

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 6, 2022, 9:30 a.m. 24351 El Toro Road, Laguna Woods, California Board Room/Virtual Meeting

NOTICE OF THE AGENDA

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

- 1. Call Meeting to Order / EstablishQuorum President Carpenter
- 2. Pledge of Allegiance Director Milliman
- 3. Acknowledgment of Media
- 4. Approval of Agenda
- 5. Approval of Minutes
 - a. August 2, 2022 GRF Board Regular Open Meeting
 - b. August 18, 2022 GRF Board Agenda Prep Meeting
- 6. Report of the Chair
- 7. CEO Report

8. Open Forum (Three Minutes per Speaker)

At this time Members only may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The board reserves the right to limit the total amount of time allotted for the Open Forum to thirty minutes. A member may speak only once during the forum. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments. Members can attend the meeting by joining the Zoom link <u>https://zoom.us/j/98131257242</u> or call 1 (669) 900-6833 or email <u>meeting@vmsinc.org</u> 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 July2022 by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes.
- 11. Unfinished Business
 - a. Entertain a Motion to Approve Internal Dispute Resolution Policy (July initial notification revised August postpone 28-day for member review and comment to comply with Civil Code §4360 has been satisfied)
 - b. Inter-Board Anti-Harassment, Anti-Abuse, and Anti-Intimidation Policy and Formation of Joint Hearing Body (May initial notification – revised August – postpone - 28-day for member review and comment to comply with Civil Code §4360 has been satisfied)
 - c. Entertain a Motion to Approve Garden Center Operating Rules (August initial notification 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)
 - d. Entertain a Motion to Approve Tennis Center Operating Rules (August Initial notification 28-day notification for member review and comments to comply with Civil code §4360 has been satisfied).
 - e. Update Committee Appointments

12. New Business

- a. Entertain a Motion to Approve Vehicle Replacement Policy (September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)
- b. Entertain a Motion to Approve Golf Fee Pricing (September initial notification 28day notification for member review and comments to comply with Civil Code §4360)
- c. 2023 Business Plan
 - Entertain a Motion to Approve the 2023 GRF Business Plan
 - Entertain a Motion to Approve the 2023 GRF Reserves Funding Plan
- d. Entertain a Motion to Approve the 2023 Capital Plan
- e. Entertain a Motion to Approve Transfer of 2021 Operating Fund Surplus to Contingency Fund (September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)
- **13.** The Board will take a 5-minute break (if needed)

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14. Committee Reports

Report of the Finance Committee/Financial Reports – Director Hopkins. The committee met on August 17, 2022; next meeting October 19, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.

- (1) GRF Treasurer's Report Director Hopkins
- (2) GRF Finance Committee Report
- **b.** Strategic Planning Committee—Director Dotson. The committee met on May 2, 2022; next meeting October 3, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- **c.** Report of the Community Activity Committee Director Horton. The committee met on August 11, 2022; next meeting September 8, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- **d.** Report of the Landscape Committee Director Skillman. The committee met on June 8, 2022; next meeting September 14, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- e. Report of the Maintenance & Construction Committee Director Garthoffner. The committee met on August 10, 2022; next meeting October 12, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - (1) Report of the Clubhouse Renovation Ad Hoc Committee Director Garthoffner. The Committee met on June 24, 2022; next meeting TBA.
- **f.** Report of the Media and Communications Committee—Director Milliman. The committee met on July 18, 2022; next meeting September 19, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - Website Ad-Hoc Committee Director Milliman. The committee met on August 10, 2022; Next meeting, September 14, 2022, at 3:00 p.m. in the Sycamore Room.
- **g.** Report of the Mobility & Vehicles Committee Director Tibbetts. The Committee met on August 3, 2022; next meeting October 5, 2022, at 1:30 p.m. in the Board Room.
- h. Report of the Security & Community Access Committee Director Tibbetts. The Committee met on August 29, 2022; next meeting October 31, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Report of the Laguna Woods Village Traffic Hearings Director Addington. The Traffic Hearings were held on August 17, 2022; next hearings on September 21, 2022, at 9:00 a.m. as a virtual meeting.
- i. Report of the Disaster Preparedness Task Force Director Skillman. The Task Force met on July 26, 2022; next meeting September 27, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
- j. Information Technology Advisory Committee Director Hopkins. The Committee

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met on August 26, 2022; next meeting September 30, 2022 as a virtual meeting.

- **k.** Insurance Ad-Hoc Committee Director Carpenter. The Committee met on July 25, 2022; next meeting TBA.
- I. Purchasing Ad-Hoc Committee Director Carpenter. The Committee last met on April 7, 2022; next meeting TBA.
- **m.** All Boards All Directors 2023 Business Plan Director Hopkins. The Committee met on July 11, 2022; 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 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.
 - Vehicle Replacement Policy
 - Golf Fees
 - Transfer of 2021 Operating Fund Surplus to Contingency Fund
 - Compliance Ad Hoc Committee

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 2, 2022 – Regular Closed Session Discuss and Consider Personnel Matters Discuss and Consider Contractual Matters Discuss Legal/Legislation Matters Discuss Member Disciplinary Matters

18. Adjournment



OPEN SESSION

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

Tuesday, August 2, 2022, 9:30 a.m. 24351 El Toro Road, Laguna Woods, California Board Room/Virtual Meeting

Directors Present:	Bunny Carpenter, Egon Garthoffner, James Hopkins, Don Tibbetts, Gan Mukhopadhyay, Joan Milliman, Yvonne Horton, Reza Karimi, Juanita Skillman, Elsie Addington
Directors Absent:	Debbie Dotson (Excused)
Staff Present:	CEO - Siobhan Foster, Makayla Schwietert, Paul Nguyen, Carlos Rojas, Eileen Paulin, Robert Carroll, Francis Gomez, Brian Gruner, Jose Campos
Other's Present:	
	United: Diane Casey
	Third: None
	VMS: None
	Sean Anderson of Association Reserves

Call Meeting to Order/ Establish Quorum - President Carpenter
 President Carpenter called the meeting to order at 9:32 a.m. and established that a quorum
 was present.

2. Pledge of Allegiance

Director Garthoffner led the Pledge of Allegiance to the Flag.

3. Acknowledgment of Media

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

4. Approval of Agenda

President Carpenter added to Unfinished Business, Item 11D. Discuss Reserve Study Results.

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

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5. Approval of Minutes

- a. July 5, 2022 GRF Board Regular Open Meeting
- b. July 21, 2022 GRF Board Agenda Prep Meeting

There being no objections, the minutes of July 5, 2022 – GRF Board Regular Open Meeting was approved by unanimous consent.

There being no objections, the minutes of July 21, 2022 – GRF Board Agenda Prep Meeting was approved by unanimous consent.

6. Report of the Chair

 President Carpenter asked that everyone stick to time limits when speaking because of the day's busy agenda.

7. CEO Report

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

- The 2022 Fumigation Program is underway and will end in November, excluding national holidays and religious holidays. The mutual will be providing plant removal assistance and complimentary hotel stays for residence. For more information including check lists, instructions, and FAQs, please log on to lagunawoodsvillage.com > Residents > Maintenance and Landscaping > Fumigation Information to view.
- The 2023 Televised Business Plan Meeting has upcoming meetings next week. GRF on Monday, August 8, 2022 at 1:30 p.m., United on Wednesday, August 10, 2022 at 1:30 p.m., and Third on Friday, August 12, 2022 at 9:30 a.m.
- A reminder to residents the newly expanded times for Community Center Table Tennis to include Tuesday & Thursday evenings until 9 p.m., Saturday and Sunday from noon until 5 p.m. The new expanded time for the Fitness Center hours includes extended hours until 8 p.m. on Tuesday & Thursday, and Saturday & Sundays from 8 a.m. until noon.

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 club fees associated with The Globe advertisement/posting.
- A member commented on security procedures at the gate.
- A member provided an update on The Foundation of Laguna Woods,
- A member commented on issues pertaining to the dumpsters provided by CR&R.
- A member commented on EV charger applications, and the status of the program.
- Multiple members commented on flashing stop lights.

9. Responses to Open Forum Speakers

The following are responses to the open forum speakers:

- Multiple directors commented on the security procedures at the gates and finding solutions.
- President Carpenter commented on administrative cost for clubs.
- Director Horton commented on the trash dumpster issue.

- Robert Carroll, Director of General Services, commented on replacing the organic carts and placing bait boxes near dumpster areas.
- Brian Gruner, Recreation and Special Events Director, commented on the different fees for the clubs.
- Multiple Directors commented on EV chargers and provided a status update.
- President Carpenter additionally provided an update on stop signs and commented that there are also 72 new security cameras being placed around the community.

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

10b. Update Committee Appointments

RESOLUTION 90-22-34

GRF Committee Appointments

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

Strategic Planning Committee

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

Community Activities Committee

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

Finance Committee

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

Information Technology Advisory Committee (ITAC)

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

Landscape Committee

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

Maintenance & Construction Committee

Egon Garthoffner, Chair (GRF) Gan Mukhapadhyay (GRF)



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

Clubhouse Renovation Ad Hoc Committee

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

Media and Communications

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

Website Ad Hoc Committee

Joan Milliman, Chair (GRF) Debbie Dotson (GRF) Elsie Addington, Alternate (GRF) Anthony Liberatore (United) Pearl Lee (United) Azar Asgari, Alternate (United) Annie McCary (Third) Mark Laws, Alternate (Third)

Advisors: Lucy Parker, Diane Phelps, Lynn Jarrett

Broadband Ad Hoc Committee

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

Mobility & Vehicles Committee

Don Tibbetts, Chair (GRF) Egon Garthoffner (GRF) Elsie Addington, Alternate (GRF)

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

Security and Community Access

Don Tibbetts, Chair (GRF) Reza Karimi (GRF) Annie McCary (Third) Craig Wayne (Third)

Cris Prince (Third)

Donna Rane-Szostak, Alternate (Third) Cash Achrekar (United) Maggie Blackwell (United) Sue Stephens (Mutual 50) Margaret Bennett, Alternate (Mutual 50)

OTHER COMMITTEES:

Disaster Preparedness Task Force

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

Laguna Woods Village Traffic Hearings

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

Purchasing Ad Hoc Committee

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

Select Audit Task Force

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

Insurance Ad Hoc Committee

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

RESOLVED FURTHER, that Resolution 90-22-28 adopted July 5, 2022, is hereby superseded and cancelled; and

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

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Agenda Item #5a Page 7 of 18 Director Milliman made a motion to approve the Consent Calendar. Director Karimi seconded.

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

11. Unfinished Business

11a. Entertain a Motion for Nuisance Policy (JULY Initial Notification – 28 Days Notification for member review and comments to comply with Civil code §4360 has been satisfied).

Director Milliman read the following resolution:

RESOLUTION 90-22-35

Nuisance Policy

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

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

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

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

RESOLVED FURTHER, that Resolution 90-21-36 adopted October 5, 2021, is hereby superseded and canceled; and

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

Director Milliman made a motion to approve Resolution 90-22-35. Director Addington seconded the motion.

Discussion ensued among the Directors.

Francis Gomez entered the meeting at 10:16 a.m.

Agenda Item #5a Page 8 of 18 Hearing no changes or objections, the motion was approved unanimously.

11b. Entertain a Motion to Approve Internal Dispute Resolution Policy (JULY Initial Notification – Revised AUGUST – 28 Days Notification for member review and comments to comply with Civil code §4360).

Director Milliman read the following resolution:

RESOLUTION 90-22-XX

Internal Dispute Resolution Policy

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

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

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

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

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

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

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

11c. Inter-Board Anti-Harassment, Anti-Abuse, and Anti-Intimidation Policy and Formation of Joint Hearing Body (MAY Initial Notification – Revised AUGUST – 28 Days Notification for member review and comments to comply with Civil code §4360).

Director Milliman read the following resolution:

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RESOLUTION 90-22-XX

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

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

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

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

NOW THEREFORE BE IT RESOLVED, September 6, 2022, that the Board of Directors of this Corporation hereby introduces the Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Charter of the Joint Hearing Body Committee, as attached to the official minutes of this meeting; and

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

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

Discussion ensued among the Board.

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

The Board recessed for 5 Minutes at 10:28 a.m. and reconvened at 10:36 a.m.

THIS ITEM WAS ADDED DURING APPROVAL OF THE AGENDA 11d. Reserve Study Results – Presentation by Sean Anderson of Association Reserves

Sean Andersen entered the meeting at 10:30 a.m.

Agenda Item #5a Page 10 of 18 Jose Campos, Assistant Director of Finance, introduced Sean Andersen.

Sean Andersen of Association Reserves provided a brief overview of his background, and presented Reserve Study Results regarding:

GRF Equipment

- Annual Deterioration Rate
- Facilities

Discussion ensued among the Board.

Sean Andersen and Jose Campos left the meeting at 10:56 a.m.

12. New Business 12a. Entertain a Motion to Approve Compliance Ad Hoc Committee

Director Milliman read the following resolution:

RESOLUTION 90-22-36

Compliance Ad Hoc Committee

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

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

- Review the Member Disciplinary Process to reflect new and updated operating policies, including but not limited to the Inter-board Anti-Harassment, Anti- Abuse and Anti-Intimidation Policy (if adopted), Internal Dispute Resolution Policy, and various Recreation and Special Events Department policies, procedures and rules;
- 2. Review the Schedule of Monetary Penalties to reflect new and updated operating policies, including but not limited to the Inter-board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy (if adopted), Internal Dispute Resolution Policy, and various Recreation and Special Events Department policies, procedures and rules;
- 3. Review process for enforcement of safety protocols outlined in various Recreation and Special Events Department policies, procedures, and rules;
- 4. Review Compliance Division investigative processes and verification; and
- 5. Review resolution(s) granting Mutuals authority to suspend GRF privileges, such as Page 11 of 18

cable television and internet services.

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

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

Director Milliman made a motion to approve Resolution 90-22-36. Director Karimi seconded the motion.

Discussion ensued among the Directors.

There being no objections, Resolution 90-22-36 was approved unanimously.

Francis Gomez and Carlos Nunez left the meeting at 11:03 a.m.

12b. Entertain a Motion to Approve Aquadettes Request for Exception to GRF Poster Policy

Discussion ensued among the board.

Director Milliman made a motion to approve Aquadettes request for exception to GRF Poster Policy. Director Horton seconded.

There being no objections, the motion was approved unanimously.

12c. Entertain a Motion to Approve Tennis Center Operating Rules (AUGUST Initial Notification – 28 Days Notification for member review and comments to comply with Civil code §4360).

Director Milliman read the following resolution:

RESOLUTION 90-22-XX

Tennis Center Operating Rules

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

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

Agenda Item #5a Page 12 of 18 **WHEREAS**, the Department is responsible for ensuring that safety and compliance procedures are followed, protect facilities and enforce policy and operating rules; and

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

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

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

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

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

A member commented on the Tennis Center Operating Rules.

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

12d. Entertain a Motion to Approve Garden Center Operating Rules (AUGUST Initial Notification – 28 Days Notification for member review and comments to comply with Civil code §4360).

Director Milliman read the following resolution:

RESOLUTION 90-22-XX

Garden Center Operating Rules

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

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

WHEREAS, the Department is responsible for ensuring that safety and compliance procedures are followed, protect facilities and enforce policy and operating rules; and Agenda Item #5a Page 13 of 18 **WHEREAS**, the proposed amendments improve the understandability of the policies and procedures and facilitates implementation by staff; and

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

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

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

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

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

A member commented on Garden Center Operating Rules. President Carpenter responded to the member's comment and recommended denying their request.

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

12e. Entertain a Motion to Approve Donation Agreement Between GRF and Clubhouse 4 Woodshop Supervisors

Director Milliman read the following resolution:

RESOLUTION 90-22-37

Donation Agreement between GRF & Clubhouse 4 Woodshop Supervisors

This Agreement, entered into this 2nd day of August, 2022, is by and between the Golden Rain Foundation ("GRF"), a California non-profit mutual benefit corporation and Clubhouse 4 Woodshop Supervisors (Donor) who donated a used lathe machine for use in the Clubhouse 4 Woodshop

WHEREAS, GRF and Donor recognize the importance of community facilities and amenities; and Page 14 of 18 **WHEREAS,** GRF and Donor acknowledge the benefit of donations when they have a purpose consistent with GRF goals and are in the best interest of Laguna Woods Village; and

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

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

- a. Meet a true need of the facility;
- b. Not interfere with the intended current or future use of the facility; and
- c. Not require the relocation of other equipment or infrastructure to accommodate the donation.

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

- Section 1 The donation, known as a used lathe machine for use in the Clubhouse 4 Woodshop, described below, is donated in its entirety to GRF, hereafter owned by GRF and managed on behalf of the residents of Laguna Woods Village by Village Management Services, Inc. (VMS)
- Section 2 Donation description: a used lathe machine. Location: Clubhouse 4 Woodshop
- Section 3 Amount of Donation Item cost: \$500.00 Installation cost: \$0.00 Maintenance cost: \$0.00 Total estimated donation \$500.00
- Section 4 GRF reserves the right to move/remove and/or retire the donation following cessation of the five-year period. The term shall commence upon the date entered into and indicated above.
- Section 5 GRF will not replace the donation or community space improvement if it is stolen, vandalized, worn out, irreparably damaged, destroyed or expires.
- Section 6 Installation and Maintenance: GRF shall be responsible for installation and maintenance of the item, including any reasonable repairs Agenda Item #5a Page 15 of 18

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

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

Director Milliman made a motion to approve Resolution 90-22-37. Director Addington seconded the motion.

Discussion ensued among the Directors.

There being no objections, Resolution 09-22-37 was approved unanimously.

13. The Board took a 5-minute break at 10:28 a.m.

The Board Resumed at 10:34 a.m.

14. Committee Reports

- **a.** Report of the Finance Committee/Financial Reports Director Hopkins. The committee met on June 15, 2022; next meeting August 17, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) GRF Treasurer's Report Director Hopkins
 - (2) GRF Finance Committee Report
- **b.** Strategic Planning Committee—Director Dotson. The committee met on May 2, 2022; next meeting TBA.
- **c.** Report of the Community Activity Committee Director Horton. The committee met on July 14, 2022; next meeting August 11, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. Report of the Landscape Committee Director Skillman. The committee met on June 8, 2022; next meeting September 14, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- e. Report of the Maintenance & Construction Committee Director Garthoffner. The committee met on June 29, 2022; next meeting August 10, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - (1) Report of the Clubhouse Renovation Ad Hoc Committee Director Garthoffner. The Committee met on June 24, 2022; next meeting TBA.
- f. Report of the Media and Communications Committee—Director Milliman. The committee met on July 18, 2022; next meeting August 15, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.

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- (1) Website Ad-Hoc Committee Director Milliman. The committee met on July 6, 2022; Next meeting, August 10, 2022, at 10:00 a.m. in the Sycamore Room.
- **g.** Report of the Mobility & Vehicles Committee Director Tibbetts. The Committee met on June 1, 2022; next meeting August 3, 2022, at 1:30 p.m. in the Board Room.
- h. Report of the Security & Community Access Committee Director Tibbetts. The Committee met on June 27, 2022; next meeting August 22 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - Report of the Laguna Woods Village Traffic Hearings Director Addington. The Traffic Hearings were held on June 15, 2022; next hearings on August 17, 2022, at 9:00 a.m. as a virtual meeting.
- i. Report of the Disaster Preparedness Task Force Director Skillman. The Task Force met on July 26, 2022; next meeting September 27, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
- **j.** Information Technology Advisory Committee Director Hopkins. The Committee met on July 29, 2022; next meeting August 5, 2022 as a virtual meeting.
- **k.** Insurance Ad-Hoc Committee Director Carpenter. The Committee met on July 25, 2022; next meeting TBA.
- I. Purchasing Ad-Hoc Committee Director Carpenter. Next Meeting, TBA.

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

• Equestrian Center Operating Rules

16. Director's Comments

• Director Horton reminded residents that Laguna Woods Village Community Center is a non-smoking

17. Recess 12:21 p.m. - At this time, the Meeting recessed for lunch and reconvened to Executive Session to discuss the following matters per California Civil Code §4935: Member Disciplinary Matters; Personnel Matters; Contractual Matters; and Litigation Matters.

Closed Session Agenda

VMS Board Update Approve the Agenda Approve the Minutes of: (a) July 05, 2022 – Regular Closed Session Discuss and Consider Personnel Matters Discuss and Consider Contractual Matters Discuss Legal/Legislation Matters Discuss Member Disciplinary Matters

18. Adjournment

The meeting was adjourned at 6:25 p.m.

Joan Milliman, Secretary of the Board Golden Rain Foundation



OPEN MEETING

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

Thursday, August 18, 2022 – 9:30 a.m. Willow Room/Virtual Meeting

GRF Agenda Prep Meeting

- Directors Present: Bunny Carpenter, Yvonne Horton, Gan Mukhopadhyay, Elsie Addington, Juanita Skillman, Reza Karimi, Joan Milliman, Don Tibbetts, Debbie Dotson, Egon Garthoffner
- Directors Absent: Jim Hopkins (Excused)
- Staff Present: Siobhan Foster- CEO, Paul Nguyen, Makayla Schwietert, Catherine Laster, Carlos Rojas
- Others Present: None

1. Call Meeting to Order and Establish Quorum

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

2. Approval of the Agenda

President Carpenter asked for approval of the agenda.

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

3. Announcements

President Carpenter made the following announcements:

- The Investment Analysis for Building E will be presented at the next Board Meeting.
- Along with Director Horton, President Carpenter will be meeting with staff on Monday, August 22, 2022 to discuss Equestrian Center Operating Rules.
- The GRF Board will add Special Meetings instead of creating new Committees to deal with matters.

Discussion ensued among the board.

Egon Garthoffner entered the meeting at 9:57 a.m.

4. Discuss and Consider Items to be placed on the Tuesday, September 6, 2022, Board Meeting Open & Closed Agendas

Director Milliman made a motion to approve the September 6, 2022, Open and Closed Agendas.

Hearing no objection, the September 6, 2022, Open and Closed Agendas were approved unanimously.

5. Director Comments – None

6. Adjournment

The meeting was adjourned at 10:48 a.m.

DocuSigned by:

Joan Milliman

Joan Milliman, Secretary of the Board Golden Rain Foundation



STAFF REPORT

DATE: September 6, 2022

FOR: Board of Directors

SUBJECT: Internal Dispute Resolution Policy

RECOMMENDATION

Staff recommends adoption of an Internal Dispute Resolution Policy.

BACKGROUND

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

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

DISCUSSION

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

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

 FINANCIAL ANALYSIS

 None.

 Prepared By:
 Francis Gomez, Operations Manager

 Reviewed By:
 Blessilda Wright, Compliance Supervisor

ATTACHMENT(S)

Attachment 1: Internal Dispute Resolution Policy Attachment 2: Internal Dispute Resolution Policy Resolution THIS PAGE LEFT BLANK INTENTIONALLY

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Internal Dispute Resolution Policy Resolution 90-22-XX; adopted [Date]

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

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

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

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

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

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RESOLUTION 90-22-XX

Internal Dispute Resolution Policy

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

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

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

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

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

JULY Initial Notification—Revised AUGUST

28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied

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STAFF REPORT

DATE: September 6, 2022

FOR: Board of Directors

SUBJECT: Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Formation of Joint Hearing Body

RECOMMENDATION

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

BACKGROUND

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

DISCUSSION

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

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

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

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

Golden Rain Foundation of Laguna Woods Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy September 6, 2022 Page 2

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

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

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

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

The board presidents and VMS Board chair reconvened to consider all input from the three boards and modified the documents to reflect the changes upon which there was agreement, or guided by law. Due to the substantive nature of the proposed changes, on August 2, 2022, the board unanimously reintroduced Resolution 90-22-XX and postponed action for 28-days to allow for Member review and comment to comply with Civil Code §4360.

On August 9, 2022, the motion made by the United board to introduce the proposed policy for discussion purposes and postpone the final vote 28-days per Civil Code §4360 resulted in a tie vote and failed.

On August 16, 2022, the Third board introduced the proposed policy for discussion purposes and postponed the final vote 28-days per Civil Code §4360 by a vote of 7-2-1.

Following the August board meetings, the board presidents and VMS Board chair reconvened to make a few non-substantive modifications to the proposed policy and charter for clarity purposes based on input from the boards. The changes are shown in redline version on the attachments.

FINANCIAL ANALYSIS None.

Prepared By:	Siobhan Foster, CEO/General Manager
Reviewed By:	Francis Gomez, Operations Manager Eric Nunez, Director of Secuirty

ATTACHMENT(S)

Attachment 1: Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy Attachment 2: Inter-Board Policy – Flow Chart Attachment 3: Charter of Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee Attachment 4: Resolution 90-22-XX



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

I. Purpose

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

This policy applies to:

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

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

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

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

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

II. Definitions

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

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Attachment 1

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

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

III. Conditions for Harassment

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

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

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Attachment 1

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

IV. Conditions for Abuse

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

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

V. Conditions for Intimidation

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

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

VI. Examples of Harassment, Abuse and/or Intimidation

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

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

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

VII. Reporting Harassment, Abuse and/or Intimidation Claims

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

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

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

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

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

- a. Security Director informs CEO/General Manager ("CEO") and Human Resources ("HR") Director of claim.
- b. CEO confers with Security Director and HR Director to determine if claim may involve harassment, abuse and/or intimidation and requires further action;
 - If claim does not meet definition of harassment, abuse and/or harassment, Compliance Division reviews claim for other possible governing document violations and initiates enforcement action, if needed no further action is taken.
 - ii. If claim meets definition of harassment, abuse and/or harassment, claim will be investigated by third party or internally by Security Director or designee.
- c. CEO may implement interim administrative actions to prevent employee harassment, abuse and/or intimidation during investigation depending on facts/governing documents. Actions must not interfere with resident's rights.

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

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

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

c. Legal counsel reviews investigative report to confirm findings meet legal definition(s) of harassment, abuse and/or intimidation. If claim does not meet the definition(s), Compliance Division reviews claim for other possible governing document violations and initiates enforcement action, if needed no further action is taken.

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

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

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

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

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

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

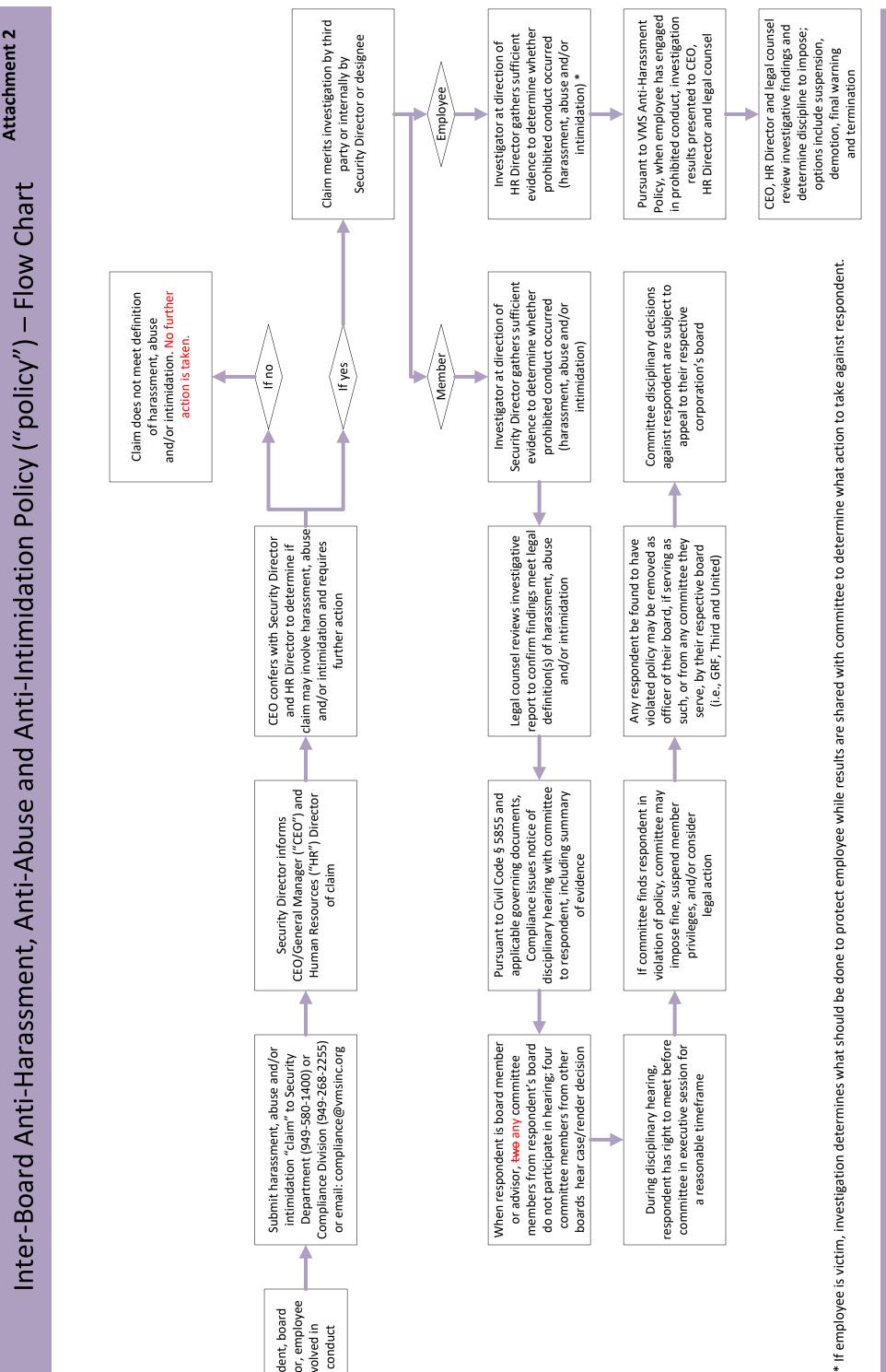
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Attachments (for reference only):

ATT 1: Member Disciplinary Process (with footnote that it is subject to change and if it changes, the policy will reflect the updated disciplinary process) ATT 2: Schedule of Monetary Penalties (with footnote that it is subject to change and if it changes, the schedule will reflect the updated penalties)

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respondent has right to meet before committee in executive session for During disciplinary hearing, a reasonable timeframe

boards hear case/render

When respondent is board member members from respondent's board do not participate in hearing; four committee members from other or advisor, two any committee

member, advisor, employee Member, resident, board or guest involved in prohibited conduct

Compliance Division (949-268-2255) or email: compliance@vmsinc.org Submit harassment, abuse and/or intimidation "claim" to Security Department (949-580-1400) or

Inter-Board Anti-

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

I. Introduction

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

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

II. Purpose

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

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

Claims of harassment, abuse and intimidation may be against:

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

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

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III. Committee

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

IV. Scope of Authority – Powers of Committee

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

V. Scope of Authority – Committee Member Compensation and Conduct

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

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VI. Scope of Authority – Meetings

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

VII. Scope of Authority – Effect of Decisions by Committee

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

VIII. Scope of Authority – Insurance/Defense/Indemnity

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

IX. Scope of Authority – Confidentiality

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

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

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RESOLUTION 90-22-XX

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

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

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

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

NOW THEREFORE BE IT RESOLVED, September 6, 2022, that the Board of Directors of this Corporation hereby approves the Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Charter of the Joint Hearing Body Committee, as attached to the official minutes of this meeting; and

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

MAY Initial Notification – Revised AUGUST

28-day notification for member review and comment to comply with Civil Code §4360 has been satisfied.

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ENDORSEMENT (to Board of Directors)

Garden Center Operating Rules

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

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

Motion passed unanimously.

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STAFF REPORT

DATE:September 6, 2022FOR:Board of DirectorsSUBJECT:Garden Center Operating Rules

RECOMMENDATION

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

BACKGROUND

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

DISCUSSION

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

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

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

FINANCIAL ANALYSIS

None.

Prepared By: Brian Gruner, Recreation and Special Events Director

Reviewed By: Catherine Laster, Services Manager

ATTACHMENT(S) ATT 1: Garden Center Operating Rules ATT 2: Resolution 90-16-55 ATT 3: RESOLUTION 90-22-XX Garden Center Operating Rules

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- A. Introduction/Purpose
 - 1. The Garden Centers are recreational facilities managed by the Laguna Woods Village Recreation Department and its staff. The Garden Centers are a functioning farm that provides a relaxing enjoyable environment for the residents to tend, grow and harvest their own fruits, vegetables and ornamental plants.
 - 2. The rules and regulations have been designed to:
 - a. Ensure the gardens are safe
 - b. Ensure that community gardens are a pleasant place to visit and admire
 - c. Establish fairness and equality among gardeners
 - d. Prevent damage to the land and groundwater
- B. General Operating Information
 - Golden Rain Foundation (GRF) establishes the hours of operation, assign personnel and otherwise oversee the operation of the Garden Centers. In an ongoing effort to improve, the operating rules are subject to change at any time. Any updates will be posted on the bulletin boards and distributed via e-mail and/or website.
 - 2. You may contact the Garden Center at (949) 268-2387.
 - 3. Staff is responsible for enforcing the Operating Rules to serve the best interest of all residents who use, or wish to use, the Garden Center facilities. Staff oversees the Garden Centers; staff hours are posted at the Garden Center office and on the Laguna Woods Village website.
 - 4. Operating Hours: Sunrise to Sunset.
 - 5. Odors: this includes second-hand smoke (cigarettes, cigars marijuana and vaping), etc. and is a violation of the GRF Nuisance Policy.

