



## **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, October 4, 2022, 9:30 a.m.**  
24351 El Toro Road, Laguna Woods, California  
**Board Room/Virtual Meeting**

### **NOTICE OF THE AGENDA**

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

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

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

**3. Acknowledgment of Media**

**4. Approval of Agenda**

**5. Approval of Minutes**

- a. September 6, 2022 – GRF Board Regular Open Meeting
- b. September 15, 2022 – GRF Board Agenda Prep Meeting

**6. Report of the Chair**

**7. CEO Report**

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

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

**9. Responses to Open Forum Speakers**

**10. Consent Calendar**

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

**Recommendation from the Finance Committee:**

- a. Consistent with its statutory obligations a subcommittee of the board consisting of the Treasurer and at least one other board member reviewed and approved preliminary Golden Rain Foundation financials for the month of August 2022 by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes.
- b. Entertain a Motion to Approve Donation of a Drum Sander for Clubhouse 4 Woodshop

**11. Unfinished 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 has been satisfied**)
- b. Entertain a Motion to Approve Golf Fee Pricing (**September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied**)
- c. 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 has been satisfied**)
- d. Entertain a Motion to Approve Garden Center Operating Rules (**August initial notification – revised September – postpone – 28-day notification for member review and comments to comply with Civil Code §4360**)

**12. New Business - None**

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

**14. Committee Reports**

- a. Report of the Finance Committee/Financial Reports – Director Hopkins. The committee met on August 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 October 3, 2022; next meeting TBA
- c. Report of the Community Activity Committee – Director Horton. The committee met on September 8, 2022; next meeting October 13, 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 September 14, 2022; next meeting December 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 September 19, 2022; next meeting October 17, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.

- (1) Website Ad-Hoc Committee – Director Milliman. The committee met on September 14, 2022; Next meeting, October 17, 2022, at 10:00 a.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 Dotson. The Traffic Hearings were held on September 21, 2022; next hearings on October 19, 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 September 27, 2022; next meeting November 29, 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 September 30, 2022; next meeting October 28, 2022 as a virtual meeting.

- k. Insurance Ad-Hoc Committee – Director Carpenter. The Committee met on July 25, 2022; next meeting TBA.

- l. Purchasing Ad-Hoc Committee – Director Carpenter. The Committee last met on April 7, 2022; next meeting TBA.

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

- Garden Center Operating Rules

**16. Directors' Comments**

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

**Closed Session Agenda**

*VMS Board Update*

*Approved the Agenda*

*Approve the Minutes of:*

*(a) September 6, 2022 – Regular Closed Session*

*(b) September 15, 2022 – Special Closed Session*

*Discuss and Consider Personnel Matters*

*Discuss and Consider Contractual Matters*

*Discuss Legal/Legislation Matters*

*Discuss Member Disciplinary Matters*

**18. Adjournment**



## **OPEN SESSION**

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

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

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

**Directors Absent:** None

**Staff Present:** CEO - Siobhan Foster, Makayla Schwietert, Paul Nguyen, Carlos Rojas, Eileen Paulin, Robert Carroll, Francis Gomez, Brian Gruner, Jose Campos, Ian Barnette, Eric Nunez, Steve Hormuth

**Other Directors Present:** United: Diane Casey  
Third: Ralph Engdahl, Mark Laws, Cris Prince, Donna Rane-Szostak, Nathaniel Lewis  
VMS: LeLeng Isaacs

#### **1. 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 Milliman 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**

Chair Carpenter requested to move Agenda Item 14m. All Boards All Directors 2023 Business Plans to Approval of the Minutes as Agenda Item 5c.

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



## 5. Approval of Minutes

- a. August 2, 2022 – GRF Board Regular Open Meeting
- b. August 18, 2022 – GRF Board Agenda Prep Meeting
- THIS ITEM WAS ADDED DURING THE APPROVAL OF THE AGENDA**
- c. July 11, 2022 – All Boards, All Directors 2023 Business Plan Meeting

There being no objections, the minutes of August 2, 2022 – GRF Board Regular Open Meeting was approved by unanimous consent.

There being no objections, the minutes of August 18, 2022 – GRF Board Agenda Prep Meeting was approved by unanimous consent.

Director Milliman requested a revision to the minutes to change “Other’s Present” to “Other Directors Present”.

There being no objections, the minutes of July 11, 2022 – All Boards, All Directors 2023 Business Plan Meeting was approved as amended by unanimous consent.

## 6. Report of the Chair

- President Carpenter commented on Board room behavior and being respectful.

## 7. CEO Report

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

- Clubhouse 7 has now extended their hours. As of August 8<sup>th</sup>, Sundays are now from 8 a.m. to 10 p.m. and starting today, Monday through Friday will be from 8 a.m. to 5 p.m.
- Thank you to the residents for participating in the organics recycling program. The state will be reducing organic waste disposal by 75% by 2025. The city recently provided the Village with its first evaluation results and 4 of the 5 waste routes were in compliance. The non-compliant route was due to it containing 28% organic waste which exceeds 25%.
- Residents are encouraged to take advantage of the Friday yard clipping program by calling Resident Services at 949-597-4600 before noon on Thursday and the yard waste will be picked up Friday morning. Waste and clippings are to be placed on the curb by Thursday evening.
- Members are encouraged to submit keys to the key file program with resident services at the Community Center. This is to ensure that in case of emergency, authorized personnel may gain access to a unit to perform necessary maintenance repairs.

## 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.*

- Multiple members commented on the budgeting of the community.
- A member commented on recreational items.
- A member gave an update on the Foundation of Laguna Woods Village and explained how members can find assistance with financial hardships.
- A member commented on issues pertaining to Gate Access by guests.

- A member commented on vehicle charging station.
- A member commented on the difficulties on trying to sell her unit (fiduciary issue).
- A member commented on transfer fees.

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

The following are responses to the open forum speakers:

- Multiple directors commented on contracting outside services.
- Director Hopkins commented on the budgeting process such as cost reduction and cost control.
- Multiple directors commented on vehicle charging stations.
- Multiple directors commented on renters and the responsibilities associated with it.
- Director Dotson commented on members becoming a board member and or as advisors to help better the community.
- President Carpenter commented on the member speaking at the wrong meeting.

#### **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.

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

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

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

Director Milliman read the following resolution:

#### **RESOLUTION 90-22-38**

#### **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, that 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 Resolution 90-22-38. Director Skillman seconded the motion.

Discussion ensued among the Directors.

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

**11b. 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 has been satisfied).**

Director Milliman read the following resolution:

**RESOLUTION 90-22-39**

**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 Policy



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.

Director Milliman made a request to make some typing corrections to the Policy.

Director Milliman made a motion to approve Resolution 90-22-39. Director Dotson seconded the motion.

Discussion ensued among the Directors.

- A member commented on a Compliance Disciplinary Matter.

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

**11c. 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 has been satisfied).**

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

**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, that 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 Resolution 90-22-XX. Director Horton seconded the motion.

- A member commented on the inaccuracy of the Staff Report of this item.
- A member commented about reconsidering removing "entertaining" events from the rules.

Discussion ensued among the Directors.

Director Milliman made a motion to send it back to the Committee for clarification and fine tuning. Director Karimi seconded.

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

**11d. 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 has been satisfied).**

Director Milliman read the following resolution:

**RESOLUTION 90-22-40**

**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, that 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 Resolution 90-22-40. Director Horton seconded the motion.

Discussion ensued among the Directors.

- Multiple members commented about the recreation reservation system and the surveys.

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

#### **11e. Update Committee Appointments**

Director Milliman read the following resolution:

#### **RESOLUTION 90-22-41**

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

**Clubhouse Renovation Ad Hoc Committee**

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

**Media and Communications**

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

**Website Ad Hoc Committee**

Joan Milliman, Chair (GRF)  
Debbie Dotson (GRF)  
Elsie Addington, Alternate (GRF)  
Anthony Liberatore (United)  
Pearl Lee (United)  
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)  
~~Maggie Blackwell (United)~~  
~~Jim Cook (Third)~~

**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~~ Eric Nunez, 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

**Compliance Ad Hoc Committee**

Maggie Blackwell (United)  
Pearl Lee (United)  
Mark Laws (Third)  
Annie McCary (Third)  
Bunny Carpenter (GRF)  
Joan Milliman (GRF)  
Juanita Skillman (GRF)  
Reza Karimi (GRF)

**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.

Director Milliman made a motion to approve Resolution 90-22-41. Director Horton seconded the motion.

Discussion ensued among the Directors.

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

**12. New Business**

**12a. 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)**

Director Milliman read the following resolution:

**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.

Robert Carroll, General Services Director presented Vehicle Replacement Policy.

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, the motion was approved unanimously. **(SEPTEMBER Initial Notification - postpone 28-days for Member review and comment to comply with Civil Code §4360).**

**THE BOARD RECESSED at 11:27 A.M. AND RECONVENED AT 11:40 A.M.**

**12b. Entertain a Motion to Approve Golf Fee Pricing (SEPTEMBER initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

**Steve Hormuth, presented Golf Fee Pricing.**

Director Milliman read the following resolution:

## **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
	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

; 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, that 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.

