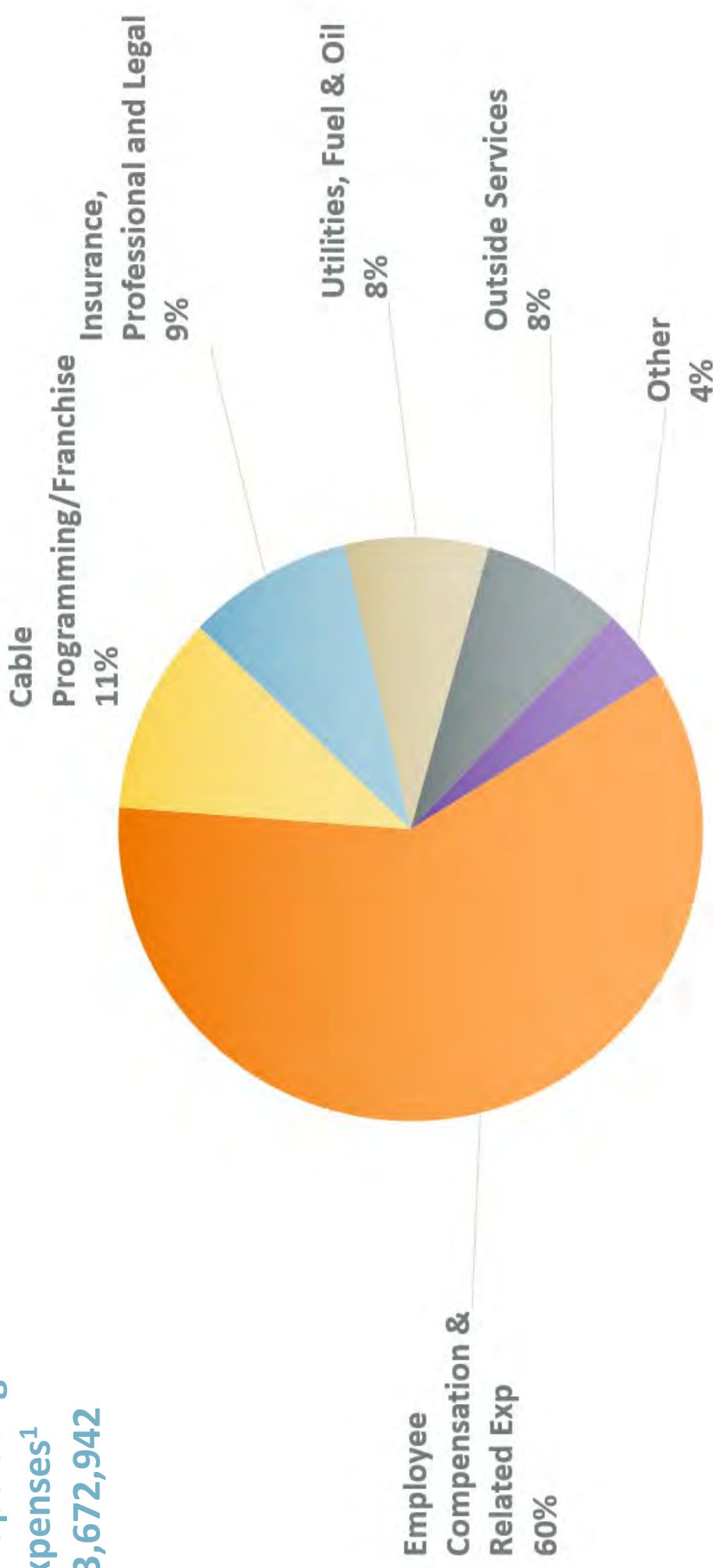


GRF Financial Report

As of July 31, 2023



**Total Operating
Expenses¹
\$23,672,942**



GRF Financial Report

As of July 31, 2023

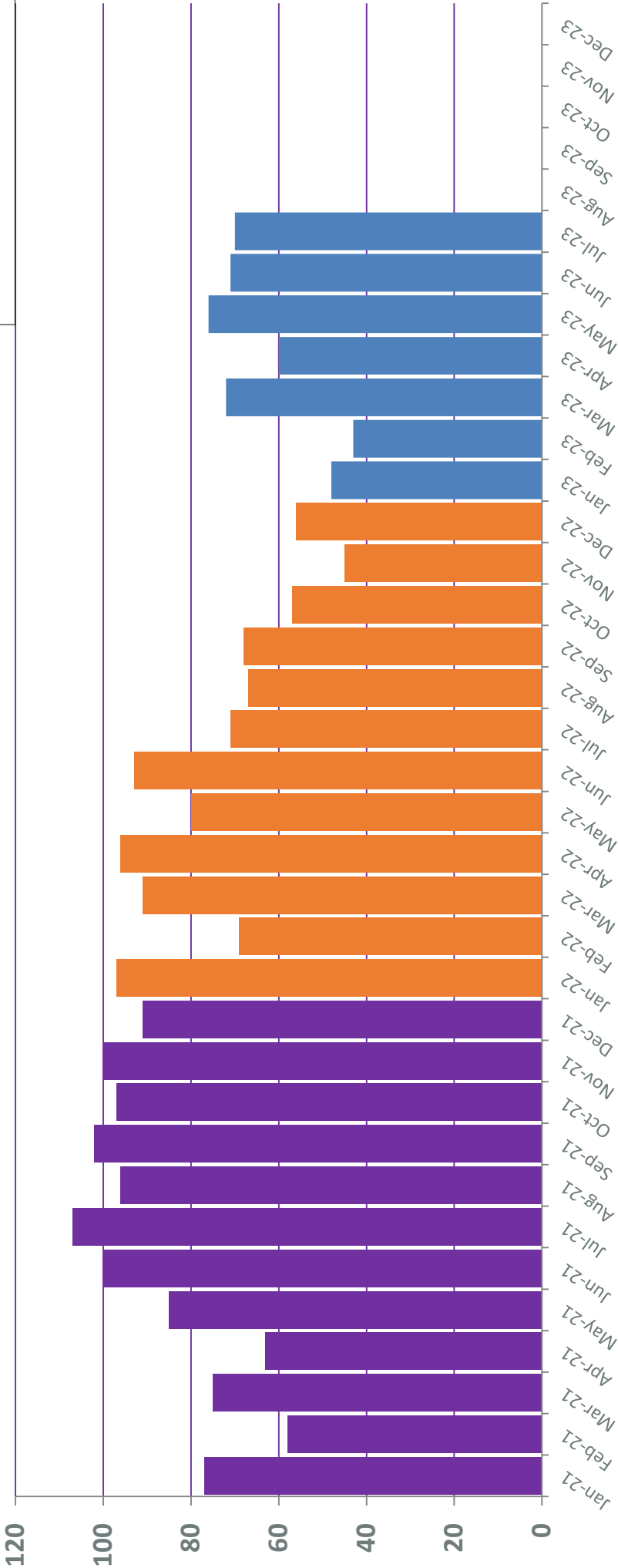


RESERVE FUND BALANCES (in thousands)	ENDING BALANCE	WORK IN PROGRESS	ADJUSTED BALANCES
Equipment Fund	\$6,969	\$4,632	\$2,337
Facilities Fund	19,415	2,396	17,019
Trust Facilities Fee Fund	12,991	0	12,991
TOTAL	\$39,375	\$7,028	\$32,347
RESTRICTED FUND BALANCES (in thousands)	ENDING BALANCE	WORK IN PROGRESS	ADJUSTED BALANCES
Contingency Fund	\$4,022	\$141	\$3,881

