



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, November 1, 2022, 9:30 a.m.
24351 El Toro Road, Laguna Woods, California
Board Room/Virtual Meeting

NOTICE OF THE AGENDA

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

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

2. Pledge of Allegiance – Director Addington

3. Acknowledgment of Media

4. Approval of Agenda

5. Approval of Minutes

- a. October 4, 2022 – GRF Board Regular Open Meeting
- b. October 7, 2022 - GRF Special Open Meeting
- c. October 20, 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 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 September 2022 by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes.
- b. Defund Obsolete GRF Projects

11. Unfinished Business

- a. 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 has been satisfied**)
- b. Update Committee Appointments
- c. Building E Update (Oral Discussion) - President Carpenter

12. New Business

- a. Entertain a Motion to Approve Religious Church Club Request for Exception to Clubhouse Holiday Hours (**November initial notification – 28-day notification for member review and comments to comply with Civil Code §4360**)
- b. Entertain a Motion to Approve Equestrian Center Operating Rules (**November initial notification – 28-day notification for member review and comments to comply with Civil Code §4360**)
- c. Entertain a Motion to Approve Equestrian Center Horse Boarding Agreement (**November initial notification – 28-day notification for member review and comments to comply with Civil Code §4360**)
- d. Entertain a Motion to Approve Workers Comp Collateral Requirement (**November initial notification – 28-day notification for member review and comments to comply with Civil Code §4360**)
- e. Entertain a Motion to Approve Garden Center Fees (**November initial notification – 28-day notification for member review and comments to comply with Civil Code §4360**)

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

14. Committee Reports

- a. Report of the Finance Committee/Financial Reports – Director Hopkins. The committee met on October 19, 2022; next meeting December 21, 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 December 5, 2022, at 9:30 a.m. in the Board Room and as virtual meeting.
- c.** Report of the Community Activity Committee – Director Horton. The committee met on October 13, 2022; next meeting November 10, 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 October 12, 2022; next meeting December 14, 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 October 17, 2022; next meeting November 21, 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 TBA
 - (2) Broadband Ad Hoc – Director Milliman. The committee met on September 29, 2022; next meeting October 25, 2022, at 10:00 a.m. in the Sycamore Room and as a virtual meeting.
- g.** Report of the Mobility & Vehicles Committee – Director Tibbetts. The Committee met on October 5, 2022; next meeting December 7, 2022, at 1:30 p.m. in the Board Room.
- h.** Report of the Security & Community Access Committee – Director Tibbetts. The Committee met on October 31, 2022; next meeting December 26, 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 October 19, 2022; next hearings on November 16, 2022, at 9:00 a.m. as a virtual meeting.
 - (2) Compliance Ad Hoc Committee – President Carpenter. The committee met on October 19, 2022; next meeting TBA.
- 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 October 28, 2022; next meeting November 25, 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 Resolutions on 28-day public review or items for a future Board Meeting. No action will be taken by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.*

- Saddleback Church Club Request for Exception to Clubhouse Holiday Hours
- Equestrian Center Operating Rules
- Equestrian Center Horse Boarding Agreement
- Entertain a Motion to Approve Workers Comp Collateral Requirement
- Garden Center Fees
- EV Charging Rates
- Building E

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 29, 2022 – Special Closed Session

(b) October 4, 2022 – Regular Closed Session

Discuss and Consider Personnel Matters

Discuss and Consider Contractual Matters

Discuss Legal/Legislation Matters

Discuss Member Disciplinary Matters

18. Adjournment



OPEN SESSION

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

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

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

Directors Absent: Elsie Addington (Excused)

Staff Present: CEO - Siobhan Foster, Makayla Schwietert, Paul Nguyen, Carlos Rojas, Robert Carroll, Manuel Gomez, Alison Giglio, Eric Nunez, Steve Hormuth

Other Directors Present: United: Pearl Lee, Cash Achrekar, Diane Casey
Third: XX
VMS: Judith Troutman

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

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

2. Pledge of Allegiance

Director 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

President Carpenter requested an approval of the agenda.

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

5. Approval of Minutes

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

There being no objections, the minutes of September 6, 2022 – GRF Board Regular Open Meeting were approved by unanimous consent.

There being no objections, the minutes of September 15, 2022 – GRF Board Agenda Prep Meeting were approved by unanimous consent.

6. Report of the Chair

- President Carpenter commented on next Corporate Members meeting to be held on October 31, 2022, to discuss Building E.

7. CEO Report

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

- Expanded Hours – CH1 Fitness Center
 - I. Mon, Weds, Fri – 7 a.m. to 7 p.m.
 - II. Tues & Thurs – 7 a.m. to 5 p.m.
 - III. Sat & Sun – 8 a.m. to 2 p.m.
- Expanded Hours – CC Fitness Center
 - I. Mon, Weds, Fri – 7 a.m. to 7 p.m.
 - II. Tues & Thurs – 7 a.m. to 8 p.m.
 - III. Sat & Sun – 8 a.m. to 2 p.m.
- EL Toro Tunnel Cart Path will be closed from 7 a.m. to 3 p.m., Tuesday, October 11, 2022
- Notice of Rule Change Civil Code 4360
 - Board shall provide general notice of proposed rule change at least 28 days before making the rule change
 - Notice shall include:
 - Text of proposed rule change
 - Description of purpose and effect of proposed rule change
 - Notice not required if board determines immediate rule change necessary to address imminent threat to:
 - Public health or safety, or
 - Imminent risk of substantial economic loss to association

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.

- Chris Collins of The Foundation of Laguna Woods Village gave an update and spoke about National Good Neighbor Day
- A member commented on the importance of having lifeguards at all pool facilities.
- A member commented on GRF Surplus Refunds
- A member commented on Charge Ready 2 Program
- Multiple members commented on installation of EV Chargers at GRF facilities

9. Responses to Open Forum Speakers

The following are responses to the open forum speakers:

- Director Hopkins commented on GRF Surplus
- Multiple Directors commented on EV Chargers
- President Carpenter commented on the importance of lifeguards

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

10b. Entertain a Motion to Approve Donation of a Drum Sander for Clubhouse 4 Woodshop

Director Milliman read the following resolution:

RESOLUTION 90-22-45

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 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: \$0.00
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.

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

11. Unfinished Business

11a. 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)

Director Milliman read the following resolution:

RESOLUTION 90-22-46

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 vehicle 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.

Director Milliman made a motion to approve the Resolution 90-22-46. Director Dotson seconded the motion.

Discussion ensued among the board.

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

11b. 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)

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 90-22-XX. Director Hopkins seconded the motion.

Director Hopkins made a motion to send Golf Fee Pricing back to the Community Activities Committee for further deliberation. Director Karimi seconded.

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

11c. 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)

Steve Hormuth, Director of Financial Services presented the Transfer of 2021 Operating Fund Surplus to Contingency Fund.

Director Milliman read the following resolution:

RESOLUTION 90-22-47

Transfer of 2021 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 Resolution 90-22-47. Director Dotson seconded the motion.

Discussion ensued among the board.

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

11d. Entertain a Motion to Approve Garden Center Operating Rules (AUGUST Initial Notification – Revised SEPTEMBER – 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 policies and operating rules for usage of GRF facilities; and

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

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

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

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

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

NOW THEREFORE BE IT RESOLVED, November 1, 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 the Resolution for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Horton seconded the motion.

Alison Giglio, Interim Recreation Director, discussed the minor error in the report and stated Section 5, G.2 should be D.1.

Discussion ensued among the board.

- Multiple members commented on Garden Center Operating Rules.

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

12. New Business – None

13. The Board took a 5-minute break – None

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 Activities 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 Gartholmer. 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 Resolutions on 28-day public review or items for a future Board Meetings. No action will be taken by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.*

- Garden Center Operating Rules

16. Director's Comments –

- * Director Skillman congratulated President Carpenter on the fast meeting
- * Director Dotson commented that the Board takes their fiduciary responsibility seriously
- * Directors commented that this was a good meeting

17. Recess 11:14 a.m. - *At this time, the Meeting recessed for lunch and reconvened to Executive Session to discuss the following matters per California Civil Code §4935: Member Disciplinary Matters; Personnel Matters; Contractual Matters; and Litigation Matters.*

Closed Session Agenda

VMS Board Update

Approve 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

The meeting was adjourned at 2:45 p.m.


Joan Milliman, Secretary of the Board
Golden Rain Foundation

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**SPECIAL MEETING OF THE GOLDEN RAIN FOUNDATION
BOARD OF DIRECTORS****MEET THE CANDIDATES
FRIDAY, OCTOBER 7, 2022 at 10 AM
BOARD ROOM/VIRTUAL MEETING**

United Board Members Present: Anthony Liberatore, Maggie Blackwell, Diane Casey, Cash Achrekar, Andre Torng, Azar Azgari

Third Board Members Present: Cris Prince, Jim Cook, Ralph Engdahl, Nathaniel Ira Lewis

Mutual No. Fifty Members Present: Sue Stephens

GRF Board Members Present: Reza Karimi, Gan Mukhopadhyay, Egon Garthoffner, Don Tibbetts, Joan Milliman, Debbie Dotson, Juanita Skillman

Candidates Present: Yvonne Horton, Lenny Ross, Jim Hopkins, Catherine Brians, Bunny Carpenter

Staff Present: Siobhan Foster-CEO, Paul Nguyen, Makayla Schwieter, Catherine Laster, Eileen Paulin

Others Present: None

1. **Welcome and Acknowledgment of Press, Village TV, Board Members and Honored Guests – Director Milliman**
Director Milliman called the meeting to order at 10:00 a.m. and established that a quorum was present.
2. **Approval of the Agenda**
Hearing no objections, the agenda was approved by unanimous consent.
3. **Introduce the Moderator – Juanita Skillman**
Director Milliman introduced Ms. Juanita Skillman as the moderator for the GRF Meet the Candidates meeting and handed the meeting over to her.

Moderator Skillman advised that GRF Candidate Mr. Andrew Ginocchio is out of the country and will not be attending the meeting.
4. **Third/GRF Delegate Announcement (Appointed at a Third Board Special Meeting on September 30, 2022) – Director Milliman**

Director Milliman congratulated Egon Garthoffner for his appointment to the GRF Board by the Third Mutual Board.

5. Candidate Introduction – Moderator Skillman

Candidates running to fill three seats on the GRF Board of Directors with three three-year terms ending at the annual election in 2025:

- Catherine Brians
- Bunny Carpenter
- Andrew Ginocchio
- James Hopkins
- Yvonne Horton
- Lenny Ross

Ms. Skillman introduced the candidates that were running for the GRF Board.

6 Opening Statements

Each candidate was given three minutes for an opening statement. Candidate sequence was determined by a previous drawing.

7. Prepared Questions

Each candidate was given two minutes to respond to pre-submitted questions.

8. Candidate Closing Statements

Each candidate was given two minutes to make a closing statement.

9. Concluding Remarks and Announcements – Moderator Skillman

Ms. Skillman thanked all of the candidates for attending the meeting and for submitting their candidacy for the GRF Board.

Ms. Skillman then turned the meeting over to Director Milliman.

10. Closing Remarks and Adjournment – Director Milliman

Director Milliman thanked Moderator Skillman for facilitating the meeting and thanked the candidates and honored guests for their interest and attendance. She reminded the audience that this Meet-the-Candidates meeting would be rebroadcast on Village Television on October 27 at 1:30 p.m., and individual candidate statements would air every Wednesday at 3:30 p.m. from October 12 – November 2.

The meeting was adjourned at 11:56 a.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, October 20, 2022 – 9:30 a.m.
Willow Room/Virtual Meeting**

GRF Agenda Prep Meeting

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

Directors Absent: Don Tibbetts

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

Others Present: None

1. Call Meeting to Order and Establish Quorum

President Carpenter called the meeting to order at 9:36 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:

- Compliance Ad Hoc Committee met yesterday. Looking for solutions to fix/help the department. There are over 800 cases.
- Director Horton discussed Chargetnet EV Charging Stations
- Director Skillman discussed The Letter to the Editor pertaining to the topic of coyotes.

Discussion ensued among the board.

Director Jim Hopkins left the meeting at 10:30 a.m.

Minutes of the GRF Agenda Prep Meeting
October 20, 2022
Page 2 of 2

4. Discuss and Consider Items to be placed on the Tuesday, November 1, 2022, Board Meeting Open & Closed Agendas

Director Milliman made a motion to approve the November 1, 2022, Open and Closed Agendas. Director Karimi seconded.

Hearing no objection, the November 1, 2022, Open and Closed Agendas were approved unanimously as amended.

5. Director Comments – None

6. Adjournment

The meeting was adjourned at 10:44 a.m.

DocuSigned by:

Joan Milliman

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Joan Milliman, Secretary of the Board
Golden Rain Foundation

ENDORSEMENT (to board)

Proposed Defunding at Year End – Reserve Report

Jose Campos, Assistant Director of Financial Services, presented a staff report recommending to defund capital projects as follows: three items from the Equipment fund, one from Facilities Fund and reducing one from the Equipment Fund by December 31, 2022. The capital items will be closed out at year end and be replaced with 2023 capital items.

A motion was made and moved by Director Elsie Addington to accept staff's recommendation to be presented at the next board meeting. Director Sue Stephens seconded. Discussion ensued. Hearing no objections, the motion passed unanimously.

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STAFF REPORT

DATE: November 1, 2022
FOR: Board of Directors
SUBJECT: Proposed Defunding at Year End – Reserves Report

RECOMMENDATION

Staff recommends defunding three items from the Equipment Fund, one from Facilities Fund, and reducing one from Equipment Fund on December 31, 2022 outlined below.

BACKGROUND

Staff in all departments went through the Reserve Expenditures Report and identified items that can be closed out at the end of the year or reduced. The reasoning is explained under Discussion.

DISCUSSION

Equipment Fund

ITEM - Equipment Fund	BUDGET	EXPENDITURES		Recommended Reduction	Net Remaining Encumbrance
	TOTAL Appropriations	I-T-D*	REMAINING Encumbrance		
JP200210000 - Transfer Switches for CH 4 & CH 6	100,000	0	100,000	100,000	0
JP220130000 - CH 1 Treadmills (3)	30,500	0	30,500	30,500	0
JP220140000 - CH 1 Elliptical Trainer	5,000	0	5,000	5,000	0
JP220410000 - Security Vehicle (4)	140,000	0	140,000	60,000	80,000

Transfer Switches for CH 4 & CH 6: The 2020 Capital Plan included funding for the installation of Transfer Switches located at Clubhouses 4 and 6, in anticipation of emergency generators at those clubhouses. Service Generators have not been requested for these clubhouses, therefore staff recommends defunding of this item as transfer switches should be ordered together to ensure compatibility.

Clubhouse 1 Treadmills (3) and Clubhouse 1 Elliptical Trainer: The 2022 Capital Plan included funding for the replacement of three treadmills and one elliptical trainer that have exceeded their useful life. Beginning in 2023, fitness equipment will be leased and for this reason, staff recommends defunding of these items.

Security Vehicle (4): The 2022 Capital Plan included funding for the replacement of four security vehicles. Two of the four vehicles are in good condition and not yet in need of replacement. Therefore, staff recommends an encumbrance reduction of \$60,000, leaving a remaining encumbrance of \$80,000 for the two vehicles that will be replaced.

Facilities Fund

ITEM	BUDGET	EXPENDITURES		Recommended Reduction	Net Remaining Encumbrance
	TOTAL Appropriations	I-T-D*	REMAINING Encumbrance		
JP220240000 - Building E Assessment and Design Development	200,000	0	200,000	200,000	0

Building E Assessment and Design Development: The 2022 Capital Plan included funding for the assessment and design development of Building E due to the building experiencing structural movement as it was built on a concrete slab. In the 2023 Capital Plan, \$750,000 for Building E Design Development and Construction was approved inclusive of the \$200,000 mentioned above, therefore staff recommends defunding the 2022 capital expenditure in full.

As part of our standard process, the 2022 annual capital items will be closed out at year end and replaced with 2023 capital items.

FINANCIAL ANALYSIS

Recommended reduction of Equipment Fund totals \$195,500 and Facilities fund totals \$200,000.

Prepared By: Ada Montesinos, Senior Financial Analyst Steve

Reviewed By: Hormuth, Director of Financial Services

Attachment(s): ATT 1 - Resolution 90-22-XX



RESOLUTION 90-22-xx

Proposed Defunding at Year-End

WHEREAS, Resolution 90-22-43, adopted and approved the Capital Reserve Expenditures Plan of this Corporation for the year 2023; and

WHEREAS, Department heads reviewed the Reserve Expenditures Report and identified items eligible to be closed or funding reduced; and

WHEREAS, (1) three from the Equipment Fund, (2) One from Facilities Fund (3) and reducing the amount for one from the Equipment Fund by year end on December 31, 2022 as follows:

Item Number Fund	Description	Reduction
JP200210000 EQF	Transfer Switches	\$100,000
JP220130000 EQF	CH1 Treadmills	\$30,500
JP220140000 EQF	CH1 Elliptical Trainer	\$5,000
JP220410000 EQF	Security Vehicle (4)	\$60,000
JP220240000 FF	Building E	\$200,000

WHEREAS, The 2022 annual capital items will be closed at year end and replaced with 2023 capital items;

NOW THEREFORE BE IT RESOLVED, November 1, 2022 that the Board of Directors of this Corporation hereby approves this resolution in accordance with the described reasoning;

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 as written.