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

Discussion ensued among the board.

- Multiple members commented on their dissatisfaction with the potential raise in golf course fees.

There being no objections, the motion was approved by a 9-1-1 vote. Director Mukhopadhyay voted against. Director Addington abstained. (SEPTEMBER Initial Notification - postpone 28-days for Member review and comment to comply with Civil Code §4360).

#### **12c. 2023 Business Plan**

- **Entertain a Motion to Approve the 2023 GRF Business Plan**
- **Entertain a Motion to Approve the 2023 GRF Reserves Funding Plan**

Director Milliman read the following resolution:

#### **RESOLUTION 90-22-42**

#### **2023 Business Plan Resolution**

**RESOLVED**, September 6, 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.

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.

Director Milliman made a motion to approve the 2023 Business Plan Resolution 90-22-42. Director Skillman seconded the motion.

Discussion ensued among the Directors.

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

Director Milliman read the following resolution:

### **RESOLUTION 90-22-43**

#### **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.

Director Milliman made a motion to approve the 2023 Reserves Funding Plan Resolution 90-22-43. Director Karimi seconded the motion.



Discussion ensued among the Directors.

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

**12d. Entertain a Motion to Approve the 2023 Capital Plan**

Director Milliman read the following resolution:

**RESOLUTION 90-22-44**

**2023 Capital Plan Resolution**

**RESOLVED**, September 6, 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.

Director Milliman made a motion to approve the 2023 Capital Plan Resolution 90-22-44. Director Dotson seconded the motion.

Discussion ensued among the Directors.

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

**12e. Entertain a Motion to Approve Transfer of 2023 Operating Fund Surplus to Contingency Fund (SEPTEMBER initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

Steve Hormuth, Director of Financial Services presented Transfer of 2023 Operating Fund Surplus to Contingency Fund.

Director Milliman read the following resolution:

**RESOLUTION 90-22-XX**

**Transfer of 2023 Operating Fund Surplus to Contingency Fund**

**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 members by way of a transfer to 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.

Director Milliman made a motion to approve the Transfer of 2023 Operating Fund Surplus to Contingency Fund Resolution for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Addington seconded the motion.

Discussion ensued among the board.

- A member commented on this item.

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

**THE BOARD RECESSED FOR 5 MINUTES PRIOR TO DISCUSSION OF ITEM 12B**  
**13. The Board took a 5-minute break – None**

Director Skillman made a motion to accept the written reports for Items 14b to 14l in the Agenda packet. Director Karimi seconded.

There being no objections, the motion was approved unanimously.

Director Hopkins discussed item 14a.

**14. Committee Reports**

- a. 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 Activities 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.
  - (1) 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 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.
- l. Purchasing Ad-Hoc Committee – Director Carpenter. The Committee last met on April 7, 2022; next meeting TBA.



*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. Director's Comments – None**

**17. Recess 1:30 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) 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**

The meeting was adjourned at 4:55 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, September 15, 2022 – 9:30 a.m.  
Willow Room/Virtual Meeting**

**GRF Agenda Prep Meeting**

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

Directors Absent: None

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

Others Present: None

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

President Carpenter called the meeting to order at 9:32 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 Annual Lunch at Clubhouse 2 will be held on November 9, 2022. Dorothy Pacella will be hosting.
- Follow up on a fatality at a recreation facility.
- President Carpenter and Director Horton are working on creating a contract rule for the Equestrian Center. Staff is currently reviewing it and then it will go on to legal.
- Gave clarification on the Golf Course Fees as well as an update.

Discussion ensued among the board.

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


Director Milliman made a motion to approve the October 4, 2022, Open and Closed Agendas. Director Karimi seconded.

Hearing no objection, the October 4, 2022, Open and Closed Agendas were approved unanimously as amended.

**5. Director Comments – None**

**6. Adjournment**

The meeting was adjourned at 10:25 a.m.

DocuSigned by:  
  
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Joan Milliman, Secretary of the Board  
Golden Rain Foundation

**ENDORSEMENT (to Board of Directors)**

**Donation of Drum Sander for Clubhouse 4 Woodshop**

Authorize the Community Activities Committee recommendation to review and recommend Board approval of the donation of a used drum sander for the Clubhouse 4 woodshop in accordance with the Donation Policy.

A motion was made to approve the donation of a used drum sander for the Clubhouse 4 woodshop.

Motion passed unanimously.



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**STAFF REPORT**

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**DATE:** October 4, 2022  
**FOR:** Board of Directors  
**SUBJECT:** Donation of Drum Sander for Clubhouse 4 Woodshop

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**RECOMMENDATION**

Review and recommend Board approval for a resolution of the donation of a used drum sander for the Clubhouse 4 woodshop in accordance with the Donation Policy (Attachment 1).

**BACKGROUND**

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

**DISCUSSION**

The Clubhouse 4 woodshop supervisor would like to donate a used drum sander which has been deemed in good working order for use in the Clubhouse 4 woodshop. (Attachment 2).

**FINANCIAL ANALYSIS**

None.

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

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

**ATTACHMENT(S)**

ATT 1: GRF Donation Policy  
ATT 2: Drum Sander Donation Request  
ATT 3: Resolution 90-22-XX

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## Golden Rain Foundation | Donation Policy

### **I. Purpose**

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

### **II. Donation Defined**

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

### **III. Sponsorships Defined**

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

### **IV. Types of Donations and Sponsorships**

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

### **V. Consistency with GRF Interests**

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

### **VI. Standards for Donations and Sponsorships**

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

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

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

## **VII. Procedure for Making Donations and Sponsorships**

- A. Management:** The applicable department director or services manager will manage the proposed donation(s) and/or sponsorship(s) (Recreation and Special Events, Landscaping Services, General Services, Maintenance and Construction, etc.).
- B. Contact:** Donor or sponsor must contact the applicable department director or services manager to determine whether donation(s) and/or sponsorship(s) will be accepted and the conditions of acceptance. If the donation(s) or sponsorship(s) is(are) accepted, the donor will work with VMS staff to finalize the combined total cost of donation(s) and/or sponsorship(s) and complete the Donation Agreement (Attachment 1).

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

#### **VIII. Criteria for Acceptance**

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

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

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

#### **IX. Guidelines**

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

##### **A. Flowers, shrubs and bushes**

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

##### **B. Trees**

- 1.** Donated trees become the exclusive property and maintenance responsibility of GRF;
- 2.** Site preparation, installation and site restoration will be the responsibility of GRF;



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

#### **C. Signage**

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

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

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

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

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

#### **X. Conditions**

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

#### **XI. Distribution of Donation and Sponsorship**

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

**XII. Donation Record Keeping**

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

**XIII. Declined Donations and Sponsorships**

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



## Recreation Committee Request Form

PLEASE NOTE: THIS FORM IS NOT FOR ROUTINE RECREATION REQUESTS

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

**Print Requestor Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

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

**Request (Please check one):**

☐ Change/Exception to Policy ☒ Donation ☐ Staff Time Request

☐ Equipment Request ☐ Facility Request ☐ Other: \_\_\_\_\_

**Explanation:**

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

I AM DONATING A WOODMASTER W3820 DUAL  
DRUM SANDER. IT IS USED BUT GOOD WORKING  
MACHINE WITH A VALUE OF \$2,500. THE SANDER  
IS FOR USE IN THE WOODSHOP OF CLUB HOUSE 4.

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

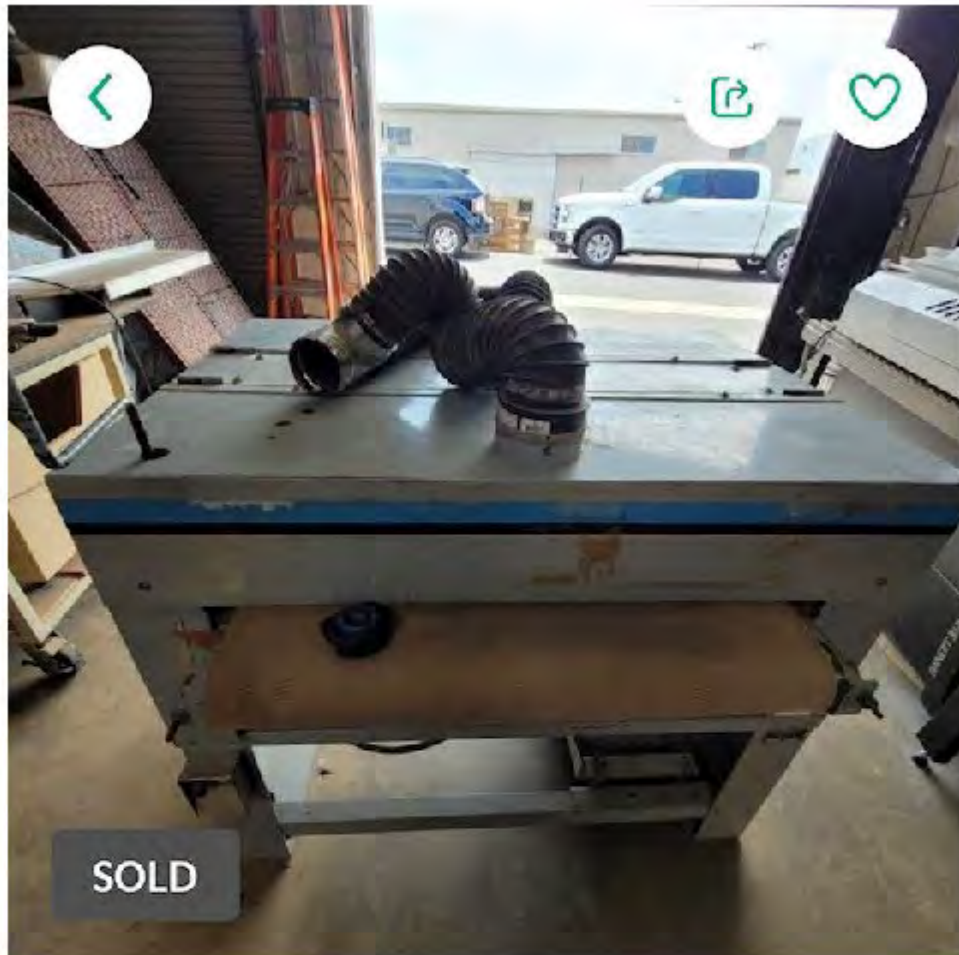
Signature	Manor #	For	Undecided	Against
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