GRF Financial Report

As of July 31, 2023

NO. OF RESALES		AVG. RESALE PRICE
YTD 2021	565	\$351,469
YTD 2022	596	\$406,994
YTD 2023	421	\$408,139



GRF Financial Report

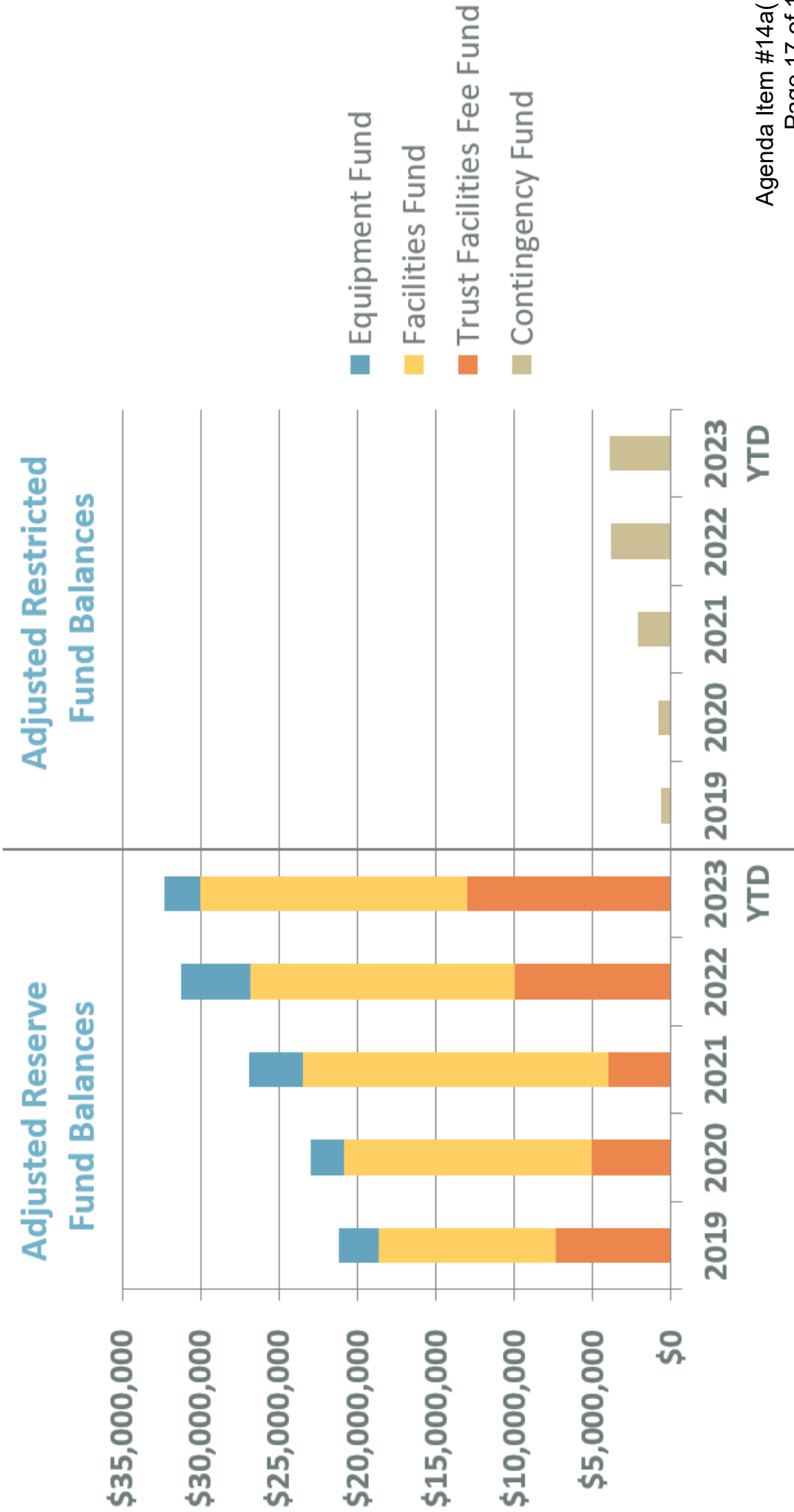
As of July 31, 2023



FUND ENCUMBRANCES (in thousands)					
	RESERVE FUNDS (EQF + FCF)		RESTRICTED FUND (CNF)		
	Total Appropriations	Remaining Encumbrance	Total Appropriations	Remaining Encumbrance	
Aquatics & Fitness	\$150	\$146	\$0	\$0	
Broadband Services	1,032	458	0	0	
Clubhouses	2,465	1,470	0	0	
Computers	5,622	3,572	0	0	
Golf Facilities	980	698	0	0	
Landscaping	3,281	1,222	0	0	
Other Equipment	330	280	0	0	
Other GRF Facilities	2,048	1,577	98	0	
Paving	830	635	0	0	
Security	324	181	0	0	
Vehicles	3,240	2,434	0	0	
TOTAL	\$20,302	\$12,673	\$98	\$0	

GRF Financial Report

As of July 31, 2023



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**FINANCE COMMITTEE MEETING
REPORT OF THE REGULAR OPEN SESSION**

Wednesday, August 16, 2023 – 1:30 p.m.
Hybrid Meeting

DIRECTORS PRESENT: James Hopkins – Chair, Elsie Addington, Andy Ginocchio, Azar Asgari, Thomas Tuning

DIRECTORS ABSENT: Donna Rane-Szostak, Margaret Bennett

ADVISORS PRESENT: None.

STAFF PRESENT: Steve Hormuth, Jose Campos, Erika Hernandez

OTHERS PRESENT: GRF – Bunny Carpenter, Yvonne Horton

United – Sue Quam, Alison Bok

Call to Order

Director James Hopkins chaired the meeting and was called to order at 1:31 p.m.

Acknowledgement of Media

The meeting was streamed 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 June 21, 2023

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

Chair Remarks

None.

Member Comments (Items Not on the Agenda)

Director Alison Bok shared that the resales are down by 30% in which is resulting in collecting less trust facility fees causing a shortage and would like to know what VMS anticipates for the subsequent 2024.

A member asked for clarification on the \$7M allocation for space planning that was presented during the GRF budget meeting for the Version 3 of the 2024 Business Plan.

Director Azar Asgari asked what happens to the funds when a capital project is allocated but not executed. Director Hopkins shared that the allocation will be defunded and funds remain in the Reserve Fund.

Director Sue Quam volunteered to read a letter from a member concerning the trust agreement with GRF pertaining to the consent from corporate members prior to embarking on a new capital project. Director Hopkins responded stating that the Bylaws state that projects exceeding \$500K must be approved by the corporate members and the board continues to follow the rules established.

Director Hopkins left at 2:24pm.

Department Head Update

Steve Hormuth, Director of Financial Services, shared an update on the 2024 Business Plan development that began in March 2023 and commented on the Finance Teams participation with the IT team in regards to the ERP system.

Review Preliminary Financial Statements dated July 31, 2023

The committee reviewed the financial statements dated July 31, 2023. Questions were addressed and noted by staff.

2022 Operating Surplus (oral)

Steve Hormuth shared that in 2022 there was an operating deficit in which no action needs to be taken and moving forward in order to present a Surplus the Balance sheet will be adjusted and a line will be added to display the prior year surplus.

