

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 5, 2024, 9:30 a.m. 24351 El Toro Road, Laguna Woods, California Board Room/Virtual Meeting

NOTICE OF THE AGENDA

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

- 1. Call Meeting to Order / Establish Quorum First Vice President Skillman
- 2. Pledge of Allegiance Director Roza
- 3. Acknowledgment of Media
- 4. Approval of Agenda
- 5. Approval of Minutes
 - a. October 1, 2024 GRF Board Regular Open Meeting
 - **b.** October 11, 2024 GRF Special Open Meeting
 - c. October 17, 2024 GRF Board Agenda Prep Meeting
 - d. October 18, 2024 GRF Special Open 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 2024 by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes.

11. Unfinished Business

a. Clubhouse 1 Renovation Update (Oral Discussion)

12. New Business

- a. Entertain a Motion to Approve Equestrian Fee Recommendation (November initial notification 28-day notification for member review and comments to comply with Civil Code §4360)
- b. Entertain a Motion to Approve Recreation and Special Events Department Operating Rules Review (November initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)
- **c.** Entertain a Motion to Approve Aquadettes Request for Exception to GRF Poster Policy, Pool Closure and Staff Support for the 2025 Aqua Follies Show
- **d.** Entertain a Motion to Approve Request for Early Release of 2025 Capital Reserve Funds for Purchase of Snooker Table
- e. Fiber Infrastructure Project Update (Oral Discussion) Robert Carroll and Paul Ortiz
- f. Entertain a Motion to Approve RV Storage Fee Recommendation (November initial notification 28-day notification for member review and comments to comply with Civil Code §4360)
- g. Entertain a Motion to Approve Par 3 Golf Building Shade Cover
- h. Update Committee Assignments

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

14. Committee Reports

- **a.** Report of the Finance Committee/Financial Reports Director Cowen. The committee met on October 16, 2023; next meeting December 18, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) GRF Treasurer's Report Director Cowen
 - (2) GRF Finance Committee Report Director Cowen
- **b.** Report of the Community Activities Committee Director Bhada. The committee met on October 10, 2024; next meeting November 14, 2024, at 1:30 p.m. in the Board

Room and as a virtual meeting.

- **c.** Report of the Landscape Committee Director Bhada. The committee met on August 14, 2024; next meeting November 13, 2024, at 2:30 p.m. in the Board Room and as a virtual meeting.
- **d.** Report of the Maintenance & Construction Committee Director Skillman. The committee met on October 24, 2024, for a special closed meeting; next meeting December 11, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
- **e.** Report of the Media and Communications Committee—Director Milliman. The committee met on October 30, 2024; next meeting January 20, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- **f.** Report of the Broadband Ad Hoc Director Roza. The closed committee met on September 11, 12, and 16, 2024; next meeting TBD.
- **g.** Report of the Mobility & Vehicles Committee Director Leonard. The committee met on August 7, 2024; next meeting November 6, 2024, at 1:30 p.m. in the Board Room.
- h. Report of the Security & Community Access Committee Director Skillman. The committee met on October 23, 2024; next meeting February 26, 2025, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Report of the Laguna Woods Village Traffic Hearings Director Skillman. The Traffic Hearings were held on October 16, 2024; next hearings on November 20, 2024, at 9:00 a.m. as a virtual meeting.
 - (2) Executive Member Hearings Committee Director Milliman. The committee met on September 5, 2024; next meeting November 7, 2024, at 9:00 a.m. in the Willow Room.
- i. Report of the Disaster Preparedness Task Force Director Skillman. The Task Force met on September 24, 2024; next meeting November 26, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
- j. Information Technology Advisory Committee Director Roza. The closed committee met on October 18, 2024; next meeting December 27, 2024, at 1:30 p.m. as a virtual meeting.
- **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 takenby the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.
 - Equestrian Fee Recommendation
 - Approve Recreation and Special Events Department Operating Rules Review
 - RV Storage Fee Recommendation

16. Directors' Comments

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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
Approve the Agenda
Approve the Minutes of:
(a) October 1, 2024 – 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 1, 2024, 9:30 a.m. 24351 El Toro Road, Laguna Woods, California Board Room/Virtual Meeting

Directors Present: Juanita Skillman, Egon Garthoffner, Joan Milliman, Cush Bhada,

Donna Rane-Szostak, Steve Leonard, Gan Mukhopadhyay, Martin

Roza

Directors Absent: William Cowen

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

Rojas, Ian Barnette, Alan Grimshaw, Tom Siviglia, Alison Giglio, Guy

West, Bart Mejia, Roger Cowdry, Manuel Gomez, Eric Nunez,

Other Directors

Present:

Catherine Laster

Alison Bok, Ellen Leonard, Maggie Blackwell, Mickie Choi Hoe, Georgiana Willis, S.K. Park, Sue Quam, Nancy Carlson, David

Veeneman

1. Call Meeting to Order/ Establish Quorum - First Vice President Skillman

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

2. Pledge of Allegiance

Director Bhada led the Pledge of Allegiance to the Flag.

3. Acknowledgment of Media

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

4. Approval of Agenda

First Vice President Skillman requested an approval of the agenda.

Director Milliman made a motion to approve the updated agenda. Director Roza seconded.

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

5. Approval of Minutes

- a. March 13, 2024 GRF Budget Workshop
- b. May 15, 2024 GRF Budget Capital Review
- c. May 29, 2024 GRF Budget Department Review
- d. July 10, 2024 GRF Budget Business Plan Review
- e. August 5, 2024 GRF Budget Business Plan Version 3 Review
- f. September 3, 2024 GRF Board Regular Open Meeting
- g. September 19, 2024 GRF Board Agenda Prep Meeting

There being no objections, the meeting minutes listed above were approved by unanimous consent.

6. Report of the Chair

First Vice President Skillman spoke on the following items:

- Director Cowen is away in South Korea
- Longtime employee Tony Barr passed away recently
- Annual/Organizational Meeting is November 13th

7. CEO Report

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

- VMS Benchmarking Report
- Research and Comparisons
- Read the Full VMS Benchmarking Report
- General Administration
- What Report Results Say About VMS
- General Administration
- Bicycle Theft Update
- Bicycle Theft Prevention
- Save These DPTF Dates

8. Open Forum (Three Minutes per Speaker)

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

- A member commented on the work of the Foundation of Laguna Woods Village
- A member commented on Trust Facilities Fees
- A member commented on behalf of the California Club and spoke on the renovation of the sound system at the PAC
- A member commented on Annual Autumn Classical Concert at the PAC on October 18th at 2 P.M.
- A member commented on extended parking for residents
- A member commented on the recent recall and resident participation in governance

9. Responses to Open Forum Speakers

- Director Leonard commented on the PAC Sound System and the updated parking resolution
- Director Bhada thanked the Foundation of Laguna Woods Village and also discuss finding additional spots for long term parking
- Director Skillman commented on adding long term parking to the SCAC agenda

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 2024, and by this vote ratified that such review be confirmed in this month's Board Member Open Session Meeting minutes.

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

Hearing no changes, the motion was called to a vote and passed unanimously.

11. Unfinished Business

11a. Clubhouse 1 Renovation Update (Oral Discussion)

Guy West, Projects Division Manager, provided the following updates:

- Reopening on September 16, 2024 for soft opening
- Thanked multiple departments on this project

Discussion ensued among the Board.

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

Director Milliman read the following resolution:

RESOLUTION 90-24-51

Pricing Rates for Electric Vehicle Charging Stations

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

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

NOW THEREFORE BE IT RESOLVED, October 1, 2024, that the Board hereby approves the following pricing rates for electric vehicle charging stations effective upon adoption of this resolution:

	GRF Fleet Vehicles	LWV Members and Employees /kWh	Other Users/kWh	Parking Rates
Level 2 Chargers	\$0.00	\$0.31	\$0.45	\$2/hr after 4 hrs
Level 3 Chargers	\$0.00	\$0.31	\$0.65	\$2/hr after 1 hr

RESOLVED FURTHER, that future revisions to the pricing rates for electric vehicle charging stations be based on the percent change adopted by SCE effective June 1 of the particular year and implemented by the Finance Department with an update to the Finance Committee and GRF board after the adoption of the new rates; and

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

Director Milliman made a motion to approve the pricing rates for electric vehicle charging stations. Director Leonard seconded.

Hearing no changes, the motion was called to a vote and passed unanimously.

11c. Entertain a Motion to Approve Golf Fee Recommendation (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 90-24-52

Golf Shared Cost Percentage: 35% / 65% (Member Shared / Facility Use Fee)

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, at the July 29, 2024, Finance Committee meeting, the committee endorsed staff's recommendation to establish a shared cost percentage of 35% (covering total expense for golf maintenance and operations including depreciation) leaving the remaining 65% of total costs to be recovered through golf facility use fees; and

WHEREAS, at the August 8, 2024, Community Activities Committee meeting, the committee affirmed the Finance Committee recommendation to establish a golf shared cost of 35% / 65%;

NOW THEREFORE BE IT RESOLVED, October 1, 2024, that the Board of Directors of this Corporation hereby adopts the establishment of a shared cost percentage of 35% leaving the remaining 65% of total costs to be recovered through golf facility use fees; 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 golf shared percentage of 35% / 65% (member shared / Facility use fee). Director Bhada seconded.

Hearing no changes, the motion was called to a vote and passed unanimously.

Director Milliman read the following resolution

RESOLUTION 90-24-53

Schedule of Golf Fees

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, the Board directed staff to perform an annual review of golf revenue earned through fees compared to expenses incurred in accordance with Resolution 90-23-46. Staff will then propose fee changes (increase/decrease) to ensure the shared costs stay consistent with a Board approved percentage; and

WHEREAS, at the July 29, 2024, Finance Committee meeting, the committee endorsed a \$1 per round increase to each of the member greens for 18 holes and 9 holes on the 27 Hole Course and 18 holes and 9 holes at the Par 3 Course. The committee also endorsed increases for guest green fees, cart and club rentals along with trail fees; and

WHEREAS, at the August 8, 2024, Community Activities Committee meeting, the committee affirmed the Finance Committee endorsement of increased golf fees; and

WHEREAS, at the September 3, 2024, GRF Board meeting, the Board approved an amended motion to adopt the fee recommendations endorsed by both GRF Finance and CAC with an additional \$10 increase to all guest green fees above the then current rate; and

NOW THEREFORE BE IT RESOLVED, October 1, 2024, that the Board of Directors of this

Corporation hereby adopts Schedule of Golf Fees in Exhibit A below effective January 1, 2025; and

Exhibit A: Schedule of Golf Fees

Fee	2024 Fee	2025 Fee
<u>Carts and Clubs</u>		
Cart Registration (Trail Fee), Single Use	\$8.00	\$10.00
Cart Registration (Trail Fee), Annual Pass	\$60.00	\$65.00
Cart Rental, 18 Holes	\$15.00	\$18.00
Cart Rental, 9 Holes	\$8.00	\$9.00
Cart Rental, Hand Pulled	\$1.00	\$2.00
Fee (continued)	2024 Fee	2025 Fee
Club Rental	\$25.00	\$30.00
Club Storage Locker, Annual Fee	\$45.00	\$45.00
Club Storage Locker, Monthly Fee	\$12.00	\$12.00
<u>Driving Range</u>		
Driving Range, Large Bucket	\$6.00	\$6.00
Driving Range, Small Bucket	\$4.00	\$4.00
Driving Range, Quarter Bucket	\$2.00	\$2.00
Greens Fee, 27 Hole Course, 18 Holes		
Members	\$16.00	\$17.00
Guests, Weekday	\$35.00	\$45.00
Guests, Weekend	\$55.00	\$65.00
Greens Fee, 27 Hole Course, 9 Holes		
Members	\$8.00	\$9.00
Guests, Weekday	\$18.00	\$28.00
Guests, Weekend	\$28.00	\$38.00
Greens Fee, Par 3 Course, 18 Holes		
Members	\$10.00	\$11.00
Guests	\$16.00	\$26.00
<u>Greens Fee, Par 3 Course, 9 Holes</u>		
Members	\$6.00	\$7.00
Guests	\$8.00	\$18.00

RESOLVED FURTHER, that Resolution 90-18-03 approved on January 2, 2018 is hereby

superseded and canceled; 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 schedule of golf fees. Director Roza seconded.

Hearing no changes, the motion was called to a vote and passed 7-1-0. Director Leonard opposed.

11d. Entertain a Motion to Approve Updated Traffic Fees (September initial notification – Revised September – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)

Director Milliman read the following resolution:

RESOLUTION 90-24-54

Schedule of Traffic Monetary Penalties

WHEREAS, at the July 29, 2024 Finance Committee meeting, the Committee approved staff's recommendation of the proposed schedule of Traffic Monetary Penalties with an effective date of January 1, 2025; and

WHEREAS, the change aims to enhance adherence to traffic and parking regulations and reduce the frequency of violations;

NOW THEREFORE BE IT RESOLVED, on October 1, 2024, that the Board of Directors of this Corporation hereby approves the revised Schedule of Traffic Monetary Penalties as presented; 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 schedule of traffic monetary penalties. Director Roza seconded.

Discussion ensued among the Board.

Hearing no changes, the motion was called to a vote and passed unanimously.

11e. Entertain a Motion to Approve the Revisions to the GRF Traffic Rules and Regulations (September initial notification – Revised September – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)

Director Milliman read the following resolution:

RESOLUTION 90-24-55

Vehicle, Traffic and Parking Rules

WHEREAS, the Security Department is responsible for the administration of the Laguna Woods Village Vehicle, Traffic and Parking Rules;

WHEREAS, the Security and Community Access Committee has recognized the need to revise the Vehicle, Traffic and Parking Rules with updates and clarifying language; and

NOW THEREFORE BE IT RESOLVED, on October 1, 2024, the Board of Directors of this Corporation hereby adopts the Vehicle, Traffic and Parking Rules, as attached, and as in substantially final form, to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 90-19-56, approved December 3, 2019; Resolution 90-19-25, adopted June 4, 2019; Resolution 90-16-26, adopted June 7, 2016; Resolution 90-16-24, adopted June 7, 2016; Resolution 90-15-29, adopted May 5, 2015; and Resolution 90-14-21, adopted May 6, 2014 are 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 as written.

Director Milliman made a motion to approve the Vehicle, Traffic and Parking Rules. Director Rane-Szostak seconded

Discussion ensued among the Board.

Multiple members commented on the item.

Hearing no changes, the motion was called to a vote and passed unanimously.

12. New Business

12a. Entertain a Motion to Approve a Supplemental Appropriation of up to \$45k for the Pickleball Feasibility Study

Director Milliman read the following resolution:

RESOLUTION 90-24-XX

Pickleball Facility Request

WHEREAS, at the February 8, 2024 Community Activities Committee (CAC) meeting, the Pickleball Club made a presentation requesting the creation of an ad hoc committee to explore the building of a new pickleball facility due to the growing demand of residents playing the sport; and

WHEREAS, The CAC voted to recommend the creation of an ad hoc committee including Community Activities Committee and Maintenance and Construction Committee to assist with the pickleball club request; and

WHEREAS, the ad-hoc committee request was not included for Golden Rain Foundation (GRF) Board approval, but staff was directed to meet with the Pickleball Club to further discuss the process for building additional courts within the community; and

WHEREAS, it was suggested by staff that the Pickleball Club first demonstrate the need for additional courts by garnering support from residents through an interest list and return to the CAC with a proposal; and

WHEREAS, at the July 11, 2024 CAC meeting, staff was directed to place the Pickleball club presentation of exploration of a new pickleball facility be placed on the agenda for discussion; and

WHEREAS, on August 8, 2024, the Community Activities Committee reviewed and recommended a supplemental appropriation from the Facilities Reserve Fund in the amount of \$45,000 for a Pickleball Feasibility Study to develop and review options for building a new pickleball facility; and

WHEREAS, it is anticipated that available land to build a new facility would need to be reviewed and surveyed by professional consultants, including but not limited to geographical surveys, environmental impact report, etc.; and

WHEREAS, the estimated cost for a feasibility study is approximately \$45,000 and funding is not included in the 2024 Capital (Reserve) Budget or forecasted for the 2025 Capital Budget;

NOW THEREFORE BE IT RESOLVED, October 1, 2024, that the Board of Directors of this Corporation hereby adopts a supplemental appropriation from the Facilities Reserve Fund in the amount of \$45,000 for a Pickleball Feasibility Study to develop and review options for building a new pickleball facility; and

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

Director Milliman made a motion to approve the pickleball feasibility study. Director Rane-Szostak seconded.

Discussion ensued among the Board.

Multiple members commented on this item.

Alison Giglio, Recreation and Special Events Director, commented on the item as well as the previously discussed formation of Ad Hoc Committee.

Hearing no changes, the motion was called to a vote and failed 4-4-0. Directors Bhada, Mukhopadhyay, Garthoffner, and Leonard opposed.

Director Leonard requested staff gather info on construction costs and time lines at other facilities built within the past 5 years. Director Roza seconded.

Hearing no changes of objections, the motion was called to a vote and passed 7-1-0. Director Skillman opposed.

12b. Entertain a Motion to Approve Operating Hours Adjustment: Pool 5 Additional Hour for GRF on October 1, 2024

Director Milliman read the following resolution:

RESOLUTION 90-24-56

Operating Hours Adjustment: Pool 5 Additional Hour for October

WHEREAS, on January 4, 2022, the Golden Rain Foundation of Laguna Woods (GRF) Board of Directors approved resolution 90-22-04 for Pool Operating Hours and Lifeguard Services Modification to modify pool operating hours and lifeguard services to enhance pool operating efficiencies; and

WHEREAS, per resolution 90-22-04, Pool 5 operating hours in October are 6 a.m. to 6 p.m.; and

WHEREAS, at the request of several residents, on October 3, 2023, the GRF board approved resolution 90-23-57 allowing the extension of Pool 5 hours to 7 p.m. for the month of October 2023 only; and

WHEREAS, staff was directed to reevaluate the request in 2024; and

WHEREAS, on September 12, 2024, the Community Activities Committee recommended Board approval to extend Pool 5 operating hours in October from 6 p.m. to 7 p.m.;

NOW THEREFORE BE IT RESOLVED, October 1, 2024, that the Board of Directors of this Corporation hereby adopts the extension of Pool 5 operating hours in October from 6 p.m. to 7 p.m.; and

RESOLVED FURTHER, that Resolution 90-22-04 approved on January 4, 2022 regarding Pool 5 hours is hereby superseded and canceled; 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 operating hours adjustment for pool 5 additional hour for October. Director Rane-Szostak seconded.

Hearing no changes, the motion was called to a vote and passed unanimously. Director Garthoffner was not present for the vote.

12c. Facility Management Presentation – Manuel Gomez

Maintenance and Construction Director, Manuel Gomez, provided the following presentation regarding facility management and answered questions from the Board:

- Community Center HVAC
- Community Center MelRock System
- 2024 Capital Projects
- 2025 Capital Projects

A member commented on the presentation.

12d. Entertain a Motion to Establish a GRF Energy Subcommittee

Discussion ensued among the Board.

Director Skillman made a motion to establish a GRF energy subcommittee. Director Milliman seconded.

Hearing no changes, the motion was called to a vote and passed unanimously.

12e. Updated Committee Appointments

Director Milliman read the following resolution:

RESOLUTION 90-24-57

GRF Committee Appointments

RESOLVED, October 1, 2024, that the following persons are hereby appointed and ratified to serve on the Committees of this Corporation:

Community Activities Committee

Yvonne Horton, Chair (GRF)

Joan Milliman, Alternate (GRF)

Cush Bhada (GRF)

SK Park (Third)

Reza Karimi (Third)

Moon Yun, Alternate (Third)

Sue Quam (United)

Ellen Leonard (United)

Georgianna Willis, Alternate (United)

Peter Sanborn (Mutual 50)

Sue Stephens, Alternate (Mutual 50)

Advisors: Roland Boudreau, Ajit Gidwani, Elsie Addington

Finance Committee

Martin Roza, Alternate (GRF)

William Cowen, Chair (GRF)

Donna Rane-Szostak (GRF)

David Veeneman (Third)

Nathaniel Ira Lewis (Third)

Moon Yun, Alternate (Third)

Thomas Tuning (United)

Mickie Choi Hoe (United)

Ellen Leonard, Alternate (United)

Peter Sanborn (Mutual 50)

Sue Stephens, Alternate (Mutual 50)

Information Technology Advisory Committee (ITAC)

James Hopkins, Chair (GRF)

Martin Roza, Chair (GRF)

Steve Leonard (GRF)

Sue Quam, Alternate (United)

Tom Tuning (United)

Mark Laws (Third)

S.K. Park (Third)

Advisors: Sue Margolis, Debbie Dotson

Landscape Committee

Cush Bhada, Chair (GRF)

Juanita Skillman, Alternate (GRF)

Donna Rane-Szostak, (GRF)

Sue Quam (United)

Anthony Liberatore (United)

Maggie Blackwell, Alternate (United)

S.K. Park (Third)

Reza Karimi (Third)

Glenn Miller (Mutual 50)

Sue Stephens, Alternate (Mutual 50)

Advisor: Catherine Brians

Maintenance & Construction Committee

Yvonne Horton, Chair (GRF)

Juanita Skillman, Chair (GRF)

Steve Leonard, Alternate (GRF)

Gan Mukhopadhyay (GRF)

Egon Garthoffner, Alternate (GRF)

S.K. Park (Third)

Brad Rinehart (Third)

Reza Karimi, Alternate (Third)

Mickie Choi Hoe (United)

Tom Tuning (United)

Ellen Leonard, Alternate (United)

Sue Stephens (Mutual 50)

Peter Sanborn, Alternate (Mutual 50)

Advisors: Reza Karimi, BillWalsh, Ajit Gidwani

Media and Communications

Joan Milliman, Chair (GRF)

Juanita Skillman, Alternate (GRF)

Donna Rane-Szostak (GRF)

Cris Prince (Third)

Moon Yun, Alternate (Third)

Maggie Blackwell (United)

Georgiana Willis (United)

Sue Quam, Alternate (United)

Peter Sanborn (Mutual 50)

Sue Stephens, Alternate (Mutual 50)

Advisors: Carmen Pacella, Tom Nash, Lucy Parker, Theresa Frost, Catherine Brians

Broadband Ad Hoc Committee

Martin Roza, Chair (GRF)

William Cowen (GRF)

Donna Rane-Szostak, Alternate (GRF)

Cris Prince (Third)

Jim Cook (Third)

Reza Karimi, Alternate (Third)

Mickie Choi Hoe, Alternate (United)

Sue Quam (United)

Tom Tuning (United)

Peter Sanborn (Mutual 50)

Sue Stephens, Alternate (Mutual 50)

Advisors: John Cornell, Debbie Dotson, Bunny

Carpenter

Mobility& Vehicles Committee

Steve Leonard, Chair (GRF)

Juanita Skillman (GRF)

Cush Bhada, Alternate (GRF)

Moon Yun (Third)

S.K. Park (Third)

Reza Karimi, Alternate (Third)

Ellen Leonard (United)

Maggie Blackwell, Alternate (United)

Nancy Carlson (United)

Sue Stephens (Mutual 50)

Peter Sanborn, Alternate (Mutual 50)

Advisors: Vashi Williams, Elsie Addington

Security and Community Access

Juanita Skillman, Chair (GRF)

Steve Leonard (GRF)

Cush Bhada, Alternate (GRF)

S.K. Park (Third)

Reza Karimi (Third)

David Veeneman, Alternate (Third)

Nancy Carlson (United)

Maggie Blackwell (United)

Vidya Kale, Alternate (United)

Sue Stephens (Mutual 50)

Peter Sanborn, Alternate (Mutual 50)

OTHER COMMITTEES:

<u>Disaster Preparedness Task Force</u>

Eric Nunez, Co-Chair

Juanita Skillman, Co-Chair (GRF)

Donna Rane-Szostak (GRF)

S.K. Park (Third)

Moon Yun (Third)

David Veeneman, Alternate (Third)

Anthony Liberatore (United)

Georgiana Willis (United)

Vidya Kale, Alternate (United)

Rick Kopps, Alternate Resident (Mutual 50)

Sue Stephens (Mutual 50)

Advisors: Tom Soule, Bruce Bonbright

<u>Laguna Woods Village Traffic Hearings</u> (Chair will alternate between Boards)

Juanita Skillman (GRF)

Cush Bhada, Alternate (GRF)

S.K. Park (Third)

David Veeneman, Alternate (Third)

Maggie Blackwell (United)

Vidya Kale, Alternate (United)

Sue Stephens (Mutual 50)

Glenn Miller, Alternate (Mutual 50)

Select Audit Task Force

William Cowen, Chair (GRF)

Diane Phelps (GRF)

Mickie Choi Ho (United)

David Veeneman (Third)

Executive Hearings Committee

Yvonne Horton, Chair (GRF)

Juanita Skillman (GRF)

Joan Milliman (GRF)

Donna Rane-Szostak, Alternate (GRF)

Space Planning Ad Hoc Committee

James Hopkins, Chair (GRF)

Yvonne Horton (GRF)

Juanita Skillman, Chair (GRF)

Cush Bhada (GRF)

Ellen Leonard, Alternate (United)

Tom Tuning (United)

Nancy Carlson (United)

S.K. Park (Third)

Reza Karimi (Third)

Sue Stephens (Mutual Fifty)

Peter Sanborn (Mutual Fifty)

Glenn Miller (Mutual Fifty)

Correspondent - James Hopkins (GRF)

El Toro Water District – Juanita Skillman, Alternate (GRF)/Donna Rane-Szostak, (GRF)

RESOLVED FURTHER, that Resolution 90-24-44 adopted September 3, 2024, is hereby superseded and cancelled; and

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

Director Milliman made a motion to approve the update of committee appointments. Director Leonard seconded.

Hearing no changes, the motion was called to a vote and passed unanimously as amended.

12f. Establish a Meeting to Select a VMS Representative for GRF to Fill Remaining Term of Vacancy (Oral Discussion)

The Board discussed possible meeting dates, and selected the date of October 11, 2024 at 10:00 a.m. to hold a special meeting to select a VMS representative for GRF to fill remaining term of vacancy.

13. The Board took a 5-minute break

14. Committee Reports

- **a.** Report of the Finance Committee/Financial Reports Director Cowen. The committee met on August 21, 2023; next meeting October 16, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) GRF Treasurer's Report Director Cowen
 - (2) GRF Finance Committee Report Director Cowen
- **b.** Report of the Community Activities Committee Director Bhada. The committee met on September 12, 2024; next meeting October 10, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- **c.** Report of the Landscape Committee Director Bhada. The committee met on August 14, 2024; next meeting November 13, 2024, at 2:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Report of the Water Conservation Committee Director Rane-Szostak
- **d.** Report of the Maintenance & Construction Committee Director Skillman. The committee met on September 19, 2024; next meeting October 9, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
- **e.** Report of the Media and Communications Committee—Director Milliman. The committee met on July 15, 2024; next meeting October 21, 2024, at 1:30 p.m. in the Board Room and

as a virtual meeting.

- **f.** Report of the Broadband Ad Hoc Director Roza. The closed committee met on September 11, 12, and 16, 2024; next meeting TBD.
- **g.** Report of the Mobility & Vehicles Committee Director Leonard. The committee met on August 7, 2024; next meeting November 6, 2024, at 1:30 p.m. in the Board Room.
- h. Report of the Security & Community Access Committee Director Skillman. The committee met on August 28, 2024; next meeting October 23, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Report of the Laguna Woods Village Traffic Hearings Director Skillman. The Traffic Hearings were held on September 18, 2024; next hearings on October 16, 2024, 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 24, 2024; next meeting November 26, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
- j. Information Technology Advisory Committee Director Roza. The closed committee met on September 27, 2024; next meeting October 25, 2024, at 1:30 p.m. as a virtual meeting.
- **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 takenby the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.
 - Charter for New Energy Subcommittee

16. Director's Comments

- Director Roza commented that this was a goof meeting and commended the chair
- Director Rane-Szostak thanked the remaining members in the audience
- Director Leonard commented that today was National Homemade Cookie Day
- **17.** Recess **12:35** p.m. At this time, the Meeting recessed for lunch and reconvened to Executive Session to discuss the following matters per California Civil Code §4935: Member Disciplinary Matters; Personnel Matters; Contractual Matters; and Litigation Matters.

Closed Session Agenda

VMS Board Update

Approve the Agenda

Approve the Minutes of:

- (a) September 3, 2024 Regular Closed Session
- (b) September 13, 2024 Special Closed Session
- (c) September 19, 2024 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 4:37 p.m.

-Signed by:

Joan Milliman

Joan Milliman, Secretary of the Board
Golden Rain Foundation



SPECIAL OPEN MEETING

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

Friday, October 11, 2024 – 10:00 A.M. 24351 El Toro Road, Laguna Woods, California Board Room/Virtual Meeting

Directors Present: Gan Mukhopadhyay, Juanita Skillman, Martin Roza, Joan

Milliman, Steven Leonard, Donna Rane-Szostak, Cush Bhada

Directors Absent: William Cowen, Egon Garthoffner

Candidates Present: James Hopkins, Mark Laws, Valerie Sand

Candidates Not Present: Anthony Liberatore

Staff Present: Makayla Schwietert, Paul Nguyen

Others Present: S.K. Park – Third Mutual, Reza Karimi – Third Mutual, Charles

Prater – United Mutual, Marie Collins – United Mutual

1. Call Meeting to Order / Establish Quorum

First Vice President Skillman called the meeting to order at 10:02 a.m. and established that a quorum was present.

2. State Purpose of Meeting

First Vice President Skillman stated that the purpose of the meeting was to appoint one GRF-VMS representative to the VMS Board.

3. Approval of the Agenda

First Vice President Skillman asked if there were any objections to the Agenda.

Director Roza made a motion to approve the agenda. Director Milliman seconded.

Hearing no changes or objections, the motion was called to a vote and passed unanimously.

4. Introduction of VMS/GRF Candidates

- James Hopkins
- Mark Laws
- Anthony Liberatore
- Valerie Sand

5. Candidate Opening Statements

The Candidates were given two minutes to give an opening statement.

6. Candidate Interviews

The Candidates were given 1-2 minutes to answer questions from the Board.

7. Candidate Closing Statements

The Candidates were given 2 minutes to give a closing statement.

8. Entertain a Motion to commence Balloting

Director Milliman made a motion to commence balloting. Director Mukhopadhyay seconded.

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

9. Entertain a Motion to Cease Balloting

Director Leonard made a motion to cease balloting. Director Bhada seconded.

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

10. Tabulation of Ballots and Announce Results – Corporate Secretary

Corporate Secretary, Makayla Schwietert, tabulated the ballots and announced the results.

Joan Milliman

- James Hopkins 4 votes
- Mark Laws 3 votes
- Anthony Liberatore 0 votes
- Valerie Sand 0 votes

James Hopkins was elected to a 1-year term ending in December 2025.