**PLEASE FORWARD COMPLETED REQUEST FORM TO:**

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





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**RESOLUTION 90-22-XX**  
**Donation Agreement between GRF and Clubhouse 4 Woodshop Supervisor**

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

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

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

**WHEREAS**, the Donor has offered to donate a used drum sander 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**, October 4, 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 drum sander 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 drum sander for use in the Clubhouse 4 woodshop  
Location: Clubhouse 4 Woodshop
- Section 3     Amount of Donation
- |                          |               |
|--------------------------|---------------|
| Item cost:               | \$2300.00     |
| Installation cost:       | \$0.00        |
| Maintenance cost:        | <u>\$0.00</u> |
| Total estimated donation | \$2300.00     |
- Section 4     GRF reserves the right to move/remove and/or retire the donation following cessation of the five-year period. The term shall commence upon the date entered into and indicated above.
- Section 5     GRF will not replace the donation or community space improvement if it is stolen, vandalized, worn out, irreparably damaged, destroyed or expires.
- Section 6     Installation and Maintenance: GRF shall be responsible for installation and maintenance of the item, including any reasonable repairs.
- Section 7     Term: The term of this agreement is a minimum of five years or beyond, if applicable; and

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

## **STAFF REPORT**

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**DATE:**       **October 4, 2022**  
**FOR:**        **Board of Directors**  
**SUBJECT:**   **Vehicle Replacement Policy**

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### **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**

<b>Vehicle Type</b>	<b>Vehicle Life Expectancy (Years)*</b>
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.

**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**

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



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## **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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**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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## STAFF REPORT

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**DATE:** October 4, 2022  
**FOR:** Board of Directors  
**SUBJECT:** Golf Fee Pricing

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### **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
<b>27 Hole Course 18 Holes</b>	Members	\$16.00	\$20.00	\$4.00
	Guests, Weekday	\$35.00	\$40.00	\$5.00
	Guests, Weekend	\$55.00	\$60.00	\$5.00
<b>27 Hole Course 9 Holes</b>	Members	\$8.00	\$10.00	\$2.00
	Guests, Weekday	\$18.00	\$20.00	\$2.00
	Guests, Weekend	\$28.00	\$30.00	\$2.00
<b>Par 3 Course 18 Holes</b>	Members	\$10.00	\$10.00	\$0.00
	Guests	\$16.00	\$20.00	\$4.00
<b>Par 3 Course 9 Holes</b>	Members	\$6.00	\$6.00	\$0.00
	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	2022 Budget	2023 Proposed	Change
Golf Maint 27 Hole Green Fees (WC 580)	1,505,000	1,970,000	465,000
Golf Maint 9 Hole Green Fees (WC 581)	<u>97,000</u>	<u>103,000</u>	<u>6,000</u>
Total	1,602,000	2,073,000	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):** ATT 1 – 2022 Schedule of Golf Fees with 2023 Proposed Fees  
ATT 2 – Shared Cost Guidelines GRF Resolution 90-12-132  
ATT 3 – 2023 Proposed Golf Green Fees and Projected Usage  
ATT 4 - Resolution 90-22-XX

**Committee Routing:** GRF Finance Committee August 17, 2022



## SCHEDULE OF GOLF FEES

### Proposed

DESCRIPTION	2022 Fee	2023 Fee
<b>Carts &amp; Clubs</b>		
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
<b>Driving Range</b>		
Driving Range, Large Bucket	\$6.00	\$6.00
Driving Range, Small Bucket	\$4.00	\$4.00
Driving Range, Quarter Bucket	\$2.00	\$2.00
<b>Greens Fee, 27 Hole Course, 18 Holes</b>		
Members	\$16.00	<b>\$20.00</b>
Guests, Weekday	\$35.00	<b>\$40.00</b>
Guests, Weekend	\$55.00	<b>\$60.00</b>
<b>Greens Fee, 27 Hole Course, 9 Holes</b>		
Members	\$8.00	<b>\$10.00</b>
Guests, Weekday	\$18.00	<b>\$20.00</b>
Guests, Weekend	\$28.00	<b>\$30.00</b>
<b>Greens Fee, Par 3 Course, 18 Holes</b>		
Members	\$10.00	\$10.00
Guests	\$16.00	<b>\$20.00</b>
<b>Greens Fee, Par 3 Course, 9 Holes</b>		
Members	\$6.00	\$6.00
Guests	\$8.00	<b>\$10.00</b>

## **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. General Principles and the Shared Cost Concept:

- 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 right 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. Utilization Control

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. Special Facilities:

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. Definition of Fees:

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. Facilities Fee - 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. Administrative Service Fee - A payment imposed on the user of a service provided by administrative personnel of the Managing Agent or a contracted service provider.

III. Entertainment Fee - A fee assessed to individuals for a Recreation coordinated event.

IV. Additional Occupant Fee - 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. Nonresident/Guest Fees - 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 Center 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
<b>119,900</b>	<b>5,600</b>	<b>125,500</b>

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
<b>\$ 1,757,000</b>	<b>\$ 213,000</b>	<b>\$ 1,970,000</b>

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
<b>11,800</b>	<b>2,800</b>	<b>14,600</b>

Projected Revenue		
Member	Guest	TOTAL
\$ 69,000	\$ 25,000	\$ 94,000
\$ 3,000	\$ 6,000	\$ 9,000
<b>\$ 72,000</b>	<b>\$ 31,000</b>	<b>\$ 103,000</b>

**\*\* 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
	<u>\$ 1,602,000</u>

### 2023 Projected Revenue

Work Center 580 Green Fees	\$ 1,970,000
Work Center 581 Green Fees	\$ 103,000
	<u>\$ 2,073,000</u>

### 2023 Revenue Change

Work Center 580 Green Fees	\$ 465,000
Work Center 581 Green Fees	\$ 6,000
	<u>\$ 471,000</u>



**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
	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

; 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

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

## **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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**STAFF REPORT**

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**DATE:** October 4, 2022  
**FOR:** Board of Directors  
**SUBJECT:** Transfer of 2021 Operating Fund Surplus to Contingency Fund

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**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
<b>\$964,180</b>	<b>TOTAL OPERATING FUND SURPLUS</b>

**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

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**Golden Rain Foundation of Laguna Woods**  
**Changes in Fund Balances - Final**  
**12/31/2021**

	Operating Fund	Facilities Fund	Equipment Fund	Trust Facilities Fee Fund	Contingency Fund	Total
<b>Revenues:</b>						
Assessments:						
1 Operating	\$28,518,451					\$28,518,451
2 Additions to restricted funds			2,903,808			2,903,808
3 Total assessments	28,518,451		2,903,808			31,422,259
<b>Non-assessment revenues:</b>						
4 Trust facilities fees				4,971,774		4,971,774
5 Golf green fees	1,656,161					1,656,161
6 Golf operations	318,827					318,827
7 Merchandise sales	522,651					522,651
8 Clubhouse rentals and event fees	113,331					113,331
9 Rentals	140,779					140,779
10 Broadband services	5,038,208					5,038,208
11 Interest income		201,316				201,316
12 Unrealized gain/(loss) on AFS investments		(560,872)		6,724	541	(548,743)
13 Miscellaneous	659,087					659,087
14 Total non-assessment revenue	8,449,044	(359,557)	4,864	4,978,498	541	13,073,391
15 Total revenue	36,967,496	(359,557)	2,908,672	4,978,498	541	44,495,650
<b>Expenses:</b>						
16 Employee compensation and related	22,119,565				186	22,119,751
17 Materials and supplies	1,570,108	439	7,319		116	1,577,983
18 Cost of goods sold	431,568					431,568
19 Community Events	45,229					45,229
20 Utilities and telephone	2,394,384					2,394,384
21 Fuel and oil	489,252					489,252
22 Legal fees	737,723					737,723
23 Professional fees	416,867					416,867
24 Equipment rental	258,816					258,816
25 Outside services	2,829,913	2,028			48,000	2,879,941
26 Repairs and maintenance	886,508		2,160			888,668
27 Other Operating Expense	647,885				3,363	651,248
28 Income taxes	(548,927)					(548,927)
29 Property and sales tax	43,622					43,622
30 Insurance	2,658,323				31,456	2,689,779
31 Cable Programming/Copyright/Franchise	3,966,508	7,739	2,878	2,806	313	3,966,508
32 Investment expense						13,736

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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**

**28-day notification for member review and comments 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 approve the Garden Center operating rules as presented; which included a change adding the limit of 9 feet under section L.6 and changed under section J.5. which should state D.1.