Endorsement from Standing Committees

None.

Future Agenda Items

Defunded Projects

Committee Member Comments

None.

Date of Next Meeting

Wednesday, October 19, 2023 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 3:45 p.m.

DRAFT

James Hopkins, Chair

OPEN MEETING

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

Thursday, August 10, 2023 – 1:30 p.m.
Board Room/Virtual Meeting

MEMBERS PRESENT: Yvonne Horton, Chair, Elsie Addington, Maggie Blackwell, Cush Bhada, Jules Zalon, Sue Stephens, Ajit Gidwani, Dennis Boudreau

MEMBERS ABSENT: Pearl Lee (excused), Mark Laws (excused), Diane Casey

OTHERS PRESENT: Bunny Carpenter, Juanita Skillman, Andy Ginocchio, S.K. Park

STAFF PRESENT: Alison Giglio, Jennifer Murphy, Jackie Chioni, Tom McCray, Sabine Bayless

Call to Order

Chair Horton called the meeting to order at 1:33 p.m.

Acknowledgement of Media

There was no press present.

Approval of Agenda

Chair Horton made a motion to add Chicago Club Exception to Series Ticket Sales and Advertising under Reports. Director Bhada seconded.

Motion passed unanimously.

Approval of Committee Report for July 17, 2023

Director Bhada made a motion to approve the report. Director Addington seconded.

Motion passed unanimously.

Chair's Remarks

Chair Horton stated that many clubs donate to amenities and volunteers donate many hours of time which are some examples of good works within Laguna Woods Village. Chair Horton thanked these clubs and volunteers for being so selfless with money and time and stated this is what makes Laguna Woods Village work.

Report of the Recreation and Special Events Director

Ms. Giglio reported the following Recreation Department highlights: the patio concert at Clubhouse 1, featuring Britain's Finest, a Beatles Tribute, sold out with 350 attendees; the Clubhouse 1 main lounge HVAC compressor was replaced; a new employee was hired at Clubhouse 4 to prepare for the extension of clubhouse hours on the weekends from 9 a.m. to 4 p.m.; Clubhouse 4 workshop volunteers must be present for the hours to go into effect; the Clubhouse 4 woodshop supervisor meeting was held on August 1 to discuss safety, cleanliness and storage; the Camera Club hosted two additional lectures; the Art Association held a white elephant fundraiser on July 21; the July BBQ monthly dinner at Clubhouse 5 had 201 attendees; Clubhouse 5 floor maintenance was completed last week; the HVAC at Clubhouse 7 is fully operational and working well; the Clubhouse 7 main lounge floor must be replaced due to an unexpected issue; Recreation staff is working diligently to relocate events and activities to other clubhouses during this replacement; new indoor grooming/vet examination/farrier room is completed at ready for use at the Equestrian Center; Equestrian staff is hosting up to 81 riders per week in the lesson program; the door and trim capital project at the Equestrian Center is underway; the Library continues to be a great service to the residents with 2,747 visitors greeted and 703 volunteer hours reported; the cool reading area remains full on most days during the summer months.