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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

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

RECOMMENDATION

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

BACKGROUND

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

DISCUSSION

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

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

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

FINANCIAL ANALYSIS

None.

Prepared By: 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

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A. Introduction/Purpose

1. The Garden Centers are recreational facilities managed by the Laguna Woods Village Recreation Department and its staff. The Garden Centers are a functioning farm that provides a relaxing enjoyable environment for the residents to tend, grow and harvest their own fruits, vegetables and [flowersornamental 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 ~~and must be paid Upon receipt of the Garden Center invoice.~~

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 ~~flowers~~[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 ~~either the~~ perimeter fence ~~ing _of —the plot or~~ 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 D.1. of these Operating Rules. If during the lease agreement a resident moves or becomes deceased, the resident sharing the plot ~~will may~~ have an opportunity to become the Use Permit Holder if they have been an approved partner for one or more years.
 - 5-a. ~~If the plot is offered to a partner, it will it will be be offered~~ in the order in which the names of the partners appear on the current Use Permit.
6. When a garden plot becomes vacant, all permanent structural improvements made to the plot become the property of GRF. Other gardeners are not allowed to remove items from the plot.

K. Watering/Irrigation

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

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

L. General Gardening Information

1. Garden plots **must** be planted and maintained year-round.
2. ~~Summer gardens must be planted by May 31 and must be cleaned up by November 15.~~
3. Plot holders who do not actively garden during short periods (less than one month) must plant a cover crop or cover the plot with plastic to

maintain the plot free of weeds. The registered partner may maintain the plot in the plot holder's absence.

4. GRF/Recreation reserves the right to prohibit or limit any plantings that are not in the best interest of the Community or the Garden Centers.
5. All plants with invasive roots or plants that are larger than the plot size are prohibited and must be removed or grown in a container.
 - a. For example - banana trees, mint, canna lilies, bird of paradise, sugar cane and ginger
 - b. Trees may not be planted in garden plots including pots/planters.
6. Shading a neighbor's garden plot with any plant or material is prohibited. Tall plants/creeping vines ~~are to~~ must be planted along a south/south east facing fence ~~that is not attached to another plot~~ or planted in the center of the garden plot. These plantings must not exceed 6810 feet in height must not grow taller than the plot fencing, or onto a neighbor's 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, ~~flowers~~ 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 ~~with staff approval. Temporary fencing~~ and is only permitted for ~~30~~ days during harvest time to protect the produce from falling or being taken before ripeness. Failure to remove the fence at staff's request shall result in ~~the~~ removal of the fence at the expense of the Use Permit Holder at the ~~current~~ chargeable service rate
 - a. If the tree plot produces fruit year round, permanent fence approval will need to be obtained from the Garden Center Administrative office.
 - b. Temporary fencing guidelines are as follows:
 - i. 14 gauge Green flexible plastic mesh wire fence -or flexible plastic mesh with 3/4" to 1" ~~holes and six feet in height~~
 - ii. Up to 2 1/2" Metal stakes T or U Posts -not to exceed 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
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"> - bacillus thuringiensis(Bt) - soap spray - Horticulture pepper/onion spray - sulfur - wood ashes - sour milk solution - lace wings - dormant oils - micro-cop or equivalent - diatomaceous earth (DE) - baking soda - borax, boric acid - sluggo - lady bugs - tangle foot - marigolds - beneficial nematodes - netting - Pyrethrum* <p>* Pyrethrin: It is a naturally occurring insect-killing chemical taken from chrysanthemum flowers. In the flowers, these bug-killers exist as a mixture of six separate chemicals that together are called pyrethrum or pyrethrins. Pyrethrins (without piperonyl butoxide or other enhancers) are permitted for use on organically grown crops.</p>	<ul style="list-style-type: none"> - Roundup is forbidden - rotenone - pyrethrate, pyrethroids - nicotine sulfate - malathion - diazinon - sevin - organophosphates - Finale - Dursban - organ chlorides - chlorpyrifos
FERTILIZERS	Recommended	Not Recommended
	<ul style="list-style-type: none"> - cotton Seed - kelp - compost - manure 	<ul style="list-style-type: none"> - ammonium sulfate - ammonium nitrate - muriate of potash - superphosphates

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

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

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

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

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

Notice 1: Verbal outreach to resolve the violation;

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

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

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

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

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

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

Golden Rain Foundation of Laguna Woods

Open Board Meeting of December 6, 2016

RESOLUTION 90-16-55

Garden Center Operating Rules and Related Documents

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

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

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

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

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RESOLUTION 90-22-XX
Garden Center Operating Rules

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

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

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

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

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

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RESOLUTION 90-22-XX

GRF Committee Appointments

RESOLVED, November 1, 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)~~
Mary Simon (United)
Reza Bastani (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)
Mark Laws (Third)
~~Maggie Blackwell (United)~~
Diane Casey (United)
Pearl Lee (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)~~
Thomas Tuning (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)~~
Thomas Tuning (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)
Lenny Ross (United)
Jules Zalon (Third)
Nathaniel Ira Lewis (Third)
Annie McCary, Alternate (Third)
Vacant (Mutual 50)
Advisor: Lynn Jarrett

Maintenance & Construction Committee

Egon Garthoffner, Chair
(GRF)
Gan Mukhapadhyay (GRF)
Reza Karimi, Alternate (GRF)
James Cook (Third)
~~John Frankel, Alternate (Third)~~
Ralph Engdahl (Third)
Cush Bhada, Alternate (Third)
~~Cash Achrekar (United)~~
~~Lenny Ross (United)~~
Reza Bastani (United)
Mary Simon (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)~~
Reza Bastani (United)
Mary Simon (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)~~
Anthony Liberatore (United)
Maggie Blackwell (United)
Ryna Rothberg, (Mutual 50)
Advisors: Carmen Pacella, Tom Nash, Lucy Parker, Theresa Frost, Lynn Jarrett

Website Ad Hoc Committee

Joan Milliman, Chair (GRF)
Debbie Dotson (GRF)
Elsie Addington, Alternate (GRF)
Anthony Liberatore (United)
~~Pearl Lee (United)~~
Azar Asgari (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)
Cris Prince (Third)
Jim Cook (Third)
Diane Casey (United)
Maggie Blackwell (United)
Margaret Bennett (Mutual 50)

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)~~
Azar Asgari (United)
~~Pat English (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

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)~~
~~Pat English (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)~~
Jules Zalon (Third)

~~Anthony Liberatore, Alternate (United)~~

Cash Achrekar

Pearl Lee

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)~~

Thomas Tuning (United)

Lenny Ross (United)

Advisor: Carl Randazzo, Robert Mutchnick

Select Audit Task Force

James Hopkins (GRF)

Diane Phelps (GRF)

Cynthia Rupert (United)

Peggy Moore (Third)

Insurance Ad Hoc Committee

Bunny Carpenter, Chair (GRF)

Anthony Liberatore (United)

Lenny Ross (United)

~~Cash Achrekar (United)~~

Cris Prince (Third) Mark

Laws (Third) Jim Cook

(Third) Yvonne Horton

(GRF) Reza Karimi (GRF)

Juanita Skillman (GRF)

Advisors: Leleng Isaacs, Kathryn Freshley, Bob Laux

Compliance Ad Hoc Committee

Bunny Carpenter, Chair (GRF)

Maggie Blackwell (United)

Pearl Lee (United)

Mark Laws (Third)

Annie McCary (Third)

Joan Milliman (GRF)

Juanita Skillman (GRF)

Reza Karimi (GRF)

RESOLVED FURTHER, that Resolution 90-22-41 adopted September 6, 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.

ENDORSEMENT (to Board of Directors)

Religious Church Club Request for Exception to Clubhouse Holiday Hours

Authorize the Community Activities Committee recommendation to review and recommend Board approval for a resolution of the all church exception to Clubhouse Holiday Hours for one service only on January 1, 2023 and to include all additional costs.

A motion was made to approve the all church exception to Clubhouse Holiday Hours for one service only on January 1, 2023 and to include all additional costs.

Motion passed unanimously.

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STAFF REPORT

DATE: November 1, 2022
FOR: Board of Directors
SUBJECT: Religious Church Club Request for Exception to Clubhouse Holiday Hours

RECOMMENDATION

Review and recommend Board approval for a resolution of the all church exception to Clubhouse Holiday Hours for one service only on January 1, 2023 and to include all additional costs.

BACKGROUND

The Recreation and Special Events Department oversees all recreation facilities. On May 5, 2020 GRF approved and adopted Clubhouse Holiday Hours allowing all clubhouses to remain closed on New Year's Day beginning January 2021.

DISCUSSION

On October 13, 2022, the Community Activities Committee recommended for board approval all church exception to Clubhouse Holiday Hours for one service only on January 1, 2023 and to include all additional costs as they recognized the need for more than one religious club to hold services on January 1.

Saddleback Church Club requested for an exception to Clubhouse Holiday Hours, resolution 90-20-19 (Attachment 1). Saddleback Church Club is requesting to meet in Clubhouse 5 on Sunday, January 1, 2023 from 7:30 a.m. to 1 p.m. Currently, Clubhouse 5 is scheduled to be closed.

Presently, there are four Village churches who meet on Sundays in the clubhouses. When the Performing Arts Center reopens one additional church will resume meeting on Sundays.

Club	Location	Hours Reserved	Cost of Rental
Saddleback Church	CH5, Main Lounge	7:30 a.m. to 1 p.m.	\$141
Joyful Christian Church	CH1, Main Lounge	9:30 a.m. to 1:30 p.m.	\$47
Village Church	CH7, Main Lounge	8 a.m. to 2 p.m.	\$52
Center for Spiritual Living	Village Greens, Club Rooms 1, 2 and 3	10 a.m. to 1 p.m.	\$42

Full time and part time hourly staff who are scheduled to work on one of the designated VMS holidays receive holiday pay equal to 1.5 times base pay.

FINANCIAL ANALYSIS

The Saddleback Church Club reservation is for five hours and 30 minutes. Setup and breakdown of the main lounge takes a total of four hours. The cost to staff Saddleback Church Club on January 1, 2023 is approximately \$412; total includes wage rate (plus holiday pay), burden rate and overhead rate. The labor (\$412) and room rental (\$141) total \$553.

Prepared By: Jennifer Murphy, Recreation Manager

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

ATTACHMENT(S)

ATT 1: Recreation Request Form-Saddleback Church Club

ATT 2: Resolution 90-20-19

ATT 3: Resolution 90-22-XX



Laguna Woods Village

Recreation Committee Request Form

PLEASE NOTE: THIS FORM IS NOT FOR ROUTINE RECREATION REQUESTS

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

Print Requestor Name: _____ Date: 9/26/22

Print Individual, Club or Organization Name: Saddleback Church Club

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.

January 1, 2023 falls on a Sunday. All Clubhouses are closed that day. Saddleback Church Laguna Woods holds church services every Sunday in Clubhouse 5 or Clubhouse 2.

Is it possible to have church in either Clubhouse on Sunday, January 1, 2023?

Requestor Signature: _____

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

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

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

PLEASE FORWARD COMPLETED REQUEST FORM TO:

Laguna Woods Village Recreation Department
 P.O. Box 2220, Laguna Woods, CA 92653

RESOLUTION 90-20-19
CLUBHOUSE HOLIDAY HOURS

WHEREAS at the March 12, 2020 Community Activities Committee (CAC) meeting, staff recommended to authorize the Recreation and Special Events Department to adjust clubhouse holiday operating hours on certain holidays beginning January 2021;

WHEREAS New Year's Day bookings are nonexistent with few reservations taking place on President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day and the Friday after Thanksgiving. Saddleback Emeritus classes are not in session on VMS holidays and clubhouse facilities are vacant and underutilized. With ample notice of limited hours (9 a.m. to 2 p.m.) on said holidays residents will still have the ability to fulfill any needs they may have at the facility. Limit Clubhouse 1 to the hours of 9 a.m. to 6 p.m. for the first year;

WHEREAS clubhouses will remain open on Thanksgiving Day, Christmas Eve and Christmas Day from 8 a.m. to 10 p.m. to accommodate the needs of resident events;

WHEREAS Proposed Clubhouse Holiday Hours will be as follows:

Close All Clubhouses	New Year's Day
Limit Hours 9 a.m. to 2 p.m.	President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day and Friday after Thanksgiving
No Modifications	Thanksgiving, Christmas Eve and Christmas Day

WHEREAS fulltime and part time hourly staff who are scheduled to work on one of the 10 designated VMS holidays receive holiday pay equal to 1.5 times base pay;

WHEREAS the cost to staff six facilities from 8 a.m. to 10 p.m. on a designated holiday with a part time Recreation Leader is approximately \$2,772. The proposed closure of New Year's Day and limited hours of 9 a.m. to 2 p.m. on six elected holidays would have a cost savings of \$13,464 annually;

NOW THEREFORE BE IT RESOLVED, May 5, 2020, that the Board of Directors of this Corporation hereby adopts approval of staff recommendation to authorize the Recreation and Special Events Department to adjust clubhouse holiday operating hours on certain holidays beginning January 2021;

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

April Initial Notification

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

Director Garthoffner made a motion to approve a resolution for clubhouse holiday hours. The motion was seconded by Director Soule.

Discussion ensued among the directors.

Director Soule made an amendment to make holiday hours affect all clubhouses except Clubhouse 7. The motion was seconded by Director Moldow. The amendment passed without objection.

Director Horton made an amendment to change clubhouse holiday hours from 9 a.m. to 6 p.m. for the first year for Clubhouse 1. The motion was seconded by Director Fitzekam. The amendment passed without objection.

President Carpenter called for the vote on the motion as amended and the motion passed without objection.

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RESOLUTION 90-22-XX
**Religious Church Club Request for Exception to
 Clubhouse Holiday Hours**

WHEREAS, the Recreation and Special Events Department oversees all recreation facilities. On May 5, 2020 GRF approved and adopted Clubhouse Holiday Hours resolution 90-20-19 allowing all clubhouses to remain closed on New Year's Day beginning January 2021; and

WHEREAS, Saddleback Church Club requested for an exception to Clubhouse Holiday Hours and is requesting to meet in Clubhouse 5 on Sunday, January 1, 2023 from 7:30 a.m. to 1 p.m.; and

WHEREAS, on October 13, 2022, the Community Activities Committee approved the all church exception to Clubhouse Holiday Hours for one service only on January 1, 2023 and to include all additional costs; and

WHEREAS, presently, there are four Village churches who meet on Sundays in the clubhouses. When the Performing Arts Center reopens one additional church will resume meeting on Sundays.

Club	Location	Hours Reserved	Cost of Rental
Saddleback Church	CH5, Main Lounge	7:30 a.m. to 1 p.m.	\$141
Joyful Christian Church	CH1, Main Lounge	9:30 a.m. to 1:30 p.m.	\$47
Village Church	CH7, Main Lounge	8 a.m. to 2 p.m.	\$52
Center for Spiritual Living	Village Greens, Club Rooms 1, 2 and 3	10 a.m. to 1 p.m.	\$42

Full time and part time hourly staff who are scheduled to work on one of the designated VMS holidays receive holiday pay equal to 1.5 times base pay; and

WHEREAS, the Saddleback Church Club reservation is for five hours and 30 minutes. Setup and breakdown of the main lounge takes a total of four hours. The cost to staff

November Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360.

Saddleback Church Club on January 1, 2023 is approximately \$412; total includes wage rate (plus holiday pay), burden rate and overhead rate. The labor (\$412) and room rental (\$141) total \$553;

NOW THEREFORE BE IT RESOLVED, December 6, 2022 the Board of Directors of this Corporation hereby adopts the all church exception to Clubhouse Holiday Hours for one service only on January 1, 2023 and to include all additional costs; and

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

November Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360.

ENDORSEMENT (to Board of Directors)

Equestrian 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 amended Equestrian Center Operating Rules as presented.

Motion passed unanimously.

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STAFF REPORT

DATE: November 1, 2022
FOR: Board of Directors
SUBJECT: Equestrian Center Operating Rules

RECOMMENDATION

Review and recommend Board approval for a resolution of the amended Recreation and Special Events Department Equestrian 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 Equestrian Center Operating Rules were last approved September 6, 2016 with resolution 90-16-43 (Attachment 2).