Motion passed unanimously.

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## **STAFF REPORT**

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**DATE:** October 4, 2022  
**FOR:** Board of Directors  
**SUBJECT:** Garden Center Operating Rules

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### **RECOMMENDATION**

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

### **BACKGROUND**

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

### **DISCUSSION**

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

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

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

### **FINANCIAL ANALYSIS**

None.

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

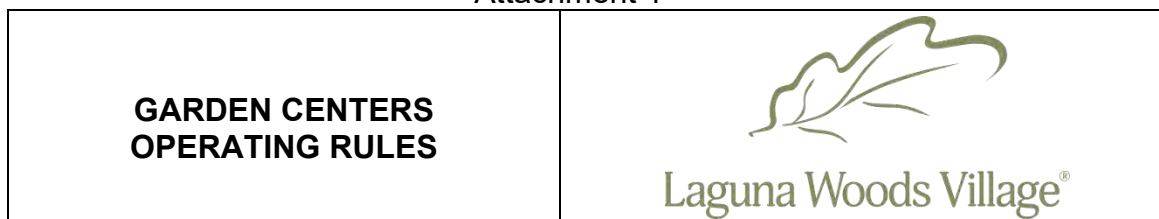
**Reviewed By:** Catherine Laster, Services Manager

### **ATTACHMENT(S)**

ATT 1: Garden Center Operating Rules  
ATT 2: Resolution 90-16-55  
ATT 3: Resolution 90-22-XX



Attachment 1



A. Introduction/Purpose

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

B. General Operating Information

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

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

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

D. Signing Required Release and Waiver of Liability Agreement

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

E. Temporary Working of Your Plot by a Designated Person

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

F. In Case of Emergency

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

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

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

G. Gardener Responsibilities

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

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

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

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

#### I. Annual Fees

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

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

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

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

K. Watering/Irrigation

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

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

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

L. General Gardening Information

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



4. GRF/Recreation reserves the right to prohibit or limit any plantings that are not in the best interest of the Community or the Garden Centers.
5. All plants with invasive roots or plants that are larger than the plot size are prohibited and must be removed or grown in a container.
  - a. For example - banana trees, mint, canna lilies, bird of paradise, sugar cane and ginger
  - b. Trees may not be planted in garden plots including pots/planters.
6. Shading a neighbor's garden plot with any plant or material is prohibited. Tall plants/creeping vines ~~are to must~~ be planted along a south/south east facing fence ~~that is not attached to another plot~~ or planted in the center of the garden plot. These plantings must not exceed 6810 feet in height must not grow taller than the plot fencing, onto the plot roof and/or exceed 9 feet in height.-

M. Garden/Vegetable Plot Specifics

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

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

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

#### N. Shade House Spaces

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

#### O. Fruit Tree Areas

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

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

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

Sample of temporary fencing below Temporary fence sample pictures below:



P. Garden Product Policy

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

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

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

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

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

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

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

~~3.~~ If a gardener is found to be in violation of the Operating Rules, the gardener shall be notified in writing of alleged violations and required to comply within a reasonable time from the date of the notice. Failure to comply within the allowable time may result in a hearing for disciplinary action by GRF~~termination of the Use Permit~~. Violation protocol is as follows:

Notice 1: Verbal outreach to resolve the violation;

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

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

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

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

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

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

Attachment 2

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.



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

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

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

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

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

**WHEREAS**, on September 8, 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**, November 1, 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 - Revised September**

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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## Treasurer's Report for October 4, 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 August 31, 2022, GRF had net revenue of \$2,946K, with total revenue of \$32,079K and total expense of \$29,133K. GRF was better than budget by \$1,430K with total expenses coming in \$1,952 better than anticipated. The favorable results seen in expenses were partially offset by lower revenues of (\$522K). 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 \$1,813K through the reporting period, with expense better than budget by \$1,949K offset by revenue worse than budget by (\$136K).

**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 (\$1,120K), or (5.7%) and (\$621K), or (3.3%) 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 \$18,410K compared to the value at inception of 19,031K. Year to date, the market value has decreased by (\$1,120K), or (5.7%) and (\$621K), or (3.3%) since inception in 2019. In August, the value decreased by (\$345K). Again, our investment advisor recommends no change to our strategic investment.

**Slide 5** – Now, back to the Operating Fund, which has the more significant impact on HOA assessments. This slide shows our most significant operating only variances by category with green bars representing favorable variances and orange bars representing unfavorable items.

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

- Employee Compensation and related variance of \$1,476K, variance was primarily due to vacancies in General Services for bus driver and janitorial positions, and in Security Services due to vacancies for Security Officers for which recruitment is in progress. In addition, vacancies in Recreation and Maintenance & Construction furthered the variance.
- Outside Services of \$256K, variance was due to a late start in evening janitorial services for GRF facilities as some clubhouses were closed or only open with reservations at the beginning of the year due to staffing. Less vehicle repairs and carwashes were utilized at the beginning of the year as less company cars were driven due to staff vacancies. In addition, Lyft usage has been lower than anticipated. To a lesser extent, landscaping programs began in August, although budgeted evenly throughout the year.

- Golf revenue of \$193K due to higher use of golf facilities. Golf gained popularity through the pandemic when indoor activities were limited and demand has remained strong into 2022.
- Merchandise Sales of \$154K, due to increased sales of golf clubs and other items at the Golf Pro shop and higher sales of fuel and oil sales to AgeWell due to increased costs. GRF sells fuel to AgeWell at cost and charges an administrative fee, offset found in merchandise sales.

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

- Broadband Services unfavorable variance of (\$367K) due to 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 (\$231K), 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. Providing a small offset: telephone expenses are lower than budget due to a re-negotiated contract with telephone provider, and trash expenses are lower due to a change in trash provider.

**Slide 6** – This slide shows our sources of revenue other than the assessments, such as fees and rentals. To date, we have received just over \$6,595K 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 11%. These revenues offset costs and help keep assessments down.

**Slide 7** – The chart shows, as usual, our largest Operating expense is compensation, followed by cable and programming expenses. Of the \$25.6M, excluding depreciation, these two categories account for 71% of the total operating expense. Utilities & Fuel, Insurance, Professional and Legal, and Outside Services, etc. make up the remaining 29%. If you consider that cable and programming are offset by broadband revenue, compensation accounts for 67% of the net expense, while insurance, utilities, and outside services account for 33% of the net operating expense.

**Slide 8** – The reserve and restricted funds adjusted balances are shown here.

- Starting with the 1st column on the left, reserve funds have a combined ending balance of: \$34.4M; restricted fund balances have an ending balance of \$2.7M. 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 \$2.7M for reserve and \$83K for restricted, reflecting the amounts paid for projects not yet completed.
- The 3rd column represents the resulting “adjusted” fund balances of \$31.8M for reserve and \$2.6M for restricted.

**Slide 9** – We have a slide here to show resale History from 2020-2022. Community-wide sales total 665 through August 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 10** –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 \$12M, primarily for renovation projects. Restricted funds had total appropriations of \$148K and remaining encumbrances of \$58K, for the moving of bus benches.

**Slide 11** – We compare our “adjusted” fund balances to historical balances for the past five years on this next chart, showing that GRF has averaged \$25 million in reserve funds and \$1.3 million in contingency funds.