Ms. Murphy stated the following upcoming events: the Performing Arts Center will host two movies per month during the summer months at 2 p.m. with *A Man Called Otto* on August 21 and *Mr. Malcolm's List* on August 28; Kids Summer Splash Days tickets are available for August 18; Clubhouse 5 will host the Italian Buffet monthly dinner on August 28 at 5 p.m.; The 5th Dimension Live will be at the Performing Arts Center on September 9; Aqua Fitness with Casey Chavez returns Tuesdays and Thursdays, 4 to 5 p.m.; Grandparents' Fun Day will be hosted on September 9, 11 a.m. to 2 p.m., at Clubhouse 5.

Mr. McCray stated the golf course is in good shape although verticutting has been implemented to reduce extra growth; staff is working diligently with the driving range project contractor as there have been delays; residents are still able to hit practice balls at the driving range; online tee time software options are being reviewed; club fitting events are occurring; the Garden Center advisory group had the first meeting which was productive; Garden Center staff is monitoring all compliance issues; Farmer's Market was very successful raising \$2,200 for the Meals on Wheels program.

Member Comments (Items Not on the Agenda)

No members were called to speak.

CONSENT

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

Motion passed unanimously.

REPORTS

Request for Exception for Chicago Club to GRF Recreation Flyer and Poster Policy and Allowance of Event Series Ticket Sales – Chair Horton made a motion to recommend the exception for the Chicago Club to GRF Recreation flyer and poster policies and allowance of event series ticket sales. Director Bhada seconded.

Discussion ensued.

Motion passed unanimously.

ITEMS FOR DISCUSSION AND CONSIDERATION

Resident Request for Pool 5 Lane Lines - Director Blackwell made a motion to retain current lane procedures for Pool 5. Director Bhada seconded.

Discussion ensued.

Motion passed unanimously.

Recreation and Special Events Department Operating Rules (Clubhouse 4 Only) – Director Bhada made motion to accept the presented Clubhouse 4 operating rules with suggested edits. Director Addington seconded.

Discussion ensued.

Staff was directed to implement the suggested edits and bring the operating rules back to the Community Activities Committee for review.

Motion passed unanimously.

ITEMS FOR FUTURE AGENDAS

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

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

Equestrian Center Non-Resident Boarder Fee – Staff was directed to keep this item under Items for Future Agendas.

Drop-In Lounge Television – Staff was directed to put this item under Items for Discussion and Consideration for the next CAC meeting.

CONCLUDING BUSINESS

Committee Member Comments

Advisor Gidwani thanked staff for providing a clean copy of the operating rules to make the review easier.

Director Addington stated staff condensed the operating rules well.

Director Bhada thanked staff for diligently working on the operating rules.

Chair Horton stated Recreation and GRF must adhere to state laws regarding high-stakes poker games and these games must be canceled if a valid license to play is not obtained.

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, September 14, 2023.

Adjournment

There being no further business, the Chair adjourned the meeting at 3:20 p.m.

_____DRAFT_____
Yvonne Horton, Chair



OPEN MEETING

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

**TUESDAY, August 22, 2023 – 1:30 P.M.
BOARD ROOM / VIRTUAL MEETING
Laguna Woods Village Community Center
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair – Juanita Skillman, Yvonne Horton, Sue Quam, Glenn Miller, Maggie Blackwell (Alternate)

COMMITTEE MEMBERS ABSENT: Diane Casey, Ira Lewis, Jules Zalon

OTHERS PRESENT: Dennis Cafferty (El Toro Water District General Manager), Vu Chu (El Toro Water District Water Use Efficiency Analyst)

ADVISORS PRESENT: Catherine Brians

STAFF PRESENT: Kurt Wiemann, Jayanna Abolmoloki

1. Call Meeting to Order

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

2. Acknowledgment of Media

No formal press was present. Granicus was not used during this meeting due to technical difficulties.

3. Approval of the Agenda

The agenda was approved without objections.

4. Approval of the Meeting Report for May 10, 2023

The report was approved without objections.

5. Committee Chair Remarks

Chair Skillman invited Mr. Cafferty from El Toro Water District to the lectern to give a presentation on the rate increases.

Members made comments and asked questions.

6. Department Head Update

Mr. Wiemann discussed staffing vacancies in detail.

6a. Update on Aliso Creek

Mr. Wiemann discussed the presentation in detail.

Members made comments and asked questions.

6b. Mower Shop Insulation Update

Mr. Wiemann discussed the presentation in detail.

Member made comments and asked questions.

Items for Discussion and Consideration**7. Member Comments (Items Not on the Agenda)**

One member voiced a complaint about the Willow trees at Aliso Creek.

8. Response to Members Comments

Members of the Committee responded to the member comment.

Concluding Business:**9. Committee Member Comments**

Several comments were made.