- C. Who May Rent a Garden and/or Tree Plot
 - Any authorized Occupant or Lessee, as defined by United Laguna Woods Mutual and Third Laguna Hills Mutual, may request a Garden Center Use Permit. One permit is issued per manor. Use Permits are only accepted on official forms provided by GRF. All persons using a plot must be listed with the following contact information: resident ID number, manor number, address, home phone number, cell number, and e-mail if applicable. Use Permits will be renewed annually in compliance with current adopted GRF policies.
 - 2. All fees are according to the GRF Schedule of Fees.
- D. Signing Required Release and Waiver of Liability Agreement
 - All gardeners and partners are required to sign a Hold Harmless, Release and Waiver of Liability Agreement. This signed agreement will be maintained on file. This agreement limits GRF's liability and waives any claim a gardener may have, including injury or damage absent gross negligence or willful misconduct. Forms are available online, at the Garden Center office or the Recreation Office. The waiver agreement form will periodically be updated and require a new signature.
 - 2. Guests must be accompanied by an authorized resident at all times.
- E. Temporary Working of Your Plot by a Designated Person
 - No one may work a garden for another gardener unless they are a resident of Laguna Woods Village and listed on the Use Permit as a partner with the appropriate contact information. If an individual is found to be working a plot without being listed on the Use Permit, the Use Permit holder will be subject to disciplinary action which could result in loss of gardening privileges.
 - Circumstances including but not limited to medical issues and extended leave of absence may prevent a gardener from obtaining a resident partner; such cases will be reviewed on a case by case basis by Recreation staff.
- F. In Case of Emergency
 - 1. Emergency telephones that connect directly with the Security Office are available at both Garden Centers.

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

2. In severe emergencies please call 911.

- G. Gardener Responsibilities
 - 1. Gardeners/partners are responsible for keeping their plots weed and debris free <u>at all times</u>.
 - 2. Gardeners/partners must do their own gardening.
 - 3. Gardeners are not allowed to sublease or otherwise turn their plot over to someone who is not legally documented on the Use Permit as a partner.
 - 4. The Use Permit holder/partner must grow/harvest/maintain (keeping weed free) his/her plot all 12 months.
 - 5. Work must commence within 30 days of permit issuance.

6. Gardeners are obligated to plant fruits, vegetables and/or ornamental plants.

- 7. Seasonal gardeners, e.g. "snowbirds", summer "desert escapees" are **REQUIRED** to SHARE their plot(s) with a partner who may maintain the plot in the opposing seasons.
- 8. Mulch outside of plots is prohibited.
- 9. Gravel and decomposed granite are not permitted for use in garden or tree plots. Gravel is only permitted for use in the Garden Center Two walkways.
- 10. The disposal of trash and debris is the responsibility of each gardener. Large green waste and general trash dumpsters are located strategically throughout the facilities. Do not place debris in walk areas or leave debris in wheelbarrows. Green waste items need to be placed in the green waste trash bins.

- 11. All walkways must be kept clear and wheelbarrows must be emptied and returned to their proper storage areas. Gardeners using tools furnished by GRF are responsible for the proper care, cleaning, return, and storage of these tools to the tool sheds from which they were obtained.
- 12. Gardeners are permitted to plant within their assigned garden space only. Planting in any common area, such as in the parking lot, within medians and around structures, is not allowed unless approved by Recreation staff.
- 13. All items stored within the garden plot must be **essential** to gardening. Pesticides of any kind may not be stored at the Garden Center. Items such as wooden stakes, tomato cages, etc. must be kept in a neat and orderly manner. Materials may not be stored against the perimeter fence of Garden Center.
- 14. Gardeners are required to adhere and comply with all Garden Center Operating Rules, Recreation Department Policy, GRF Governing Documents, and all applicable laws. Failure to do so may result in disciplinary action <u>and/</u>or loss of use permit.
- H. Pets/Animals at the Garden Centers
 - 1. Pets are not allowed at either Garden Center.
 - 2. Do not feed wildlife in the Garden Centers.
- I. Annual Fees
 - As part of the initial plot rental process, residents will be given a statement with the amount due for their plot(s). All checks will be made payable to GRF. The rental fees along with all applicable documentation must be submitted to the Recreation Office. GRF may revoke the Use Permit of any gardener who is 30 days delinquent in payment of his/her plot rental.
 - 2. Plot rentals are for one calendar year and renewed annually.
 - 3. The resident may begin working the plot upon receipt of plot rental fees and must commence within 30 days of paying the plot rental fees.
- J. Assignment of Garden Plots/Spaces
 - 1. Garden plots are leased on an available basis and only one is allowed per manor.

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

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

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

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

2. Summer gardens must be planted by May 31 and must be cleaned up by November 15.

3. Plot holders who do not actively garden during short periods (less than one month) must plant a cover crop or cover the plot with plastic to maintain the plot free of weeds. The registered partner may maintain the plot in the plot holder's absence.

- 4. GRF/Recreation reserves the right to prohibit or limit any plantings that are not in the best interest of the Community or the Garden Centers.
- 5. All plants with invasive roots or plants that are larger than the plot size are prohibited and must be removed or grown in a container.
 - a. For example banana trees, mint, canna lilies, bird of paradise, sugar cane and ginger
 - b. Trees may not be planted in garden plots including pots/planters.
- 6. Shading a neighbor's garden plot with any plant or material is prohibited. Tall plants/creeping vines are to must be planted along a south/south east facing fence that is not attached to another plot or planted in the center of the garden plot. These plantings must not exceed 68 feet in heightmust not grow taller than the plot fencing or onto a neighbor's plot roof.-
- M. Garden/Vegetable Plot Specifics
 - 1. Staff must approve any fence or other structure prior to it being built and follow GRF guidelines.
 - 2. Each gardener is responsible for walkways within and around their plots. Walkways must be clear of obstacles. No intrusion of growing material into the walkways.
 - 3. No trees may be planted in <u>any</u> garden plots.

4. Plot holders may grow vegetables, fruits, herbs, ornamental plants and edible weeds in their plot.

- 5. Edible weeds must be harvested and not allowed to go to seed.
- 6. Plot holders must utilize at least 75% of the plot for planting. Plots are not to be used to store materials/tools not associated with gardening or be used as an entertaining area.
- 7. The plot soil must be maintained in an aerated state and <u>no</u> modification or amendment to the soil may be added which will impede the future use of the plot, including but not limited to gravel and vermiculite.
- 8. Plot holders may grow plants considered invasive, such as bamboo, mint and Asian Yams, as long as it is in an above ground mobile container, planter, etc. Invasive plants, such as bamboo, mint and Asian Yams and

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

- 9. The following water-intensive crops are prohibited: rice and sugar cane.
- 10. Crops should be rotated.
- 11. Crops must be harvested and not left on the ground to rot and go to waste.
- 12. Plot holders should grow a variety of plants and should never grow less than two types of plants at any one time.
- 13. All plants, planters, planter boxes and trellises must be placed inside the plot perimeter. Plants may not over hang into the walk way. The Garden Center coordinator has the right to trim the excess plants over hanging into the walkway without prior notification.
- N. Shade House Spaces
 - 1. Each bench space is approximately 16 square feet and will be assigned on a one per manor basis.
 - 2. The shade house will be kept locked at all times when it is not in use by those with Use Permits. Keys will be issued to all shade house permit holders. Keys must be returned to the Recreation Office when the Use Permit is terminated.
 - 3. All materials stored under the benches, such as pots, potting mixtures, etc., must be kept in a neat and orderly condition and must be maintained at least above the ground in order to reduce the opportunity for rodent nest sites. Storage of materials not essential to shade house gardening activities is prohibited.
 - 4. Each shade house gardener is responsible for elimination of all debris and weeds in their half of the walkways around their bench space.
- O. Fruit Tree Areas
 - 1. All new trees planted in tree plots in both Garden Centers will shall be dwarf and semidwarf fruit trees only and must obtain written approval in advance by the Recreation Department. Trees that are not fruit trees currently planted in both Garden Centers may be grandfathered in at

Agenda Item #11c Page 12 of 22 Garden Center staff discretion. Untended or unapproved trees may be removed by Garden Center staff after notification to tree plot Use Permit holders.

- In both Garden Centers, existing trees maximum height is 15 feet and must have a minimum of three trees per 10'x10' area but not exceed five trees.
- 3. Tree plots must utilize shared water spigots. Please remove your personal hose after each use. Timers are not allowed.
- 4. Gardeners are reminded of the steep sloping grades that exist in the tree area and lessees are to maintain safe walks, steps and slope retaining walls at all times.
- 5. Gardeners are expected to prune and care for their trees so they do not spread disease. Trees are not to grow over other plots or block walkways, and may not rise more than 15 feet in pruned condition.
- Tree plots must be kept free of weeds, fallen fruit, leaves, and flowers.
 a. No vegetation plants are allowed in tree plots.

7. Structural fences are prohibited around tree plots. Temporary fencing may be installed and is only permitted for protect the produce from falling or being remove the fence at staff's request shall at the expense of the Use Permit Holder at the current chargeable service rate

- a. If the tree <u>plot</u> produces fruit yea<u>r</u> round, permanent fence approval will need to be obtained from the Garden Center Administrative office.
- b. Temporary fencing guidelines are as follows:

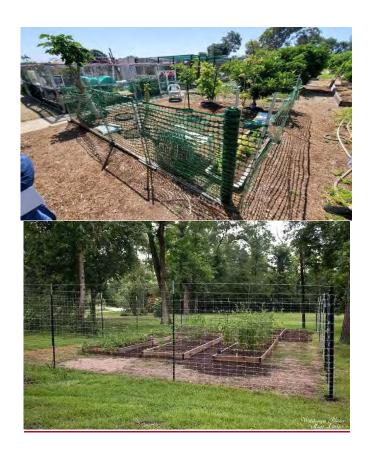
i. <u>14 gauge Green flexible plastic meshwire fence</u> <u>-or flexible</u> <u>plastic mesh</u> with ³⁄₄" to 1" holes and six feet in height
 ii. <u>Up to 2 1/2</u>" Metal stakes<u>T or U Posts</u> -not to exceed ³⁄₄
 <u>"diameter and</u> six feet in height

iii. <u>iii. Galvanized steel fence T-Post clips</u>

iii.iv. Wooden boundary footings are permitted

iv.v. Concrete or other hard curing materials are prohibited. not allowed

Sample of temporary fencing below <u>Temporary fence sample</u> <u>pictures below</u>:



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

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

PEST AND DISEASE	Recommended	Not Recommended
	 bacillus thuringiensis(Bt) soap spray Horticulture pepper/onion spray - sulfur wood ashes sour milk solution lace wings dormant oils micro-cop or equivalent diatomaceous earth (DE) baking soda borax, boric acid - sluggo lady bugs tangle foot marigolds beneficial nematodes - netting Pyrethrin: It is a naturally occurring insect-killing chemical taken from chrysanthemum flowers. In the flowers, these bug-killers exist as a mixture of six separate chemicals that together are called pyrethrum or pyrethrins. Pyrethrins (without piperonyl butoxide or other enhancers) are permitted for use on organically 	 Roundup is forbidden rotenone - pyrethrate, pyrethroids - nicotine sulfate - malathion diazinon sevin organophosphates Finale Dursban organ chlorides chlorpyrifos
	grown crops. Recommended	Not Recommended
	 cotton Seed - kelp compost manure 	- ammonium sulfate - ammonium nitrate - muriate of potash - superphosphates

 blood, bone, horn, and hoof meals - liquid fish or seaweed fertilizers classed as "organic" 	- highly soluble chemical fertilizer - Ozmicote - Non-organic
	Miracle Grow

Q. Authority, Enforcement of Rules and Revoke of Use Permit(s)

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

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

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

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

comply within a reasonable time from the date of the notice. Failure to comply within the allowable time may result in <u>a hearing for</u> <u>disciplinary action by GRF</u>termination of the Use Permit. Violation

protocol is as follows:

- Notice 1: Verbal outreach to resolve the violation;
- Notice 2: Letter outlining the violation and required deadline completion;

Notice 3: <u>Notification of GRF hearing</u>Final violation notice and timeline before plot and garden rights are revoked.

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

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

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

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

Golden Rain Foundation of Laguna Woods

Open Board Meeting of December 6, 2016

RESOLUTION 90-16-55

Garden Center Operating Rules and Related Documents

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

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

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

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

Agenda Item #11c Page 20 of 22



RESOLUTION 90-22-XX Garden Center Operating Rules

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

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

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

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

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

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

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

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

August Initial Notification

28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied

Agenda Item #11c Page 22 of 22 Golden Rain Foundation Community Activities Community May 12, 2022

ENDORSEMENT (to Board of Directors)

Tennis Center Operating Rules

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

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

Motion passed unanimously.

Agenda Item #11d Page 2 of 14



STAFF REPORT

DATE:September 6, 2022FOR:Board of DirectorsSUBJECT:Tennis Center Operating Rules

RECOMMENDATION

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

BACKGROUND

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

DISCUSSION

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

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

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

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

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

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

Golden Rain Foundation of Laguna Woods Tennis Center Operating Rules August 2, 2022 Page 2

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

FINANCIAL ANALYSIS

None.

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

ATTACHMENT(S)

ATT 1: Tennis Center Operating Rules ATT 2: RESOLUTION 90-22-XX Tennis Center Operating Rules ATT 3: Red Line Version of Tennis Center Operating Rules

TENNIS OPERATING RULES

Laguna Woods Village[®]

A. General Rules:

- 1. The Tennis Complex is open every day from 7 a.m. to 10 p.m.
- 2. Lighted courts are available on courts 1/2/5/6/7 bring quarters for coin-operation.
- 3. All residents and guests must sign in upon entering the facility.
- 4. Proper tennis attire (shirts required) for players and "non-marking shoes" for on-court play.
- 5. "Prime-time" for tennis play is during the hours of 7 a.m. to noon every day.
- 6. Club tournaments, leagues, and other events must be scheduled and posted one week in advance.
- 7. Scheduled club/group/organization tournaments and activities at the tennis facility take priority and must be scheduled and posted one week in advance:
 - a. Prime time events and tournaments must be reviewed and approved by the Recreation and Special Events Department
 - b. At least 50% of the event players are Laguna Woods residents
 - c. No other events are already scheduled at the same time/day
 - d. The event reservation notice will be posted on the appropriate courts
- 8. Guests must have resident present and may use one court only; One guest per resident in prime-time and up to three guests for other times; no guests under the age of 6 are permitted.
- 9. No pets other than service animals are allowed at the tennis facility.
- 10. No unauthorized music is to be played on any device at the tennis facility.
- 11. Entry gates require Laguna Woods Village resident ID card (swipe or tap) for access Do not prop open the gates!
- 12. Only teaching professionals approved by GRF can host lessons Monday through Saturday, noon to close and Sunday all day on courts 3 and 4.

B. <u>All Court Rules:</u> (See tables on Page 3 for a summary of court rules)

- 1. Play time limits/reservation availability/walk-on usage varies by court number and time of day.
- 2. All players must be present to claim an open court.
- 3. Courts 1 through 7 have a "whiteboard" for sign-up and <u>must</u> be used properly for all walk-on usage.
 - a. All players must post their start and stop time on the board and may not be changed (not to exceed the set court time limits during prime-time hours-see chart on page 3).
 - b. Do not change start/end times on the whiteboard (once recorded) after claiming a walk-on or reserved court.
- 4. Reservations may be made up to three days in advance via Court Reserve for Courts 8 through 10 all day and courts 6 and 7 during the evening.
 - a. Players with Court Reserve reservations may start early if their reserved court is available.
 - b. Players with advance Court Reserve reservations must claim their assigned court within 10 minutes of their start time or the reservation will be deemed canceled and the court will then be available for walk-on play until the next reservation time.
- 5. When time expires play may continue until a new group arrives and there are no other courts of equivalent time limit available, i.e. one or 1.5 hour courts.

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

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

Tennis Court Rules for <u>Prime-Time Hours</u>

7 a.m. to noon

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

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

Tennis Court F	Rules for <u>Prir</u> Noon to Clos		<u>urs</u>	
Highlights of Court Play Priorities for NON-PRIME TIME (After noon))
		CC	OURTS	
Courts 1-10	1-4	5	6/7	8/9/10
Set reservation times available	NO	NO	YES*	YES+
On-court time limit	1.5 hours	1.5 hours	1.5 hours	1.5 hours
Walk-on if no show/no reservation	N/A	N/A	YES	YES
Individual player uses by themselves	YES	YES	YES	YES
Doubles have priority over singles	NO	NO	NO	NO
An individual may practice by themselves on any w	alk-on court durin	g non-prime time	hours	
Note: If another court is available, you must take the	ne open court and	not ask others to	move from a co	urt they occupy.
* Set reservations times are (4:30-6), (6-7:30), (7:30	0-9)			
+ Set reservation times for play (Court 8), ball m (1:30-3), (3-4:30), (4:30-6), (6-7:30)	achine (Court 9 &	& 10) or backboa	rd (Court 9) are	e (noon-1:30),
Reservations may be made via Court Reserve for c	ourts 6 through 10).		

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

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RESOLUTION 90-22-XX Tennis Center Operating Rules

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

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

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

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

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

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

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

August Initial Notification

28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied THIS PAGE LEFT BLANK INTENTIONALLY

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- 1. The Tennis Complex is open every day from 7 a.m. to 10 p.m.
- 2. Lighted courts are available on courts 1/2/5/6/7 bring guarters for coin-operation.
- 3. All residents and guests must sign in upon entering the facility.
- 4. Proper tennis attire (shirts required) for players and "non-marking shoes" for on-court play.
- 5. "Prime-time" for tennis play is during the hours of 7 a.m. to noon every day.
- 6. Club tournaments, leagues, and other events must be scheduled and posted one week in advance.
- Scheduled club/group/organization tournaments and activities at the tennis facility take priority and 7. must be scheduled and posted one week in advance:
 - a. Prime time events and tournaments must be reviewed and approved by the Recreation and Special Events Department
 - b. At least 50% of the event players are Laguna Woods residents
 - c. No other events are already scheduled at the same time/day
 - d. The event reservation notice will be posted on the appropriate courts
- 8. Guests must have resident present and may use one court only; One guest per resident in prime-time and up to three guests for other times; no guests under the age of 6 are permitted.
- 9. No pets other than service animals are allowed at the tennis facility.
- 10. No unauthorized music is to be played on any device at the tennis facility.
- 11. Entry gates require Laguna Woods Village resident ID card (swipe or tap) for access Do not prop open the gates!
- 12. Only teaching professionals approved by GRF can host lessons Monday through Saturday, noon to close and Sunday all day on courts 3 and 4.
- B. All Court Rules: (See tables on Page 3 for a summary of court rules)
 - 1. Play time limits/reservation availability/walk-on usage varies by court number and time of day.
 - 2. All players must be present to claim an open court.
 - 3. Courts 1 through 7 have a "whiteboard" for sign-up and must be used properly for all walk-on usage.
 - a. All players must post their start and stop time on the board and may not be changed (not to exceed the set court time limits during prime-time hours-see chart on page 3).
 - b. Do not change start/end times on the whiteboard (once recorded) -after claiming a walk-on or reserved court.
 - 4. Reservations may be made up to three days in advance via Court Reserve for Courts 8 through 10 all day and courts 6 and 7 during the evening.
 - a. Players with Court Reserve reservations may start early if their reserved court is available.
 - b. Players with advance Court Reserve reservations must claim their assigned court within 10 minutes of their start time or the reservation will be deemed canceled and the court will then be available for walk-on play until the next reservation time.
 - 5. When time expires play may continue until a new group arrives and there are no other courts of equivalent time limit available, i.e. one or 1.5 hour courts.

Updated 08/02/2022

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

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

Updated 08/02/2022

An individual may practice by themselves on any walk-on court during non-prime time hours
Note: If another court is available, you must take the open court and not ask others to move from a court they occupy.
* Set reservations times are (4:30-6), (6-7:30), (7:30-9)
+ Set reservation times for play (Court 8) hall machine (Court 9 & 10) or hackboard (Court 9) are (noon 1:20)

6/7

YES*

YES

YES

NO

1.5 hours

8/9/10

YES+

YES

YES

NO

1.5 hours

NON-PRIME TIME (After noon) COURTS

5

NO 1.5 hours

N/A

YES

NO

* Set reservations times are (4:30-6), (6-7:30), (7:30-9) + Set reservation times for play (Court 8), ball machine (Court 9 & 10) or backboard (Court 9) are (noon-1:30), (1:30-3), (3-4:30), (4:30-6), (6-7:30)

Reservations must may be made via Court Reserve for courts 6 through 10.

An individual may practice by themselves on any walk-on court during

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

Updated 08/02/2022

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Tennis Court Rules for Prime-Time Hours 7 a.m. to noon

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

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

Tennis Court Rules for Prime-Time Hours Noon to Close

1-4

NO

N/A

YES

NO

1.5 hours

Reservations must may be made via Court Reserve for courts 8 through 10.

Highlights of Court Play Priorities for

Courts 1-10

Set reservation times available

Walk-on if no show/no reservation

Doubles have priority over singles

Individual player uses by themselves

On-court time limit

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RESOLUTION 90-22-XX

GRF Committee Appointments

RESOLVED, September 6, 2022, that the following persons are hereby appointed and ratified to serve on the Committees of this Corporation:

Strategic Planning Committee

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

Community Activities Committee

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

Finance Committee

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

Information Technology Advisory Committee (ITAC)

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

Landscape Committee

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

Maintenance & Construction Committee

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

Clubhouse Renovation Ad Hoc Committee

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

Media and Communications

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

Website Ad Hoc Committee

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

Broadband Ad Hoc Committee

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

Mobility & Vehicles Committee

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

Security and Community Access

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

OTHER COMMITTEES:

Disaster Preparedness Task Force

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

Laguna Woods Village Traffic Hearings

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

Purchasing Ad Hoc Committee

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

Select Audit Task Force

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

Insurance Ad Hoc Committee

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

Compliance Ad Hoc Committee

Maggie Blackwell (United) Pearl Lee (United) Mark Laws (Third) Annie McCary (Third)

GRF Broadband Ad Hoc Committee

Maggie Blackwell (United) Jim Cook (Third) Cris Prince (Third)

RESOLVED FURTHER, that Resolution 90-22-34 adopted August 2, 2022, is hereby superseded and cancelled; and

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

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Agenda Item # 11e Page 6 of 6



STAFF REPORT

DATE: September 6, 2022

FOR: Board of Directors

SUBJECT: Vehicle Replacement Policy

RECOMMENDATION

Approve Vehicle Replacement Policy.

BACKGROUND

The General Services Department is responsible for the maintenance and replacement of more than 400 Golden Rain Foundation (GRF) vehicles. Throughout the vehicle replacement process, the Vehicle Maintenance Division works with departments to select replacement vehicles that enhance operational efficiencies and have a reputation for being reliable and fiscally cost effective. This process includes researching and selecting vehicle makes and models that will provide long term reliability, resulting in reduced maintenance costs.

DISCUSSION

On November 21, 2005, GRF established a policy to purchase new vehicles. Staff recognizes there may be situations where purchasing used vehicles or leasing vehicles may result in long term cost savings. Revising the policy will allow the Vehicle Maintenance Division to review each class of vehicles to determine if purchasing used vehicles or leasing vehicles will produce long term cost savings. The attached Vehicle Replacement Policy (Attachment 1), provides guidance related to how vehicles are scheduled to be replaced, criteria for purchasing vs. leasing, criteria for purchasing used vehicles, and criteria for purchasing hybrid and electric vehicles. The guidelines included in this policy are intended to maximize operational efficiency and long-term cost savings to GRF.

The Vehicle Maintenance Division endeavors to replace vehicles before they become unreliable and prone to significant mechanical failure. The proposed policy describes the process the Vehicle Maintenance Division follows to identify vehicles to be replaced during the development of the annual Capital Improvement Plan (CIP). The proposed policy also includes language that would allow the General Services Department to lease vehicles, purchase alternative fuel vehicles, and purchase used vehicles. Vehicle purchases will also follow guidelines established in the Purchasing Policy for capital purchases.

Lastly, the proposed policy includes language directing the General Services Department to complete a fleet right-sizing assessment every two years. The fleet right-sizing assessment will help ensure that the number and type of vehicles included in the GRF fleet are appropriate for supporting VMS operations.

** On August 3, 2022, the Mobility and Vehicles Committee considered the proposed vehicle replacement policy. While the Committee did not vote on the policy, the policy was favorably received by the committee with the understanding that the policy would move forward to the board for consideration. **

FISCAL IMPACT

None.

Prepared By:	Robert Carroll, Director of General Services
Reviewed By:	Carlos Rojas, Director of Operations
Attachment:	

Attachment 1: Vehicle Replacement Policy Attachment 2: Resolution



Vehicle Replacement Policy

Purpose

The purpose of this policy is to establish guidance related to how vehicles are scheduled to be replaced, criteria for purchasing vs. leasing, criteria for purchasing used vehicles, and criteria for purchasing hybrid and electric vehicles. The guidelines included in this policy are intended to maximize operational efficiency and long-term cost savings to GRF. Vehicle purchases will also follow guidelines established in the Purchasing Policy for capital purchases.

1. Definitions

- a. "Vehicle Maintenance" refers to the practice of maintaining a vehicle or piece of equipment, and includes preventative maintenance, repairs and inspections.
- b. "Vehicle Lease" shall refer to the agreed use of a motor vehicle or piece of equipment for a fixed period of time at an agreed amount of money for the lease. At the end of the lease, the vehicle has to either be returned to the leasing company or purchased for the residual value.
- c. "Electric Vehicle" shall refer to a vehicle that runs fully or partially on electricity. Unlike conventional vehicles that just use fossil fuels, e-vehicles use an electric motor that is powered by a fuel cell or batteries
- d. "Hybrid Vehicle" shall refer to a vehicle that combines two power sources: a gas engine and an electric motor.
- e. "Life Expectancy" shall refer to the period of time, determined by the Vehicle Maintenance Division, that we can reasonably expect the vehicle to run reliably with minimal repair costs. (see Attachment A)

2. Identifying Vehicles to be Replaced/Added

- a. The Vehicle Maintenance Division will work with VMS departments to identify vehicles to be replaced or added during the development of the annual Capital Improvement Plan (CIP).
- b. Vehicle Maintenance will provide recommended vehicle options for department review/consideration. The vehicles recommended by Vehicle Maintenance shall be proposed based on its ability to service and maintain the make/model and the long-term operational efficiency and costs savings provided by the recommended make/model.
- c. Vehicle Maintenance will identify vehicles to be replaced based on the following criteria:

- i. Overall condition of the vehicle as it relates to safety
- ii. Decreased availability of parts and increased cost of parts
- iii. Decreased availability of dealer support, diagnostic tools, etc.
- iv. Overall cost of maintenance
- v. Dependability
- vi. Compliance Issues (for example: smog requirements)
- vii. Mileage
- d. Vehicles will be considered for replacement when they are projected to reach the end of their life expectancy, as defined in the General Services' Vehicle Replacement Strategy document (Exhibit A). The vehicles that most satisfy the criteria included in Section 2.c. will be scheduled for replacement. Not all vehicles that reach replacement age will be submitted for replacement consideration.

3. Lease vs. Purchase

- a. The Vehicle Maintenance Division is responsible for maintaining GRF vehicles, and has been successful in maintaining vehicles for well over the anticipated life expectancy of selected makes/models. This can result in significant cost savings when a purchased vehicle is in service for an extended length of time.
- b. The General Services Department will consider cost savings and operational efficiency when recommending whether to purchase or lease GRF vehicles. When evaluating whether to purchase or lease, General Services will consider the overall cost of ownership over the life of the vehicles including:
 - i. Original purchase price, or cost of monthly lease payments
 - ii. Cost of preventative (routine) maintenance over the projected life expectancy of the vehicle
 - iii. The cost of unscheduled repairs over the projected life expectancy of the vehicle
 - iv. Any vehicle mileage overage fees/vehicle damage fees (e.g. equipment mounting damage on Security vehicles)
 - v. Proceeds from the sale of the vehicle when surplussed and sold.

4. Air Quality Considerations

In recognition of the region's air quality challenges and in an effort to reduce greenhouse emissions, hybrid and electric vehicles will be considered and used to the extent possible, while considering the vehicles life-cycle costs and the ability to efficiently support department operations.

5. Electric and Hybrid Vehicles

- a. The Vehicle Maintenance Division shall consider the following factors when providing recommendations for electric or hybrid vehicles:
 - i. Functionality and dependability of the vehicle as determined by the using department
 - ii. Reliable availability of charging stations

- iii. Cost of the vehicle over its life-cycle (including initial purchase price, maintenance, and fuel)
- iv. The Vehicle Maintenance Division's ability to support the equipment technology

6. Purchase of Used Vehicles

- a. The purchase of used vehicles is allowable and shall be considered when the purchase of a used vehicle will provide increased cost savings over the life-cycle of the vehicle and operational efficiency is not impacted. The following factors shall be considered when considering the purchase of a used vehicle:
 - i. The availability of used vehicles that match the desired specifications
 - ii. Availability of pre-certified vehicles with 3 year/36,000 mile or similar warranty
 - iii. The availability of white vehicles to maintain consistent VMS professional image and fleet appearance

7. Fleet Right-Sizing Assessments

In and effort to ensure that the number and type of vehicles included in the GRF fleet are appropriate for supporting VMS operations, the General Services Department shall complete a fleet right-sizing assessment every two years between January and March. The assessment shall include a joint meeting with each department director to evaluate each work center to determine the following:

- a. Ascertain if the number of vehicles is appropriate for the number of employees working in the work center
- b. Identify opportunities to share vehicles across work centers
- c. Identify opportunities to downgrade vehicles where it makes sense (e.g. from an F-250 to a Ranger)
- d. Identify opportunities to reduce the number of vehicles in the fleet

The results of the fleet right-sizing assessment shall be presented to the GRF Mobility and Vehicles Committee in April/May for its review and input. Outcomes will be incorporated into the ensuing CIP and budget.

Exhibit A

Vehicle Replacement Strategy

Vehicle Type	Vehicle Life Expectancy (Years)*
One-Ton Truck	13
Transportation Bus	7
Passenger Car	10
Electric Passenger Car	5
Security Vehicles	5
Large Dump	15
Passenger Van	13
F150/F250 Vehicle	13
Small Pick-Up	13
Work Van	10
Utility Vehicle	10
Trailer	15

*Note: Not all vehicles that reach replacement age will be submitted for CIP replacement consideration. When a vehicle reaches its life expectancy, the Vehicle Maintenance Division will complete an assessment based on the criteria listed in 2.c to determine if the vehicle should be replaced.



Attachment 2

RESOLUTION 90-22-XX

Vehicle Replacement Policy

WHEREAS, on November 21, 2005, by way of direction from the Maintenance and Construction Committee, a policy was set forth to purchase new vehicles for the Golden Rain Foundation vehicle fleet; and

WHEREAS, the Board recognizes there may be situations where purchasing used vehicles or leasing vehicles may result in long term cost savings; and

WHEREAS, revising the policy will allow the Vehicle Maintenance Division to evaluate each class of vehicles to determine if purchasing used vehicles or leasing vehicles will produce long term cost savings; and

WHEREAS, the Board recognizes the need to establish guidance related to how vehicles are scheduled to be replaced, criteria for purchasing vs. leasing, criteria for purchasing used vehicles, and criteria for purchasing hybrid and electric vehicles;

NOW THEREFORE BE IT RESOLVED; October 4, 2022 that the Board of Directors of this Corporation hereby approves the Vehicle Replacement Policy, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 90-11-55, adopted June 7, 2011, is hereby superseded and canceled; and

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

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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Agenda Item # 12a Page 8 of 8

ENDORSEMENT (to Finance Committee)

Golf Fee Pricing

Authorize the Community Activities Committee recommendation to review and approve the proposed Schedule of Golf Fees, inclusive of changes to green fees for members and guests, with an effective date of January 1, 2023.

A motion was made to accept the proposed Schedule of Golf Fees, inclusive of changes to green fees for members and guests, with an effective date of January 1, 2023.

Motion passed 6-1-0 (Director Blackwell voted no).

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Agenda Item # 12b Page 2 of 12 Golden Rain Foundation Laguna Woods Mutual Finance Committee September 6, 2022

ENDORSEMENT (to board)

Golf Fee Pricing

Jose Campos, Assistant Director of Financial Services, presented a staff report submitted by the Community and Activities Committee recommending the Board review and approve the proposed schedule of Golf Fees, effective January 1, 2023.

The motion passed by unanimous decision to accept this recommendation and present at the next Board meeting.