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# GRF Financial Report

As of August 31, 2022



INCOME STATEMENT (in thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$22,162	\$22,162	\$0
Non-Assessment Revenue	\$9,917	\$10,439	(\$522)
Total Revenue	\$32,079	\$32,601	(\$522)
Total Expense	\$29,133	\$31,085	\$1,952
Net Revenue/(Expense)	\$2,946	\$1,516	\$1,430

# GRF Financial Report

As of August 31, 2022



OPERATING ONLY INCOME STATEMENT (in thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$19,920	\$19,920	\$0
Non-Assessment Revenue	\$6,594	\$6,730	(\$136)
Total Revenue	\$26,514	\$26,650	(\$136)
Total Expense <sup>1</sup>	\$25,607	\$27,556	\$1,949
Operating Surplus/ (Deficit)	\$907	(\$906)	\$1,813

1) excludes depreciation



# GRF Financial Report

As of August 31, 2022



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%
August 2022	\$18,410	(\$1,120)	(5.7%)	(3.3%)
Summary*		(\$621)		(3.3%)

# GRF Financial Report

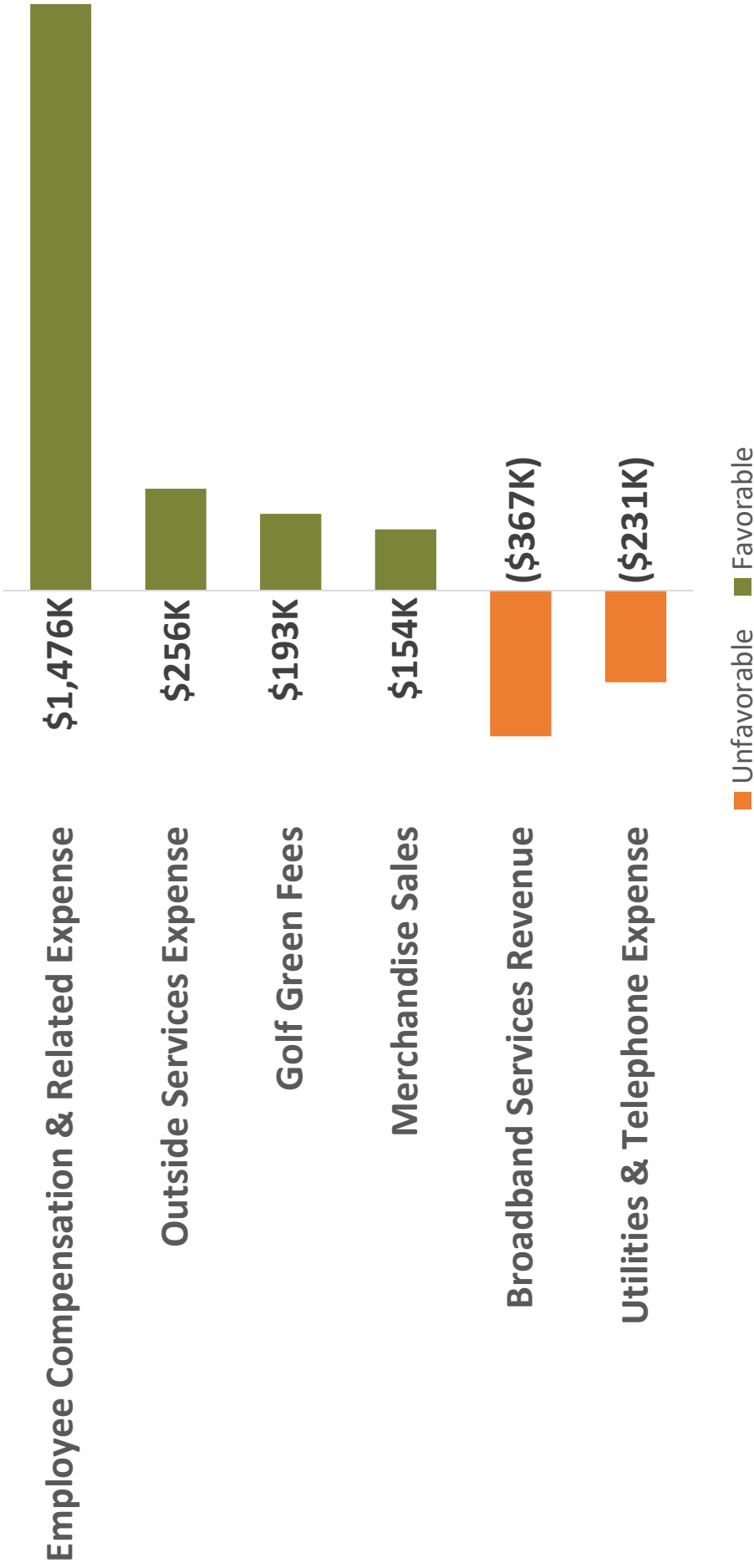
As of August 31, 2022



GRF RESERVE COMPOSITION (in Thousands)		Value
Portfolio		\$18,410
Cash		\$579
Non-Discretionary Investments		\$14,858
Total		\$33,847
Payables		(\$2,087)
Net Reserves Balance		\$31,760