10. Date of Next Meeting – Wednesday, November 8, 2023 at 1:30 p.m.**11. Adjourned at 2:23 p.m.**
Juanita Skillman (Aug 30, 2023 1:53:33 PM)

Juanita Skillman, Chair



OPEN MEETING

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

**Wednesday, August 9, 2023 – 9:30 a.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

REPORT

MEMBERS PRESENT: Reza Karimi - Chair, Gan Mukhopadhyay – Co-Chair, Andy Ginocchio (for Jim Cook/Third), Ralph Engdahl, Lenny Ross, Sue Stephens

MEMBERS ABSENT: Jim Cook

OTHERS PRESENT: **GRF:** Egon Garthoffner, Bunny Carpenter, Yvonne Horton, Juanita Skillman
THIRD: S.K. Park
UNITED: Alison Bok
Advisors: Carl Randazzo, Ajit Gidwani, Bill Walsh

STAFF PRESENT: Guy West – Staff Officer & Projects Division Manager, Manuel Gomez – Maintenance & Construction Director, Bart Mejia – Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, Heather Ziemba – Projects Administrative Coordinator, Sandra Spencer – Administrative Assistant

1. Call to Order

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

2. Acknowledgement of Media

Chair Karimi noted that no media was present.

3. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

4. Approval of Meeting Report from April 12, 2023

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

5. Chair's Remarks

Chair Karimi noted that the infrastructure in the community is aging and emphasized the necessity of preventative maintenance in order to keep the buildings and facilities in good working order.

6. Member Comments

- A member commented on the seepage project in Gate 11 as well as the aging paint on red curbs throughout the community.

7. Department Head Update

Mr. West updated the committee on the Clubhouse 1 Archery Room beam issue. A load calculation study will be performed by an engineering consultant. Mr. Gomez noted that there have been safety concerns discussed in previous meetings. The committee directed staff to move forward with the study.

Mr. West updated the committee on the Performing Arts Center. An electrical engineer will be hired to create an electrical diagram for the facility in order to find the source of recent electrical issues.

Mr. West updated the committee on the golf driving range turf growth. Discussion ensued regarding the extended timeline of this project and possible solutions to the concerns about the project's progress.

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

8. Project Log

9. ChargePoint Summary

10. Clubhouse Preventative Maintenance Inspection Report

The consent calendar was approved unanimously.

Director Ross left the meeting at 10:27 a.m.

Items for Discussion and Consideration:

11. Paving Project Update

Mr. West provided an update via PowerPoint to show photos of the work completed.

12. Equestrian Center Stable Door Paint Update

Mr. West provided an update via PowerPoint to show photos of the work completed.

13. Equestrian Gate Update

Mr. West gave a verbal update on this project, which is scheduled to start September 5.

14. Shepherd's Crook Project Update

Mr. West gave a verbal update and provided a map of the current area of work.

15. Vehicle Maintenance Facility Generator Replacement

Mr. West opened discussion on the RFP that was provided for this project. Discussion ensued regarding what fuel the generator will use, storage for the fuel, wattage options for a generator, and where exactly the generator will provide power. The committee directed staff to move forward with advertising the RFP for bids.

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

- EMS Status Update
- MelRok Energy Management System
- Separate Metering for Community Center Vehicle Charging Stations

Concluding Business:

16. Committee Member Comments

- Director Mukhopadhyay requested staff provide an update on the driving range turf project at the next meeting.
- Director Stephens commented on future agenda items.

17. Date of Next Meeting: Wednesday, October 11, 2023 at 9:30 a.m.

18. Recess – The meeting was recessed at 11:12 a.m.



Reza Karimi, Chair

Reza Karimi, Chair
Gan Mukhopadhyay, Co-Chair
Guy West, Staff Officer
Telephone: 949-597-4625



OPEN MEETING

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

**Monday, July 17, 2023 – 1:30 p.m.
Board Room / Virtual Hybrid Meeting**

REPORT

Members Present: Chair Joan Milliman; Directors Elsie Addington, Margaret Bennett, Maggie Blackwell, James Cook, Cris Prince; Advisors Catherine Brians, Theresa Frost (left at 2 p.m.), Carmen Pacella

Members Absent: Director Sue Quam (excused); Advisors Tom Nash (excused), Lucy Parker (excused)

Others Present: Bunny Carpenter, Juanita Skillman

Staff Present: Eileen Paulin, Ellyce Rothrock, Paul Ortiz, Erika Hernandez (for Susan Logan-McCracken)

1. Call to Order

The meeting was called to order at 1:30 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 May 15, 2023

Approved by unanimous consent.

5. Chair's Remarks

Chair Milliman welcomed everyone and thanked Ms. Hernandez for taking Ms. McCracken's place.

6. Member Comments

John Cornell asked what type of cable system GRF owns. Mr. Ortiz answered that it's a hybrid fiber-coaxial (HFC) cable that was installed in 1999. Discussion ensued.

Richard Rader suggested publicizing savings on 2024 HOA fees.

Items for Discussion

7. Media and Communications Report – Eileen Paulin

Ms. Paulin discussed:

- The impact the focus groups have had on website planning, vendor selection and other department initiatives
- The success of the Third, United and GRF email blasts, all of which have strong open rates
- The docent tour video that is in production
- The continued popularity of new resident orientations

8. Broadband Ad Hoc Committee Report – Eileen Paulin

Ms. Paulin stated the Broadband Ad Hoc Committee will continue its regular meetings to look at options with the goal of keeping services high and costs down. The next closed meeting is Tuesday, July 25, at 10 a.m. in the Sycamore Room.

9. Website Ad Hoc Committee Report – Ellyce Rothrock

Ms. Rothrock stated the Website Ad Hoc Committee, Media and Communications Committee and Finance Committee endorsed and the GRF board approved a vendor. As soon as the contract is processed work on the new website can begin.

10. Broadband Services Report – Paul Ortiz

Mr. Ortiz discussed:

- Subscriber counts
- Village Television's YouTube channel
- Service calls
- Expiring programming contracts

Items for Future Agendas

TBD

Concluding Business

Committee Member Comments

Advisor Pacella thanked the VMS team, GRF and board members who give their time.