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Agenda Item # 12b Page 4 of 12



STAFF REPORT

DATE: September 6, 2022 FOR: Board of Directors

SUBJECT: Golf Fee Pricing

RECOMMENDATION

Review and approve the proposed Schedule of Golf Fees (ATT1), inclusive of changes to green fees for members and guests, with an effective date of January 1, 2023.

BACKGROUND

The Golf 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 (ATT2), 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.

DISCUSSION

To ensure Golf Fees are being reviewed regularly and that revenues earned from fees are sufficient to offset a consistent and agreed upon share of costs, staff compiled a five-year analysis of revenues and expenses including a percent funded by fees. Every two years (even numbered years), staff will compare golf revenues earned through fees to expenses incurred. Staff will then propose fee changes (increase/decrease) to ensure the shared costs stay within a set percentage. Staff recommends the percent of golf expenses to be funded by fees shall equal approximately 70% - 75% while the percentage of costs to be shared by all residents shall equal approximately 25% - 30%.

					V3	
	Actual	Actual	Actual	Budget	Budget	Proposed
All amounts in thousands	2019	2020	2021	2022	2023	2023
Revenue	\$1,777	\$1,658	\$2,276	\$2,192	\$2,443	\$2,771
Expense						
Compensation	2,159	2,278	2,162	2,216	2,322	2,322
Other *	1,126	1,097	1,421	1,372	1,438	1,438
Total Expense	\$3,285	\$3,375	\$3,583	\$3,588	\$3,760	\$3,760
Percent Funded by Fees	54%	49%	64%	61%	65%	74%
Percent Shared	46%	51%	36%	39%	35%	26%

* Other Expense: Utilities, Materials & Supplies and Outside Services (3rd Party Landscaping)

The proposed 2023 revenues \$2,771M include Golf Green Fee increases listed in the table below. A full listing of 2022 Golf Fees can be found in ATT1 along with the proposed 2023 fees.

Green Fees	DESCRIPTION	2022 Fee	2023 Fee Proposed	Change
27 Hole Course	Members	\$16.00	\$20.00	\$4.00
18 Holes	Guests, Weekday	\$35.00	\$40.00	\$5.00
	Guests, Weekend	\$55.00	\$60.00	\$5.00
27 Hole Course	Members	\$8.00	\$10.00	\$2.00
9 Holes	Guests, Weekday	\$18.00	\$20.00	\$2.00
	Guests, Weekend	\$28.00	\$30.00	\$2.00
Par 3 Course	Members	\$10.00	\$10.00	\$0.00
18 Holes	Guests	\$16.00	\$20.00	\$4.00
Par 3 Course	Members	\$6.00	\$6.00	\$0.00
9 Holes	Guests	\$8.00	\$10.00	\$2.00

FINANCIAL ANALYSIS

If approved, the Schedule of Golf Fees will reflect total golf expenses covered by fees of 74% and a cost shared by the community of 26%. While the proposed change to golf fees would increase revenue by an estimated \$471,000 (ATT3) in 2023, as compared to 2022, the proposed fees are expected to maintain the shared cost percentage between 25% and 30% through 2024 inclusive of anticipated inflation of 3%.

Green Fee Revenue Golf Maint 27 Hole Green Fees (WC 580) Golf Maint 9 Hole Green Fees (WC 581) Total		2022 Budget 1,505,000 <u>97,000</u> 1,602,000	2023 Proposed 1,970,000 <u>103,000</u> 2,073,000	Change 465,000 <u>6,000</u> 471,000
Prepared By:	Steve Hormuth, Director of Financial Services			
Reviewed By:	Brian Gruner, Recreation and Special Events Director Jose Campos, Assistant Director of Financial Services			
Attachment(s): Committee Routing:	ATT 1 – 2022 Schedule of Golf Fees with 2023 Pro ATT 2 – Shared Cost Guidelines GRF Resolution 9 ATT 3 – 2023 Proposed Golf Green Fees and Proje ATT 4 - Resolution 90-22-XX GRF Finance Committee August 17, 2022			-12-132



SCHEDULE OF GOLF FEES Proposed

DESCRIPTION	2022 Fee	2023 Fee
Carts & Clubs		
Cart Registration, Single Use	\$8.00	\$8.00
Cart Registration, Annual Pass	\$60.00	\$60.00
Cart Rental, 18 Holes	\$15.00	\$15.00
Cart Rental, 9 Holes	\$8.00	\$8.00
Cart Rental, Hand Pulled	\$1.00	\$1.00
Club Rental	\$25.00	\$25.00
Club Storage (locker), Annual Fee	\$45.00	\$45.00
Club Storage (locker) , Monthly	\$12.00	\$12.00
Driving Range		
Driving Range, Large Bucket	\$6.00	\$6.00
Driving Range, Small Bucket	\$4.00	\$4.00
Driving Range, Quarter Bucket	\$2.00	\$2.00
Greens Fee, 27 Hole Course, 18 Holes		
Members	\$16.00	\$20.00
Guests, Weekday	\$35.00	\$40.00
Guests, Weekend	\$55.00	\$60.00
Greens Fee, 27 Hole Course, 9 Holes		
Members	\$8.00	\$10.00
Guests, Weekday	\$18.00	\$20.00
Guests, Weekend	\$28.00	\$30.00
Greens Fee, Par 3 Course, 18 Holes		
Members	\$10.00	\$10.00
Guests	\$16.00	\$20.00
Greens Fee, Par 3 Course, 9 Holes		
Members	\$6.00	\$6.00
Guests	\$8.00	\$10.00

RESOLUTION 90-12-132

GUIDELINES FOR SHARED COSTS AND FEES

RESOLVED, November 6, 2012, that the following Guidelines for the sharing of costs and for the levying and collection of fees reflect the policies and practices which have developed over the history of Laguna Woods Village. The Guidelines are subject to change from time to time at the discretion of the Golden Rain Foundation Board of Directors (GRF).

- A. <u>General Principles and the Shared Cost Concept</u>:
- I. Shared costs are costs of furnishing, maintaining, or operating facilities and services which all Laguna Woods Village residents use or enjoy, or have the <u>right</u> to use or enjoy. They are costs budgeted as Golden Rain Foundation operating or reserve expenditures shared equally throughout Laguna Woods Village by manor. The monthly assessment by each manor ownership reflects an equal portion of these costs per the amended Trust Agreement dated March 30, 1964, Paragraph 6: "Golden Rain costs shall be included in monthly assessment on a pro-rata basis to members of respective corporations."
- II. Reasonable fees may be imposed pursuant to the Trust Agreement, as amended.
- B. Exceptions to the Shared Cost Concept:
- I. <u>Utilization Control</u>

In order to control crowding, to minimize over-usage, or to impose reasonable limitations on guests, fees may be imposed on users of a shared cost facility or service.

II. Financial Support of a Facility/Service

Reasonable fees may be imposed on the users of a new or existing shared cost facility or service if GRF determines that fees would be appropriate to help offset costs and reduce assessments.

III. Exclusive Use of Facility by Resident

Where only a small number of residents are allowed access to a facility, GRF may impose a fee to recover certain costs of operating that facility.

C. <u>Special Facilities</u>:

Since the inception of Laguna Woods Village, two facilities have consistently been declared to be free from the imposition of fees for use thereof by Laguna Woods Village residents.

I. The first of such special facilities is the aquatics and necessary related facilities. The special classification of aquatics derives from the view traditionally held by the Laguna Woods Village community that the "swimming pool" is an integral part of residential real property.

II. The second such special facility is the Laguna Woods Village Transportation System. Its special classification derives from assurances of the original developer that the community bus system would furnish certain fare-free bus transportation to Laguna Woods Village residents. Rendition of this free bus service has been endorsed and continued by the first and subsequently elected Golden Rain Foundation Boards of Directors.

Additionally, there are other facilities where it would be difficult to collect fees or where it may not prove to be cost effective.

D. <u>Definition of Fees</u>:

Inasmuch as GRF provides multipurpose facilities and services, a formula for determining fees shall be applied to each such facility or service separately in order to determine an appropriate fee amount. When establishing fees, GRF will review direct costs of operating the facility, reserve requirements for equipment and facility improvements, **and** utilization.

I. <u>Facilities Fee</u> - A payment imposed on the user of a shared facility in order to control use or recover a portion of the facility costs. The fee should represent an equitable and reasonable division of cost between the user and the monthly assessment.

II. <u>Administrative Service Fee</u> - A payment imposed on the user of a service provided by administrative personnel of the Managing Agent or a contracted service provider.

III. <u>Entertainment Fee</u> - A fee assessed to individuals for a Recreation coordinated event.

IV. <u>Additional Occupant Fee</u> - A payment imposed for each additional occupant over two in a manor, whether owner or tenant, for the right to use community facilities or services.

V. <u>Nonresident/Guest Fees</u> - A payment imposed on a nonresident, including all non-Laguna Woods Village organizations, for use of a community facility or service.

In the event that the owner(s) of any manor shall lease said manor to a tenant or tenants, such tenant(s) shall be entitled to the use of all GRF facilities or services as aforesaid during the term of said lease and the owner(s) shall not be entitled to such use of said facilities or services.

RESOLVED FURTHER, that Resolution G-89-115 adopted November 7, 1989 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 the purpose of this resolution.



2023 Proposed Golf Fees and Projected Usage

Green Fees 27 Hole		
Weekday	Member	Guest
9 Holes	\$ 10.00	\$ 20.00
18 Hole	\$ 20.00	\$ 40.00
Weekend	Member	Guest
9 Holes	\$ 10.00	\$ 30.00
18 Holes	\$ 20.00	\$ 60.00
	Work Ce	nter 580:

Projected Rounds		
Member	Guest	TOTAL
64,100	1,200	65,300
55,800	2,700	58,500
Member	Guest	TOTAL
**	700	700
**	1,000	1,000
119,900	5,600	125,500

Projected Revenue		
Member	Guest	TOTAL
\$ 641,000	\$ 24,000	\$ 665,000
\$ 1,116,000	\$ 108,000	\$ 1,224,000
Member	Guest	TOTAL
**	\$ 21,000	\$ 21,000
**	\$ 60,000	\$ 60,000
\$ 1,757,000	\$ 213,000	\$ 1,970,000

Green Fees Par 3		
Daily	Member	Guest
9 Holes	\$ 6.00	\$ 10.00
18 Hole	\$ 10.00	\$ 20.00
	Work Center 581:	

Projected	Rounds	
Member	Guest	TOTAL
11,500	2,500	14,000
300	300	600
11,800	2,800	14,600

Projected Revenue		
Membe	r Guest	TOTAL
\$ 69,000	\$ 25,000	\$ 94,000
\$ 3,000	\$ 6,000	\$ 9,000
\$ 72,000	\$ 31,000	\$ 103,000

** Note: Weekday and weekend projected rounds for Members are combined and listed as Weekday rounds.

2022 Budgeted Revenue	
Work Center 580 Green Fees	\$ 1,505,000
Work Center 581 Green Fees	\$ 97,000
	\$ 1,602,000
2023 Projected Revenue	
Work Center 580 Green Fees	\$ 1,970,000
Work Center 581 Green Fees	\$ 103,000
	\$ 2,073,000
2023 Revenue Change	
Work Center 580 Green Fees	\$ 465,000
Work Center 581 Green Fees	\$ 6,000
	\$ 471,000



RESOLUTION 90-22-XX Golf Fee Pricing

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 golf 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, every two years (even numbered years), staff will compare golf revenues earned through fees to expenses incurred. Staff will then propose fee changes (increase/decrease) to ensure the shared costs stay within a set percentage; and

WHEREAS, Staff recommends the percent of golf expenses to be funded by fees shall equal approximately 70% - 75% while the percentage of costs to be shared by all residents shall equal approximately 25% - 30%; and

WHEREAS, the proposed 2023 revenues \$2,771M include Golf Green Fee increases listed in the table below:

Green Fees	DESCRIPTION	2022 Fee	2023 Fee Proposed	Change
27 Hole Course	Members	\$16.00	\$20.00	\$4.00
18 Holes	Guests, Weekday	\$35.00	\$40.00	\$5.00
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Par 3 Course	Members	\$10.00	\$10.00	\$0.00
18 Holes	Guests	\$16.00	\$20.00	\$4.00
Par 3 Course	Members	\$6.00	\$6.00	\$0.00
9 Holes	Guests	\$8.00	\$10.00	\$2.00

; and

WHEREAS, at the August 11, 2022 CAC meeting, the committee recommended the proposed Schedule of Golf Fees, inclusive of changes to green fees for members and guests, with an effective date of January 1, 2023; and

WHEREAS, at the August 17, 2022 Finance Committee meeting, the committee affirmed the CAC recommendation of the proposed Schedule of Golf Fees, inclusive of changes to green fees for members and guests, with an effective date of January 1, 2023;

NOW THEREFORE BE IT RESOLVED,October 4, 2022 the Board of Directors of this Corporation hereby adopts the proposed Schedule of Golf Fees, inclusive of changes to green fees for members and guests, with an effective date of January 1, 2023; and

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

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.



STAFF REPORT

DATE: September 6, 2022 FOR: Board of Directors SUBJECT: 2023 Business Plan – Version 4

RECOMMENDATION

Staff recommends the Board approve the 2023 Business Plan Resolution (Attachment 1) and the 2023 Reserves Funding Plan Resolution (Attachment 2) at the Board meeting on September 6, 2022.

BACKGROUND

The proposed business plan for GRF was reviewed several times from May to August at special meetings of the GRF Board. Comments and directives have been incorporated into this version of the budget presented for adoption.

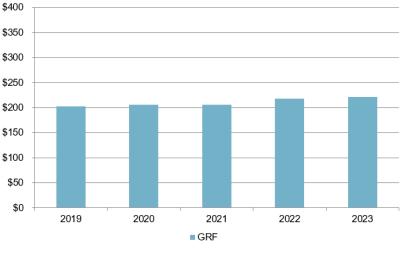
DISCUSSION

BUSINESS PLAN SUMMARY

The proposed budget for the 2023 plan year (Attachment 3) shows that the sum of \$43,110,285 will be required by the Corporation to meet its annual expenses of operation for the year 2023. Additionally, \$2,598,144 is planned for reserve contributions and contingency fund contributions have been eliminated. After deducting \$1,528,320 derived from prior years' surplus and the sum of \$10,356,706 expected to be received from various sources as revenue during 2023, the Board of Directors hereby estimates that the net sum of \$33,823,403 will be required to be paid by the Corporation members. These documents present an overview of the proposed 2023 Plan – Version 4 and reflect a net increase of \$580,725 in the Total Basic Assessment, or \$3.81 per manor per month (PMPM) or 1.8% when compared to current year.

Year	Assessment	
2019	\$202.83	
2020	\$205.60	
2021	\$205.60	
2022	\$217.50	
2023 (Proposed)	\$221.31	

GRF Assessment Per Manor Per Month



Agenda Item #12c Page 1 of 22 Golden Rain Foundation of Laguna Woods 2023 Business Plan – Version 4 September 6, 2022 Page 2

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 has additional revenue of \$142,500 decreased the assessment by (\$0.93) PMPM to reflect increased usage since re-opening after Covid 19 closures.

Line 3: Merchandise Sales has additional revenue of \$140,956 decreased the assessment by (\$0.92) PMPM primarily due to increased sales of golf clubs and other items at the Pro Shop and increased fuel and oil sales to Age Well due to increased costs, offset in line 11.

Line 6: Broadband Services less revenue of (\$263,400) increased the assessment by \$1.72 PMPM due to less advertising revenue anticipated for a non-election year and decreased advertising spend since the onset of Covid 19. Furthermore, less revenue is anticipated from equipment rentals and premium channels as consumers shift to streaming alternatives.

Line 7: Miscellaneous Revenue increased revenue of \$99,725 decreased the assessment by (\$0.66) PMPM due to increased traffic violations revenue associated with increased street traffic since the easing of the pandemic restrictions. In addition, horse lesson fees increased due to rate increases in 2022 and the addition of two new classes in 2022. Furthermore, increased RV storage fees are anticipated due to re-configuring RV spaces after clearing out spaces previously occupied by GRF vehicles waiting to be auctioned.

Line 8: Employee Compensation increased by \$730,997, \$4.78 PMPM or 3.8% due to increased staffing and the inclusion of planned wage adjustments. Community-wide, staffing levels increased by 1.78 FTE (Full Time Equivalents), some of which related directly to GRF operations including: Department of Resident Services added two Customer Service Representatives, currently unbudgeted, to maintain improved call center metrics; Department of Landscape Services added an Administrative Assistant due to increased service tickets, partially offset by Office of the CEO, which eliminated a Sr. Management Analyst position by combining the role with Internal Auditor, which will be shared with Department of Financial Services. While the authorized positions increased by 1.78 FTE, the amount of funded positions decreased by 22.72 FTE. The departments that had decreases that primarily affect GRF are Recreation Services, Security Services, Information Services, and Media and Communications. Recruitment will remain active for open positions, but the decrease in the amount of funded positions is to reflect the current job market.

Line 9: Expenses Related to Compensation increased by \$328,712 or \$2.15 PMPM due to higher medical insurance and increased taxes and wage adjustments. The increase in this category also results from contractual increases for medical and retirement contributions, as stipulated in the Union agreement.

Line 11: Cost of Merchandise Sold increased by \$125,323 or \$0.82 PMPM due to increased fuel and Pro Shop sales. GRF sells fuel to Age Well at cost and charges an administrative fee, offset found in merchandise sales.

Line 12: Community Events decreased by (\$52,171) or (\$0.34) PMPM due to rising catering costs resulting in a reduction of the amount of monthly dinners held. Caterer previously used went out of business and was about half of what other caterers charge.

Lines 14-15: Sewer & Water increased by \$64,507 or \$0.42 PMPM based on recent years consumption and projected rate increases published recently by El Toro Water District (ETWD).

Golden Rain Foundation of Laguna Woods 2023 Business Plan – Version 4 September 6, 2022 Page 3

Line 17: Natural Gas increased by \$101,634 or \$0.67 PMPM based on current consumption and a projected rate increase.

Line 19: Fuel & Oil for Vehicles increased by \$83,990 or \$0.55 PMPM based on rising fuel costs which reflect a projected 15% rate increase.

Line 20: Legal decreased by (\$83,346) or (\$0.54) PMPM based on a declining trend in litigation.

Line 21: Professional Fees increased by \$264,266 or \$1.72 PMPM due to movement of consulting fees out of Outside Services (line 23) and into Professional Fees for Information Services. In addition, Landscape Services consulting fees increased due to addition of consulting services required to do Aliso Creek work.

Line 22: Rentals increased by \$73,541 or \$0.49 PMPM based on transition from owning fitness equipment, previously capital item, to leasing and increased copier lease expense for the copiers in the community center.

Line 23: Outside Services decreased by (\$60,890) or (\$0.40) PMPM due to decreased contingency for vehicle painting and repairs, budget corrections for Fleet Maintenance contracts, and a decreased Lyft rideshare cap. In addition, Landscape Services decreased the budget further as there were several one-time projects budgeted in 2022 and not budgeted in 2023 such as a planting plan for Gates 9 and 10 and Aliso Creek cattails planting. These decreases were partially offset by increased software licensing costs associated with the use of cloud-based systems.

Line 24: Repairs and Maintenance decreased by (\$215,686) or (\$1.41) PMPM due to movement of software licensing fees out of this line and into Outside Services (Line 23) for Information Services.

Line 25: Other Operating Expense increased by \$87,420 or \$0.57 PMPM due to increased training and education for employees, increased permit fees for DMV registration and permit renewals for GRF vehicles to reflect current years actuals, and increased staff support as departments reinstate staff events paused during Covid 19.

Line 27: Insurance increased by \$143,122 or \$0.94 PMPM due to increased Hazard & Liability and D&O Liability Insurance to reflect anticipated premium increases at renewal. These increased premiums were partially offset by lower Property Insurance due to an assumed restructured GRF insurance plan.

Line 28: Cable TV Programming increased by \$87,500 or \$0.57 PMPM due to contractually agreed upon rate increases and anticipated increases of expiring programming contracts in 2023.

Line 31: Cost Allocation to Mutuals, the net result of interdepartmental allocations is lower in 2023 by \$74,024 or \$0.51 PMPM to reflect existing service levels throughout the departments providing less of an offset to the line items above.

Line 32: (Surplus)/Deficit Recovery an operating fund surplus recovery of (\$1,528,320), or (\$10.00) PMPM is anticipated from 2022 plan year based on projections provided by all departments.

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[™] and recommended

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funding plans were provided based on the existing 30-year funding plan. Reserves provide the funding necessary to maintain, repair, replace, or restore major common-area components. Contributions to the Reserve Funds are supplemented a Transfer Fee for eligible resales.

Line 34: GRF Contingency Fund Contribution was eliminated, which decreased assessments by (\$5.00) per manor per month.

FINANCIAL ANALYSIS

The financial impact of this proposed business plan would be a GRF assessment of \$221.31 PMPM, an increase of \$3.81 or 1.8% when compared to current year.

Prepared By:	Jose Campos, Assistant Director of Financial Services
Reviewed By:	Siobhan Foster, Chief Executive Officer Steve Hormuth, Director of Financial Services

ATTACHMENTS

Attachment 1: GRF 2023 Business Plan Resolution

Attachment 2: GRF 2023 Reserves Funding Plan Resolution

Attachment 3: GRF 2023 Business Plan by Account – Version 4

Attachment 4: GRF 2023 Business Plan by Department - Version 4

Attachment 5: GRF 2023 Budget Comparison Report – Operating Fund

Attachment 6: 2023 Summary of Department Allocations

Attachment 7: 2023 Department Staffing Report



RESOLUTION 90-22-xx

2023 BUSINESS PLAN RESOLUTION

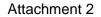
RESOLVED, October 4, 2022, that the Business Plan of this Corporation for the year 2023 is hereby adopted and approved; and

RESOLVED FURTHER, that pursuant to said Business Plan, the Board of Directors of this Corporation hereby estimates that the sum of \$43,110,285 will be required by the Corporation to meet its annual expenses of operation for the year 2023. Additionally, \$2,598,144 is planned for reserve contributions and contingency fund contributions have been eliminated. After deducting \$1,528,320 derived from prior years' surplus and the sum of \$10,356,706 expected to be received from various sources as revenue during 2023, the Board of Directors hereby estimates that the net sum of \$33,823,403 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 \$221.31 per month per membership of said Corporation, for its share of the aforesaid net expenses and reserve contributions for the year 2023; 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. THIS PAGE LEFT BLANK INTENTIONALLY

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RESOLUTION 90-22-xx

2023 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 6, 2022, that pursuant to Civil Code § 5570 the Board hereby adopts the 30-Year Reserve Funding Plans (attached) prepared by Association Reserves[™] for fiscal year 2023; 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. THIS PAGE LEFT BLANK INTENTIONALLY

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30-Year Reserve Plan Summary

Report # 43604-0 With-Site-Visit

	F	iscal Year Start: 20	23		Interest:	1.00 %	Inflation:	3.00 %
	Reserve Fund St	trength: as-of Fisc	al Year Start Da	ate	Proj	ected Reserv	e Balance Change	s
	Starting	Fully		Special		Loan or		
	Reserve	Funded	Percent	Assmt	Reserve	Special	Interest	Reserve
Year	Balance	Balance	Funded	Risk	Funding	Assmts	Income	Expenses
2023	\$6,773,809	\$16,994,176	39.9 %	Medium	\$5,598,100	\$0	\$54,711	\$8,253,640
2024	\$4,172,980	\$13,386,083	31.2 %	Medium	\$5,710,062	\$0	\$54,437	\$3,218,400
2025	\$6,719,079	\$14,987,544	44.8 %	Medium	\$5,824,263	\$0	\$78,087	\$3,716,439
2026	\$8,904,991	\$16,268,621	54.7 %	Medium	\$5,940,749	\$0	\$100,402	\$3,762,150
2027	\$11,183,992	\$17,680,828	63.3 %	Medium	\$6,059,563	\$0	\$116,753	\$5,183,812
2028	\$12,176,496	\$17,768,694	68.5 %	Medium	\$6,211,053	\$0	\$126,443	\$5,391,204
2029	\$13,122,787	\$17,493,972	75.0 %	Low	\$6,200,000	\$0	\$143,448	\$3,887,178
2030	\$15,579,058	\$18,876,683	82.5 %	Low	\$6,200,000	\$0	\$163,958	\$4,716,579
2031	\$17,226,437	\$19,592,442	87.9 %	Low	\$6,200,000	\$0	\$179,238	\$4,969,349
2032	\$18,636,325	\$20,219,547	92.2 %	Low	\$6,200,000	\$0	\$195,976	\$4,456,844
2033	\$20,575,457	\$21,548,078	95.5 %	Low	\$6,200,000	\$0	\$203,255	\$6,885,959
2034	\$20,092,753	\$20,573,852	97.7 %	Low	\$6,300,000	\$0	\$208,570	\$4,962,271
2035	\$21,639,052	\$21,715,953	99.6 %	Low	\$6,307,000	\$0	\$228,848	\$4,024,852
2036	\$24,150,049	\$24,026,941	100.5 %	Low	\$6,464,675	\$0	\$247,782	\$5,435,058
2037	\$25,427,448	\$25,128,898	101.2 %	Low	\$6,626,292	\$0	\$265,090	\$4,705,667
2038	\$27,613,164	\$27,194,565	101.5 %	Low	\$6,791,949	\$0	\$263,097	\$9,639,534
2039	\$25,028,677	\$24,425,078	102.5 %	Low	\$6,961,748	\$0	\$245,568	\$8,130,277
2040	\$24,105,715	\$23,317,342	103.4 %	Low	\$7,135,792	\$0	\$249,521	\$5,671,333
2041	\$25,819,694	\$24,905,097	103.7 %	Low	\$7,314,186	\$0	\$264,954	\$6,205,198
2042	\$27,193,636	\$26,034,680	104.5 %	Low	\$7,497,041	\$0	\$286,638	\$4,819,003
2043	\$30,158,312	\$28,973,634	104.1 %	Low	\$7,684,467	\$0	\$287,732	\$10,717,988
2044	\$27,412,523	\$26,122,945	104.9 %	Low	\$7,876,579	\$0	\$284,440	\$6,073,955
2045	\$29,499,587	\$28,189,677	104.6 %	Low	\$8,073,493	\$0	\$300,555	\$7,236,739
2046	\$30,636,896	\$29,346,920	104.4 %	Low	\$8,275,331	\$0	\$317,233	\$6,392,841
2047	\$32,836,617	\$31,641,057	103.8 %	Low	\$8,482,214	\$0	\$334,547	\$7,552,135
2048	\$34,101,243	\$33,049,896	103.2 %	Low	\$8,694,269	\$0	\$334,929	\$10,217,448
2049	\$32,912,994	\$32,002,878	102.8 %	Low	\$8,911,626	\$0	\$344,210	\$6,210,659
2050	\$35,958,170	\$35,306,005	101.8 %	Low	\$9,134,417	\$0	\$366,337	\$8,118,589
2051	\$37,340,334	\$37,005,258	100.9 %	Low	\$9,362,777	\$0	\$370,780	\$10,226,694
2052	\$36,847,197	\$36,854,208	100.0 %	Low	\$9,596,846	\$0	\$375,168	\$8,600,875

30-Year Reserve Plan Summary

Report # 43604-0 With-Site-Visit

	F	Fiscal Year Start: 20	23		Interest:	1.00 %	Inflation:	3.00 %
	Reserve Fund St	trength: as-of Fisc	al Year Start D	ate	Proj	ected Reserve	e Balance Change	s
	Starting	Fully		Special		Loan or		
	Reserve	Funded	Percent	Assmt	Reserve	Special	Interest	Reserve
Year	Balance	Balance	Funded	Risk	Funding	Assmts	Income	Expenses
2023	\$15,076,391	\$25,385,060	59.4 %	Medium	\$3,111,000	\$0	\$144,615	\$4,473,200
2024	\$13,858,806	\$24,495,905	56.6 %	Medium	\$3,282,105	\$0	\$148,293	\$1,476,814
2025	\$15,812,389	\$26,755,053	59.1 %	Medium	\$3,462,621	\$0	\$164,256	\$2,386,495
2026	\$17,052,772	\$28,236,367	60.4 %	Medium	\$3,653,065	\$0	\$173,901	\$3,137,547
2027	\$17,742,191	\$29,082,638	61.0 %	Medium	\$3,853,983	\$0	\$188,904	\$1,730,414
2028	\$20,054,664	\$31,500,571	63.7 %	Medium	\$4,065,953	\$0	\$191,416	\$6,067,177
2029	\$18,244,857	\$29,624,009	61.6 %	Medium	\$4,289,580	\$0	\$195,032	\$1,951,320
2030	\$20,778,148	\$32,033,310	64.9 %	Medium	\$4,525,507	\$0	\$212,852	\$3,706,225
2031	\$21,810,282	\$32,813,253	66.5 %	Medium	\$4,774,410	\$0	\$227,378	\$3,127,339
2032	\$23,684,732	\$34,321,936	69.0 %	Medium	\$4,917,642	\$0	\$250,765	\$2,363,531
2033	\$26,489,607	\$36,774,966	72.0 %	Low	\$5,065,171	\$0	\$237,757	\$10,710,610
2034	\$21,081,925	\$30,819,829	68.4 %	Medium	\$5,217,126	\$0	\$225,068	\$2,573,291
2035	\$23,950,829	\$33,186,683	72.2 %	Low	\$5,373,640	\$0	\$251,208	\$3,263,495
2036	\$26,312,182	\$35,036,415	75.1 %	Low	\$5,534,849	\$0	\$271,765	\$4,054,915
2037	\$28,063,881	\$36,252,942	77.4 %	Low	\$5,700,895	\$0	\$299,244	\$2,253,728
2038	\$31,810,291	\$39,491,447	80.5 %	Low	\$5,871,922	\$0	\$300,107	\$9,745,631
2039	\$28,236,689	\$35,244,615	80.1 %	Low	\$6,048,079	\$0	\$301,766	\$2,444,369
2040	\$32,142,165	\$38,528,872	83.4 %	Low	\$6,229,522	\$0	\$337,024	\$3,417,428
2041	\$35,291,283	\$41,051,744	86.0 %	Low	\$6,416,407	\$0	\$367,153	\$3,904,360
2042	\$38,170,484	\$43,295,370	88.2 %	Low	\$6,608,900	\$0	\$396,940	\$3,925,136
2043	\$41,251,187	\$45,735,914	90.2 %	Low	\$6,807,167	\$0	\$405,621	\$8,556,452
2044	\$39,907,523	\$43,634,955	91.5 %	Low	\$7,011,382	\$0	\$421,582	\$2,895,735
2045	\$44,444,753	\$47,461,709	93.6 %	Low	\$7,221,723	\$0	\$441,805	\$8,154,457
2046	\$43,953,824	\$46,151,791	95.2 %	Low	\$7,438,375	\$0	\$458,931	\$3,979,737
2047	\$47,871,392	\$49,272,497	97.2 %	Low	\$7,661,526	\$0	\$501,216	\$3,619,695
2048	\$52,414,440	\$53,032,727	98.8 %	Low	\$7,891,372	\$0	\$520,805	\$9,035,803
2049	\$51,790,813	\$51,507,481	100.6 %	Low	\$8,128,113	\$0	\$542,446	\$3,716,885
2050	\$56,744,487	\$55,600,684	102.1 %	Low	\$8,371,956	\$0	\$579,268	\$6,537,365
2051	\$59,158,347	\$57,102,879	103.6 %	Low	\$8,623,115	\$0	\$600,321	\$7,424,897
2052	\$60,956,886	\$57,933,012	105.2 %	Low	\$8,881,809	\$0	\$636,841	\$4,010,003