DISCUSSION

On October 13, 2022, the Community Activities Committee recommended for Board approval the amended Equestrian Center Operating Rules as presented.

The Equestrian Ad Hoc Committee requested to review and update the Equestrian Center policies for clarification purposes. Policy review and recommendations were received from staff and committee members to ensure safety and compliance. The proposed audits are shown as redlined in attachment 1.

The revised operating rules allows boarders and visitors to enjoy the facility safely in a supervised manner.

FINANCIAL ANALYSIS

None.

Prepared By: Jennifer Murphy, Recreation Manager

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

ATTACHMENT(S)

ATT 1: Equestrian Center Operating Rules
ATT 2: Resolution 90-16-43
ATT 3: Resolution 90-22-XX

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EQUESTRIAN CENTER OPERATING RULES

The Laguna Woods Village Equestrian Center (Equestrian Center) is a private facility for Laguna Woods Village residents and their guests. Residents must show their ID card when visiting the facility.

The Equestrian Center offers a boarding program, a riding program that includes guided lessons and trail rides, an outdoor brick BBQ and a small kitchen for outdoor social events, and horse trailer storage for current boarders. All fees for boarding, riding and social events are set by the Golden Rain Foundation of Laguna Woods (GRF).

Everyone using the facility must follow these operating rules at all times. The Recreation and Special Events Department sets rules and procedures for the protection of residents, guests, staff and horses, and reserves the right to review and adjust these operating rules to accommodate community needs. These Equestrian Center operating rules supersede and replace all prior Equestrian Center operating rules and understandings, oral or written.

GENERAL FACILITY RULES:

1. All who enter the facility must sign in.
2. Business hours are Wednesday through Sunday, ~~8:30~~ from 9 a.m. ~~until 4~~ to 3 p.m., except holidays.
3. Outside of business hours, access is restricted to staff, boarders and their guests, and authorized volunteers. No one may enter from 10 p.m. to 6:30 a.m. unless there is a horse emergency. In this instance, Security Services staff and the Equestrian Center supervisor must be notified.
4. Respect all staff, residents, boarders, guests and their property. Disrespect will not be tolerated.
5. All facility guests are encouraged to attend staff- and volunteer-guided tours Wednesday through Sunday. Visit the Equestrian Center webpage for current tour times.
6. Visitors may visit the office from 10 a.m. to 1 p.m. to request to view the GRF courtyard and arenas. Staff will provide a quick tour if possible. For a more detailed view of the facility, visitors will be asked to return for a scheduled tour time.
7. No unsupervised visits are allowed at the Equestrian Center for safety reasons. No petting of horses or feeding of horses is allowed by visitors at any time unless staff or the owner of a horse permits.
- ~~4-8.~~ Everyone who rides/handles horses at the Equestrian Center is required to have an equestrian waiver on file, which will be verified/renewed annually.
- ~~5-9.~~ Residents must accompany and register their guests at the Equestrian Center and will be required to show their ID card. In addition, the Equestrian Center supervisor must provide each guest with authorization to use the facility.
- ~~6-10.~~ Guests must be at least 10 years of age in order to ride a horse.
- ~~7-11.~~ Minors must have a waiver and a medical release signed by a parent or guardian and are required to wear boots and helmets while riding. Minors must be under adult supervision at all times while on the property.
- ~~8-12.~~ Smoking is strictly prohibited anywhere on the property.
- ~~9-13.~~ Feeding of horses is strictly prohibited unless the owner gives explicit permission.
- ~~10-14.~~ Bare feet, flip flops, sandals and inappropriate clothing are prohibited.
15. Dogs Leashed dogs are ~~not~~ allowed on the ~~property during business hours.~~ Boarder trails. Only boarders may bring ~~dogs after hours,~~ but they leashed dogs on the property. Dogs deemed a nuisance must immediately leave the property upon request.
16. Label all tack, equipment and supplies that will be stored on the property. GRF is not responsible for the theft, loss, damage or disappearance of any tack or equipment or other

property stored at the facility. Owners store all items at their own risk.

~~12.17.~~ Immediately report all incidents to the Equestrian Center supervisor and/or the Equestrian Center assistant. If the Equestrian Center supervisor or assistant are unavailable, immediately notify Security Services personnel.

18. In case of an emergency that involves evacuation of the Equestrian Center, all horses will be moved to the OC Fair & Event Center per Orange County Fire Control, or any other location as designated by

Effective: March 2022 Orange County Fire Control. The Equestrian Center serves as an evacuation center for horses in danger due to fire (i.e., Trabuco, Silverado and Mojeska canyons); Equestrian Center supervisor approval required.

19. Violations of these Equestrian Center operating rules or any other GRF rules are subject to disciplinary action by the board.

BOARDING PROGRAM RULES: -

1. Residents with a valid Laguna Woods Village ID card may lease a 12-by-12-foot box stall for their owned/leased horse and must be actively involved in the care of their horse.
 - Laguna Woods Village residents may sponsor a nonresident boarder to lease a 12-by-12-foot box stall for their owned/leased horse. Nonresident boarders must be actively involved in the care of their horse.
 - Residents are responsible for their sponsored nonresident boarders' billing, unpaid feed and/ or any damage caused by the sponsored nonresident boarder or the boarder's horse, or violations of this policy.
2. All boarders must follow all Equestrian Center operating rules and are responsible for ensuring their guests follow all rules.
 - Nonresident boarders may not invite guests to the facility without the presence of their sponsoring resident.
3. Boarding fees include the stall, one stall cleaning daily, two feedings daily, use of day turnouts on a rotation schedule, three bags of shavings per week and one tamping service per year, per stall. Stalls are chosen based on seniority.
4. All boarders must sign a ~~Horse Boarding Agreement boarder waiver, a release of liability and a contract~~ providing information about their horse, their choice of veterinarian and farrier, the desired feed for their horse, a list of contacts authorized to handle their horse and proof of liability insurance, with GRF and Village Management Services Inc. listed as additional insured. All paperwork must be complete and on file in the Equestrian Center office. Paperwork must be renewed annually or any time the owner exchanges their horse. Any horse exchanges must be approved by the Equestrian Center supervisor.
5. Each resident boarder is entitled to two stalls. If one stall is vacated for any reason (death, sale of horse, etc.) and there is a waiting list, the stall becomes available to the next person waitlisted. If there is no waitlist, the boarder may pay a dry-stall fee for up to 90 days, at which time the stall must be filled or relinquished.
6. Nonresident boarders will be entitled to one stall only and will not be asked to vacate if there is a waitlist.
7. If there is a waitlist and a stall becomes available, the first individual on the list will be contacted. If that individual accepts the stall but does not have a horse, a nonrefundable dry-stall fee will be charged, at which time the stall must be filled or relinquished. If a resident is not ready when contacted, they will be placed at the end of the waitlist.

- When there is a waitlist, resident boarders take priority over nonresident sponsored boarders.
8. Only boarders may rent trailer space at the Equestrian Center.
 9. Trailering may be scheduled with the Equestrian Center office for local transport during business hours when available. Nonemergency transport must be scheduled at least 48 hours in advance.
 10. Emergency transport to the veterinarian will be provided when qualified staff are available from 7 a.m. to 7 p.m. The Equestrian Center supervisor will determine whether a horse is safe for staff to transport. No horses at risk of going down in the trailer during transport will be hauled by Equestrian Center staff.
 11. Owners will load their own horses for transport or may ask for staff assistance only if owners are physically incapable of doing so. Horses showing dangerous behaviors will not be transported by Equestrian Center or VMS staff and will be referred to a local professional hauling company. Staff has a right to refuse hauling for any horse they believe will be dangerous to haul. Staff will provide to boarders a current list of local haulers and horse ambulances when they are not able to transport a horse. Horse owners or those leasing a horse being transported by the Equestrian Center will be responsible for any damage to the trailer caused by their horse.
 12. Only the Equestrian Center supervisor may provide facility keys to boarders and their agents.
 13. The Equestrian Center supervisor must be present when a new horse arrives and has the authority to refuse any horse for boarding that may be dangerous to the facility and other participants. Stallions are never allowed and very young horses must be assessed ahead of time by the Equestrian Center supervisor.
 14. All new horses are subject to a quarantine up to seven days. Horses without vaccines or from out of state may be subject to quarantine up to two weeks. Yearly vaccines are mandatory for all boarded horses. Horses must be dewormed twice yearly unless a veterinarian recommends otherwise.
 - Local horses with vaccines up to date will be in quarantine for three days.
 - California horses or local horses without current vaccines will be in quarantine for five days.
 - Horses from out of state with current Coggins and health certificates with current vaccine records provided will be quarantined for seven days.
 - Horses from out of state without current vaccines from areas with reported communicable disease or from rescue/auction situations will be quarantined for two weeks.
 15. Nonresident boarders are not entitled to remain if their sponsor is no longer a resident of Laguna Woods Village. Nonresident boarders must vacate the facility by the move date of their sponsor. If a new sponsor is to be added, they must apply to the supervisor for permission to continue tenancy. The supervisor will review on a case-by-case basis. Continued permission to remain on the facility is not guaranteed.
 16. Boarders are responsible for arranging veterinary and farrier services as needed and agree to be directly billed for all services. All veterinary and farrier work must be done in designated areas.
 17. In the event of a medical emergency involving a boarded horse where staff has made all reasonable attempts to contact the boarder, the owner/lessee agrees that the Equestrian Center supervisor will use his/her best professional judgment as to the veterinarian

- services required in administering care to the horse; owner/lessee agrees to be billed directly by the veterinarian for services rendered.
18. A washer and dryer are available for cleaning blankets, pads and towels. Boarders must provide their own HE-approved soap and remain on the property until washing and drying cycles are complete. Remove items immediately so others may use the washer and dryer.
 19. During hot weather, boarders may use battery-operated fans only in stall windows. Fans cannot be permanently secured and must be used according to manufacturer directions, per the fire department.
 20. Boarders are welcome to participate in staff-guided lessons and trails with their horse.

STABLE YARD RULES

1. Horses must be tied at designated areas where they cannot injure another horse or damage someone's property. Horses must never be left unattended.
2. Never touch or feed a horse other than your own (including GRF horses) without the owner's permission.
3. All horses must be kept to a walk in the stable yard unless under direction of staff. The only exception is for injury assessment when the area is clear. In this instance, horses may trot or canter on a lead line.
4. Loose horses are never allowed anywhere in the stable area.
5. When staff is mounting riders in the courtyard, other riders must wait out of the way or use mounting blocks in other areas.
6. There is a 20-minute limit on the hot walker when others are waiting.
7. Riding double is prohibited at all times.
8. There is no feeding in the turnouts.
9. Horses must be washed in the wash rack. There is a 15-minute limit when others are waiting; always keep water conservation efforts in mind.
10. Everyone must clean up after their horse in the wash rack, at the rail, in the grooming stall, in the hot walker, in the arenas and in the turnouts. Bridles, buckets or other items must be cleaned in the utility sink—not the bathroom sinks.
11. Horses must be under control of their rider or handler at all times. The Equestrian Center supervisor or the Recreation and Special Events Department has the authority to determine when a situation is unsafe.
12. Farriers must use one of three designated areas on the property and must clean up all clippings and nails.
13. Exterior gates must be secured at all times by a padlock and chain.

ARENA RULES

1. Use is prioritized as follows: 1.) Lessons, 2.) riding, 3.) lunging and 4.) loose horses/turnout. When both arenas are busy, the small arena must be shared by rotation every 15 minutes. Never leave horses unattended in either arena.
2. Lessons take priority in both arenas. Owners must ask for permission to enter/exit and/or to canter when lessons are taking place.
3. Loose horses may be turned out for up to 20 minutes if no one is using the arena. They must immediately be removed if someone wishes to ride or lunge their horse.
4. Only three horses can be turned out at a time.
5. Gates must always be secured with the chains when horses are loose/turned out.
6. Riders should be polite and considerate and try not to interfere with other riders by

following these guidelines:

- Pass on the inside when travelling in the same direction.
 - Pass left shoulder to left shoulder when travelling opposite.
7. Riders must follow staff instructions when a lesson is in progress.
 8. If problems occur, stop all horses immediately.
 9. If riders are present and you wish to lunge a horse, ask for permission and stay in your own space.
 10. No lunging is allowed in the dressage arena.
 11. If lesson equipment is moved, it must be put back in place.
 12. Appropriate gaits are walk, trot, and canter.

TRAIL RULES

1. Guided trails with staff are walking only. Riders should pay attention to their horse and the surrounding area, maintain appropriate spacing between horses, pass oncoming horses left shoulder to left shoulder and follow all staff instructions.
2. All horses should be kept to a walk when going up and down hills or through tunnels and also when other horses are in the area. Private horses may trot or canter only when the area is clear. The bridle trail gate must be locked upon entry and exit. Riders must stay on the path and not on the grass. In addition, after 2 p.m. and when the Equestrian Center is closed, the rider is responsible for picking up the horse's droppings. Riders are always required to pick up droppings on the creek side.

TURNOUT RULES

1. Twenty turnouts are provided for the use of boarders. Boarders must follow the rotation schedule and turnout rules posted by staff.
2. There is no riding in the turnouts or in narrow aisles between turnouts unless the turnouts are empty.
3. Feeding is prohibited in turnouts except under special circumstances with staff approval.

FEED RULES

1. Feed cost is not included in the boarding fee; prices may fluctuate per current market prices.
2. Staff sets feed and feeds two times daily unless the owner is feeding something other than the feed provided. In this instance, the owner is responsible for setting the feed; staff will place it in the stall. Lunch is fed for an additional charge. All supplements are the responsibility of the owner unless paying for this optional service.
3. A flake of hay is an approximation. Staff will make their best attempt to be consistent and to accommodate requests for slightly more or less depending on the needs of their horse. Amounts may fluctuate slightly daily.
4. Boarders may get loose hay from the ground at any time to give to their horse.
5. For horses with specific medical needs that require precise feedings, owners may be responsible for preparing the feed.
6. Supplemental feed must be kept in designated areas and/or in rodent-proof, approved containers to help with rodent problems.

TACK ROOMS RULES

1. Boarders are allotted space in one of six common tack rooms and must contain their tack and supplies to their own space.

2. Boarders must keep their area clean and also help keep the tack room clean.
3. Horses are not allowed in the tack rooms.
4. Any feed (horse only) must be stored properly in an approved airtight container; all preparation should be done at the sink or tables outside.
5. Lock the tack room when you leave and after you have confirmed that other occupants are not in the immediate area. Do not leave keys in the tack room; secure the door in the open position when you are inside.

RIDING PROGRAM RULES

1. All residents and guests must follow GRF policies and the Equestrian Center operating rules at all times.
2. The riding program is for boarders and their own horses as well as residents and their guests who schedule lessons on a GRF horse. Reservations are required and can be scheduled by calling the Equestrian Center office.
3. The schedule is determined by the Equestrian Center supervisor and is based on demand, staff availability, weather and protecting the welfare of the horses.
4. Riders must meet weight and age requirements: 200 pounds maximum weight, 10 years old minimum age. Riders must be free of injury or illness that might compromise their safety or the safety of staff assisting them. Riders must also be able to mount and dismount using the mounting block with very minimal staff assistance.
5. Residents must accompany their guest(s) for the first visit to show their ID card and sign the waiver. Due to the nature of this activity, residents are not required to ride with their guests.
6. Staff will assess all riders to determine their ability to safely participate and may cancel or end a lesson/trail ride if the safety of the rider, horse or staff could be compromised.
7. All lesson clients are required to wear a helmet, boots, reach the stirrups, control the horse and follow instructions.
8. Before riding on the trail, riders must demonstrate, to staff's satisfaction, their ability to handle the horse at a walk and trot while guiding the horse on a course.
9. All lessons and trail rides will be with staff instructor or guide.
10. Riders must follow the directions of staff at all times.
11. Riders must wear long pants and riding boots or other staff approved footwear. Shorts and open-toed shoes are prohibited.
12. Only staff and staff-trained volunteers may handle and feed GRF horses.

VOLUNTEER PROGRAM RULES

1. Volunteers must be at least 12 years of age.
2. Volunteers who handle horses must have attended several grooming and tacking classes, and be able to demonstrate proficiency in several basic skills as well as confidence in handling the horses.
3. Once approved by the Equestrian Center supervisor, new volunteers will be mentored by staff and by other trained volunteers.
4. Volunteers may only handle the horses during business hours and under supervision by staff, and must remain in the GRF area under staff supervision unless otherwise directed by staff.