Advisor Brians credited all the work done by the Broadband Ad Hoc Committee and encouraged continued education efforts.

Director Blackwell referenced the efforts of the Broadband Ad Hoc Committee and acknowledged that it will take continued effort and education.

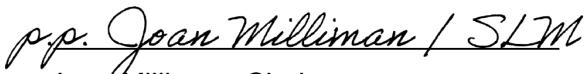
Ms. Rothrock and Director Addington thanked Ms. Hernandez for filling in for Ms. McCracken at the dais at this meeting.

Chair Milliman thanked everyone for their hard work.

Date of Next Meeting – Monday, September 18, 2023, at 1:30 p.m.

Adjournment

Chair Milliman adjourned the meeting at 2:28 p.m.


Joan Milliman, Chair
Media and Communications Committee

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

Wednesday, August 2, 2023 – 1:30 p.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Elsie Addington (Chair), Azar Asgari, Alison Bok, Cush Bhada, Egon Garthoffner, Sue Stephens, Moon Yun

MEMBERS ABSENT: Vashti Williams

OTHERS PRESENT: **GRF:** Juanita Skillman
Third: Maggie Blackwell

STAFF PRESENT: Robert Carroll, Francisco Perez, Joana Rocha, Sandra Spencer

1. Call to Order

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

2. Acknowledgment of Media

None present.

3. Approval of the Agenda

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

4. Approval of Meeting Report for

The meeting report for June 7, 2023, was unanimously approved as written.

5. Chair's Remarks

None.

6. Member Comments (Items Not on the Agenda)

- A member asked about the \$10 charged for the destination shopping where it reflects on the green book.
- A member asked why the bus counter devices were removed.
- A member asked who is responsible for monitoring spending.

7. Response to Member Comments

- Destination shopping is shown in a different revenue.
- The counters in the bus are sometimes removed for maintenance.
- General Services Director and Supervisor monitor the budget.

8. Director's Report

Staff provided the committee with an 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.

9. Overview of 2019 Fehr and Peers Short Range Transit Plan

Mr. Carroll Introduced the topic and answers questions from the committee.

Items for Discussion

10. Mobility and Vehicle Committee Meeting Schedule

Director Bhada made motion to approve staff's recommendation to modify the meeting schedule. Director Bok seconded the motion. A discussion followed, no objections were raised, and the motion was passed unanimously. The next committee meeting will be held on November 1, 2023.

11. Transportation Information Meeting Schedule

Director Stephens made a motion to approve staff's recommendation to modify the frequency of the Transportation Information Meeting from bi-monthly to semi-annual, with the exact dates to be determined by the staff as needed. Director Bok seconded the motion. A discussion followed, no objections were raised, and the motion was passed unanimously.

Items for Future Agendas:

- To be determined.

Concluding Business:

Committee Member Comments - None

Report of the Regular Open Session
GRF Mobility and Vehicles Committee Meeting
August 2, 2023
Page 3 of 3

Date of Next Meeting – Wednesday, November 1, 2023, at 1:30 p.m.

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

Elsie Addington

Elsie Addington (Aug 9, 2023 09:25 PDT)

Elsie Addington, Chair
Robert Carroll, Staff Officer
Telephone: 949-597-4242

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

The Hybrid Model Meeting of the Security and Community Access Committee was held on Wednesday, August 23, 2023 at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California.

MEMBERS PRESENT: Chair: Juanita Skillman, Maggie Blackwell, SK Park, Sue Stephens

MEMBERS ABSENT: Cash Achrekar (No Notice Given)

OTHERS PRESENT: Elsie Addington

STAFF PRESENT: Eric Nuñez, Carmen Aguilar,

1. CALL TO ORDER

Juanita Skillman, Chair, called the meeting to order at 1:33 p.m.

2. ACKNOWLEDGEMENT OF PRESS

Media via Granicus- (was offline) Zoom intermittent connection

3. APPROVAL OF AGENDA

By way of consensus, the Committee approved the agenda without requested changes.

4. APPROVAL OF MEETING REPORT

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

5. CHAIRMAN'S REMARKS

Chair Skillman shared expectations of respect and order from audience and members for today's SCAC meeting for all to participate moving.

Eric Nuñez- Reinforced if at any time our residents witness or see any suspicious activity to report it.

Our guest speaker Sgt. Theo Wilder- Thanked Laguna Woods Village and he is pleased to be working with our community. We also had the pleasure of having Captain Alday as guest speaker. He mentioned that their department works closely with our community to respond to incidents. He is very familiar with the city, and he loves and enjoys his career.

6. MEMBER COMMENTS (items not on the Agenda)

Multiple members made comments and asked questions.

1. Topics included: Motion Sensor with the flashing
2. E-Bike Patrol during night hours

3. Volunteer Program for monitoring cameras

Chair Skillman shared expectations of respect and order from audience and members for today's SCAC meeting for all to participate moving. Will consider exploring the cost on Motion sensor. Requested to view video of attempted break in the carports. Bike patrol has not been reinstated due to staffing in security our department. Director Blackwell shared a bit of history of when Laguna Woods Village did not have gates. Some visitors of our members misbehaved. However, she did say all the security measures in place have greatly improved the Community. Eric Nuñez- Reinforced if at any time our residents witness or see any suspicious activity to report it. He also mentioned, the monitoring of cameras in each carport is not feasible

Director Reza shared his idea of hooding the stop signs for less interference for residents

REPORTS:

7. Disaster Preparedness Task Force Report

Tom Soule has retired since our last Disaster Preparedness Task Force meeting. Ham radio installations are coming along Tom Siviglia is managing the progress. Fire blankets are also currently being researched.