2023 BUSINESS PLAN - BY ACCOUNT

							A	SSESSMEN	т
		2019	2020	2021	2022	2023	Per N	lanor Per N	lonth
	DESCRIPTION	ACTUALS	ACTUALS*	ACTUALS*	PLAN	PLAN	2022	2023	Change
	_								
	Revenues:	¢4 054 700	¢4 044 504	#4 050 404	¢4,000,000	¢4 744 500	¢10.40	¢44.44	(\$0.00)
1	Golf Greens Fees	\$1,351,798	\$1,241,594	\$1,656,161	\$1,602,000	\$1,744,500	\$10.48	\$11.41	(\$0.93)
2	Golf Operations	231,543	273,504	318,827	356,190	379,300	2.33	2.48	(0.15)
3	Merchandise Sales	338,214	269,630	522,651	468,050	609,006	3.06	3.98	(0.92)
4	Clubhouse Rentals and Event Fees	720,100	123,440	113,331	640,906	653,971	4.19	4.28	(0.09)
5	Rentals	125,879	142,958	140,779	165,400	197,500	1.08	1.29	(0.21)
6	Broadband Services	4,797,351	5,186,355	5,038,208	5,818,200	5,554,800	38.07	36.35	1.72
7	Miscellaneous	1,115,511	655,785	659,087	1,117,904	1,217,629	7.31	7.97	(0.66)
	Total Revenue	\$8,680,396	\$7,893,266	\$8,449,044	\$10,168,650	\$10,356,706	\$66.52	\$67.76	(\$1.24)
	Expenses:								
8	Employee Compensation	\$17,950,037	\$16,656,527	\$17,060,816	\$19,392,615	\$20,123,612	\$126.89	\$131.67	\$4.78
9	Exp. Related to Compensation	5,145,248	4,913,404	5,058,750	6,003,011	6,331,723	39.28	41.43	2.15
10	Materials and Supplies	1,757,167	1,564,387	1,570,108	1,765,658	1,801,729	11.55	11.79	0.24
11	Cost of Merchandise Sold	238,432	192,232	431,568	315,315	440,638	2.06	2.88	0.82
12	Community Events	563,596	125,189	45,229	463,081	410,910	3.03	2.69	(0.34)
13	Electricity	875,691	705,598	881,645	886,055	918,102	5.80	6.01	0.21
14	Sewer	77,338	67,047	75,868	84,696	126,163	0.55	0.82	0.27
15	Water	605,107	645,378	762,448	700,310	723,350	4.58	4.73	0.15
16	Trash	220,868	191,847	128,609	148,028	148,815	0.97	0.97	0.00
17	Natural Gas	244,948	164,840	237,215	232,781	334,415	1.52	2.19	0.67
18	Telephone	284,506	316,676	308,599	359,369	342,957	2.35	2.24	(0.11)
19	Fuel & Oil for Vehicles	511,609	370,940	489,252	544,500	628,490	3.56	4.11	0.55
20	Legal Fees	994,184	336,669	737,723	329,196	245,850	2.15	1.61	(0.54)
21	Professional Fees	597,035	571,281	416,867	564,743	829,009	3.70	5.42	1.72
22	Rentals	213,295	200,704	258,816	216,114	289,655	1.41	1.90	0.49
23	Outside Services	2,036,707	2,252,750	2,829,913	2,961,494	2,900,604	19.38	18.98	(0.40)
24	Repairs and Maintenance	660,523	954,116	886,507	1,215,359	999,673	7.95	6.54	(1.41)
25	Other Operating Expense	598,345	443,005	648,436	850,860	938,280	5.57	6.14	0.57
26	Income, Property, and Sales Tax	157,559	718,919	43,622	27,822	35,991	0.19	0.24	0.05
27	Insurance	1,374,364	2,008,550	2,658,323	2,844,644	2,987,766	18.61	19.55	0.94
28	Cable TV Programming	5,127,580	3,792,055	3,966,508	4,328,000	4,415,500	28.32	28.89	0.57
29	Uncollectible Accounts	9,432	1,416	12,184	12,100	12,100	0.08	0.08	0.00
30	(Gain)/Loss on Sale or Trade	(520)	(56,922)	(180,899)	(25,000)	0	(0.16)	0.00	0.16
31	Cost Allocation to Mutuals	(2,547,224)	(2,900,667)	(2,775,315)	(2,949,071)	(2,875,047)	(19.32)	(18.81)	0.51
	Total Expenses	\$37,695,827	\$34,235,941	\$36,552,792	\$41,271,680	\$43,110,285	\$270.02	\$282.07	\$12.05
32		\$0	\$0	\$0	(\$1,222,656)	(\$1,528,320)	(\$8.00)	(\$10.00)	(\$2.00)
52	(Surplus)/Deficit Recovery Net Operating	\$29.015.431	\$26,342,675	\$0 \$28,103,748	\$29,880,374	(\$1,526,320) \$31,225,259	(\$0.00) \$195.50	\$204.31	(\$2.00) \$8.81
	Net Operating	¥23,013,431	Ψ 20, 3 4 2,073	Ψ 20, 103, 740	¥23,000,374	ψ01,220,200	ψ133.30	Ψ204.51	ψ0.01
	Fund Contributions:								
33	Reserve Funds	\$2,598,144	\$2,903,808	\$2.903.808	\$2,598,144	\$2,598,144	\$17.00	\$17.00	\$0.00
33 34	Contingency Fund	305,664	\$2,903,808 764,160	\$2,903,000 0	764,160	\$2,590,144 0	5.00	0.00	(5.00)
0-	Total Fund Contributions	\$2,903,808	\$3,667,968	\$2,903,808	\$3,362,304	\$2,598,144	\$22.00	\$17.00	(\$5.00)
		ψ2,303,000	<i>40,007,000</i>	Ψ 2,303,000	ψ 0,002,00 4	ψ 2 ,030,144	ΨΖΖ.00	ψ17.00	(40.00)
				<u></u>		¢22.002.402	¢047.50	¢004.04	
	TOTAL BASIC ASSESSMENTS	\$31,919,239	\$30,010,643	\$31,007,556	\$33,242,678	\$33,823,403	\$217.50	\$221.31	\$3.81



2023 BUSINESS PLAN - BY DEPARTMENT

						AS	SSESSMEN	т
	2019	2020	2021	2022	2023	Per M	anor Per M	onth
DESCRIPTION	ACTUALS	ACTUALS*	ACTUALS*	PLAN	PLAN	2022	2023	Change
Department								
Operating Contributions (Expenses no	et of Revenues):							
Office of the CEO	\$709,155	\$665,818	\$540,277	\$740,179	\$801,972	\$4.84	\$5.25	\$0.41
Media and Communications	3,011,027	1,605,084	2,216,225	2,146,923	2,542,279	14.05	16.63	2.58
Information Services	1,469,308	1,702,660	1,417,894	1,578,916	2,118,964	10.33	13.86	3.53
General Services	5,169,567	4,256,538	4,043,651	5,268,640	5,200,899	34.47	34.03	(0.44)
Financial Services	1,825,562	2,383,621	1,755,477	1,867,569	1,857,928	12.22	12.16	(0.06)
Security Services	5,524,260	5,833,457	5,783,930	6,605,911	6,582,665	43.22	43.07	(0.15)
Landscape Services	1,208,904	1,063,921	1,104,296	1,192,043	1,524,142	7.80	9.97	2.17
Recreation Services	6,308,203	5,469,944	5,827,935	6,609,666	6,728,080	43.25	44.02	0.77
Human Resource Services	1,000,120	301,845	235,489	294,805	280,611	1.93	1.84	(0.09)
Insurance	1,374,364	2,008,516	2,658,205	2,849,342	2,987,416	18.64	19.55	0.91
Maintenance & Construction	1,411,103	1,041,364	1,912,302	1,949,034	2,128,623	12.75	13.93	1.18
Non Work Center	3,858	9,907	608,067	0	0	0.00	0.00	0.00
Net Operating Expenses	\$29,015,431	\$26,342,675	\$28,103,748	\$31,103,030	\$32,753,579	\$203.50	\$214.31	\$10.81
(Surplus)/Deficit Recovery	\$0	\$0	\$0	(\$1,222,656)	(\$1,528,320)	(\$8.00)	(\$10.00)	(\$2.00)
Total Operating Contributions	\$29,015,431	\$26,342,675	\$28,103,748	\$29,880,374	\$31,225,259	\$195.50	\$204.31	\$8.81
Fund Contributions:								
Reserve Funds	\$2.598.144	\$2,903,808	\$2,903,808	\$2,598,144	\$2,598,144	\$17.00	\$17.00	\$0.00
Contingency Fund	305,664	764,160	0	764,160	0	5.00	0.00	(5.00)
Total Fund Contributions	\$2,903,808	\$3,667,968	\$2,903,808	\$3,362,304	\$2,598,144	\$22.00	\$17.00	(\$5.00)
TOTAL BASIC ASSESSMENTS	\$31,919,239	\$30,010,643	\$31,007,556	\$33,242,678	\$33,823,403	\$217.50	\$221.31	\$3.81

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

Golden Rain Foundation of Laguna Woods Budget Comparison Report by Account 12/31/2023 GOLDEN RAIN FOUNDATION

	2019 Actuals	2020 Actuals	2021 Actuals	2022 Budget	2023 Budget	Assessment Increase/ (Decrease)	VAR %
Non-Assessment Revenues:							
Golf Green Fees 42001000 - Golf Green Fees - Residents	\$1,125,468	\$1,192,949	\$1,534,992	\$1,357,000	\$1,531,000	(\$174,000)	(13%)
42001500 - Golf Green Fees - Guests	226,330	48,645	121,169	245,000	213,500	31,500	13%
Total Golf Green Fees	1,351,798	1,241,594	1,656,161	1,602,000	1,744,500	(142,500)	(9%)
Golf Operations 42002000 - Golf Driving Range Fees	71,640	63,000	99,771	168,440	170,000	(1,560)	(1%)
42002000 - Golf Cart Use Fees	142,948	190,109	191,780	165,300	191,400	(26,100)	(1%)
42004000 - Golf Lesson Fees 42005000 - Golf Club Storage Fees	13,775 3,180	17,540 2,855	23,212 3,520	20,000 2,400	15,000 2,400	5,000 0	25% 0%
42005500 - Golf Club Storage rees 42005500 - Golf Club Rental Fees	3,180 0	2,855	544	2,400	2,400 500	(450)	(900%)
Total Golf Operations	231,543	273,504	318,827	356,190	379,300	(23,110)	(6%)
Merchandise Sales							
41501000 - Merchandise Sales - Pro Shop	179,145	139,787	294,441	225,000	310,000	(85,000)	(38%)
41501500 - Merchandise Sales - Warehouse 41502500 - Merchandise Sales - Fitness	20,277 926	15,596 290	11,293 54	17,999 926	27,427 926	(9,428) 0	(52%) 0%
41503500 - Merchandise Sales - Broadband	28,196	17,125	17,112	25,125	17,250	7,875	31%
41504800 - Merchandise Sales - Fuel & Oil 41505000 - Bar Sales	41,529 68,140	86,160 10,672	173,557 26,194	134,000 65,000	198,403 55,000	(64,403) 10,000	(48%) 15%
Total Merchandise Sales	338,214	269,630	522,651	468,050	609,006	(140,956)	(30%)
		,		,	,	· ·····/	、 <i>)</i>
Clubhouse Rentals and Event Fees 42501000 - Clubhouse Room Rentals - Residents	421,484	49,177	71,288	361,066	416,287	(55,221)	(15%)
42501500 - Clubhouse Room Rentals - Exception Rate	13,915	2,517	0	16,663	20,849	(4,186)	(25%)
42502000 - Clubhouse Event Fees - Residents 42502500 - Clubhouse Event Fees - Non Residents	276,589 918	69,015 776	38,558 0	257,277 900	211,635 0	45,642 900	18% 100%
42503000 - Village Greens Room Rentals - Residents	6,008	1,489	3,296	4,000	4,000	0	0%
42503500 - Village Greens Room Rentals - Non Residents	1,185	467	190	1,000	1,200	(200)	(20%)
Total Clubhouse Rentals and Event Fees	720,100	123,440	113,331	640,906	653,971	(13,065)	(2%)
Rentals	44 500	F7 020	FC 072	F7 000	75 000	(10,000)	(220/)
43001000 - Garden Plot Rental 43001500 - Shade House Rental Space	44,599 360	57,020 429	56,872 407	57,000 400	75,000 400	(18,000) 0	(32%) 0%
45506500 - Rental Fee	22,600	30,070	29,500	54,000	68,100	(14,100)	(26%)
48001500 - Lease Revenue	<u>58,320</u> 125,879	<u> </u>	54,000 140,779	54,000	<u> </u>	(22,100)	<u> </u>
Total Rentals	125,679	142,956	140,779	165,400	197,500	(32,100)	(19%)
Broadband Services 45001000 - Ad Insertion	676,513	823,585	590,984	900,000	700,000	200,000	22%
45001500 - Premium Channel	367,466	349,239	317,094	350,000	300,000	50,000	14%
45002000 - Cable Service Call	111,778	83,229	83,230	98,000	87,000	11,000	11%
45002500 - Cable Commission 45003000 - High Speed Internet	87,038 1,599,058	93,870 1,692,744	104,903 1,787,497	93,000 2,200,000	85,000 2,200,000	8,000 0	9% 0%
45003500 - Equipment Rental	1,833,463	1,867,437	1,851,248	1,908,400	1,879,200	29,200	2%
45004000 - Video Production 45004500 - Video Re-Production	44,033 2,956	49,004 297	89,251 90	46,000 300	50,000	(4,000)	(9%) 67%
45005000 - Message Board	2,950	23,100	35,000	20,500	100 26,000	200 (5,500)	(27%)
45005500 - Advertising	53,699	203,850	178,911	202,000	227,500	(25,500)	(13%)
Total Broadband Services	4,797,353	5,186,355	5,038,208	5,818,200	5,554,800	263,400	5%
Miscellaneous							
43501000 - Horse Boarding Fee	58,825	60,335	60,342	75,000	76,000	(1,000)	(1%)
43501500 - Horse Feed Fee	27,068	27,099	30,333	37,000	44,400	(7,400)	(20%)
43502000 - Horse Trailer Parking Fee 43502500 - Horse Lesson Fee - Resident	480 14,178	855 3,403	213 7,733	480 14,500	1,200 43,200	(720) (28,700)	(150%) (198%)
43503500 - Horse Rental & Trail Ride Fee - Resident	0	0	0	1,728	11,500	(9,772)	(566%)
44001500 - Pool Fee - Guests 44002000 - Bridge Room Fee - Guests	(30) 58,276	0 12,380	0 9,435	0 35,000	0 35,000	0 0	0% 0%
44002000 - Bridge Room Fee - Guesis 44002500 - Parking Fees - Non Residents	44,135	28,185	24,000	45,000	45,000	0	0%
44003000 - Class Fees	152,687	33,825	47,752	117,800	130,600	(12,800)	(11%)
44003500 - Locker Rental Fee 44004500 - Clubhouse Labor Fee	4,984 39,782	4,865 4,535	44 9,290	11,454 34,335	15,350 34,174	(3,896) 161	(34%) 0%
44005000 - Clubhouse Equipment Fee	750	0	0	0	0	0	0%
44005500 - Clubhouse Catering Fee	17,391	5,486	5,128	26,102	27,000	(898)	(3%)
44006000 - Tickets Sales - Residents 44006500 - Sponsorship Income	630 45,050	0 4,246	0 27,667	630 75,000	630 80,500	0 (5,500)	0% (7%)
44008000 - Club Group Organization Registration Fee	0	4,650	(100)	0	0	0	0%
46001000 - RV Storage Fee 46002000 - Traffic Violation	108,265 113,871	112,283 61,586	118,688 24,734	110,000 100,000	130,000 150,000	(20,000) (50,000)	(18%) (50%)
46003500 - Security Standby Fee	3,496	233	2,310	3,500	3,500	(50,000)	(30%)
46004000 - Estate Sale Fee	3,285	450	540	4,100	4,100	0	0%
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Golden Rain Foundation of Laguna Woods Budget Comparison Report by Account 12/31/2023 GOLDEN RAIN FOUNDATION

						Assessment	
	2019 Actuals	2020 Actuals	2021 Actuals	2022 Budget	2023 Budget	Increase/ (Decrease)	VAR %
46004500 - Resident Violations	0	1,000	0	<u>2022 Dudget</u> 0	4,224	(4,224)	0%
44501000 - Additional Occupant Fee	191,223	191,860	176,900	204,855	214,995	(10,140)	(5%)
44503500 - Resale Processing Fee 44504000 - Resident Id Card Fee	7,272 17,275	3,600 6,125	0 9,600	5,000 19,300	3,600 11,000	1,400 8,300	28% 43%
44506000 - Photo Copy Fee	76,396	21,082	21,745	75,000	65,000	10,000	13%
44506500 - Auto Decal Fee	108,171	35,275	52,910	60,000	60,000	0	0%
44507000 - Golf Cart Electric Fee 47001000 - Cash Discounts - Accounts Payable	0 4,526	0 0	640 0	0 0	0	0 0	0% 0%
47001000 - Cash Discounts - Accounts Payable 47001500 - Late Fee Revenue	9,810	9,409	5,805	11,600	8,000	3,600	31%
47002800 - Fuel & Oil Administrative Fee	3,090	10,800	10,800	34,800	0	34,800	100%
46005500 - Disaster Task Force	4,531	764	214	4,500	4,500	0	0%
49009000 - Miscellaneous Revenue Total Miscellaneous	<u>94</u> 1,115,511	<u>11,456</u> 655,785	<u>12,366</u> 659,087	<u> </u>	<u>14,156</u> 1,217,629	<u>(2,936)</u> (99,725)	<u>(26%)</u> (9%)
Total Non-Assessment Revenue	8,680,396	7,893,266	8,449,044	10,168,650	10,356,707	(188,057)	(2%)
Expenses:							
Employee Compensation 51011000 - Salaries & Wages - Regular	12,478,298	12,174,885	11,796,090	13,970,633	14,592,416	621,783	4%
51021000 - Union Wages - Regular	3,120,550	2,804,255	2,975,967	3,488,359	3,509,055	20,696	1%
51041000 - Wages - Overtime	228,204	140,167	174,106	167,765	164,515	(3,250)	(2%)
51051000 - Union Wages - Overtime 51061000 - Holiday & Vacation	44,792 1,451,774	37,595 1,582,534	42,993 1,549,091	44,271 1,188,828	42,202 1,259,311	(2,068) 70,483	(5%) 6%
51071000 - Sick	396,138	396,252	330,368	484,917	513,667	28,750	6%
51081000 - Sick - Part Time	0	0	8	0	0	0	0%
51091000 - Missed Meal Penalty 51101000 - Temporary Help	44,683 126,815	36,556 32,729	35,116 86,823	29,079 18,762	30,314 12,134	1,234 (6,629)	4% (35%)
51981000 - Compensation Accrual	58,784	(548,446)	70,253	0	0	(0,025)	0%
Total Employee Compensation	17,950,037	16,656,526	17,060,816	19,392,615	20,123,614	730,999	4%
Compensation Related							
52411000 - F.I.C.A.	1,310,154	1,259,660	1,239,115	1,450,604	1,506,881	56,277	4%
52421000 - F.U.I. 52431000 - S.U.I.	24,062 184,174	20,481 139,996	19,611 129,842	20,136 128,475	22,037 133,696	1,901 5,221	9% 4%
52441000 - Union Medical	1,068,125	986,122	1,035,574	1,179,064	1,193,308	14,244	1%
52451000 - Workers' Compensation Insurance	956,875	749,587	832,327	897,555	921,284	23,729	3%
52461000 - Non Union Medical & Life Insurance 52461500 - VUL Premium	1,206,780	1,321,808 0	1,266,880 0	1,535,742 0	1,703,473 0	167,730 0	11% 0%
52461550 - VUL Interest	6,743 2,200	0	0	0	0	0	0%
52471000 - Union Retirement Plan	219,785	228,260	252,742	313,800	337,520	23,720	8%
52481000 - Non-Union Retirement Plan	265,860	285,206	268,394	477,635	513,524	35,888	8%
52981000 - Compensation Related Accrual Total Compensation Related	(99,510) 5,145,248	<u>(77,717)</u> 4,913,404	<u>14,265</u> 5,058,749	6,003,011	<u> </u>	<u> </u>	<u> 0% </u> 5%
·	5,115,210	1,913,101	3,030,713	0,000,011	0,551,725	520,712	570
Materials and Supplies 53001000 - Materials & Supplies	1,373,794	1,221,335	1,231,351	1,344,679	1,394,484	49,805	4%
53003000 - Materials & Supplies	33,335	56,416	1,251,551	1,544,075	1,554,404	0	0%
53003500 - Materials Direct - Grf	306,841	256,258	308,069	385,618	364,494	(21,124)	(5%)
53004000 - Freight	43,197	30,378	30,689	35,361	42,751	7,390	21%
Total Materials and Supplies	1,757,167	1,564,387	1,570,108	1,765,658	1,801,729	36,070	2%
Cost of Goods Sold 53101000 - Cost Of Sales - Warehouse	18,736	2,570	43,616	7,815	11,735	3,920	50%
53101500 - Cost Of Sales - Walehouse 53101500 - Cost Of Sales - Pro Shop	143,244	99,459	204,387	142,000	202,500	60,500	43%
53102000 - Cost Of Sales - Alcohol	21,557	3,935	8,734	21,500	18,000	(3,500)	(16%)
53103400 - Cost Of Sales - Fuel & Oil	41,529	86,160	173,557	134,000	198,403	64,403	48%
53103500 - Earthquake Materials Total Cost of Goods Sold	<u>13,366</u> 238,432	<u> </u>	<u>1,274</u> 431,568	<u> </u>	<u>10,000</u> 440,638	<u> </u>	<u> 0% </u> 40%
Community Events							
53201000 - Community Events	563,596	125,189	45,229	463,081	410,910	(52,171)	(11%)
Total Community Events	563,596	125,189	45,229	463,081	410,910	(52,171)	(11%)
Utilities and Telephone							
53301000 - Electricity	875,691	705,598	881,645	886,055	918,102	32,047	4%
53301500 - Sewer 53302000 - Water	77,338 605,107	67,047 645,378	75,868 762,448	84,696 700,310	126,163 723,350	41,467 23,040	49% 3%
53302500 - Trash	220,868	191,847	128,609	148,028	148,815	786	1%
53303500 - Gas	244,948	164,840	237,215	232,781	334,415	101,634	44%
53304000 - Telephone	284,506	316,676	308,599	359,369	342,957	(16,412)	(5%)
Total Utilities and Telephone	2,308,457	2,091,386	2,394,384	2,411,239	2,593,802	182,562	8%
Fuel and Oil 53304500 - Fuel & Oil For Vehicles	511,609	370,940	489,252	544,500	628,490	83,990	15%
Total Fuel and Oil	511,609	370,940	489,252	544,500	628,490	83,990	15%
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Golden Rain Foundation of Laguna Woods Budget Comparison Report by Account 12/31/2023 GOLDEN RAIN FOUNDATION

						Assessment Increase/	
	2019 Actuals	2020 Actuals	2021 Actuals	2022 Budget	2023 Budget	(Decrease)	VAR %
Legal Fees 53401500 - Legal Fees	994,184	336,669	737,723	329,196	245,850	(83,346)	(25%)
Total Legal Fees	994,184	336,669	737,723	329,196	245,850	(83,346)	(25%)
Professional Fees	100,100	122.002	100 000	1 42 010			00/
53402000 - Audit & Tax Preparation Fees 53402500 - Payroll System Fees	130,132 169,100	133,883 170,233	139,399 151,928	143,010 172,500	143,010 173,500	0 1,000	0% 1%
53403500 - Consulting Fees	291,803	260,165	117,540	243,233	506,499	263,266	108%
53404500 - Fees	6,000	7,000	8,000	6,000	6,000	0	0%
Total Professional Fees	597,035	571,281	416,867	564,743	829,009	264,266	47%
Equipment Rental 53501500 - Equipment Rental/Lease Fees	213,295	200,704	258,816	216,114	289,655	73,541	34%
Total Equipment Rental	213,295	200,704	258,816	216,114	289,655	73,541	34%
Outside Services							
53601000 - Bank Fees	100,810	75,631	91,842	70,000	60,000	(10,000)	(14%)
53601500 - Credit Card Transaction Fees 53602000 - Merchant Account Fees	173,485 19,610	199,571 3,597	224,525 7,464	190,444 17,069	176,035 15,449	(14,409) (1,620)	(8%) (9%)
53602500 - Licensing Fees	8,300	3,500	5,900	6,000	6,000	(1,020)	0%
53603000 - Permit Fees	69	0	0	2,200	4,200	2,000	91%
54603500 - Outside Services CC 53704000 - Outside Services	2,064 1,732,371	45,117 1,925,334	37,140 2,463,042	0 2,675,781	0 2,638,920	0 (36,861)	0% (1%)
Total Outside Services	2,036,708	2,252,750	2,829,913	2,961,494	2,900,604	(60,890)	(2%)
Density and Maintenance							
Repairs and Maintenance 53701000 - Equipment Repair & Maint	285,946	694,940	653,177	801,623	620,382	(181,241)	(23%)
53702000 - Street Repair & Maint	0	0	6,218	3,500	5,000	1,500	43%
53702500 - Building Repair & Maint	360,811	237,899	226,648	395,054	358,930	(36,124)	(9%)
53703000 - Elevator /Lift Maintenance 53703500 - Water Softener	10,644 3,122	17,207 4,070	464 0	11,099 4,083	11,119 4,242	20 159	0% 4%
Total Repairs and Maintenance	660,523	954,116	886,508	1,215,359	999,673	(215,686)	(18%)
Other Operating Expense							
53604000 - Pest Control Fees	8,095	4,402	15,510	19,815	20,782	967	5%
53801000 - Mileage & Meal Allowance	9,701	2,823	3,811 5	14,244	13,288	(956)	(7%)
53801500 - Travel & Lodging 53802000 - Uniforms	5,793 113,695	1,579 98,880	5 106,246	6,259 128,010	8,000 125,279	1,741 (2,731)	28% (2%)
53802500 - Dues & Memberships	15,075	12,695	14,355	20,418	18,381	(2,037)	(10%)
53803000 - Subscriptions & Books	9,489	6,151	14,978	10,576	17,488	6,911	65%
53803500 - Training & Education 53804000 - Staff Support	54,717 68,181	20,266 45,144	34,516 64,087	86,168 101,900	111,869 121,230	25,701 19,330	30% 19%
53901000 - Benefit Administrative Fees	8,452	2,459	4,088	4,000	4,000	0	0%
53901500 - Volunteer Support	10,397	1,479	277	14,850	22,600	7,750	52%
53902000 - Physical Examinations 53902500 - Recruiting Fees	49,284 61,929	33,747 41,650	48,677 65,357	42,100 90,000	50,000 90,000	7,900 0	19% 0%
53903000 - Safety	79,620	59,715	75,266	93,802	100,768	6,966	7%
54001000 - Board Relations	6,172	3,129	10,682	13,005	16,980	3,975	31%
54001500 - Public Relations	40,168 16,445	24,112 33,727	6,059 35,879	1,000	0 40,530	(1,000) (13,079)	(100%)
54002000 - Postage 54002500 - Filing Fees / Permits	37,039	51,048	148,093	53,610 148,103	174,585	26,482	(24%) 18%
54502500 - Cable Promotions	4,094	0	0	3,000	2,500	(500)	(17%)
Total Other Operating Expense	598,345	443,005	647,885	850,861	938,281	87,419	10%
Income, Property, and Sales Tax			,_				
54301000 - State & Federal Income Taxes 54301500 - State & Local Taxes	32,003 122,405	593,124 122,270	(548,927) 40,471	1,000 23,242	1,000 31,370	0 8,128	0% 35%
54302000 - Property Taxes	3,151	3,525	3,151	3,580	3,621	41	1%
Total Income, Property, and Sales Tax	157,559	718,920	(505,305)	27,822	35,991	8,169	29%
Insurance							
54401000 - Hazard & Liability Insurance	1,280,014	1,739,534	2,261,770	2,426,418	2,660,249	233,832	10%
54401500 - D&O Liability 54402000 - Property Insurance	57,343 29,655	55,406 205,359	63,781 326,200	69,400 324,866	82,853 225,714	13,453 (99,152)	19% (31%)
54402000 - Property Insurance 54402500 - Auto Liability Insurance	4,434	205,559 1,163	326,200 895	10,000	7,500	(2,500)	(25%)
54403000 - General Liability Insurance	2,656	7,088	2,785	3,960	3,950	(10)	0%
54403500 - Property Damage	263	0	2,892	10,000	7,500	(2,500)	(25%)
Total Insurance	1,374,364	2,008,550	2,658,323	2,844,643	2,987,766	143,123	5%
Cable Programming/Copyright/Franchise 54501000 - Cable - Programming Fees	4,828,389	3,536,870	3,751,938	4,015,000	4,200,000	185,000	5%
54502000 - Cable - Programming rees 54502000 - Cable - City of Laguna Woods Franchise Fees	4,828,389 299,191	255,185	214,570	4,015,000 313,000	4,200,000 215,500	(97,500)	(31%)
Total Cable Programming/Copyright/Franchise	5,127,580	3,792,055	3,966,508	4,328,000	4,415,500	87,500	2%

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Golden Rain Foundation of Laguna Woods Budget Comparison Report by Account 12/31/2023 GOLDEN RAIN FOUNDATION

	2019 Actuals	2020 Actuals	2021 Actuals	2022 Budget	2023 Budget	Assessment Increase/ (Decrease)	VAR %
Net Allocation to Mutuals 48501000 - Allocated To Grf Departments	(6,389,122)	(6,578,836)	(6,748,979)	(7,650,358)	(7,184,671)	465,687	6%
48502500 - Mutual General Operating	(5,382)	0	0	0	0	0	0%
54602500 - Allocated Expenses	3,847,280	3,678,169	3,973,664	4,701,287	4,309,622	(391,664)	(8%)
Total Net Allocation To Mutuals	(2,547,224)	(2,900,667)	(2,775,316)	(2,949,071)	(2,875,049)	74,022	3%
Uncollectible Accounts	0,400		12.104	12 100	12,100		00/
54602000 - Bad Debt Expense	9,432	1,416	12,184	12,100	12,100	0	0%
Total Uncollectible Accounts	9,432	1,416	12,184	12,100	12,100	0	0%
(Gain)/Loss on Sale or Trade 54101000 - (Gain)/Loss - Warehouse Sales	(520)	(56,922)	(180,899)	(25,000)	0	25,000	100%
Total (Gain)/Loss on Sale or Trade	(520)	(56,922)	(180,899)	(25,000)	0	25,000	100%
Total Expenses	37,695,827	34,235,941	36,003,316	41,271,681	43,110,285	1,838,605	4%
Excess of Revenues Over Expenses	(\$29,015,431)	(\$26,342,675)	(\$27,554,271)	(\$31,103,031)	(\$32,753,579)	\$1,650,548	5%

Laguna Woods Village Summary of Department Allocations

	2023 Plan	GRF	United	Third
OFFICE OF THE CEO	\$1,640,918	\$801,972	\$452,931	\$386,014
100 - OFFICE OF THE CEO	1,620,182	672,988	473,253	473,941
240 - COMMUNITY SERVICES	20,736	128,984	(20,322)	(87,927)
	20,730	120,304	(20,322)	(07,327)
MEDIA AND COMMUNICATIONS	\$2,542,279	\$2,542,279	\$0	\$0
010 - MEDIA AND COMMUNICATIONS ADMIN	692,960	692,960	0	0
020 - CABLE TV NETWORK	3,655,010	3,655,010	0	0
030 - TV STUDIO	410,055	410,055	0	0
040 - MEDIA SERVICES	(298,339)	(298,339)	0	0
050 - INTERNET SERVICE	(1,917,405)	(1,917,405)	0	0
DEPARTMENT OF INFORMATION SERVICES	\$3,436,611	\$2,118,964	\$795,730	\$521,918
360 - INFORMATION SERVICES	1,661,180	1,661,180	0	0
200 - RESIDENT SERVICES ADMIN	282,403	81,134	121,552	79,716
950 - PROPERTY SERVICES	1,493,028	376,650	674,177	442,201
DEPARTMENT OF GENERAL SERVICES	\$8,082,065	\$5,200,899	\$1,164,313	\$1,716,853
902 - GENERAL SERVICES ADMIN	32,827	32,827	0	0
320 - COMMUNITY CENTER FACILITY	1,040,065	1,040,065	0	Ő
935 - JANITORIAL	1,347,811	100	397,860	949,851
936 - STREETS & SIDEWALKS	2,007,508	474,052	766,454	767,002
940 - SERVICE CENTER	2,007,508	200,674	700,454	707,002 0
945 - GRF JANITORIAL	1,475,294	1,475,294	0 0	0
960 - FLEET MAINTENANCE	217,963	217,963	0 0	0
			0 0	0
970 - TRANSPORTATION	1,759,924	1,759,924	0	U
DEPARTMENT OF FINANCIAL SERVICES	\$3,413,630	\$1,857,928	\$778,832	\$776,871
300 - FINANCIAL SERVICES	2,471,228	1,247,649	619,540	604,040
241 - MAIL AND COPY SERVICE	346,948	143,158	104,470	99,320
311 - WAREHOUSE	176,130	147,149	16,085	12,896
370 - PURCHASING	418,325	318,972	38,737	60,615
380 - TAXES	1,000	1,000	0	0
DEPARTMENT OF SECURITY SERVICES	\$7,455,100	\$6,582,665	\$463,021	\$409,414
400 - SECURITY SERVICES	6,297,289	5,917,023	197,789	182,476
210 - COMPLIANCE	586,907	94,737	265,232	226,938
220 - SOCIAL SERVICES	570,905	570,905	0	0
DEPARTMENT OF LANDSCAPE SERVICES	\$14,656,563	\$1,524,142	\$5,754,399	\$7,378,022
500 - LANDSCAPE ADMIN	1,061,759	450,640	253,034	358,085
510 - IMPROVEMENT/ RESTORATION	355,488	0,00,00	177,744	177,744
511 - NURSERY/COMPOSTING	477,732	35,400	192,001	250,331
520 - GRF GROUNDS MAINTENANCE	627,964	627,964	0	
530 - GROUNDS MAINTENANCE	6,926,075	22,784	2,890,858	4,012,433
540 - IRRIGATION	2,077,278	184,649	834,922	1,057,707
550 - SMALL EQUIPMENT REPAIR	431,553	31,072	192,214	208,268
560 - PEST CONTROL	783,856	54,948	315,267	413,641
570 - TREE MAINTENANCE	1,914,859	116,685	898,360	899,814
	1,914,009	110,005	030,000	033,014