11. Member Comments - None

12. Director Comments - None

13. Adjournment

The meeting was adjourned at 10:53 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 17, 2024 – 9:30 a.m. Willow Room/Virtual Meeting

GRF Agenda Prep Meeting

Directors Present: Juanita Skillman, Gan Mukhopadhyay, Joan Milliman, Egon Garthoffner

(entered meeting at 10 a.m.), Martin Roza, Cush Bhada (left meeting at

10:00 a.m.), Steven Leonard (left meeting at 10:48 a.m.)

Directors Absent: William Cowen, Donna Rane-Szostak

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

Others Present: Ellen Leonard – United

1. Call Meeting to Order and Establish Quorum

First Vice President Skillman called the meeting to order at 9:38 a.m. and established that a quorum was present.

2. Approval of the Agenda

First Vice President Skillman asked for approval of the agenda.

Director Milliman made a motion to approve the agenda. Director Roza seconded.

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

3. Discuss and Consider Items to be placed on the Tuesday, November 5, 2024, Board Meeting Open & Closed Agendas

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

Director Roza made a motion to approve the November 5, 2024, Open Agenda. Director Milliman seconded.

Hearing no changes or objections, the November 5, 2024, Open Agenda was approved unanimously.

Director Roza made a motion to approve the November 5, 2024, Closed Agenda. Director Milliman seconded.

Hearing no changes or objections, the November 5, 2024, Closed Agenda was approved unanimously.

4. Director Comments

- Multiple Directors commented on shared costs
- Director Leonard commented on alternative forms of bus transportation pertaining to ADA
- Director Roza commented on new director orientation training
- Chair Skillman commented on the Granicus system

5. Adjournment

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

Joan Milliman

Joan Milliman, Secretary of the Board Golden Rain Foundation



SPECIAL OPEN MEETING

MEETING OF THE GOLDEN RAIN FOUNDATION

MEET THE CANDIDATES MONDAY, OCTOBER 18, 2024, at 10 AM BOARD ROOM/VIRTUAL MEETING

United Board Members Present: Maggie Blackwell, Sue Quam, Mickie Choi Hoe,

Georgiana Willis, Ellen Leonard, Thomas Tuning, Marie Collins, Jeanne Costello

Third Board Members Present: S.K. Park, Reza Karimi, Robert Mutchnick, Craig

Wayne, Egon Garthoffner

Mutual No. Fifty Members Present: Sue Stephens, Glenn Miller, Peter Sanborn,

Tom Hood, Jim Brech

GRF Board Members Present: Joan Milliman, Juanita Skillman, Cush Bhada,

Gan Mukhopadhyay, Donna Rane-Szostak

Candidates Present: Yvonne Horton, Bunny Carpenter, Manohar

Motwani, Brad Rinehart, Martin Roza, Gary

Duerst, Donald Hauptman

Staff Present: CEO Siobhan Foster, Paul Nguyen, Makayla

Schwietert

Others Present: None

1. Welcome and Acknowledgment of Press, Village TV, Board Members and Honored Guests – First Vice President Skillman

Chair Skillman called the meeting to order at 9:31 a.m. and established that a quorum was present.

- Introduce the Moderators First Vice President Skillman, Director Milliman
 Chair Skillman and Director Milliman introduced themselves as the moderators
 for the GRF Meet the Candidates.
- 3. United Mutual/GRF Delegate Announcement Chair Skillman
 Chair Skillman congratulated Ellen Leonard for her appointment to the GRF
 Board by the United Mutual Board.

4. Candidate Introduction – Moderator First Vice President Skillman

Candidates running to fill two three-year term seats ending at the annual election in 2027, one two-year term seat ending at the annual election in 2026, and two one-year term seats ending at the annual election in 2025, on the GRF Board of Directors:

- Alison Bok
- Bunny Carpenter
- Gary Duerst
- Donald Hauptman
- Yvonne Horton
- Manohar Motwani
- Brad Rinehart
- Martin Roza

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

5. Opening Statements

Each candidate was given three minutes for an opening statement. Candidate sequence was determined by the moderator.

6. Prepared Questions

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

7. Candidate Closing Statements

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

8. Concluding Remarks and Announcements – First Vice President Skillman and Director Milliman

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

9. Closing Remarks and Adjournment – First Vice President Skillman and Director Milliman

Chair Skillman and Director Milliman provided closing statements.

The meeting was adjourned at 11:20 a.m.

Joan Milliman

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Joan Milliman, Secretary of the Board

Golden Rain Foundation

Golden Rain Foundation of Laguna Woods Finance Committee September 18, 2024

ENDORSEMENT (to CAC)

Equestrian Fee Recommendation

Steve Hormuth, Director of Financial Services, presented a staff report recommending changes to the current Schedule of Equestrian Fees consistent with the 70 / 30 shared cost vs fee split as approved by resolution 90-20-20.

Director Tuning made a motion recommending the GRF Board adopt a revised shared cost percentage calling for a 60 / 40 split effective in 2025, a 40 / 60 split effective in 2026 and a 30 / 70 split in 2027. Director Lewis seconded.

Discussion ensued.

Hearing no objections, the motion passed unanimously to be brought to the CAC meeting scheduled on October 10, 2024 followed by the GRF Board meeting on November 5, 2024.

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Golden Rain Foundation Community Activities Committee October 10, 2024

ENDORSEMENT (to GRF)

Equestrian Fee Recommendation

Review and recommend a resolution for option 1 for Equestrian Fees with bi-monthly budget review to be presented at CAC.

A motion was made to recommend 70/30% shared cost for 2025 and use Option 2 proposed fees and provide a monthly budget analysis to GRF Finance Committee.

Motion failed 2-5. Acting Chair Bhada, Director Milliman, Director Quam, Director Mutchnick, Director Yun opposed.

A motion was made to recommend option 1 for Equestrian Fees with bi-monthly budget review to be presented at CAC. Director Mutchnick seconded.

Motion passed unanimously.

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STAFF REPORT

DATE: November 5, 2024 FOR: Board of Directors

SUBJECT: Equestrian Fee Recommendation

RECOMMENDATION

Staff recommends the Board review and approve the proposed Schedule of Equestrian Fees (ATT1) inclusive of a 70% / 30% shared cost vs facility usage fee split with an effective date of January 1, 2025.

BACKGROUND

In 2020, the Board of Directors adopted a GRF policy for the Equestrian Center that stated a horse boarding fee shall be charged monthly to residents to board their horse(s) at the Equestrian Center. The boarding fee shall be based on 30% recovery of resident horse boarding expenses. The remaining 70% is to be a shared cost supported by the community.

The current Resident Horse Boarding Fee and Lesson Fees were last updated in November 2021 and made effective in 2022. In May 2023 the current Non-Resident Horse Boarding Fee was established and Lesson Fees were updated. Consistent with the GRF Board approved fee analysis schedule (Resolution 90-23-46), staff presented an Equestrian Center expense analysis to the GRF Finance Committee on August 21, 2024 highlighting budgeted expenses increased by \$232,000 between 2023 and 2024. The year-over-year increase was attributed to the addition of a Stable Hand and an Equine Generalist were added for horse care services and a 52% increase in Materials & Supplies due to inflation. Without an adjustment in 2025, resident horse boarding fee revenue is estimated to recover 18% of the monthly costs while the remaining 82% will be shared (subsidized by the community at large).

On September 18, 2024 staff presented a recommendation of Option 1, Schedule of Equestrian Fees (ATT1), to the GRF Finance Committee inclusive of a shared cost split of 70% shared and 30% cost recovery through facility usage fees. Discussion ensued about the limited number of owners whom benefit from horse boarding, yet acknowledging a larger number of residents take part in either private or group riding lessons and special events. Instead of the recommendation put forth by staff, the committee approved an endorsement to change the existing Board approved shared cost split to one that declines over the next three years (i.e. decreasing the cost absorbed by the community and increasing the fee to the users of the facility):

2025 – 60% shared cost and 40% recovery through facility usage fees 2026 – 40% shared cost and 60% recovery through facility usage fees

2027 - 30% shared cost and 70% recovery through facility usage fees

On October 10, 2024 staff presented two recommendation options to the GRF Community Activities Committee. The first option was staff's original recommendation of adhering to the GRF approved 70% shared cost with 30% recovered through facility usage fees. The second option was the endorsement from the GRF Finance Committee detailed in the paragraph

Golden Rain Foundation of Laguna Woods Equestrian Fee Recommendation November 5, 2024 Page 2

above. The committee evaluated both options and after much discussion, approved an endorsement for staff's original recommendation of adhering to the 70% / 30% split. Included as part of CAC's endorsement was for a bi-monthly Equestrian budget review to be presented at CAC moving forward.

Details for Option 1 (staff's recommendation and CAC endorsement) and Option 2 (GRF Finance endorsement) have been included in the Discussion and Financial Analysis narratives below along with the Schedule of Fees.

DISCUSSION

The areas recommended for fee increases include Horse Boarding Fees and Lesson Fees as they represent more than 80% of the total Equestrian Center Revenue. The desired effect of updating the Horse Boarding and Lesson Fees is to achieve either the existing Board approved 70% / 30% shared cost vs facility usage fee split or a new board approved shared cost percentage. The total anticipated expense in 2025 for the Equestrian Center is \$941,600 (ATT2). For the purposes of this analysis, the cost of horse feed is removed given such costs are to be fully billed back to residents in the form of Horse Feed Revenue. Therefore, absent feed expense of \$51,600, the adjusted total expense subject to recovery is \$890,000.

The recommendation proposed by staff (Option 1) and the alternative endorsed by the GRF Finance Committee (Option 2) result in the following annual expense recoveries and change from the current Facility Usage Fee percentage Budgeted in 2025:

	Facility Usage	Annual Expense Recovery		
	Fee Recovery %	Through Facility Fees		
Anticipated 2025	18%	\$164,040		
Option 1 2025	30%	\$267,000		
Option 2 2025	40%	\$356,000		
Option 2 2026	60%	\$534,000		
Option 2 2027	70%	\$623,000		

The current year fee review began with Lesson Fees and a goal to bring prices more in line with the local market for similar facilities. Based on research performed by the Equestrian Center Supervisor complemented by her industry experience, the following recommendations have been made:

Lesson Fee Description	2024 Fee	Proposed Fee	
Resident Fee			
Private 45 minute on GRF Horse	\$30	\$55	
Private 45 minute on Boarded Horse	20	55	
Group 45 minute on GRF Horse	15	35	
Group 45 minute on Boarded Horse	10	35	

Lesson Fee Description	2024 Fee	Proposed Fee
Non-Resident Fee		
Private 45 minute on GRF Horse	\$55	\$75
Private 45 minute on Boarded Horse	35	75

Golden Rain Foundation of Laguna Woods Equestrian Fee Recommendation November 5, 2024 Page 3

Group 45 minute on GRF Horse	35	55
Group 45 minute on Boarded Horse	20	55

The anticipated revenue growth in 2025 from the proposed changes to Lesson Fees is an additional \$50,700 (\$83,700 of revenue with proposed rate increases less \$33,000 from the 2025 Budget).

The second step taken for the current year fee review was to analyze the Horse Boarding Fee and determine what rate, in combination with the added revenue from Lesson Fee Revenue, would achieve the various Facility Usage Fee Recovery percentages and associated annual expense recoveries. Horse boarding capacity is approximately 30 stalls and in following historical rental usage, staff assumed 25 stalls would be rented by residents and 5 stalls would be rented by non-residents. While there is a total of 40 stalls, 10 are reserved for GRF owned horses and / or equipment. Based on the above assumptions, the following Horse Boarding rates were derived:

Please note – Option 2 Years 2026 and 2027 below are for illustrative and discussion purposes only. Future year fees will be calculated based upon future year budgets.

				Lesson	Horse	
	Rate	Revenue	Subtotal	Fee	Care	Total
Anticipated 2025 (Per Budget absent approximately \$4K of Miscellaneous Revenue)						
Resident Boarding	\$265	\$79,500	\$99,000	\$33,000	\$28,800	\$160,800
Non- Resident Boarding	325	19,500				
Option 1 2025 (70% Shared Cost / 30% Facility Usage Fee)						
Resident Boarding	412	123,600	154,500	83,700	28,800	267,000
Non- Resident Boarding	515	30,900				
Option 2 2025 (60% Shared Cost / 40% Facility Usage Fee)						
Resident Boarding	650	195,000	243,780	83,700	28,800	356,280
Non- Resident Boarding	813	48,780				
Option 2 2026** (40% Shared Cost / 60% Facility Usage Fee)						
Resident Boarding	1,124	337,200	421,500	83,700	28,800	534,000
Non- Resident Boarding	1,405	84,300				
Option 2 2027**(30% Shared Cost / 70% Facility Usage Fee)						
Resident Boarding	1,362	408,600	510,780	83,700	28,800	623,280
Non- Resident Boarding	1,703	102,180				

^{**} For illustrative and discussion purposes only.

FINANCIAL ANALYSIS

The approved GRF 2025 Business Plan (i.e. Budget) anticipates revenues of approximately \$216,000 from the Equestrian Center made up mostly of Horse Boarding Fees, Lesson Fees and Revenue collected to offset the cost of Horse Feed. If the Board were to approve Option 1

Golden Rain Foundation of Laguna Woods Equestrian Fee Recommendation November 5, 2024 Page 4

as highlighted in the discussion above and supporting attachments, GRF could anticipate receiving an additional \$103,000 in revenue. Alternatively, if the Board were to approve Option 2, GRF could anticipate receiving an additional \$192,000 in revenue.

Prior to approval of either option, consideration should be given to local equestrian centers such as Nellie Gail Ranch who, with similar size stalls, have online published rates of \$680 for Residents and \$775 for Non-Residents. Adjusting shared cost / facility usage rates in future years may cause GRF rates to exceed other available options in local markets resulting in vacant stalls and decreasing revenue.

Prepared By: Ada Sigler, Senior Financial Analyst

Steve Hormuth, Director of Financial Services

Reviewed By: Alison Giglio, Recreation and Special Events Director

Jose Campos, Assistant Director of Financial Services

ATTACHMENT(S)

Attachment 1: Options 1 & 2 - Proposed Equestrian Fees

Attachment 2: Equestrian Center Net Expense Recovery Schedule

Attachment 3: Resolution 90-24-XX

	2024	2025	2025
DESCRIPTION	Fee	Option 1	Option 2
EQUESTRIAN CENTER	1.00	opaion :	
Horse Boarding Fee	\$265.00	\$412.00	\$650.00
Dry Stall	\$150.00	\$247.00	\$390.00
Horse Feed - Alfalfa Hay*	\$97.50	\$97.50	\$97.50
Horse Feed - Teff Hay*	\$113.50	\$113.50	\$113.50
Horse Feed - Orchard Hay*	\$93.00	\$93.00	\$93.00
Horse Feed - Timothy Hay*	\$99.00	\$99.00	\$99.00
Lessons, private, per 45 min on GRF horse - resident	\$30.00	\$55.00	\$55.00
Lessons, private, per 45 min on Boarded horse - resident	\$20.00	\$55.00	\$55.00
Lessons, group, per 45 min on GRF horse - resident	\$15.00	\$35.00	\$35.00
Lessons, group, per 45 min on Boarded horse - resident	\$10.00	\$35.00	\$35.00
Shavings (per bag)*	\$7.50	\$7.50	\$7.50
Storage, horse trailer	\$160.00	\$160.00	\$160.00
Hauling horse in trailer (per hour)	\$50.00	\$50.00	\$50.00
Hauling horse in trailer (per mile)	\$0.58	\$0.58	\$0.58
EQUESTRIAN CENTER - Non Resident Fees	40.00	ψο.σσ	ψ0.00
Lessons, private, 45 min on GRF Horse	\$55.00	\$75.00	\$75.00
Lessons, private, 45 min on Boarded Horse	\$35.00	\$75.00	\$75.00
Lessons, group, 45 min on GRF Horse	\$35.00	\$55.00	\$55.00
Lessons, group, 45 min on Boarded Horse	\$20.00	\$55.00	\$55.00
Storage, Horse Trailer (annually)	\$240.00	\$240.00	\$240.00
Boarding Fee (per month)	\$325.00	\$515.00	\$813.00
Shavings (per bag)*	\$8.50	\$8.50	\$8.50
SPECIALTY CARE SERVICES (monthly charges)	ψ0.00	ψο.σσ	Ψ0.00
Turnout	\$30.00	\$30.00	\$30.00
Feeding Prepared Grain or Feed	\$30.00	\$30.00	\$30.00
Lunge (charges are per occurrence)	\$15.00	\$15.00	\$15.00
Blanketing or Fly Sheet, On & Off	\$60.00	\$60.00	\$60.00
3rd Feeding Option	\$30.00	\$30.00	\$30.00
Hand Walking	\$150.00	\$150.00	\$150.00
Hand Walking (per occurance)	\$15.00	\$15.00	\$15.00
SPECIALTY CARE SERVICES (timing varies)	Ψ10.00	Ψ10.00	Ψ10.00
Filling of 1 water bucket (per day)	\$1.00	\$1.00	\$1.00
Water bucket service -dumping, cleaning and refilling (each, per day)	\$3.00	\$3.00	\$3.00
Fly boots / on or off (per day)	\$1.00	\$1.00	\$1.00
Installation of rubber wall mats (per stall)	\$75.00	\$75.00	\$75.00
Slow feeder wall install (per stall)	\$10.00	\$10.00	\$10.00
Bucket holder installation (per stall)	\$15.00	\$15.00	\$15.00
Self-purchased waterer install (per stall)	\$20.00	\$20.00	\$20.00
Clean hay manger (per manger)	\$10.00	\$10.00	\$10.00
Clean grain manger (per manger)	\$5.00	\$5.00	\$5.00
Tack trunk move/removal (per occurrence)	\$50.00	\$50.00	\$50.00
Full grooming (per occurrence)	\$8.00	\$8.00	\$8.00
Full grooming / 5 days a week (per month)	\$100.00	\$100.00	\$100.00
Bath (per occurrence)	\$25.00	\$25.00	\$25.00
Stall wall cleaning or bleaching (per occurrence)	\$75.00	\$75.00	\$75.00
Repainting stall walls (per occurrence)	\$50.00	\$50.00	\$50.00
Stripping of stall (per occurrence)	\$20.00	\$20.00	\$20.00
Fans / on or off (per day)	\$1.00	\$20.00	\$1.00
Exercise ride / 45 minutes, includes warm-up/cool down (per occurrence)	\$25.00	\$25.00	\$25.00
Training ride / 45 minutes, includes warm-up/cool down (per occurrence)	\$35.00	\$35.00	\$35.00
Rinsing horse / after exercise or other (per occurrence)	\$5.00	\$5.00	\$5.00

Attachment 1

DESCRIPTION		2025	2025
		Option 1	Option 2
Additional sand for turnout	At cost	At cost	At cost
Extra cleaning (per day)	\$5.00	\$5.00	\$5.00
Holding for vet (per hour)	\$30.00	\$30.00	\$30.00
Body clipping / full- approved horses only (per occurrence)	\$150.00	\$150.00	\$150.00
Body clipping/ trace clip- approved horses only (per occurrence)	\$100.00	\$100.00	\$100.00
Body clipping/ bridle path, leg, face cleanup; approved horses only(per occurrence)	\$20.00	\$20.00	\$20.00
Mane pulling / trimming (per occurrence)	\$40.00	\$40.00	\$40.00
Boarder horse assessment ride + ride fee (per occurrence)	\$50.00	\$50.00	\$50.00
Tack fitting (per occurrence)	\$50.00	\$50.00	\$50.00
Wound treatment / cleaning and wrapping (per day)	\$8.00	\$8.00	\$8.00
SHOW FEES			
Show warm up (per day)	\$35.00	\$35.00	\$35.00
Show groom (per day/ per horse)	\$50.00	\$50.00	\$50.00
Show night check (per day/ per horse)	\$10.00	\$10.00	\$10.00
Show Lunge	\$20.00	\$20.00	\$20.00
2-Standing wraps (per occurrence)	\$5.00	\$5.00	\$5.00
4-Standing wraps (per occurrence)	\$10.00	\$10.00	\$10.00
Show client horse- show warm up required (per class)	\$15.00	\$35.00	\$35.00
Show school horse + show fees + transport fees (per day)	\$75.00	\$75.00	\$75.00
Home show school horse use fee (per day)	\$15.00	\$35.00	\$35.00
TRAINING FEES			
Full training: 4 lunge,8 training rides, 4 private lesson, 4 group lessons (per month)	\$425.00	\$612.00	\$612.00
Half training: 4 lunges, 4 training rides, 4 private lesson (per month)	\$275.00	\$396.00	\$396.00

^{*}Rates based on Market Pricing, subject to change at any time

Summary: Equestrian Equestrian Net Expense Recovery Schedule 620 - EQUESTRIAN

				Assessment Increase/	
	2023 Budget	2024 Budget	2025 Budget	(Decrease)	VAR %
Non-Assessment Revenues:					
Clubhouse Rentals and Event Fees	11,000	7,350	-	7,350	100%
Rentals	-	-	-	-	0%
Broadband Services	-	9,000	-	9,000	100%
Miscellaneous Revenues:					
43501000 - Horse Boarding Fee	52,000	75,720	100,320	(24,600)	(32%)
43501000 - Horse Care Services	24,000	26,400	28,800	(2,400)	(9%)
43501500 - Horse Feed Fee	44,400	63,600	51,600	12,000	19%
43502000 - Horse Trailer Parking Fee	1,200	1,360	1,360	-	0%
43502500 - Horse Lesson Fee	43,200	57,600	33,000	24,600	43%
43503500 - Horse Rental & Trail Ride Fee	11,500	-	-	-	0%
44004500 - Clubhouse Labor Fee	440	558	560	(2)	(0%)
Subtotal Miscellaneous Revenues:	176,740	225,238	215,640	9,598	4%
Total Non-Assessment Revenue	187,740	241,588	215,640	25,948	11%
Expenses:					
Employee Compensation	281,022	389,453	390,203	750	0%
Expenses Related to Employee Compensation	99,876	120,732	127,955	7,223	6%
Materials and Supplies	134,464	203,948	208,490	4,542	2%
Community Events	9,300	8,100	6,650	(1,450)	(18%)
Utilities and Telephone	25,450	23,699	30,713	7,014	30%
Outside Services	4,793	20,450	7,879	(12,571)	
Repairs and Maintenance	16,000	21,200	24,500	3,300	16%
Other Operating Expense	3,819	4,289	3,559	(730)	(17%)
Property and Sales Tax	56	56	56	-	0%
Depreciation and Amortization *	18,787	23,616	24,000	384	2%
Allocated Expenses	45,600	53,730	62,595	8,865	16%
Insurance Estimate	52,565	55,000	55,000	-	0%
Total Expenses	691,732	\$924,273	\$941,600	\$17,327	2%
Facility Usage Fee Recovery					
Total Annual Equestrian Revenue	187,740	241,588	215,640		
Less Horse Feed Revenue	(44,400)	(63,600)	(51,600)		
Total Adjusted Annual Equestrian Revenue	143,340	177,988	164,040		
Total Annual Equestrian Expense	\$691,732	\$924,273	\$941,600		
Less Horse Feed Expense	(44,400)	(63,600)	(51,600)		
Total Annual Expense Subject to Recovery	\$647,332	\$860,673	\$890,000		
Facility Usage Fee Recovery Percentage	22%	21%	18%		

 $[\]ensuremath{^{*}\text{Depreciation}}$ and Amortization are not included in monthly assessments.

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RESOLUTION 90-24-XX

Equestrian Center Pricing Policy

WHEREAS, according to Resolution 90-12-132, which established guidelines for shared costs and fees, 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; and

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 2025 Business Plan included certain fee changes;

NOW THEREFORE BE IT RESOLVED, December 3, 2024, that the Board of Directors of the Corporation hereby adopts a revised GRF Pricing policy relative to the Equestrian Center per the updated fee schedule:

RESOLVED FURTHER, that this resolution shall be effective January 1, 2025, and Resolution 90-20-20, adopted May 5, 2020 is hereby superseded and canceled; and

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

Golden Rain Foundation of Laguna Woods Equestrian Fee Recommendation

DESCRIPTION	2024 Fee	2025 Fee
EQUESTRIAN CENTER		
Horse Boarding Fee	\$265.00	\$412.00
Dry Stall	\$150.00	\$247.00
Horse Feed - Alfalfa Hay*	\$97.50	\$97.50
Horse Feed - Teff Hay*	\$113.50	\$113.50
Horse Feed - Orchard Hay*	\$93.00	\$93.00
Horse Feed - Timothy Hay*	\$99.00	\$99.00
Lessons, private, per 45 min on GRF horse - resident	\$30.00	\$55.00
Lessons, private, per 45 min on Boarded horse - resident	\$20.00	\$55.00
Lessons, group, per 45 min on GRF horse - resident	\$15.00	\$35.00
Lessons, group, per 45 min on Boarded horse - resident	\$10.00	\$35.00
Shavings (per bag)*	\$7.50	\$7.50
Storage, horse trailer	\$160.00	\$160.00
Hauling horse in trailer (per hour)	\$50.00	\$50.00



DESCRIPTION	2024 Fee	2025 Fee
Hauling horse in trailer (per mile)	\$0.58	\$0.58
EQUESTRIAN CENTER - Non Resident Fees		
Trail ride, 45 min on GRF Horse	\$27.00	\$27.00
Trail ride, 45 min on Boarded Horse	\$15.00	\$15.00
Lessons, private, 45 min on GRF Horse	\$55.00	\$75.00
Lessons, private, 45 min on Boarded Horse	\$35.00	\$75.00
Lessons, group, 45 min on GRF Horse	\$35.00	\$55.00
Lessons, group, 45 min on Boarded Horse	\$20.00	\$55.00
Storage, Horse Trailer (annually)	\$240.00	\$240.00
Boarding Fee (per month)	\$325.00	\$515.00
Shavings (per bag)*	\$8.50	\$8.50
SPECIALTY CARE SERVICES (monthly charges)		
Turnout	\$30.00	\$30.00
Feeding Prepared Grain or Feed	\$30.00	\$30.00
Lunge (charges are per occurrence)	\$15.00	\$15.00
Blanketing or Fly Sheet, On & Off	\$60.00	\$60.00
3rd Feeding Option	\$30.00	\$30.00
Hand Walking	\$150.00	\$150.00
Hand Walking (per occurrence)	\$15.00	\$15.00
SPECIALTY CARE SERVICES (timing varies)		
Filling of 1 water bucket (per day)	\$1.00	\$1.00
Water bucket service -dumping, cleaning and refilling (each, per day)	\$3.00	\$3.00
Fly boots / on or off (per day)	\$1.00	\$1.00
Installation of rubber wall mats (per stall)	\$75.00	\$75.00
Slow feeder wall install (per stall)	\$10.00	\$10.00
Bucket holder installation (per stall)	\$15.00	\$15.00
Self-purchased waterer install (per stall)	\$20.00	\$20.00
Clean hay manger (per manger)	\$10.00	\$10.00
Clean grain manger (per manger)	\$5.00	\$5.00
Tack trunk move/removal (per occurrence)	\$50.00	\$50.00
Full grooming (per occurrence)	\$8.00	\$8.00
Full grooming / 5 days a week (per month)	\$100.00	\$100.00
Bath (per occurrence)	\$25.00	\$25.00
Stall wall cleaning or bleaching (per occurrence)	\$75.00	\$75.00
Repainting stall walls (per occurrence)	\$50.00	\$50.00
Stripping of stall (per occurrence)	\$20.00	\$20.00
Fans / on or off (per day)	\$1.00	\$1.00
Exercise ride / 45 minutes, includes warm-up/cool down (per occurrence)	\$25.00	\$25.00



DESCRIPTION	2024 Fee	2025 Fee
Training ride / 45 minutes, includes warm-up/cool down (per occurrence)	\$35.00	\$35.00
Rinsing horse / after exercise or other (per occurrence)	\$5.00	\$5.00
Re-level turnout (per occurrence)	\$25.00	\$25.00
Additional sand for turnout	At cost	At cost
Extra cleaning (per day)	\$5.00	\$5.00
Holding for vet (per hour)	\$30.00	\$30.00
Body clipping / full- approved horses only (per occurrence)	\$150.00	\$150.00
Body clipping/ trace clip- approved horses only (per occurrence)	\$100.00	\$100.00
Body clipping/ bridle path, leg, face cleanup; approved horses only(per occurrence)	\$20.00	\$20.00
Mane pulling / trimming (per occurrence)	\$40.00	\$40.00
Boarder horse assessment ride + ride fee (per occurrence)	\$50.00	\$50.00
Tack fitting (per occurrence)	\$50.00	\$50.00
Wound treatment / cleaning and wrapping (per day)	\$8.00	\$8.00
SHOW FEES		
Show warm up (per day)	\$35.00	\$35.00
Show groom (per day/ per horse)	\$50.00	\$50.00
Show night check (per day/ per horse)	\$10.00	\$10.00
Show Lunge	\$20.00	\$20.00
2-Standing wraps (per occurrence)	\$5.00	\$5.00
4-Standing wraps (per occurrence)	\$10.00	\$10.00
Show client horse- show warm up required (per class)	\$15.00	\$35.00
Show school horse + show fees + transport fees (per day)	\$75.00	\$75.00
Home show school horse use fee (per day)	\$15.00	\$35.00
TRAINING FEES		
Full training: 4 lunge,8 training rides, 4 private lesson, 4 group lessons (per month)	\$425.00	\$612.00
Half training: 4 lunges, 4 training rides, 4 private lesson (per month)	\$275.00	\$396.00

^{*}Rates based on Market Pricing, subject to change at any time

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 GRF)

Recreation and Special Events Department Operating Rules Review

Review and recommend Board approval for a resolution keeping the minimum of 10 years of age for guests at the Equestrian Center.

A motion was made to keep the minimum of 10 years of age for guests at the Equestrian Center.

Motion passed 5-1-1. Director Quam opposed. Director Mutchnick abstained.

Review and recommend Board approval for a resolution for the Recreation and Special Events operating rules with corrections.

A motion was made to recommend Recreation and Special Events operating rules with corrections.

Motion passed 4-3. Director Quam, Director Mutchnick and Director Stephens absent.

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STAFF REPORT

DATE: November 5, 2024 FOR: Board of Directors

SUBJECT: Recreation and Special Events Department Operating Rules Review

RECOMMENDATION

Review and recommend a resolution for keeping the minimum of 10 years of age for guests at the Equestrian Center and the Recreation and Special Events operating rules with corrections.

BACKGROUND

The Recreation and Special Events Department oversees all Golden Rain Foundation (GRF) recreation facilities and periodically updates the operating rules, as needed. Existing amenity operating rules were previously approved on various dates and at various levels of approval including by Community Activities Committee/GRF Board review and minor changes at the staff level.