RESOLUTION 90-16-43

Recreation Division Policy – Equestrian Center

WHEREAS, the Golden Rain Foundation has established a Recreation Division Policy to streamline and reduce confusion regarding use of its facilities by residents; and

WHEREAS, the Golden Rain Foundation Board of Directors recognizes the need to update the Equestrian Center/Stables portion of the Recreation Division Policy;

NOW THEREFORE BE IT RESOLVED, September 6, 2016, that the Board of Directors of this Corporation hereby adopts the revisions to the Recreation Division Policy – Equestrian Center/Stables; and

RESOLVED FURTHER, that Resolution 90-16-16 adopted April 5, 2016 is hereby superseded and cancelled to the extent that it differs from the current policy; and

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

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RESOLUTION 90-22-XX
Equestrian 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;

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

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

WHEREAS, on October 13, 2022, the Community Activities Committee approved the amended Equestrian Center operating rules as presented; and

WHEREAS, that this resolution supersedes and cancels resolution 90-16-43, adopted September 6, 2016;

NOW THEREFORE BE IT RESOLVED, December 6, 2022 the Board of Directors of this Corporation hereby adopts the amended Equestrian Center operating rules as presented and attached to the official minutes; and

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

November Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360.

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ENDORSEMENT (to Board of Directors)

Equestrian Center Horse Boarding Agreement

Authorize the Community Activities Committee recommendation to review and recommend Board approval of the Equestrian Center Horse Boarding Agreement.

A motion was made to approve the Horse Boarding Agreement as presented.

Motion passed unanimously.

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STAFF REPORT

DATE: November 1, 2022
FOR: Board of Directors
SUBJECT: Equestrian Center Horse Boarding Agreement

RECOMMENDATION

Review and recommend Board approval for a resolution of the Equestrian Center Horse Boarding Agreement (Attachment 1).

BACKGROUND

The Recreation and Special Events Department manages the Equestrian Center's daily operation. The department's responsibilities include, but are not limited to, managing the resident boarding and riding programs, outdoor social events, horse trailer storage, horse feeding, trails and facility maintenance.

Boarders are required to sign a release, waiver of liability and indemnity agreement and complete required forms for transportation, emergency treatment, rider and helper authorization and acknowledge and agree to the GRF Equestrian Center Operating Rules. Additionally, all boarders must meet insurance requirements and provide proof.

DISCUSSION

On October 13, 2022, the Community Activities Committee recommended for Board approval of the Horse Boarding Agreement as presented

A boarding agreement is crucial for both the boarding stable and the horse owner; it sets responsibilities and governs potential liability issues and any emergencies that could arise.

Legal counsel advised GRF to develop a boarding agreement to limit liability; noting either party should be able to terminate the agreement without cause on a certain number of days' notice. Further, the agreement should allow GRF to terminate the lease agreement with cause under certain circumstances geared towards protecting the health and safety of the horses, people, and the facility. Termination should also be allowed for nonpayment.

Recommendations were received from staff and committee members to ensure safety and compliance. The presented boarding agreement addresses horse injury and death, boarder injury and death, personal property damage and loss, third-party lawsuits, termination, abandonment and unpaid fees. GRF legal counsel has reviewed and approved the Horse Boarding Agreement.

FINANCIAL ANALYSIS

None.

Prepared By: Jennifer Murphy, Recreation Manager

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

ATTACHMENT(S)

ATT 1: Horse Boarding Agreement
ATT 2: Resolution 90-22-XX

HORSE BOARDING AGREEMENT

1. **PARTIES.** This horse boarding agreement (agreement) is made this _____ day of _____, 20____ by and between Golden Rain Foundation of Laguna Woods (GRF) and:

Name (Boarder) _____

Billing address _____

City _____ State _____ ZIP _____

Home phone _____ Mobile phone _____

Fax _____

Work phone _____ Email _____

In case of emergency, call _____ Phone _____

If boarder is not resident of a mutual in GRF, this agreement is also made between a sponsoring owner or resident of GRF:

Name of sponsoring owner or resident (sponsor) _____

Billing address _____

City _____ State _____ ZIP _____

Home phone _____ Mobile phone _____

Fax _____

Work phone _____ Email _____

In case of emergency, call _____ Phone _____

2. **HORSE.** This agreement relates to the boarding of the horse referenced below (horse) at GRF's Equestrian Center (Equestrian Center) with a copy of horse's registration. **If more than one horse will be boarded at the Equestrian Center, duplicate this page and complete sections 2, 3 and 4.**

Name of horse _____ Registration No. _____

Color/Description _____ Sex _____ Breed _____

Veterinarian _____ Phone _____

Farrier _____ Phone _____

Insurance carrier _____ Insurance agent _____

Amount _____ Policy number _____ Expiration _____

Medical condition or special needs of horse, if any:

Known vices (kicking, biting, pawing, stall walking, etc.):

1. OWNERSHIP. Boarder (mark applicable box):

- ☐ Has full legal title to horse. Registration is in boarder's name.
- ☐ Is purchasing horse on an installment from: (complete 3.A.)
- ☐ Is leasing horse from: (complete 3A)
- ☐ Is managing horse for: (complete 3A)
- ☐ Is co-owner of horse along with: (complete 3A)
- ☐ Co-owner's name does not appear on registration.

Seller/Owner/Co-owner/Lessor _____ Phone _____

In case of emergency, call _____ Phone _____

2. BOARDING SERVICE. Boarder hereby contracts with GRF for boarding at the Equestrian Center as follows: Barn stall 12' x 12' board

3. BOARDING FEES. Boarder shall pay GRF for each day Horse is boarded in the Equestrian Center a monthly fee of \$_____ or at the rate which GRF, in its sole discretion, from time to time may hereafter set. Boarder agrees that GRF, in the exercise of its sole discretion, may increase or otherwise modify any and all fees and charges set forth in this agreement with thirty (30) days' written notice to boarder and boarder shall be liable for payment of such expenses as increased or modified.

4. MISCELLANEOUS SERVICES, FEES, AND EXPENSES. Boarder also shall pay or reimburse GRF promptly any fees and expenses, related to this agreement and for any interest and penalties imposed in connection to the fees.

5. ACCEPTANCE. This agreement is not effective until approved and executed by the Equestrian Center staff, which reserves the right to reject any horse at its sole discretion, and to return any unruly horse at boarder's expense. Boarders violating the Equestrian Center operating rules, hours or disrupting or endangering others will be required to remove their horse at their expense immediately upon written notice.

6. BILLING TERMS. Boarder agrees to pay in full all boarding fees on the first (1st) day of the month, either in cash, a check deposited at the box in the barn or auto-pay. All other fees and expenses due hereunder shall be due and payable upon the receipt of the statement boarder is sent for such fees and expenses. If boarder fails to object in writing to any item charged on a GRF Equestrian Center statement within fifteen (15) days from the date such statement is sent via U.S. mail or personally delivered, then it shall be conclusively agreed by boarder that such amount is fair and correct and is owed to GRF. If boarder fails to make timely payment of any amount due under this agreement, boarder shall be in breach of this agreement. Boarder agrees that time is of the essence in payment of all amounts due under this agreement and that it would be impractical to fix exact amounts of GRF's damages if boarder fails to pay promptly. Therefore, if any such amounts are not paid in full on or within thirty (30) days of the date shown on the statement, boarder agrees that GRF shall be entitled to charge a late fee of \$35 per horse, per month from the date such statement is sent via U.S. mail or personally delivered until paid.

7. **ACCEPTANCE.** This agreement is not effective until approved and executed by the Equestrian Center staff, which reserves the right to reject any horse at its sole discretion, and to return any unruly horse at boarder's expense. Boarders violating the Equestrian Center operating rules, hours or disrupting or endangering others will be required to remove their horse at their expense immediately upon written notice.
8. **BILLING TERMS.** Boarder agrees to pay in full all boarding fees on the first (1st) day of the month, either in cash, a check deposited at the box in the barn or auto-pay. All other fees and expenses due hereunder shall be due and payable upon the receipt of the statement boarder is sent for such fees and expenses. If boarder fails to object in writing to any item charged on a GRF Equestrian Center statement within fifteen (15) days from the date such statement is sent via U.S. mail or personally delivered, then it shall be conclusively agreed by boarder that such amount is fair and correct and is owed to GRF. If boarder fails to make timely payment of any amount due under this agreement, boarder shall be in breach of this agreement. Boarder agrees that time is of the essence in payment of all amounts due under this agreement and that it would be impractical to fix exact amounts of GRF's damages if boarder fails to pay promptly. Therefore, if any such amounts are not paid in full on or within thirty (30) days of the date shown on the statement, boarder agrees that GRF shall be entitled to charge a late fee of \$35 per horse, per month from the date such statement is sent via U.S. mail or personally delivered until paid.
9. **SECURITY INTEREST AND LIEN.** Boarder specifically agrees that notwithstanding any other provision of this agreement, all amounts owed under this agreement shall be due and payable on or before horse will be released by the Equestrian Center. In addition to the foregoing, boarder hereby grants GRF a security interest and lien in horse as security for all payments now or hereafter owing and performance of all obligations of boarder hereunder. If boarder is not the legal owner of the horse, boarder specifically represents and warrants that the person signing this agreement is a duly authorized attorney-in-fact to execute this agreement and grant the security interest and lien granted hereby for the owner of the horse as a result of this agreement. If boarder fails to perform fully and timely any obligation under this agreement, GRF, at its option, may declare and exercise all rights in the horse as a result of this agreement allowed by this agreement and/or the California Uniform Commercial Code.

Boarder agrees that time is of the essence in connection with this agreement and agrees to pay all charges promptly as specified in paragraph 8 above. In the event boarder is 15 days or more delinquent in the payment of boarding fees or other charges and those fees or other charges are not paid within sixty (60) days after notice is delivered to boarder either by mail or personal delivery, GRF is authorized to sell said horse and/or all of boarder's property located at the Equestrian Center at public or private sale, pay all charges then pending against said horse, and pay all expenses of sale. The balance remaining, if any, shall be paid by GRF to boarder or boarder's authorized representative.

Boarder agrees to notify the Equestrian Center if any other individual or entity currently, or at any time after signing this agreement, obtains a lien against any portion of the value of the horse.

Boarder acknowledges that he/she has read and understands the following state law which, in conjunction with California Civil Code sections 3080.2 through 3080.22, permits GRF to proceed in a judicial action to seize and sell the horse for any unpaid balances.

California Civil Code 3080.01

"A livestock servicer shall have a general lien upon the livestock in its possession to secure the performance of all obligations of the owner of the livestock to the livestock servicer."

If the proceeds of a sale are less than the amount due, boarder agrees that GRF may proceed against boarder under legal collection processes to obtain any amounts outstanding.

9. ASSUMPTION OF THE RISK. Boarder hereby acknowledge(s) that there are inherent dangerous risks associated with being around horses, horse stables and working with horses. A horse may behave in a manner that results in damage to property and/or serious bodily injury, including but not limited to, broken bones, head injuries, trauma, pain and suffering or death (Harm or HARM), to the person handling, riding or even being nearby the horse and to other people and their horses and other property. Risks associated with activities involving horses include, but are not limited to, property damage, serious bodily injury or even death caused by horses bucking, rearing, biting, stumbling, falling, trampling, scratching or striking. Boarder acknowledges that any horse may act unpredictably and dangerously, including, but not limited to, as a result of sudden movement, loud noise, unfamiliar environment, weather conditions, slippery, hard or uneven footing, or the introduction of unfamiliar persons, animals or objects or may react in a dangerous manner when the horse seeks to flee or defend itself based on its natural instincts, when a collision occurs with an object or another animal, or when a person fails to exercise reasonable care around the horse. Boarder hereby agrees to assume all such risks in consideration for being allowed to ride or board at the Equestrian Center.

10. HEALTH REQUIREMENT, VACCINATIONS, AND VETERINARY CARE.

- a. Boarder warrants that horse is free from all contagious or infectious diseases upon delivery to the Equestrian Center.
- b. On or prior to arrival of horse at the Equestrian Center, boarder shall have the horse vaccinated and tested for and shall provide a record of the horse's vaccination and testing within the last ninety (90) days for strangles, equine influenza, tetanus toxoid, encephalomyelitis, rhino pneumonitis, sleeping sickness and a negative Coggins test (if required by the state of California).
- c. Boarder shall provide to the Equestrian Center on or before the time horse is delivered a fully completed horse information sheet in the form attached.
- d. Should the horse arrive at the Equestrian Center without such vaccinations and Coggins test as required above, the Equestrian Center may, at its option refuse to accept horse or provide the vaccinations and Coggins test at boarder's expense. All vaccinations and worming's will be administered thereafter at prescribed intervals by the horse owner's veterinarian or the Horse's owner.
- e. Boarder hereby authorizes the Equestrian Center to provide or arrange for, at boarder's sole expense, all veterinarian services or treatments to horse that the Equestrian Center reasonably believes to be necessary.
- f. If at any time while horse is at the Equestrian Center, it is determined that horse has a contagious or infectious disease or for any other medical reason, horse will be placed in isolation based on vet recommendation. The Equestrian Center shall give boarder notice of such condition and shall have the right to have horse removed from the Equestrian Center immediately at boarder's sole expense.
- g. The Equestrian Center shall have the right to require that horse receive, at boarder's sole expense, a veterinarian's certificate of health prior to horse's release from isolation.
- h. Horses must be kept in clean and sanitary conditions for the duration of boarding as determined by the Equestrian Center supervisor. Bedding must be adequate for the horse to comfortably lay down (minimum of two inches). The Equestrian Center reserves the right to add additional bedding at boarder's expense.

11. SAFETY PRECAUTIONS. Equestrian Center staff shall be responsible for safety precautions, efficiency and programs in connection with the performance of services and to determine safe procedures, protect facilities and equipment. GRF's security staff shall be notified and investigate all hazards, unsafe conditions and accidents brought to its attention, documented and reported to GRF in a timely manner. Any member of GRF's Board of Directors may inspect conditions and bring any hazards or unsafe conditions to the Board's attention for immediate and appropriate action, either temporarily or permanently.

12. TRANSPORTATION AND RELEASE OF HORSE.

- a. Boarder shall provide the Equestrian Center with at least twenty-four (24) hours' notice of intent to pick-up horse for an overnight stay or extended leave. Boarder shall provide the Equestrian Center with written authorization to release horse to any third-party transporter and the Equestrian Center shall have no obligation to release horse without such written authorization. Upon commencement of the loading of Horse by a third-party transporter or boarder, boarder assumes full responsibility and liability for the health, soundness, transportation and care of horse.
- b. Boarder hereby authorizes the Equestrian Center during the time horse is boarded the Equestrian Center pursuant to this agreement to transport, or to select a third-party to transport horse to a veterinary medical facility in the event of an emergency. Boarder agrees to pay for any such transportation.

13. INSURANCE. Boarder warrants that horse, while located at the Equestrian Center, is covered by full mortality and theft insurance in an amount at least equal to the full value which boarder places on said horse. Prior to boarding horse at the Equestrian Center, boarder agrees to provide the Equestrian Center with a certificate of insurance evidencing that this insurance requirement has been satisfied and with copies of its insurance policy or policies on the horse. Boarder may elect to be self-insured and assumes all responsibility for loss and liability, including, without limitation, mortality. Upon request, boarder must provide GRF with documentation to prove that boarder has the financial resources to self-insure for the value of the horse. Boarder should contact their insurance agent with regard to these and other coverages available.

14. INDEMNIFICATION AND HOLD HARMLESS. Boarder shall indemnify, defend and save harmless GRF, its employees, principals, agents, veterinarians, attorneys, accountants, farriers, successors, assigns, and any of them, of and from; (i) any and all claims, demands, causes of action, damages, costs, expenses, losses or liabilities, in law or in equity, of every kind and nature whatsoever, known or unknown, arising out of or in any manner connected with any damage or injury to any third person or persons or to the property of any third person caused or allegedly by horse while it is in the care and custody of GRF, its employees, principals, agents, veterinarians, attorneys, accountants, farriers, successors, assigns, or any of them; and (ii) any and all claims, demands, causes of action, damages, costs, expenses, loss, liabilities, in law or in equity, of every kind and nature whatsoever, known or unknown, arising, out of or in any manner connected with the horse, including without limitation, death or injury of such horse, which is caused or alleged to be caused by the acts or omissions of GRF, its employees, principals, agents, veterinarians, attorneys, accountants, farriers, successors, assigns, or any of them. At boarder's own cost, expense, and risk, boarder shall (a) defend any and all suits, arbitrations or other proceedings that may be brought or instituted by third persons or by the legal owner of the horse (where boarder is not the legal owner) against GRF, its employees, principals, agents, veterinarians, attorneys, accountants, farriers, successors, assigns, or any of them, in connection with any of the foregoing incidents specified in sub-paragraphs (i) through (ii), above; and (b) shall indemnify and reimburse said parties for any and all costs or expenses incurred in enforcing the indemnity granted in this section. GRF, its employees, principals, agents, veterinarians, attorneys, accountants, farriers, successors, assigns, or any of them shall have the right to select its own counsel to defend any claim within the scope of this section at boarder's expense. In recognition that the services of the Equestrian Center hereunder will be performed by GRF upon ranch facilities owned by third parties (under appropriate contractual arrangements), boarder shall further indemnify, defend and save harmless the owner of the ranch facilities its employees, principals, agents, successors, assigns, or any of them (collectively, indemnified party/parties), from and against any of the incidents specified in sub-paragraphs (i) through (ii), above, and to defend each indemnified party and indemnify each indemnified party to the same extent specified in sub-paragraphs (a) through (b) above.