Version 4

Laguna Woods Village Summary of Department Allocations

	2023 Plan	GRF	United	Third
DEPARTMENT OF RECREATION SERVICES	\$6,728,081	\$6,728,081	\$0	\$0
600 - RECREATION ADMIN	401,588	401,588	0	0
521 - GARDEN CENTERS	164,515	164,515	0	0
580 - GOLF MAINT - 27 HOLE	598,229	598,229	0	0
581 - GOLF MAINTENANCE - 9 HOLE	110,951	110,951	0	0
602 - BAR SERVICES	12,443	12,443	0	0
603 - LIBRARY	30,048	30,048	0	0
611 - CLUBHOUSE 1	452,883	452,883	0	0
612 - CLUBHOUSE 2	499,744	499,744	0	0
613 - PERFORMING ARTS CENTER	544,102	544,102	0	0
614 - CLUBHOUSE 4	452,158	452,158	0	0
615 - CLUBHOUSE 5	435,795	435,795	0	0
616 - CLUBHOUSE 6	243,613	243,613	0	0
617 - CLUBHOUSE 7	286,155	286,155	0	0
620 - EQUESTRIAN	432,642	432,642	0	0
670 - GOLF OPERATIONS - 27 HOLE	491,602	491,602	0	0
672 - VILLAGE GREENS CAFÉ	(15,496)	(15,496)	0	0
680 - GOLF OPERATIONS - 9 HOLE	116,282	116,282	0	0
690 - AQUATICS	928,243	928,243	0	0
691 - FITNESS	542,584	542,584	0	0
DEPARTMENT OF HUMAN RESOURCE SERVICES	\$16,986,905	\$3,268,027	\$4,698,685	\$9,020,194
700 - HUMAN RESOURCE SERVICES	434.669	268,019	83,325	83,325
350 - INSURANCE	16,552,236	3,000,008	4,615,360	8,936,869
	,,	-,,	.,,	-,,
DEPARTMENT OF MAINTENANCE & CONSTRUCTION	\$35,393,800	\$2,128,623	\$19,059,562	\$14,205,614
900 - MAINTENANCE OPERATIONS	1,414,312	321,580	534,028	558,704
904 - MAINTENANCE SERVICES	4,626,204	97,199	2,721,988	1,807,017
909 - DAMAGE RESTORATION	3,970,436	59,732	1,940,917	1,969,787
910 - BUILDING MAINTENANCE	3,142,755	226,872	1,564,577	1,351,306
911 - APPLIANCE	1,229,783	11,635	1,050,058	168,090
912 - CARPENTRY	4,204,577	212,837	1,856,993	2,134,746
913 - ELECTRICAL	1,073,671	104,211	804,814	164,645
914 - PLUMBING	3,932,858	82,937	2,864,845	985,076
917 - INTERIOR COMPONENTS	1,471,755	136,157	1,279,473	56,125
920 - CONSTRUCTION/PROJECT MANAGEMENT	6,041,443	488,171	2,390,871	3,162,401
925 - MANOR ALTERATIONS AND PERMITS	549,788	3,500	324,256	222,032
926 - FACILITIES MANAGEMENT	136,486	118,963	0	17,523
932 - PAINT	3,599,731	264,829	1,726,742	1,608,160
NON WORK CENTER	\$16,270,060	(\$6,325,600)	\$16,711,652	\$5,884,008
TOTAL	\$116,606,013	\$26,427,979	\$49,879,126	\$40,298,908

Version 4

Laguna Woods Village Department Staffing Report Full Time Equivalents

	2019	2020	2021	2022	2023	2023	2022	2023 Plan	Variance to 2022 Plan	022 Plan		2023	
					Plan	Plan			Inc/(Dec)	Inc/(Dec)			
	Plan	Plan	Plan	Plan	Authorized	Funded	Plan	Funded	Total	Total %	GRF	United	Third
ALL DEPARTMENTS	741.04	751.01	727.86	734.19	735.97	711.47	\$55,078,615	\$56,451,436	\$1,372,821	2.5%	\$26,455,337	\$15,537,634	\$14,458,465
Office of the CEO	20.00	20.00	17.06	19.50	18.50	18.50	\$1,979,562	\$2,014,496	\$34,934	1.8%	\$533,061	\$738,207	\$743,22 8
100 Office of the CEO	9.00	10.00	7.00	9.00	7.50	7.50	1,266,887	1,133,555	(133,332)	-10.5%	377,927	377,814	377,814
240 Community Services	11.00	10.00	10.06	10.50	11.00	11.00	712,675	880,941	168,266	23.6%	155,134	360,393	365,414
Department of Media and Communications	10.50	10.50	12.33	23.35	23.15	21.65	\$2,178,970	\$2,206,504	\$27,534	1.3%	\$2,206,504	\$0	\$0
010 Media and Communications Admin	1.50	1.50	3.83	3.50	4.30	4.30	429,403	546,621	117,218	27.3%	546,621	ı	
020 Cable TV Network	ı	ı	·	11.10	10.10	10.10	957,390	919,948	(37,442)	-3.9%	919,948	ı	
030 TV Studio	7.00	7.00	6.50	6.50	6.50	5.00	490,393	425,647	(64,746)	-13.2%	425,647	ı	
040 Media Services	2.00	2.00	2.00	2.25	2.25	2.25	301,784	314,288	12,504	4.1%	314,288		ı
Department of Information Services	48.00	48.00	47.50	36.00	38.00	36.00	\$2,812,200	\$2,933,560	\$121,360	4.3%	\$1,821,22 4	\$671,740	\$440,595
360 Information Systems	10.50	10.50	10.30	11.00	11.00	11.00	1,212,340	1,296,387	84,047	6.9%	1,296,387	ı	
200 Resident Services Admin	5.00	5.00	4.50	5.00	4.00	4.00	420,105	360,553	(59,552)	-14.2%	166,107	117,432	77,014
950 Property Services	20.00	20.00	20.00	20.00	23.00	21.00	1,179,755	1,276,620	96,864	8.2%	358,730	554,308	363,581
Department of General Services	93.07	91.57	86.00	87.00	87.00	82.00	\$6,011,718	\$5,882,068	(\$129,650)	-2.2%	\$3,830,226	\$769,939	\$1,281,902
902 General Services Admin	4.50	4.00	4.00	4.00	4.00	4.00	414,347	407,159	(7,188)	-1.7%	407,159	ı	1
935 Janitorial	19.00	18.00	18.00	18.00	18.00	18.00	1,121,964	1,159,868	37,903	3.4%	I	347,380	812,487
936 Streets and Sidewalks	16.00	16.00	16.00	17.00	17.00	15.00	1,306,855	1,198,408	(108,448)	-8.3%	306,434	422,559	469,415
945 GRF Janitorial	20.00	20.00	17.00	17.00	17.00	15.00	1,067,812	974,113	(93,699)	-8.8%	974,113	ı	ı
960 Fleet Maintenance	13.00	12.00	12.00	12.00	12.00	12.00	1,028,967	1,065,394	36,427	3.5%	1,065,394	I	I
970 Transportation	20.57	21.57	19.00	19.00	19.00	18.00	1,071,772	1,077,126	5,353	0.5%	1,077,126		ı
Department of Financial Services	30.00	31.00	31.00	31.00	30.50	30.00	\$2,906,494	\$2,885,513	(\$20,981)	-0.7%	\$1,693,128	\$590,372	\$602,014
300 Financial Services	19.00	20.00	20.00	20.00	19.50	19.00	2,027,934	2,012,112	(15,822)	-0.8%	1,006,056	503,028	503,028
241 Mail and Copy Service	3.00	3.00	3.00	3.00	3.00	3.00	188,945	210,175	21,230	11.2%	155,445	28,458	26,272
311 Warehouse	3.00	3.00	3.00	3.00	3.00	3.00	238,798	250,401	11,603	4.9%	216,848	20,658	12,896
370 Purchasing	5.00	5.00	5.00	5.00	5.00	5.00	450,817	412,825	(37,992)	-8.4%	314,779	38,228	59,818
Department of Security Services	118.19	119.68	118.68	117.55	118.03	115.03	\$6,345,668	\$6,909,036	\$563,368	8.9%	\$5,966,885	\$491,455	\$450,696
400 Security Services	113.69	114.68	107.68	105.55	104.03	101.03	5,327,818	5,661,799	333,980	6.3%	5,324,356	175,516	161,927
210 Compliance	ı	ı	6.00	7.00	8.00	8.00	577,261	702,088	124,827	21.6%	97,379	315,939	288,769
6220 Social Services	4.50	5.00	5.00	5.00	6.00	6.00	440,589	545,150	104,561	23.7%	545,150	1	

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Laguna Woods Village Department Staffing Report Full Time Equivalents

	2019	2020	2021	2022	2023	2023	2022	2023 Plan	Variance to 2022 Plan	022 Plan		2023	
					Plan	Plan			Inc/(Dec)	Inc/(Dec)			
	Plan	Plan	Plan	Plan	Authorized	Funded	Plan	Funded	Total	Total %	GRF	United	Third
ALL DEPARTMENTS	741.04	751.01	727.86	734.19	735.97	711.47	\$55,078,615	\$56,451,436	\$1,372,821	2.5%	\$26,455,337	\$15,537,634	\$14,458,465
Department of Landscape Services	142.27	149.00	145.50	146.50	147.50	146.50	\$10,619,915	\$11,137,112	\$517,196	4.9%	\$1,647,595	\$4,335,906	\$5,153,612
500 Landscape Admin	8.50	10.00	11.00	11.00	12.00	12.00	1,113,180	1,259,089	145,908	13.1%	769,807	202,587	286,694
510 Improvement/Restoration	ī	ı	5.00	5.00	5.00	5.00	351,026	344,738	(6,288)	-1.8%		172,369	172,369
511 Nursery/Composting	4.00	4.00	5.00	5.00	5.00	5.00	366,329	363,853	(2,476)	-0.7%	26,961	146,233	190,659
520 GRF Grounds Maintenance	6.90	8.00	8.00	8.00	8.00	8.00	503,033	534,921	31,888	6.3%	534,921	ı	,
530 Grounds Maintenance	79.65	83.50	82.50	82.50	81.50	80.50	5,202,379	5,383,493	181,113	3.5%	19,381	2,467,255	2,896,857
540 Irrigation	16.50	17.00	17.00	17.00	17.00	17.00	1,493,192	1,525,014	31,822	2.1%	129,931	613,818	781,265
550 Small Equipment Repair	4.00	4.00	4.00	4.00	4.00	4.00	315,175	327,301	12,126	3.8%	23,566	145,780	157,956
560 Pest Control	5.00	5.00	5.00	6.00	7.00	7.00	523,717	627,207	103,490	19.8%	43,967	252,263	330,977
570 Tree Maintenance	16.72	16.50	8.00	8.00	8.00	8.00	751,884	771,497	19,613	2.6%	99,061	335,601	336,835
Department of Recreation Services	85.11	86.36	82.29	84.79	84.79	79.79	\$5,402,227	\$5,587,898	\$185,672	3.4%	\$5,587,899	\$0	\$0
600 Recreation Admin	5.25	16.48	15.00	12.60	5.00	5.00	764,603	534,933	(229,670)	-30.0%	534,933		
521 Garden Centers	1.00	2.00	2.00	2.00	2.00	2.00	136,736	142,563	5,827	4.3%	142,563	ı	
580 Golf Maintenance 27-Hole	17.64	18.14	18.64	17.64	17.64	17.64	1,343,193	1,390,581	47,387	3.5%	1,390,581	ı	
581 Golf Maintenance 9-Hole	2.00	2.00	2.00	2.00	2.00	2.00	143,578	147,829	4,251	3.0%	147,829	ı	ı
602 Bar Services	0.60	0.60	0.60	0.60	09.0	09.0	27,598	29,820	2,223	8.1%	29,820	ı	,
611 Clubhouse 1	4.75	3.25	2.66	3.00	4.40	3.40	176,826	194,350	17,523	9.9%	194,350	ı	,
612 Clubhouse 2	4.29	2.70	2.36	2.70	4.00	4.00	176,753	237,372	60,619	34.3%	237,372	I	ı
613 Performing Arts Center	8.65	5.25	4.53	6.75	7.50	5.50	420,654	444,651	23,997	5.7%	444,651	I	ı
614 Clubhouse 4	3.96	3.00	2.66	2.83	3.33	3.33	202,240	238,803	36,563	18.1%	238,803	I	ı
615 Clubhouse 5	4.25	3.70	3.19	3.70	4.20	3.20	222,930	204,714	(18,216)	-8.2%	204,714	I	ı
616 Clubhouse 6	1.95	0.20	0.20	0.20	1.80	1.80	19,181	102,619	83,438	435.0%	102,619	I	ı
617 Clubhouse 7	2.70	1.30	1.13	1.30	3.00	3.00	76,121	160,796	84,675	111.2%	160,796	I	ı
620 Equestrian	4.50	4.50	4.50	5.33	5.58	5.58	317,449	380,900	63,450	20.0%	380,900	I	ı
670 Golf Operations 27-Hole	12.96	11.38	12.28	12.28	12.64	12.64	659,093	701,008	41,916	6.4%	701,008	I	ı
680 Golf Operations 9-Hole	1.96	1.96	1.96	1.96	2.10	2.10	70,538	82,504	11,966	17.0%	82,504	I	ı
690 Aquatics	ī	1.00	1.00	1.00	1.00	1.00	95,945	97,519	1,574	1.6%	97,519	I	ı
691 Fitness	7.90	8.90	7.58	8.90	8.00	7.00	548,787	496,937	(51,850)	-9.4%	496,937		ı
Department of Human Resource Services	8.40	8.40	8.40	9.40	9.40	9.40	\$938,006	\$991,741	\$23,735	5.7%	\$991,741	\$0	\$0
Human Resource Services	8.40	8.40	8.40	9.40	9.40	9.40	938,006	991,741	53,735	5.7%	991,741	1	

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Laguna Woods Village Department Staffing Report Full Time Equivalents

	2019	2020	2021	2022	2023	2023	2022	2023 Plan	Variance to 2022 Plan	2022 Plan		2023	
					Plan	Plan			Inc/(Dec)	Inc/(Dec)			
	Plan	Plan	Plan	Plan	Authorized	Funded	Plan	Funded	Total	Total %	GRF	United	Third
ALL DEPARTMENTS	741.04 751.01	751.01	727.86	734.19	735.97	711.47	\$55,078,615	\$56,451,436	\$1,372,821	2.5%	\$26,455,337	\$15,537,634	\$14,458,465
Department of Maintenance & Construction 185.50	185.50	186.50	179.10	179.10	179.10	172.60	\$15,883,856	\$15,903,508	\$19,653	0.1%	\$2,177,078	\$7,940,015	\$5,786,416
900 Maintenance Operations	7.00	6.00	6.00	7.00	7.00	7.00	817,890	848,546	30,656	3.7%	203,651	319,987	324,908
904 Maintenance Services	4.00	7.00	7.00	8.00	8.00	7.00	652,114	598,355	(53,759)	-8.2%	160,778	250,591	186,986
909 Damage Restoration	7.00	7.00	8.00	10.00	10.00	9.00	961,076	784,505	(176,571)	-18.4%	30,831	383,701	369,973
910 Building Maintenance	9.00	10.00	10.00	10.00	10.00	9.50	846,269	890,746	44,477	5.3%	316,215	293,946	280,585
911 Appliance	5.00	5.00	5.00	5.00	5.00	5.00	441,159	447,636	6,477	1.5%	3,491	366,435	77,710
912 Carpentry	42.00	42.00	37.80	36.80	37.80	35.80	3,272,797	3,272,639	(158)	0.0%	154,796	1,442,579	1,675,264
913 Electrical	10.00	10.00	10.00	9.00	00.6	9.00	797,503	819,554	22,051	2.8%	81,136	612,043	126,375
914 Plumbing	24.00	24.00	23.80	23.80	23.80	22.80	2,161,423	2,135,597	(25,826)	-1.2%	59,370	1,511,148	565,079
917 Interior Components	00.6	8.00	7.00	7.00	7.00	7.00	632,791	650,197	17,407	2.8%	107,868	515,737	26,593
920 Construction/Project Management	8.00	8.00	8.00	7.00	7.00	7.00	789,285	869,048	79,763	10.1%	363,784	253,241	252,024
925 Manor Alterations and Permits	9.00	11.00	12.00	16.00	16.00	16.00	1,210,038	1,324,799	114,761	9.5%	1	674,190	650,609
926 Facilities Management	6.00	5.00	5.00	5.00	5.00	5.00	478,214	492,230	14,015	2.9%	477,463	ı	14,767
932 Paint	43.50	43.50	39.50	34.50	33.50	32.50	2,823,296	2,769,655	(53,641)	-1.9%	217,695	1,316,417	1,235,543

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STAFF REPORT

DATE: September 6, 2022

FOR: Board of Directors

SUBJECT: 2023 Capital Plan

RECOMMENDATION

Staff recommends the Board approve by resolution the 2023 Capital Reserve Expenditures Plan at the board meeting on September 6, 2022

BACKGROUND

The Capital Reserve Expenditures Plan (CIP) of this corporation reflects the funding necessary to maintain, repair, replace or restore major common-area components with funding provided from various reserve funds over the next 30 years.

- 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.

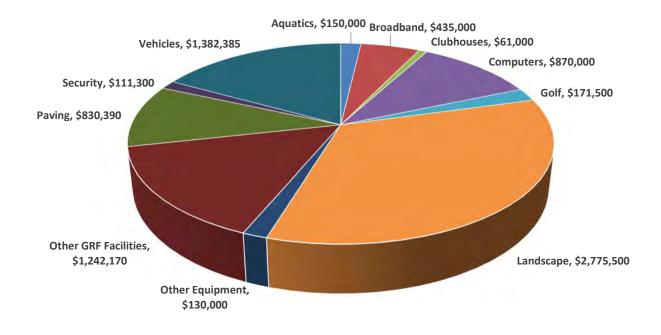
A narrower focus over the next five years is provided by the CIP. This document details the proposed projects and budgetary estimates for all GRF equipment and facility needs. A summary of the five-year CIP is reflected in Table 1 below. Annual funding is obtained as part of the business planning process.

	Proposed 2023	Estimated 2024	Estimated 2025	Estimated 2026	Estimated 2027	TOTAL
CIP Total	\$8,159,245	\$15,065,400	\$10,086,385	\$9,417,460	\$10,741,880	\$53,470,370

Table 1

The proposed 2023 funding of \$8,159,245 is \$4,773,555 less than the \$12,932,800 projected for 2023 in the current year reserves plan, primarily attributable to deferral of Clubhouse 1 improvements to reflect a more realistic timeline. A pie graph of proposed expenditures is presented below:

Golden Rain Foundation of Laguna Woods 2023 Capital Plan September 6, 2022 Page 2



FINANCIAL ANALYSIS

The proposed projects for 2023 total \$8,159,245, as detailed 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			\$150,000
CH 1 Pool Replastering		\$100,000	\$100,000
CH 2 Pool Deck Resurfacing		\$25,000	\$25,000
CH 5 Commercial Pool Equipment/Pumps	\$25,000		\$25,000

- Funding of \$100,000 is recommended to replace the deteriorated plaster surface coating for the Clubhouse 1 pool. The plaster is exhibiting major cracking and discoloration due to surpassing its useful life.
- Funding of \$25,000 is recommended to resurface the Clubhouse 2 pool deck. The pool
 deck paint is severely chipped and will be removed and recoated with a compatible
 surface treatment to withstand the elements and usage.
- Funding of \$25,000 is recommended to replace the CH 5 pool pumps and associated equipment at Clubhouse 5. The equipment has surpassed its useful life and needs to be replaced.

	Equipment	Facilities	Total
Broadband Services			\$435,000
Set Top Boxes	\$200,000		\$200,000
Infrastructure	\$200,000		\$200,000
Village Television Studio Equipment (Server)	\$35,000		\$35,000

- Funding of \$200,000 is recommended for the purchase of approximately 650 set top boxes for digital video services and replacement of failed units at the end of their useful lives.
- Funding of \$200,000 is recommended to replace aging cable infrastructure. The existing cable infrastructure is 20-years old. It is normal that metal enclosures and underground conduits deteriorate over time. By reinvesting in this infrastructure project, it is anticipated to add an additional 20 years of service to this system. Splitting the nodes for additional service capacity (spectrum/bandwidth) will be needed to support resident bandwidth growth as identified in The Broadband Group analysis. Funds will be utilized to immediately repair failed components and to continue the inspection of the entire network to determine future repairs.
- Funding of \$35,000 is recommended to replace the Village Television video server which was originally purchased in 2015. The video server controls the recording, playback and scheduling of all Village Television programming.

	Equipment	Facilities	Total
Clubhouses			\$61,000
CH 1 Fountain Replaster & Tile		\$25,000	\$25,000
CH 1 Mounted Projector – Ballroom	\$20,000		\$20,000
CH 5 Stage Lighting - Dimmer Rack	\$10,000		\$10,000
CH 5 Projector (Ballroom)	\$6,000		\$6,000

- For Clubhouse 1, funding of \$25,000 is recommended to replace the deteriorated plaster and tile surface coating for the Clubhouse 1 fountain. The plaster and tile surfacing are exhibiting major cracking and discoloration due to surpassing its useful life. Funding of \$20,000 is recommended to install a mounted projector in the Ballroom.
- For Clubhouse 5, funding of \$10,000 is recommended to improve stage lighting and funding of \$6,000 is recommended for a portable ballroom projector.

	Equipment	Facilities	Total
Computers			\$870,000
Network Server Hardware & Software	\$500,000		\$500,000
Phone System	\$370,000		\$370,000

- Funding of \$500,000 is recommended for network hardware and software. The current corporate server equipment will be six years old next year and in need of replacement. These servers are the heart of the local area computer network and contain much of the centralized file distribution, computer storage, application databases, community access databases, controls, scanning, and document imaging for all community administrative functions. The computer servers are part of a virtual server hyper-converged computing environment, a pool of host server processors and RAM, in conjunction with a pool of storage arrays providing the hardware necessary for "virtual" software servers to function. The servers and storage hardware have reached the end of their useful life and are necessary to keep operating systems, database management systems, virus control, and backup disaster preparedness systems up to date.
- Funding of \$370,000 is recommended to update the phone system needed to improve the user experience and ease of use. Current phone system is 8 years old and is at the end of support in 2023.

	Equipment	Facilities	Total
Golf Facilities			\$171,500
Riding Greens Mower	\$56,500		\$56,500
Rough Mower	\$45,000		\$45,000
Bunker Rake	\$24,100		\$24,100
Greens Roller	\$22,000		\$22,000
Push Greens Mower	\$15,600		\$15,600
Turf Roller	\$8,300		\$8,300

 Funding of \$171,500 is recommended for the replacement of various golf facilities maintenance equipment items which 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			\$2,775,500
Centralized Irrigation System (Phase 4)	\$2,444,000		\$2,444,000
48" Lawn Mowers (3)	\$108,000		\$108,000
Mini Skid Steer Trencher	\$45,000		\$45,000
Stump Cutter (Grinder)	\$35,000		\$35,000
Gas Power Sprayers (2)	\$13,500		\$13,500
Grapple Rakes (2)	\$10,000		\$10,000
Plasma Cutter	\$5,000		\$5,000
Battery Equipment	\$85,000		\$85,000
Repair Shop Electrical Upgrade	\$30,000		\$30,000

- Funding of \$2,444,000 is recommended for phase 4 of the four-year replacement of the centralized irrigation system. The current centralized irrigation system was installed in 2001. The current system cannot be utilized to track problems in the field, requiring staff to physically visit every system to verify functionality. The GRF Board approved replacement of the system over the course of four years. Initial funding of \$300,000 was approved in 2020 and 2021; \$200,000 was approved in 2022. Based on updated cost estimates, funding for the final phase of \$2,444,000 is recommended in 2023.
- Funding of \$216,500 is recommended to replace mowers and a variety of miscellaneous landscaping equipment that requires replacement due to age.
- Funding of \$115,000 is recommended for battery equipment and to upgrade the repair shop electrical system.

	Equipment	Facilities	Total
Other Equipment			\$130,000
Maintenance Operations Equipment	\$50,000		\$50,000
Maintenance Services Equipment	\$50,000		\$50,000
Miscellaneous Fleet/Paving Equipment	\$30,000		\$30,000

- Funding of \$50,000 is recommended for building maintenance operations equipment. By including this 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. Funding for miscellaneous tools and equipment allows for timely purchases of equipment, if needed, to support maintenance service levels.
- Funding of \$30,000 is recommended for the replacement or addition of miscellaneous equipment as needed for fleet, paving, and janitorial use.

Golden Rain Foundation of Laguna Woods 2023 Capital Plan September 6, 2022 Page 6

	Equipment	Facilities	Total
Other GRF Facilities			\$1,242,170
Building E Design Development and Construction		\$750,000	\$750,000
Slope Renovation		\$167,170	\$167,170
Miscellaneous Projects		\$125,000	\$125,000
Equestrian Center Arena Lighting System		\$100,000	\$100,000
Equestrian Center Security Fencing and Gate		\$75,000	\$75,000
Equestrian Center Trim and Door Painting		\$25,000	\$25,000

- Funding of \$750,000 is recommended for Building E design phase. In January 2022, the Board approved a contract for a feasility study to assess options for replacing the exisitng Building E structure. The building contains administrative support offices for Landscape, Security, and Maintenance Departments. Upon completion of the feasibility study, the Board will be requested to condider moving forward with the design phase for the project.
- Funding of \$167,170 is recommended for Slope Renovation, previously budgeted in operations. A vendor will be contracted to renovate GRF slopes so in-house crews can continue to provide existing service levels.
- Funding of \$125,000 is recommended for miscellaneous projects. By including this funding in the Capital Plan, unforeseen small capital projects can be completed in an economical and timely fashion without going through the formal board review process required for supplemental appropriations. Projects under \$25,000 will be completed at the discretion of the CEO and projects over \$25,000 must follow normal board approval process.
- Funding of \$100,000 is recommended for a new Equestrian Center Arena Lighting System needed to provide lighting for arenas and pathways. The new lighting will enhance safety for resident boarders and their horses. Many residents prefer to visit the center in the evenings and the lighting will also assist in attracting additional boarders to our facility.
- Funding of \$75,000 is recommended for construciton and installation of new security fencing and gate needed to properly secure the facility. The new fencing will also discourage unauthorized personnel from entering the facility after hours.
- Funding of \$25,000 is recommended for Equestrian Center Wood Trim and Stall Door Painting. The wood trim and stall door paint is deteriorated and needs to be repainted to protect the structure from pests and weathering.

	Equipment	Facilities	Total
Paving			\$830,390
Asphalt Paving and Sealcoat Programs		\$630,390	\$630,390
Parkway Concrete Repairs		\$200,000	\$200,000

- Funding of \$630,390 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 \$544,160 and sealcoat budget is \$86,230. Sealcoat work for GRF pavement is completed on a sevenyear cycle.
- Funding of \$200,000 is recommended for parkway concrete repairs. In coordination with paving, staff has identified concrete areas that require repair or replacement. With recommended funding of \$200,000, the parkway concrete repairs program is designed to repair damaged GRF curb/gutter, 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
Security			\$111,300
Shepherd's Crook		\$105,000	\$105,000
Emergency Portable Generators (2)	\$6,300		\$6,300

- Funding of \$105,000 is recommended to replace the remaining barbed wire fencing approximately 915 LF along GRF property. The City of Laguna Woods discontinued allowing the use of barbed wire in perimeter barriers in 2017.
- Funding of \$6,300 is recommended for the purchase of two portable generators that will be used for emergencies or power outages to power two Gatehouses at the same time. The generators produce "clean power" that not only can connect to the Gatehouse's transfer switch, but safely power the computers and kiosk which require "clean power."

Golden Rain Foundation of Laguna Woods 2023 Capital Plan September 6, 2022 Page 8

	Equipment	Facilities	Total
Vehicles			\$1,382,385
Small Pickup Truck (9)	\$227,625		\$227,625
Full Size Truck (5)	\$230,145		\$230,145
Security Vehicle (4)	\$216,130		\$216,130
Transportation Bus	\$200,000		\$200,000
Transit Work Van (4)	\$192,660		\$192,660
Utility Vehicle (8)	\$118,225		\$118,225
Misc Vehicle Purchases	\$100,000		\$100,000
Equipment Trailer (3)	\$45,000		\$45,000
Equestrian Horse Trailer	\$27,600		\$27,600
In-Car Video Surveillance Equipment	\$25,000		\$25,000

Vehicle Maintenance is responsible for 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 costly. To minimize expense and downtime, replacement of certain equipment is necessary.