# GRF Financial Report

As of August 31, 2022  
Operating Only

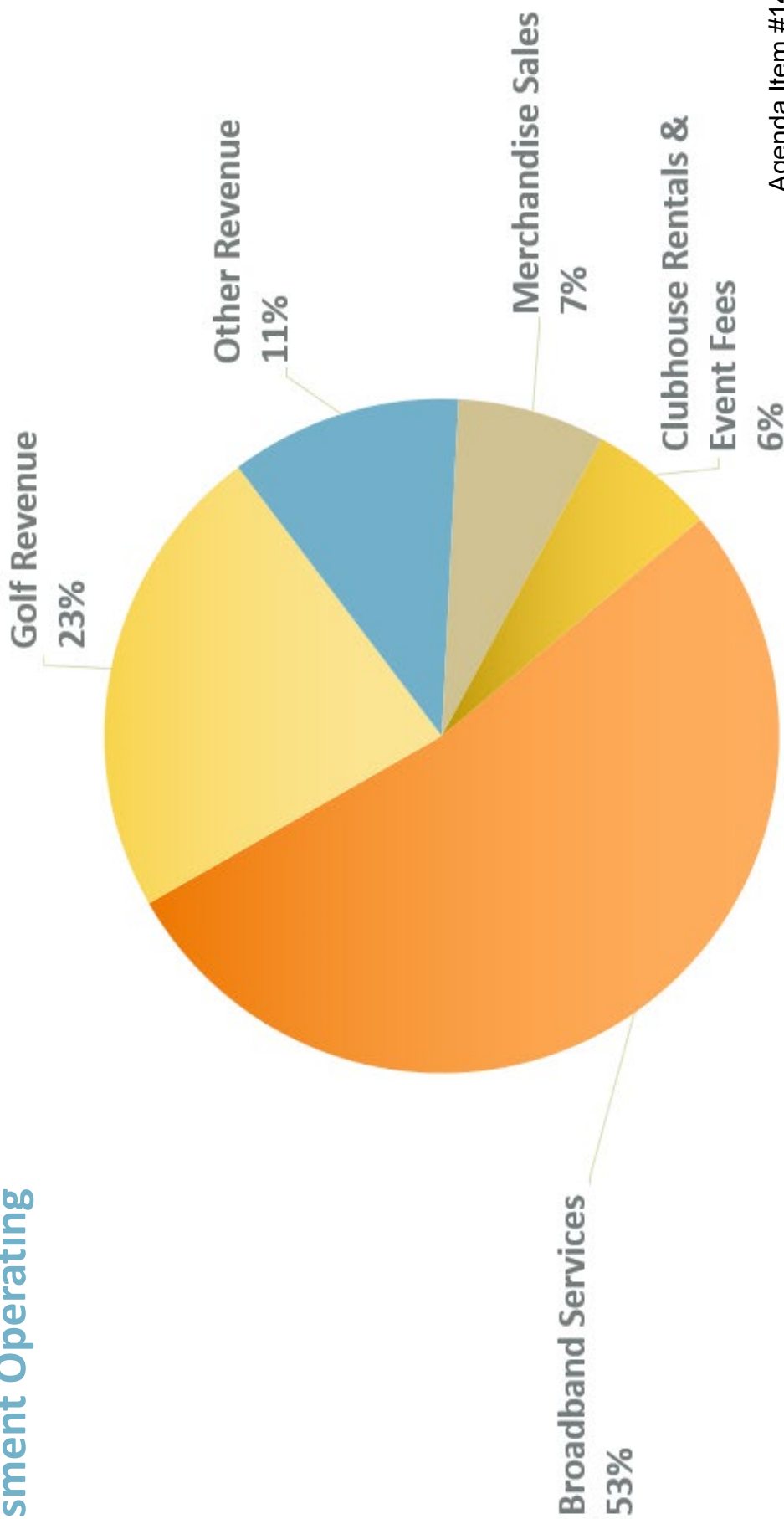


# GRF Financial Report

As of August 31, 2022



## Non-assessment Operating

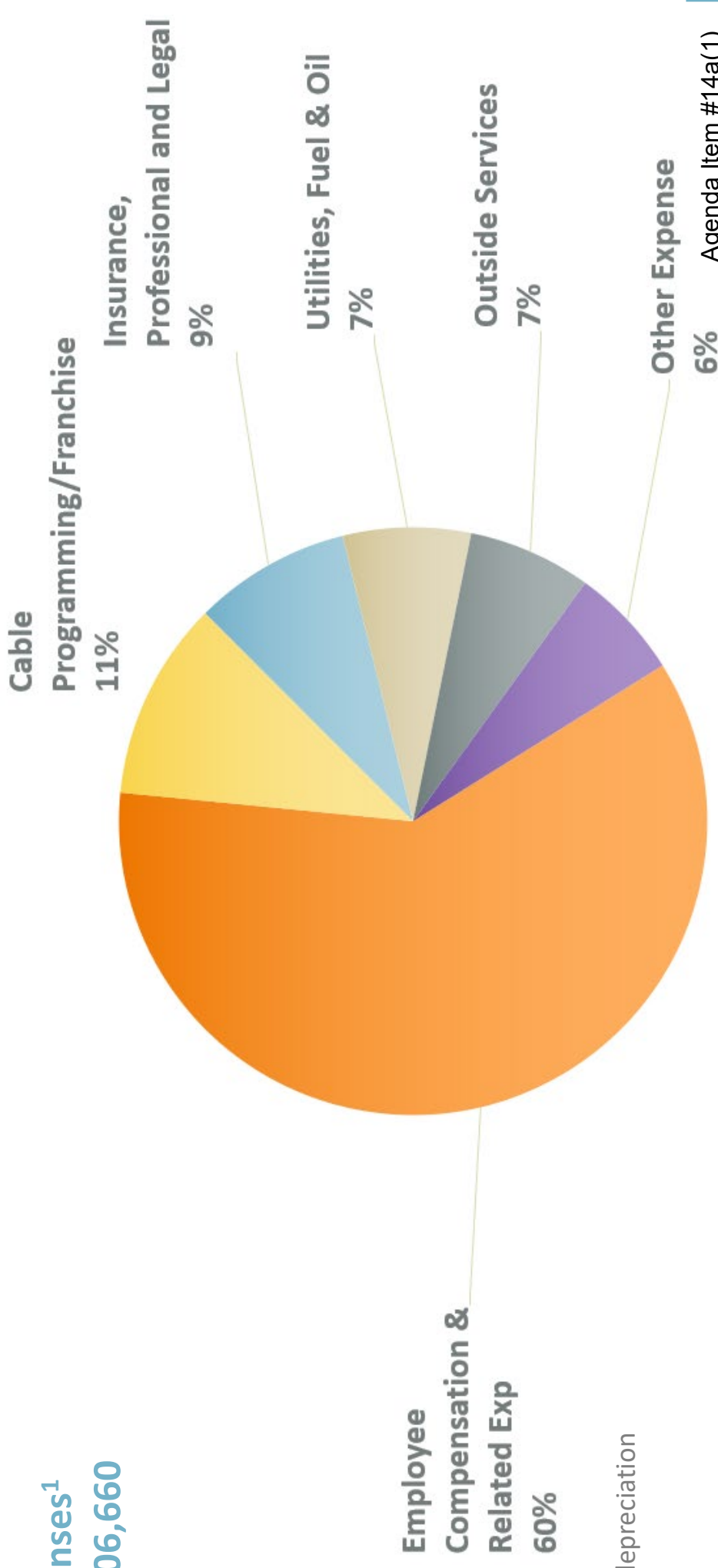


# GRF Financial Report

As of August 31, 2022



**Expenses<sup>1</sup>**  
**\$25,606,660**



1) excludes depreciation

# GRF Financial Report

As of August 31, 2022

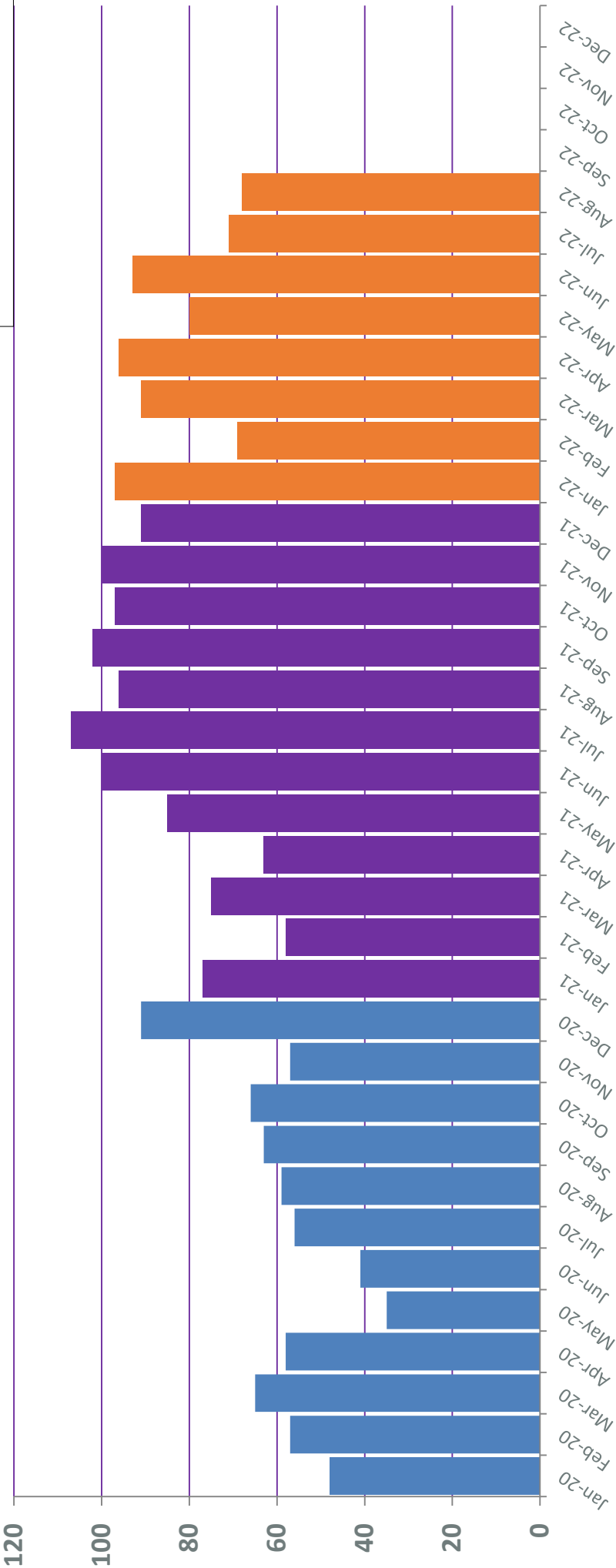


RESERVE FUND BALANCES (in thousands)	ENDING BALANCE	WORK IN PROGRESS	ADJUSTED BALANCES
Equipment Fund	\$5,747	\$1,205	\$4,542
Facilities Fund	20,293	1,468	18,825
Trust Facilities Fee Fund	8,393	0	8,393
TOTAL	\$34,433	\$2,673	\$31,760
RESTRICTED FUND BALANCES (in thousands)	ENDING BALANCE	WORK IN PROGRESS	ADJUSTED BALANCES
Contingency Fund	\$2,700	\$83	\$2,617

# GRF Financial Report

As of August 31, 2022

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2020	419	\$330,527
YTD 2021	661	\$351,738
YTD 2022	665	\$413,511