15. MEDIATION. If any dispute arises out of or related to this agreement, or breach thereof, and if said dispute cannot be settled through direct discussions, the parties agree to first endeavor to settle the dispute in an amicable manner by mediation before having recourse to a judicial forum. The parties agree to act in good faith and reasonably cooperate with each other in selecting a mediator. No written or oral representation made during the course of any mediation shall be deemed a party admission. Any dispute arising out of this contract shall be resolved in Orange County, California.

Tolling of the statute of limitations. The parties agree that any applicable statute of limitations shall be tolled during the pendency of any mediation proceedings, which tolling will begin as of the date a demand for mediation is delivered by one party to the other party.

16. TERMINATION OF THIS AGREEMENT

- a. Termination by GRF. Boarder may be asked to leave at any time for safety, finance, or other justifiable reasons by the Equestrian Center supervisor. Boarder will be given a written notice to remove their horse(s) within thirty (30) days from the date of the notice authorized by the Equestrian Center supervisor, the Recreation and Special Events Department and GRF. Upon receiving notice of termination, boarder is limited to facility access during business hours and may not purchase or use additional services. No guests of a terminated boarder will be allowed on site during the eviction process; except to assist with removal of horse and personal property. In the event that the effective date of termination of this agreement occurs after the first day of the month, any prepaid boarding fees shall be prorated and refunded to boarder once the horse has permanently left the facility.
 - Any horse or equipment left beyond the date listed on the termination notice will incur a penalty fee of \$_____ for each day that the horse or equipment remains.
 - Only installed stall mats may be left on premises if special permission is given by the Equestrian Center supervisor. The stall mats will be allowed to be used by the next boarder to occupy the stall.
 - Any boarder who is past the termination date must be accompanied by Equestrian Center staff or GRF Security Services staff when entering the Equestrian Center and may not use the arenas, hot walker or any other Equestrian Center amenities at any time.
 - Any boarder past their termination date will only be allowed basic care and standard boarding. No care services, extra shavings, extra hay, training or helpers handling the horse will be allowed.
 - There is no appeal process available for termination. Any questions or concerns should be discussed with the Equestrian Center supervisor and/or GRF's Recreation and Special Events Department.
- b. Termination by boarder. In the event that boarder desires to terminate this agreement, boarder agrees that he or she shall give at least thirty (30) days written notice of such termination to GRF, and to remove boarder's horse(s) and vacate the Equestrian Center on or before the effective date of such termination. In the event that the effective date of termination occurs after the first day of the month, the boarding fees for the final month shall be prorated, provided thirty (30) days' advance written notice has been delivered to GRF. No refund will be provided for unused access fees for that month.
- c. When boarding is terminated by boarder. If the boarder is not an owner or resident, then boarder must provide the owner or resident with a copy of the written notice of termination. This notice will provide the final date that the horse and associated equipment must vacate the Equestrian Center. The notice is not required to list the cause of termination.

17. WAIVER, AMENDMENT OR MODIFICATION. No provisions of this agreement shall be deemed waived, amended or modified by either party unless such waiver, amendment modification is in writing and signed by the party against whom the enforcement of such waiver, amendment or modification is sought. The failure of GRF and the Equestrian Center to enforce any of the provisions of this agreement shall not be constructed as a waiver of such provision or of the right of GRF and the Equestrian Center thereafter to enforce such provisions.

18. NOTICE. In the event any notice is to be given under the terms of this agreement, or if any party hereto desires to give notice to any other party of this agreement, such notice shall be in writing, and may be personally delivered or sent by certified mail, return receipt requested, to the addresses shown above. If such notice is delivered personally, it shall be effective upon such delivery; if mailed, it shall be deemed delivered and effective within forty-eight (48) hours after having been deposited in a United States post office.

- 19. ENTIRE AGREEMENT.** The terms of this agreement are intended by the parties as a final expression of their agreement with respect to such terms are included in this agreement and may not be contradicted by evidence of any prior or contemporaneous agreement. The parties further intend that this agreement constitutes the complete and exclusive statement of its terms and that no extrinsic whatsoever may be introduced in any judicial proceeding, if any, involving this agreement. No agreement shall be deemed to exist or to bind any of the parties hereto unless such representation, warranty, condition, understanding or agreement is reduced to writing and mutually agreed to by the parties hereto and expressly incorporated herein.
- 20. ATTORNEY'S FEES.** In the event that any suit, arbitration or action may be brought or instituted by the parties hereto, for any purpose under or in connection with this agreement, the prevailing party shall be entitled to receive from the losing party all costs of suit, including reasonable attorney's fees and costs. In the event that GRF engages the services of any attorney to enforce any provision of this agreement, and GRF is successful in so enforcing this agreement, boarder shall pay GRF the reasonable attorney's fees and expenses incurred by GRF for such enforcement, whether or not a lawsuit is brought.
- 21. GOVERNING LAW, JURISDICTION AND VENUE.** This agreement shall be governed by and be constructed in accordance with the laws of the State of California. The parties agree that in the event any legal action or other legal proceeding is instituted, notwithstanding the requirements for mediation of all controversies and disputes provided herein, the Superior Court of Orange Country, California, will be the exclusive legal forum for the resolution of any dispute which may arise out of or be in any manner connected with this agreement, and the parties hereto hereby submit to the exclusive jurisdiction and venue of the Superior Court of Orange Country, California.
- 22. SUCCESSORS AND ASSIGNS.** This agreement shall in all respects bind and inure to the heirs, executors, administrators, successors and assigns of the parties. Boarder, however, shall not have the right to assign any rights or delegate any duties under this agreement without the prior written consent of GRF.
- 23. PHOTOGRAPHER'S RELEASE AGREEMENT.** I permit the use of activity/event photography and/or video of myself for GRF's marketing and promotion.
- 24. COUNTERPARTS AND ELECTRONIC SIGNATURES.** This agreement may be executed in counterparts, each of which, when all parties hereto have signed this agreement, shall be deemed an original. The counterparts of the agreement may be executed and delivered by electronic means by any of the parties to any other party and the receiving party may rely on the receipt of such document so executed and delivered by electronic means as if the original had been received.

IN WITNESS WHEREOF, the parties hereto executed this agreement as of the date first above written.

Golden Rain Foundation of Laguna Woods

Boarder/Member

Boarder/Nonmember

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RESOLUTION 90-22-XX
Equestrian Center Horse Boarding Agreement

WHEREAS, the Recreation and Special Events Department manages the Equestrian Center's daily operation; the department's responsibilities include, but are not limited to, managing the resident boarding and riding programs, outdoor social events, horse trailer storage, horse feeding, trails and facility maintenance; and

WHEREAS, boarders are required to sign a release, waiver of liability and indemnity agreement and complete required forms for transportation, emergency treatment, rider and helper authorization and acknowledge and agree to the GRF Equestrian Center Operating Rules. Additionally, all boarders must meet insurance requirements and provide proof; and

WHEREAS, A boarding agreement is crucial for both the boarding stable and the horse owner; it sets responsibilities and governs potential liability issues and any emergencies that could arise; and

WHEREAS, legal counsel advised GRF to develop a boarding agreement to limit liability; noting either party should be able to terminate the agreement without cause on a certain number of days' notice. Further, the agreement should allow GRF to terminate the lease agreement with cause under certain circumstances geared towards protecting the health and safety of the horses, people, and the facility. Termination should also be allowed for nonpayment; and

WHEREAS, recommendations were received from staff and committee members to ensure safety and compliance. The presented boarding agreement addresses horse injury and death, boarder injury and death, personal property damage and loss, third-party lawsuits, termination, abandonment and unpaid fees. GRF legal counsel has reviewed and approved the Horse Boarding Agreement; and

WHEREAS, on October 13, 2022, the Community Activities Committee approved the Equestrian Center Horse Boarding Agreement as presented;

November Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360.

NOW THEREFORE BE IT RESOLVED, December 6, 2022 the Board of Directors of this Corporation hereby adopts the Equestrian Center Horse Boarding Agreement as presented and attached to the official minutes; and

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

November Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360.

STAFF REPORT

DATE: November 1, 2022
FOR: Board of Directors
SUBJECT: Insurance Renewal Funding

RECOMMENDATION

Staff recommends increasing the letter of credit (LOC) from \$2,050,000 to \$2,325,000 as required collateral for the workers compensation insurance policy. The expense associated with increasing the LOC is \$2,750 and will be paid from the Operating Fund.

BACKGROUND

To meet the collateral requirements of the workers compensation carrier, a LOC is issued by the bank. Carriers request collateral as security to ensure payment of workers compensation benefits in the event of a default. The amount of collateral required is based on an independent actuarial analysis of the projected ultimate retained loss for the workers compensation program.

DISCUSSION

The workers compensation program was previously with Travelers Insurance and has been bound with Safety National since the October 1, 2018 renewal. At the October 1, 2021 insurance renewal, workers compensation insurance coverage was bound with Safety National, with a current collateral requirement of \$2,050,000. At the October 1, 2022 insurance renewal, workers compensation insurance coverage was bound with Safety National with a requirement of an additional \$275,000 in collateral.

FINANCIAL ANALYSIS

The current annual LOC expense for \$2,050,000 is \$20,500 and would increase \$2,750 to \$23,250 based on the required increase in collateral. The expense associated with increasing the LOC will be paid from the Operating Fund. Also, it should be noted the additional \$275,000 in collateral will need to be transferred from the GRF Operating account to the savings account where it will miss out on potential investment income of \$6,875 per year assuming a 2.5% return on treasury bills.

Prepared By: Dan Yost, Risk Manager

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

ATTACHMENT(S)
ATT 1 – Resolution

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**RESOLUTION 90-22-XX**

WHEREAS, the Golden Rain Foundation maintains a letter of credit with Bank of America in an amount sufficient to meet collateral requirements for the workers compensation insurance policy; and

WHEREAS, Safety National, the workers compensation insurance provider, requires an increase in the letter of credit by \$275,000 to meet collateral requirements for renewal of the workers compensation policy.

NOW THEREFORE BE IT RESOLVED, that on December 6, 2022 the Board authorizes an increase in the letter of credit with Bank of America from \$2,050,000 to \$2,325,000.

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

November Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360.

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ENDORSEMENT (to board)

Garden Center Rental Fees

Jose Campos presented a staff report provided by the CAC recommending the board to approve the proposed schedule of Garden Rental Fees with effective date January 1, 2023.

A motion was made and moved by Director Addington to accept and endorse this recommendation to be presented at the next Board meeting. Director Azar Asgari seconded. Discussion ensued. Hearing no objections, the motion passed by unanimous decision.

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STAFF REPORT

DATE: November 1, 2022
FOR: Board of Directors
SUBJECT: Garden Center Rental Fee Review

RECOMMENDATION

Review and approve the proposed Schedule of Garden Center Rental Fees with an effective date of January 1, 2023.

BACKGROUND

The Garden Center Rental Fees administered by the Golden Rain Foundation of Laguna Woods (GRF) Board of Directors adhere to the Shared Cost Guidelines established in Resolution 90-12-132 (ATT1), 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.

During December 3, 2019 board meeting of GRF, the Board adopted the Garden Center Rental Pricing Policy through Resolution 90-19-61 (ATT2). The 2019 Pricing Policy adopted a shared cost for Garden Plots and Shade Area Benches of 68% while Tree Plots have a shared cost of 82%. Combined, the plots have a blended shared cost of approximately 73%.

DISCUSSION

To ensure Garden Center Rental 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. In accordance with the fee review process established in August 2022, fees with annual revenues of less than \$100K will be reviewed once every five years. As part of said review, staff will compare garden center 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.

5 Year Fee Review	Actual 2019	Actual 2020	Actual 2021	Budget 2022	Budget 2023	Proposed 2023
Revenue	\$45,583	\$57,451	\$57,108	\$57,400	\$75,400	\$77,233
Expense						
Compensation	79,634	92,376	79,778	136,737	142,563	142,563
Utilities	50,617	67,550	78,007	63,553	66,734	66,734
Other *	59,434	27,622	70,594	71,586	74,618	74,618
Total Expense	\$189,685	\$187,548	\$228,389	\$271,876	\$283,915	\$283,915

5 Year Fee Review Cont.	Actual 2019	Actual 2020	Actual 2021	Budget 2022	Budget 2023	Proposed 2023
Percent Funded by Fees	24%	31%	25%	21%	26%	27%
Percent Shared	76%	69%	75%	79%	74%	73%

* Other Expense: Materials & Supplies, Outside Services and Depreciation

The proposed 2023 revenues of \$77,233 include Garden and Tree Plot Rental Revenue of \$76,752 and Shade Area Bench Rental Revenue of \$481. The proposed Garden Center Fees are listed in the table below, see also ATT3.

Proposed Schedule of Garden Center Rental Fees

Plot Type	2022 Annual Fee Current	2023 Annual Fee Proposed	Change
Garden Plots	\$57.00	\$72.00	\$15.00
Tree Plots	\$57.00	\$72.00	\$15.00
Shade Area Bench	\$11.00	\$13.00	\$2.00

FINANCIAL ANALYSIS

If approved, the Schedule of Garden Center Rental Fees will reflect total expenses covered by fees of 27% and a cost shared by the community of 73%, consistent with Resolution 90-19-61 (ATT2). The proposed change in Garden Center Rental Fees would increase revenue by an estimated \$19,833 in 2023, as compared to 2022 Budgeted revenues. While the proposed change increases the 2023 Garden Center revenues to \$77,233, or \$1,833 in excess of the approved 2023 GRF Business Plan, no changes will be made to 2023 Budgeted Revenue of \$75,400.

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 – Shared Cost Guidelines GRF Resolution 90-12-132
ATT 2 – Garden Center Rental Pricing Policy Resolution 90-19-61
ATT 3 – Garden Center Rental Pricing Analysis
ATT 4 – Resolution 90-22-XX

Committee Routing: GRF Finance Committee October 19, 2022



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.



RESOLUTION 90-19-61

Garden Center Pricing Policy

WHEREAS, according to Resolution 90-12-132, which established guidelines for shared costs and certain fees, can be imposed upon users of various recreational facilities in order to control crowding, to minimize over-usage, and to recover operating costs.

WHEREAS, the Board periodically reviews fees as part of the business planning process to determine adequacy of revenues and shared costs and their adoption of the 2020 Business Plan included certain fee changes.

NOW THEREFORE BE IT RESOLVED, December 3, 2019, that the Board of Directors of the Corporation hereby adopts the GRF Garden Center Pricing Policy:

Garden Center Rental Pricing Policy

- Garden Plot Rental Fee shall be charged annually for each type of plot (Garden Plot, Tree Plot, and Shade Area Bench)
- The Plot Rental Fee, rounded up to the nearest dollar, shall be based on the estimated annual per square foot cost of the facility applied to the maximum square feet per size category of Garden plots and the average square feet for Tree and Shade Area Bench Plots; and will be adjusted annually on the basis of annual operational costs, capital costs, and the percentage(s) shared (subsidized) by the community at large as illustrated in the table below:

Plot Type	Percentage Shared by the Community*
Garden Plots	68
Tree Plots	82
Shade Area Bench	68

*Per Resolution 90-12-132, Guidelines for
Shared Costs & Fees, 1% to 99%

If grandfathered up to 400 Sq. Ft., the resident will pay for two Garden plots.

- The GRF Board of Directors will periodically review the estimated annual cost of each plot type and determine what shared percentage to apply in



order to maintain an equitable and reasonable division between the user and the monthly assessment (per Resolution 90-12-132, Guidelines for Shared Costs and Fees)

RESOLVED FURTHER, that rototilling and plot clean-up services will become chargeable services and shall be removed from the Fee Schedule;

RESOLVED FURTHER, that this resolution shall be effective January 1, 2020 at which time Resolution 90-17-05 adopted February 7, 2017, 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 this resolution.