 REPLACEMENTS: Staff evaluated the fleet and recommend funding of \$1,382,385 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 Siobhan Foster, Chief Executive Officer

ATTACHMENTS

Attachment 1: 2023 Capital Plan Resolution

Attachment 2: 2023 CIP 5-Year

Attachment 3: Current Year Reserves Plan as of July 31, 2022

Attachment 4: Contracted Reserve Study Dated June 20, 2022 – Excerpts, Equipment Fund

Attachment 5: Contracted Reserve Study Dated June 20, 2022 – Excerpts, Facilities Fund



RESOLUTION 90-21-xx

2023 CAPITAL PLAN RESOLUTION

RESOLVED, October 4, 2022, that the Capital Reserve Expenditures Plan of this Corporation for the year 2023 is hereby adopted and approved; and

RESOLVED FURTHER, that pursuant to said Business Plan, the sum of \$8,159,245 is hereby authorized to be expended in 2023 for the purposes provided therein, of which \$5,831,685 is designated from the Equipment Fund and \$2,327,560 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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GOLDEN RAIN FOUNDATION	5 YEAR CAPITAL IMPROVEMENT PLAN
ЮÐ	5 YE/

Category/Fund/Description	2023	ŝ	2024	2025	2026	2027	Total
Aquatics							
Equipment Fund							
CH 5 Pool Heaters	Ŷ	، ک	18,000 \$	۰ ب	، بې	، ب	18,000
CH 5 Commercial Pool Equipment/pumps	Ŷ	25,000 \$	ۍ ۲	ۍ ۲	ۍ ۱	ۍ ۲	25,000
CH 1 Pool Cover	Ŷ	۰ ۲	\$ '	ۍ ۱	ۍ ۲	15,000 \$	15,000
CH 2 Pool Cover	Ŷ	۰ ب	ۍ ۲	۰ ب	ۍ ۲	15,000 \$	15,000
CH 4 Pool Cover	Ŷ	۰ ۲	۰ ۲	۰ ۲	15,000 \$	۰ ۲	15,000
Facility Fund							
CH 1 Pool Plastering		100,000 \$	ۍ ۱	ۍ ۱	۰ ۲	ۍ ۱	100,000
CH 2 Pool Deck Resurfacing	Ŷ	25,000 \$	ۍ ۲	۰ ۲	ۍ ۱	۰ ب	25,000
CH 2 Pool Replastering	Ŷ	۰ ۲	\$ '	55,000 \$	\$ '	ۍ ۱	55,000
CH 4 Pool Replastering	Ŷ	۰ ۲	ۍ ۱	ۍ ۱	ጭ '	55,000 \$	55,000
CH 6 Pool Replastering	Ŷ	۰ ب	۰ ب	۲	۰ ب	25,000 \$	25,000
Aquatics Total	ۍ ۱	150,000 \$	18,000 \$	55,000 \$	15,000 \$	110,000 \$	348,000
Broadband Services							
Equipment Fund							
Board Room Cameras & Equipment	Ŷ	ۍ ۲	100,000 \$	۰ ب	ب	۰ ب	100,000
Broadband Fiber Network Calibration	Ŷ	۰ ۲	105,000 \$	ۍ ۲	۰ ۲	ب	105,000
Broadband Infrastructure		200,000 \$	250,000 \$	250,000 \$	250,000 \$	250,000 \$	1,200,000
Broadband Set Top Boxes		200,000 \$	300,000 \$	300,000 \$	300,000 \$	300,000 \$	1,400,000
Broadband Signal Receivers and Transcoders	Ŷ	۰ ب	۰ ب	25,000 \$	ب	۔ ب	25,000
Broadband Standby Satellite Dish	Ŷ	ۍ ۲	۰ ۲	12,000 \$	ۍ ۱	۰ ۲	12,000
Broadband UPS Battery for Power Supplies	Ŷ	۰ ئ	۰ ک	۰ ۲	۰ ۲	22,000 \$	22,000
Control Room Digital Upgrade	Ŷ	۰ ئ	٠ ۲	75,000 \$	ۍ ۲	۰ ب	75,000
Remote Broadcast Cameras at CHs	Ŷ	ۍ ۲	100,000 \$	\$ '	\$ '	ۍ ۱	100,000
Studio Cameras & Aux. Equipment	Ş	ۍ ۲	ج	۰ ځ	۲	150,000 \$	150,000
Village Television Studio Equipment (Server)	Ŷ	35,000 \$	17,500 \$	17,500 \$	17,500 \$	17,500 \$	105,000
Broadband Services Total	-	435,000 \$	872,500 \$	679,500 \$	567,500 \$	739,500 \$	3,294,000
Clubhouses							
Equipment Fund							
CH 1 Commercial Appliances	Ŷ	، ئ	۰ ج	، ځ	۰ ځ	74,000 \$	74,000
CH 1 Commercial Dishwasher and booster		Ŷ	۰ ج	- \$	- Ş	۔ ج	1
CH 1 Fountain Equipment	Ŷ	، ئ	۰ ځ	6,000 \$, Ŷ	۰ ځ	6,000
CH 1 Pool & Locker Rm Shower Heaters	Ş	۔ ج	۰ ج	100,000 \$	- \$	ج	100,000
CH 2 Commercial Appliances	Ŷ	ۍ ۲	ۍ ۱	25,000 \$	۰ ۲	ۍ ۱	25,000
CH 2 Convection Oven	Ŷ	۰ ب	ۍ ۲	15,000 \$	ۍ ۱	۰ ب	15,000
CH 5 Convection Oven	Ŷ	۰ ئ	۰ ک	۰ ۲	15,000 \$	۰ ځ	15,000
CH 6 Commercial Appliances	Ŷ	۰ ۍ	۰ ک	۲	۲	30,000 \$	30,000
CH 1 Clubhouse Tables	Ŷ	، ک	50,000 \$	۰ ځ	۰ ځ	۰ ځ	50,000
CH 1 Main Lounge Sound System	Ş	۔ ب	40,000 \$	۔ ج	ج	ج	40,000
CH 1 Mounted Projector - Ballroom and Main Lounge	Ŷ	20,000 \$	20,000 \$	۰ ¢	۰ ج	ب	40,000
CH 5 Portable Stages	Ŷ	ۍ ۲	5,000 \$, Ş	, Ş	÷	5,000

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FOUNDATION	ROVEMENT PLAN
ž Z	MPR
RAIN	APITAL I
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gold	5 YEAR

Category/Fund/Description	ŀ		2024	2025	2026	2027	Total
CH 5 Projector (Ballroom)	Ŷ	6,000 \$	۰ ۲	ک	ک	۲	6,000
CH 5 Screen (Ballroom)	ዯ	· ት	15,000 \$	· י	ት	· ጉ	15,000
CH 5 Sound Board	Ŷ	۰ ۲	7,000 \$	\$ '	۰ ۲	۰ ۲	7,000
CH 5 Stage Lighting - Dimmer Rack	Ŷ	10,000 \$	ۍ ۱	ۍ ۱	ۍ ۲	۰ ۲	10,000
CH 5 Video Switcher	Ŷ	۰ ځ	۰ ۲	۰ ک	11,000 \$	- \$	11,000
CH 6 Sound System	Ş	- \$	10,000 \$	÷ ,	\$ -	\$ -	10,000
CH7 Tables	Ŷ	۰ ځ	20,000 \$	۰ ک	÷	ج	20,000
PAC Pool Tables	Ŷ	ج	, Ş	16,000 \$	ح	ج	16,000
Facility Fund							
CH 1 Assessment / Renovation	Ş	- \$	4,625,000 \$	4,625,000 \$	- \$	- \$	9,250,000
CH 1 Fountain Replaster & Tile	Ŷ	25,000 \$	۰ ک	۰ ۍ	۰ ځ	۰ ئ	25,000
CH 2 Annex Building Assessment / Renovation	Ŷ	۔ ج	50,000 \$	250,000 \$	1,850,000 \$	\$ -	2,150,000
CH 2 Parking Lot Power Outlets	Ŷ	۰ ځ	۰ ک	۰ ک	\$	ج	ı
CH 4 Assessment / Renovation	Ŷ	۔ ج	\$ '	80,000 \$	500,000 \$	3,700,000 \$	4,280,000
CH 4 Expanded Community Gathering Area	Ŷ	۰ ځ	100,000 \$	۰ ج	۰ ځ	ح	100,000
CH 4 Lounge renovation	Ş	۔ ج	75,000 \$	۰ ج	- \$	- \$	75,000
CH 5 Assessment / Renovation	Ŷ	، ۍ	۰ ۍ	۰ ج	80,000 \$	250,000 \$	330,000
CH 5 Bar Area Flooring	Ş	- \$	÷ -	÷ ,	÷ -	5,000 \$	5,000
CH 5 Flooring	Ŷ	۰ ځ	ک	6,000 \$	\$ '	\$	6,000
CH 6 Assessment / Renovation	Ŷ	۰ ۲	\$ '	۰ ۲	50,000 \$	۰ ۲	50,000
CH 7 Assessment / Renovation	Ŷ	۰ ځ	ک	۰ ک	\$ '	80,000 \$	80,000
CH 7 Flat Roof Replacement	ᡐ	ۍ ۲	25,000 \$	ۍ ۱	ۍ ۲	ۍ ۲	25,000
CH 7 HVAC System	Ŷ	۰ ۲	175,000 \$	۰ ۲	۰ ۲	۰ ۲	175,000
CH 7 Wood Floor - Main Lounge	Ş	ځ	ج	ج	\$	11,000 \$	11,000
CH 4 Metal Raku Roof Cover	Ŷ	، ئ	25,000 \$	، ۍ	۰ ۍ	۰ ۍ	25,000
PAC Roof Replacement	Ŷ	ئ	۰ ج	۰ ج	350,000 \$	ح	350,000
Clubhouses Total	Ŷ	61,000 \$	5,242,000 \$	5,123,000 \$	2,856,000 \$	4,150,000 \$	17,432,000
Computers							
Equipment Fund							
Access Control System Refresh ID Cards	Ŷ	, Ş	ج	ج	\$ 000,68	, Ş	89,000
CAD Format Plotter	Ŷ	۰ ب	۰ ج	۰ ¢	۰ ¢	10,000 \$	10,000
Community WiFi Hotspots - RUCKS	Ŷ	۲	60,000 \$	۔ ک	, \$	۲	60,000
Fleet/Fuel Management Software	Ŷ	، ئ	35,000 \$	، ۍ	۰ ۍ	۰ ۍ	35,000
HR Management and Payroll Software - Hosted	Ŷ	۔ ج	, Ş	100,000 \$	÷	\$ -	100,000
Network Server Hardware and Software	Ŷ	500,000 \$	۰ ۍ	۰ ۍ	۔ ج	۰ ۍ	500,000
Network Switching, Routing, and Security Hardware	Ŷ	۲	۰ ج	۰ ج	350,000 \$	۰ ج	350,000
Phone System	Ŷ	370,000 \$	۰ ۍ	۰ ک	۰ ځ	ج	370,000
Vehicle Computers	Ŷ	ځ	20,000 \$	۰ ج	\$ '	20,000 \$	40,000
Computers Total	Ŷ	870,000 \$	115,000 \$	100,000 \$	439,000 \$	30,000 \$	1,554,000
Fitness							
Equipment Fund							
CH 1 Elliptical Trainers	Ŷ	۲	۰ ۲	۰ ۲	22,100 \$	۰ ۲	22,100

Attachment 2

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GOLDEN RAIN FOUNDATION 5 YEAR CAPITAL IMPROVEMENT PLAN

Category/Fund/Description		2023	2024	2025	2026	2027	Total
CH 1 Recumbent Cross Trainer		۰ ۲	\$ -	17,000 \$	ۍ ۱	۰۰ ۱	17,000
CH 1 Treadmills	Ŷ	۰ ۲	27,000 \$	27,000 \$	27,000 \$	27,000 \$	108,000
CH 1 Update Fitness Equipment	↔	۰ ب	÷	ۍ ۲		۰ ب	85,000
Community Center CFC Equipment	Ŷ	ۍ ۲	ۍ ۲	۰. ۲	۰ ک	50,000 \$	50,000
Facility Fund							
CH 1 Fitness Center HVAC	ዯ	ۍ ۲	\$ -	100,000 \$	۰ ۲	ۍ ۲	100,000
CH 1 Mini Gym HVAC	Ŷ	۰ ب	۰ ک	ۍ ۲	۰ ب	120,000 \$	120,000
Fitness Total	Ŷ	\$ -	27,000 \$	144,000 \$	134,100 \$	197,000 \$	502,100
Golf Facilities							
Equipment Fund							
Greens Roller	Ŷ	22,000 \$	۰ ک	۰ ۲	۰ ۲	ۍ ۱	22,000
Chemical Sprayer	Ŷ	ک	56,300 \$	۔ ج	- \$	۰ ۲	56,300
Core Processor	Ŷ	۰ ک	۰ ک	۰ ۲	31,000 \$	۰ ۲	31,000
Golf 9-Hole Patio Cover	ዯ	ۍ ۱	\$ '	ۍ ۱	13,000 \$	ۍ ۱	13,000
Golf 9-Hole Patio Furniture	Ŷ	ۍ ۱	ۍ ۲	5,000 \$	۰ ۲	5,000 \$	10,000
Irrigation Component; 250 Saddles	ዯ	۰ ۲	\$ '	۰ ۲	325,000 \$	۰ ۲	325,000
Irrigation System Components; Heads	ᡐ	۰ ک	۰ ۲	175,000 \$	۰ ځ	۰ ک	175,000
Riding Greens Mower	Ş	56,500 \$	\$ -	۔ ج	۔ ج	÷ ,	56,500
Par Three Course Irrigation Renovation	Ŷ	۰ ک	800,000 \$	۰ ځ	۰ ۲	۰ ک	800,000
Rough Mower	Ŷ	45,000 \$	48,000 \$	۰ ب	۰ ب	48,000 \$	141,000
Rough Mower; 72"	ᡐ	۰ ک	۰ ۲	45,000 \$	۰ ځ	۰ ک	45,000
Bunker Rake	Ş	24,100 \$	\$ -	۔ ج	۔ ج	÷ ,	24,100
Push Greens Mower	↔	15,600 \$	۰ ک	۰ ئ	، ئ	، ئ	15,600
Turf Roller	Ŷ	8,300 \$	\$ '	۲	ک	۔ ج	8,300
Tow Behind Top Dresser	↔	، ۍ	۰ ¢	۰ ب	16,800 \$	۰ ۍ	16,800
VG - Cafe Furniture	Ŷ	۔ ج	, \$	ک	ک	20,000 \$	20,000
VG - Cart Barn Air Compressor	Ŷ	، ۍ	۰ ک	، ئ	7,500 \$	، ئ	7,500
VG - Commercial Appliances	Ŷ	۰ ج	ς γ	۔ ج	110,000 \$	۰ ج	110,000
VG - Lounge Furniture	Ŷ	، ۍ	10,000 \$	، ئ	، ئ	، ئ	10,000
VG - Water and Ice Machine	Ŷ	, Ş	8,000 \$, Ş	, \$	ئ	8,000
Facility Fund							
Golf 27-Hole Restrooms	ዯ	ج		20,000 \$	۶	ک	20,000
Golf Course Starter Shacks	Ŷ	۰ ۍ	200,000 \$	، ب	، ئ	۰ ئ	200,000
VG - HVAC System	Ŷ	۔ ج	ک	ئ	115,000 \$	۰ ۍ	115,000
VG - Renovation	Ŷ	۰ ۍ	600,000 \$	۰ ځ	۔ \$	۰ ک	600,000
Golf Facilities Total	¢	171,500 \$	1,722,300 \$	245,000 \$	618,300 \$	73,000 \$	2,830,100
Landscape							
Equipment Fund							
48" Lawn Mowers w/Mulch Kits (3)	ᡐ	108,000 \$	78,000 \$	91,000 \$	112,000 \$	70,000 \$	459,000
60" Mower w/Mulch Kit	ŵ		\$ •	15,000 \$	15,750 \$	16,540 \$	47,290
Centralized Irrigation System	ዯ		۲	۰ ۲	۰ ۲	۰ ۲	2,444,000
Gas Power Sprayer (2)	ዯ	13,500 \$	ۍ ۱	۲	ب	15,000 \$	28,500

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Contraction of the security of			101	1015	1015		Tatal
Lategory/Fund/Description	ų	2023 2	2024 C	5202	5 7070	202/ 2000 C	10tal 20.000
	<u>ጉ</u> ·				ጉ ·		70,000
Mini Skid Steer Trencher	ዯ	45,000 \$	۰ ۲		۰ ۲	۰ ۲	45,000
Mini Skid Steer Trencher Dingo 2000	Ŷ	۰ ک	,	Ŷ	50,000 \$	۰ ځ	50,000
Navigator Mowers - Walkers	Ş	÷ ,	17,000 \$	72,000	37,000 \$	57,000 \$	183,000
Utility Tractor w/Loader Kubota	Ŷ	۰ ۲	\$- -	۰ ۲	47,470 \$	۰ ۲	47,470
Root Cutter Dosco	Ŷ	\$ '	,	\$ '	45,000 \$	ۍ ۲	45,000
Battery Equipment	Ŷ	85,000 \$	\$ -	169,000	164,200 \$	182,700 \$	600,900
Repair Shop Electrical Upgrade (Battery Equipment)	ጭ	30,000 \$				ۍ ۲	30,000
Plasma Cutter	Ŷ	5,000 \$		۰ ۲	۰ ب	۰ ۲	5,000
Grapple Rakes (2)	Ŷ	10,000 \$	\$ `		۰ ب	۰¥	10,000
Stump Cutter (Grinder)	Ŷ	35,000 \$			۰ ب	۰ ب	35,000
Landscape Total	∽	2,775,500 \$	95,000	347,000 \$	471,420 \$	361,240 \$	4,050,160
Other Equipment							
Equipment Fund							
Maintenance Operations Equipment	Ŷ	50,000 \$	50,000 \$	50,000 \$	50,000 \$	50,000 \$	250,000
Community Center Emergency Generator	Ŷ	۰ ۲	۰ ۲	\$ '	ۍ ۱	350,000 \$	350,000
EQ Arena Groomer/Planer		<i>ф</i>	\$	۰ ۲	\$ '	ۍ ۱	
EQ Hot Walker/Horse Conditioner	Ŷ	ۍ ۱	15,000	\$ -	ۍ ۱	ۍ ۱	15,000
EQ Sun Shades	Ŷ		Ŷ		۰ ب	ۍ ۲	,
Lawn Bowling Patio Furniture	Ŷ	۰. ا			۰ ۲	10,000 \$	10,000
Lawn Bowling Shade Covers	Ŷ	ۍ ۱	30,000 \$	ۍ ۱	ۍ ۱	ۍ ۱	30,000
Maintenance Services Equipment	Ŷ	50,000 \$	50,000	50,000	50,000 \$	50,000 \$	250,000
MiscellaneousFleet/Paving Equipment	Ŷ	30,000 \$	\$ 30,000 \$	30,000	30,000 \$	30,000 \$	150,000
MiscellaneousPainting Equipment	Ŷ	ۍ ۲	I	61,000 \$	۰ ک	۰ ۲	61,000
Miscellaneous Equipment	Ŷ	ج	\$ -	7,000	۰ ¢	ب	7,000
Tennis windscreens	Ŷ				\$	15,000 \$	15,000
Other Equipment Total	Ŷ	130,000 \$; 175,000 \$	198,000 \$	130,000 \$	505,000 \$	1,138,000
Other GRF Facilities							
Facility Fund							
Building D Assessment and Design Development	Ŷ	۰ ک	\$	50,000 \$	180,000 \$	2,000,000 \$	2,230,000
Building E Design Development and Construction	Ŷ	750,000 \$	4,250,000 \$	۰ ۍ	۰ ک	ئ	5,000,000
Community Center Building/Site Renovation	Ŷ	۰ ک		\$ '	1,600,000 \$	ۍ	1,600,000
Community Center HVAC System	Ŷ	۰ ک	ı	۰ ج	۰ ۍ	100,000 \$	100,000
EMS System	Ş	ج	- \$	\$ -	÷ ,	160,000 \$	160,000
EMS System - Consultant Fee	Ŷ	۰ ب	,	30,000 \$	۰ ک	۰ ۍ	30,000
EQ Lighting Musco System	Ŷ	100,000 \$	ı	ı	ۍ ۱	ۍ ۲	100,000
EQ Replacement of Large Arena Footing	Ŷ	۰ ب	·		۰ ۲	10,000 \$	10,000
EQ Security Fencing and Gate	Ş	75,000 \$	۰ ج	I	÷ -	- \$	75,000
EQ Trim and Stall Door Painting	Ŷ	25,000 \$		۰ ¢	۰ ک	ب	25,000
Equipment Covered Shelter-550 Landscape	Ŷ	۰ ۲	80,000		۰ \$	ک	80,000
GRF Reserves Study	Ŷ	۰ ب	۲	25,000 \$	۰ ج	ک	25,000
Library HVAC System	Ŷ	ۍ ۲	۰ ۲	۰ ب	۰ ک	200,000 \$	200,000

VERSION 4 Updated 7/7/2022

Agenda Item #12d Page 14 of 26 GOLDEN RAIN FOUNDATION 5 YEAR CAPITAL IMPROVEMENT PLAN

Category/Fund/Description	2023		2024		2025	2026		2027	Total	
uilding C Doof		ł	τ.	ł			ł			
	•	ጉ	11,500	<u>ۍ</u>	·		ጉ	<u>ጉ</u>		00
Maintenance Center - Building E Roof		Ŷ	50,000	ş	ۍ ۲		Ŷ	ج	50,000	00
Miscellaneous Projects \$	125,000		125,000	Ŷ	125,000 \$	125,000	Ŷ	125,000 \$	625,000	00
Slope Renovation \$	167,170	'0 \$	167,170	Ŷ	167,170 \$	172,185	÷	172,185 \$	845,880	80
Tennis Court Resurfacing \$	ı	ᡐ	ı	Ŷ	۰ ک	60,000	÷	\$ '	60,000	00
Tennis Facility Bldg/Site Renovate \$	I	ዯ	ı	Ŷ	۰ ب	50,000	÷	ۍ ۱	50,000	8
Vehicle Maintenance HVAC \$	T	ᡐ		Ŷ	¢ 000'09		Ŷ	\$ '	60,000	00
Vehicle Maintenance Roof \$	I	ዯ	ı	Ŷ	97,500 \$	ı	÷	ۍ ۲	97,500	8
Other GRF Facilities Total \$	1,242,170	70 \$	4,683,670	Ş	554,670 \$	2,187,185	÷	2,767,185 \$	11,434,880	80
Paving										
Facility Fund										
Asphalt Paving and Sealcoat Programs	630,390	\$ 06	627,930	ş	630,215 \$	618,955	ş	618,955 \$	3,126,445	45
Parkway Concrete Repairs \$	200,000	\$ 0(200,000	Ŷ	200,000 \$	200,000	Ŷ	200,000 \$	1,000,000	00
Paving Total \$	830,390		827,930	ş	830,215 \$	818,955	ş	818,955 \$	4,126,445	45
Security										
Equipment Fund										
Solar Powered Radar Signs (2) \$	1	ᡐ	ı	Ŷ	ۍ ۱		Ŷ	10,000 \$	10,000	00
Emergency Portable Generators (2) \$	6,300			ş	ۍ ۱		ş	ۍ ۱	6,300	8
Facility Fund										
Camera Surveillance System	1	ᡐ	ı	Ŷ	425,000 \$		÷	ۍ ۱	425,000	8
Shepherds Crook \$	105,000	\$ 00	T		Ŷ		÷	۰ ب	105,000	00
Security Total \$	111,300			Ş	425,000 \$		Ş	10,000 \$	546,300	8
Vehicles										
Equipment Fund										
Electric/Hybrid Vehicles (4) \$	I	ᡐ	ı	Ŷ	150,000 \$	ı	÷	ት י	150,000	00
Equipment Trailer (3) \$	45,000	\$ 0(45,000	Ş	45,000 \$	45,000	Ş	45,000 \$	225,000	00
Full Size Truck (5)	230,145	45 \$	140,000	Ŷ	140,000 \$	140,000	Ŷ	140,000 \$	790,145	45
Transit Work Van (4) \$	192,660	\$ 03	160,000	Ş	160,000 \$	160,000	Ş	160,000 \$	832,660	60
In-Car Video Surveillance Equipment	25,000	\$ 0(ı	Ŷ	، ئ	ı	Ŷ	ج	25,000	00
Miscellaneous Vehicle Purchases	100,000	\$ 0(200,000	Ş	200,000 \$	200,000	Ş	200,000 \$	900,000	8
Utility Vehicles (8) \$	118,225	25 \$	120,000	Ŷ	120,000 \$	120,000	Ŷ	120,000 \$	598,225	25
Security Vehicles (4) \$	216,130	\$ 0	140,000	Ş	140,000 \$	140,000	Ş	140,000 \$	776,130	30
Small Pick up Truck (9) \$	227,625	25 \$	175,000	Ŷ	175,000 \$	175,000	Ŷ	175,000 \$	927,625	25
Tractor/Loader \$	ı	Ŷ	ı	Ş	55,000 \$		Ş	۰ ج	55,000	8
Transportation Bus	200,000	\$ 0(200,000	Ş	200,000 \$	200,000	Ŷ	۰ ب	800,000	8
Ford Escape Hybrid (3) \$	I	Ŷ	107,000	Ş	ک	ı	ş	۰ ج	107,000	8
Equestrian Horse Trailer \$	27,600	\$ 00	I	÷	، ئ	I	Ŷ	۰ ج	27,600	00
Vehicles Total \$	1,382,385		1,287,000	Ş	1,385,000 \$	1,180,000	Ş	980,000 \$	6,214,385	85
Grand Total \$	8,159,245	15 \$	15,065,400	ş	10,086,385 \$	9,417,460	ş	10,741,880 \$	53,470,370	70

VERSION 4 Updated 7/7/2022

		BUDGET	EXPENDITU	JRES
ITEM	RESOLUTION DATE	TOTAL Appropriations	I-T-D*	REMAINING Encumbrance
2017				
JP171100000 - Dynamics CRM Software **	9/6/2016	226,773	203,803	22,970
2019				
JP190340000 - Service Center Generator	9/4/2018	150,000	0	150,000
JP190440000 - CH 5 Piano Refinishing	9/4/2018	12,000	9,460	0
2020				
JP200140000 - Add: Van	9/3/2019	30,000	26,173	3,827
JP200210000 - Transfer Switches for CH 4 & CH 6	9/3/2019	100,000	0	100,000
JP200220000 - Clubhouse Camera Installation	9/3/2019	75,000	0	75,000
JP200270000 - Centralized Irrigation System	9/3/2019	100,000	100,000	0
JP200500000 - CH 4 Workshop Chairs	9/3/2019	26,800	22,344	0
JP200610000 - CH 7 Lobby Furniture	9/3/2019	15,000	5,840	9,160
JP200620000 - CH 7 Commercial Appliances	9/3/2019	15,000	0	15,000
JP200640000 - CH 7 Commercial Dishwasher	9/3/2019	7,000	0	7,000
JP200670000 - CH 6 Commercial Dishwasher	9/3/2019	7,000	0	7,000
JP200700000 - CH 5 Patio Furniture/Benches	9/3/2019	20,000	16,654	0
2021				
JP210040000 - Flooring and Work Stations	9/1/2020	23,000	13,414	9,586
JP210060000 - Active Net Integration Software	9/1/2020	20,000	3,813	16,187
JP210090000 - Mower - Riding Greens	9/1/2020	49,000	0	49,000
JP210100000 - Centralized Irrigation System	9/1/2020	200,000	1,123	198,878
JP210120000 - Mini Skid-Steer Loader (2)	9/1/2020	50,000	31,392	0
JP210290000 - Dispatch Center	9/1/2020	43,000	44,918	0

* Incurred to Date

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		BUDGET	EXPENDITU	IRES
ITEM	RESOLUTION DATE	TOTAL Appropriations	I-T-D*	REMAINING Encumbrance
JP210300000 - Portable Radios	9/1/2020	30,000	8,325	21,675
JP210310000 - Misc Vehicle Purchases	9/1/2020	200,000	51,360	148,640
JP210320000 - Vans (4)	9/1/2020	160,000	26,472	133,528
JP210340000 - Security Vehicles (4)	9/1/2020	140,000	142,505	0
JP210350000 - F-250 Truck (4)	9/1/2020	140,000	0	140,000
JP210360000 - F-250 Crew Cab (3)	9/1/2020	126,000	109,968	0
JP210370000 - Pickup Trucks (5)	9/1/2020	125,000	128,604	0
JS210080000 - Network System Upgrade	2/2/2021	350,000	334,725	15,275
2022				
JP220010000 - CH 5 Pool Cover	9/7/2021	9,000	0	9,000
JP220020000 - Set Top Boxes	9/7/2021	300,000	74,331	225,669
JP220030000 - Infrastructure	9/7/2021	250,000	81,937	168,063
JP220040000 - Signal Receivers and Transcoders	9/7/2021	25,000	0	25,000
JP220050000 - UPS Battery for Power Supplies	9/7/2021	22,000	5,728	16,272
JP220060000 - Village Television Studio Equipment	9/7/2021	17,500	4,614	12,886
JP220070000 - ENG Cameras (2)	9/7/2021	15,000	0	15,000
JP220090000 - CH 5 Stage Curtains (Ballroom)	9/7/2021	27,000	0	27,000
JP220100000 - Financial Software	9/7/2021	1,500,000	160,003	1,339,997
JP220110000 - Village Website Replacement	9/7/2021	175,000	0	175,000
JP220120000 - CAD Format Plotter	9/7/2021	8,000	7,953	0
JP220130000 - CH 1 Treadmills (3)	9/7/2021	30,500	0	30,500
JP220140000 - CH 1 Elliptical Trainer	9/7/2021	5,000	0	5,000
JP220150000 - Rough Mower	9/7/2021	87,000	0	87,000

* Incurred to Date

		BUDGET	EXPENDITU	JRES
ITEM	RESOLUTION DATE	TOTAL Appropriations	I-T-D*	REMAINING Encumbrance
JP220160000 - Centralized Irrigation System	9/7/2021	200,000	0	200,000
JP220170000 - Utility Loaders (2)	9/7/2021	60,000	0	60,000
JP220180000 - Navigation Mowers - Walkers (3)	9/7/2021	45,000	0	45,000
JP220190000 - 48" Lazer Lawn Mowers (3)	9/7/2021	30,000	0	30,000
JP220200000 - 60" Lazer Lawn Mower	9/7/2021	12,000	0	12,000
JP220210000 - Building Maintenance Operations Equipment	9/7/2021	50,000	0	50,000
JP220220000 - Maintenance Services Equipment	9/7/2021	50,000	0	50,000
JP220230000 - Miscellaneous Fleet/Paving Equipment	9/7/2021	30,000	1,577	28,423
JP220270000 - Trailer for Office Work Space	9/7/2021	50,000	24,560	25,440
JP220360000 - Solar powered radar signs (2)	9/7/2021	10,000	0	10,000
JP220370000 - Misc Vehicle Purchases	9/7/2021	200,000	0	200,000
JP220380000 - Transportation Bus	9/7/2021	200,000	0	200,000
JP220390000 - Standard Pickup Truck (7)	9/7/2021	175,000	0	175,000
JP220400000 - Work Van (4)	9/7/2021	160,000	0	160,000
JP220410000 - Security Vehicle (4)	9/7/2021	140,000	0	140,000
JP220420000 - F-150 Truck (4)	9/7/2021	140,000	0	140,000
JP220430000 - F-250 Crew Cab (3)	9/7/2021	126,000	0	126,000
JP220440000 - Utility Vehicles (8)	9/7/2021	120,000	0	120,000
JP220450000 - Equipment Trailer (3)	9/7/2021	45,000	0	45,000
JP220460000 - Add: F250 Crew Cab	9/7/2021	42,000	0	42,000
JP220470000 - Add: Utility Vehicles (2)	9/7/2021	30,000	0	30,000
JP220480000 - Add: Small Pickup Truck	9/7/2021	25,000	0	25,000
JP220490000 - Add: Equipment Trailer	9/7/2021	15,000	0	15,000

* Incurred to Date

		BUDGET	EXPENDIT	JRES
ITEM	RESOLUTION DATE	TOTAL Appropriations	I-T-D*	REMAINING Encumbrance
JS220060000 - Add: ProCore Aerator for 27-Hole Golf Course	2/1/2022	34,869	0	34,869
JS220090000 - Add: Additional Financial Software Replacement	2/1/2022	2,500,000	0	2,500,000
JS220290000 - Add: Replacement of Stop Signs	7/5/2022	42,913	0	42,913
		0 444 255	1 641 506	

* Incurred to Date

9,444,355 1,641,596 7,765,758

** Reduced Total Appropriations, based on defunding

Golden Rain Foundation & Trust Reserve Expenditures Report FACILITIES & TRUST FUNDS Period Ending: 7/31/2022

		BUDGET	EXPE	NDITURES
ITEM	RESOLUTION DATE	TOTAL Appropriations	I-T-D*	REMAINING Encumbrance
2017				
JP172700000 - PAC HVAC System	9/6/2016	300,000	20,615	279,385
2018				
JP182600000 - Community Center Remodel***	9/5/2017	278,738	135,961	142,777
2019				
JP190010000 - PAC Renovation - Phase 1***	10/2/2018	733,353	733,353	0
JP190190000 - Gate 16 Driving Range Improvements****	10/2/2018	638,000	59,183	578,817
JP190350000 - Replace Welding Shop	10/2/2018	100,000	22,535	77,465
2020				
JP200170000 - Maintenance Parking Lot Lighting	9/3/2019	250,000	34,946	215,054
JP200660000 - CH 6 Video Projector Installation	9/3/2019	30,000	0	30,000
2021				
JP210170000 - Broadband HVAC System	9/1/2020	300,000	0	300,000
JP210180000 - Welding Shop Replacement	9/1/2020	275,000	0	275,000
JP210190000 - Slope Renovation	9/1/2020	143,000	142,369	0
JP210220000 - Building E Assessment and Design Development	9/1/2020	50,000	26,000	24,000
JS210060000 - Replace Non-Compliant Hydraulic Mower Lifts	9/7/2021	56,278	28,219	28,059
JS210400000 - Pickleball Court Lighting	10/5/2021	25,000	24,249	0
2022				
JP220080000 - CH 1 Assessment/Renovation	9/7/2021	1,250,000	3,264	1,246,736
JP220240000 - Building E Assessment and Design Development	9/7/2021	200,000	0	200,000
JP220250000 - Slope Renovation	9/7/2021	153,576	38,394	115,182

Golden Rain Foundation & Trust Reserve Expenditures Report FACILITIES & TRUST FUNDS Period Ending: 7/31/2022

		BUDGET	EXPE	NDITURES
ΙΤΕΜ	RESOLUTION DATE	TOTAL Appropriations	I-T-D*	REMAINING Encumbrance
JP220260000 - Miscellaneous Projects	9/7/2021	125,000	5,973	119,027
JP220280000 - GRF Reserve Study	9/7/2021	25,000	25,000	0
JP220290000 - Garden Center 2 - Roofs	9/7/2021	18,000	15,687	0
JP220300000 - Equestrian Siding/Enclosure of Hay Barn	9/7/2021	6,000	0	6,000
JP220310000 - Asphalt Paving and Sealcoat Programs	9/7/2021	704,091	0	704,091
JP220320000 - Parkway Concrete Repairs	9/7/2021	200,000	195,584	4,416
JP220330000 - Gate 12 Security Upgrade	9/7/2021	66,696	17,255	49,441
JP220340000 - Security Building HVAC System	9/7/2021	65,000	0	65,000
JP220350000 - Shepherd's Crook	9/7/2021	35,000	0	35,000
JS220050000 - Add to GRF Reserve Study	1/4/2022	25,000	25,000	0
JS220230000 - Non-Compliant Hydraulic Mower Add. Funds	1/4/2022	22,569	0	22,569
Total Facilities Fund		\$6,075,301	\$1,553,587	\$4,518,019

* Incurred to Date

** Reduced Total Appropriations, based on defunding

*** Partially defunded

**** Project combined with JP183800000 Golf Netting at Garden Center 1

With-Site-Visit

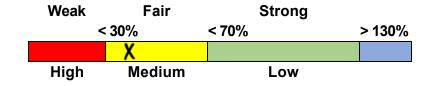


Laguna Woods Golden Rain Foundation - E	Report #: 43604-0
Laguna Woods, CA	# of Units: 12,736
Level of Service: Update "With-Site-Visit"	January 1, 2023 through December 31, 2023

Findings & Recommendations	as of January 1, 2023
Projected Starting Reserve Balance	\$6,773,809
Current Full Funding Reserve Balance	\$16,994,176
Average Reserve Deficit (Surplus) Per Unit	\$802
Percent Funded	
Recommended 2023 "Annual Full Funding Contributions"	\$5,598,100
Alternate minimum contributions to keep Reserve above \$2,900,000	\$4,400,000
Most Recent Reserve Contribution Rate	\$5,377,500
Annual Deterioration Rate	\$4,298,994

Reserve Fund Strength: 39.9%

Risk of Special Assessment:



Economic Assumptions:

Net Annual "After Tax" Interest Earnings Accruing to Reserves	1.00	%
Annual Inflation Rate	3.00	%

This is an Update "With-Site-Visit", and is based on a prior in-house Report prepared by the Village Management Services for your 2022 Fiscal Year. We performed the site inspection on 4/12/2022. This Reserve Study was prepared by credentialed Reserve Specialists, Sean Erik Andersen RS #68, Sabrina C. Willison RS #334, Sean Kargari RS #115, Matthew Swain RS #134, Will Simons RS #190, Johannes Koerm RS #266 and Dusty Burgmans.