DISCUSSION

At the October 12, 2023 Community Activities Committee meeting, staff was directed to provide an annual review of the Recreation and Special Events Department operating rules. Recommendations were provided by clubs, user groups and Recreation staff to ensure safety and compliance with the GRF and Recreation Policies. The proposed edits are shown as redlined in each attached amenity operating rule. Operating rules will be submitted to Media and Communications for final review of format and consistency.

At the November 7, 2023 GRF board meeting, resolution 90-23-68 (Attachment 1) was approved to accept the operating rules.

On October 10, 2024, the Community Activities Committee reviewed and recommended to keep the minimum of 10 years of age for guests at the Equestrian Center and the Recreation and Special Events operating rules with corrections.

FINANCIAL ANALYSIS

None.

Prepared By: Alison Giglio, Recreation and Special Events Director

Reviewed By: Catherine Laster, Services Manager

ATTACHMENT(S)

Attachment 1: All Recreation and Special Events Operating Rules Redline Version

Attachment 2: All Recreation and Special Events Operating Rules

Attachment 3: Resolution 90-23-68
Attachment 4: Resolution 90-24-XX

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OPERATING RULES Archery



A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. All range masters are required to leave their Laguna Woods Village resident ID card at the fitness center to gain entry to the range. Fitness center staff or <u>Clubhouse 1 staff</u> will <u>furnish the key to</u>-unlock the range. Only Recreation Department-certified range masters are authorized to check out the key to-unlock the archery range.
- 3. Only the range master is allowed access to club cabinets, equipment and targets.
- 4. Nonmembers may shoot a maximum of six arrows per end when using their own arrows. Guests may shoot a maximum of six arrows per end when using their own arrows.
- 5. No food or drinks are allowed in the range. Food or beverage is allowed in the archery room (except on the range flooring) and must be cleaned up/removed prior to room closure. Food or beverage is not allowed on the range flooring and must be cleaned up and removed prior to room closure.
- 6. Residents and guests must clean up the area after use and return all equipment to the proper place.
- 7. Report any maintenance issues to the fitness center. Unauthorized modifications to the range or its amenities are strictly prohibited and may result in loss of range access.
- 8. Club meetings and events do not have priority use. Club tournaments and events must be approved by the Recreation Department in order to take priority at the facility. Please reference the Recreation Department policy for tournament guidelines. Scheduled use is determined by the Recreation Department and is subject to change. Play may be restricted due to scheduled maintenance. Club tournaments and events must be approved by the Recreation Department and may take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.
 - 9. In case of injury or illness, call 911 and notify Security Services personnel immediately at 949-580-1400.

B. Guests

1. The maximum number of guests allowed per resident is two. Residents must accompany their guests at all times. Guests under 18 years of age are not permitted to use the facility.

C. Safety

- 1. Archer's bow may not exceed a 45 lb. draw
- 2. The range master secures the paper target.
- 23. Targets must remain in their designated target positions.
- <u>34</u>. Archers may not shoot alone. At least two people must be present while the range is in use.
- 45. All participants must successfully complete orientation before being allowed to shoot at the range. Upon completion, the range master will issue a "safe shooter" card. Nominal fees will be charged for use of the range and supplies.
- <u>56</u>. The range master provides, denies or withdraws access to the range at any time <u>that while</u> the range is open due to safety restrictions.
- 67. Always use whistle commands; not just verbal or hand signals. Know and obey all whistle commands:
 - a. Two whistle blasts: Stand at the shooting line
 - b. One whistle blast: Shoot
 - c Three whistle blasts: Pull arrows
 - d. Five or more whistle blasts: Emergency, cease fire, put down bows and remove nocked arrows

OPERATING RULES Bar Services



- A. The Golden Rain Foundation (GRF) holds alcoholic beverage licenses at Clubhouses 1, 2, 5, 6 and 7, and the Performing Arts Center/Clubhouse 3.
- B. GRF follows all regulations set forth by the California Department of Alcoholic Beverage Control.
- C. Make requests for bar services through the bar supervisor, at 949 268-2418, at least three weeks prior to the event.
- D. The Laguna Woods Village resident populates and signs the bar request form, agreeing to pay appropriate fees at the conclusion of the event.
- E. Outside alcoholic beverages are prohibited at any event where a GRF bar is operating.
- F. No outside alcohol is permitted at the Village Greens.
 - 1. Events serving alcohol with over 100 attendees are subject to utilizing GRF Bar Services.
- E.G. Patrons who appear under the age of 30 will be asked to show ID before purchasing an alcoholic beverage.
- F.H. A maximum of two alcoholic beverages may be taken from the bar by one person. Bottle service is available at the bartender's discretion.
- G.l. If an event host provides wine for dinner when a GRF no-host bar is operating, the bar must close when the wine is placed on the dinner tables.
- <u>J.</u> Bartenders may refuse service to any customer who appears intoxicated or is disorderly.
- K. Alcohol cannot be sold by any organization other thn GRF at any Recreation Facility. The sale of alcohol is only permitted by GRF Bar Services.

H.-

OPERATING RULES Billiards Room



A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. The following are not permitted:
 - a. Gambling is not permitted.
 - b. Jump shots
 - c. Sitting on tables
- 3. Jump shots are not permitted.
- 4. Sitting on tables is not permitted.
- 5. A two-game limit applies when others are waiting to play.
- 6. Residents and guests must clean up the area after use and return all equipment to the proper place.
- 7. Club meetings and events do not have priority use. Club tournaments and events must be approved by the Recreation Department in order to take priority at the facility. Please reference the Recreation Department policy for tournament guidelines. Play may be restricted due to scheduled maintenance. Club tournaments and events must be approved by the Recreation Department and may take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.

B. Guests

1. The maximum number of guests allowed per resident is two. Residents must accompany their guests at all times. Guests under 12 years of age are not permitted to use the facility.

OPERATING RULES Bocce



A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. All players must wear soft-soled shoes.
- 3. Balls must be rolled (not bounced) on the court (physical ability considered).
- 4. Residents and guests must clean up the area after use and return all equipment to the proper place.
- 5. A one-game limit applies if others are waiting to play.
- 6. Play may be restricted due to scheduled maintenance.
- 7. Club meetings and events do not have priority use. Club tournaments and events must be approved by the Recreation Department in order to take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.

B. Guests

1. The maximum number of guests allowed per resident is two. Residents must accompany their guests at all times. Guests under 12 years of age are not permitted to use the facility.

OPERATING RULES Bridge Room



A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. Residents and guests must clean up the area after use and return all equipment to the proper place.
- 3. The bridge room is for playing duplicate and progressive bridge during regular clubhouse hours.
- 4. The Bridge Club running the organized bridge game/tournament establishes fees to play.
- 5. Gross guest fees shall be collected on behalf of and paid daily to GRF in accordance with the GRF Pricing Policies and Fees list.
- 6. Assigned game directors run the games and are paid by the club.
- 7. Club meetings and events do not have priority use. Club tournaments and events must be approved by the Recreation Department in order to take priority at the facility. Please reference the Recreation Department policy for tournament guidelines. Play may be restricted due to scheduled maintenance. Club tournaments and events must be approved by the Recreation Department and may take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.

B. Guests

- Residents must play bridge at the same time as their guest(s) but are not required to play at the same table; otherwise, residents must accompany their guest(s) at all times.
- 2. Each bridge-playing resident is limited to two guests per session per day, not to exceed four guests per day. Guests must be at least 10 years of age.

OPERATING RULES Card/Game Rooms and Drop-In Lounge



A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. Card/game rooms and the drop-in lounge are available on a no-fee, first-come/first-served basis and may not be reserved in whole or in part. Hours of operation are in accordance with the posted clubhouse schedule and are subject to change.
- 3. Multiple card and/or board games may be played in the card/game rooms simultaneously.
- 4. Kitchen facilities are not available for use.
- 5. Users may not move furniture and/or equipment from other clubhouse rooms into the card/game rooms or drop-in lounge.
- 6. Residents and guests must clean up the area after use and return all equipment to the proper place.
- 7. Minimize noise to ensure all users may enjoy the room.
- 8. Gambling is not permitted.

B. Drop-In Lounge

- 1. Puzzle use is limited to assigned puzzle tables.
- 2. <u>Limit coffee consumption to one cup when using a personal coffee container. When using personal reusable/travel coffee containers, limit coffee consumption to one cup.</u>
- 3. The drop-in lounge patio is open Monday through Sunday from 8 a.m. —to 6 p.m.
- 4. Television programming is determined by GRF.

OPERATING RULES Clubhouse 4 Art Studio/Workshop



A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. No turpentine, solvents or linseed oil, or brush cleaners or rags containing these byproducts or any type of chemical considered hazardous, may be left in the art studio/workshop. It is the resident's/guest's responsibility to remove these items from the facility and properly dispose of them.
- 3. See the volunteer supervisor for information pertaining to the mat cutter, library case, available paper, picture hanging, art classes, etc.
- 4. Residents/guests must always cover tables with a full-sized table cover or newspaper.
- Only registered students may work in the art studiostudio/workshop during posted Saddleback Emeritus class times.

5.6.

- 6.—The storage closet and supply cabinet are for club member use only. The storage closet is for all to use; the supply cabinet is for club member use only.
- 7. Do not leave personal items/materials on tables and counters or in non_assigned studio/workshop storage spaces.
- 8. Remove all canvases and work on paper from the drying area when they are dry. Art pieces may not remain in the drying area for more than a month unless they are being worked on currently.
- 9. Before leaving the studio_workshop, clean up all spilled or splashed paints, glue, mediums and dry media dust from the table tops, chairs, floor and sinks. Use damp towels and soap if needed. Return studio/workshop easels to their designated hanging racks and studio/workshop tools to the supply cabinet.
- 10. Work quietly in the <u>studiostudio/workshop</u>. Respectfully moderate voices and sound. Silence <u>mobile</u> phones; <u>and</u> use them outside if necessary.
- 11. Residents/guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter their ability to use equipment safely.
- 12. Recreation staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or unsafely and may request adherence to proper equipment use.
- 13. In case of <u>emergency</u> injury or illness, call 911 and notify Security personnel immediately at 949-580-1400. The first-aid kit and AED are located at the Clubhouse 4 front office.

13. Club meetings and events do not have priority use. Club events must be approved by the Recreation Department in order to take priority at the facility.

B. Guests

- 1. Guests are permitted on Sundays only.
- The maximum number of guests per resident is two. Guests under 10 years of age are not permitted to use the facility. Residents must accompany their guests at all times.
- 3. The guardian of children ages 10 to 18 must sign the waiver for the underage guest.
- 4. Guests must sign a waiver prior to using the art studiostudio/workshop.

C. Emeritus Students

- 1. Students may not enter the room without a volunteer supervisor present.
- 2.1. Nonresident students may enter the studio/workshop 15 minutes before the beginning of posted class time and must leave promptly by the end of class.
- 3.2. Students may enter the studio/workshop only during actual class times of the specific class(es) in which they are enrolled.
- 4.3. Serial production is not permitted (no more than three pieces of the same kind).

OPERATING RULES Clubhouse 4 Ceramics

StudioStudio/workshop



A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. Only authorized personnel designated by the Recreation Department may fire the kilns in the kiln room.
- 3. No craftwork may be done outside of the applicable workshops or their specially designated work space. Examples are:
 - a. Raku firing and glaze spraying are specialized ceramic processes that require outside ventilation.
 - b. Stone cutting/sculpting/sanding must be done in their designated areas on the patio outside the kiln room.
 - c. At the outside grinding area behind the kiln room, diamond grinder use is restricted to ceramic pieces and their glazes.
- 4. Use newspaper or canvas to cover work tables to protect the surfaces.
- 5. All Laguna Woods Village residents are welcome to use the studio/workshop for work in ceramics and sculpture, to purchase clay and tools, and to have their pieces bisque fired. Only members of the Potters and Sculptors Club (P&S) can use glazes, borrow club tools and take member-taught classes. Saddleback Emeritus students may use glazes provided only by the Emeritus program. Emeritus instructors have authority over all enrolled students.
- 6. Refer to studio/workshop procedures for Greenware, drying room, kiln rooms, glazing, firing, studio/workshop clean up, outside grinding area/Raku kiln area and/or material handling.
- 7. Work quietly in the <u>studiostudio/workshop</u>. Respectfully moderate voices and sound. Silence <u>mobile</u> phones; <u>and</u> use them outside if necessary.
- 8. Residents/guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 9. Recreation staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or unsafely and may request adherence to proper equipment use.
- 10. Club meetings and events do not have priority use. Club events must be approved by the Recreation Department in order to take priority at the facility.
- 10. In case of injury or illness, call 911 and notify Security personnel immediately at 949 580 1400. The first aid kit and AED are located at the Clubhouse 4 front office.

B. Guests

1. The studio/workshop is a place of work for potters and sculptors only.

Effective December 20243

- 2. While the studio studiostudio/workshop users, it is not a place for socializing with friends not actively working on ceramic projects.
- Friends or relatives are welcome in the <u>studiostudio/workshop</u> for a brief visit to see a member's place of work or work samples. Refer to Clubhouse 4 General Operating Rules, A.5.

C. Clay

- Only cone 10 clay purchased from the <u>studio_studio/workshop</u> may be used in the <u>studio_studio/workshop</u>. No other clay may be used or will be fired. Clay is available for purchase in 25-pound bags.
- 2. There is no clay storage in the studiostudio/workshop. Residents may rent a locker from GRF through the Clubhouse 4 office. Nonresident Emeritus students must take their clay with them each time they leave the studiostudio/workshop.
- 3. Cover work areas with newspaper or canvas. <u>StudioStudio/workshop</u> users wishing to wedge clay, roll coils or create slabs must do it on the appropriate wedging tables, on canvas or on the butcher block table.
- 4. Sanding is permitted only in the grinding/sanding area outside/behind the kiln room. Use a trash can to catch sanding dust. Clean dust that falls on the benches with a wet sponge.
- 5. Grinding wheel use is permitted in the grinding area behind the kiln room. Training and a separate waiver for the grinding area are required. Personal protective equipment, such as goggles or a face shield, must be worn when using the grinding machine.
- 6. Keep <u>studio_studio/workshop</u> door handles clean by washing your hands of clay before opening doors. Wipe all clay from handles with a sponge and paper towel.
- 7. The maximum size permitted for any ceramic piece is 16"x16"x18" high. Size is determined by kiln shelf size and posts that support them.
- 8. Clean clay-covered items in the clay sinks only; clean glaze in the glaze sinks only.
- All studiostudio/workshop patrons must clean up their work areas as well as plaster molds, bats, wheels and any other equipment per studiostudio/workshop procedures. . Keep studio equipment clean from clay and clay haze, rinse sponges and wipe surfaces repeatedly to avoid haze.
- 10. Return <u>studio</u>studio/workshop tools to their designated places before leaving the <u>studio</u>studio/workshop.

D. Water Conservation

- 1. Be conscious that you are using as little water as possible.
- 2. Clean tools and brushes in a small bucket or other container before rinsing them with clean water. Do not clean your tool/brush under running water.
- 3. Use the smallest stream possible for rinsing from the faucet.
- 4. Do not leave water running.
- E. Greenware and Drying Room
 - 1. Only volunteer supervisors are permitted to move another person's work. Ask a volunteer supervisor for help in retrieving or making room for your piece from/on a shelf.
- F. Kiln-Ready Room/Green Wall

- 1. Carts along the green wall (or carts marked for Emeritus Greenware) are for Greenware that is bone dry. Pieces must have your name or pottery signature visible; unidentified pieces will not be fired. Bisque firing pieces such as cookies or plates can be stacked and lids left on pots.
- G. Kiln Ready Room/White Wall
 - 1. Carts along the white wall are for bisque-fired pieces ready for high fire. Pieces may be glazed or not, as you choose. Emeritus class carts are marked for students' work.
 - 2. See volunteer supervisor or Emeritus instructor for assistance.
 - 3. Only technicians may move carts in the kiln ready room.

H. Glazing

- 1. <u>StudioStudio/workshop</u> technicians have authority over glaze mixing. Do not disturb the technicians when they are mixing glazes.
- 2. Only glazes approved by the Glaze Committee are allowed. <u>StudioStudio/workshop</u> users may not bring in their own glazes for <u>studioStudio/workshop</u> kiln firing.
- 3. Training, which is required before anyone can glaze, may be provided by a class instructor or by members of the Glaze Committee.
- 4. Beginners and those with little glaze experience must only use glazes in the top row of buckets along the wall opposite the glaze counter.
- 5. Anyone using glazes must be familiar with the Glaze Application Checklist and follow its instructions. Ask a volunteer supervisor for the checklist.
- 6. Clean stirring paddles immediately and replace them on hooks. Clean counters and throw away newspaper when finished.
- 7. If glaze is spilled on the floor, wipe up the spill or spread newspaper over it to prevent slipping.

I. Firing

- 1. Only technicians authorized by the Clubhouse 4 supervisor may fire the kilns.

 No one may enter the kiln room unless accompanied by an instructor or a technician.
- 2. No salt firings are allowed.
- 3. No specialized firings or refiring of already high-fired items are allowed without prior staff approval.
- 4. Work must have originated in the <u>studiostudio/workshop</u> in order to be fired. Class projects may be taken home and brought back for firing.
- 5. Once a piece is submitted to be fired and loaded into the kiln, it cannot be removed from the kiln unless it is in the front and easily removable.
- 6. Residents may use the Raku kiln only if they have proven through demonstration that they are capable and familiar with the firing process and safe handling practices. Firing without a buddy present is not permitted.
- 7. After bisque_ware is fired, it is placed in the appropriate bisque cabinet. Work that is unidentified or with unclear signatures is left on the tables in front of the bisque cabinets and must be picked up immediately or risks being discarded. Remove work from the bisque cabinet within two months from the date of firing or it may be discarded two weeks from the date of firing, in order to make room for the next bisque firing. Work that remains for two

- months risks being discarded. Technicians and appointed club members may remove items after stated time and discard.
- 8. Notify the volunteer supervisor on duty when the Raku kiln will be used. Sign out the keys to the gas valves in the Clubhouse 4 office and return them when done.
- Closed-toe leather shoes, cotton clothes and face protection are required. Synthetic clothing of any kind is not permitted.

J. Studio Studio / workshop Cleanup

- 1. Cleaning of clay and glaze equipment is the responsibility of every student, resident and club member. Clay dust is a health hazard and proper cleaning reduces the amount of clay dust in the air.
- 2. Volunteer supervisors and instructors will announce clean-up time 20 minutes prior to the end of class or the studio/studio/workshop closing. Residents/guests must vacate the studio/workshop promptly by the posted closing time.
- 3. Please leave your work area cleaner than you found it.

K. Outside Grinding Area/Raku Kiln Area

- Sign a separate waiver for the grinding area before any work is done in this area. Wear proper dust masks while performing any sanding or grinding on any material. Dust masks are available in the <u>studiostudio/workshop</u> (see volunteer supervisor).
- 2. Users must be trained on the grinding wheel by either Clubhouse 4 staff or a volunteer supervisor with experience.
- 3. Grind across the full surface of the wheel.
- 4. Long-term storage is prohibited. Clear benches daily. If a work piece must be left overnight, mark it with the resident's name and phone number. Projects must be finished in a timely manner. Staff has the authority to remove an item from the bench.

L. Emeritus Students

- 1. Students may not enter the room without a volunteer supervisor present.
- 2. Nonresident students may enter the studio/workshop 15 minutes before the beginning of posted class time and must leave promptly by the end of class.
- Students may enter the <u>studiostudio/workshop</u> only during actual class times of the specific class(es) in which they are enrolled.
- 4. Serial production is not permitted (no more than five pieces of the same kind).
- 5. Clean molds, boards, bats, and any other materials used per studiostudio/workshop procedures.
- 6. Students may submit up to two pieces per class session for firing.
- 7. Students must clearly mark their Greenware with initials or logo and the current semester and year. All Emeritus work must be clearly marked with a colored underglaze dot (color chosen by Instructor); cookies should be marked with a swoosh of the same color. Record your logo with the volunteer supervisors. Verify that no one else has the same initials.
- 8. If a piece is on the reject shelf, please read the note, fix the problem, or answer the question on the note and put it back, with the note on the appropriate cabinet for firing.

Attachment 1

- 9. Nonresident students must take all their pieces, slip and belongings by the end of each Emeritus semester. Items left in the studio/workshop may be discarded.
- 10. Class projects may be taken home for work and brought back for firing, but they must have originated in the studio/workshop.

OPERATING RULES Clubhouse 4



A. General

- 1. Residents and guests must sign in upon arrival at the facility; guest policies vary per studio/workshop.
- 2. Anyone using studios/workshops must complete an annual release, waiver of liability and indemnity agreement for each specific shop/activity in which the individual participates.
- 3. Studio/workshop use is limited to residents and to students enrolled in classes through the Saddleback College Emeritus Institute (only during class time). Nonresident students are allowed in the room 15 minutes before posted start time of class and only when a volunteer supervisor is present. If the instructor is absent, nonresident students must leave the facility. Nonresident students must vacate the classrooms by the posted end time of class.
- 4. Residents not enrolled in an Emeritus class are not permitted to be in the room during scheduled class time.
- 5. Guests of residents are not permitted to use the Clubhouse 4 studios/workshops with the exception of the art, sewing and photography studios. "Use" implies sitting, participating in activities or occupying space within the shops. Walking through to tour the facilities is permitted.
- 6. Caregivers are allowed to assist the resident with Clubhouse 4 supervisor approval.
- <u>67</u>. Only registered service dogs trained to perform a task directly related to a person's disability are permitted; no other pets/animals are permitted.
- 78. The head volunteer supervisor for each studio/ workshop reports to the (staff) Clubhouse 4 supervisor.
- 89. A volunteer supervisor must be present at all times during studio/workshop hours. Studios/workshops will remain closed unless a volunteer supervisor is on duty.
 - a. Anyone wishing to serve as a volunteer supervisor must submit a volunteer application to the Clubhouse 4 supervisor.
 - b. When unable to cover an assigned shift, the volunteer supervisor will arrange for alternate coverage in advance. Inform the Clubhouse 4 supervisor of any long-term absence.
 - General end-of-shift duties (see individual studio/workshop volunteer supervisor duties):
 - I. All residents/guests must leave the studio/workshop.
 - II. Turn off all electrical machinery.

- III. Lock all windows and cupboards.
- IV. Ready the floor for janitorial staff.
- V. The volunteer supervisor must return the studio workshop key to the Clubhouse 4 office upon leaving the facility.
- 910. No craftwork may be done outside of the applicable studios/ workshops or their specially designated work space. Examples are:
 - a. Raku firing and glaze spraying: Specialized ceramic processes that require outside ventilation.
 - b. Stone cutting/sculpting/sanding: Must be done in designated areas on the patio at the outside grinding area behind the kiln room.
 - c. Metal work: Cutting, sanding and grinding are permitted only in the jewelry room, the machine shop and the designated woodshop area.
 - d. Spray and brush painting wood and metal projects: Work must be done in the paint room in the rear of the studio/ woodshop.
- 101. Leave safety guards in place on all machines at all times. Residents/guests must inspect all equipment prior to use to ensure the item's proper function and safety features.
- 1±2. Clean all shop equipment and return it to its usual location. Work areas must be left clean and neat prior to leaving the facility. Removal of shop tools from the room is prohibited.
- 123. Use newspaper or canvas to cover work tables to protect the surfaces.
- 134. Harmful or toxic chemicals are prohibited. All chemicals stored/used in the studios/workshops must have a material safety data sheet (supplied by the vendor to the clubhouse staff before it is used or stored at the facility).
- 14<u>5</u>. Only personnel authorized by the Recreation Department may fire the kilns in the kiln room.
- 156. Proceed to the parking lot in case of evacuation. Evacuation maps are posted next to exit doors in each room.
- 167. Work quietly in each studio/workroom. Respectfully moderate voices and sound. Silence mobile phones and use them outside if necessary.
- 178. Residents/guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 189. Recreation staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or unsafely and may request adherence to proper equipment use.
 - a. Any disruptive behavior or, misuse of studio/workshop room/equipment or any situation/issue will be reported by room supervisor to Clubhouse 4 supervisor.
- 20. Club meetings and events do not have priority use. Club events must be approved by the Recreation Department in order to take priority at the facility.
- 19. In case of injury or illness, call 911 and notify Security personnel immediately at 949–580–1400. The first-aid kit and AED are located at the Clubhouse 4 front office.

201. Refer to the studio/workshop procedures for equipment use and/or material handling.

B. Lounge

- 1. The lounge is a drop-in, first-come, first-served facility. No reservations are permitted.
- 2. Do not remove lounge furniture.
- 3. Leave the lounge neat and clean.
- 4. The refrigerator is for all to use and will be cleaned out regularly; store personal items at your own risk.
- 5. Money lost in the vending machines must be reimbursed from the vendor. The phone number is posted on the vending machine.

OPERATING RULES Clubhouse 4 Glass Studio/Workshop



A. General

1. Residents and guests must sign in upon arrival at the facility.

2.

- 2. If no volunteer supervisor is present, ask the lapidary volunteer if able to use a table to cut material or do stain glass work as they may not be comfortable with overseeing glass work.
 - a. No equipment (grinder, saws and flat lab, etc.) is permitted for use without a volunteer supervisor present. If no volunteer supervisor is present, approach the Lapidary lapidary volunteer supervisor to ask if they are comfortable with a glass person using a table to cut material or do stain glass work. No equipment (grinder, saws and flat lab, etc.) is permitted for use without a volunteer supervisor present.
- 3. The volunteer supervisor must verify the completion of user training before any resident/guest may operate any equipment in the glass shop.
- 4. Residents requiring training may sign up with the Glassglass club or contact the glass studio/workshop head volunteer supervisor.
- 5. Cutting tempered glass in the glass studio/workshop is not permitted.
- 6. Maximum cutting size for glass sheets is 24" x 24".
- 7. Clean equipment, work benches and chairs after use. Use the vacuum located in the shop to ensure all glass particles are removed.
- 8. Work quietly in the studio. Respectfully moderate voices and sound. Silence mobile phones and; use them outside if necessary.
- 9. Residents/guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 10. Recreation staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or unsafely and may request adherence to proper equipment use.
- 11. Club meetings and events do not have priority use. Club events must be approved by the Recreation Department in order to take priority at the facility.

B. Safety

- 1. Loose clothing, gloves (except thermal kiln gloves), neckties, bracelets or loose jewelry that could get caught in moving machine parts is not permitted. Nonslip, closed-toe shoes are required. Secure long hair in a ponytail.
- 2. Wear ANSI Z87.1-compliant eye protection; supplies are available from the glass shop supervisor in the form of a full-face shield, eye goggles or safety glasses. Use face shields or dust masks when cutting operations that are dusty.
- 3. Never leave any equipment running unattended; turn power off before stepping away from the equipment.

Attachment 1

- 4. Operate glass studio/workshop equipment with the following manufacturer's safety standards (MSS): No metal work of any kind is allowed on the glass equipment.
- 5. Refer to the studio/workshop procedures for cutting glass, ring saws, wet belt sanders, grinders, kilns, molds, Covington 24" flat lap and/or material handling.

C. Cutting Glass

- 1. Ensure the cutter is aligned with the ruler center while using the plastic grid cutting table. Do not run the cutter over the grid; it dulls the blade.
- 2. Vacuum the cutting board as necessary.

D. Ring Saws

1. Proper training on these delicate saws is required. See volunteer supervisor.

E. Kilns

- 1. A volunteer supervisor must be present when using a kiln. List the resident's name and phone number for any kiln operated by a resident. Use calendar on the clipboard next to the kiln.
 - a. Choose a kiln that is size appropriate to the piece to be fired.
 - b. Project kilns require multiple power sources.
 - c. Residents must include their name and phone number on the calendar assigned to the kiln they are using.
 - d. Double check the steps of programming any given kiln with the volunteer supervisor if you are new to using electric glass kilns.

F. Molds

1. Resident molds cannot be used during Saddleback Emeritus classes.

G. Covington 24" flat lap

1. Inform supervisor on duty to use the machine.

H. Emeritus Students

- 1. Students may not enter the room without a volunteer supervisor present.
- 2. Nonresident students may enter the studio 15 minutes before the beginning of posted class time and must leave promptly by the end of class.
- 3. Students may enter the studio/workshop only during actual class times of the specific class(es) in which they are enrolled.
- 4. Serial production is not permitted (no more than three pieces of the same kind).
- 5. Only Emeritus students are allowed in the studio/workshop during <u>an</u> Emeritus class.

OPERATING RULES Clubhouse 4 Jewelry and Enameling



A. General

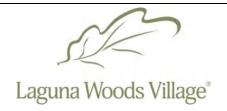
- 1. Residents and guests must sign in upon arrival at the facility.
- 2. Report broken tools to the instructor's/volunteer supervisor's attention before returning them. Training prior to tool use is required.
- 3. Always clean the working area and the area around any tool used at the end of the studio/workshop period.
- 4. Work quietly in the studio/workshop. Respectfully moderate voices and sound. Silence mobile phones; <a href="mailto:and-use them outside if necessary.
- 5. Residents/guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 6. Recreation staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or unsafely and may request adherence to proper equipment use.
- 7. Club meetings and events do not have priority use. Club events must be approved by the Recreation Department in order to take priority at the facility.
- 7. In case of injury or illness, call 911 and notify Security personnel immediately at 949-580-1400. The first aid kit and AED are located at the Clubhouse 4 front office.
- 8. Please refer to the studio/workshop procedures for metal shear, rolling mill/hydraulic press, acid etching, buffing/grinding machines, drill press, soldering station, kiln, enamels and/or material handling.

B. Safety

- 1. Cigarette lighters and matches are forbidden prohibited.
- 2. Loose clothing, gloves (except thermal oven gloves), neckties, bracelets or loose jewelry that could get caught in moving parts is not permitted. Secure long hair in a ponytail. Nonslip, closed-toe shoes are required.
- 3. Wear safety glasses at all times.
- 4. Protect all surfaces in the studio/workshop by hammering on metal blocks or the anvil, saw cutting and filing on bench pins, and applying nail polish or marking materials on metal that sits on a protective sheet of poster board.
- 5. Carry all sharp objects and tools pointing downward; move with caution.
- 6. Quench all hot material after heating and especially before asking questions or showing to another person.

- 7. Store materials and tools out of the way of other users. If using a large tool box, store under the table to prevent tripping.
- C. Metal Casting Safety
 - 1. Eye protection, leather apron and fireproof gloves are required.
 - 2. Have a step-by-step plan in place.
 - 3. Know where the fire extinguisher is located.
 - 4. Keep bystanders away from casting area.
 - 5. Announce the start of the metal casting to the volunteer supervisor.
 - 6. Turn exhaust on.
- D. Emeritus Students
 - 1. Students may not enter the room without a volunteer supervisor present.
 - 2. Nonresident students may enter the studio/workshop 15 minutes before the beginning of posted class time and must leave promptly by the end of class.
 - 3. Students may enter the studio/workshop only during the actual class times of the specific class(es) in which they are enrolled.
 - 4. Serial production is not permitted (no more than three pieces of the same kind).