Chair Skillman- Stated there is a Shelter in Place. Residents will not be going to Clubhouses in case of a disaster. Currently calls are being placed to review and confirm who are the building captains. Also, there is a County Preparedness guideline to possibly be implemented in Laguna Woods Village. She also commended the Towers for their fantastic Preparedness.

8. SECURITY STATISTICS

Staff Nuñez explained the statistics provided within the agenda packet. Members made comments and asked questions. Note there are only ten spaces on the waiting list due to some prospects being in the middle of purchasing RV. Staff Eric Nuñez discussed our Foot Patrol and the amount of time it takes our officers to go around the perimeter. In addition to our officers doing foot patrol, they also do self-initiative monitoring of intrusion or damage to our gates in addition to reporting running water, lights being out, reporting any hazards. Chair Skillman suggested adding the gates to the NOV spreadsheet underneath the Phases and perhaps a map.

Compliance has over 30% of their stats being Clutter. Members made comments and asked questions. Majority of them are reported by neighbors.

All three departments work in collaborations Security Department, Compliance and Social Services. They all provide an invaluable service to our Community.

Director Blackwell- noted there should not be a "No Rule Free" in this Community the rules provided safety. The Rules and Regulations should not be missed used.

Director Sue Stephens mentioned an Abandon vehicle in United. Security will do a follow up. Director Roza mentioned it's an amenity to have Social Services Department be part of Laguna Woods Village.

9. NOTEWORTHY INCIDENTS

Jun 13, 2023 missing person from Sebastian apartment complex. Officer Hendley assisted by submitted pictures to the Orange County Department and soon after the missing person was located.

July 13, 2023 Our officers were sent out on a welfare check to a manor. Unfortunately, after our officers made entry they notice the resident was on the floor and had been there for a few days. OCSD was called and resident was extremely thankful to our officers.

August 1, 2023 at Gate 2 a medical emergency came over the radio. The Gate Ambassador helped the by removing passenger from vehicle while driver was on the phone with 911. The OCFD arrived and performed CPR and transported the passenger to Saddleback Hospital. Security Department received 31 calls during this past (Hurricane like weather) only 3 calls were considered emergency. Landscape department did an awesome job cleaning prior storm by cleaning the drains and clean up after was on point.

ITEMS FOR DISCUSSION AND CONSIDERATIONS:

1. Motion Sensor with the flashing light for stop signs
 2. E-Bike Patrol during night hours
 3. A volunteer Program for monitoring cameras
10. Assessment of Community Crosswalk- Eric Nuñez is currently working with Director Robert Carroll and doing a complete and thorough assessment in getting a traffic engineer. Member made a comment for a crosswalk for the Visually impaired to feel they are in the proximity of the crosswalk.
11. Gate Arms Appearance Update
The foam strip that goes on the arm are backlog due to supply. A different vendor was contacted and we are fully supplied. There is a check list to be reviewed by our Gate Ambassador that the arms are in working order, and in place making sure the padding is serviceable. The arms are maintained mechanically by California Gates.
Member comment- She asked, that if there is a warranty on the foam covers for the gates. She also suggested to add LED lights to gate arms so resident won't run into them.
12. Golf Cars/ Golf Carts tracking system- This topic will be
in reviewed by the board for a better tracking system/
registration.

ITEMS FOR FUTURE AGENDA

13. Review Rules and Regulations for all registered vehicles

CONCLUDING BUSINESS

14. Committee Members Comments
15. The next meeting will be held on Wednesday October 25, 2023 at 1:30 p.m.
16. Adjournment- 4:27 p.m.

DRAFT

Juanita Skillman, Chair

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OPEN MEETING

**MEETING OF THE GOLDEN RAIN FOUNDATION
COMPLIANCE AD HOC COMMITTEE**

**Friday, August 11, 2023 - 9:30 a.m. Laguna Woods Village Community Center
Board Room/ Virtual Meeting
24351 El Toro Road, Laguna Woods, CA 92637**

DIRECTORS PRESENT: Bunny Carpenter- Chair, Juanita Skillman, Reza Karimi, Maggie Blackwell, S.K Park, Andy Ginnochio; Joan Milliman and Pearl Lee (both joined via Zoom)

DIRECTORS ABSENT: None.

STAFF PRESENT: Francis Gomez and Ruby Rojas

OTHERS PRESENT: **GRF Directors-** Yvonne Horton and Elsie Addington

CALL TO ORDER

Bunny Carpenter, Chair, called the meeting to order at 9:41 a.m.

APPROVAL OF THE AGENDA

Chair Carpenter made a motion to approve the agenda.
Director Park seconded the motion.

Without objection, the agenda was approved.

APPROVAL OF THE REPORT FROM JULY 14, 2023

Chair Carpenter made a motion to approve the meeting report from July 14, 2023.

Without objection, the report was approved.

CHAIR'S REMARKS

None.

MEMBER COMMENTS

None.

RESPONSE TO MEMBER COMMENTS

None.

ITEMS FOR DISCUSSION AND CONSIDERATION

Member Disciplinary Process

Ms. Francis Gomez, Operations Manager, gave an overview of the Member Disciplinary Process. The Committee Members made comments and asked questions.

Director Skillman made a motion to forward the matter for the full board's consideration. Director Karimi seconded the motion.

By way of consensus, the motion passed.

CONCLUDING BUSINESS:

Committee Member Comments

Director Lee and Director Addington suggested reevaluating member fees in regards to additional occupancy.

Future Agenda Items

- a. Additional Occupancy Fee

Date of Next Meeting

To be determined pending the results of a financial evaluation on the Additional Occupancy Fee.

Adjournment

With no further business before the Committee, the Chair adjourned the meeting at 11:04 a.m.