2022 Garden Center Fee Review
Proposed Effective Date: Jan 1, 2023

2023 WC 521 Expenses	Budgeted Expense	Source
Compensation & Related Materials & Supplies	\$142,564	Budget Comparison Report
Utilities (Water & Trash)	\$11,500	Budget Comparison Report
Outside Services	\$66,734	Budget Comparison Report
Other Operating	\$9,077	Budget Comparison Report
Property Taxes	\$1,000	Budget Comparison Report
Allocations	\$275	Budget Comparison Report
Depreciation	\$8,765	Budget Comparison Report
	\$44,000	Estimated: 2022 Plus Increase
Total Facility Expense	\$283,915	

Plot Type	Square Feet	Number of Plots
Garden Plots	163,281	809
Tree Plots	92,022	257
Shade House	1,344	37
Total Square Footage	256,647	1,103

Expense Per Square Foot	\$1.11
Expense Per Plot	\$257.40

Plot Type	Plot Size in Sq. Ft.	Annual Cost	Shared % Res 90-19-61	% Resident Pays	Annual Fee Rounded Up
Garden Plots	202	\$223.46	68%	32%	\$72.00
Tree Plots	358	\$396.04	82%	18%	\$72.00
Shade House Plots	36	\$39.82	68%	32%	\$13.00
Totals			73%	27%	

Plot Type	Current Fee	Projected 2022 Revenue	Proposed Fee	Proposed Revenue	Revenue Change \$	Revenue Change %
Garden Plots	\$57.00	\$46,113	\$72.00	\$58,248	\$12,135	26%
Tree Plots	\$57.00	\$14,649	\$72.00	\$18,504	\$3,855	26%
Shade House Plots	\$11.00	\$407	\$13.00	\$481	\$74	18%
Totals		\$61,169		\$77,233	\$16,064	

Non-Assessment Revenue	
43001000 - Garden Plot Revenue	\$76,752
43001500 - Shade House Rental Space	\$481
Total Rentals	\$77,233

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RESOLUTION 90-22-XX
Garden Center Rental Fees

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

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

WHEREAS, in accordance with the fee review process established in August 2022, fees with annual revenues of less than \$100K will be reviewed once every five years. 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 Garden Center expenses to be funded by fees shall equal approximately 73% while the percentage of costs to be shared by all residents shall equal approximately 27%; and

WHEREAS, the proposed 2023 revenues of \$77,233 include Garden and Tree Plot Rental Revenue of \$76,752 and Shade Area Bench Rental Revenue of \$481. The proposed Garden Center Fees are listed in the table below:

Proposed Schedule of Garden Center Rental Fees

Plot Type	2022 Annual Fee Current	2023 Annual Fee Proposed	Change
Garden Plots	\$57.00	\$72.00	\$15.00
Tree Plots	\$57.00	\$72.00	\$15.00
Shade Area Bench	\$11.00	\$13.00	\$2.00

; and

November Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360.

WHEREAS, at the September 8, 2022 CAC meeting, the committee recommended the proposed staff recommendation of the proposed Schedule of Garden Center Rental Fees with an effective date of January 1, 2023; and

WHEREAS, at the October 19, 2022 Finance Committee meeting, the committee affirmed the CAC recommendation of the proposed Schedule of Garden Center Rental Fees with an effective date of January 1, 2023;

NOW THEREFORE BE IT RESOLVED, December 6, 2022 the Board of Directors of this Corporation hereby adopts the proposed Schedule of Garden Center Rental Fees 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.

November Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360.



Treasurer's Report for November 1, 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 September 30, 2022, GRF had net revenue of \$2,649K, with total revenue of \$35,669K and total expense of \$33,020K. GRF was better than budget by \$825K with total expenses coming in \$1,885 better than anticipated. The favorable results seen in expenses were partially offset by lower revenues of (\$1,060K). 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 \$1,607K through the reporting period, with expense better than budget by \$1,890K offset by revenue worse than budget by (\$284K).

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 (\$1,574K), or (8.1%) and (\$1,075K), or (5.6%) since inception in 2019.

Slide 4 – In Slide 1, I mentioned the impact of the current years unrealized Investment Losses. The current market value of the GRF Portfolio is \$17,738K compared to the value at inception of 19,031K. Year to date, the market value has decreased by (\$1,574K), or (8.1%) and (\$1,075K), or (5.6%) since inception in 2019. In September, the value decreased by (\$489K). 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 \$1,491K, 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 \$206K, 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 \$179K 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 \$157K, 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 (\$423K) 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 (\$266K), due to higher water expense for the golf course, as a result of 72% 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 \$7,343K 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 \$29.1M, 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: \$34.7M; restricted fund balances have an ending balance of \$2.8M. 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 \$3.5M 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 \$31.2M for reserve and \$2.7M for restricted.

Slide 9 – We have a slide here to show resale History from 2020-2022. Community-wide sales total 732 through September 30, 2022. Most of these transactions generate the Trust Facilities Fee (transfer fee), used as a source of revenue for our reserves. Note: the new transfer fee of \$7,500 went into effect for purchase contracts entered into after January 1, 2022 or closing after March 31, 2022.

Slide 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 \$10.8M, 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 September 30, 2022



INCOME STATEMENT (in thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$24,931	\$24,931	\$0
Non-Assessment Revenue	\$10,738	\$11,798	(\$1,060)
Total Revenue	\$35,669	\$36,729	(1,060)
Total Expense	\$33,020	\$34,905	\$1,885
Net Revenue/(Expense)	\$2,649	\$1,824	\$825

GRF Financial Report

As of September 30, 2022



OPERATING ONLY INCOME STATEMENT (in thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$22,409	\$22,409	\$0
Non-Assessment Revenue	\$7,343	\$7,627	(\$284)
Total Revenue	\$29,752	\$30,035	(\$284)
Total Expense ¹	\$29,064	\$30,954	\$1,890
Operating Surplus/ (Deficit)	\$688	(\$919)	\$1,607

1) excludes depreciation

GRF Financial Report

As of September 30, 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%
September 2022	\$17,956	(\$1,574)	(8.1%)	(5.6%)
Summary*		(\$1,075)		(5.6%)

GRF Financial Report

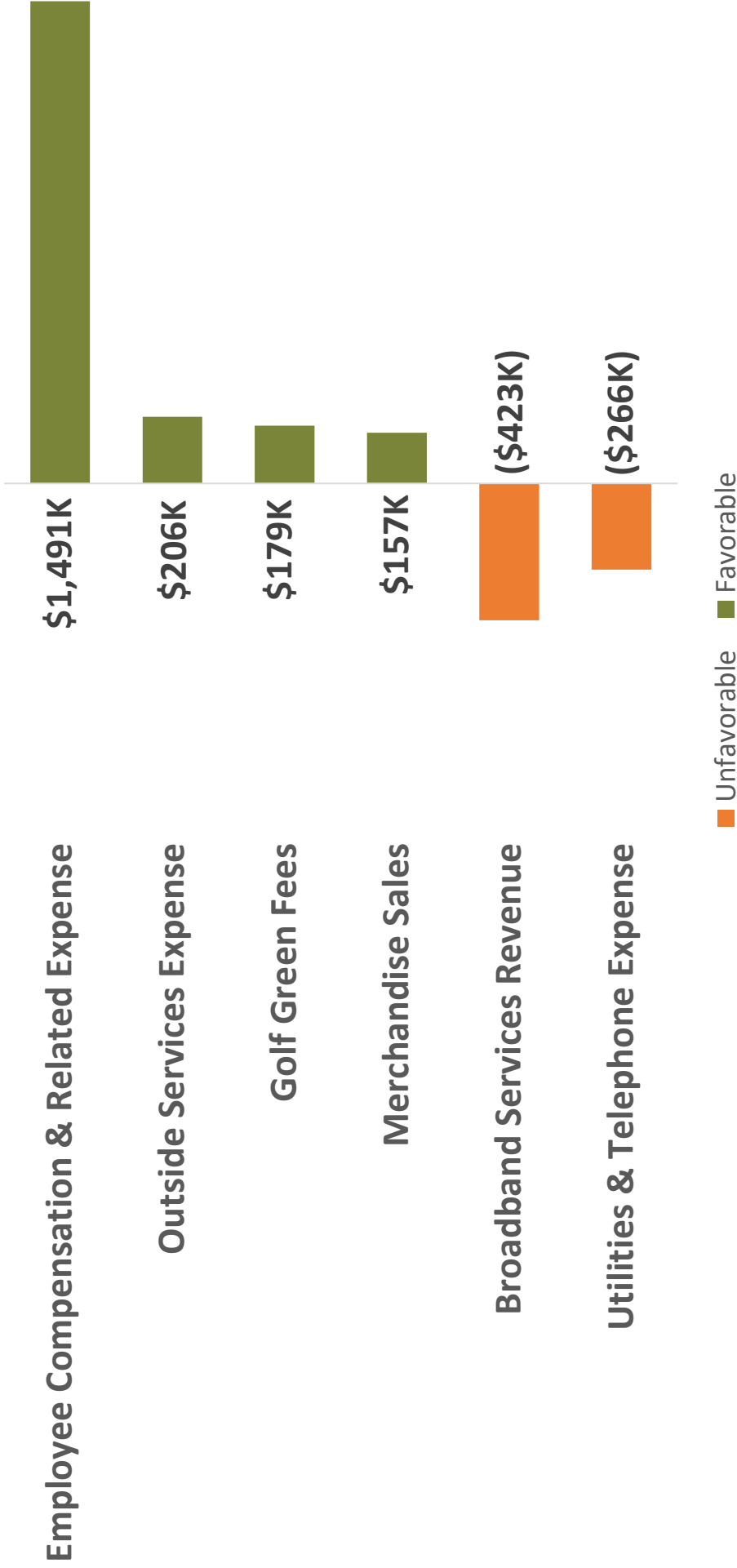
As of September 30, 2022



GRF RESERVE COMPOSITION (in Thousands)	Value
Portfolio	\$17,738
Cash	\$2,147
Non-Discretionary Investments	\$11,541
Total	\$31,426
Payables and other	(\$203)
Net Reserves Balance	\$31,223