OPERATING RULES Clubhouse 4 Lapidary WorkshopStudio/Workshop



A. General

- 1. 1. Residents and guests must sign in upon arrival at the facility.
- 2. If no Lapidary volunteer supervisor is present, approachask the Glassglass volunteer supervisor if able to use a table to to ask if they are comfortable with a Lapidary person using a table to carve or hand sand material as they may not be comfortable with overseeing lapidary work. PersonIndividual must have been trained on safety procedures. No equipment (grinder, saws and flat lab, polisher, Dop wax, etc.) is permitted for use without a volunteer supervisor present.
 - a. No equipment (grinder, saws and flat lab, etc.) is permitted for use without a volunteer supervisor present.
- 3. Do not add oil to saws; see volunteer supervisor.

 Never leave any equipment unattended while in operation.
- 4.
 - 2. Never leave any equipment unattended while in operation.
 - 3. Do not add oil to saws; see volunteer supervisor.
- <u>5.</u> <u>4.</u> Time limits for slab saw use are as follows: <u>(clean saws after each use)</u>
 - a. a. Saws one, three and four: one hour.
 - b. b. Saws two and five: two hours.
 - c. c. Limit of two saws per person.
 - —d. Saws must be cleaned after each use.
- <u>6.</u> <u>5.</u> If any equipment does not appear to be operating correctly, shut it off immediately and inform the volunteer supervisor. Do not use force on any of the equipment.
- 7. 6. After each use work session or end of class, all the grinding wheels and sanders must be cleaned and wiped down to avoid water stains/rust.
- 8. 7. Clean area thoroughly of debris and rock chips after each visit.
- <u>9.</u> <u>8.</u> Work quietly in the studio <u>/workshop</u>. Moderate voices and sound respectfully. Silence <u>cell</u> phones; <u>and</u> use them outside if necessary.
- <u>10.</u> 9. Residents/guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- <u>11.</u> <u>10.</u> Recreation staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or unsafely, and may request adherence to proper equipment use.

- 12. Club meetings and events do not have priority use. Club events must be approved by the Recreation Department in order to take priority at the facility.
- 11. In case of injury or illness, call 911 and notify Security immediately at 949 580 1400. The first aid kit and AED are located at the Clubhouse 4 front office.
- 13. 12. Please refer to the studio/workshop procedures for heat lamps, dop wax, grinding wheels, slab saws, water trim/tile saws, polishing/sanding wheels, tumbler grinding/polishing and/or material handling.

B. Safety

- 1. Do not wear loose clothing, gloves, neckties, bracelets or jewelry that could get caught in moving parts. Nonslip, closed-toe footwear is required. Tie up/back long hair.
- 2. Always use safety glasses or goggles when working on nibbler, tile saw, trim saws, cutting, grinding, buffing, sanding and polishing wheels.
- 3. Watch out for your fellow residents/guests; announce yourself when you are behind someone.

C. Lapidary Specific Rules

- 1. Beginners must check with the volunteer supervisor on how to use the machinery properly.
- 2. When using glue on the work tables, cover the surface with paper or a work board.
- 3. Each piece of equipment is designed for specific purposes and should never be used for tasks beyond its capabilities. No home improvement projects, marble or tilework are permitted on any of the lapidary equipment.

D. Emeritus Students

- 1. Students must not enter the room without a volunteer supervisor present.
- 2. Nonresident students may enter the studio 15 minutes before the beginning of posted class time and must leave promptly by the end of class.
- 3. Students may enter the studio workshop only during the actual class times of the specific class(es) in which they are enrolled.
- 4. Serial production is not permitted (no more than three pieces of the same kind).
- 4.5.5. Only Emeritus students are allowed in the studio/workshop during an Emeritus class.

OPERATING RULES Clubhouse 4 Photography Studio and Lab Dark Room



A. General

- Residents and guests must sign in upon arrival at the facility; please see guest policies below.
- 2. A volunteer supervisor must be present to use the Photography Photography Photography Photography Lab studio <a href="mailto:must adjust their work schedule so they can finish according to the availability of volunteer supervisors.
- 3. Residents are eligible to use the darkroom located in the Photography photography Lab studio with approval of the volunteer supervisor. Nonresidents may use the Photography photography Lab dark room only during Emeritus class time and under their instructor's supervision.
- 4. All chemicals must have a material safety data sheet supplied by the vendor and submitted to clubhouse staff before it is used at the facility.
 - a. Any type of chemical considered hazardous, may not be left in the Photography

 Studiophotography studio classroom. It is the resident's/guest's responsibility to remove these items from the facility and properly dispose of them.
 - b. Chemical storage is not permitted. Chemicals used in the dark room need tomust be taken home at the end of the day.
- 5. The Photography Studio photography studio classroom is a multiuse room to be scheduled for use with Recreation Department approval.
- 6. Work quietly in the studio. Moderate voices and sound respectfully. Silence cell phones: and use them outside if necessary.
- 7. Residents/guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 8. Recreation staff has-have the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or in an unsafe manner and may request adherence to proper equipment use.
- 9. <u>Club meetings and events do not have priority use. Club events must be approved by the Recreation Department in order to take priority at the facility. In case of injury or illness, call 911 and notify Security Services personnel immediately at 949-580-1400. The first-aid kit and AED are located at the Clubhouse 4 front office.</u>
- B. Guests

- 1. Guests of residents are not permitted to use the Clubhouse 4 studios/workshops with the exception of the art, sewing and photography studios. "Use" implies sitting, participating in activities or occupying space within the shops. Walking through to tour the facilities is permitted.
- 2. Guests under 10 years of age are not permitted to use the facility. The maximum number of guests allowed per resident is two. Residents must accompany their guests at all times. Guests must sign a waiver prior to use and may not use the computers/printers. GuestA guest may use the scanners with the resident.
- **<u>43</u>**. Guests are permitted to attend Camera Club lectures.
- 24. Guests are not permitted to use the dark room.
- 3. Guests must be accompanied by the resident at all times and must sign a waiver prior to using the Photography Studio.
- 4. Residents and guests must sign in on the provided use sheet upon arrival at the Photography Studio.
- C. Emeritus Students
 - 1. Students must not enter the room without a volunteer supervisor present.
 - 2. Serial production is not permitted (no more than three pieces of the same kind).

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- 2.3. Nonresident students may enter the studio 15 minutes before the beginning of posted class time and must leave promptly by the end of class.
- 3.4. Students may enter the studio only during the actual class times of the specific class(es) in which they are enrolled.
- 4. Serial production is not permitted (no more than three pieces of the same kind).

OPERATING RULES Clubhouse 4 Sewing Rooms



A. General

- 1. Residents and guests must sign in upon arrival at the facility; please see guest policies below.
- 2. Food and/or drinks are prohibited on the sewing and cutting tables.
- 3. <u>Use a cutting board; Razor razor</u> blades or other sharp instruments are prohibited on the cutting tables; use a cutting board.
- 4. The use of the sewing machines is on a first-come, first-served basis; no reservations—are permitted.
- No <u>resident/guest may remove</u> parts of a sewing machine can be removed by a resident/guest without the approval of ——the volunteer supervisor. Only <u>Use</u> feet that are made for the present sewing machine model <u>only may be used</u>.

- 6. <u>Machines Shut down machines</u> not working properly <u>must be shut down</u> and labeled <u>them</u> with signage. <u>The volunteer supervisor will submit a</u>A work order form containing as many details as possible <u>will be submitted</u>. <u>Only staff or specialized vendorRepair</u> may <u>do repairs.only be conducted by staff.</u>
- 7. The sewing room (quilters room) nearest to the parking lot <u>can may</u> be used as an overflow room if all machines in the other room are occupied. Residents must inquire with the volunteer supervisor on duty <u>for about</u> use of this room.
 - a. There are two Two exceptions are:
 - **<u>4i</u>**. Students enrolled in an Emeritus sewing class with an instructor present.
 - 2ii. Members of the Crazy Quilters Club with a volunteer supervisor present.
- 8. Storage space is limited in the sewing rooms. Overflow must be removed to storage provided in the Old Bridgeold bridge room.
- 9. Changing rooms must be kept neat and clean. Items that are stored without contact information and a date may be removed.
- 10. Work quietly in the studio <u>/workshop</u>. Moderate voices and sound<u>. respectfully.</u> Silence <u>cell-phones; and</u> use them outside.
- 11. Residents/guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 12. Recreation staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or unsafely and may request adherence to proper equipment use.

- 13. Club meetings and events do not have priority use. Club events must be approved by the Recreation Department in order to take priority at the facility.
- 13.In case of <u>emergency</u> injury or illness, call 911 and notify Security Services personnel immediately at 949 580 1400. The first aid kit and AED are located at the Clubhouse 4 front office.

B. Guests

- 1. Guests are permitted sewing room use on Sundays only; however, guests may not utilize the sewing machines at any time. Guests may walk through the sewing room any day during normal business hours. Guests are permitted on Sundays only.
- 1.2. Guests under 10 years of age are not permitted to use the facility. The maximum number of guests allowed per resident is two. Residents must accompany their guests at all times. Guests must sign a waiver prior to use and may share a sewing machine with the resident.
- 2.3. Nonresident guests cannot may not purchase any supplies offered by the Sewingin the Sewingsewing studio/workshop. ClubSupers.

C. Emeritus Students

- 1. Students must not enter the room without a volunteer supervisor present.
- 2. Nonresident students may enter the studio workshop 15 minutes before the beginning of posted class time and must leave promptly by the end of class.
- 3. Students may enter the studio <u>/workshop</u> only during the actual class times of the specific class(es) in which they are enrolled.
- 4. Serial production is not permitted (no more than three pieces of the same kind).

OPERATING RULES Clubhouse 4 Slipcasting



A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. If no volunteer supervisor is on duty/present, the studio/workshop is closed.
- 3. The window aisle must remain clear of chairs, carts and any other items for safety reasons. Working at the end of a table is prohibited <u>with exception for instructors</u>.
- 4. Areas between tables must be kept clear for accessibility and safety.
- 5. All work in progress and/or supplies stored in the studio/workshop is done so at -the owner's risk. Utensils, tools, molds, work, etc., may not be left out overnight.
- 6. All items produced must be marked with your name or initials. Enter your "mark" on a logo card at the supervisor's desk. If your identifying initials are already being used by another resident/guest, you must add an additional initial or identifying mark. In the event of a duplication, your logo card must be updated and the volunteer supervisor must ensure any issues are resolved with any existing pieces prior to distributing item(s) to the user(s). Students must additionally mark the date on their pieces.
- 7. Work quietly in the studio. Moderate voices and sound respectfully. Silence cell phones; and use them outside if necessary.
- 8. Residents/guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 9. Recreation staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or unsafely and may request adherence to proper equipment use.
- 10. <u>Club meetings and events do not have priority use</u>. <u>Club events must be approved by the Recreation Department in order to take priority at the facility</u>. <u>In case of injury or illness, call 911 and notify Security Services personnel immediately at 949-580-1400</u>. The first-aid kit and <u>AED are located at the Clubhouse 4 front office</u>.
- 11. Please refer to the studio/workshop procedures for molds, slip, firing, Greenware, bisque, drying cabinets, end caps and/or material handling.

B. Guests

- 1. The studio is for Slipcasters slipcasters only.
- 2. The studio encourages socializing and sharing knowledge among studio users.
- 3. Friends or relatives are welcome in the studio workshop briefly to view a member's workplace or samples they have created.

- 4. Residents may visit the studio/workshop to explore the possibility of joining or working in the studio themselves. This includes sitting with another resident and discussing the work being produced.
- 5. Anyone spending more than a few minutes in the studio workshop must sign the "Hold Harmless Release and Waiver of Liability Agreement" form, register on the studio sign in sheet and show their resident ID card to the volunteer supervisor, if requested.

C. Molds

- 1. Resident/guestResidents/guests must be proficient at the craft of slipcasting to use the equipment and facilities.
- 2. X-molds are reserved for Slipcasting Club members and may not be used by anyone during an Emeritus class session.
- 3. No <u>Do not remove</u> molds, boards or any other studio <u>/workshop</u> tools or materials may be removed from the studio.
- 4. Only Greenware poured in studio <u>/workshop</u> molds, with slip purchased in the studio, may be fired in the Clubhouse 4 kilns.
- 5. If you break a mold, you may be asked for reimbursement of mending or replacement.

D. Slip

1. Only slip purchased in the studio workshop is allowed in the studio. No other slip will be fired.

E. Firing

- 1. No one is allowed in the kiln room unless accompanied by a technician or instructor.
- 2. Only technicians authorized by the Clubhouse 4 supervisor can fire kilns.
- F. Greenware, Bisque, Drying Cabinets and End Caps
 - 1. Only volunteer supervisors are permitted to touch, move and/or distribute fired items from the bisque and finished cabinets.
- G. Cleaning and Water Conservation
 - 1. Equipment and area cleaning are the responsibility of every resident/guest.
 - 2. Greenware cleaning must be done in a manner that does not produce dust. No sanding, scraping or grinding of bone-dry or bisque products permitted inside the studio. Please sand, scrape or grind outside over a trash can to catch the dust and debris. A mask, available at supervisors' desk, is required.
 - 3. Use slip/overflow sinks when cleaning all utensils, brushes, tubs, pitchers, etc., of any product. Use newspaper to remove as much slip and glaze as possible prior to using the studio sinks.
 - 4. Wash tools and brushes in a small bucket or other container before minimal minimally rinsing to conserve water.
 - 5. Use Conserve water by using the least amount of water possible. Turn off the water any time you are not actively using it. Use a small stream of water whenever possible.
 - 6. Depending on your activity, allow 20 to 30 minutes for cleanup.
 - 7. Clean glaze residue, spills and dust on any surface with a wet sponge or wet towel.

- 8. Discard all used newspaper.
- 9. Clean and put away any used studio tools or equipment.

H. Emeritus Students

- 1. Students must not enter the room without a volunteer supervisor present.
- 2. Nonresident students may enter the studio workshop 15 minutes before the beginning of posted class time and must leave promptly by the end of class.
- 3. Students may enter the studio workshop only during the actual class times of the specific class(es) in which they are enrolled.
- 4. Serial production is not permitted (no more than three pieces of the same kind).
- 5. Poured molds must be drained and put on the drying rack two hours and five minutes prior to the end of class.
- 6. Clean molds and rubber bands thoroughly and return them to their appropriate shelf/drawer prior to the end of class.
- 7. No pouring is allowed without an instructor present. If the instructor is absent, the class will be dismissed and all nonresident students must leave the studio/workshop and Laguna Woods Village.
- 8. Students may pour up to two molds per class session attended. Molds which that have multiple pieces are counted as one (identified with the same mold number and letter ([A and B)).]). Molds with multiple impressions are counted as one mold. Different molds must be chosen for each class session unless repeat pourings are per the instructor's direction. After all class assignments are complete, students may pour molds of their choosing, not to exceed a combined total of two molds per session.
- 9. Students may submit up to two pieces per class session for firing following the limits listed in item #No. 8.
- 10. Student Greenware must be clearly marked with initials or a logo and the current semester and year. Ensure your logo is recorded with the volunteer supervisors. Verify that no one else has the same initials as yours.
- 11. If a piece is on the reject shelf, please read the note, and fix the problem, or answer the question on the note and put it back, return the piece with the note on the appropriate cabinet for firing.
- 12. Nonresident students must take all their pieces, slip and belongings by the end of each Emeritus semester. Items left in the studio/workshop may be discarded.
- 13. Class projects may be taken home for work and returned for firing, but they must have originated in the studio/workshop.

OPERATING RULES Clubhouse 4 Woodshop



A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. Work quietly in the studio <u>/workshop</u>. Moderate voices and sound respectfully. Silence cell-phones; and use them outside if necessary.
- Residents/guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 4. Recreation staff has the final authority to determine safe procedures, protect Protect facilities and equipment, and enforce all policies and operating rules. Recreation staff has the final authority to determine safe procedures. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or unsafely and may request adherence to proper equipment use.
- 5. <u>Club meetings and events do not have priority use. Club events must be approved by the Recreation Department in order to take priority at the facility. In case of injury or illness, call 911 and notify Security Services personnel immediately at 949 580 1400.</u>
 The first-aid kit and AED are located at the Clubhouse 4 front office.
- 6. Please referRefer to the studio/workshop procedures for SawStop table saws, special setups, fence, miter gauge, sled, band saws, abrasive finishing machines, disc/belt sanders, wall mounted panel saw, drill presses, planer, radial arm saw, air staplers/nailers and/or material handling.

B. Safety

- 1. Do not wear jewelry, gloves, neckties or loose clothing that could get caught in moving equipment parts. Remove coats and jackets and roll up loose sleeves.
- 2. NonslipWear required nonslip, closed-toe footwear is required. A doctor doctor's note is required if closed-toe shoes cannot be worn.
- 3. Long Tie back long hair must be tied back away from the face; and do not allowed tolet it "fall" into work.
- 4. Wear safety glasses or a face shield when performing any operation that may endanger your eyes from flying particles, sawdust, foreign objects or corrosive substances.
- 5. Ensure you have adequate light so you don't strain your eyes.
- 6. Always keep Keep your eyes on the cutting action always.
- 7. Advise the volunteer supervisor of a potential safety danger.
- 8. Overconfidence leads to carelessness, which causes accidents.

C. Bench Organization

- 1. Keep your project materials carefully organized on your bench; with locate tools located near the center.
- 2. Do not pile tools on top of each other.

- 3. Never Do not allow edged or pointed tools to extend out over the edge of the bench.
- 4. Close your vise when not in use and ensure the handle is turned downward.
- 5. Keep drawers and cabinet doors closed.
- 6. Do not leave material on the floor.
- 7. Sign tools out for use and return them to the volunteer supervisor when finished.
 - a. Find the tool sign-out sheet next to the woodshop sign-in sheet.

D. Carrying Tools

- 1. Keep sharp-edged and pointed tools turned downward.
- 2. Do not swing or raise your arms over your head while carrying tools.
- 3. Carry only a few tools at one time (unless they are in a special holder).
- 4. Do not carry sharp tools in clothes pockets.

E. Clamping Stock

- Whenever possible mount Mount the work in a vise, clamp or special holder whenever possible. This is especially important when using chisels, gouges or portable electric tools.
- F. Cleanliness
- 1. Keep your hands clean and free of oil and grease.
- 2. Keep the machine clean.
- 3. Remove all tools, lumber and unnecessary materials.
- 4. Do not leave objects on any machine. Objects left on machinery can vibrate into revolving cutters and be thrown from the machine with great force.
- 5. Never Do not clean a machine while it is running.
- 6. Use the provided hand brush and dustbins.

G. Shop Use Safety Regulations

1. Electricity

- a. Before plugging in Ensure a machine machine's, ensure the switch is in the "off" position before plugging it in.
- b. When using an Use the correct extension cord, use the correct wire size determined by the length of the cord and size of the motor. Using a too-small wire will cause the tool to overheat.
- c. Keep all power cords away from blades and cutters while working. Ensure the power tool is grounded; a double-insulated case need not be grounded. Check with the volunteer supervisor if unsure about this <u>procedure</u>.
- d. If anything unusual happens, turn Turn off the machine immediately if anything unusual occurs. If the machine does not sound right, turn it off immediately. As soon as it stops completely, inform the volunteer supervisor.

2. Fire Protection

- a. Advise the head volunteer supervisor and/or obtain approval before bringing any flammable liquids into the woodshop.
- b. Familiarize yourself periodically with the location of all fire alarms and fire extinguishers.
- c. Ensure finishing materials and thinners, etc., are used only in approved areas.
- d. Close cans of finishing materials and thinners immediately after use.
- e. Use flammable liquids in very small quantities. Ensure the container is labeled and sealed.

- f. Consult the resident/guest working near you to evaluate whether any potential crossover hazards are present.
- g. Dispose of oily rags and other combustible materials immediately or store them in an approved container. See the volunteer supervisor on duty for the location.

3. Floor Safety

- a. The Keep the floor should be kept clear of scrap blocks and excessive litter. Keep projects, saw horses and other equipment and materials out of traffic lanes.
- b. Immediately wipe Wipe up any liquids spilled on the floor immediately.
- 4. Material and Project Storage
 - a. Store and stack project work carefully in assigned areas. These areas are marked yellow on the ground in front of the windows.
 - b. Work on one project at a time. Finish projects in a timely manner.
 - c. Clearly mark projects with the owner's name, phone number and date.
 - d. The <u>Do not use</u> woodshop is not to be used for long-term storage. Clearly mark items left in the woodshop with the owner's name and phone number and the date. Items are left at the resident's risk. Items left more than 60 days will be disposed.
 - e. Secure help with long boards, even if they are not heavy.

Odors

- a. Be alert for any odors that might indicate overheating of the machine or stock.
- b. Dull blades will burn wood and create a distinct smoky odor. Stop cutting and inform the volunteer supervisor if you smell a distinct smoky odor, which can be emitted when wood is cut by dull blades.
- 6. Power Equipment Safety
 - a. Use of power wood-working machines depends entirely depending on your individual knowledge of and ability to use them in compliance with Woodshop operating rules.
 - b. Keep red-striped areas in front of circuit breaker panels clear of all obstructions.

7. Safety Guards

a. Ensure all safety guards are in place. Never remove a safety guard unless the safety guard presents a danger. Check with the volunteer supervisor if unsure about setup before work begins.

8. Tool Selection and Use

- a. Select the proper size and type of tool for the work. Ensure the tool is sharp and in good condition. Inform the volunteer supervisor if tools are broken, have loose handles or need adjustment.
- b. Hold a tool in the correct position (while using it) in both hands with the cutting motion away from your body and away from other residents/guests.
- c. Be careful when using your hand or fingers as a guide to start a cut. Test tool sharpness with a strip of paper or a scrap of wood. Do not use your fingers to test.
- d. Stay alert and always keep your hands a safe distance from cutters and blades.

9. Water/Solvents

a. Never <u>Do not</u> work in or around water/liquids with power tools. Water increases the chance of severe electrical shock; solvents increase the chance of fire.

10. Wood

- a. Wood defects can pose a danger and damage tools. Check stock carefully for knots, splits and other defects that can pose a danger and damage tools. Old wood must be free of nails, staples, fasteners, etc. Due to toxicity, no treated wood will be approved for cutting in the woodshop.
- b. Use of Do not use power saws on tree limbs or stumps without the proper jig and approval of a volunteer supervisor is prohibited.
- 11. General Power Equipment Safety Guidelines
 - a. Cutting Cut all metals of any sort can only be done in the metal shop.
 - b. Never Do not operate a machine when tired or ill.
 - c. Consult with the volunteer supervisor on duty if you have any doubts about the use of a machine or your ability to use it.
 - d. Avoid using machines for trivial operations, especially on small pieces of stock.
 - e. A <u>Understand that a</u> fee may be charged if a machine is damaged due to neglecting proper operating procedure.
 - f. Ensure any project helper is well informed on what is expected.
 - g. Make all necessary adjustments before turning on the machine.
 - h. Never Do not remove or adjust a safety guard.
 - i. The Know that the SawStop table saw is equipped with a safety brake that may be tripped if used incorrectly; a fee will be charged for each tripped brake.
 - j. Use only approved push sticks, push blocks, feather boards and other safety devices. Know the operations that require the use of a special jig or fixture.
 - k. Keep the machine tables and working surfaces clear of tools, stock and project materials. Keep the floor free of scraps and excessive litter.
 - l. Avoid distractions while operating a machine. Do not distract other residents/guests using machines.
 - m. Allow the machine to reach full operating speed before starting to feed the work.
 - n. Never Do not leave a running machine unattended.
 - o. Feed wood carefully and only as fast as the machine will easily cut.
 - p. Maintain the margin of safety specified for the machine. Keep more than the required minimum distance between your hands and the cutting tool while in operation.
 - q. Shut off the power and inform the volunteer supervisor on duty if a machine is dull, out of adjustment or not working properly.
 - r. Shut off power when you have completed an operation on a machine; wait until the machine stops before leaving it or setting up another cut.
 - s. Stay clear of machines operated by others. See that others are out of the way when you are operating a machine.
 - t. Avoid crowding around or waiting in line to use a machine; request that the current operator inform you at your work bench when they finish.

OPERATING RULES Clubhouse 2 Open Space



A. General

- 1. The Golden Rain Foundation (GRF) establishes the hours of operation, assigns personnel and oversees the operation of the Clubhouse 2 open space (green space adjacent Pool 2).
- 2. Maximum capacity is 125 people.
- 3. Operating hours are from 8 a.m. to 10 p.m.
- 4. Controlled substances and smoking are prohibited within 25 feet of the open space.
- 5. Residents and guests must clean up the area after use.
- 6. Excessive noise and/or loud amplified music is not permitted.
- B. Who May Rent the Clubhouse 2 Open Space Rentals
 - 1. Any resident may rent the Clubhouse 2 Sequoia ballroom, which provides event rights to the open space. The renter may authorize use of the open space to another party, with clubhouse supervisor approval.
 - 1.a. The use of GRF equipment is not permitted in the open space.
 - 2. If the ballroom is not rented or the renter is not using the open space, the open space becomes available for general use on a first-come, first-served basis, with clubhouse supervisor approval.
 - 3. The open space is not reservable as a standalone reservation.

OPERATING RULES Computer Learning Centers



A. General

- 1. Residents and guests must sign in upon arrival at the facility. Residents must accompany their guests at all times in all computer rooms.
- 2. Work quietly in the computer learning centers. Respectfully moderate voices and sound. Silence mobile phones; and use them outside if necessary.
- 3. Abusive conduct, including viewing graphic or violent content, is not permitted.
- 4. Residents and guests must clean up the area after use and return all equipment to the proper place.
- <u>5. 3. The PC Club Workshop Computer Learning Centers are is-managed by volunteers and are open in accordance with posted hours which are subject to change</u>.
- 6. Use of the workshops are Workshop use is free; to offset printing supply costs, printing fees and class donations may apply.
- 7. The on-duty volunteer may impose a time limit to accommodate those waiting.
- 8. Club meetings and events do not have priority use. Club events must be approved by the Recreation Department in order to take priority at the facility.

B. PC Workshop

- The maximum number of guests per resident is two. Residents must accompany their guests at all times. Residents and guests must sign in upon arrival at the facility.
- 2. The PC Workshop is open to all residents and their guests during posted hours.
- 3. The PC Club Workshop is managed by volunteers.
- 4. Using the PC Workshop is generally free of charge. To offset printing supply costs, printing fees may apply. Check with the volunteer on duty for further information.
- 52. The on-duty volunteer may impose a time limit to accommodate those waiting.
- 63. Users Workshop users may obtain information from the greeter and computer assistance from the supervisor(s) on duty.
- 4. The PC Club funds and maintains a lending library available to all residents.

C. PC Learning Center

1. The maximum number of guests per resident is two. Residents must accompany their guests at all times. Residents and guests must sign in upon arrival at the facility.

- 2. The PC Learning Center provides a variety of various computer classes: that are published under Class Registration: https://www.thepcclub.org/learning-center.html.
- 3. PC Club organized classes are open to all community members; however, club members receive a discount. Club organized class subjects and schedules are selected by the volunteer PC Club education chairperson. A registration fee applies for each club organized class.
- 4. Classes are designed and paced to meet the needs of the majority of students.
- 53. Non-disruptive classroom conduct is expected (similar to that in an educational environment).
- 6. All instructors are PC Club member volunteers. All classes have an instructor and may have an instructor assistant who helps students keep pace with the class.
- 7. Advanced classes may require basic skills as a prerequisite.
- 8. Special interest group (SIG) sessions <u>on a variety of computer-related topics</u> <u>may be offered and are open to all residents free of charge. SIGs are typically held weekly on a variety of computer related subjects.</u>
- 9. The PC Club funds and maintains a lending library that is available to club members only.
- D. Mac Learning Center
 - 1. The facility, including teacher led classes, is open to all residents.
 - 21. The maximum number of guests per resident is three. Residents must accompany their guests at all times. Residents and guests must sign in upon arrival at the facility.
 - <u>32</u>. Mac Club membership is not required to take classes.
 - 4. The Mac Learning Center is operated by Macintosh Club volunteers and is open in accordance with posted hours that may change periodically.
 - 5. Using equipment is generally free of charge. To offset printing supply costs, printing fees may apply. Donations may be requested for class attendance.
 - 63. Visitors may obtain assistance with Apple devices from on-duty supervisors (commensurate with their ability). The on-duty volunteer may impose a time limit to accommodate those waiting.

OPERATING RULES Equestrian Center



A. General

- 1. All residents and guests must sign in upon arrival at the facility.
- 2. Business hours are Wednesday through Sunday from 9 a.m. to <u>3-2</u> p.m., except holidays.
 - a. Outside of business hours, access is restricted to staff, boarders and their guests, and authorized volunteers. No one may be on the Equestrian Center property from 10 p.m. to 65:30 a.m. unless there is a horsean emergency involving a horse. In this instance, Security Services staff and the Equestrian Center supervisor must be notified.
- 3. -Visitors may <u>visit stop by</u> the office from 10 a.m. to 1 p.m. to request to view the GRF courtyard and arenas. For a more detailed view of the facility, visitors will be asked to return for a scheduled tour time.
- 4. 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.
- 5. Everyone who rides/handles horses at the Equestrian Center is required to have an equestrian waiver on file.
 - a. Minors 10-8 years of age and older 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.
- 6. Smoking anywhere on the property is not permitted prohibited.
- 7. Gasoline storage is not permitted prohibited.
- 8. Touching or feeding of horses is strictly prohibited unless the owner gives explicit permission.
- 9. Bare feet, flip flops, sandals and other inappropriate clothing are not permitted prohibited.
- 10. Leashed dogs are allowed on the trails. Only boarders may bring leashed dogs on the property. Dogs deemed a nuisance (excessive barking, aggressive behavior, etc.) by staff must be removed from the property. Registered service dogs trained to perform a task directly related to a person's disability are permitted.
- 11. Label all tack, equipment and supplies that will be stored on the property. The Golden Rain Foundation (GRF) is not responsible for the theft, loss, damage or disappearance of or damage to any tack or equipment or other property stored at the facility. Owners store all items at their own risk.

- 12. 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 immediately.
- 13. 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 Orange County Fire Control. The Equestrian Center serves as an evacuation center for horses in danger due to fire (i.e., Trabuco, Silverado and Majeska Modjeska canyons); Equestrian Center supervisor approval required.