The Reserve Fund is between the 30% funded level and the 70% funded level at 39.9 % 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 your 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 \$4,298,994.

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 \$5,598,100.

*The Alternative Contribution rate, also called Threshold Funding will keep the Reserve Funds above \$2,900,000. This figure for your association is \$4,400,000.

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

30-Year Reserve Plan Summary

Report # 43604-0 With-Site-Visit

	F	iscal Year Start: 20	23		Interest:	1.00 %	Inflation:	3.00 %
	Reserve Fund St	trength: as-of Fisc	al Year Start Da	ite	Proj	ected Reserv	e Balance Change	es
	Starting	Fully		Special		Loan or		
	Reserve	Funded	Percent	Assmt	Reserve	Special	Interest	Reserve
Year	Balance	Balance	Funded	Risk	Funding	Assmts	Income	Expenses
2023	\$6,773,809	\$16,994,176	39.9 %	Medium	\$5,598,100	\$0	\$54,711	\$8,253,640
2024	\$4,172,980	\$13,386,083	31.2 %	Medium	\$5,710,062	\$0	\$54,437	\$3,218,400
2025	\$6,719,079	\$14,987,544	44.8 %	Medium	\$5,824,263	\$0	\$78,087	\$3,716,439
2026	\$8,904,991	\$16,268,621	54.7 %	Medium	\$5,940,749	\$0	\$100,402	\$3,762,150
2027	\$11,183,992	\$17,680,828	63.3 %	Medium	\$6,059,563	\$0	\$116,753	\$5,183,812
2028	\$12,176,496	\$17,768,694	68.5 %	Medium	\$6,211,053	\$0	\$126,443	\$5,391,204
2029	\$13,122,787	\$17,493,972	75.0 %	Low	\$6,200,000	\$0	\$143,448	\$3,887,178
2030	\$15,579,058	\$18,876,683	82.5 %	Low	\$6,200,000	\$0	\$163,958	\$4,716,579
2031	\$17,226,437	\$19,592,442	87.9 %	Low	\$6,200,000	\$0	\$179,238	\$4,969,349
2032	\$18,636,325	\$20,219,547	92.2 %	Low	\$6,200,000	\$0	\$195,976	\$4,456,844
2033	\$20,575,457	\$21,548,078	95.5 %	Low	\$6,200,000	\$0	\$203,255	\$6,885,959
2034	\$20,092,753	\$20,573,852	97.7 %	Low	\$6,300,000	\$0	\$208,570	\$4,962,271
2035	\$21,639,052	\$21,715,953	99.6 %	Low	\$6,307,000	\$0	\$228,848	\$4,024,852
2036	\$24,150,049	\$24,026,941	100.5 %	Low	\$6,464,675	\$0	\$247,782	\$5,435,058
2037	\$25,427,448	\$25,128,898	101.2 %	Low	\$6,626,292	\$0	\$265,090	\$4,705,667
2038	\$27,613,164	\$27,194,565	101.5 %	Low	\$6,791,949	\$0	\$263,097	\$9,639,534
2039	\$25,028,677	\$24,425,078	102.5 %	Low	\$6,961,748	\$0	\$245,568	\$8,130,277
2040	\$24,105,715	\$23,317,342	103.4 %	Low	\$7,135,792	\$0	\$249,521	\$5,671,333
2041	\$25,819,694	\$24,905,097	103.7 %	Low	\$7,314,186	\$0	\$264,954	\$6,205,198
2042	\$27,193,636	\$26,034,680	104.5 %	Low	\$7,497,041	\$0	\$286,638	\$4,819,003
2043	\$30,158,312	\$28,973,634	104.1 %	Low	\$7,684,467	\$0	\$287,732	\$10,717,988
2044	\$27,412,523	\$26,122,945	104.9 %	Low	\$7,876,579	\$0	\$284,440	\$6,073,955
2045	\$29,499,587	\$28,189,677	104.6 %	Low	\$8,073,493	\$0	\$300,555	\$7,236,739
2046	\$30,636,896	\$29,346,920	104.4 %	Low	\$8,275,331	\$0	\$317,233	\$6,392,841
2047	\$32,836,617	\$31,641,057	103.8 %	Low	\$8,482,214	\$0	\$334,547	\$7,552,135
2048	\$34,101,243	\$33,049,896	103.2 %	Low	\$8,694,269	\$0	\$334,929	\$10,217,448
2049	\$32,912,994	\$32,002,878	102.8 %	Low	\$8,911,626	\$0	\$344,210	\$6,210,659
2050	\$35,958,170	\$35,306,005	101.8 %	Low	\$9,134,417	\$0	\$366,337	\$8,118,589
2051	\$37,340,334	\$37,005,258	100.9 %	Low	\$9,362,777	\$0	\$370,780	\$10,226,694
2052	\$36,847,197	\$36,854,208	100.0 %	Low	\$9,596,846	\$0	\$375,168	\$8,600,875

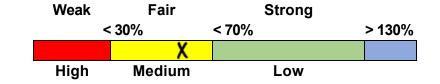
Reserve Study Executive Summary

Golden Rain Foundation of Laguna Woods	- Facilities Report #: 43604-0
Laguna Woods, CA	# of Units: 12,736
Level of Service: Update "With-Site-Visit"	January 1, 2023 through December 31, 2023
Findings & Recommendations	as of Januarv 1. 2023

Projected Starting Reserve Balance	
Current Full Funding Reserve Balance	\$25,385,060
Average Reserve Deficit (Surplus) Per Unit	\$809
Percent Funded	
Recommended 2023 "Annual Full Funding Contributions"	\$3,111,000
Alternate minimum contributions to keep Reserve above \$4,800,000	\$2,195,000
Most Recent Reserve Contribution Rate	\$2,598,144
Annual Deterioration Rate	\$2,870,572

Reserve Fund Strength: 59.4%

Risk of Special Assessment:



Economic Assumptions:

Net Annual "After Tax" Interest Earnings Accruing to Reserves	1.00	%
Annual Inflation Rate	3.00	%

This is an Update "With-Site-Visit", and is based on a prior in-house Report prepared by the Village Management Services for your 2022 Fiscal Year. We performed the site inspection on 3/8/2022. This Reserve Study was prepared by credentialed Reserve Specialists, Sean Erik Andersen RS #68, Sabrina C. Willison RS #334, Sean Kargari RS #115, Matthew Swain RS #134, Will Simons RS #190, Johannes Koerm RS #266 and Dusty Burgmans.

The Reserve Fund is between the 30% funded level and the 70% funded level at 59.4 % 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 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 \$2,870,572.

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 \$3,111,000.

*The Alternative Contribution rate, also called Threshold Funding will keep the Reserve Funds above \$4,800,000. This figure for your association is \$2,195,000.

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



With-Site-Visit

30-Year Reserve Plan Summary

Report # 43604-0 With-Site-Visit

	F	iscal Year Start: 20	23		Interest:	1.00 %	Inflation:	3.00 %
	Reserve Fund St	trength: as-of Fisc	al Year Start D	ate	Proj	jected Reserve	e Balance Change	es
	Starting	Fully		Special		Loan or		
	Reserve	Funded	Percent	Assmt	Reserve	Special	Interest	Reserve
Year	Balance	Balance	Funded	Risk	Funding	Assmts	Income	Expenses
2023	\$15,076,391	\$25,385,060	59.4 %	Medium	\$3,111,000	\$0	\$144,615	\$4,473,200
2024	\$13,858,806	\$24,495,905	56.6 %	Medium	\$3,282,105	\$0	\$148,293	\$1,476,814
2025	\$15,812,389	\$26,755,053	59.1 %	Medium	\$3,462,621	\$0	\$164,256	\$2,386,495
2026	\$17,052,772	\$28,236,367	60.4 %	Medium	\$3,653,065	\$0	\$173,901	\$3,137,547
2027	\$17,742,191	\$29,082,638	61.0 %	Medium	\$3,853,983	\$0	\$188,904	\$1,730,414
2028	\$20,054,664	\$31,500,571	63.7 %	Medium	\$4,065,953	\$0	\$191,416	\$6,067,177
2029	\$18,244,857	\$29,624,009	61.6 %	Medium	\$4,289,580	\$0	\$195,032	\$1,951,320
2030	\$20,778,148	\$32,033,310	64.9 %	Medium	\$4,525,507	\$0	\$212,852	\$3,706,225
2031	\$21,810,282	\$32,813,253	66.5 %	Medium	\$4,774,410	\$0	\$227,378	\$3,127,339
2032	\$23,684,732	\$34,321,936	69.0 %	Medium	\$4,917,642	\$0	\$250,765	\$2,363,531
2033	\$26,489,607	\$36,774,966	72.0 %	Low	\$5,065,171	\$0	\$237,757	\$10,710,610
2034	\$21,081,925	\$30,819,829	68.4 %	Medium	\$5,217,126	\$0	\$225,068	\$2,573,291
2035	\$23,950,829	\$33,186,683	72.2 %	Low	\$5,373,640	\$0	\$251,208	\$3,263,495
2036	\$26,312,182	\$35,036,415	75.1 %	Low	\$5,534,849	\$0	\$271,765	\$4,054,915
2037	\$28,063,881	\$36,252,942	77.4 %	Low	\$5,700,895	\$0	\$299,244	\$2,253,728
2038	\$31,810,291	\$39,491,447	80.5 %	Low	\$5,871,922	\$0	\$300,107	\$9,745,631
2039	\$28,236,689	\$35,244,615	80.1 %	Low	\$6,048,079	\$0	\$301,766	\$2,444,369
2040	\$32,142,165	\$38,528,872	83.4 %	Low	\$6,229,522	\$0	\$337,024	\$3,417,428
2041	\$35,291,283	\$41,051,744	86.0 %	Low	\$6,416,407	\$0	\$367,153	\$3,904,360
2042	\$38,170,484	\$43,295,370	88.2 %	Low	\$6,608,900	\$0	\$396,940	\$3,925,136
2043	\$41,251,187	\$45,735,914	90.2 %	Low	\$6,807,167	\$0	\$405,621	\$8,556,452
2044	\$39,907,523	\$43,634,955	91.5 %	Low	\$7,011,382	\$0	\$421,582	\$2,895,735
2045	\$44,444,753	\$47,461,709	93.6 %	Low	\$7,221,723	\$0	\$441,805	\$8,154,457
2046	\$43,953,824	\$46,151,791	95.2 %	Low	\$7,438,375	\$0	\$458,931	\$3,979,737
2047	\$47,871,392	\$49,272,497	97.2 %	Low	\$7,661,526	\$0	\$501,216	\$3,619,695
2048	\$52,414,440	\$53,032,727	98.8 %	Low	\$7,891,372	\$0	\$520,805	\$9,035,803
2049	\$51,790,813	\$51,507,481	100.6 %	Low	\$8,128,113	\$0	\$542,446	\$3,716,885
2050	\$56,744,487	\$55,600,684	102.1 %	Low	\$8,371,956	\$0	\$579,268	\$6,537,365
2051	\$59,158,347	\$57,102,879	103.6 %	Low	\$8,623,115	\$0	\$600,321	\$7,424,897
2052	\$60,956,886	\$57,933,012	105.2 %	Low	\$8,881,809	\$0	\$636,841	\$4,010,003

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ENDORSEMENT (to board)

Transfer of 2021 Operating Fund Surplus to Contingency Fund

Jose Campos, Assistant Director of Financial Services, presented a staff report recommending the Board to approve a \$964,180 transfer from the Operating Surplus Fund to the Contingency Fund. In accordance with California Civil Code, a Common Interest Development shall not retain significant operating surplus.

The motion passed by unanimous decision to accept this recommendation and present at the next Board meeting.

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Agenda Item # 12e Page 2 of 8



STAFF REPORT

DATE: September 6, 2022

FOR: Board of Directors

SUBJECT: Transfer of 2021 Operating Fund Surplus to Contingency Fund

RECOMMENDATION

Staff recommends the Board entertain a motion to approve the transfer of \$964,180 of Operating Fund Surplus to the Contingency Fund.

BACKGROUND

The Golden Rain Foundation of Laguna Woods Operating Statement as of December 31, 2021 reflected an Operating Fund surplus of \$964,180 (net of depreciation). The Operating Fund is budgeted to break even, excluding depreciation. However, savings in compensation partially offset by increased insurance expense allowed the year to end with a \$964,180 operating surplus.

DISCUSSION

IRS Revenue Ruling 70-604 requires an operating surplus to either be returned to the membership or be applied to future year's assessment. Consistent with 2021, the recommendation is to transfer the surplus to the Contingency Fund (CNF).

FINANCIAL ANALYSIS

The final excess of revenues over expense for the Operating Fund, as presented on the Changes in Fund Balance – Final 12/31/2021 (ATT1), was (\$4,402,133). Detail of the depreciation adjustment to the operating surplus amounted to (\$5,366,313). The net of the two balances leaves Golden Rain Foundation of Laguna Woods with a Total Operating Fund Surplus of \$964,180.

(\$4,402,133)	Final Operating Fund Excess of Revenues Over Expense: 12/31/2021
(5,366,313)	Less Depreciation
\$964,180	TOTAL OPERATING FUND SURPLUS

Prepared By: Steve Hormuth, Director of Financial Services

Reviewed By: Jose Campos, Assistant Director of Financial Services Pam Jensen, Controller

ATTACHMENT(S)

Attachment 1: 12/31/202 Changes in Fund Balance Attachment 2: Resolution 90-22-XX THIS PAGE LEFT BLANK INTENTIONALLY

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	Total	\$28,518,451 2.903.808	31,422,259	4,971,774 1,656,161 318,827 522,651 113,331 140,779	5,038,208 201,316 (548,743) 659.087	13,073,391	44,495,650	22,119,751 1,577,983 431,568 45,229 2,394,384 289,252 737,723 416,867	258,816 2,879,941 888,668 651,248 (548,927) 43,622 2,689,779	3,900,508 13,736
	Contingency Fund				541	541	541	116	48,000 3,363 31,456	313
	Trust Facilities Fee Fund			4,971,774	6,724	4,978,498	4,978,498			2,806
ıa Woods Final	Equipment Fund	2 903 808	2,903,808		4,864	4,864	2,908,672	7,319	2,160	2,878
len Rain Foundation of Laguna Wc Changes in Fund Balances - Final 12/31/2021	Facilities Fund				201,316 (560,872)	(359,557)	(359,557)	439	2,028	7,739
Golden Rain Foundation of Laguna Woods Changes in Fund Balances - Final 12/31/2021	Operating Fund	\$28,518,451	28,518,451	1,656,161 318,827 522,651 113,331 140,779	5,038,208 659.087	8,449,044	36,967,496	22,119,565 1,570,108 431,568 45,229 2,394,384 289,252 737,723 416,867	258,816 2,829,913 886,508 647,885 (548,927) 43,622 2,658,323	3,900,508
		Revenues: Assessments: Operating Additions to restricted funds	Total assessments	Non-assessment revenues: Trust facilities fees Golf green fees Golf operations Merchandise sales Clubhouse rentals and event fees Rentals	Broadband services Interest income Unrealized gain/(loss) on AFS investments Miscellaneous	Total non-assessment revenue	Total revenue	Expenses: Employee compensation and related Materials and supplies Cost of goods sold Community Events Utilities and telephone Fuel and oil Legal fees Professional fees	Equipment rental Outside services Repairs and maintenance Other Operating Expense Income taxes Property and sales tax Insurance	Cable Programming/CopyrignvFranchise Investment expense
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Attachment 1

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RESOLUTION 90-22-XX

WHEREAS, in accordance with California Civil Code, a Common Interest Development shall not retain significant operating surplus (funds that are not needed to defray current operating costs); and

WHEREAS, The Golden Rain Foundation Balance Sheet as of December 31, 2021 reflected an operating surplus from prior year in the amount of \$964,180 (net of depreciation) and the Board desires to return this amount to the member by way of a transfer the Contingency Fund;

NOW THEREFORE BE IT RESOLVED, October 4, 2022 that the Board of Directors of this corporation hereby authorizes the transfer of \$964,180 from accumulated operating surplus to the Contingency 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.

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 Civil Code §4360 THIS PAGE LEFT BLANK INTENTIONALLY

Agenda Item # 12e Page 8 of 8



Treasurer's Report for September 6, 2022 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, 2022, GRF had net revenue of \$3,202K, with total revenue of \$28,327K and total expense of \$25,125K. GRF was better than budget by \$1,798K with total expenses coming in \$2,010 better than anticipated. The favorable results seen in expenses were partially offset by lower revenues of (\$212K). These revenues are significantly impacted by the unrealized investment losses this year.

Slide 2 – The next chart displays the Operating Fund, which excludes the non-operating revenues I mentioned before and depreciation. This report shows a favorable variance of \$1,858K through the reporting period, with expense better than budget by \$2,008K offset by revenue worse than budget by (\$150K).

Slide 3 – This slide reflects the current market value of the GRF Discretionary Investment Portfolio and the original market value at time of inception. Year to date, the market value has decreased by (\$806K), or (4.1%) and (\$307K), or (1.6%) since inception in 2019.

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

Portfolio is \$18,724K compared to the value at inception of 19,031K. Year to date, the market value has decreased by (\$806K), or (4.1%) and (\$307K), or (1.6%) since inception in 2019. In July, the value increased by \$240K. Again, our investment advisor recommends no change to our strategic investment.

Slide 5 – This next chart shows reserve and restricted revenues and expenses. Again, it highlights the current investment performance impact on our reserves. Together, these funds show an unfavorable variance of (\$60K) through the reporting period, with revenue worse than budget by (\$61K) and expense better than budget by \$1K.

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

Favorable. Overall, we had favorable variances in:

- Employee Compensation and related variance of \$1,342K, variance was primarily due to vacancies in General Services for bus driver and janitorial positions, and Security Services due to vacancies for Security Officers for which recruitment is in progress. In addition, Recreation, has various positions unfilled, resulting in limited Clubhouse hours open. Maintenance and Construction vacancies also contributed to the variance. I am sure we have all heard of staffing and employment issues facing the entire nation. VMS is not immune.
- Outside Services variance of \$323K, due to a late start for evening janitorial services as clubhouses were partially closed in the

beginning of the year due to a shortage in staffing. Less vehicle repairs and carwashes were utilized at the beginning of the year as less company cars were driven due to staff vacancies as well as less car wash staff available for car washes with car wash provider. Lyft usage has been lower than anticipated. Finally, to a lesser extent, landscaping programs will begin in August and November, but were budgeted evenly throughout the year.

- Golf revenue of \$175K due to golf green fees, a result of higher use of golf facilities. Golf gained popularity through the pandemic when indoor activities were limited and demand has remained strong into 2022.
- Other Operating Expense of \$162K, due to timing of items such as staff support, uniforms, training and education, permits, and safety.

Unfavorable. Some offsetting unfavorable variance included:

- Broadband Services unfavorable variance of (\$291K), due lower high-speed internet revenue sharing than budgeted. The budget anticipated contract re-negotiation in which GRF would be awarded a higher revenue sharing percentage, which did not occur. The variance was furthered by less ad insertion as a result of ongoing COVID-19 pandemic causing advertisers to spend less.
- Utilities & Telephone unfavorable variance of (\$187K), due to higher water expense for the golf course, as a result of 74% less rainfall than 3-year average used for budgeting and rising electricity and natural gas costs amongst all departments. Slight offset is found in reduced telephone expense due to a renegotiated contract with Verizon and reduced trash expense due

to switching to a new vendor who will increase costs gradually over the next three years.

Slide 7 – This slide shows our sources of revenue other than the assessments, such as fees and rentals. To date, we have received just under \$5,753K of non-assessment operating revenue, as shown on this pie chart. By category, we can see that our largest revenue is Broadband Services (i.e. set top boxes, internet, ad insertion, and premium channels), followed by Golf Revenue, Merchandise Sales, and Clubhouse Rentals & Event Fees. Other revenue, which includes Additional occupancy fees, Equestrian fees, fees for classes, Sponsorship fees, and RV storage fees among others, amount to 10%. These revenues offset costs and help keep assessments down.

Slide 8 – The chart shows, as usual, our largest Operating expense is compensation, followed by cable and programming expenses. Of the \$22M, excluding depreciation, these two categories account for 72% of the total operating expense. Utilities & Fuel, Insurance, Professional and Legal, and Outside Services, etc. make up the remaining 28%. If you consider that cable and programming are offset by broadband revenue, compensation accounts for 69% of the net expense, while insurance, utilities, and outside services account for 31% of the net operating expense.

Slide 9 – The reserve and restricted funds adjusted balances are shown here.

• Starting with the 1st column on the left, reserve funds have a combined ending balance of: \$34.1M; restricted fund balances have an ending balance of \$2.6M. Included in this total are contributions received this year through assessments, trust facilities fees, and investment earnings.

- The 2nd column shows the work in progress of \$2.5M for reserve and \$43K for restricted, reflecting the amounts paid for projects not yet completed.
- The 3rd column represents the resulting "adjusted" fund balances of \$31.7M for reserve and \$2.6M for restricted.

Slide 10 – We have a slide here to show resale History from 2020-2022. Community-wide sales total 596 through July 31, 2022. Most of these transactions generate the Trust Facilities Fee (transfer fee), used as a source of revenue for our reserves. Note: the new transfer fee of \$7,500 went into effect for purchase contracts entered into after January 1, 2022 or closing after March 31, 2022.

Slide 11 –The listing on this slide gives you an idea where the reserve money is committed. Of the \$15.5M appropriated by the Board for various projects and equipment purchases, the remaining encumbrances against our reserve funds is \$12.3M, primarily for renovation projects. Restricted funds had total appropriations of \$148K and remaining encumbrances of \$105K, primarily for the moving of bus benches.

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

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VARIANCE B/(W)	ŞO	(\$212)	(\$212)	\$2,010	\$1,798
BUDGET	\$19,391	\$9,148	\$28,539	\$25,125 \$27,135	\$1,404
ACTUAL	\$19,391	\$8,936	\$28,327	\$25,125	\$3,202
INCOME STATEMENT (in thousands)	Assessment Revenue	Non-Assessment Revenue	Total Revenue	Total Expense	Net Revenue/(Expense)



VARIANCE B/(W)	ŞΟ	(\$150)	(\$150)	\$2,008	\$1,858
BUDGET	\$17,429	\$5,903	\$23,332	\$24,044	(\$712)
ACTUAL	\$17,429	\$5,753	\$23,182	\$22,036	\$1,146
OPERATING ONLY INCOME STATEMENT (in thousands)	Assessment Revenue	Non-Assessment Revenue	Total Revenue	Total Expense ¹	Operating Surplus/ (Deficit) 1) excludes depreciation

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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%
July 2022	\$18,724	(\$806)	(4.1%)	(1.6%)
Summary*		(\$307)		(1.6%)

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*Indicates change from inception



GRF RESERVE COMPOSITION (in Thousands)	Value
Portfolio	\$18,724
Cash	\$4,331
Non-Discretionary Investments	\$9,859
Total	\$32,914
Payables	(\$1,231)
Net Reserves Balance	\$31,683

4

GOLDEN RAIN FOUNDATION	
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RESERVE & RESTRICTED INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$1,961	\$1,961	ŞO
Non-Assessment Revenue	\$3,184	\$3,245	(\$61)
Total Revenue	\$5,145	\$5,206	(\$61)
Total Expense	Ś 00	\$9	\$1
Net Revenue/(Expense)	\$5,137	\$5,197	(\$60)

GRF Financial Report As of July 31, 2022 Operating Only



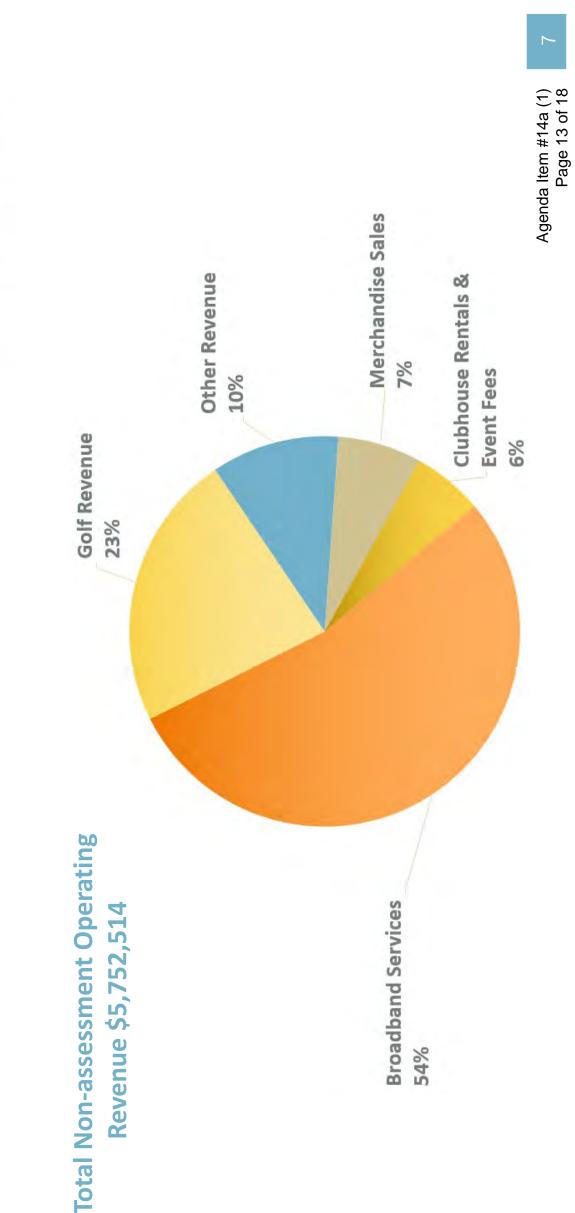
				(\$291K)	(\$187K)
\$1,342K	\$323K	\$175K	\$162K		
Employee Compensation & Related Expense	Outside Services Expense	Golf Revenue	Other Operating Expense	Broadband Services Revenue	Utilities & Telephone Expense

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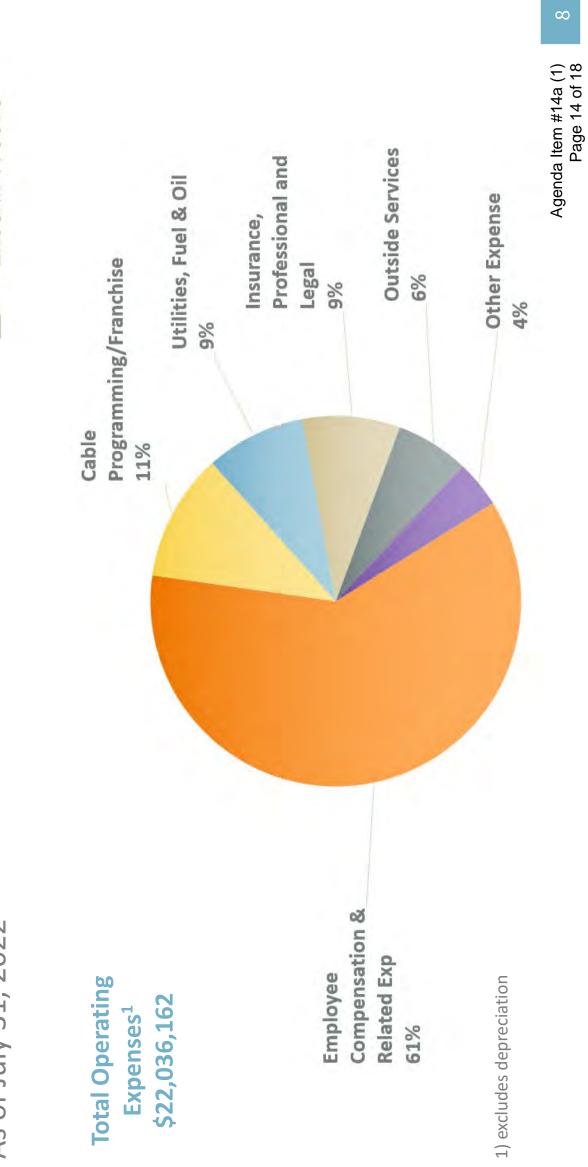












GRF Financial Report As of July 31, 2022

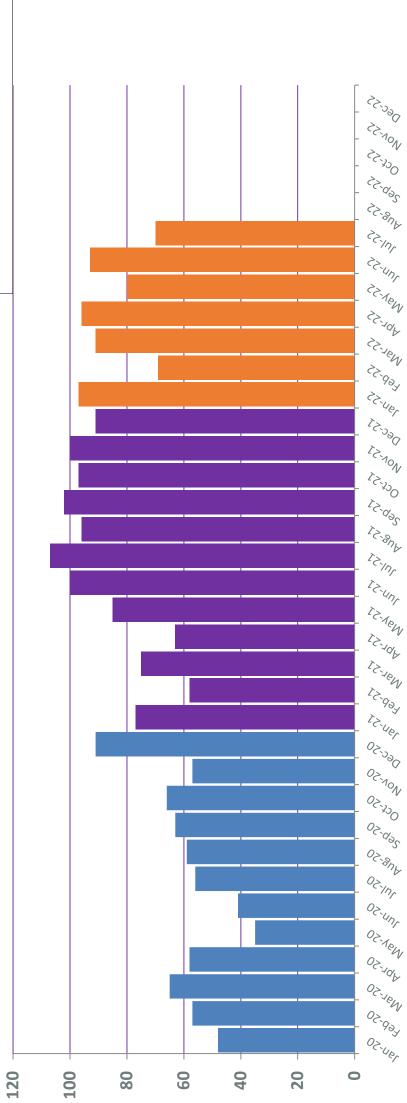


RESERVE FUND BALANCES (in thousands)	ENDING BALANCE	WORK IN PROGRESS	ADJUSTED BALANCES
Equipment Fund	\$5,560	\$1,116	\$4,444
Facilities Fund	20,654	1,371	19,283
Trust Facilities Fee Fund	7,956	0	7,956
TOTAL	\$34,170	\$2,487	\$31,683
RESTRICTED FUND BALANCES (in thousands)	ENDING BALANCE	WORK IN PROGRESS	ADJUSTED BALANCES
Contingency Fund	\$2,633	\$43	\$2,590 Agenda Item #14a (1) Page 15 of 18

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AVG. RESALE PRICE	\$325,209	\$351,732	\$406,687
NO. OF RESALES	360	565	596
	YTD 2020	YTD 2021	YTD 2022

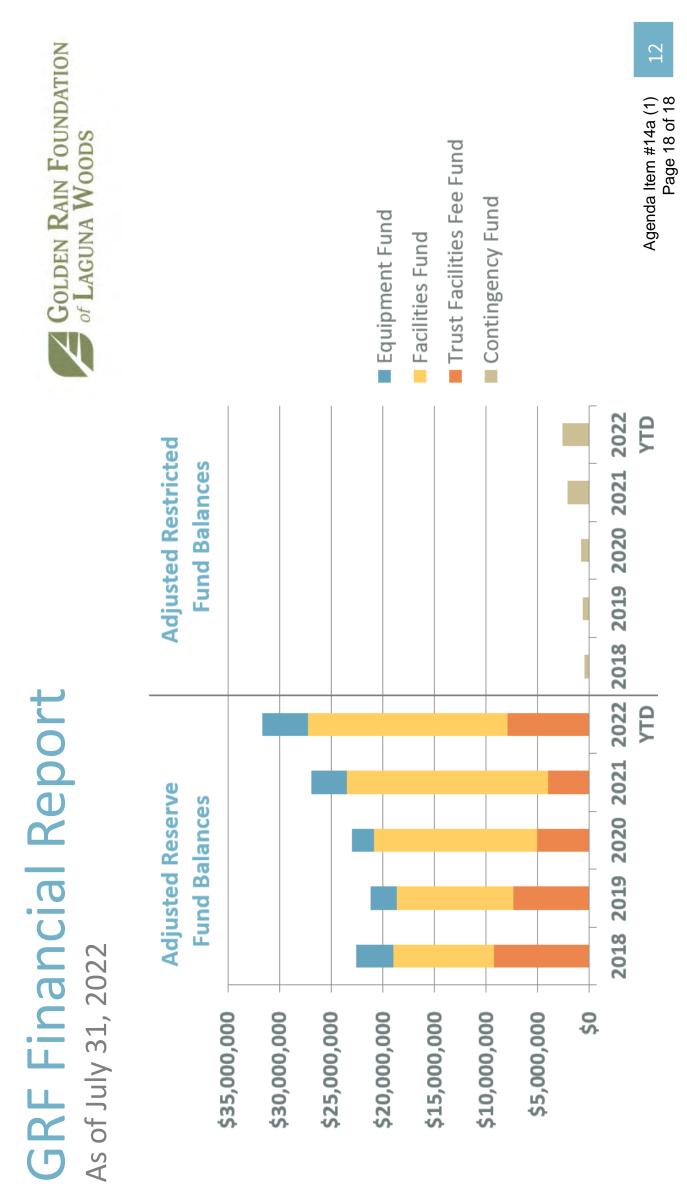


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GRF Financial Report As of July 31, 2022









FINANCE COMMITTEE MEETING REPORT OF THE REGULAR OPEN SESSION

Wednesday, August 17, 2022 – 1:30 p.m. Hybrid Meeting

- **DIRECTORS PRESENT:** Jim Hopkins Chair, Elsie Addington, Debbie Dotson, Mark Laws, Donna Rane-Szostak, Lenny Ross (Alternate for Azar), Diane Casey, Sue Stephens (Alternate for Al)
- DIRECTORS ABSENT: Azar Asgari, Al Amado
- ADVISORS PRESENT: Rosemarie DiLorenzo
- **STAFF PRESENT:** Jose Campos, Pam Jensen, Brian Gruner, Erika Hernandez
- **OTHERS PRESENT:** GRF Bunny Carpenter, Egon Garthoffner, Juanita Skillman, Yvonne Horton, Reza Karimi

United – Advisor: Richard "Dick" Rader

Call to Order

Director James Hopkins chaired the meeting and was called to order at 1:33 p.m.