GRF Financial Report

As of September 30, 2022
Operating Only

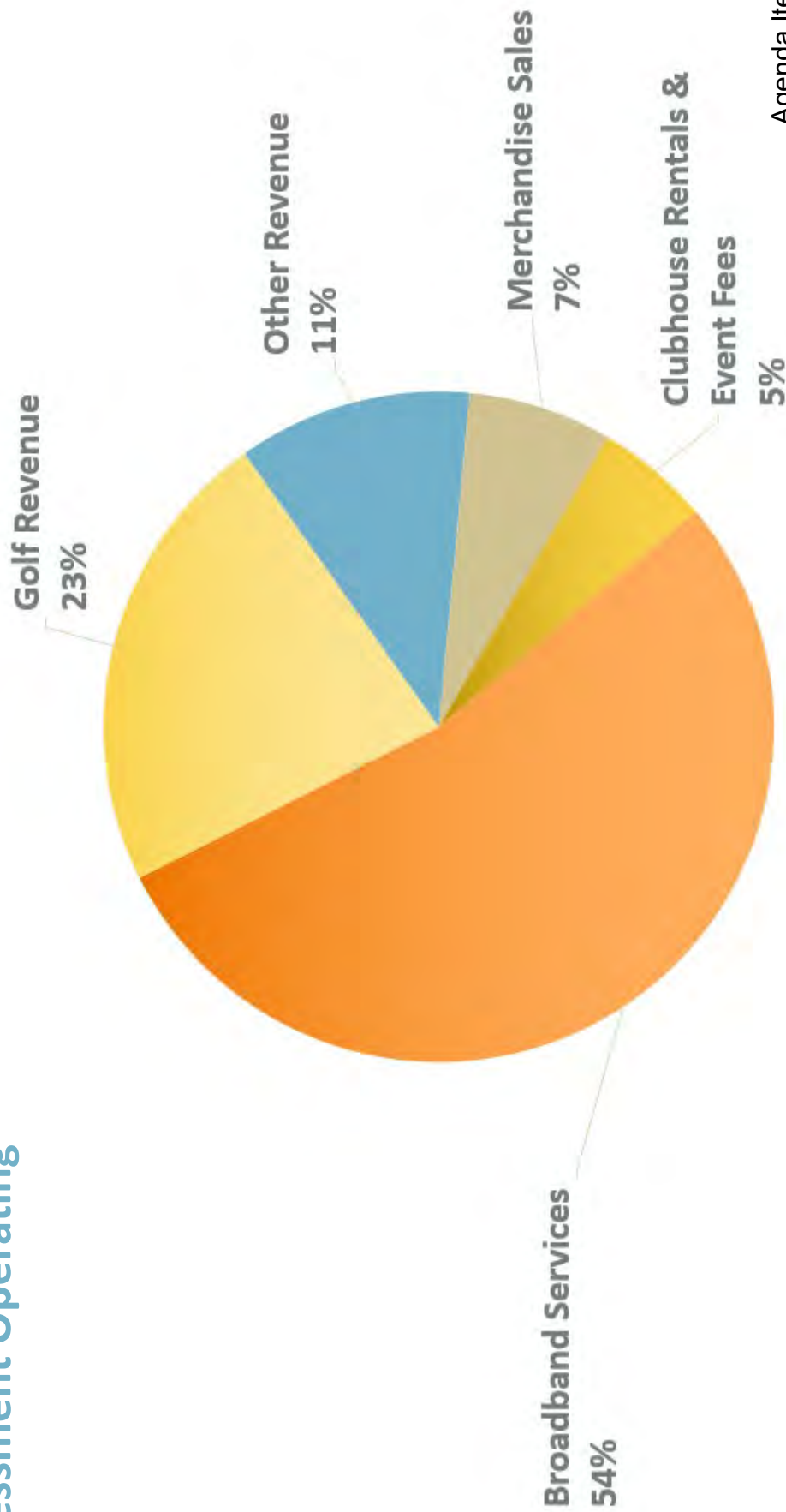


GRF Financial Report

As of September 30, 2022



Non-assessment Operating



GRF Financial Report

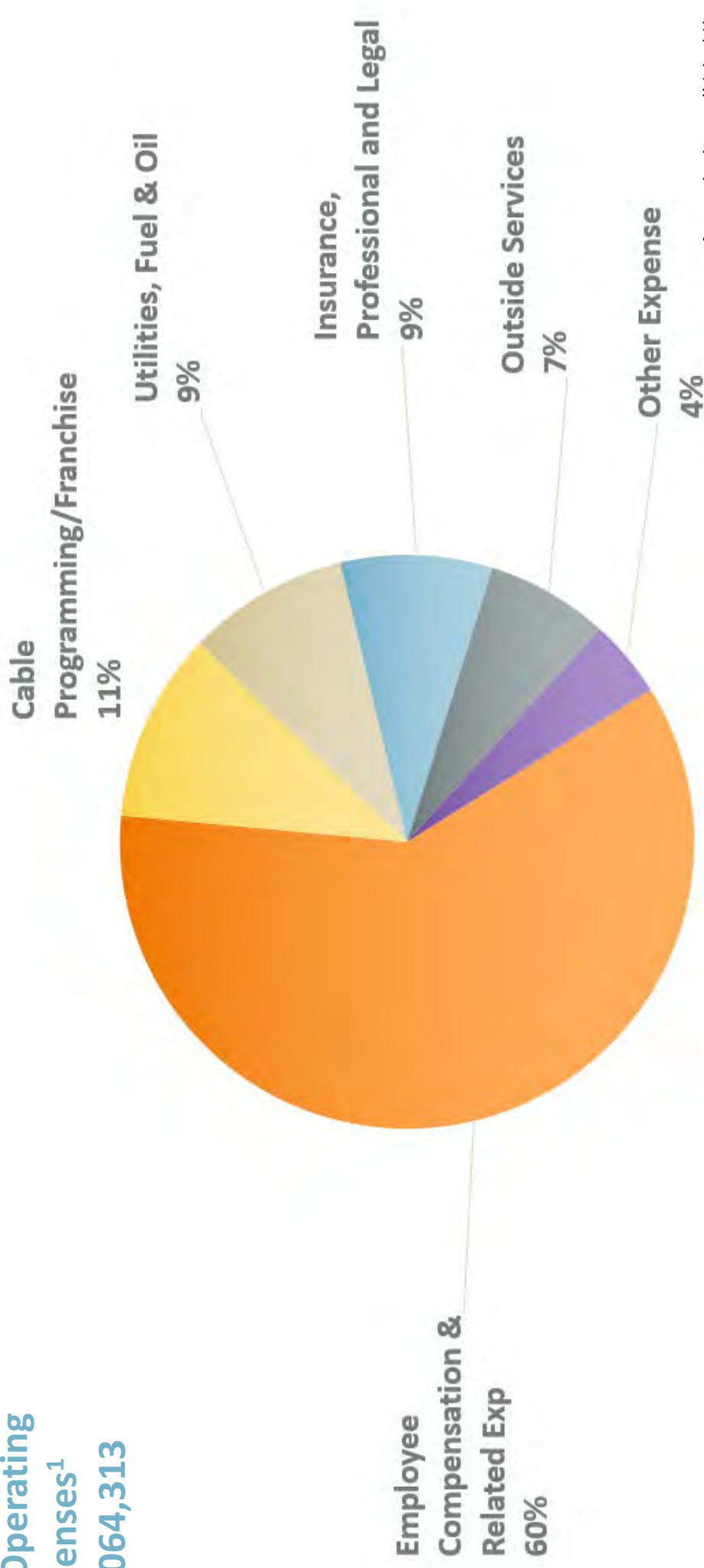
As of September 30, 2022



Total Operating

Expenses¹

\$29,064,313



GRF Financial Report

As of September 30, 2022

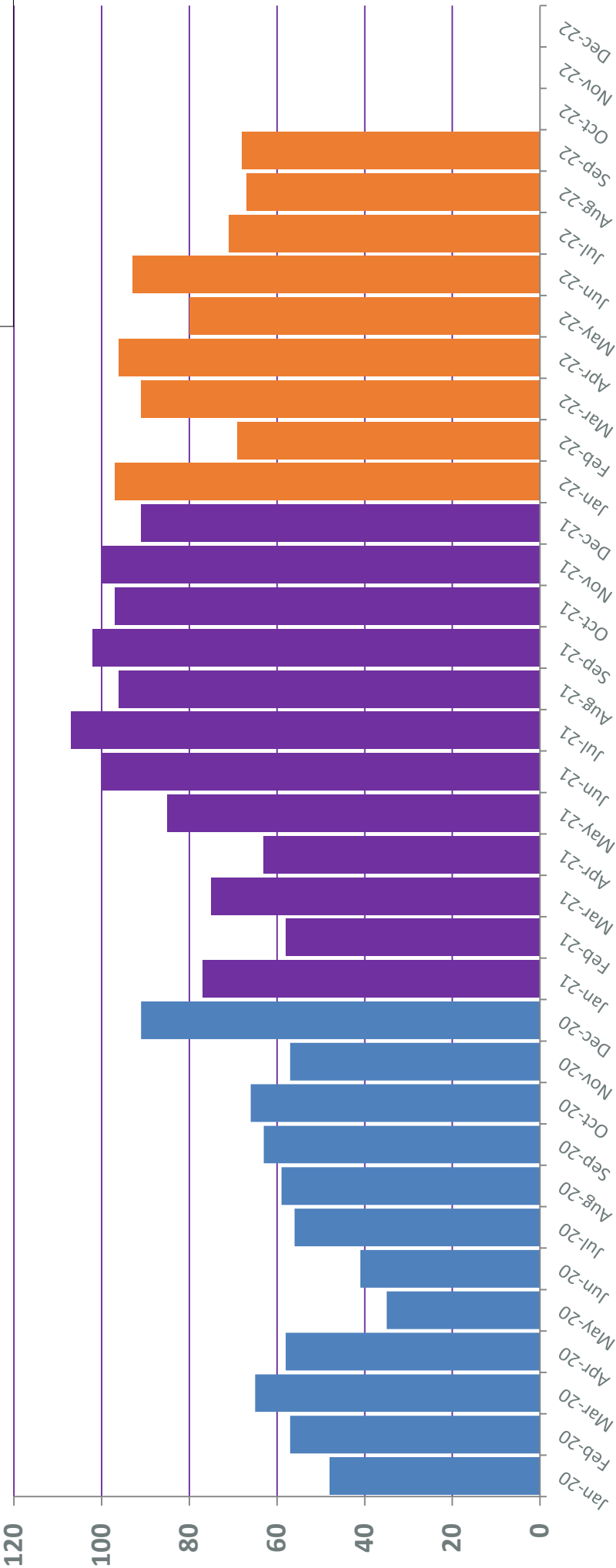


RESERVE FUND BALANCES (in thousands)	ENDING BALANCE	WORK IN PROGRESS	ADJUSTED BALANCES
Equipment Fund	\$5,965	\$1,319	\$4,646
Facilities Fund	19,841	2,167	17,674
Trust Facilities Fee Fund	8,903	0	8,903
TOTAL	\$34,709	\$3,486	\$31,223
RESTRICTED FUND BALANCES (in thousands)	ENDING BALANCE	WORK IN PROGRESS	ADJUSTED BALANCES
Contingency Fund	\$2,760	\$83	\$2,677

GRF Financial Report

As of September 30, 2022

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2020	482	\$351,311
YTD 2021	763	\$354,456
YTD 2022	732	\$399,676



GRF Financial Report

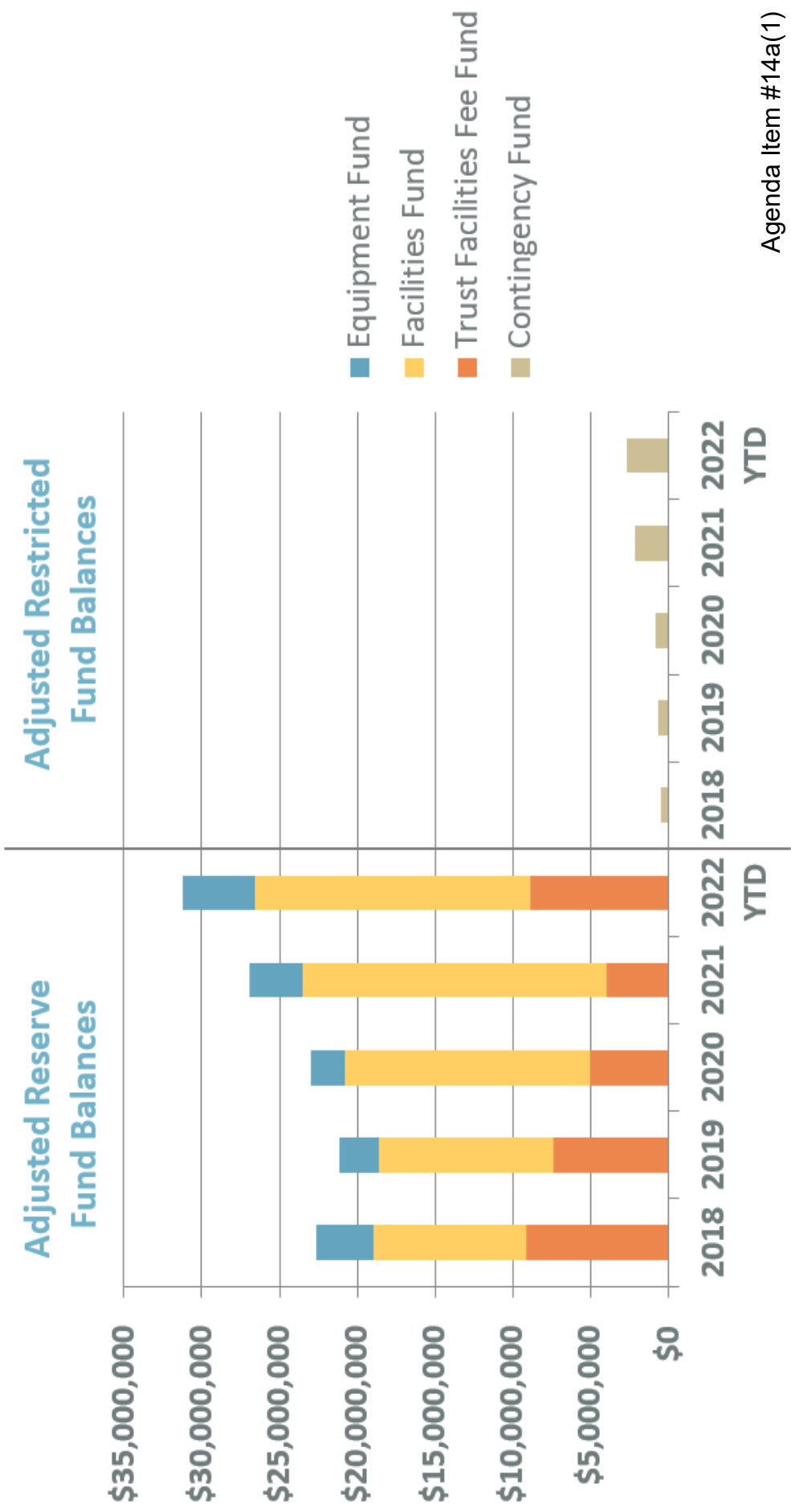
As of September 30, 2022



FUND ENCUMBRANCES (in thousands)					
	RESERVE FUNDS (EQF + FCF)		RESTRICTED FUND (CNF)		
	Total Appropriations	Remaining Encumbrance	Total Appropriations	Remaining Encumbrance	
Aquatics & Fitness	\$45	\$36	\$0	\$0	
Broadband Services	653	446	50	0	
Clubhouses	2,463	1,515	0	0	
Computers	4,760	3,851	0	0	
Community Center	279	0	0	0	
Energy Projects	250	0	0	0	
Golf Facilities	809	750	0	0	
Landscaping	697	546	0	0	
Other Equipment	280	271	0	0	
Other GRF Facilities	1,574	1,143	98	58	
Paving	904	103	0	0	
Security	468	305	0	0	
Vehicles	2,339	1,844	0	0	
TOTAL	\$15,521	\$10,810	\$148	\$58	

GRF Financial Report

As of September 30, 2022



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FINANCE COMMITTEE MEETING
REPORT OF THE REGULAR OPEN SESSION

Wednesday, October 19, 2022 – 1:30 p.m.
Hybrid Meeting

DIRECTORS PRESENT: Jim Hopkins – Chair, Elsie Addington, Mark Laws, Jim Cook (Alternate for Donna Rane Szostak), Azar Asgari, Lenny Ross, Diane Casey

DIRECTORS ABSENT: Donna Rane-Szostak, Debbie Dotson, Pat English

ADVISORS PRESENT: Rosemarie DiLorenzo

STAFF PRESENT: Steve Hormuth, Jose Campos, Erika Hernandez

OTHERS PRESENT: GRF – Bunny Carpenter, Egon Garthoffner, Juanita Skillman, Reza Karimi, Joan Milliman

Call to Order

Director James Hopkins chaired the meeting and was called to order at 1:34 p.m.

Acknowledgement of Media

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

Approval of Meeting Agenda

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

Approval of the Regular Meeting Report of August 17, 2022

A motion was made and carried unanimously to approve the committee report with the following change:

- Move Debbie Dotson's and Diane Casey's name from "Directors Present" to "Others Present".

Chair Remarks

Director Hopkins made a statement in response to an entry submitted in the Global by a member.

Member Comments (Items Not on the Agenda)

None.

Department Head Update

Steve Hormuth, Director of Financial Services, briefly summarized the GRF 2023 Business Plan upcoming agenda.

Review Preliminary Financial Statements dated September 30, 2022

The committee reviewed the financial statements dated September 30, 2022. Questions were addressed.

Proposed Defunding at Year End

Jose Campos, Assistant Director of Financial Services, presented a staff report recommending to defund capital projects as follows: three items from the Equipment fund, one from Facilities Fund and reducing one from the Equipment Fund by December 31, 2022. The capital items will be closed out at year end and be replaced with 2023 capital items. A motion was made and moved by Director Elsie Addington to accept staff's recommendation to be presented at the next board meeting. Director Sue Stephens seconded. Discussion ensued. Hearing no objections, the motion passed unanimously.

Endorsement from Standing Committees

Communities Activity Committee – Garden Center Rental Fees. Jose Campos presented a staff report provided by the CAC recommending the board to approve the proposed schedule of Garden Rental Fees with effective date January 1, 2023. A motion was made and moved by Director Addington to accept and endorse this recommendation to be presented at the next Board meeting. Director Azar Asgari seconded. Discussion ensued. Hearing no objections, the motion passed by unanimous decision.

Security and Community Access Committee – Aliso Creek "No bicycle Signage". Steve Hormuth presented a staff report provided by the SCAC recommending a supplemental appropriation in the amount of \$740 from the Equipment fund for the purpose of adding 4 universal "Bicycles are prohibited" signage to the main entrance of the Aliso Creek Park. A motion was made and moved by Director Stephens to accept and endorse staff recommendation to be presented at the next board meeting. Director Addington seconded. Discussion ensued.

Director Stephens retracted her motion. No vote took place.

Director Diane Casey left at 3:40pm.

Director Hopkins made a motion to send the report back to the SCAC committee with recommendations for consideration. Hearing no objections, the motion passed unanimously.

Future Agenda Items

None.

Committee Member Comments

None.

Date of Next Meeting

Wednesday, December 21, 2022 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 3:44 p.m.

DRAFT

James Hopkins, Chair

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OPEN MEETING

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

**Monday, October 3, 2022 – 1:30 p.m.
BOARD ROOM/VIRTUAL MEETING
Laguna Woods Village Community Center 24351 El Toro Road**

Director Present: Debbie Dotson, Mark Laws, Nathaniel Ira Lewis, Diane Casey, Ryna Rothberg, Joan Milliman, James Hopkins

Directors Absent: Gan Mukhopadhyay, Anthony Liberatore, Cash Achrekar

Staff Present: CEO-Siobhan Foster, Makayla Schwietert, Paul Nguyen

Others Present: Richard Rader (Advisor)

1. Call to Order—Director Dotson, Chair

Chair Dotson called the meeting to order at 1:30 p.m. and established that a quorum was present.

2. Approval of the Agenda

Chair Dotson requested the addition of Item 6c. Broadband Status Update, Item 6d. Website Status Update, and Item 6e. Space Planning (Oral Discussion).

Hearing no changes or objections, Chair Dotson declared the agenda as approved unanimously.

3. Approval of the Minutes

a. GRF Strategic Planning Committee Meeting – May 02, 2022

Hearing no changes or objections, Chair Dotson declared the minutes of May 02, 2022 as approved unanimously.

4. Chair's Remarks

Chair Dotson commented on the following:

- Goal for today is to discuss comments and ideas from committee members, and hopefully end the meeting with some new goals for the future.

5. Old Business

a. Committee Member Responses to Internal Survey

Chair Dotson provided a presentation on the Internal Survey with responses from committee members.

Discussion ensued among the committee.

b. Discussion of Ideas

The committee further discussed ideas that can be brought back at future meetings.

6. New Business

a. Status of Corporate Vote on Building E Replacement

Chair Dotson provided an update regarding Building E Replacement vote results from the Corporate Members.

Discussion ensued among the committee.

b. Set 3 Goals for 2023

Chair Dotson and the Committee discussed the following goals for 2023:

- Obtain trend reports.
- Recreational space utilization consultant.

THIS ITEM WAS ADDED DURING APPROVAL OF AGENDA

c. Broadband Status Update

Chair Dotson commented on a study that took place to advise on strategic planning for broadband services.

Discussion ensued among the committee.

THIS ITEM WAS ADDED DURING APPROVAL OF AGENDA

d. Website Status Update

Chair Dotson provided a brief update regarding the status of the Website renewals.

THIS ITEM WAS ADDED DURING APPROVAL OF AGENDA

e. Space Planning (Oral Discussion)

Chair Dotson commented that over the years, the need for space planning has been discussed.

Chair Dotson has requested a short-term ad-hoc committee be formed to move forward on the Building-E space planning project.

7. Next Meeting – TBD


8. Committee Member Comments

- Director Hopkins commented on the importance of obtaining a trends report, as the facts are the most important things to gather
- Chair Dotson commented Board Elections are in some way a form of Strategic

Planning. Sometimes change in Boards are needed, and sometimes they are not. The importance that a Member has proper experience, and want to be on a Board to make a difference.

9. Adjournment

There being no further business the meeting was adjourned at 3:25 p.m.

DocuSigned by:

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Debbie Dotson, Chair
GRF Strategic Planning Committee

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OPEN MEETING

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

Thursday, October 13, 2022 – 1:30 p.m.
Board Room/Virtual Meeting

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

MEMBERS ABSENT: Annie McCary

OTHERS PRESENT: Bunny Carpenter, Juanita Skillman, Mark Laws

STAFF PRESENT: Alison Giglio, Jennifer Murphy, Tom McCray, Laura Cobarruviaz, 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

Director Rothberg made a motion to approve the agenda, no second.

Motion passed unanimously.

Approval of Committee Report for September 8, 2022

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

Motion passed unanimously.

Chair's Remarks

Chair Horton introduced Ms. Giglio as the Interim Recreation and Special Events Director and welcomed the audience.

Report of the Recreation and Special Events Director

Ms. Giglio stated the following past events: Grandparents Fun Day was held at Clubhouse 5 with approximately 300 attendees including children and adults; the Italian Buffet held at Clubhouse 5 hosted 140 attendees; the Health and Wellness Expo held at Clubhouse 5 had approximately 500 attendees who were treated to giveaways, raffles, lunch and smoothie samples (this event hosted 26 total sponsors including the presenting sponsor, Memorial Care, who provided screenings and guest speakers).