# GRF Financial Report

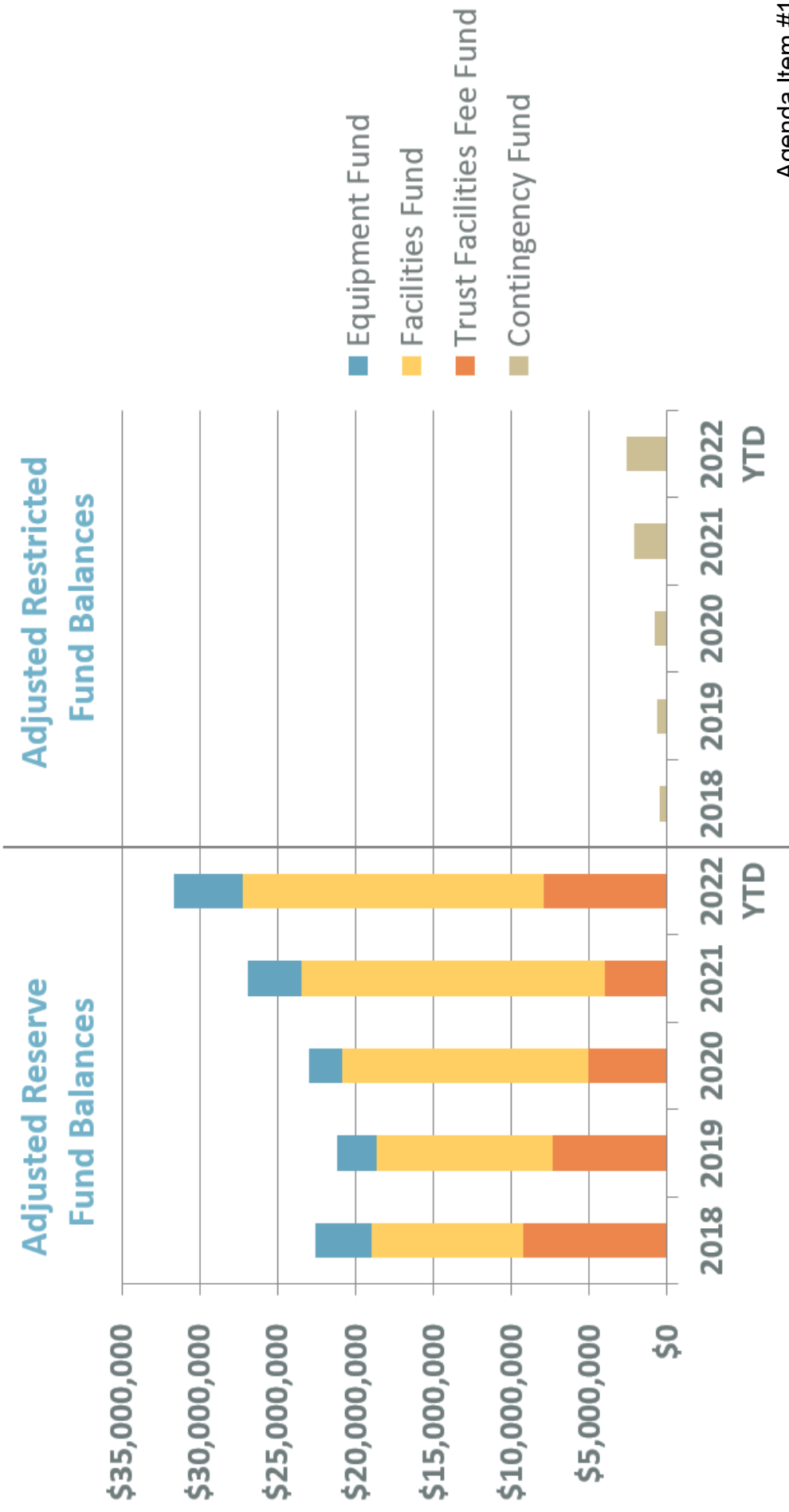
As of August 31, 2022



FUND ENCUMBRANCES (in thousands)					
	RESERVE FUNDS (EQF + FCF)		RESTRICTED FUND (CNF)		
	Total Appropriations	Remaining Encumbrance	Total Appropriations	Remaining Encumbrance	
Aquatics & Fitness	\$67	\$54	\$0	\$0	
Broadband Services	631	455	50	0	
Clubhouses	2,463	1,515	0	0	
Computers	4,760	3,946	0	0	
Community Center	279	143	0	0	
Energy Projects	250	215	0	0	
Golf Facilities	809	750	0	0	
Landscaping	697	546	0	0	
Other Equipment	280	278	0	0	
Other GRF Facilities	1,574	1,180	98	58	
Paving	904	706	0	0	
Security	468	380	0	0	
Vehicles	2,339	1,844	0	0	
TOTAL	\$15,521	\$12,012	\$148	\$58	

# GRF Financial Report

As of August 31, 2022



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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.

  
James Hopkins (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 Schwieter

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

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

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

**2. Acknowledgment of Media**

Chair Dotson acknowledged the media as present.

**3. Approval of the Agenda**

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

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

**4. Approval of the Minutes**

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

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

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

**5. Members Comments – None**



## 6. Chair's Remarks

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

## 7. CEO Report on VMS Strategic Planning Meeting

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

CEO Foster answered questions from the committee.

## 8. Old Business

### a. Ideas for Long-Term Planning

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

## 9. Future Agenda Items

- a. Questionnaires
- b. Surveys

## 10. Next Meeting – TBA

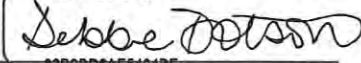
## 11. Committee Member Comments

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

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

## 12. Adjournment

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

DocuSigned by:  
  
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Debbie Dotson, Chair  
GRF Strategic Planning Committee



## **OPEN MEETING**

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

Thursday, September 8, 2022 – 1:30 p.m.  
Board Room/Virtual Meeting

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

**MEMBERS ABSENT:** Ryna Rothberg

**OTHERS PRESENT:** Bunny Carpenter, Juanita Skillman, Joan Milliman, Debbie Dotson

**STAFF PRESENT:** Brian Gruner, Steve Hormuth, Jennifer Murphy, Jackie Chioni

#### **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**

Chair Horton made a motion to approve the agenda with the addition under Reports as Donation of Drum Sander for Clubhouse 4 Woodshop and under Items for Discussion and Consideration as Garden Center Operating Rules, no second.

Motion passed unanimously.

#### **Approval of Committee Report for August 11, 2022**

Director Bhada made a motion to approve the report, Director Casey 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 staff levels are improving with nine new employees and four additional new employees in the onboarding process. More interviews are scheduled next week. These improvements allow the expansion of services such as extended hours at Clubhouse 5 and 7 and table tennis in the Community Center. Additional services will be announced in the eblast this Friday. Mr. Gruner stated the following facility updates: the Garden Center volunteer program is very successful with a total of 16 volunteers; a worm farming class will be held on October 14; the hours at the Performing Arts Center will be expanded soon; the aerification process for the golf course will begin next week; poolside food delivery service at Pool 2 began in August and has been well received with approximately five deliveries per day; the Library had 3952 items in circulation which is an increase from last month and 811 volunteer hours were reported.

Mr. Gruner presented the Premier Aquatics slide show which reports 42 first aid assists, 13 water rescues and 1 major incident. Mr. Gruner thanked Premier Aquatics for their swift response to the needs of our resident swimmers.

Mr. Gruner reported the following past events: Kids Splash Days at Pool 2; Queen Nation at the Performing Arts Center with 715 attendees; Space Oddity, a tribute to David Bowie was moved inside the Performing Arts Center due to the heat with approximately 400 attendees; the Garden Center hosted a composting event in August at Clubhouse 2.

Ms. Murphy stated the following upcoming events: 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 perform at the Performing Arts Center on September 17 at 7 p.m.; the free movie at the Performing Arts Center on September 19 at 2 p.m. will be West Side Story; the Italian buffet monthly dinner will be hosted on September 29 at Clubhouse 5 with tickets on sale at the Clubhouse 5 office for \$25 each; Who's Zeppelin will perform at the Performing Arts Center on Saturday, October 1 at 7 p.m.

Chair Horton stated kudos were given from those who host the Trading Post on Village TV to the Recreation Department for moving the Space Oddity concert into the Performing Arts Center.

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

Members were called to speak regarding the following: Village Musicians Studio Music club on wait list for new clubs and the proposed club project; club exclusion of players; clubs bypassing the wait list; reopening of Clubhouse 7; residents allowed to set up rooms with reservations; trail and riding program reinstatement after COVID; request for Equestrian Ad Hoc Committee minutes.

Mr. Gruner stated rollovers take precedence when scheduling rooms as facilities reopen and no club has bypassed the wait list. Chair Horton stated staff is addressing the proposed club project.

Chair Horton stated the riding lesson program is reinstated and the wait list is extensive as only a few horses are compatible with this program. She stated a records request may be made for the Equestrian Ad Hoc Committee minutes.

### **CONSENT**

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

Motion passed unanimously.

### **REPORTS**

**Golf Greens Committee Update** - Director Blackwell stated the following updates: the driving range will use the batting cage from the Par 3 course during the construction project; weeds on the golf course are being addressed progressively; merchandise replaced in pro shop has improved sales; new scorecards were created with additional Par 5 options resulting in a better evaluation of the course and better golf play; new staff is doing a great job; the perimeter path is being monitored as it should not allow access for golf carts which damage the greens due to misuse; reservation violations are considerably lower with the new measures implemented; new shotgun rule has provided better safety; threesomes are now allowed during club times; a tournament has been approved; new rules for cancellations have been implemented; the flashing light used for street crossing by the maintenance yard has been fixed to allow for better safety; Golf Genius will not work for 9-hole club at this time. Director Blackwell thanked the Greens Committee as they have been working well together to ensure a safer, better golf experience.

Chair Horton thanked Director Blackwell for this update.

**Donation of Drum Sander for Clubhouse 4 Woodshop** - Chair Horton stated the recommendation of the donation of a drum sander for Clubhouse 4 woodshop.

Director McCary made a motion to approve the donation, Director Casey seconded.

Motion passed unanimously.

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

**Garden Center Fees** – Mr. Hormuth, Financial Services Director, presented the staff recommendation to approve the proposed Schedule of Garden Center Rental Fees with an effective date of January 1, 2023.

Discussion ensued.

Member was called to speak regarding the following: fees raised by 25%; generating revenue from missed revenue opportunities.

Director Addington made a motion to accept staff recommendation to approve the proposed Schedule of Garden Center Rental Fees with an effective date of January 1, 2023, Director Blackwell seconded.

Motion passed 4-2-1 (Director Blackwell and Director Casey voted no; Director Rothberg was absent).

**African American Heritage Club Request for Rollover Exception** - Ms. Murphy stated the request for African American Heritage Club's request for an exception to the Permanent/Rollover Reservation Policy for a Juneteenth automatic annual rollover.

Discussion ensued.

Chair Horton asked if any exceptions from the committee to direct the African American Heritage Club to work with Ms. Murphy and clubs with existing reservations at all clubhouses and to direct the African American Heritage Club to present this exception to CAC in 2023 for the 2024 calendar year.

No exceptions were stated from the CAC committee.

**Garden Center Operating Rules** - Mr. Gruner stated the change adding the limit of 9 feet under section L.6.

Director Addington inquired as to a reference change under section J.5. which should state D1. Staff was directed to implement the change.

Member was called to speak regarding the following: tree cut by an unknown individual and allowance of a temporary fence to be kept up indefinitely on a tree plot.

Director Addington made a motion to approve the Garden Center operating rules as presented, Director Casey seconded.

Discussion ensued.

Motion passed unanimously.

### **ITEMS FOR FUTURE AGENDAS**

**Equestrian Center Operating Rules** – Staff was directed to keep this item under Items for Future Agendas.

**Performing Arts Center Rental Fees** – 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 Casey stated good meeting.