Acknowledgement of Media

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

Approval of Meeting Agenda

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

Approval of the Regular Meeting Report of June 15, 2022

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

Chair Remarks

None.

Member Comments (Items Not on the Agenda)

A member commented on the Facility Transfer Fee and requested that the board consider reimbursing one of the transfer fees paid for the second unit purchase. The committee suggested that this item be discussed during a board meeting as it does not pertain to Finance.

Department Head Update

Jose Campos, Assistant Director of Financials Services, briefly summarized the GRF 2023 Business Plan upcoming agenda.

Review Preliminary Financial Statements dated July 31, 2022

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

SageView Presentation

Dan Quirk, Senior Investment Advisor from SageView Advisory Group, presented a summary of the current GRF investment portfolio. Discussion ensued and various questions were asked by Directors. No further action.

2021 Operating Surplus

Jose Campos presented a staff report recommending the Board approve a \$964,180 transfer from the Operating Fund to the Contingency Fund. In accordance with California Civil Code, a Common Interest Development shall not retain significant operating surplus. A motion was made and seconded to approve the recommendation. The motion passed by unanimous decision.

Endorsement from Standing Committees

Communities Activity Committee – Golf Fees. Jose Campos presented a staff report provided by CAC recommending the board to approve the proposed schedule of Golf fees for year 2023. A motion was made to accept and endorse this recommendation and present at the next Board meeting. The motion passed by unanimous decision.

Future Agenda Items

None.

Committee Member Comments

None.

Date of Next Meeting Wednesday, October 19, 2022 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 3:25 p.m.

ins (Aug 23, 2022 15:44 PDT)

James Hopkins, Chair



OPEN MEETING

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

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

Director Present:	Debbie Dotson, Anthony Liberatore, Ira Lewis, Bunny Carpenter, James Hopkins, Gan Mukhopadhyay and Robert Mutchnick, Ryna Rothberg, Diane Casey
Directors Absent:	Cash Achrekar
Staff Present:	CEO-Siobhan Foster, Michelle Estrada, Makayla Schwietert
Others Present:	Richard Rader (Advisor) GRF: Elsie Addington, Joan Milliman, Juanita Skillman (left the meeting at 9:51 a.m.)

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

2. Acknowledgment of Media Chair Dotson acknowledged the media as present.

3. Approval of the Agenda

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

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

4. Approval of the Minutes a. GRF Strategic Planning Committee Meeting – March 7, 2022

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

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

5. Members Comments - None

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6. Chair's Remarks

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

7. CEO Report on VMS Strategic Planning Meeting

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

CEO Foster answered questions from the committee.

8. Old Business

a. Ideas for Long-Term Planning

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

9. Future Agenda Items

- a. Questionnaires
- b. Surveys

10.Next Meeting – TBA

11. Committee Member Comments

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

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

12. Adjournment

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

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GRF Strategic Planning Committee

Agenda Item #14b Page 2 of 2

OPEN MEETING

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

Thursday, August 11, 2022 – 1:30 p.m. Board Room/Virtual Meeting

MEMBERS PRESENT:	Yvonne Horton, Chair, Elsie Addington, Maggie Blackwell, Annie McCary, Diane Casey, Cush Bhada, Ryna Rothberg, Dennis Boudreau, Ajit Gidwani
MEMBERS ABSENT:	None
OTHERS PRESENT:	Bunny Carpenter, Juanita Skillman, Joan Milliman
STAFF PRESENT:	Brian Gruner, Steve Hormuth, Jennifer Murphy, Tom McCray

Call to Order

Chair Horton called the meeting to order at 1:34 p.m.

Acknowledgement of Media

There was no press present.

Approval of Agenda

Director Bhada made a motion to approve the agenda, Director Rothberg seconded.

Motion passed unanimously.

Approval of Committee Report for July 14, 2022

Director Bhada made a motion to approve the report, Director Rothberg seconded.

Motion passed unanimously.

Chair's Remarks

Chair Horton welcomed the audience and stated an orderly meeting is expected with respectful behavior.

Report of the Recreation and Special Events Director

Mr. Gruner stated staffing and recruiting has become more optimistic as we are receiving more applicants. Approximately six staff have been hired to date and more are scheduled for hire in the coming weeks. Expanded hours of operation started in July with table tennis and the Community Center Fitness Center and additional hours at other facilities is anticipated. The Clubhouse 1 projector screen has been installed. The Performing Arts Center renovation is near completion with installation of the rehearsal room drapes and billiard tables leveling as the remaining projects. Once these are completed, those rooms will be reopened for use. The driving range distance markers have been replaced offering a nice improvement to the previous markers which were difficult to identify distance.

Mr. Gruner reported the Laguna Woods Village Library hosted a Village author event showcasing Brett Haley with 45 attendees. Library volunteers worked 798 hours supporting 2,730 residents in July and assisted with a 30% increase in items circulated, bringing the total number of items circulated to 3,698.

Mr. Gruner stated past events have been selling out including the Clubhouse 1 patio concerts, Kids Splash Days at Pool 2 and the monthly dinners at Clubhouse 5.

Ms. Murphy stated Queen Nation will play on August 20 at Performing Arts Center at 7 p.m.; BBQ Buffet will be hosted on August 22 at Clubhouse 5 with tickets on sale at the Clubhouse 5 office for \$25 each; Clubhouse 5 will host the Disco Diva Saturday Night Dance on August 27 at 6:30 p.m.; David Brighton's Space Oddity, the Ultimate David Bowie Experience will perform 4 to 6 p.m. at Clubhouse 2 for the free September 3 outdoor concert; Grandparents Fun Day will be hosted at Clubhouse 5 on September 10 with tickets on sale at the Clubhouse 5 office for \$5 per child over the age of 2; Ronstadt Revival, Tribute to a Legend will be at the Performing Arts Center on September 17 at 7 p.m.

Member Comments (Items Not on the Agenda)

Members were called to speak regarding the following: Pool 5 Emeritus water aerobic classes to also be hosted at Pool 1 making it impossible to take both classes in one day as they are one after the other; class offering reductions; representation of all parties (clubs, board/committee members, residents, etc.) to be allowed for discussion on agenda items regarding changes to an amenity; placement of a television in Clubhouse 1 Fitness Center near the treadmills; chat box and Q&A not working on Zoom.

Mr. Gruner stated staff will continue to evaluate the Emeritus pool classes and the location was changed due to resident complaints. Director Addington inquired as to a possibility to a shuttle. Mr. Gruner stated the time of the classes would have to be adjusted.

Mr. Gruner stated television for the Clubhouse 1 Fitness Center will be considered during the renovation project, but only one television may be supported due to wi-fi restrictions.

CONSENT

Report of GRF Community Activities Committee Regular Meeting August 11, 2022 Page 3

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

Motion passed unanimously.

REPORTS

Recreation Capital Projects List - The Recreation Capital Projects List was presented. An error of including the UPS Battery for Power Supplies was recorded as this project will be under Broadband.

Discussion ensued.

Staff was directed to include this list only when requested.

ITEMS FOR DISCUSSION AND CONSIDERATION

Golf Fees – Mr. Hormuth, Financial Services Director, presented the staff recommendation to approve the proposed Schedule of Golf Fees, inclusive of changes to green fees for members and guests, with an effective date of January 1, 2023.

Discussion ensued.

Members were called to speak regarding the following: slide totals referring to revenue; 50/50 shared cost is reasonable/equitable; appreciation for the analysis; golf is not the only amenity that costs the community money; shared costs fluctuations; shared cost will become 0% if reviewed every two years; green fees have increased 81% over five years; reserves plan for 2022 PMPM is \$29; other sports are at 100% shared cost; golf is important part of our community and review does not mean increase; reviewed every two years does not necessarily mean raised; use of this year's revenue and number of rounds which should decrease cost of round of golf; busing is \$15 PMPM and the increase of \$4 is generating too much; golfers help fund assessments when other sports are not being charged; revenue should go back to golf not general fund; GRF transfer went up to \$7500; please review tennis, woodshop, bus system, etc.; bus system should be covered by a nominal fee per rider; raise the rates of other amenities; golf course closures nationwide; raising rates may generate a loss.

Director Bhada made a motion to accept staff recommendation to approve the proposed Schedule of Golf Fees, inclusive of changes to green fees for members and guests, with an effective date of January 1, 2023, Director McCary seconded.

Discussion ensued.

Motion passed 6-1-0 (Director Blackwell voted no).

Report of GRF Community Activities Committee Regular Meeting August 11, 2022 Page 4

ITEMS FOR FUTURE AGENDAS

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

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

CONCLUDING BUSINESS

Committee Member Comments

Director Blackwell stated one month of RV storage is one year of storage for GRF. Director Rothberg stated a revenue surplus from a certain group should be reallocated to that group if possible.

Advisor Gidwani thanked Finance Department for explaining thoroughly and costs are rising exponentially.

Advisor Boudreau stated verbiage in resolution 90-12-22 may need to be rewritten. Director Bhada inquired as to surplus versus revenue. Mr. Hormuth explained.

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 8, 2022.

Adjournment

There being no further business, the Chair adjourned the meeting at 3:31 p.m.

___Yvonne Horton____

Yvonne Horton, Chair



OPEN MEETING

REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION LANDSCAPE COMMITTEE

Wednesday, June 8, 2022 – 1:30 P.M.

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

REPORT

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

COMMITTEE MEMBERS ABSENT: Diane Casey

OTHERS PRESENT: Bunny Carpenter, Yvonne Horton

ADVISORS PRESENT: None

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

1. Call to Order

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

2. Acknowledgement of Media

No press was present.

3. Approval of the Agenda

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

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

The report was approved without objections.

5. Committee Chair Remarks

Chair Skillman stated that she would like to bring attention to the two Landscape employees who were recently honored at the Village Management Services, Inc. Employee Excellence Award Ceremony. Chair Skillman recognized Maribel Flores, and Juan Uicab. Chair Skillman also addressed a recent publication from Letters to the Editor. GRF Landscape Committee Meeting June 8, 2022 Page 2

6. Department Head Update

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

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

Members made comments and asked questions.

6b. Discuss Village Tree Signage

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

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

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

Reports

7. Update on the Creek

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

Members made comments and asked questions.

Items for Discussion and Consideration

8. Member Comments (Items Not on the Agenda)

None.

9. Response to Member Comments

None.

10. Angel De La Torres; Grounds Maintenance Landscape Manager

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

Members made comments and asked questions.

GRF Landscape Committee Meeting June 8, 2022 Page 3

Concluding Business:

11. Committee Member Comments

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

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

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

13. Adjournment at 2:26 p.m.

killman (Jun 16 , 2022 16:31 PDT)

Juanita Skillman, Chair

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Agenda Item #14d Page 4 of 4



OPEN MEETING

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

Wednesday, August 10, 2022 – 9:30 a.m. 24351 El Toro Road, Laguna Woods, CA 92637 Board Room and Virtual with Zoom

REPORT

MEMBERS PRESENT:	Egon Garthoffner – Chair, Jim Cook, Ralph Engdahl, John Frankel, Gan Mukhopadhyay, Lenny Ross, Sue Stephens
MEMBERS ABSENT:	Cash Achrekar
OTHERS PRESENT:	GRF: Elsie Addington, Bunny Carpenter, Juanita Skillman Advisors Ajit Gidwani, Steve Leonard, Bill Walsh
STAFF PRESENT:	Guy West – Staff Officer & Projects Division Manager, Bart Mejia – Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, Rodger Richter – Project Manager, Laurie Chavarria – Sr. Management Analyst, Sandra Spencer – Administrative Assistant

1. Call to Order

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

2. Acknowledgement of Media

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

3. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

- 4. Approval of Meeting Reports
 - a. June 8, 2022 Regular Open Session
 - b. June 29, 2022 Special Open Session

Hearing no objections, the June 8, 2022 – Regular Open Session and June 29, 2022 – Special Open Session meeting reports were approved unanimously.

Golden Rain Foundation Maintenance & Construction Committee Report of the Regular Open Session August 10, 2022 Page 2 of 4

5. Chair's Remarks

None.

6. Member Comments

None.

7. Department Head Update

Mr. West commented that a contract has been executed for the interior design consultant for CH1. A meeting is tentatively scheduled for August 19 to meet with the designer to discuss the process and tour CH2 and 3 (PAC). As details are finalized, the committee will be informed.

Consent:

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

The Project Log was pulled for discussion. Mr. West answered questions from a member regarding the service center generator and stated that a thorough investigation of the existing generator is underway. A detailed report will be brought to the committee to facilitate future decision making.

Mr. Mejia explained the data on the ChargePoint Summary and answered questions from the committee. Discussion ensued regarding the resident vs. non-resident charging rates; and raising the Resident - Level 2 fee from \$.175 to \$.20 per kWh. Chair Garthoffner will discuss the idea of a rate increase at the September GRF Board meeting.

8. Project Log

9. ChargePoint Summary

The consent calendar was approved unanimously.

Items for Discussion and Consideration:

10. Gate 12 Security Cameras – Chuck Holland, Information and Resident Services Director

Golden Rain Foundation Maintenance & Construction Committee Report of the Regular Open Session August 10, 2022 Page 3 of 4

Mr. Holland presented a report via PowerPoint on the upgrades at the Gate 12 security camera system and answered questions from the committee.

11. EV Charging – Verbal Update

Mr. Mejia provided an update on SCE's recommendations for charging stations within the village. Conceptual designs from SCE and estimated costs from ChargePoint will be presented to the committee as soon as it is available.

Staff was asked to arrange a meeting between an SCE representative and the committee after the conceptual designs have been received. A member commented on government funds that will be available on January 1, 2023 and the potential for GRF to take advantage of any that would apply to this HOA.

12. PAC Beautification – PowerPoint Presentation

Mr. West presented an update including before-and-after photos of completed work at the PAC and answered questions from the committee.

13. Space Planning & Building E Replacement, PowerPoint and Group Discussion

Chair Garthoffner presented an overview of the prior meetings, discussions and presentations regarding the topic via PowerPoint. Discussion ensued among the committee included comments regarding working conditions and staffing levels in Building E; current resident use of the community center; potentially vacant office space at the community center; and parking availability at the community center.

<u>Future Agenda Items:</u> 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.

- Hay Barn Enclosure
- Welding Shop Replacement
- Maintenance Service Center Generator
- EMS Status Update
- MelRok Energy Management System

Concluding Business:

14. Committee Member Comments

None.

Golden Rain Foundation Maintenance & Construction Committee Report of the Regular Open Session August 10, 2022 Page 4 of 4

15. Date of Next Meeting: October 12, 2022

16. Recess - The meeting recessed at 11:17 a.m.

<u>Closed Session Agenda</u> Approval of the Agenda Chair's Remarks Discuss and Consider Contractual Matters Adjournment

Or Egon Garthoffner, Chair

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



OPEN MEETING

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

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

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

OTHERS PRESENT: GRF: Bunny Carpenter, Juanita Skillman

STAFF PRESENT:

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

1. Call to Order

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

2. Acknowledgment of Media

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

3. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

4. Approval of Meeting Report for January 28, 2022

Hearing no objection, the meeting report was approved.

5. Chair's Remarks

Chair Garthoffner stated he would comment on each item.

Golden Rain Foundation Report of the Clubhouse Renovation Ad Hoc Committee Meeting June 24, 2022 Page 2 of 3

6. Member Comments (Items Not on the Agenda)

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

Staff was directed to address the issue.

7. Department Head Update

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

Items for Discussion:

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

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

Mr. West answered questions from the committee.

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

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

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

Items for Future Agendas:

CH1 - Shuffleboard/Archery Building

Concluding Business:

Golden Rain Foundation Report of the Clubhouse Renovation Ad Hoc Committee Meeting June 24, 2022 Page 3 of 3

10. Committee Member Comments

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

- 11. Date of Next Meeting: TBD
- 12. Recess The meeting was recessed at 10:10 a.m.

ma

Egon Garthoffner, Chair

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

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REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION MEDIA AND COMMUNICATIONS COMMITTEE

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

REPORT

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

Members Absent: Director Ryna Rothberg

Others Present: Elsie Addington, Egon Garthoffner

Staff Present: Eileen Paulin, Elizabeth Cortez

1. Call to Order

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

2. Acknowledgement of Media

None present.

3. Approval of Agenda

Approved by unanimous consent.

4. Approval of Report for June 20, 2022

Approved by unanimous consent.

5. Chair's Remarks

Chair Milliman welcomed everyone in attendance.

6. Member Comments

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

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

Items for Discussion

7. Media and Communications Report - Eileen Paulin

Ms. Paulin discussed media and communications messaging regarding:

• The June/July 2022 Village Breeze

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

8. Website Ad Hoc Committee – Eileen Paulin

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

9. Broadband Services Report – Eileen Paulin

Ms. Paulin reported on

- Subscriber counts
- Meeting attendance
- Programming fees

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

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

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

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

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

Items for Future Agendas

None discussed.

Concluding Business

Committee Member Comments

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

Director Ardani and Advisor Frost commended the meeting.

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

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

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

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

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

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

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

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

Adjournment

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

p.p. Joan Milliman / SLM Joan Milliman, Chair

Media and Communications Committee

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Agenda Item #14f Page 4 of 4



OPEN MEETING

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

Wednesday, August 3, 2022 – 1:30 p.m. Laguna Woods Village Community Center Board Room 24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT:	Don Tibbetts (Chair), Cush Bada, Maggie Blackwell, Egon Garthoffner, Pearl Lee, Sue Stephens (Alternate)
ADVISORS:	Vashti Williams
MEMBERS ABSENT:	John Frankel
OTHERS PRESENT:	Elsie Addington, Juanita Skillman, Bunny Carpenter
STAFF PRESENT:	Robert Carroll, Francisco Perez, Liz Cortez

1. Call to Order Chair Tibbetts called the meeting to order at 1:30 p.m.

2. Acknowledgment of Media No media was present.

3. Approval of the Agenda Agenda was approved by acclamation.

- **4.** Approval of Meeting Report for The regular meeting report of June 1, 2022 was approved by acclamation.
- 5. Chair's Remarks None
- 6. Member Comments (Items Not on the Agenda) Marion Levine – requested a regular shuttle bus on Fridays for religious transportation and update on Age Well proposal

Mary Wall - questioned the operation hours of the Fixed Route program

Vashti Williams left the meeting at this time.

Susan Hashemi - commented on the bus transportation

Report of GRF Mobility and Vehicles Committee Meeting August 3, 2022 Page **2** of **3**

Director Pearl Lee entered the meeting via zoom at this time.

7. Response to Member Comments

Chair Tibbetts responded to member's comments.

Reports

8. Director's Report

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

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

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

Staff provided an update on the fleet right-sizing project. Staff is meeting with each department to evaluate opportunities to share vehicles across work centers, change vehicles where it makes sense, and reduce the number of vehicles. The goal of the assessment is to help ensure that the number and type vehicles included in the GRF fleet are appropriate for supporting VMS operations. Staff will provide an update on this project at the October meeting.

Director Garthoffner presented a power point presentation covering the benefits of electric and hybrid vehicles.

Items for Discussion

Staff recommended to the committee the purchase of four replacement Ford Edge vehicles for the Security Department.

Director Stephens moved to defer the planned purchase of four Ford Edge vehicles recommended by staff for approximately 3-4 months to permit consideration of EV alternatives such as the Ford Escape. Director Garthoffner seconded motion. The motion passed by a vote of five to one. Director Tibbetts opposed.

Report of GRF Mobility and Vehicles Committee Meeting August 3, 2022 Page 3 of 3

Staff presented the proposed Vehicle Replacement policy to the committee. The policy provides guidance related to how vehicles are scheduled to be replaced, criteria for purchasing vs. leasing, criteria for purchasing used vehicles, and criteria for purchasing hybrid and electric vehicles. Discussion amongst committee members ensued.

Items for Future Agendas:

None

Concluding Business:

Committee Member Comments: None

Date of Next Meeting - Wednesday October 5, 2022 at 1:30 p.m.

Adjournment: The meeting was adjourned at 3:14 p.m.

Don Tibbetts n Tibbetts (Aug 31, 2022 10:53 PDT)

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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 Monday, August 29, 2022 at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California.

MEMBERS PRESENT: Don Tibbetts, Anthony Liberatore, Reza Karimi, Annie McCary

OTHERS PRESENT: Bunny Carpenter, Elsie Addington, Juanita Skillman, Cris Prince

STAFF PRESENT: Eric Nuñez, Tom Siviglia, Jayanna Abolmoloki, Cody DeLeon

CALL TO ORDER

Don Tibbetts, Chair, called the meeting to order at 1:32 p.m.

ACKNOWLEDGEMENT OF PRESS

Media was not present.

APPROVAL OF AGENDA

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

APPROVAL OF MEETING REPORT

By way of consensus, the Committee approved the June 27, 2022 meeting report.

CHAIRMAN'S REMARKS

Chair Tibbetts stated that he spoke with neighbors in the community and learned that one of the most attractive attributes of the Village was the safety and security provided.

MEMBER COMMENTS

Multiple members made comments and asked questions.

Topics included:

- 1. Extension of red "no parking" zone
- 2. Flashing stop signs
- 3. Converting a 2-way stop sign into a 4-way stop sign

RESPONSE TO MEMBER COMMENTS

Chair Tibbetts stated staff would look into the requested extension.

Chief Nuñez stated that staff would look into gathering stop sign run data.

Mr. Siviglia shared information on the mechanics of the flashing stop signs.

Chief Nuñez agreed to generate a staff report recommending to either approve or deny the 4-way stop.

Director Karimi emphasized safety as utmost importance.

Director McCary stated that she was appreciative of the 4-way stop sign issue being brought to the attention of the committee, and that she is thankful for Chief Nuñez making community safety a priority.

REPORTS

Disaster Preparedness Task Force Report

Chief Nuñez discussed the meeting report provided in the packet.

RV Update

Chief Nuñez notified the committee of the newly vacant Security Administrative Specialist position, which is causing delays in the availability of RV lot occupancy updates.

Noteworthy Incidents

Chief Nuñez shared Gate Ambassador Supervisors efforts in providing better training to new and seasoned gate ambassador staff members. Chief Nuñez reminded the audience to drive safely, and shared an example involving a staff member.

Security Statistics

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

ITEMS FOR DISCUSSION AND CONSIDERATION

Gate 1 Westside Fence Extension Discussion

Mr. Siviglia discussed the Gate 1 Westside Fence Extension Financial Analysis and emphasized that cameras and sensors were down during the trespassing incident.

Chair Tibbetts feels the equipment setup at Gate 1 is sufficient as is.

Director Karimi agrees and supports funding for maintaining current equipment.

ITEMS FOR FUTURE AGENDAS

Conversion of 2-way stop sign to 4-way stop sign. Staff report to follow.

CONCLUDING BUSINESS

DATE OF THE NEXT MEETING

The next meeting is scheduled for Monday, October 31, at 1:30 p.m. in a hybrid meeting on Zoom, and in the Board Room in the Laguna Woods Village Community Center.

ADJOURNMENT

There being no further business to come before the Committee, Chair Tibbetts adjourned the meeting at 2:44 p.m.

Signature: Don Tibbetts

Don Tibbetts, Chair

MEETING REPORT OF THE LAGUNA WOODS VILLAGE TRAFFIC HEARINGS COMMITTEE

August 17, 2022

The Regular Meeting of the Laguna Woods Village Traffic Hearings Committee was held on Wednesday August 17, 2022 at 9:00 a.m. Board Room / Virtual Meeting

MEMBERS PRESENT: Chair: Mark Laws, Elsie Addington, John Frankel, John Carter, Maggie Blackwell

STAFF PRESENT: Eulalio Diaz, Jayanna Abolmoloki, Daniel Lurie

Call to Order

Mark Laws, Chair, called the meeting to order at 9:01 a.m.

Approval of Agenda

Chair Laws made a motion to approve agenda as presented. By unanimous consent, the motion passed.

Approval of Meeting Reports

Chair Laws made a motion to approve the meeting report from June 15, 2022. By unanimous consent, the motion passed.

Traffic Hearings

- a. 9:15am Traffic Violation # 2211809 (Failure to Obey Stop Sign)By a unanimous vote of 4-0, the Committee voted Guilty.
- b. 9:30am Traffic Violation # 2212665 (Expired Vehicle Registration)
 By a unanimous vote of 4-0, the Committee voted Guilty with no fine.
- c. 9:45am Traffic Violation # 2214095 (Vehicle Used for Storage)
 9:45am Traffic Violation # 2214090 (Other Non-Moving)
 By a vote of 3-1, the Committee voted Not Guilty, with no fine but warning.

Future Agenda Topics

 Discuss whether to have Hearing Attendees all arrive at 9:10 a.m. or arrive in a staggered manner (ie: first arrive at 9am, second arrive at 9:15am, etc.)

Date of Next Meeting

The next meeting is scheduled for Wednesday September 21, 2022, at 9:00 a.m., hybrid meeting.

Adjournment

The meeting was adjourned at 10:02 AM.

Signature: Mark W. Laws

Mark Laws, Chair

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

Tuesday, July 26, 2022 at 9:30 AM

HYBRID MEETING

MEMBERS PRESENT: Chair: Eric Nuñez, Jim Cook, John Frankel (left at 10:28 a.m.), Gan Mukhopadhyay, Sue Stephens, Diane Casey

ADVISORS PRESENT: Bruce Bonbright, Tom Soule

OTHERS PRESENT: Grace Stencel, Elsie Addington, Doug Gibson, Mike Epstein, Sandy Benson, Annie McCary, Jim Riedel

STAFF PRESENT: Jayanna Abolmoloki, Cody DeLeon, Tom Siviglia, Paul Matheis

THE MEETING WAS CALLED TO ORDER: 9:32 AM

ACKNOWLEDGEMENT OF THE PRESS: None present.

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

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

CHAIRS REMARKS: Chair Nuñez began his remarks by expressing what an honor it is to be at the meeting, and how appreciative he is to be given the opportunity to be the Chair on this committee. Chair Nuñez introduced himself to the committee and the audience with a brief description of his background, and potential goals moving forward. Chair Nuñez introduced Cody DeLeon, his new administrative coordinator, as well as Paul Matheis who serves as the new Environmental Health and Safety Specialist. Mr. Matheis then gave an introduction including his background, training, and education.

MEMBER COMMENTS: None.

REPORTS

RADIO & COMMUNICATIONS: Chair Nuñez stated that he lists communication as a top priority. He also emphasized communication as the number one goal in the event of a disaster. Bruce Bonbright reported that the radio drill, conducted prior that morning, received 80% participation and went well. Mr. Bonbright shared that different participants are missing each drill, which means there are no consistent issue in reporting. Mr. Bonbright shared that the absences during radio drills are likely due to vacations, illnesses, and other inconsistent occurrences. Mr. Bonbright also thanked Tom Siviglia and Carlos Rojas for their support in obtaining the new repeater.

OFFICE MANAGER/ADVISOR: Tom Soule reported that he is concerned by the lack of foot-traffic in the Disaster Preparedness office. Mr. Soule stated that sales of emergency items are down.

RECRUITMENT / RETENTION / TRAINING: Director Juanita Skillman thanked Grace Stencel and Kim Costelloe for their hard work expressed while auditing the Disaster Preparedness supply cabinets at each clubhouse. Ms. Skillman also stated that she would like to see more meetings with volunteers, and community events. Ms. Skillman suggested hosting a barbecue for the Good Neighbor Captains.

GRF BOARD: Director Gan Mukhopadhyay offered to assist in a risk/safety assessment of structures and surrounding areas. Chair Nuñez responded by thanking Director Mukhopadhyay for his support.

UNITED BOARD: Director Diane Casey suggested a field-day training. Ms. Casey also agreed with Ms. Skillman, stating that a barbecue for volunteers is a good idea.

THIRD BOARD: Director John Frankel did not have anything to report.

TOWERS: Director Sue Stephens will introduce their new leader for effort in emergency preparedness.

PET EVACUATION SUBMIT COMMITTEE: Sandy Benson welcomed Chief Nuñez and his Administrative Coordinator, Cody DeLeon. Ms. Benson shared that is has been one year since the adoption of the pet plan. She also informed the committee that the annual update was just completed, and she ordered 100 File of Life packets to be given away at future events.

DISCUSSIONS AND CONSIDERATIONS

BUDGET/BUSINESS PLAN F2023 DISCUSSION: Chair Nuñez stated that last year's budget was \$5,000.

Members commented and asked questions. Topics included:

• More supplies being purchased.

STATUS ON GOOD NEIGHBOR CAPTAIN PROGRAM DISCUSSION:

Chair Nuñez informed the committee that the program currently has 125 Good Neighbor Captain volunteers, and that it needs many more. Chair Nuñez stated that the task force will need to make a strategic approach toward recruitment. Suggestions of monthly recruitment goals were discussed.

NEXT STEPS TIMELINE DISCUSSION OF DPTF: Chair Nuñez stated that he believes the Emergency Operations Center needs to be activated in a simulation to exercise our systems. Members made comments and asked questions.

MEMBER COMMENTS: Director Skillman discussed complications related to the active-shooting tragedy that occurred at the Geneva Presbyterian Church. Chair Nuñez responded to Ms. Skillman's concerns and answered questions. Ms. Skillman also wants to publicize the Great CA Shakeout, and she believes that tabletop exercises are needed.

Director Casey informed the committee that she volunteered with Red Cross in 2004. Chair Nuñez stated that she and Bruce Bonbright will need to connect.

Director Stephens asked if Disaster Prep will have basic training with Incident Command Systems. Chair Nuñez stated it will be an item listed on the next agenda.

NEXT MEETING: September 27, 2022 at 9:30 a.m.

ADJOURNMENT: 10:51 AM

SUBMITTED BY:

L-R/mm

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SPECIAL OPEN SESSION

MINUTES OF THE SPECIAL OPEN MEETING OF ALL BOARDS ALL DIRECTORS

Monday, July 11, 2022 – 1:30 p.m. 24351 El Toro Road, Laguna Woods, California Hybrid Meeting

Directors Present:	Jim Hopkins - Chair, Bunny Carpenter, Donna Rane-Szostak, Mark Laws, Anthony Liberatore, Azar Asgari,
Directors Absent:	Ryna Rothberg, Alfred Amado
Staff Present:	Siobhan Foster, Steve Hormuth, Jose Campos, Eileen Paulin, Kurt Wiemann, Brian Gruner, Robert Carroll, Eric Nunez, Manuel Gomez, Ian Barnette, Bart Mejia, Laurie Chavarria, Erika Hernandez
Others Present:	GRF – Juanita Skillman, Elsie Addington, Yvonne Horton, Joan Milliman, Reza Karimi, Gan Mukhopadhyay, Don Tibbetts, Debbie Dotson, Egon Garthoffner,
	Third – Annie McCary, Cris Prince, Jim Cook, Ralph Engdahl
	United – Andre Torng, Lenny Ross, Cash Achrekar, Maggie Blackwell, Neda Ardani, Diane Casey
	VMS – Rosemarie DiLorenzo, Wei-Ming Tao, Cynthia Rupert, Diane Phelps
	Mutual 50 – Sue Stephens

Call Meeting to Order – Jim Hopkins, GRF Treasurer

Director Hopkins chaired the meeting and called it to order at 1:31 p.m. and established quorum.

Approval of the Agenda

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

Chair Remarks None.

All Boards All Directors Special Open Board Meeting of July 11, 2022 Page 2 of 2

Open Forum (Three Minutes per Speaker)

None.

Review of the Proposed 2023 Business Plan – Version 2

Jose Campos, Assistant Director of Financial Services, presented to all boards and directors a visual of the proposed Version 2 2023 Business Plan and summarized the external factors that influence the budget such as utilities, fuel, programming costs, insurance and national inflation. Several questions and comments were made by Directors. Questions were addressed and noted by staff.

Adjournment

The meeting was adjourned at 2:30 p.m.

Jui Haplan Jim Hopkins (Aug 17, 2022 19:20 PDT)

Jim Hopkins, Chair