DRAFT

Bunny Carpenter- Chair



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

Tuesday, July 25, at 9:30 AM

HYBRID MEETING

MEMBERS PRESENT: Eric R. Nuñez (Chair), Gan Mukhopadhyay, Sue Stephens, Junita Skillman, Anthony Liberatore, S.K. Park

MEMBERS ABSENT: Moon Yun (Excused), Cash Achrekar (Unexcused)

ADVISORS PRESENT: Rick Kopps (Towers Resident)

OTHERS PRESENT: Elsie Addington, Annie McCary (City Councilmember), Grace Stencel (Clubhouse Coordinator), Sandy Benson (Pet Evacuation Sub Committee),

STAFF PRESENT: Carmen Aguilar, Edward Green, Tom Siviglia

THE MEETING WAS CALLED TO ORDER: 9:35 a.m.

ACKNOWLEDGEMENT OF THE PRESS: None present.

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

APPROVAL OF THE MEETING REPORT: By consensus, the meeting report was approved.

CHAIR REMARKS: Chair Nuñez thanked the committee and audience for their understanding regarding the date change for this meeting. Chair Nuñez also gave an update regarding the Disaster Preparedness Office closure in the Community Center. He stated that the office equipment and supplies were moved to the third-floor storage of the Community Center. He informed the Committee Members that will continue to take DPTF kits to events to offer for sale but that once supplies were completely sold out they would be referring community members directly to the vendor website for online purchases.

Chair Nuñez asked Grace Stencel to discuss details of the Disaster Preparedness training for her 15 volunteers that occurred at Clubhouse 3 earlier in the month, which was attended by Operations Manager Tom Siviglia and Supervisor II Dan Lurie who both were very impressed by her organization and coordination of the training.

Chair Nuñez introduced a guest speaker, Sgt. Theo Wilder from the Orange County Sheriff's Department (OCSD), who discussed a presentation on NIMS, SEMS, and Unified Command and how the Operation Structure System that OCSD has in place for disaster management. Operation Structure System OCSD has in place for disaster management.

- Ham radio base units to be installed at clubhouses
- Disaster Planning
- Recruitment for Clubhouse Coordinators
- Athena's history in the community to be discussed in the architectural and control committee
- Implement a better strategy when communication with committee

MEMBER COMMENTS:

Multiple members made comments

REPORTS

RADIO & COMMUNICATIONS: Ed Green notified the committee he is retiring as the Disaster Coordinator as of July 25, 2023.

OFFICE MANAGER/ADVISOR: Tom Soule announced he is retiring as of July 25, 2023.

RECRUITMENT / RETENTION / TRAINING: Director Skillman had nothing to report on this topic.

GRF BOARD: Director Skillman stated that her focus is on a budget for generators and antennas on the Clubhouses. She is also looking for support in implementing shelter in place. Director Gan Mukhopadhyay had nothing to discuss.

UNITED BOARD: Director Liberatore had nothing to discuss but was very pleased with OCSD's presentation and felt that the DPTF was heading in the right direction.

THIRD BOARD: Director Park would like written invitations or announcements of future training or events via email with the committee members and not expect that an announcement about such training or event will suffice.

TOWERS: Director Park would like written invitations or announcements of future training or events via email with the committee members and not expect that an announcement about such training or event will suffice.

PET EVACUATION SUBMIT COMMITTEE: Sandy Benson had nothing to discuss.

DISCUSSIONS AND CONSIDERATIONS

1.) Club house Ham Radio Status

Tom Siviglia stated there is a meeting set to discuss the proper installation. Siviglia states, electrical, carpentry and a project manager will be overseeing this project. The goal is for this to be completed before the statewide Great Shake Out Drill in the Month of October.

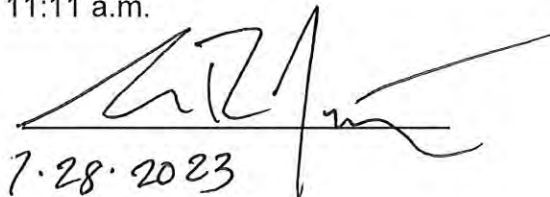
ITEMS FOR FUTURE AGENDAS

- **Review on Fire Blankets for the Village**

MEMBER COMMENTS: Multiple members made comments.

NEXT MEETING: September 26, 2023, at 9:30 a.m.

ADJOURNMENT: 11:11 a.m.


7.28.2023

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SPECIAL MEETING OF THE PURCHASING TASK FORCE REPORT OF THE OPEN SESSION

Monday, July 24, 2023 – 9:30 a.m.
Laguna Woods Village Community Center Sycamore Room

DIRECTORS PRESENT: Bunny Carpenter – Chair, Jim Hopkins, Thomas Tuning, Lenny Ross, Donna Rane-Szostak, Advisor: Carl Randazzo

DIRECTORS ABSENT: Andy Ginnochio

STAFF PRESENT: Jose Campos, Dan Hoxie Erika Hernandez

OTHERS PRESENT: Third – S.K. Park

Call to Order

Director Bunny Carpenter, President, chaired the meeting and called it to order at 9:33 a.m.

Acknowledgement of the Media

The meeting is made available via Zoom for members of the community to participate virtually.

Approval of Agenda

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

Approval of the Meetings Reports for May 25, 2023 and June 22, 2023

A motion was made and carried unanimously to approved the meeting reports as presented.

Chair Remarks

President Carpenter stated that the purpose of the meeting is to review and update the Purchasing Policy.

Member Comments (Items not on the Agenda)

None.

Purchasing Policy Update

The committee thoroughly reviewed and discussed the current Purchasing Policy and made multiple changes.

Staff was directed to implement suggested changes and provide a new draft at the next scheduled meeting. No further action.

Report of the Purchasing Task Force

Open Meeting

July 24, 2023

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Task Force Member Comments

None.

Date of Next Meeting

The date of the next meeting is To Be Determined

Adjournment

The meeting adjourned at 12:17 p.m.

DRAFT

Bunny Carpenter, Chair