Ms. Giglio stated the following facility and operational updates: the Garden Center Volunteer Program is thriving with 20 volunteers who help maintain both garden centers' common areas, tools and barns, plot numbering and tool painting; expanded hours at the Clubhouse 1 Fitness Center are now Monday through Friday opening at 7 a.m. and the Community Fitness Center now open Saturday and Sunday, 8 a.m. to 2 p.m.; Clubhouse 1 bocce ball area doors were replaced and painted, shuffleboard room doors were replaced and painted, tile near the Pool 1 entrance and billiard area was re-grouted; billiard table felt was replaced and one cushion was replaced and a second billiard table was re-leveled; Clubhouse 2 has expanded hours to Monday through Friday, 8 a.m. to 10 p.m. with the addition of one new staff member and the sound system has been repaired; the billiards players have returned to the Performing Arts Center and have been enjoying return to play and a yoga class has been offered on Wednesdays with steady attendance by residents; Clubhouse 5 is fully operational with the addition of two new staff members and staff is currently working with electricians to have additional lighting installed at Pool 5; plants have been replaced and the A/C unit in the dining room has been repaired at Clubhouse 6; Clubhouse 7 is now open on Sunday evenings and taking reservations for Monday through Fridays, 8 a.m. to 5 p.m. and Sunday, 8 a.m. to 10 p.m. all due to the addition of three staff members; Pool 1 is currently closed for approximately 6-8 weeks for maintenance and renovations, including locker room maintenance and new plastering (painting/power washing/tile replacement); Pool 2 will be the next to close with all pool maintenance expected to be completed by May 27; a full schedule of approximate pool closure dates is listed on the Laguna Woods Village website under Amenities/Fitness and Sports/Swimming; the Equestrian Center waitlist has been reduced by approximately 10 this month with adding additional clients to lesson program; two new horses are on trial for the lesson program and one more will be arriving this month; Murphy (horse with degenerative disease that could not work) has retired to Hoofs and Woofs rescue by way of generous donations directly to the rescue for his care; Help the Herd will host the Sound Bath Meditation fundraiser on October 14 and this second phase of the Help the Herd Fund has successfully raised over \$20,000 for the Equestrian Center approved projects this year; the Library held its first Volunteer Appreciation Party in three years showcasing the last 12 months of achievements by 63 volunteers which included greeting 29,845 visitors, checking in/out 26,242 cataloged items; shelving of 39,635 items; purchasing 511 new items; addition of 413 donated items and labeling/shelving of countless paperbacks, magazines, music CDs, puzzles and World Language books.

Mr. McCray stated golf maintenance completed fall maintenance including aerification and planting winter grass; some irrigation issues are being addressed; an email was sent to all

golfers regarding knotweed infestation in areas of the 27-hole course as staff needed to kill off those areas and will be planting new grass once seeds are deemed dead; the driving range project is scheduled to begin in March, 2023 and will include a 5-foot fence to be installed next week which will result in a temporary closure while the fence is being installed; some new staff will need to be hired that have a current spraying license; held short game clinic which was very successful; week two of the Silver Tees program which includes teaching those new golfers how to interact on the golf course, how to book tee times, fit in with pace of play, cart etiquette, etc. hosted approximately 12 attendees.

Ms. Murphy stated the Garden Center team will host a worm farming training class for \$15 each at Clubhouse 7 on October 14, 1 to 3 p.m.; the Equestrian Center free Halloween Hoedown will be hosted on October 22, 4 to 7 p.m. in conjunction with the Garden Center scarecrow contest from 3 to 5 p.m. and both events will have trick-or-treating for all who attend; the Village Bazaar will be hosted at Clubhouse 5 on October 22, 10 a.m. to 2 p.m.; Clubhouse 5 will host Oktoberfest on October 24 at 5 p.m. and tickets may be purchased for \$25 at the Clubhouse 5 office; the Arts and Crafts Bonanza will be held at Clubhouse 4 on Saturday, November 5, 9 a.m. to 4 p.m. and Sunday, November 6, 10 a.m. to 3 p.m.; the Thanksgiving buffet will be held at both Clubhouse 2 and Clubhouse 5 at 1 p.m. and tickets go on sale next Thursday, October 27; the Performing Arts Center will host five individual acts for a festive New Year's Eve event at 7:30 p.m. and tickets are on sale now at the box office.

Member Comments (Items Not on the Agenda)

Members were called to speak regarding the following: lane lines; pool hours at clubhouse 5; Emeritus classes offered at two different pools instead of classes held at one pool, one after another; a club fair to promote clubs.

Ms. Murphy stated the Recreation Department has planned a club expo in May, 2023 and will inform the resident member.

Staff was directed to follow up on the pool comments from the resident member.

CONSENT

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

Motion passed unanimously.

REPORTS

None

ITEMS FOR DISCUSSION AND CONSIDERATION

Saddleback Church Club Request for Exception to Clubhouse Holiday Hours – Ms. Murphy read the recommendation regarding the Saddleback Church Club request for an exception to Clubhouse Holiday Hours, resolution 90-20-19.

Director Casey made a motion to approve Saddleback church exception to Clubhouse Holiday Hours for one service only on January 1, 2023 and to include all additional costs.

Chair Horton amended the motion to state to approve all church exception to Clubhouse Holiday Hours for one service only on January 1, 2023 and to include all additional costs, Director Milliman seconded.

Discussion ensued.

Members were called to speak regarding the following: the church is willing to make it one service for this day and will pay the additional fees; charging the church full cost.

Motion passed unanimously.

Staff was directed to change policy for future January 1 religious club scheduling conflicts.

Equestrian Center Operating Rules – The staff recommendation of the amended Recreation and Special Events Department Equestrian Center Operating Rules was presented.

Director Bhada made a motion to approve the amended Equestrian Center Operating Rules as presented, Director Rothberg seconded.

Discussion ensued.

Members were called to speak regarding the following: clarification of visiting hours.

Motion passed unanimously.

Equestrian Center Horse Boarding Agreement – The staff recommendation of the Horse Boarding Agreement was presented.

Director Casey made a motion to approve the Horse Boarding Agreement as presented, Director Milliman seconded.

Discussion ensued.

Motion passed unanimously.

ITEMS FOR FUTURE AGENDAS

Facility 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 bring this item to the Community Activities Committee on November 10, 2022.

CONCLUDING BUSINESS

Committee Member Comments

Advisor Gidwani thanked Recreation staff for doing a wonderful job of contracts and operating rules for Equestrian Center. Chair Horton thanked President Carpenter and the Equestrian Supervisor for their contribution.

Director Rothberg stated Happy Halloween.

Director Casey stated great meeting.

Director Milliman stated great meeting.

Director Bhada stated great meeting.

Director Addington welcomed Ms. Giglio, thanked President Carpenter for contribution to the Equestrian contract information and thanked staff. She stated great meeting and thanked the audience for being receptive.

Chair Horton stated good meeting and thank you.

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, November 10, 2022.

Adjournment

There being no further business, the Chair adjourned the meeting at 2:46 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, October 12, 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, Cash Achrekar, Jim Cook, Ralph Engdahl, Gan Mukhopadhyay, Lenny Ross, Sue Stephens
Advisors Ajit Gidwani, Carl Randazzo, Bill Walsh

MEMBERS ABSENT: None

OTHERS PRESENT: **GRF:** Elsie Addington, Bunny Carpenter, Juanita Skillman
Third: Cush Bhada
United: Reza Bastani
Richard Rader

STAFF PRESENT: Guy West – Staff Officer & Projects Division Manager, Bart Mejia – Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, 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. Acknowledgement of Media

Chair Garthoffner noted that no media was present.

3. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

4. Approval of Meeting Report for August 10, 2022

Hearing no objection, the August 10, 2022 meeting report was approved unanimously.

5. Chair's Remarks

Chair Garthoffner commented on a statement in the VMS Agreement regarding the principals of cooperative effort and stressed the goal of the committee to work together, discuss controversial issues calmly, and to reach a consensus.

6. Member Comments

A member commented via email on EV charging in Laguna Woods Village. The committee addressed the comments and discussed the topic.

7. Department Head Update

Mr. West commented that repairs to the swamp cooler in the archery range will be made but there are no plans to replace it with an HVAC unit at this time. Mr. West also commented that a meeting has been scheduled for 11:00 a.m. on October 19, 2022 with the representatives from each mutual and 27 Diamonds, the interior design consultant for CH1 and the PAC lobby restrooms.

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 provided an overview of the projects and answered questions from the committee.

Mr. Mejia updated the committee on the status of SCE's evaluation of potential EV charging sites. Of the 7 sites that were initially evaluated, 3 met the requirements: CH3, CH4 and CH5. Discussion ensued regarding the number of charging stations per site; the loss of parking spaces; and SCE's approval criteria.

Mr. Mejia suggested the results of the SCE evaluation be presented at a special M&C committee meeting. Staff was directed to schedule the meeting at Clubhouse 2 (or similar venue) to provide an opportunity for residents to participate in a discussion on this important topic.

8. Project Log

9. ChargePoint Summary

The consent calendar was approved unanimously.

Items for Discussion and Consideration:

10. Building E – Open Discussion

President Carpenter requested the item be tabled at this time. After discussing the reasons for tabling the item, Chair Garthoffner approved the request.

11. Call Center Completion

Mr. West presented a PowerPoint update on the completion of the project to add 11 new work stations in the call center on the first floor of the community center.

12. Warehouse Dock Leveler Completion

Mr. West presented a PowerPoint update on the completion of the warehouse replacement of the dock leveler, bumpers, straps, concrete pad, and removable bollards.

13. Equestrian Hay Barn

Mr. West presented a staff report recommending the purchase of lightweight curtains to protect the hay bales stored at the equestrian barn. A motion was made to approve staff's recommendation. The motion passed by unanimous consent.

14. 2023 Equestrian Center Arena Lighting

Mr. West presented a PowerPoint overview of the preliminary scope for the lighting options at the equestrian center which have been budgeted for 2023.

15. 2023 Equestrian Center Fencing and Gate

Mr. West presented a PowerPoint overview of the preliminary scope for the gate and fencing options at the equestrian center which have been budgeted for 2023.

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.*

- Maintenance Service Center Generator
- EMS Status Update
- MelRok Energy Management System
- SCE EV Charging Stations
- 2023 Projects Overview

Concluding Business:

16. Committee Member Comments

- Director Ross commented on the need for financial transparency on large projects; and potential cost sharing of projects at the equestrian center.
- Advisor Randazzo commented on solar panel installation for EV charging.
- Advisor Gidwani thanked the committee and staff for their hard work and dedication to

the village.

- President Carpenter commented on reserve funding for projects.
- Advisor Walsh agreed that a separate special meeting on EV charging would be beneficial.
- Director Bhada commented on deferred maintenance.
- Director Cook, Achrekar and Chair Garthoffner commented on the need for economy in spending.
- Director Mukhopadhyay commented on space planning for the community center.

17. Date of Next Meeting: Wednesday, December 14, 2022 at 9:30 a.m.

18. Adjourn – The meeting was adjourned at 11:52 a.m.



Egon Garthoffner, Chair

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



OPEN MEETING

REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION MEDIA AND COMMUNICATIONS COMMITTEE

**Monday, October 17, 2022 – 1:30 p.m.
Board Room / Virtual Hybrid Meeting**

REPORT

Members Present: Chair Joan Milliman; Directors Maggie Blackwell, James Cook, Juanita Skillman; Advisors Carmen Pacella, Lucy Parker

Members Absent: Directors Annie McCary, Ryna Rothberg; Advisors Theresa Frost, Lynn Jarrett, Tom Nash

Others Present: Bunny Carpenter

Staff Present: Eileen Paulin, 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 September 19, 2022

Approved by unanimous consent.

5. Chair's Remarks

Chair Milliman welcomed everyone in attendance and stated that a special closed session will take place in the Sycamore Room following this open meeting and a short recess.

6. Member Comments

None.

Items for Discussion

7. Media and Communications Report – Eileen Paulin

Ms. Paulin asked the committee if they had any questions on the Media and Communications Activities Report.

Ms. Paulin stated that Paul Ortiz received an Employee Excellence Award and that the awards ceremony is occurring during this meeting. However, he could not be here today because he was attending an industry conference. He has done an outstanding job in stepping into the Broadband Services general manager role.

Ms. Paulin discussed the board training on November 18.

Director Skillman asked whether the number of prospective residents in attendance on the docent tours included new residents. A discussion ensued that they are mostly prospective residents but some new residents may be included in that number if spaces on the tour buses are available.

Director Cook asked about the change in time from 4:30 to 5 p.m. on the October 19 Third Mutual new resident orientation. Staff confirmed that the time changed for this new resident orientation only. The October 20 docent tour starts at 9 a.m. in the Elm Room.

8. Broadband Ad Hoc Committee Report – Eileen Paulin

Ms. Paulin discussed the upcoming meeting following MACC in the Sycamore Room. She reported that in the last meeting The Broadband Group (TBG) gave a presentation on their work in the past 18 months. TBG's financial analyst will join today's meeting.

9. Website Ad Hoc Committee Report – Eileen Paulin

Ms. Paulin reported that we're waiting on the RFP to move forward and that we received great feedback from the focus groups on the website, which she will present at the VMS board meeting on November 2.

10. Broadband Services Report – Eileen Paulin

Ms. Paulin highlighted from the Subscriber Counts report:

- Internet use has been growing and in September 2022 increased to 10,896 subscribers.
- Premium channel subscriptions are continuing to decline.
- Foreign language channels are up.

She also discussed the positive feedback from residents regarding Broadband Services technicians and customer service.

Items for Future Agendas

Status of expanding docent tours to Saturdays

Concluding Business

Committee Member Comments

None

Date of Next Meeting – Monday, November 21, 2022, at 1:30 p.m.

Adjournment

Chair Milliman adjourned the meeting at 1:52 p.m.

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

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

Wednesday, October 5, 2022 – 1:30 p.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Don Tibbetts (Chair), Egon Garthoffner, Cush Bada, Jim Cook (Alternate), Anthony Liberatore (Alternate), Pearl Lee, Margaret Bennett

ADVISORS:

MEMBERS ABSENT: John Frankel, Maggie Blackwell

OTHERS PRESENT: Bunny Carpenter, Juanita Skillman, Sue Stephens

STAFF PRESENT: Robert Carroll - General Services Director, Francisco Perez – Transportation Supervisor, Bob Merget – Landscape Manager, Liz Cortez – Administrative Coordinator

1. Call to Order

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

2. Acknowledgment of Media

None present.

3. Approval of the Agenda

Hearing no objection, the agenda was approved by acclamation.

4. Approval of Meeting Report for

Hearing no objection, 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)

Member Rhoda Lindner spoke on the Village bus system and the RFID chips residents utilize for ridership data.

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.

9. City of Laguna Woods Mobility Technology Plan Power Point Presentation

Representatives of the firm IBI Group presented a power point presentation on Laguna Woods City's mobility and technology plan.

Items for Discussion

10. Update on Fleet Right-Sizing Project

The General Services department completed the first biannual Fleet Right-Sizing Assessment. This project is to ensure the number and types of vehicles in the GRF fleet are appropriate for supporting VMS operations.

Staff provided a report on the following items:

- Assessment resulted in the projected reduction of ten vehicles and one specialty equipment.
- Assessment resulted in ten vehicles that will be reduced to different vehicle classes when they are scheduled to be replaced.
- Assessment identified six vehicles that can be repurposed, shared, or pooled across departments.

The Fleet Right-Sizing Assessment includes approximately \$620,200 in savings over a four-year period.

Chair Tibbets commented on the report. Director Garthoffner suggested staff provide a list of the VMS vehicles and the departments they are assigned to. Director Bhada confirmed with staff the results of the report are being implemented.

At this time Member Steve Seyman commented on the Village's transportation operational hours.

11. Vehicle Purchase – Two Ford Escape Plug-In Hybrid Vehicles for the Security Department

Staff presented a report recommending the committee approve the purchase of two replacement Ford Escape vehicles for the Security Department in the estimated amount of \$79,996.

Director Cook made a motion to approve staff's recommendation, Director Liberatore seconded. The motion passed by unanimous decision.

12. Vehicle Purchase – Four Ford F-250 Crew Cab Trucks for the Landscape Department

Staff presented a report recommending the committee approve the purchase of four Ford F-250 trucks for the Landscape Department in the estimated amount of \$202,636.

Discussion ensued amongst directors. Director Cook made a motion to approve staff's recommendation, Director Liberatore seconded. The motion passed by unanimous decision.

13. Equipment Purchase – Four Equipment Trailers for the Landscape and General Services Departments

Staff presented a report recommending the committee approve the purchase of four equipment trailers for the Landscape and General Services Departments in the estimated amount of \$52,403.

Director Cook made a motion to approve staff's recommendation, Director Liberatore seconded. The motion passed by unanimous decision.

Director Garthoffner presented a power presentation to the committee on average maintenance costs over several years for various vehicle types.

Items for Future Agendas:

None.

Concluding Business:

Committee Member Comments:

None.

Date of Next Meeting – Wednesday December 7, 2022 at 1:30 p.m.

Adjournment:

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

Don Tibbetts

Don Tibbetts (Oct 19, 2022 10:00 PDT)



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)

Don Tibbetts, Chair