Advisor Gidwani thanked staff for being on top of things within the Village.

#### **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, October 13, 2022.

#### **Adjournment**

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

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

Yvonne Horton, Chair

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**OPEN MEETING**

**REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION  
LANDSCAPE COMMITTEE  
WEDNESDAY, SEPTEMBER 14, 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, Diane Casey, Maggie Blackwell

**COMMITTEE MEMBERS ABSENT:** Annie McCary

**OTHERS PRESENT:** Bunny Carpenter, Yvonne Horton, Joanna Kipper (Biologist from Chambers Group, inc.)

**ADVISORS PRESENT:** Lynn Jarrett

**STAFF PRESENT:** Kurt Wiemann, Jayanna Abolmoloki

**1. Call Meeting to Order**

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

**2. Acknowledgment of Media**

No press was present.

**3. Approval of the Agenda**

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

**4. Approval of the Meeting Report for June 6, 2022**

The report was approved without objections.

**5. Committee Chair Remarks**

Chair Skillman addressed the audience by reminding them that the GRF Landscape Committee typically highlights items of particular interest.



## **6. Department Head Update**

### **6a. Irrigation Control Project Update**

Mr. Wiemann stated that GRF owns the irrigation controls for the entire community and informed the audience that the current system is almost 25 years old. Mr. Wiemann updated the committee by stating that he is waiting on the first set of controllers to be delivered. Mr. Wiemann also reminded the committee that the new system is eligible for rebates.

Members made comments and asked questions.

## Reports

### **7. Update on the Creek (Presentation)**

Mr. Wiemann introduced Joanna Kipper, the Biologist working with Landscape Services to preserve Aliso Creek. Ms. Kipper presented a slide show containing images and information regarding the creek.

Members made comments and asked questions.

### **8. Drought Tolerant Plants (Presentation)**

Mr. Wiemann discussed the many drought tolerant plants depicted in the slide show presented. Mr. Wiemann also shared that Landscape Services will be replanting the Gate 1 area as a pilot to display multiple drought tolerant plants. Mr. Wiemann stated that United Mutual will soon have a passive park planted full of drought tolerant plants, and it will be pet-friendly. Mr. Wiemann recommends that residents purchase their drought tolerant plants from nurseries, in lieu of big box stores.

Members made comments and asked questions.

## Items for Discussion and Consideration

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

Several members made comments and asked questions. Topics included:

- The history of Conservators of the Creek
- Request to speak at a Fish, Game, and Wildlife Meeting
- Willow trees near Aliso Creek
- Request to re-plant butterfly-friendly bushes near Aliso Creek
- Informational brochures available at the History Center

### **10. Response to Members Comments**

Kurt Wiemann and Joanna Kipper both responded to member comments.

Concluding Business:

**11. Committee Member Comments**

Advisor Lynn Jarrett stated that she appreciates the presentations shared. She also stated that Bob Merget's previous presentation given should be turned into a YouTube video.

Director Blackwell stated that What's Up in the Village should soon contain information on drought tolerant plants.


Director Casey commented that she is doing good things with the United Tree Ad Hoc Committee.

Director Lewis stated he is happy that this information is getting to the public.

Director Karimi appreciates what Landscape Services is doing in Aliso Creek.

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

**13. Recess for Special Closed Session at 3:18 p.m.**

  
Juanita Skillman (Sep 26, 2022 11:19 PDT)

Juanita Skillman, Chair

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**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.

**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**



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.

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

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

Concluding Business:

#### **14. Committee Member Comments**

None.

**15. Date of Next Meeting:** October 12, 2022

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

Closed Session Agenda

*Approval of the Agenda*

*Chair's Remarks*

*Discuss and Consider Contractual Matters*

*Adjournment*



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.

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

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

Staff was directed to address the issue.

**7. Department Head Update**

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

**Items for Discussion:**

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

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

Mr. West answered questions from the committee.

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

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

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

**Items for Future Agendas:**

- CH1 - Shuffleboard/Archery Building

**Concluding Business:**

**10. Committee Member Comments**

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

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

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



Egon Garthoffner, Chair

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

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**OPEN MEETING**

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

**Monday, September 19, 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, Lucy Parker; Alternates Debbie Dotson, Cris Prince

**Members Absent:** Director Ryna Rothberg

**Others Present:** Jim Hopkins, Richard Rader

**Staff Present:** Eileen Paulin, Ellyce Rothrock, Paul Ortiz, Susan Logan-McCracken

- 1. Call to Order**  
The meeting was called to order at 1:30 p.m. and a quorum was established by Chair Milliman.
- 2. Acknowledgement of Media**  
None present.
- 3. Approval of Agenda**  
Approved by unanimous consent.
- 4. Approval of Report for July 18, 2022**  
Approved by unanimous consent.
- 5. Chair's Remarks**  
Chair Milliman welcomed everyone in attendance.
- 6. Member Comments**  
Ms. Bonnie Tauber asked via email about the availability of the CW, MTV and VH1 channels.

Mr. Ortiz answered that the programming committee several years ago chose

not to finance VH1 and MTV channels in its contract with Viacom. The CW channel is part of KTLA and, due to fee increases, the committee decided not to continue its contract. KTLA is available for free via internet at KTLA.com and as an over-the-air channel that can be accessed with a digital antenna. Because KTLA is not a member of NCTC, the committee would need to negotiate with the network directly if the committee chooses to finance the channel. A discussion ensued.

Ms. Mary Wall suggested selling the Village television station to avoid paying franchise tax fees and so members could choose their own programming.

Director Cook answered that everyone can get their own programming, but it probably wouldn't be as cost-effective.

#### **Items for Discussion**

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

Ms. Paulin highlighted from the Media and Communications Activities Report:

- Docent tours are going great.
- Flyers and email blasts went out for various departments
- Website traffic remains strong.
- The meetings at the Village gates are vital.

Director Skillman asked about Saturday docent tours. Ms. Rothrock stated new docents need to get up to speed before leading Saturday tours, which have a different dynamic.

**8. Broadband Ad Hoc Committee Report – Eileen Paulin**

Ms. Paulin discussed the upcoming meeting on Thursday, September 22, which will include a tour of the headend facility, followed by an industry orientation in the Sycamore Room.

**9. VMS Communications Focus Groups – Eileen Paulin**

Ms. Paulin reported on four focus groups that took place Thursday, Sept. 15 and Friday, Sept. 16 with Village residents on how they get their information and what platforms they use. Two more focus groups are scheduled for Monday, Oct. 3. She recommended that the focus group facilitator present the report at the all-boards training Nov. 18.

**10. Website Ad Hoc Committee Report – Ellyce Rothrock**

Ms. Rothrock discussed nine vendor candidates and next step of sending RFP to the top choice and two runners up. The committee is reviewing the wireframing before the next meeting on Oct. 17 in the Sycamore Room.

Director Skillman asked if the current website would go down before the new website goes live. Ms. Paulin stated the new website would live on a development site before it is ready to go live. The current website will not go

down until the new one is ready.

#### **11. Broadband Services Report – Paul Ortiz**

Mr. Ortiz presented:

- 2022 Cable TV Network Operation second quarter report
- 2022 Broadband Services Operation second quarter report
- Expiring programming contracts report
- Programming contracts forecast report
- Broadband subscriber count report
- Village Television subscribers for July and August
- Internet subscriber second quarter report

He announced the recent rebranding of NCTC from the National Cable TV Cooperative to the National Content and Technology Cooperative.

He shared information about the NextGen TV service that is available to viewers in most markets for free with an HD antenna and NextGen television.

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

Status of expanding docent tours to Saturdays

#### **Concluding Business**

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

Advisor Parker suggested a “What’s Up in the Village” TV6 program based on the weekly Friday e-newsletter. A discussion ensued.

Director Skillman suggested having committee meeting reports featured on Village Television.

Advisor Jarrett stated today's meeting was excellent.

Director Blackwell discussed the search for United Mutual investor advisors.

Director Dotson stated she and Mr. Ortiz will talk about the rapid changes in technology on an upcoming “Let’s Talk Tech” Village Television show.

Director Ardani stated the meeting was great as usual.

Advisor Nash suggested a calendar feature in addition to committee meetings and more news for Village Television.

Chair Milliman discussed the upcoming Village board elections. Joan: candidates for election are not in the Globe, Eileen: editor of the Globe is responsible; Juanita: Catherine said we offered, but Globe said they didn't want it.

Ms. Paulin discussed the upcoming Broadband Ad Hoc Committee meetings.  
Mr. Ortiz discussed “Meet the Candidates” on TV6 and presented a new handout of



residents' frequently asked questions regarding their cable television programming.

**Date of Next Meeting – Monday, October 17, 2022, at 1:30 p.m.**

**Adjournment**

Chair Milliman adjourned the meeting at 2:50 p.m.

A handwritten signature in cursive script, reading "Joan Milliman".

Joan Milliman, Chair

Media and Communications Committee



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

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.

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 (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 (Aug 30, 2023 14:57 PDT)

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Don Tibbetts, Chair