B. Guests

- Guests under 10-8 years of age are not permitted to take lessons but may visit and attend events at the Equestrian Center. Residents sponsoring guests must be on property at all times, but are not required to ride with their guests. In addition, the Equestrian Center supervisor must provide each guest with authorization to use the facility.
- 2. All facility guests are encouraged to attend staff- and volunteer-guided tours Wednesday through Sunday. Visit the Equestrian Center webpage for current tour times.

C. Safety

- All lesson clients are required to wear a helmet, boots, long pants, riding boots or other staff approved footwear. Shorts and open-toed shoes are not permitted prohibited.
- 2. Only staff and staff-trained volunteers may handle and feed GRF horses.
- 3. The Equestrian Center supervisor or Recreation and Special Events Department staff have the authority are authorized to determine when a situation is unsafe.

D. Boarding Program Rules

- 1. Nonresident boarders may not invite guests to the facility without the presence of their sponsoring resident.
- 2. 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.
 - a. 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.
 - b. 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.
- 3. Boarding fees include the stall, one stall cleaning daily, two feedings daily, use of day turnouts on a rotation schedule, three-five bags of shavings per week and one tamping service per year, per stall. Stalls are chosen based on seniority and horse safety determined by the Equestrian supervisor.

- a. Care services are available only as staff time allows; there may be a waitlist for additional care services.
- 4. All boarders must sign a horse boarding agreement, providing information about their horse, their choice of veterinarian and professional 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 (VMS) 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.
 - a. Boarders are responsible for arranging veterinary and professional farrier services as needed and agree to be directly billed for all services. All veterinary and farrier work must be done in designated areas <u>or in stalls</u>.
- 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 waitlist, 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.
 - a. When there is a waitlist, resident boarders take priority over nonresident sponsored boarders.
 - b. Nonresident boarders will be entitled to one stall only and will not be asked to vacate if there is a waitlist.
 - c. 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.
- 6. Only boarders may rent trailer space at the Equestrian Center.
 - a. 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.
 - b. 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.
 - c. 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 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.

- 7. 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 their best professional judgment as to the veterinarian services required; owner/lessee agrees to be billed directly by the veterinarian for services rendered.
 - a. After hours communications with staff hours must be for emergency, critical care or training information only.
- 8. No carts for driving horses are allowed onsite.
- 9. Only the Equestrian Center supervisor may provide facility keys to boarders and their agents.
- 10. 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.
 - a. 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.
 - b. Local horses with vaccines up to date will be in quarantine for three days.
 - c. California horses or local horses without current vaccines will be in quarantine for five days.
 - d. Horses from out of state with current Coggins and health certificates with current vaccine records provided will be quarantined for seven days.
 - e. 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.
- 11. 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 caseby-case basis. Continued permission to remain on the facility is not guaranteed.
- 12. 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.
- 13. During hot weather, boarders may use battery-operated fans in stall windows only for their horse enclosures. Fans cannot be permanently secured and must be used according to manufacturer directions, per Orange County Fire Authority.
- 14. Boarders are welcome to participate in staff-guided lessons and trails training with their horse.

E. 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. All horses must be kept to a walk in the stable yard <u>and pathways</u> 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 linethe lunging area of the GRF courtyard where horses must be under control at all times.
- 3. Loose horses are never allowed anywhere in the stable area.
- 4. When staff is mounting riders in the courtyard, other riders must wait out of the way or use mounting blocks in other areas.
 - Riders may ride around the courtyards and must never walk under eaves of barn or through breezeways.
- 5. There is a 20-minute limit on the hot walker when others are waiting.
- 6. Riding double is prohibited at all times.
- 7. There is no feeding in the turnouts unless for medical reasons and approved by staff.
- 8. 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.
- 9. 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, <u>pathways</u> and in the turnouts. Bridles, buckets or other items must be cleaned in the utility sink—not the bathroom sinks.
- 10. Riders/handlers must keep a hold of led horses in hand at all times.
 - a. Boarded horses may not be walked two at a time by one person (double).
- 11. Professional farriers must use one of three designated areas on the property and must clean up all clippings and nails.
- 12. Exterior gates must be secured at all times by a padlock and chain.

F. Arena Rules

- 1. Use is prioritized as follows:
 - a. Lessons
 - b. Riding
 - c. Lunging
 - d. Loose horses/turnout
- 2. When both arenas are busy, the small arena must be shared by rotation every 15 minutes. Never leave horses unattended in either arena.
- 3. Lessons take priority in both arenas. Owners must ask for permission to enter/exit and/or to canter when lessons are taking place.
- 4. 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. Owners are responsible for any damage done by their loose horse in the arena. This includes the dressage court and other riding tools.
- 5. Only three two horses can be turned out at a time.

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

G. Trail Rules

- 1. Guided trails with staff are walking only Boarders and their guests may ride on the GRF trails at their own risk. Riders should pay attention to their horse and the surrounding area, maintain. 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 hHorses may trot or canter only when the area is clear.
- 3. 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 If p.m. and when the Equestrian Center is closed, the rider is riders are responsible for picking up the horse's their horses' droppings. Riders are always required to pick up droppings on the creek side.

H. 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.
- 4. Horses may share waterers in turnouts; boarders are responsible for cleaning all added water containers.

I. 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, with an option for a paid third feeding, 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.
- 5.4. For horses with specific medical needs that require precise feedings, owners may be responsible for preparing the feed; all preparation should be done at the sink or tables outside the tack rooms.
- 6.5. Supplemental feed must be kept in designated areas and/or in rodent-proof, approved containers to help mitigate rodent infestation.

J. 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 the tack room and their area clean.
- 3. Horses are not allowed in the tack rooms.
- 4. 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.

K. Riding Program Rules

- 1. All residents and guests must follow the directions of staff at all times.
- 2. The riding program is for boarders, residents and their guests who schedule lessons on a boarded or 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.
 - a. Lessons may be canceled due to inclement weather including heat over 83 degrees <u>Fahrenheit</u>, excessive wind, thunder, lightning, rain, fire danger and air quality.
 - b. All lessons and trail rides will be with staff instructor or guide.
- Riders must meet weight and age requirements: 200 pounds maximum weight and 10
 gyears old minimum age.
- 5. Riders must be free of injury or illness that might compromise their safety or the safety of staff assisting them.
- 6. Riders must also be able to mount and dismount using the mounting block with only one staff person assisting. Referrals to therapy centers in the area for those with physical disabilities may be provided by the Equestrian Center Supervisor.
- 7. 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.
 - a. 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.

<u>ba</u>. All lesson clients must be able to reach the stirrups, control the horse and follow instructions.

- L. Volunteer Program Rules
 - 1. Volunteers must be at least 12 years of age.
 - Volunteers who handle horses must have attended several grooming and tacking classestraining, and be able to demonstrate proficiency in several basic skills as well as and handling confidence in handling the horses and may only handle the horses while remaining in the GRF area or arenas under staff supervision unless otherwise directed by staff.
 - 3. Once approved by the Equestrian Center supervisor <u>or head instructor</u>, new volunteers will be mentored by staff and other trained volunteers.

Volunteers may only handle the horses during business hours and must remain in the GRF area under staff supervision unless otherwise directed by staff.

OPERATING RULES Fitness Centers and Gymnasium



A. General

- 1. Residents must swipe their Laguna Woods Village resident ID cards and have the appropriate Fitness Center Release, Waiver of Liability and Indemnity Agreement on file prior to using the equipment rooms. Guests must complete and sign a Fitness Center Release Waiver of Liability and Indemnity Agreement prior to using the equipment rooms.
- 2. Appropriate attire and closed-toe/heel-shoes are required.
- 3. Only registered service dogs trained to perform a task directly related to a person's disability are permitted; no other pets/animals are permitted.
- 4. Outside personal trainers and instructors are not permitted.
 - 3. a. Physical therapists may aid clients for a limited time upon fitness supervisor approval.
 - 4. <u>b. Caregivers are allowed to assist the resident with fitness supervisor approval.</u>

B. Fitness Centers

- Guests under 16 years of age are not permitted to use the fitness centers. The
 maximum number of guests per resident is two. Residents must accompany
 their guests at all times. Residents and gGuests must sign in upon arrival at the
 facility.
- 2. With the exception of Clubhouse 5, fitness centers are only open when fitness staff is on duty.
- 3.1.Outside personal trainers are not permitted. Physical therapists may aid clients for a limited time upon fitness supervisor approval.
- 4.3. Fitness staff may restrict activity and/or use of the exercise equipment for any participant whose health or safety is in question or if the participant is monopolizing equipment.
- 5.4. Exercise equipment time limits are set by fitness center staff.

C. Gymnasium

- 1. Guests under 12 years of age are not permitted to participate in a gymnasium activity and may not disrupt any of the activities in progress. The maximum number of guests per resident is two. Residents must accompany their guests at all times. Residents and guests must sign in upon arrival at the facility.
- 2. Participants must follow proper rules of etiquette for each sport or class and demonstrate good sportsmanship.
- 3. Using any type of powder and/or liquid on the Gymnasium gymnasium floor or on the bottom of shoes worn in the facility is not permitted.

- 4. Gymnasium programs must end <u>at least</u> 10 minutes prior to the hour to accommodate setup of athletic equipment, chairs, etc., for the next program.
- 5. Residents and guests must clean up the area after use and return all equipment to the proper place.
- 6. Saddleback College Emeritus students must follow college registration process and rules when attending college classes.
- 7. Open gym time is on a first-come, first-served basis. Scheduled activities take priority.
- 8. Club meetings and events do not have priority use. Club tournaments and events must be approved by the Recreation Department in order to take priority at the facility. Please reference the Recreation Department policy for tournament guidelines. Play may be restricted due to scheduled maintenance. Club events and tournaments take priority at the facility and must be approved by the Recreation Department. Please reference Recreation Department policy for tournament guidelines.

D. Indoor Pickleball

- 1. When courts are full, sign-up sheets board (Brad's Boxes) will be used to establish who gets the next available court. A player finishing a game may not sign up for another game until the first game is completed and the player has vacated the court.
- 2. When there are more than 12 players waiting, shorten games to seven points and 10 minutes.
- 3. Last players must take down nets and stanchions, and put them away.

E. Volleyball

- 3.1.Times are designated for advanced play and all-skill level play. Players attending the advanced play time are expected to be able to play at a high level to allow for game flow and player safety.
- 2. Advanced players wishing to play at the All Skill times should consider the safety of the other players when participating
- 3. If a game is on the court, those players have the ability to complete their game before other players can take the court.
- 4. All play is based on a drop-in basis and players are encouraged to include all players that arrive to play at that time.

OPERATING RULES Garden Centers



A. General

- 1. Operating hours: Sunrise to Sunsetsunset.
 - a. The garden centers may be accessed only by authorized <u>volunteers or</u> occupants <u>or and</u> lessees who are actively leasing a garden, tree, shade and/or Vegepod plot <u>in that</u> <u>particular garden center</u>.
 - b. Laguna Woods Village residents who don't lease a garden center plot may arrange to tour the garden centers by making an appointment with staff or one the center volunteers. Someone is typically available every day from 8 a.m. to 4 p.m. Contact staff at 949-268-2387 or gardencenters@vmsinc.org to make arrangements.
- 2. Guests must be accompanied by an authorized resident or staff member at all times.

B. Safety

- 1. In severe emergencies call 911; then call Security Services at 949 580 1400.
- 2.1. Emergency telephones that connect directly with Security Services are located at both garden centers.
 - a. At Garden Center 1, the emergency: Emergency telephone is located at the Moulton side front gate.
 - b. At Garden Center 2, one: One emergency phone is located outside of the office; another is on the east side of the storage building (tool shed and restroom) near the Maintenance Center.
- C. Who May Rent a Garden and/or/ Tree Plot
 - 1. Any resident may request a garden center use permit. One permit is issued per manor. These permits are accepted only 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_mobile_number and email if applicable.
 - 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
 - All gardeners and partners are required to sign a hold harmless, release and waiver of liability agreement. Forms are available online, at the garden center office or the recreation office. The waiver agreement form will be updated periodically and require a new signature.
- E. Temporary Working of Your Plot by a Designated Person
 - 1. If a garden plot holder is unable to work their plot for a period of time, the registered partner may work the plot in their absence. If a partner is also not available unavailable, contact the garden center office for guidance. A temporary partner may be assigned but will need to have a partner waiver on file for that plot. Guests may assist in the maintenance of the plot contingent upon a plot holder or their partner being present the entire time the guest is working on the garden.
- F. Gardener Responsibilities

- Gardeners are responsible for keeping plots free of excessive weeds and debris. Long periods of neglect will be addressed by GRF staff and could may result in the loss of a garden plot.
- 2. Gardeners are expected to manage the garden in their plot on their own. GRF staff are not generally available to assist in the day-to-day activities expected of a garden plot.
- 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. Work must commence within 30 days of permit issuance.
- 5. Gardeners are obligated to plant fruits, vegetables and/or flowers.
- 6. Seasonal gardeners, e.g., ("snowbirds" or summer "desert escapees, "") are required to share their plot(s) with a partner who may maintain the plot in the opposing seasons.
- 7. Gravel and decomposed granite are not permitted for use in garden or tree plots. Gravel is only permitted for use on Garden Center 2 walkways.
- 8. 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 must be placed in the green waste bins. —All trash bins must be kept closed after use.
- 9. Keep walkways clear and empty and return wheelbarrows to their proper storage areas. Gardeners who use GRF-furnished tools are responsible for the proper care, cleaning and return of said tools to the sheds from which they were obtained.
- 10. Gardeners are permitted to plant within their assigned garden space only. Planting in any common area, such as in the parking lot, within medians, around structure or in walkways is not permitted unless approved by recreation staff.
- 11. A licensed contractor must be hired for any improvements over \$500; these contractors must have current copies of their license and liability insurance and sign the GRF contractor/handyman release agreement, all of which must be presented to garden center staff prior to commencement of work.
- 12. A handyman may be hired for any improvements under \$500 and must provide proof of insurance and sign the GRF contractor/handyman release agreement, both of which must be presented to garden center staff prior to commencement of work.
- G. Pets/Animals at the Garden Centers
 - 1. Pets are allowed at the garden centers, but must be on a leash at all times and remain inside the plot while the owner is gardening. Staff reserves reserve the right to deny access to pets that are deemed aggressive or unruly.
 - 2. Do not feed wildlife in the garden centers.

H. Annual Fees

- As part of the initial plot rental process, residents will receive a statement from the Financial Services Department 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 billed annually.
- I. Assignment of Garden Plots/Spaces
 - 1. Garden center staff will keep an active waiting list based on a first-come, first-served basis. When a plot is released, the first resident on the waiting list will be offered that plot. The

- plot will be transferred "as is" unless a dangerous structure needs to must be removed or there is no working 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.
 - a. If the primary permit holder releases the plot, the registered partner may only become the permit holder for one plot.
- 4. 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. If during the lease agreement a resident moves or dies, the resident sharing the plot may have an opportunity to become the use permit holder.
 - a. If the plot is offered to a partner, it will be in the order in which the names of the partners appear on the current use permit.
 - b. If the new designated use permit holder has another plot, they must relinquish a matching number of plots, which will be made available to those on the waiting list.
- 5. When a garden plot becomes available, all permanent structural improvements made to the plot become the property of GRF. Other gardeners are not allowed to remove items from the plot.
- J. Watering/Irrigation

Any gardener watering their garden plot must be present at the garden center the entire period of time the water is turned on, unless 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. Turn off the water faucet once watering is complete.
- 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.
 - a. Common area water sources may not be blocked by personal garden fences or other obstructions.
- 5. All gardeners are responsible for prudent, non-wasteful watering practices and preventing water runoff from damaging adjacent plots.
- 6. No irrigation systems other than drip or soaker systems are permitted in a plot.
- K. General Gardening Information
 - 1. Garden plots must be maintained year-round.
 - 2. Plot holders who do not actively garden during long periods (more than one month) must plant a cover crop or cover the plot with plastic to limit invasive weed growth. The registered partner may maintain the plot in the plot holder's absence.

- 3. All plants with invasive roots (e.g., banana trees, mint, canna lilies, bird of paradise, sugar cane and ginger) are not permitted and must be removed or grown in a container that can contain the roots.
- 4. Significant shading of a neighbor's garden plot with any plant or material is not permitted. Gardeners are required to monitor the growth of the plants and limit the height of structures in their garden as not to adversely affect the sunlight in neighboring gardens.

L. Garden/Vegetable Plot Specifics

- 1. Staff must approve any fence or other structure prior to it being built per GRF guidelines. Proper materials and structural integrity will be required as part of the plan. The plot and all improvements become GRF property upon release of the plot; no financial arrangement can be made with a prospective new renter.
- 2. Each gardener is responsible for walkways within and around their plots. Walkways must be clear of obstacles and weeds. No intrusion of growing material into the walkways.
- 3. No trees may be planted in **any** garden plots except in pots that fully contain the roots.
- 4. Plot holders may grow vegetables, fruits, herbs, flowers and edible weeds in their plot.
- 5. 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 or transferred to a pot that can contain the roots.
- 6. Edible weeds must be harvested and not allowed to go to seed.
- 7. Plot holders must use at least 75% of the plot for planting. Plots are not to be used to store materials/tools not associated with gardening.
- 8. Plot soil must be maintained in an aerated state and no modification or amendment to the soil may be added that will impede the future use of the plot, including but not limited to gravel and decomposed granite. (DG).
- 9. Rice and sugar cane are water-intensive crops and are prohibited.
- 10. Crops must be harvested and not left on the ground to rot and go to waste.
- 11. All plants, planters, planter boxes and trellises must be placed inside the plot perimeter. Plants may not over hang into the walkway. Garden center staff has the right to trim excess plants hanging into the walkway without prior notification.

M. 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 neat and orderly, and must be maintained above the ground to reduce the opportunity for rodent nest sites. Materials storage nonessential 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.

N. Fruit Tree Areas

1. All new trees planted in tree plots in both garden centers 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 must be maintained as suitable for the plot space and the neighboring garden plots. New trees that are planted should only grow to a reasonable size that will fit in the plot and not intrude adjacent gardens.
- 3. Tree plots must use shared water spigots. Please roll up your hose and place it in your plot after each use.
- 4. Gardeners are reminded of the steep sloping grades in the tree area; lessees must maintain safe walks, steps and slope retaining walls at all times.
- 5. Tree plots must be maintained year-round and must be clear of excessive weeds, fallen leaves and unharvested fruit.
- 6. Structural fences are prohibited around tree plots. Temporary fencing may be installed with staff approval. Due to the nature of the trees in the plots, fences that can be removed are necessary in order to prune as needed.
 - a. Temporary fencing guidelines are as follows:
 - I. 14-gauge wire fence or flexible plastic mesh with 3/4" to 1"
 - II. Up to 2½" Metal T or U Posts not to exceed six 6 feet in height
 - III. Galvanized steel fence T-Post clips
 - IV. Wooden boundary footings are permitted
 - V. Concrete or other hard curing materials are prohibited.



Temporary fence sample pictures below:

O. Garden Product Policy

 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 determine whether 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 website, 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.
- 2.3.All bottles must be clearly marked and stored in such a way that they can be read by staff from outside the plot.

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

are / not <u>recommend</u>	Recommended	Not Recommended
PEST AND DISEASE CONTROL	- Bacillus thuringiensis(Bt) - Soap spray - Horticulture pepper/onion spray - sulfur - Wood ashes - Sour milk solution - Lace wings - Dormant oils - Microcop or equivalent - Diatomaceous earth (DE) - Baking soda - Borax, boric acid - sluggo - Lady bugs - Tangle foot - Marigolds - Beneficial nematodes - netting - Pyrethrum* * Pyrethrin is a naturally occurring insect-killing chemical derived 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.	- Roundup is forbidden - Rotenone - Pyrethrate, pyrethroids - Nicotine sulfate - Malathion - Diazinon - Sevin - Organophosphates - Finale - Dursban - Organ chlorides - Chlorpyrifos
	Recommended	Not Recommended
	 Cotton seed Kelp Compost Manure Blood, bone, horn and hoof meals Liquid fish or seaweed Fertilizers classed as organic 	 - Ammonium sulfate - Ammonium nitrate - Muriate of potash - Auperphosphates - Highly soluble chemical fertilizer

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- Ozmicote
- Nonorganic
MiracleGro

- P. Authority, Enforcement of Rules and Revoke of Use Permit(s)
 - 1. VMS staff is authorized to make periodic checks of all garden/tree plots to ensure they are being maintained and adhering to the operating rules. Staff will communicate concerns via email or phone to ask that these issues be addressed.
 - 2. If a gardener is found to be in violation of the operating rules, the gardener shall be notified by Recreation Department staff 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. Violation protocol is as follows:
 - Notice 1: Verbal outreach to resolve the violation; if no response after seven days
 - Notice 2: Letter outlining the violation and required deadline completion; if no response after 14 days

Notice 3: Compliance Division notified of violation.

- 3. 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 cleanup when a garden is left in such a condition as to require clean up.
- 4. Violations that warrant disciplinary action through Security Services or the OC SheriffOrange County Sheriff's Department (if warranted):
 - a. Theft of tools and equipment
 - b. Theft of produce and plants
 - c. Vandalism of tools, equipment
 - d. Foul language and offensive behavior, including but not limited to threats, intimidation, violence, racial/ethnic slurs and sexual harassment (GRF anti-harassment policy)
 - e. Odors, including second-hand smoke (cigarettes, cigars, marijuana, vaping, etc.), are a violation of the GRF anti-harassment nuisance policy
 - f. Violation of GRF policies
 - g. Receiving more than three combined written warnings without correction of the issue(s)
 - h. Failure to pay registration fee by the deadline

Note: 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. All GRF policies and procedures apply to the use of the amenities.

OPERATING RULES Golf Facilities



A. General

1. Dress Code

The dress code applies to all the golf facilities, including the 27-Holehole courses, the Parpar 3 Course course and the Driving Rangedriving range. Golf sStaff have the right to enforce the dress code.

- a. Country club golf attire shall be worn at all times, including a collared shirt, slacks or golf shorts and shoes with soft spikes.
- b. Women may wear other acceptable country club apparel that may or may not have a collar-
- c. Shorts shorter than six inches above the knee are not permitted.
- d. Tank tops are not permitted
- de. Jeans are not permitted.
- ef. Shoes must be worn at all times.
- f. The dress code will be enforced.
- 2. In Case of Emergency
 - a. Call 9119-1-1; then call the golf shop at the phone number on the score card (949-597-4336).
 - b. All player assistants who patrol the course are equipped with a hand-held radio that has direct contact with the golf shop.
- 3. Course Conditions/Golf Cart Restrictions
 - a. Call 949-597-4373 any time after 6:30 a.m. daily.
- 4. Miscellaneous
 - a. Pedestrians, cyclists (including e-bikes), roller-skaters and rollerbladers are not permitted on the golf course. Nongolfers may use the perimeter path paralleling El Toro Road and Moulton Parkway only from Clubhouse 4 to Clubhouse 2.
 - b. Pets are not permitted on the golf course, in the Village Greens building or on its patios and terraces. Only registered service dogs trained to perform a task directly related to a person's disability are permitted.
 - c. The six golf cart parking spaces downstairs under the Village Greens patio are to be used only by players making the turn only. Parking for recording scores or paying green fees is not permitted.
 - d. Parking and standing a personal or rented electric golf carts and/or standing in front of the starter window in order to fill ice or water is prohibited.

B. Guests

- The maximum number of guests allowed per resident is one prior to 10 a.m. and up to three
 guests after 10 a.m., seven days a week. Guest names must be provided when a resident makes a
 tee-time reservation. All guests must be accompanied by, and play with, a resident. Residents
 must check-in first before guests can check-in; residents are to remain with their guests at all
 times.
 - a. Guests under the age of 11 are permitted, however-Guests under the age of 11 are permitted; however, golf staff will ascertain if each junior player has knowledge of golf

etiquette and correct golf course behavior prior to playing. Golf Staff will ascertain if the junior player has a knowledge of golf etiquette and is aware of correct golf course behavior prior to permitting them to play. with an accredited junior PGA card signed by a PGA professional.

- b. Each player must have his/her/their own clubs.
- c. Ask golf shop staff to make gate clearance arrangements for your guest(s) if necessary Gate clearance for guests is the responsibility of the resident.

C. 27-Hole Golf Course

- 1. The 27-hole golf course (consisting of three separate nine-hole courses) is located adjacent to Clubhouse 2 on Moulton Parkway and is accessed through the Village Greens at Gate 12. The course opens for play daily at 7 a.m. During daylight saving time, golf course closing hours are extended to 6 p.m. from 5 p.m.
 - a. Reservations are required for the 27-hole golf course (please see "I. Reserved Tee Times" for information).
 - b. The irrigation system, which uses reclaimed water, operates daily beginning at 7 p.m.; therefore, all golfers **must** be off of the course by that time.
 - c. A nine-hole round of golf may be played as follows:
 - I. Course one after noon
 - II. Course two prior to 8:24 a.m.
 - III. Course three from 7 a.m. to 8:28 a.m.; 10:44 a.m. until closing
- D. 19 Restaurant & Lounge
 - 1. Open from 9 a.m. to 8 p.m. Check with the establishment for the most current hours.

E. Driving Range

- 1. Open daily at 7 a.m. (8:30 a.m. on Thursdays) from 3:30 p.m. (hours are extended to 5 p.m. during daylight saving time). A practice pitching green and bunker area are also available. Range balls may be purchased via your established golf account using your resident ID linked to the online reservation system account; removing range balls or bringing your own balls to the range is not allowed.
- 2. Maximum number of guests per resident is one during prime time and three during non-prime time.
- F. Golf Shop
 - 1. Open daily from 7 a.m. to 5 p.m. (and until 6 p.m. during daylight saving time).
- G. Golf Carts
 - 1. The limit of persons permitted per golf cart, private or rented, is two.
 - 2. Drivers must be at least 18 years of age.
 - 3. Golf carts and electric golf carts and hand-pull carts are available for rent at the starter window.
 - 4. Privately owned power carts require an annual trail use permit or daily use permit, which is available at the golf shop for a fee.
 - 5. Borrowing an electric cart from another resident to use on the golf course requires the payment of a Daily Trail Feedaily trail fee which will be assessed at check-in
 - <u>56</u>. Carts must <u>stay remain</u> on paved cart paths, including the use of the 90-degree rule, at all times when exiting the path to play a shot and returning to the path for access to the next shot or the next tee.

Attachment 1

- a. Laguna Woods Village golf professionals may assist in understanding how to best use this system.
- b. Personal golf carts may be subject to a review by Golf Staff golf staff to ensure the cart tires are for usage on grass; personal carts may have "offroad" or "knobby" type tires installed, which are not allowed on the golf course.
- 67. Contact Resident Services (<u>residentservices@vmsinc.org</u>; 949-597-4600) in the Community Center for information regarding charging your personal electric cart <u>and obtaining the correct stickers for charging and driving a personal golf cart within the Village</u>.
- 78. Individual owners must maintain privately owned golf carts. The cart wash station is available for a minimal fee. No emergency <u>charging facilities or gasoline</u> is available. <u>Golf Staffstaff are not permitted to push, tow or handle a personal cart.</u>
- 9. Golf Carscars or Low Speed Vehicles low-speed vehicles are not permitted on the Golf Course golf course.
- H. Nine-Hole Par-3 Course
 - 1. Power golf carts are not permitted; pull carts are available for rent.
 - 2. Course is open from 7:30 a.m. to 6 p.m. during daylight saving time (5 p.m. closing for the remainder of the year).
 - 3. Reservations are not taken for this course.
- I. Reserved Tee Times (for 27-hole course only)
 - 1. Schedule reserved tee times <u>up to</u> one week in advance using the online reservation system.
 - 2. Times are open for online booking seven days in advance at 6 a.m. Reservations for 2two or more players can be made within the 7seven-day booking window.
 - 3. Residents may visit the golf shop to register for the reservation system. A valid resident ID and a form of payment to be charged monthly is required.
 - 4. Golfers are allowed one tee time per day only, for two to four players.
 - 5. The resident booking a reservation must include all residents playing in the group. All players named in the group must be the players who arrive on the day of play.
 - a. All cancelations or substitutions must occur prior to arriving for play.
 - 6. Single players may call the golf shop on the day they wish to play and will be paired with a group of less than four players.
 - 7. Groups wishing to add a fifth player (fivesome) must call the golf shop on the day of play and be approved by the starter. Denied requests may be due to past slow play and other factors.
 - 7.8. Misuse of a Resident ID card (presenting a card that belongs to someone else, checking in a guest as a resident or other misuse of Village identification) may be subject to disciplinary action.
 - 8.9. In the event a resident is misusing the online reservation system, the following disciplinary process will ensue:
 - a. Verbal warning;
 - b. Written notice;
 - c. Referral to Security and Compliance to initiate the disciplinary process.
- J. Club Davs
 - 1. Tuesday is Women's Club day; Wednesday is Men's Club day. Open play is available on Tuesdays and Wednesdays with approval by the golf operations manager or golf professional.
- K. Fees
 - 1. Fees are in accordance with the GRF pricing policy and fee schedule.

L. Lessons

1. Call 949-597-4336 to schedule private and group lessons. Group and clinic-based lessons can be arranged with the instructor of your choice.

M. Course Guidelines/Etiquette

- 1. Check-in with the starter no earlier than 20 minutes prior to the reserved start time but no later than 10 minutes prior to the start time. Failure to do so may result in the cancellation of the reservation.
- 2. Foursome play is the accepted playing format and has the right of way over all other groupings. Fivesomes are permitted when possible.
- 3. Power carts are not permitted within 30 yards of the greens, in the fairway or in the rough, whether or not the area is marked, and never between a green side bunker and the green. Observe cart signs and proceed to the indicated path.
- 4. Course repair:
 - a. Leave the rake in the bunker with the handle sticking out of the lip of the bunker.
 - b. Repair all ball marks on the greens, whether yours or any others.
 - c. Fill all fairway divots with fairway sand provided on rental carts; obtain sand from the golf shop if playing with your personal cart.
- 5. Flag color indicates the cup location on the green: red is front, checkered is middle and blue is back.
- 6. Yardages are to the center of the green: blue is 200 yards, white is 150 yards and red is 100 yards.
- 7. Official golf course etiquette is covered in Section One of the USGA Rules of Golf.

N. Ready Golf

- 1. Play ready golf at all times from the tee through the green, not just on the tee. The player who is ready should hit whether "away" or not, with no interference with another golfer. After everyone in the group has finished putting, walk off the green briskly, thus clearing the way for the next group to hit up. Mark scorecards at the next tee, not while parked near the green just played. The group behind cannot hit until all are out of the way.
- 2. Consider club selection as approaching the ball between the tee and the green, not while standing over the ball.
- 3. Finish putting out after the first putt unless standing in the putting line of another player.
- 4. Three minutes is the maximum time to search for a lost ball (USGA 2019 rules change). See new course rules sheet for the procedure on playing a hole if ball is lost or discovered out of bounds. Provisional balls are not required.
- 5. Keep pace of play with the group in front and behind; it is a player's responsibility to ask the group behind if they wish to "play through." A group is allowed to "play through" anywhere, tee through the green, not just the tee.
- 6. Starting times are set at every eight minutes beginning at 7 a.m. According to the USGA rating system, 18 holes on the golf course should take no more than four hours and 15 minutes to play, which is approximately 14.25 minutes per hole.
- 7. Players shall play holes in successive order and may not change from one course to another. Play must be in regular sequence as assigned by the starter.
- 8. Players may play only one ball unless the rules require to play another. Practicing on the course is not permitted.

- 9. Failure to pay greens fees is a misuse of Village amenities and may be subject to disciplinary action.
- 910.—Player assistants are responsible for monitoring the pace of play and enforcing regulations, and are authorized to issue warnings, write citations or remove players from the course for violations or improper conduct. Citations will be forwarded to Security and Compliance for possible disciplinary action. Residents are required to show their Resident ID card if requested by Golf Staffgolf staff.
- O. Local Rules
 - 1. Please refer to the golf course Local Rules Sheet.

1.

P. Important Telephone Numbers

Golf Shop	949-597-4336
19 Restaurant & Lounge	949-206-1525
Starter	949-597-4276
Golf Course Weather Conditions	949-597-4373
Driving Range	949-268-2419
Par 3 Golf Course	949-597-4334
Golf Operations Manager/Pro	949-597-4350
Golf Maintenance Manager	949-597-4248
Recreation Department	949-597-4273

OPERATING RULES Lawn Bowling



A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- New bowlers are recommended to pass a test given by a GRF volunteer before being permitted to bowl. Those not proficient will be asked to attend a session of lawn bowling classes.
- 3. Wear only shoes with smooth, flat, rubber soles (no heels) on the greens.
- 4. No one is allowed on playing surface unless bowling.
- 5. Damage to greens through improper delivery of bowls is not permitted.
- 6. Use bowl rakes carefully to avoid damage to the greens.
- 7. Call 949-951-3027 (lawn bowling greens at Clubhouse 2) for information concerning closure of the greens due to inclement weather or to obtain the club schedule.
- 8. Residents and guests must clean up the area after use and return all equipment to its proper place.
- 9. Club meetings and events do not have priority use. Club tournaments and events must be approved by the Recreation Department in order to take priority at the facility. Please reference the Recreation Department policy for tournament guidelines. Scheduled maintenance may restrict play. Club tournaments and events must be approved by the Recreation Department and may take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.

B.—Guests

1. The maximum number of guests allowed per resident is two. Residents must accompany their guests at all times. Guests under 18 years of age are not allowed on the greens.

OPERATING RULES Library



A. General

- 1. New users must register with library supervisor using their resident ID card. The resident ID card becomes your library card. All users must renew annually or if contact information changes.
- 2. Residents may check out library materials for two weeks. Materials not returned by the due date are overdue.
- 3. Residents are assessed fines on all overdue materials that are checked out to them.
 - a. Current fines are assessed by the Library Club.
 - b. Disciplinary action may be recommended when fines reach \$5. For videos the maximum is \$10.
 - c. Lost books or books not returned are treated as unpaid fines. Fines are assessed until the book, or applicable item, is returned or paid for.
 - d. The library director or supervisor may consider extenuating circumstances.

OPERATING RULES Lockers and Storage



- A. In accordance with the GRF pricing policy and fee schedule, the following lockers carry annual fees: Billiard Room, Clubhouse 2, Clubhouse 4 Jewelry Room, Clubhouse 4 outdoor, Table Tennis and Village Greens bag storage. These lockers are rented to residents/clubs for their use only.
- B. Lockers without a fee are for one day use only; lockers. Lockers must be emptied out and the lock removed each day.
- C. Storage is available only to those Recreation Department-approved clubs that meet at a specific facility. Storage fees are in accordance with the GRF pricing policy and fee schedule and are paid annually.
 - 1. Storage areas are defined as follows:
 - a. Small (12" x 24" x 20" and up)
 - b. Medium (30" x 24" x 30" and up)
 - c. Large (5' x 5' and up)
- D. Storage is not guaranteed; the clubhouse supervisor has authority to determine the availability and may limit storage space.
- D.E. No perishables or hazardous materials are to be stored.
- **E.F.** _Stored items must be contained within the approved storage area.
- F.G. GRF holds no liability as to the contents held in these lockers and storage areas.

Note: The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. All GRF policies and procedures apply to the use of the amenities.

OPERATING RULES Paddle Tennis and Pickleball



A. General

- 1. All residents and guests must sign in upon arrival at the facility.
- 2. The facility is for playing paddle tennis and pickleball only.
- 3. Proper tennis attire and footwear are required. Shoes that mark/injure the court surface are not permitted.
- 4. Skateboards, roller skates, bicycles, and amplified music, smoking and vaping are not permitted inside the facility.
- 5. Players may play as long as desired unless others are waiting to play. Players may play one game only (maximum of 15 minutes) if others are waiting to play.
- 6. Walking onto a court before play has stopped is not permitted.
- 7. Court priority*:

Pickleb	all:
	Monday, Wednesday and Friday mornings
	Second and fourth Saturdays
(Prime time	is 7 a.m. to noon on pickleball priority days and 4 to 10 p.m.,
Monday- <u>thr</u>	<u>ough</u> Friday.)
Paddle	tennis:
	Tuesday and Thursday mornings
	First and third Saturdays
*If a court is	unoccupied, either sport can <u>may</u> play until priority sport
plavers arriv	/P.

- 8. Each resident Residents and guest-guests must clean up the area after use and return all equipment to its proper place.
- 9. Only registered service dogs trained to perform a task directly related to a person's disability are permitted; no. No other pet/animal is permitted.
- 10. Recreation Department-contracted instructors may schedule lessons during nonprimeoutside of prime-time hours only and retain priority on the court.
- 11. Club meetings and events do not have priority use. Club tournaments and events must be approved by the Recreation Department in order to take priority at the facility. Please reference the Recreation Department policy for tournament guidelines. Scheduled use is determined by the Recreation Department and is subject to change. Play may be restricted due to scheduled maintenance. Club tournaments and events must be approved by the Recreation Department and may take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.

12. In case of injury or illness, call 911 and notify Security Services staff immediately at 949-580-1400.

B. Guests

 Guests under 6 years of age are not permitted to use the facility. The maximum number of guests allowed is one guest per resident during prime time and up to three guests during nonprime time. Residents must be present at the courts with their guests at all times. -Guests with resident sponsors may only use one court only.

C. Pickleball

- 1. Use the sign-in sheets available at the courts to secure play time on a given day.
- 2. When the courts are full and the flag is up, the sign-up sheets board (Brad's Boxes) will be used to establish who gets the next available court. A player finishing a game may not sign up for another game until the first game is completed and the player has vacated the court.
- 3. Use of the practice wall is limited to 15 minutes when others are waiting to use the wall. If Brad's Boxes goes into effect, the practice wall must be vacated immediately.

OPERATING RULES Performing Arts Center



A. Safety

1. In case of injury or illness, call 911 and notify Security Services staff immediately at 949-580-1400. A first-aid kit is located in the office and AED is located in the lobby.

B. Auditorium Event Posters

- Posters for resident events (nonclub/no ticket fee) in the auditorium may only
 be posted for those events in the Performing Arts Center and may be displayed
 a maximum of three months prior to the date of the event.
 - a. Lobby posters must be no larger than 33" x 40".
 - b. All posters must be stamped in advance by the Recreation Department.
 - c. Displaying posters is subject to space availability.
- 2. Club event posters must adhere to Golden Rain Foundation (GRF) poster policy.

C.A. Box Office/Ticketing

- Tickets are sold to Laguna Woods Village residents only. Residents must be prepared to show their Laguna Woods Village ID when purchasing tickets.
- 2. Tickets purchased by credit card may be purchased only with a credit card in the resident's name who is purchasing the tickets.
- 3. Tickets are sold no more than 90 days prior to the scheduled event.
- 4. There is a limit of four free tickets or 10 paid tickets per manor for Recreation Department-coordinated events/programs.
 - a. The limit of paid tickets per manor for resident sponsored events is at the discretion of the facility supervisor.
- 5. No refunds are available on the day of the event for Recreation Department events. Refunds for resident/club sponsored events must be provided by the sponsor.
 - Refunds and/or exchanges of tickets must be done by the resident who purchased the tickets.
- 6. Consignment tickets for theatre events must be withdrawn before tickets go on sale and are limited to 10-percent% of the total number of tickets.
 - a. Consignment tickets may not be sold in the lobby; sales. Sales are limited to the reserved facility during a scheduled meeting for that group producing/sponsoring the event.
 - b. Consignment tickets may only be sold to Laguna Woods Village residents.

7. The box office will reprint lost or misplaced tickets for the resident listed as the purchaser. In the event that two tickets are presented for seating at the same show, only the original_"reprint" reprint icket will be honored for seating at that event. The ticket marked "reprint" will not be accepted.

D.—Theater

1.—Scheduling

- a. Scheduling and reservations are made through the Performing Arts Center Supervisor only.
- Technicians must be scheduled a minimum of four weeks in advance of auditorium events.
- Clubs are limited to booking four ticketed shows per year.
- No more than four show dates per club/group/organization per year on Fridays or Saturdays. No more than six dates per year on Monday through Thursday and Sunday. Max of six dates per club/group/organization within one calendar year.
- A reservation is not confirmed until the GRF Performing Arts Center Rental Contract is signed.
- b. <u>The theater is darknot reservable one month aper year for general</u> maintenance. Other closures may apply for GRF approved capital reserve projects or emergency maintenance.

2.8. Theater etiquette:

- a. During public performances, flash photography or video recording during public performances is not permitted prohibited.
- b. Cell Turn off or mute mobile phones should be turned off (or muted) during performances.
- c. All aisles must be kept clear at all times. No food or Food and drink are prohibited (except bottled water or GRF Bar Services drinks). is allowedpermitted in the theater.

3.9. Staffing:

- a. Clubhouse staff/technicians must be scheduled in the theater by the resident renter anytime it is occupied.
- b. Clubhouse technicians must operate all systems and equipment in the theater.

OPERATING RULES Pools, Hot Pools and Locker Rooms



A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. Swimming pools are open only when a staff lifeguard is on duty.
- 3. Appropriate swimming attire and accessories are required.
- 4. Eating and drinking while in the pool is not permitted prohibited.
- 5. Glass containers are not permitted prohibited.
- 6. Smoking and alcoholic beverages are not permitted prohibited.
- 7. Only service dogs trained to perform a task directly related to a person's disability are permitted; no. No other pet/animal is permitted.
- 8. Running is not permitted prohibited.
- 9. Floatation devices are not permitted unless specifically designed for exercise or therapeutic use. Fins and snorkels may be used by adults.
 - a. Adults may use equipment such as pool noodles, pull buoys, kickboards, masks, fins, snorkels and paddles.
- 10. Organized pool games may be played only if they do not interfere with other pool uses such as lap swimming.
- 11. Lockers may be used on a daily basis only. Residents and guests must supply their own locks in order to secure their belongings. Locks and personal items must be removed when the resident and guest leave the facility.
- 12. Showers are limited to 10 minutes per person per day.
- 13. No chairs or other GRF property may be moved into the locker room or shower stalls.
- 14. Shower before entering the pool or hot pool.
- 15. Persons with bandages, open sores, cuts or rashes are may not permitted in use the pool and or hot pool.
- 16. Lap swimmers swimming the length of the pool have the right of way with the exception of Pools pools 4 and 6.
- 17. Locker rooms open 15 minutes prior to the pool opening and close 15 minutes after pool closing.
- 18. All pools will be cleared of swimmers during inclement weather at the lifeguard's discretion. Swimmers may not reenter the water until at least 30 minutes following the last sighting of lightning or sound of thunder.
- 19. Swimming pool hours of operation vary according to the time of year, holidays and scheduled or emergency maintenance. Check hours of operation at the clubhouses, the recreation office and the pools.

- 20. Pool and hot pool temperatures are kept as closely as possible to the following temperatures:
 - a. Pools 1, 5 and 6: Between 82 and 84 degrees
 - b. Pool 2: Between 80 and 82 degrees
 - c. Pool 4: Between 84 and 86 degrees
 - d. All hot pools: Between 102 and 104 degrees
- 21. Each pool is renovated and/or <u>undergoes</u> preventative maintenance <u>is performed</u> annually. The process takes approximately six to eight weeks per pool beginning in November and concluding by Memorial Day weekend. Pool 6 is closed October 1 until the Saturday of Memorial Day weekend. If a pool is undergoing major renovations, the six- to eight-week schedule may be prolonged as necessary.
- 22. Amplified music on the pool deck is prohibited. Amplified music is permitted only during classes and must be approved by the Recreation Department.
- 23. The guard shack phone is for business use only; use by anyone other than an employee is prohibited.
- 24. Lifeguards are not responsible for lost or stolen items; contact security. Contact Security Services personnel at 949-597-4435 to report lost or stolen items.
- 25. Emeritus students may use the pool deck and locker rooms 15 minutes prior to the start of class and may enter the pool no more than five minutes prior. Students must leave the facility within 15 minutes of the end of the class.
- 26. Scheduled use is determined by the Recreation Department and is subject to change. Use may be restricted due to scheduled maintenance, classes and events.

B. Guests

1. The maximum number of guests allowed per resident is five. The lifeguard on duty regulates the number of guests entering the pool. Residents must accompany their guests at all times.

C. Hot Pool

- 1. The recommended time limit in a hot pool is five minutes. After an extended period, the lifeguard may request that users exit.
- 2. Strenuous exercise in the hot pools is prohibited.
- 3. Children under 16 years of age are not permitted in the hot pools.

D. Children's Swim

- 1. Lifeguards have the authority to prohibit a child from entering the pool.
- 2. Guests 15 years of age or younger are considered children. Children are permitted to swim daily at a designated pool. Starting Saturday of Memorial Day weekend and continuing through October 1, Children's Swim time is from noon until 4 p.m. at Pool pool 6. The remainder of the year it is from noon until 2 to 4 p.m. at Pool pool 2.
- 3. Children must vacate the pool area within 15 minutes of the end of Children's Swim.
- 4. Children unable to swim must wear a Coast Guard-certified flotation device, including those built into swimsuits.
- 5. Residents or their adult guest(s) must accompany and remain in the pool with their children who are novice swimmers.

- 6. Toys are provided by the Recreation Department during the summer Children's Swim program. During the winter Children's Swim program, only Recreation Department-provided dive toys are permitted. Permitted toys include dive toys and dive rings only. Rafts, kickboards, balls, water guns, inflatables, boogie boards and flotation devices are prohibited.
- 7. Children may not use kickboards; run on the pool deck; make excessive noise; play rough, including pushing and splashing; ride on another person's back or shoulders; jump or dive into the shallow end of the pool; slide down or hang on railings and ladders; play on stairs; climb out of pool without using ladder or stairs; perform back dives; etc.

E. Lap Swim Usage

- 1. Use of lap lane is limited to 60 minutes.
- 1.2. Swimming across lap lanes is not permitted prohibited unless a swimmer is entering or exiting the pool from the side.
- 2.3. Lap lanes are for lap swimming or aquatic exercise only (unless otherwise designated).
- 3.4. If all lanes are taken, swimmers must share the lane (up to two swimmers per lane).
- 4.5. Hanging on the lane dividers is not permitted.
- 5.6.No diving Diving or jumping into the shallow end is prohibited. Diving; diving or jumping into the pool is allowed only in the five-foot or deeper area.
- 6.7. No diving into crowded lanes.
- 7. Adults may use equipment such as <u>pool noodles</u>, pull buoys, masks, fins, snorkels and paddles.
- F. Lap Swim Schedule
 - 1. The number of lane lines at Pools 2 and 5 will be determined by the current pool schedule. Refer to the current pool schedule for lane line schedule details.
- G. Lap Lane Etiquette
 - 1. Swim to the right of the lane at all times.
 - 2. When passing another swimmer, pass to that person's left, down the middle of the lane at full speed. Once you have finished passing, return to the right of the lane.
 - 3. When being passed, slow down until the overtaking swimmer has completely passed.
 - 4. If someone is at your heels when you reach the wall, pause to let that person pass.
 - 5. When swimming into the wall, keep to the right (not the middle or left) so that a person passing at the end of a lane has space to turn.
 - 6. When standing at the wall of a lane, stand to the left (when facing the wall) whenever possible allow space for the incoming swimmers.
 - 7. To stretch or do other water exercises, move to the proper swim lane reserved for recreation/social swimming.
 - 8. Inform the lifeguard/clubhouse front desk staff if a problem should arise.
- H. Online Advance Reservations Pool 2
 - 1. Lane lines may be reserved in advance via the online reservations system. The reserving party may determine the number of swimmers in the reserved lane.
 - 2. Advance bookings are limited to residents only.

- a. Swimmers are allowed two three advance bookings per week.
- b. Swimmers unable to keep their reservation time must cancel their booking.
- c. Swimmers with advance reservations must claim their assigned lane within 10 minutes of their start time or the reservation will be deemed canceled and the lane will then be available for open lap swim.
- c. Swimmers found in violation will be subject to the following disciplinary actions:
 - I. Verbal warning
 - II. Written notice
 - III. Infraction is referred to <u>the Security Services Department</u> and Compliance <u>Division</u> to initiate the disciplinary process.

I. Swim Lessons

- 1. Residents are notified via the Globe, flyers and pool signage regarding the swim class schedule for the upcoming season. Generally, swim lessons are available during the summer. Each resident is charged for a series of one-half-hour group lessons.
- 2. Lessons are available to residents only.
- 3. Residents must preregister and pay for swim lessons, and sign a waiver prior to entering the pool.

OPERATING RULES Shuffleboard



A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. Food or beverage is not allowed are prohibited on the courts and must be cleaned up and removed prior to room closure. Food and drinks are not permitted during court play.
- 3. All players must wear non-marking nonmarking rubber-soled shoes. Leather-soled shoes, high-heeled shoes and open-toed sandals are not permitted for safety reasons.
- 4. Dry-dust mop and apply dressing prior to court play. Playing on a dry, unprepared court is not permitted prohibited as it damages the playing surface.
- 5. Walking on the courts with or without dressing is not permitted for safety reasons and to prevent court surface damage.
- 6. Clubhouse 1 staff can provide information about dressing application and/or answer any questions regarding shuffleboard activities.
- The courts are locked at all times. Clubhouse 1 staff can provide access if the resident leaves his/hertheir Laguna Woods Village resident ID card with staff.
- 8. Club meetings and events do not have priority use. Club tournaments and events must be approved by the Recreation Department in order to take priority at the facility. Please reference the Recreation Department policy for tournament guidelines. Scheduled maintenance may restrict play. Club tournaments and events must be approved by the Recreation Department and may take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.

B. Guests

1. The maximum number of guests allowed per resident is two. Residents must accompany their guests at all times. Guests under 10 years of age are not permitted to use the facility.

OPERATING RULES Table Tennis



A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. Appropriate athletic attire and non-marking nonmarking shoes or equivalent are required.
- 3. Observe good sportsmanship and courtesy at all times. USTTA rules and regulations apply.
- 4. During open times, matches may be played three out of five games to 11 points; or two out of three games to 21 points. All games should be completed on the table where started.
- 5. Warm-up time is limited to three minutes.
- 6. After a match is completed, all players must relinquish tables to waiting players on a first-come, first-served basis.
- 7. Persons rallying and not playing a match are limited to 20 minutes when others are waiting to play.
- 8. Do not remove balls and/or equipment from the room.
- 9. Residents and guests are expected to clean up their area when play has concluded by returning all balls on the floor to the ball basket, returning clubowned paddles to the rack and removing personal items from the court.
- 10. Before operating the robot, familiarize yourself with the operational procedure. If necessary, consult a Table Tennis Club board member for assistance.
 - a. Play on the robots is limited to 15 minutes when other are waiting.
 - b. Robot balls may not be used for regular play.
- 11. Club meetings and events do not have priority use. Club tournaments and events must be approved by the Recreation Department in order to take priority at the facility. Please reference the Recreation Department policy for tournament guidelines. Scheduled maintenance may restrict play. Club tournaments and events must be approved by the Recreation Department and may take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.

B. Guests

1. The maximum number of guests allowed per resident is three. Residents must accompany their guests at all times. -Guests under 6 years of age are not permitted to use the facility.

OPERATING RULES Tennis



A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 1.2. The facility is for playing tennis only.
- 2.3. The tennis facility is open every day from 7 a.m. to 10 p.m.
- 3.4. Prime time for tennis play is 7 to 10:30 a.m.
- 4.5.Lighted courts are available on courts 1, 2, 5, 6 and 7.
- <u>5.6.</u>Proper tennis attire (shirts required) for players and <u>non-marking</u> shoes for on-court play.
- 67. Club meetings and events do not have priority use. Club tournaments and events must be approved by the Recreation Department in order to take priority at the facility. Please reference the Recreation Department policy for tournament guidelines. Scheduled use is determined by the Recreation Department and is subject to change. Play may be restricted due to scheduled maintenance. Club tournaments and events must be approved by the Recreation Department and may take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.7
- 8. Only registered service dogs trained to perform a task directly related to a person's disability are permitted; no. No other pet/animal is permitted.
- 89. No unauthorized music is to be played on any device at the tennis facility.
- 910. Entry gates require Laguna Woods Village resident ID card (swipe or tap) for access; do not prop gates open.
- 101. Professionals <u>GRF</u>-approved <u>by GRF professionals</u> only can host lessons Monday through Saturday, noon to close and Sunday all day on courts 3 and 4. <u>Professionals</u>, <u>only and should post lesson times 24 hours in advance</u>
- 11. In case of injury or illness, call 911 and notify Security Services personnel immediately at 949 580 1400. A first aid kit is located in the tennis clubhouse and an AED is located outside the two front doors of the tennis clubhouse.

B. Guests

- Guests under 6 years of age are not permitted to use the facility. The maximum number of
 guests allowed is one guest per resident during prime time and up to three guests during
 nonoutside of prime prime-time hours. Residents must accompany their guests at all
 times and may only use one court.
- C. All Court Rules (see tables on page 3 for a court rules summary)
 - 1. Play time limits/reservation availability/walk on usage varies by court number and time of day.
 - 1. An on-court time limit of 1.5 hours per court is in effect any time others are waiting

- 2. A minimum of two players must be present to claim an open court. Courts 1- through 5 abd are designated "Walkwalk-on Courts" courts all day
- 3. Courts 1 through 7 have a "whiteboard" for sign-ups and must be used for all walk-on usage.
- 3. Courts 6- through 7 are "Walkwalk-On Courts" courts during the day and "Reserved Courts" reserved courts starting at 4:30pm p.m.
 - a. All players must post their start and stop time on the board and may not change it (not to exceed the set court time limits; see chart on page 3).
- 4. Reservations may be made up to three days in advance with the online reservation system for Courts 8 through 10 all day and courts 6 and 7 during the evening.
- a. Players with reservations may start early if their reserved court is available.
- b. Players with advance reservations must claim their assigned court within 10 minutes of their start time or the reservation will be deemed canceled and the court will then be available for walk on play until the next reservation time.
- 4. Courts 8- through 10 are "reserved courts" all day.
- 5. When time expires play may continue until a new group arrives and there are no other courts of equivalent time limit available, i.e. one or 1.5 hour courts.
- 5. Reservations are required for ball machine use and allowed on courts 9- and 10 after 12pmnoon.
- 6. Arriving players must take any open court and not ask others playing beyond their time limit to move, unless the available courts are for lesser time limits.
- 6. Reserved courts revert to walk-on status if there is a no-show or no reservation after 10 minutes.
- 7. Doubles play does not have priority over singles play at any time.
- 8.—During prime time play, an individual may practice solo until a group arrives to play.
- 8. The whiteboard must be used for all walk-on use. Players must port their start and stop times and may not change it, them (not to exceed 1.5 hours).
 - a. If you don't sign a player hasn't signed up on the board with in/out times, arriving players may "bump' you bump said player from a court
 - b. The 1.5--hour on-court time starts immediately when you signup on signing up; and there is no rule that all players must be present
 - c. After 10 minutes from your start time if your other players have not arrived to join after 10 minutes from the posted start time, then the first waitlisted players may take the court during prime time only.
 - d. If all the walk-on courts are taken in use upon your arrival, a group of players must use the waitlist area of the board to indicate your group as they are next up in order of arrival.
 - e. Adding/Changing and/or changing players to a group does not extend the time limit.
 - f. Players can not cannot be listed as on-court players and on the waiting listwaitlist simultaneously.
- 9. An individual may use any walk--on court to practice solo but may be bumped by a singles or doubles group seeking a court during prime time only.

- 10. Courtesy should be shown Show courtesy to others when using the sign-up board system. If an open walk-on court is available, arriving players must take that court and not ask those playing beyond their time limit to move,
- 11. For reserved courts, reservations may be made up to three days in advance with via the CourtReserve system for courts 8, 9 and 10 all day and courts 6 and 7 during the evening hours. For assistance with the CourtReserve system contact staff at 949-597-4273.
- 12. Reservations that will not be used should be cancelled so others can secure that court.
- For assistance with Court Reserve system contact staff at 949 268 2274
- 13. Players are not allowed back--to--back play times ibon reserved or walk-on courts induring prime--time hours.
- 14. Personally owned Personal ball machines are allowed for use on courts 9 and 10 only
- 9. During nonprime time, an individual may occupy any walk on court to practice solo.
- 10. Back to back reservations by the same group are not allowed and players should cancel online reservations that will not be used as soon as possible. Likewise, the same group may not change their times and sign up back to back on walk on courts.
- D. Courts 1 through 4: Walk on one hour (sign up board near the clubhouse main entrance)
 - 1. During prime time, play is for singles or doubles and is limited to one hour when others are waiting.
 - 2. If no players are waiting, play may continue, but the group playing may not sign up on the white board for additional time.
 - 3. If players are waiting and courts are full, the group must vacate the court immediately after one hour.
 - 4. After 10:30 (nonprime time) play is limited to 1.5 hours when others are waiting.
- E.D. Courts 1- through 7-5:-Walk-on On Hours 1.5 hour (sign-up is board near court 5 entrance to Court 5)
 - 1. Play is for singles or doubles and on-court time is limited to 1.5 hours when others are waiting.
- F.<u>E.</u> Courts 6 through 7: Day <u>Walk-On and Night Reserved</u> walk on; night reserved 1.5 hour (sign-up board is near court 5 entrance to Court 5)
 - 1. Play is for singles or doubles and on court time is limited to 1.5 hours when others are waiting.
 - 2.1. These courts may be reserved with the online reservation system for lighted night play with set reservation times of 4:30 to 6 p.m., 6 to 7:30 p.m. or 7:30 to 9 p.m.
- G.F. Courts 8 through 10: Reserved courts Courts Hours 1.5 hour (sign-in board <u>is</u> near <u>court 5</u> entrance to Court 5)
 - 1. May be reserved with the online reservation via CourtReserve system for singles/doubles play in during prime_-time hours with set reservation times of 7:30 to 9 a.m., or 9 to 10:30 a.m. or 10:30 a.m. to noon.
 - 2. May be reserved with the online reservation system via CourtReserve after prime-time hours for singles/doubles play (Court 8), ball machine (Courts 9 and 10) or backboard (Court 9) play with set-reservation times of:

Attachment 1

Winter hours: 10:30 a.m. to noon, Noon noon to 1:30 p.m., 1:30 to 3 p.m. or 3 to 4:30 p.m.,

Summer hours: Noon to 1:30 p.m., 1:30 to 3 p.m., 3 to 4:30 p.m., 4:30 to 6 p.m., 6 to 7:30 p.m. (daylight permitted)

Tennis Court Rules for Prime-Time Hours

7 to 10:30 a.m.

Highlights of court play priorities				
Highlights of court play priorities	COURTS			
for all courts	1-4	5	6-7	8-10
Set reservation times available	NO	NO	NO	YES*
On court time limit	1 hour	1.5 hours	1.5 hours	1.5 hours
Walk-on if no show/no reservation	N/A	N/A	N/A	YES
Individual player uses by themselves	YES#	YES#	YES#	OH
Doubles have priority over singles	O/	NO	NO	OH

Note: If another court is available, you must take the open court and not ask others to move from a court they occupy.

Reservations may be made with the online reservation system for courts 8 through 10.

Tennis Court Rules for Nonprime-Time Hours

10:30 a.m. to close

Highlights of court play priorities	ties COURTS			
for all courts	1-4	5	6-7	8-10
Set reservation times available	NO	NO	YES*	YES+
On-court time limit	1.5 hours	1.5 hours	1.5 hours	1.5 hours
Walk-on if no show/no reservation	N/A	N/A	YES	YES
Individual player uses by themselves	YES	YES	YES	YES
Doubles have priority over singles	NO	NO	NO	OH

An individual may practice by themselves on any walk-on court during non-prime time hours.

Note: If another court is available, you must take the open court and not ask others to move from a court they occupy.

+ Set reservation times for play (Court 8), ball machine (Courts 9 and 10) or backboard (Court 9) are (noon-to 1:30 p.m., 1:30 to 3 p.m., 3 to 4:30 p.m., 4:30 to 6 p.m. or 6 to 7:30 p.m.

Reservations may be made with the online reservation system for courts 6 through 10.

Instruction provided by GRF approved teaching professional have court priority on Courts 3 and 4 all day on Sunday and after noon other days. Teaching professionals will post lesson times 24 hours in advance.

Prime-Time Hours Tennis Court Rules		
Prime-Time Hours (7 to 10:30 a.m.)		
Highlights of court play priorities	CourtsCOURTS	

^{*} Set reservations times are 7:30 to 9 a.m., 9 to 10:30 a.m. or 10:30 a.m. to noon.

[#] During prime time, an individual may practice solo until a group arrives to play.

^{*} Set reservations times are 4:30 to 6 p.m., 6 to 7:30 p.m. or 7:30 to 9 p.m.

<u>for all courts</u>	<u>1-7</u>	<u>8-10</u>
Set reservation times available	NONo	YES Yes**
On-court time limit	<u>1.5 Hours</u>	<u>1.5 Hours</u>
Walk-on if no show/no reservation	N/A	YES Yes
Individual player uses by themselves	YESYes#**	NONo
Doubles have priority over singles	NO No	NO No

Courts 1-7 are whiteboard sign-up "Walk-On" walk-on use. YouPlayers must sign up on the board to occupy Courts 8-10 are "Reserved Courts", reserved courts. and reservations Reservations may be made with the online reservation system via Court Reserve and must be claimed within 10 minutes of start time, or they

#** An Individual individual may practice solo until a singles or doubles group arrives to play on any walk-Note: If another walk-on court is available, youa player must take the open court and not ask others to move from a court they occupy even if they are playing beyond their time limit.

<u>Players are not allowed to have back-to-back play times on reserved or walk-on courts in prime time.</u>
Adding or changing players to a group on walk-on courts does not allow for extending the time limit.

Non-prime Time Hours Tennis Court Rules Outside of Prime-Time Hours (10:30 a.m. to close)

Highlights of court play priorities	CourtsCOURTS			
<u>for all courts</u>	<u>1-5</u>	<u>6-7</u>	<u>8-10</u>	
Set reservation times available	NONo	YES Yes**	Yes++**	
On-court time limit	<u> 1.5 Hours</u>	<u> 1.5 Hours</u>	<u> 1.5 Hours</u>	
Walk-on if no show/no reservation	N/A	YES Yes	YES Yes	
<u>Individual player uses by themselves</u>	YES Yes	YES Yes	YES Yes	
-Doubles have priority over singles	NO No	NO No	NO No	

YouPlayers must sign up on the whiteboard to occupy a walk-on court.

An individual may practice solo on any walk-on court during non-outside of prime--time hours.

Note: If another walk-on court is available, you must take the open court and not ask others to move from a court they occupy even if they are playing beyond their time limit.

** Set reservations times are 4:30 to 6 p.m., 6 to 7:30 p.m., 7:30 to 9 p.m.

++** Set reservations times for play, or ball machine (c€ourts 9 and 10) are 10:30 a.m. to noon, noon to 1:30 p.m., 1:30 to 3 p.m., 3 to 4:30 P.M., 4:30 to 6 p.m., 6:00 to 7:30 p.m.

Note: Reservations may be made with the online reservation system via CourtReserve for play but **MUSTmust** be made for use of the Ball Machine ball machine on courts 9 & and 10 after noon. All

Adding or changing players to a group on walk-on courts does not allow for extending the time limit.

^{**} Set reservations times are 7:30 to 9 a.m. and 9 to 10:30 a.m.

OPERATING RULES Video Learning Center and Studio



A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. The Video Learning Center is operated by volunteer supervisors.
- 3. Resident use of equipment is at the discretion of the volunteer supervisor on duty. Equipment and user safety are the most important considerations.
- 4. Video Club projects may take priority in the Video and Sound Studio. Other users are at the discretion of the volunteer studio supervisor.

B. Guests

 The maximum number of guests allowed per resident is two. The Video Learning Center is open to residents and their guests during posted hours. Residents must accompany their guests at all times.

OPERATING RULES Archery



A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. All range masters are required to leave their Laguna Woods Village resident ID card at the fitness center to gain entry to the range. Fitness center staff or Clubhouse 1 staff will unlock the range. Only Recreation Department-certified range masters are authorized to open the archery range.
- 3. Only the range master is allowed access to club cabinets, equipment and targets.
- 4. Nonmembers may shoot a maximum of six arrows per end when using their own arrows. Guests may shoot a maximum of six arrows per end when using their own arrows.
- 5. Food or beverage is allowed in the archery room (except on the range flooring) and must be cleaned up/removed prior to room closure.
- 6. Residents and guests must clean up the area after use and return all equipment to the proper place.
- 7. Report any maintenance issues to the fitness center. Unauthorized modifications to the range or its amenities are strictly prohibited and may result in loss of range access.
- 8. Club meetings and events do not have priority use. Club tournaments and events must be approved by the Recreation Department in order to take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.

B. Guests

1. The maximum number of guests allowed per resident is two. Residents must accompany their guests at all times. Guests under 18 years of age are not permitted to use the facility.

C. Safety

- 1. Archer's bow may not exceed a 45 lb. draw
- 2. The range master secures the paper target.
- 3. Targets must remain in their designated target positions.
- 4. Archers may not shoot alone. At least two people must be present while the range is in use.
- 5. All participants must successfully complete orientation before being allowed to shoot at the range. Upon completion, the range master will issue a "safe shooter" card. Nominal fees will be charged for use of the range and supplies.

- 6. The range master provides, denies or withdraws access to the range at any time while the range is open due to safety restrictions.
- 7. Always use whistle commands; not just verbal or hand signals. Know and obey all whistle commands:
 - a. Two whistle blasts: Stand at the shooting line
 - b. One whistle blast: Shoot
 - c Three whistle blasts: Pull arrows
 - d. Five or more whistle blasts: Emergency, cease fire, put down bows and remove nocked arrows

OPERATING RULES Bar Services



- A. The Golden Rain Foundation (GRF) holds alcoholic beverage licenses at Clubhouses 1, 2, 5, 6 and 7, and the Performing Arts Center/Clubhouse 3.
- B. GRF follows all regulations set forth by the California Department of Alcoholic Beverage Control.
- C. Make requests for bar services through the bar supervisor at 949 268-2418 at least three weeks prior to the event.
- D. The Laguna Woods Village resident populates and signs the bar request form, agreeing to pay appropriate fees at the conclusion of the event.
- E. Outside alcoholic beverages are prohibited at any event where a GRF bar is operating.
- F. No outside alcohol is permitted at the Village Greens.
 - 1. Events serving alcohol with over 100 attendees are subject to utilizing GRF Bar Services.
- G. Patrons who appear under the age of 30 will be asked to show ID before purchasing an alcoholic beverage.
- H. A maximum of two alcoholic beverages may be taken from the bar by one person. Bottle service is available at the bartender's discretion.
- I. If an event host provides wine for dinner when a GRF no-host bar is operating, the bar must close when the wine is placed on the dinner tables.
- J. Bartenders may refuse service to any customer who appears intoxicated or is disorderly.
- K. The sale of alcohol is only permitted by GRF Bar Services.

OPERATING RULES Billiards Room



A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. The following are not permitted:
 - a. Gambling
 - b. Jump shots
 - c. Sitting on tables
- 5. A two-game limit applies when others are waiting to play.
- 6. Residents and guests must clean up the area after use and return all equipment to the proper place.
- 7. Club meetings and events do not have priority use. Club tournaments and events must be approved by the Recreation Department in order to take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.

B. Guests

1. The maximum number of guests allowed per resident is two. Residents must accompany their guests at all times. Guests under 12 years of age are not permitted to use the facility.

OPERATING RULES Bocce



A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. All players must wear soft-soled shoes.
- 3. Balls must be rolled (not bounced) on the court (physical ability considered).
- 4. Residents and guests must clean up the area after use and return all equipment to the proper place.
- 5. A one-game limit applies if others are waiting to play.
- 6. Play may be restricted due to scheduled maintenance.
- 7. Club meetings and events do not have priority use. Club tournaments and events must be approved by the Recreation Department in order to take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.

B. Guests

1. The maximum number of guests allowed per resident is two. Residents must accompany their guests at all times. Guests under 12 years of age are not permitted to use the facility.

OPERATING RULES Bridge Room



A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. Residents and guests must clean up the area after use and return all equipment to the proper place.
- 3. The bridge room is for playing duplicate and progressive bridge during regular clubhouse hours.
- 4. The Bridge Club running the organized bridge game/tournament establishes fees to play.
- 5. Gross guest fees shall be collected on behalf of and paid daily to GRF in accordance with the GRF Pricing Policies and Fees list.
- 6. Assigned game directors run the games and are paid by the club.
- 7. Club meetings and events do not have priority use. Club tournaments and events must be approved by the Recreation Department in order to take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.

B. Guests

- 1. Residents must play bridge at the same time as their guest(s) but are not required to play at the same table; otherwise, residents must accompany their guest(s) at all times.
- 2. Each bridge-playing resident is limited to two guests per session per day, not to exceed four guests per day. Guests must be at least 10 years of age.

OPERATING RULES Card/Game Rooms and Drop-In Lounge



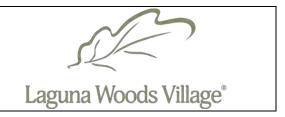
A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. Card/game rooms and the drop-in lounge are available on a no-fee, first-come/first-served basis and may not be reserved in whole or in part. Hours of operation are in accordance with the posted clubhouse schedule and are subject to change.
- 3. Multiple card and/or board games may be played in the card/game rooms simultaneously.
- 4. Kitchen facilities are not available for use.
- 5. Users may not move furniture and/or equipment from other clubhouse rooms into the card/game rooms or drop-in lounge.
- 6. Residents and guests must clean up the area after use and return all equipment to the proper place.
- 7. Minimize noise to ensure all users may enjoy the room.
- 8. Gambling is not permitted.

B. Drop-In Lounge

- 1. Puzzle use is limited to assigned puzzle tables.
- 2. Limit coffee consumption to one cup when using a personal coffee container.
- 3. The drop-in lounge patio is open Monday through Sunday from 8 a.m. to 6 p.m.
- 4. Television programming is determined by GRF.

OPERATING RULES Clubhouse 4 Art Studio/Workshop



A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. No turpentine, solvents or linseed oil, or brush cleaners or rags containing these byproducts or any type of chemical considered hazardous, may be left in the art studio/workshop. It is the resident's/guest's responsibility to remove these items from the facility and properly dispose of them.
- 3. See the volunteer supervisor for information pertaining to the mat cutter, library case, available paper, picture hanging, art classes, etc.
- 4. Residents/guests must always cover tables with a full-sized table cover or newspaper.
- 5. Only registered students may work in the art studio/workshop during posted Saddleback Emeritus class times.
- 6. The storage closet and supply cabinet are for club member use only. Do not leave personal items/materials on tables and counters or in non-assigned studio/workshop storage spaces.
- 7. Remove all canvases and work on paper from the drying area when they are dry. Art pieces may not remain in the drying area for more than a month unless they are being worked on currently.
- 8. Before leaving the studio/workshop, clean up all spilled or splashed paints, glue, mediums and dry media dust from the table tops, chairs, floor and sinks. Use damp towels and soap if needed. Return studio/workshop easels to their designated hanging racks and studio/workshop tools to the supply cabinet.
- 9. Work quietly in the studio/workshop. Respectfully moderate voices and sound. Silence phones; use them outside if necessary.
- 10. Residents/guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter their ability to use equipment safely.
- 11. Recreation staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or unsafely and may request adherence to proper equipment use.
- 12. Club meetings and events do not have priority use. Club events must be approved by the Recreation Department in order to take priority at the facility.

B. Guests

1. Guests are permitted on Sundays only.

- 2. The maximum number of guests per resident is two. Guests under 10 years of age are not permitted to use the facility. Residents must accompany their guests at all times.
- 3. The guardian of children ages 10 to 18 must sign the waiver for the underage guest.
- 4. Guests must sign a waiver prior to using the art studio/workshop.

C. Emeritus Students

- 1. Nonresident students may enter the studio/workshop 15 minutes before the beginning of posted class time and must leave promptly by the end of class.
- 2. Students may enter the studio/workshop only during actual class times of the specific class(es) in which they are enrolled.
- 3. Serial production is not permitted (no more than three pieces of the same kind).

OPERATING RULES Clubhouse 4 Ceramics Studio/workshop



A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. Only authorized personnel designated by the Recreation Department may fire the kilns in the kiln room.
- 3. No craftwork may be done outside of the applicable workshops or their specially designated work space. Examples are:
 - a. Raku firing and glaze spraying are specialized ceramic processes that require outside ventilation.
 - b. Stone cutting/sculpting/sanding must be done in their designated areas on the patio outside the kiln room.
 - c. At the outside grinding area behind the kiln room, diamond grinder use is restricted to ceramic pieces and their glazes.
- 4. Use newspaper or canvas to cover work tables to protect the surfaces.
- 5. All Laguna Woods Village residents are welcome to use the studio/workshop for work in ceramics and sculpture, to purchase clay and tools, and to have their pieces bisque fired. Only members of the Potters and Sculptors Club (P&S) can use glazes, borrow club tools and take member-taught classes. Saddleback Emeritus students may use glazes provided only by the Emeritus program. Emeritus instructors have authority over all enrolled students.
- 6. Refer to studio/workshop procedures for Greenware, drying room, kiln rooms, glazing, firing, studio/workshop clean up, outside grinding area/Raku kiln area and/or material handling.
- 7. Work quietly in the studio/workshop. Respectfully moderate voices and sound. Silence phones; use them outside if necessary.
- 8. Residents/guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 9. Recreation staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or unsafely and may request adherence to proper equipment use.
- 10. Club meetings and events do not have priority use. Club events must be approved by the Recreation Department in order to take priority at the facility.

B. Guests

- 1. The studio/workshop is a place of work for potters and sculptors only.
- 2. While the studio/workshop encourages socializing and sharing knowledge among studio/workshop users, it is not a place for socializing with friends not actively working on ceramic projects.

3. Friends or relatives are welcome in the studio/workshop for a brief visit to see a member's place of work or work samples. Refer to Clubhouse 4 General Operating Rules, A.5.

C. Clay

- 1. Only cone 10 clay purchased from the studio/workshop may be used in the studio/workshop. No other clay may be used or will be fired. Clay is available for purchase in 25-pound bags.
- 2. There is no clay storage in the studio/workshop. Residents may rent a locker from GRF through the Clubhouse 4 office. Nonresident Emeritus students must take their clay with them each time they leave the studio/workshop.
- 3. Cover work areas with newspaper or canvas. Studio/workshop users wishing to wedge clay, roll coils or create slabs must do it on the appropriate wedging tables, on canvas or on the butcher block table.
- 4. Sanding is permitted only in the grinding/sanding area outside/behind the kiln room. Use a trash can to catch sanding dust. Clean dust that falls on the benches with a wet sponge.
- 5. Grinding wheel use is permitted in the grinding area behind the kiln room. Training and a separate waiver for the grinding area are required. Personal protective equipment, such as goggles or a face shield, must be worn when using the grinding machine.
- 6. Keep studio/workshop door handles clean by washing your hands of clay before opening doors. Wipe all clay from handles with a sponge and paper towel.
- 7. The maximum size permitted for any ceramic piece is 16"x16"x18" high. Size is determined by kiln shelf size and posts that support them.
- 8. Clean clay-covered items in the clay sinks only; clean glaze in the glaze sinks only.
- 9. All studio/workshop patrons must clean up their work areas as well as plaster molds, bats, wheels and any other equipment per studio/workshop procedures. 10. Return studio/workshop tools to their designated places before leaving the studio/workshop.

D. Water Conservation

- 1. Be conscious that you are using as little water as possible.
- 2. Clean tools and brushes in a small bucket or other container before rinsing them with clean water. Do not clean your tool/brush under running water.
- 3. Use the smallest stream possible for rinsing from the faucet.
- 4. Do not leave water running.

E. Greenware and Drying Room

1. Only volunteer supervisors are permitted to move another person's work. Ask a volunteer supervisor for help in retrieving or making room for your piece from/on a shelf.

F. Kiln-Ready Room/Green Wall

1. Carts along the green wall (or carts marked for Emeritus Greenware) are for Greenware that is bone dry. Pieces must have your name or pottery signature visible; unidentified pieces will not be fired. Bisque firing pieces such as cookies or plates can be stacked and lids left on pots.

G. Kiln Ready Room/White Wall

- 1. Carts along the white wall are for bisque-fired pieces ready for high fire. Pieces may be glazed or not, as you choose. Emeritus class carts are marked for students' work.
- 2. See volunteer supervisor or Emeritus instructor for assistance.
- 3. Only technicians may move carts in the kiln ready room.

H. Glazing

- 1. Studio/workshop technicians have authority over glaze mixing. Do not disturb the technicians when they are mixing glazes.
- 2. Only glazes approved by the Glaze Committee are allowed. Studio/workshop users may not bring in their own glazes for studio/workshop kiln firing.
- 3. Training, which is required before anyone can glaze, may be provided by a class instructor or by members of the Glaze Committee.
- 4. Beginners and those with little glaze experience must only use glazes in the top row of buckets along the wall opposite the glaze counter.
- 5. Anyone using glazes must be familiar with the Glaze Application Checklist and follow its instructions. Ask a volunteer supervisor for the checklist.
- 6. Clean stirring paddles immediately and replace them on hooks. Clean counters and throw away newspaper when finished.
- 7. If glaze is spilled on the floor, wipe up the spill or spread newspaper over it to prevent slipping.

I. Firing

- 1. Only technicians authorized by the Clubhouse 4 supervisor may fire the kilns.

 No one may enter the kiln room unless accompanied by an instructor or a technician.
- 2. No salt firings are allowed.
- 3. No specialized firings or refiring of already high-fired items are allowed without prior staff approval.
- 4. Work must have originated in the studio/workshop in order to be fired. Class projects may be taken home and brought back for firing.
- 5. Once a piece is submitted to be fired and loaded into the kiln, it cannot be removed from the kiln unless it is in the front and easily removable.
- 6. Residents may use the Raku kiln only if they have proven through demonstration that they are capable and familiar with the firing process and safe handling practices. Firing without a buddy present is not permitted.
- 7. After bisque ware is fired, it is placed in the appropriate bisque cabinet. Work that is unidentified or with unclear signatures is left on the tables in front of the bisque cabinets and must be picked up immediately or risks being discarded. Remove work from the bisque cabinet within two weeks from the date of firing, in order to make room for the next bisque firing. Work that remains for two months risks being discarded. Technicians and appointed club members may remove items after stated time and discard.
- 8. Notify the volunteer supervisor on duty when the Raku kiln will be used. Sign out the keys to the gas valves in the Clubhouse 4 office and return them when done.
- 9. Closed-toe leather shoes, cotton clothes and face protection are required. Synthetic clothing of any kind is not permitted.

J. Studio/workshop Cleanup

1. Cleaning of clay and glaze equipment is the responsibility of every student, resident and club member. Clay dust is a health hazard and proper cleaning reduces the amount of clay dust in the air.

- 2. Volunteer supervisors and instructors will announce clean-up time 20 minutes prior to the end of class or the studio/workshop closing. Residents/guests must vacate the studio/workshop promptly by the posted closing time.
- 3. Please leave your work area cleaner than you found it.
- K. Outside Grinding Area/Raku Kiln Area
 - 1. Sign a separate waiver for the grinding area before any work is done in this area. Wear proper dust masks while performing any sanding or grinding on any material. Dust masks are available in the studio/workshop (see volunteer supervisor).
 - 2. Users must be trained on the grinding wheel by either Clubhouse 4 staff or a volunteer supervisor with experience.
 - 3. Grind across the full surface of the wheel.
 - 4. Long-term storage is prohibited. Clear benches daily. If a work piece must be left overnight, mark it with the resident's name and phone number. Projects must be finished in a timely manner. Staff has the authority to remove an item from the bench.

L. Emeritus Students

- 1. Students may not enter the room without a volunteer supervisor present.
- 2. Nonresident students may enter the studio/workshop 15 minutes before the beginning of posted class time and must leave promptly by the end of class.
- 3. Students may enter the studio/workshop only during actual class times of the specific class(es) in which they are enrolled.
- 4. Serial production is not permitted (no more than five pieces of the same kind).
- 5. Clean molds, boards, bats, and any other materials used per studio/workshop procedures.
- 6. Students may submit up to two pieces per class session for firing.
- 7. Students must clearly mark their Greenware with initials or logo and the current semester and year. All Emeritus work must be clearly marked with a colored underglaze dot (color chosen by Instructor); cookies should be marked with a swoosh of the same color. Record your logo with the volunteer supervisors. Verify that no one else has the same initials.
- 8. If a piece is on the reject shelf, please read the note, fix the problem, or answer the question on the note and put it back, with the note on the appropriate cabinet for firing.
- 9. Nonresident students must take all their pieces, slip and belongings by the end of each Emeritus semester. Items left in the studio/workshop may be discarded.
- 10. Class projects may be taken home for work and brought back for firing, but they must have originated in the studio/workshop.

OPERATING RULES Clubhouse 4



A. General

- 1. Residents and guests must sign in upon arrival at the facility; guest policies vary per studio/workshop.
- 2. Anyone using studios/workshops must complete an annual release, waiver of liability and indemnity agreement for each specific shop/activity in which the individual participates.
- 3. Studio/workshop use is limited to residents and to students enrolled in classes through the Saddleback College Emeritus Institute (only during class time). Nonresident students are allowed in the room 15 minutes before posted start time of class and only when a volunteer supervisor is present. If the instructor is absent, nonresident students must leave the facility. Nonresident students must vacate the classrooms by the posted end time of class.
- 4. Residents not enrolled in an Emeritus class are not permitted to be in the room during scheduled class time.
- 5. Guests of residents are not permitted to use the Clubhouse 4 studios/workshops with the exception of the art, sewing and photography studios. "Use" implies sitting, participating in activities or occupying space within the shops. Walking through to tour the facilities is permitted.
- 6. Caregivers are allowed to assist the resident with Clubhouse 4 supervisor approval.
- 7. Only registered service dogs trained to perform a task directly related to a person's disability are permitted; no other pets/animals are permitted.
- 8. The head volunteer supervisor for each studio/workshop reports to the (staff) Clubhouse 4 supervisor.
- 9. A volunteer supervisor must be present at all times during studio/workshop hours. Studios/workshops will remain closed unless a volunteer supervisor is on duty.
 - a. Anyone wishing to serve as a volunteer supervisor must submit a volunteer application to the Clubhouse 4 supervisor.
 - b. When unable to cover an assigned shift, the volunteer supervisor will arrange for alternate coverage in advance. Inform the Clubhouse 4 supervisor of any long-term absence.
 - General end-of-shift duties (see individual studio/workshop volunteer supervisor duties):
 - I. All residents/guests must leave the studio/workshop.
 - II. Turn off all electrical machinery.

- III. Lock all windows and cupboards.
- IV. Ready the floor for janitorial staff.
- V. The volunteer supervisor must return the studio/workshop key to the Clubhouse 4 office upon leaving the facility.
- 10. No craftwork may be done outside of the applicable studios/workshops or their specially designated work space. Examples are:
 - a. Raku firing and glaze spraying: Specialized ceramic processes that require outside ventilation.
 - b. Stone cutting/sculpting/sanding: Must be done in designated areas on the patio at the outside grinding area behind the kiln room.
 - c. Metal work: Cutting, sanding and grinding are permitted only in the jewelry room, the machine shop and the designated woodshop area.
 - d. Spray and brush painting wood and metal projects: Work must be done in the paint room in the rear of the studio/woodshop.
- 11. Leave safety guards in place on all machines at all times. Residents/guests must inspect all equipment prior to use to ensure the item's proper function and safety features.
- 12. Clean all shop equipment and return it to its usual location. Work areas must be left clean and neat prior to leaving the facility. Removal of shop tools from the room is prohibited.
- 13. Use newspaper or canvas to cover work tables to protect the surfaces.
- 14. Harmful or toxic chemicals are prohibited. All chemicals stored/used in the studios/workshops must have a material safety data sheet (supplied by the vendor to the clubhouse staff before it is used or stored at the facility).
- 15. Only personnel authorized by the Recreation Department may fire the kilns in the kiln room.
- 16. Proceed to the parking lot in case of evacuation. Evacuation maps are posted next to exit doors in each room.
- 17. Work quietly in each studio/workroom. Respectfully moderate voices and sound. Silence mobile phones and use them outside if necessary.
- 18. Residents/guests cannot be under the influence of alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 19. Recreation staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or unsafely and may request adherence to proper equipment use.
 - a. Any disruptive behavior or, misuse of studio/workshop equipment or any situation/issue will be reported by room supervisor to Clubhouse 4 supervisor.
- 20. Club meetings and events do not have priority use. Club events must be approved by the Recreation Department in order to take priority at the facility.
- 21. Refer to the studio/workshop procedures for equipment use and/or material handling.
- B. Lounge

- 1. The lounge is a drop-in, first-come, first-served facility. No reservations are permitted.
- 2. Do not remove lounge furniture.
- 3. Leave the lounge neat and clean.
- 4. The refrigerator is for all to use and will be cleaned out regularly; store personal items at your own risk.
- 5. Money lost in the vending machines must be reimbursed from the vendor. The phone number is posted on the vending machine.

OPERATING RULES Clubhouse 4 Glass Studio/Workshop



A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- If no volunteer supervisor is present, ask the lapidary volunteer if able to use a table to cut material or do stain glass work as they may not be comfortable with overseeing glass work.
 - a. No equipment (grinder, saws and flat lab, etc.) is permitted for use without a volunteer supervisor present.
- 3. The volunteer supervisor must verify the completion of user training before any resident/guest may operate any equipment in the glass shop.
- 4. Residents requiring training may sign up with the glass club or contact the glass studio/workshop head volunteer supervisor.
- 5. Cutting tempered glass in the glass studio/workshop is not permitted.
- 6. Maximum cutting size for glass sheets is 24" x 24".
- 7. Clean equipment, work benches and chairs after use. Use the vacuum located in the shop to ensure all glass particles are removed.
- 8. Work quietly in the studio. Respectfully moderate voices and sound. Silence phones; use them outside if necessary.
- 9. Residents/guests cannot be under the influence of alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 10. Recreation staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or unsafely and may request adherence to proper equipment use.
- 11. Club meetings and events do not have priority use. Club events must be approved by the Recreation Department in order to take priority at the facility.

B. Safety

- 1. Loose clothing, gloves (except thermal kiln gloves), neckties, bracelets or loose jewelry that could get caught in moving machine parts is not permitted. Nonslip, closed-toe shoes are required. Secure long hair in a ponytail.
- 2. Wear ANSI Z87.1-compliant eye protection; supplies are available from the glass shop supervisor in the form of a full-face shield, eye goggles or safety glasses. Use face shields or dust masks when cutting operations that are dusty.
- 3. Never leave any equipment running unattended; turn power off before stepping away from the equipment.
- 4. Operate glass studio/workshop equipment with the following manufacturer's safety standards (MSS): No metal work of any kind is allowed on the glass equipment.
- 5. Refer to the studio/workshop procedures for cutting glass, ring saws, wet belt sanders, grinders, kilns, molds, Covington 24" flat lap and/or material handling.

C. Cutting Glass

- 1. Ensure the cutter is aligned with the ruler center while using the plastic grid cutting table. Do not run the cutter over the grid; it dulls the blade.
- 2. Vacuum the cutting board as necessary.

D. Ring Saws

1. Proper training on these delicate saws is required. See volunteer supervisor.

E. Kilns

- 1. A volunteer supervisor must be present when using a kiln. List the resident's name and phone number for any kiln operated by a resident. Use calendar on the clipboard next to the kiln.
 - a. Choose a kiln that is size appropriate to the piece to be fired.
 - b. Project kilns require multiple power sources.
 - c. Residents must include their name and phone number on the calendar assigned to the kiln they are using.
 - d. Double check the steps of programming any given kiln with the volunteer supervisor if you are new to using electric glass kilns.

F. Molds

1. Resident molds cannot be used during Saddleback Emeritus classes.

G. Covington 24" flat lap

1. Inform supervisor on duty to use the machine.

H. Emeritus Students

- 1. Students may not enter the room without a volunteer supervisor present.
- 2. Nonresident students may enter the studio 15 minutes before the beginning of posted class time and must leave promptly by the end of class.
- 3. Students may enter the studio/workshop only during actual class times of the specific class(es) in which they are enrolled.
- 4. Serial production is not permitted (no more than three pieces of the same kind).
- 5. Only Emeritus students are allowed in the studio/workshop during an Emeritus class.

OPERATING RULES Clubhouse 4 Jewelry and Enameling



A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. Report broken tools to the instructor's/volunteer supervisor's attention before returning them. Training prior to tool use is required.
- 3. Always clean the working area and the area around any tool used at the end of the studio/workshop period.
- 4. Work quietly in the studio/workshop. Respectfully moderate voices and sound. Silence phones; use them outside if necessary.
- 5. Residents/guests cannot be under the influence of alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 6. Recreation staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or unsafely and may request adherence to proper equipment use.
- 7. Club meetings and events do not have priority use. Club events must be approved by the Recreation Department in order to take priority at the facility.
- 8. Please refer to the studio/workshop procedures for metal shear, rolling mill/hydraulic press, acid etching, buffing/grinding machines, drill press, soldering station, kiln, enamels and/or material handling.

B. Safety

- 1. Cigarette lighters and matches are prohibited.
- 2. Loose clothing, gloves (except thermal oven gloves), neckties, bracelets or loose jewelry that could get caught in moving parts is not permitted. Secure long hair in a ponytail. Nonslip, closed-toe shoes are required.
- 3. Wear safety glasses at all times.
- 4. Protect all surfaces in the studio/workshop by hammering on metal blocks or the anvil, saw cutting and filing on bench pins, and applying nail polish or marking materials on metal that sits on a protective sheet of poster board.
- 5. Carry all sharp objects and tools pointing downward; move with caution.
- 6. Quench all hot material after heating and especially before asking questions or showing to another person.
- 7. Store materials and tools out of the way of other users. If using a large tool box, store under the table to prevent tripping.

C. Metal Casting Safety

1. Eye protection, leather apron and fireproof gloves are required.

- 2. Have a step-by-step plan in place.
- 3. Know where the fire extinguisher is located.
- 4. Keep bystanders away from casting area.
- 5. Announce the start of the metal casting to the volunteer supervisor.
- 6. Turn exhaust on.

D. Emeritus Students

- 1. Students may not enter the room without a volunteer supervisor present.
- 2. Nonresident students may enter the studio/workshop 15 minutes before the beginning of posted class time and must leave promptly by the end of class.
- 3. Students may enter the studio/workshop only during the actual class times of the specific class(es) in which they are enrolled.
- 4. Serial production is not permitted (no more than three pieces of the same kind).

OPERATING RULES Clubhouse 4 Lapidary Studio/Workshop



A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. If no volunteer supervisor is present, ask the glass volunteer supervisor if able to use a table to carve or hand sand material as they may not be comfortable with overseeing lapidary work. Individual must have been trained on safety procedures.
 - a. No equipment (grinder, saws and flat lab, etc.) is permitted for use without a volunteer supervisor present.
- 3. Do not add oil to saws; see volunteer supervisor.
- 4. Never leave any equipment unattended while in operation.
- 5. Time limits for slab saw use are as follows: (clean saws after each use)
 - a. Saws one, three and four: one hour.
 - b. Saws two and five: two hours.
 - c. Limit of two saws per person.
- 6. If any equipment does not appear to be operating correctly, shut it off immediately and inform the volunteer supervisor. Do not use force on any of the equipment.
- 7. After each work session or end of class, all grinding wheels and sanders must be cleaned and wiped down to avoid water stains/rust.
- 8. Clean area thoroughly of debris and rock chips after each visit.
- 9. Work quietly in the studio/workshop. Moderate voices and sound respectfully. Silence phones; use them outside if necessary.
- 10. Residents/guests cannot be under the influence of alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 11. Recreation staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or unsafely, and may request adherence to proper equipment use.
- 12. Club meetings and events do not have priority use. Club events must be approved by the Recreation Department in order to take priority at the facility.
- 13. Please refer to the studio/workshop procedures for heat lamps, dop wax, grinding wheels, slab saws, water trim/tile saws, polishing/sanding wheels, tumbler grinding/polishing and/or material handling.

B. Safety

1. Do not wear loose clothing, gloves, neckties, bracelets or jewelry that could get caught in moving parts. Nonslip, closed-toe footwear is required. Tie up/back long hair.

- 2. Always use safety glasses or goggles when working on nibbler, tile saw, trim saws, cutting, grinding, buffing, sanding and polishing wheels.
- 3. Watch out for your fellow residents/guests; announce yourself when you are behind someone.

C. Lapidary Specific Rules

- 1. Beginners must check with the volunteer supervisor on how to use the machinery properly.
- 2. When using glue on the work tables, cover the surface with paper or a work board.
- 3. Each piece of equipment is designed for specific purposes and should never be used for tasks beyond its capabilities. No home improvement projects, marble or tilework are permitted on any of the lapidary equipment.

D. Emeritus Students

- 1. Students must not enter the room without a volunteer supervisor present.
- 2. Nonresident students may enter the studio 15 minutes before the beginning of posted class time and must leave promptly by the end of class.
- 3. Students may enter the studio/workshop only during the actual class times of the specific class(es) in which they are enrolled.
- 4. Serial production is not permitted (no more than three pieces of the same kind).
- 5. Only Emeritus students are allowed in the studio/workshop during an Emeritus class.

OPERATING RULES Clubhouse 4 Photography Studio and Dark Room



A. General

- 1. Residents and guests must sign in upon arrival at the facility; please see guest policies below.
- 2. A volunteer supervisor must be present to use the photography studio. Residents using the photography studio must adjust their work schedule so they can finish according to the availability of volunteer supervisors.
- 3. Residents are eligible to use the darkroom located in the photography studio with approval of the volunteer supervisor. Nonresidents may use the photography dark room only during Emeritus class time and under their instructor's supervision.
- 4. All chemicals must have a material safety data sheet supplied by the vendor and submitted to clubhouse staff before it is used at the facility.
 - a. Any type of chemical considered hazardous, may not be left in the photography studio classroom. It is the resident's/guest's responsibility to remove these items from the facility and properly dispose of them.
 - b. Chemical storage is not permitted. Chemicals used in the dark room must be taken home at the end of the day.
- 5. The photography studio classroom is a multiuse room to be scheduled for use with Recreation Department approval.
- 6. Work quietly in the studio. Moderate voices and sound respectfully. Silence phones; use them outside if necessary.
- 7. Residents/guests cannot be under the influence of alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 8. Recreation staff have the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or in an unsafe manner and may request adherence to proper equipment use.
- 9. Club meetings and events do not have priority use. Club events must be approved by the Recreation Department in order to take priority at the facility.

B. Guests

 Guests of residents are not permitted to use the Clubhouse 4 studios/workshops with the exception of the art, sewing and photography studios. "Use" implies sitting, participating in activities or occupying space within the shops. Walking through to tour the facilities is permitted.

- 2. Guests under 10 years of age are not permitted to use the facility. The maximum number of guests allowed per resident is two. Residents must accompany their guests at all times. Guests must sign a waiver prior to use and may not use the computers/ printers. A guest may use the scanners with the resident.
- 3. Guests are permitted to attend Camera Club lectures. 4. Guests are not permitted to use the dark room.

C. Emeritus Students

- 1. Students must not enter the room without a volunteer supervisor present.
- 2. Serial production is not permitted (no more than three pieces of the same kind).
- 3. Nonresident students may enter the studio 15 minutes before the beginning of posted class time and must leave promptly by the end of class.
- 4. Students may enter the studio only during the actual class times of the specific class(es) in which they are enrolled.

OPERATING RULES Clubhouse 4 Sewing Rooms



A. General

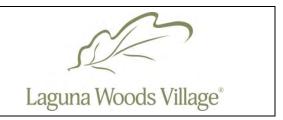
- 1. Residents and guests must sign in upon arrival at the facility; please see guest policies below.
- 2. Food and/or drinks are prohibited on the sewing and cutting tables.
- Use a cutting board; razor blades or other sharp instruments are prohibited on the cutting tables.
- 4. The use of the sewing machines is on a first-come, first-served basis; no reservations are permitted.
- 5. No resident/guest may remove parts of a sewing machine without the approval of the volunteer supervisor. Use feet made for the present sewing machine model only.
- 6. Shut down machines not working properly and label them with signage. The volunteer supervisor will submit a work order form containing as many details as possible. Only staff or specialized vendor may do repairs.
- 7. The sewing room (quilters room) nearest to the parking lot may be used as an overflow room if all machines in the other room are occupied. Residents must inquire with the volunteer supervisor on duty about use of this room.
 - a. Two exceptions are:
 - i. Students enrolled in an Emeritus sewing class with an instructor present.
 - ii. Members of the Crazy Quilters Club with a volunteer supervisor present.
- 8. Storage space is limited in the sewing rooms. Overflow must be moved to storage provided in the old bridge room.
- 9. Changing rooms must be kept neat and clean. Items that are stored without contact information and a date may be removed.
- 10. Work quietly in the studio/workshop. Moderate voices and sound. Silence phones; use them outside.
- 11. Residents/guests cannot be under the influence of alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 12. Recreation staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or unsafely and may request adherence to proper equipment use.
- 13. Club meetings and events do not have priority use. Club events must be approved by the Recreation Department in order to take priority at the facility.
- B. Guests

- 1. Guests are permitted sewing room use on Sundays only; however, guests may not utilize the sewing machines at any time. Guests may walk through the sewing room any day during normal business hours.
- 2. Guests under 10 years of age are not permitted to use the facility. The maximum number of guests allowed per resident is two. Residents must accompany their guests at all times. Guests must sign a waiver prior to use.
- 3. Nonresident guests may not purchase any supplies offered in the sewing studio/workshop.

C. Emeritus Students

- 1. Students must not enter the room without a volunteer supervisor present.
- 2. Nonresident students may enter the studio/workshop 15 minutes before the beginning of posted class time and must leave promptly by the end of class.
- 3. Students may enter the studio/workshop only during the actual class times of the specific class(es) in which they are enrolled.
- 4. Serial production is not permitted (no more than three pieces of the same kind).

OPERATING RULES Clubhouse 4 Slipcasting



A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. If no volunteer supervisor is on duty/present, the studio/workshop is closed.
- 3. The window aisle must remain clear of chairs, carts and any other items for safety reasons. Working at the end of a table is prohibited with exception for instructors.
- 4. Areas between tables must be kept clear for accessibility and safety.
- 5. All work in progress and/or supplies stored in the studio/workshop is done so at the owner's risk. Utensils, tools, molds, work, etc., may not be left out overnight.
- 6. All items produced must be marked with your name or initials. Enter your "mark" on a logo card at the supervisor's desk. If your identifying initials are already being used by another resident/guest, you must add an additional initial or identifying mark. In the event of a duplication, your logo card must be updated and the volunteer supervisor must ensure any issues are resolved with any existing pieces prior to distributing item(s) to the user(s). Students must additionally mark the date on their pieces.
- 7. Work quietly in the studio. Moderate voices and sound respectfully. Silence phones; use them outside if necessary.
- 8. Residents/guests cannot be under the influence of alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 9. Recreation staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or unsafely and may request adherence to proper equipment use.
- 10. Club meetings and events do not have priority use. Club events must be approved by the Recreation Department in order to take priority at the facility.
- 11. Please refer to the studio/workshop procedures for molds, slip, firing, Greenware, bisque, drying cabinets, end caps and/or material handling.

B. Guests

- 1. The studio is for slipcasters only.
- 2. The studio encourages socializing and sharing knowledge among studio users.
- 3. Friends or relatives are welcome in the studio/workshop briefly to view a member's workplace or samples they have created.

- 4. Residents may visit the studio/workshop to explore the possibility of joining or working in the studio themselves. This includes sitting with another resident and discussing the work being produced.
- 5. Anyone spending more than a few minutes in the studio/workshop must sign the "Hold Harmless Release and Waiver of Liability Agreement" form, register on the studio sign in sheet and show their resident ID card to the volunteer supervisor, if requested.

C. Molds

- 1. Residents/guests must be proficient at slipcasting to use the equipment and facilities.
- 2. X-molds are reserved for Slipcasting Club members and may not be used by anyone during an Emeritus class session.
- 3. Do not remove molds, boards or any other studio/workshop tools or materials from the studio.
- 4. Only Greenware poured in studio/workshop molds, with slip purchased in the studio, may be fired in the Clubhouse 4 kilns.
- 5. If you break a mold, you may be asked for reimbursement of mending or replacement.

D. Slip

1. Only slip purchased in the studio/workshop is allowed in the studio. No other slip will be fired.

E. Firing

- 1. No one is allowed in the kiln room unless accompanied by a technician or instructor.
- 2. Only technicians authorized by the Clubhouse 4 supervisor can fire kilns.

F. Greenware, Bisque, Drying Cabinets and End Caps

1. Only volunteer supervisors are permitted to touch, move and/or distribute fired items from the bisque and finished cabinets.

G. Cleaning and Water Conservation

- 1. Equipment and area cleaning are the responsibility of every resident/guest.
- 2. Greenware cleaning must be done in a manner that does not produce dust. No sanding, scraping or grinding of bone-dry or bisque products permitted inside the studio. Please sand, scrape or grind outside over a trash can to catch the dust and debris. A mask, available at supervisors' desk, is required.
- 3. Use slip/overflow sinks when cleaning all utensils, brushes, tubs, pitchers, etc., of any product. Use newspaper to remove as much slip and glaze as possible prior to using the studio sinks.
- 4. Wash tools and brushes in a small bucket or other container before minimally rinsing.
- 5. Conserve water by using the least amount possible. Turn off the water any time you are not actively using it. Use a small stream of water whenever possible.
- 6. Depending on your activity, allow 20 to 30 minutes for cleanup.
- 7. Clean glaze residue, spills and dust on any surface with a wet sponge or wet towel.
- 8. Discard all used newspaper.
- 9. Clean and put away any used studio tools or equipment.

H. Emeritus Students

- 1. Students must not enter the room without a volunteer supervisor present.
- 2. Nonresident students may enter the studio/workshop 15 minutes before the beginning of posted class time and must leave promptly by the end of class.
- 3. Students may enter the studio/workshop only during the actual class times of the specific class(es) in which they are enrolled.
- 4. Serial production is not permitted (no more than three pieces of the same kind).
- 5. Poured molds must be drained and put on the drying rack two hours and five minutes prior to the end of class.
- 6. Clean molds and rubber bands thoroughly and return them to their appropriate shelf/drawer prior to the end of class.
- 7. No pouring is allowed without an instructor present. If the instructor is absent, the class will be dismissed and all nonresident students must leave the studio/workshop and Laguna Woods Village.
- 8. Students may pour up to two molds per class session attended. Molds that have multiple pieces are counted as one (identified with the same mold number and letter [A and B]). Molds with multiple impressions are counted as one mold. Different molds must be chosen for each class session unless repeat pourings are per the instructor's direction. After all class assignments are complete, students may pour molds of their choosing, not to exceed a combined total of two molds per session.
- 9. Students may submit up to two pieces per class session for firing following the limits listed in item No. 8.
- 10. Student Greenware must be clearly marked with initials or a logo and the current semester and year. Ensure your logo is recorded with the volunteer supervisors. Verify that no one else has the same initials as yours.
- 11. If a piece is on the reject shelf, please read the note and fix the problem or answer the question on the note and return the piece with the note on the appropriate cabinet for firing.
- 12. Nonresident students must take all their pieces, slip and belongings by the end of each Emeritus semester. Items left in the studio/workshop may be discarded.
- 13. Class projects may be taken home for work and returned for firing, but they must have originated in the studio/workshop.

OPERATING RULES Clubhouse 4 Woodshop



A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. Work quietly in the studio/workshop. Moderate voices and sound respectfully. Silence phones; use them outside if necessary.
- 3. Residents/guests cannot be under the influence of alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 4. Protect facilities and equipment, and enforce all policies and operating rules. Recreation staff has the final authority to determine safe procedures. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or unsafely and may request adherence to proper equipment use.
- 5. Club meetings and events do not have priority use. Club events must be approved by the Recreation Department in order to take priority at the facility.
- 6. Refer to the studio/workshop procedures for SawStop table saws, special setups, fence, miter gauge, sled, band saws, abrasive finishing machines, disc/belt sanders, wall mounted panel saw, drill presses, planer, radial arm saw, air staplers/nailers and/or material handling.

B. Safety

- 1. Do not wear jewelry, gloves, neckties or loose clothing that could get caught in moving equipment parts. Remove coats and jackets and roll up loose sleeves.
- 2. Wear required nonslip, closed-toe footwear. A doctor's note is required if closed-toe shoes cannot be worn.
- 3. Tie back long hair away from the face; do not let it "fall" into work.
- 4. Wear safety glasses or a face shield when performing any operation that may endanger your eyes from flying particles, sawdust, foreign objects or corrosive substances.
- 5. Ensure you have adequate light so you don't strain your eyes.
- 6. Keep your eyes on the cutting action always.
- 7. Advise the volunteer supervisor of a potential safety danger.
- 8. Overconfidence leads to carelessness, which causes accidents.

C. Bench Organization

- 1. Keep project materials carefully organized on your bench; locate tools near the center.
- 2. Do not pile tools on top of each other.
- 3. Do not allow edged or pointed tools to extend out over the edge of the bench.
- 4. Close your vise when not in use and ensure the handle is turned downward.
- 5. Keep drawers and cabinet doors closed.
- 6. Do not leave material on the floor.
- 7. Sign tools out for use and return them to the volunteer supervisor when finished.

a. Find the tool sign-out sheet next to the woodshop sign-in sheet.

D. Carrying Tools

- 1. Keep sharp-edged and pointed tools turned downward.
- 2. Do not swing or raise your arms over your head while carrying tools.
- 3. Carry only a few tools at one time (unless they are in a special holder).
- 4. Do not carry sharp tools in clothes pockets.

E. Clamping Stock

1. Mount the work in a vise, clamp or special holder whenever possible. This is especially important when using chisels, gouges or portable electric tools.

F. Cleanliness

- 1. Keep your hands clean and free of oil and grease.
- 2. Keep the machine clean.
- 3. Remove all tools, lumber and unnecessary materials.
- 4. Do not leave objects on any machine. Objects left on machinery can vibrate into revolving cutters and be thrown from the machine with great force.
- 5. Do not clean a machine while it is running.
- 6. Use the provided hand brush and dustbins.

G. Shop Use Safety Regulations

- 1. Electricity
 - a. Ensure a machine's, ensure the switch is in the "off" position before plugging it in.
 - b. Use the correct extension cord, wire size determined by the length of the cord and size of the motor. Using a too-small wire will cause the tool to overheat.
 - c. Keep all power cords away from blades and cutters while working. Ensure the power tool is grounded; a double-insulated case need not be grounded. Check with the volunteer supervisor if unsure about this procedure.
 - d. Turn off the machine immediately if anything unusual occurs. If the machine does not sound right, turn it off immediately. As soon as it stops completely, inform the volunteer supervisor.

2. Fire Protection

- a. Advise the head volunteer supervisor and/or obtain approval before bringing any flammable liquids into the woodshop.
- b. Familiarize yourself periodically with the location of all fire alarms and fire extinguishers.
- c. Ensure finishing materials and thinners, etc., are used only in approved areas.
- d. Close cans of finishing materials and thinners immediately after use.
- e. Use flammable liquids in very small quantities. Ensure the container is labeled and sealed.
- f. Consult the resident/guest working near you to evaluate whether any potential crossover hazards are present.
- g. Dispose of oily rags and other combustible materials immediately or store them in an approved container. See the volunteer supervisor on duty for the location.

3. Floor Safety

- a. Keep the floor clear of scrap blocks and excessive litter. Keep projects, saw horses and other equipment and materials out of traffic lanes.
- b. Wipe up any liquids spilled on the floor immediately.

4. Material and Project Storage

- a. Store and stack project work carefully in assigned areas. These areas are marked yellow on the ground in front of the windows.
- b. Work on one project at a time. Finish projects in a timely manner.
- c. Clearly mark projects with the owner's name, phone number and date.
- d. Do not use woodshop for long-term storage. Clearly mark items left in the woodshop with the owner's name and phone number and the date. Items are left at the resident's risk. Items left more than 60 days will be disposed.
- e. Secure help with long boards, even if they are not heavy.

5. Odors

- a. Be alert for any odors that might indicate overheating of the machine or stock.
- b. Stop cutting and inform the volunteer supervisor if you smell a distinct smoky odor, which can be emitted when wood is cut by dull blades.

6. Power Equipment Safety

- a. Use power wood-working machines depending on your individual knowledge of and ability to use them in compliance with Woodshop operating rules.
- b. Keep red-striped areas in front of circuit breaker panels clear of all obstructions.

7. Safety Guards

a. Ensure all safety guards are in place. Never remove a safety guard unless the safety guard presents a danger. Check with the volunteer supervisor if unsure about setup before work begins.

8. Tool Selection and Use

- a. Select the proper size and type of tool for the work. Ensure the tool is sharp and in good condition. Inform the volunteer supervisor if tools are broken, have loose handles or need adjustment.
- b. Hold a tool in the correct position (while using it) in both hands with the cutting motion away from your body and away from other residents/guests.
- c. Be careful when using your hand or fingers as a guide to start a cut. Test tool sharpness with a strip of paper or a scrap of wood. Do not use your fingers to test.
- d. Stay alert and always keep your hands a safe distance from cutters and blades.

9. Water/Solvents

a. Do not work in or around water/liquids with power tools. Water increases the chance of severe electrical shock; solvents increase the chance of fire.

10. Wood

- a. Check stock carefully for knots, splits and other defects that can pose a danger and damage tools. Old wood must be free of nails, staples, fasteners, etc. Due to toxicity, no treated wood will be approved for cutting in the woodshop.
- b. Do not use power saws on tree limbs or stumps without the proper jig and approval of a volunteer supervisor.

11. General Power Equipment Safety Guidelines

- a. Cut all metals only in the metal shop.
- b. Do not operate a machine when tired or ill.
- c. Consult with the volunteer supervisor on duty if you have any doubts about the use of a machine or your ability to use it.
- d. Avoid using machines for trivial operations, especially on small pieces of stock.

- e. Understand that a fee may be charged if a machine is damaged due to neglecting proper operating procedure.
- f. Ensure any project helper is well informed on what is expected.
- g. Make all necessary adjustments before turning on the machine.
- h. Do not remove or adjust a safety guard.
- i. Know that the SawStop table saw is equipped with a safety brake that may be tripped if used incorrectly; a fee will be charged for each tripped brake.
- j. Use only approved push sticks, push blocks, feather boards and other safety devices. Know the operations that require the use of a special jig or fixture.
- k. Keep the machine tables and working surfaces clear of tools, stock and project materials. Keep the floor free of scraps and excessive litter.
- l. Avoid distractions while operating a machine. Do not distract other residents/guests using machines.
- m. Allow the machine to reach full operating speed before starting to feed the work.
- n. Do not leave a running machine unattended.
- o. Feed wood carefully and only as fast as the machine will easily cut.
- p. Maintain the margin of safety specified for the machine. Keep more than the required minimum distance between your hands and the cutting tool while in operation.
- q. Shut off the power and inform the volunteer supervisor on duty if a machine is dull, out of adjustment or not working properly.
- r. Shut off power when you have completed an operation on a machine; wait until the machine stops before leaving it or setting up another cut.
- s. Stay clear of machines operated by others. See that others are out of the way when you are operating a machine.
- t. Avoid crowding around or waiting in line to use a machine; request that the current operator inform you at your work bench when they finish.

OPERATING RULES Clubhouse 2 Open Space



A. General

- 1. The Golden Rain Foundation (GRF) establishes the hours of operation, assigns personnel and oversees the operation of the Clubhouse 2 open space (green space adjacent Pool 2).
- 2. Maximum capacity is 125 people.
- 3. Operating hours are from 8 a.m. to 10 p.m.
- 4. Controlled substances and smoking are prohibited within 25 feet of the open space.
- 5. Residents and guests must clean up the area after use.
- 6. Excessive noise and/or loud amplified music is not permitted.

B. Clubhouse 2 Open Space Rentals

- 1. Any resident may rent the Clubhouse 2 Sequoia ballroom, which provides event rights to the open space. The renter may authorize use of the open space to another party, with clubhouse supervisor approval.
 - a. The use of GRF equipment is not permitted in the open space.
- 2. If the ballroom is not rented or the renter is not using the open space, the open space becomes available for general use on a first-come, first-served basis, with clubhouse supervisor approval.
- 3. The open space is not reservable as a standalone reservation.

OPERATING RULES Computer Learning Centers



A. General

- 1. Residents and guests must sign in upon arrival at the facility. Residents must accompany their guests at all times in all computer rooms.
- 2. Work quietly in the computer learning centers. Respectfully moderate voices and sound. Silence phones; use them outside if necessary.
- 3. Abusive conduct, including viewing graphic or violent content, is not permitted.
- 4. Residents and guests must clean up the area after use and return all equipment to the proper place.
- 5. Computer Learning Centers are managed by volunteers and are open in accordance with posted hours which are subject to change.
- 6. Workshop use is free; to offset printing supply costs, printing fees and class donations may apply.
- 7. The on-duty volunteer may impose a time limit to accommodate those waiting.
- 8. Club meetings and events do not have priority use. Club events must be approved by the Recreation Department in order to take priority at the facility.

B. PC Workshop

- 1. The maximum number of guests per resident is two. Residents and guests must sign in upon arrival at the facility.
- 2. Workshop users may obtain information from the greeter and computer assistance from the supervisor(s) on duty.
- 3. The PC Club funds and maintains a lending library available to all residents.

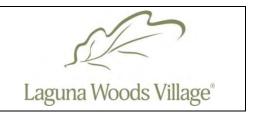
C. PC Learning Center

- 1. The maximum number of guests per resident is two. Residents and guests must sign in upon arrival at the facility.
- 2. The PC Learning Center provides various computer classes that are published under Class Registration: https://www.thepcclub.org/learning-center.html.
- 3. Non-disruptive classroom conduct is expected (similar to that in an educational environment).

D. Mac Learning Center

- 1. The maximum number of guests per resident is three. Residents and guests must sign in upon arrival at the facility.
- 2. Mac Club membership is not required to take classes.
- 3. Visitors may obtain assistance with Apple devices from on-duty supervisors (commensurate with their ability).

OPERATING RULES Equestrian Center



A. General

- 1. All residents and guests must sign in upon arrival at the facility.
- 2. Business hours are Wednesday through Sunday from 9 a.m. to 2 p.m., except holidays.
 - a. Outside of business hours, access is restricted to staff, boarders and their guests, and authorized volunteers. No one may be on Equestrian Center property from 10 p.m. to 5:30 a.m. unless there is an emergency involving a horse. In this instance, Security Services staff and the Equestrian Center supervisor must be notified.
- 3. Visitors may stop by the office from 10 a.m. to 1 p.m. to request to view the GRF courtyard and arenas. For a more detailed view of the facility, visitors will be asked to return for a scheduled tour time.
- 4. No unsupervised visits are allowed at the Equestrian Center for safety reasons. No petting or feeding of horses is allowed by visitors at any time unless staff or the owner of a horse permits.
- 5. Everyone who rides/handles horses at the Equestrian Center is required to have an equestrian waiver on file.
 - a. Minors 8 years of age and older 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.
- 6. Smoking anywhere on the property is prohibited.
- 7. Gasoline storage is prohibited.
- 8. Touching or feeding of horses is strictly prohibited unless the owner gives explicit permission.
- 9. Bare feet, flip flops, sandals and other inappropriate clothing are prohibited.
- 10. Only boarders may bring leashed dogs on the property. Dogs deemed a nuisance (excessive barking, aggressive behavior, etc.) by staff must be removed from the property. Registered service dogs trained to perform a task directly related to a person's disability are permitted.
- 11. Label all tack, equipment and supplies that will be stored on the property. The Golden Rain Foundation (GRF) is not responsible for theft, loss or disappearance of or damage to any tack or equipment or other property stored at the facility. Owners store all items at their own risk.
- 12. Immediately report all incidents to the Equestrian Center supervisor and/or the Equestrian Center assistant. If the Equestrian Center supervisor or assistant are unavailable, notify Security Services personnel immediately.
- 13. 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 Orange County Fire Control. The Equestrian Center

Effective December 2024

serves as an evacuation center for horses in danger due to fire (i.e., Trabuco, Silverado and Modjeska canyons); Equestrian Center supervisor approval required.

B. Guests

- 1. Guests under 8 years of age are not permitted to take lessons but may visit and attend events at the Equestrian Center. Residents sponsoring guests must be on property at all times, but are not required to ride with their guests. In addition, the Equestrian Center supervisor must provide each guest with authorization to use the facility.
- All facility guests are encouraged to attend staff- and volunteer-guided tours Wednesday through Sunday. Visit the Equestrian Center webpage for current tour times.

C. Safety

- 1. All lesson clients are required to wear a helmet, boots, long pants, riding boots or other staff approved footwear. Shorts and open-toed shoes are prohibited.
- 2. Only staff and staff-trained volunteers may handle and feed GRF horses.
- 3. The Equestrian Center supervisor or Recreation and Special Events Department staff are authorized to determine when a situation is unsafe.

D. Boarding Program Rules

- 1. Nonresident boarders may not invite guests to the facility without the presence of their sponsoring resident.
- 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.
 - a. 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.
 - b. 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.
- 3. Boarding fees include the stall, one stall cleaning daily, two feedings daily, use of day turnouts on a rotation schedule, five bags of shavings per week and one tamping service per year, per stall. Stalls are chosen based on seniority and horse safety determined by the Equestrian supervisor.
 - a. Care services are available only as staff time allows; there may be a waitlist for additional care services.
- 4. All boarders must sign a horse boarding agreement, providing information about their horse, their choice of veterinarian and professional 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 (VMS) 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.

- a. Boarders are responsible for arranging veterinary and professional farrier services as needed and agree to be directly billed for all services. All veterinary and farrier work must be done in designated areas or in stalls.
- 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 waitlist, 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.
 - a. When there is a waitlist, resident boarders take priority over nonresident sponsored boarders.
 - b. Nonresident boarders will be entitled to one stall only and will not be asked to vacate if there is a waitlist.
 - c. 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.
- 6. Only boarders may rent trailer space at the Equestrian Center.
 - a. 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.
 - b. 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.
 - c. 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 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.
- 7. 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 their best professional judgment as to the veterinarian services required; owner/lessee agrees to be billed directly by the veterinarian for services rendered.
 - a. After hours communications with staff hours must be for emergency, critical care or training information only.
- 8. No carts for driving horses are allowed onsite.
- 9. Only the Equestrian Center supervisor may provide facility keys to boarders and their agents.
- 10. 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.

- a. 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.
- b. Local horses with vaccines up to date will be in quarantine for three days.
- c. California horses or local horses without current vaccines will be in quarantine for five days.
- d. Horses from out of state with current Coggins and health certificates with current vaccine records provided will be quarantined for seven days.
- e. 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.
- 11. 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 caseby-case basis. Continued permission to remain on the facility is not guaranteed.
- 12. 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.
- 13. During hot weather, boarders may use battery-operated fans for their horse enclosures. Fans cannot be permanently secured and must be used according to manufacturer directions, per Orange County Fire Authority.
- 14. Boarders are welcome to participate in staff-guided lessons and training with their horse.

E. 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. All horses must be kept to a walk in the stable yard and pathways unless under direction of staff. The only exception is the lunging area of the GRF courtyard where horses must be under control at all times.
- 3. Loose horses are never allowed anywhere in the stable area.
- 4. When staff is mounting riders in the courtyard, other riders must wait out of the way or use mounting blocks in other areas.
 - a. Riders may ride around the courtyards and must never walk under eaves of barn or through breezeways.
- 5. There is a 20-minute limit on the hot walker when others are waiting.
- 6. Riding double is prohibited at all times.
- 7. There is no feeding in the turnouts unless for medical reasons and approved by staff.

- 8. 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.
- 9. 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, pathways and in the turnouts. Bridles, buckets or other items must be cleaned in the utility sink—not the bathroom sinks.
- 10. Riders/handlers must keep a hold of led horses in hand at all times.
 - a. Boarded horses may not be walked two at a time by one person (double).
- 11. Professional farriers must use one of three designated areas on the property and must clean up all clippings and nails.
- 12. Exterior gates must be secured at all times.

F. Arena Rules

- 1. Use is prioritized as follows:
 - a. Lessons
 - b. Riding
 - c. Lunging
 - d. Loose horses/turnout
- 2. When both arenas are busy, the small arena must be shared by rotation every 15 minutes. Never leave horses unattended in either arena.
- 3. Lessons take priority in both arenas. Owners must ask for permission to enter/exit and/or to canter when lessons are taking place.
- 4. 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. Owners are responsible for any damage done by their loose horse in the arena. This includes the dressage court and other riding tools.
- 5. Only two horses can be turned out at a time.
- 6. Gates must always be secured when horses are loose/turned out.
- 7. Rider guidelines:
 - a. Pass on the inside when travelling in the same direction.
 - b. Pass left shoulder to left shoulder when travelling opposite.
- 8. Riders must follow staff instructions when a lesson is in progress.
- 9. If problems occur, stop all horses immediately.
- 10. If riders are present and you wish to lunge a horse, ask for permission and stay in your own space.
- 11. No lunging is allowed in the dressage arena.
- 12. If lesson equipment is moved, it must be put back in place.
- 13. Appropriate gaits are walk, trot, and canter.

G. Trail Rules

- 1. Boarders and their guests may ride on the GRF trails at their own risk. Riders should pay attention to their horse and the surrounding area. Maintain appropriate spacing between horses.
- 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. Horses may trot or canter only when the area is clear.

3. The bridle trail gate must be locked upon entry and exit. Riders must stay on the path and not on the grass. After 3 p.m. and when the Equestrian Center is closed, riders are responsible for picking up their horses' droppings. Riders are always required to pick up droppings on the creek side.

H. 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.
- 4. Horses may share waterers in turnouts; boarders are responsible for cleaning all added water containers.

I. 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, with an option for a paid third feeding, 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. For horses with specific medical needs that require precise feedings, owners may be responsible for preparing the feed; all preparation should be done at the sink or tables outside the tack rooms.
- 5. Supplemental feed must be kept in designated areas and/or in rodent-proof, approved containers to help mitigate rodent infestation.

J. 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 the tack room and their area clean.
- 3. Horses are not allowed in the tack rooms.
- 4. 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.

K. Riding Program Rules

- 1. All residents and guests must follow the directions of staff at all times.
- 2. The riding program is for boarders, residents and their guests who schedule lessons on a boarded or 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.
 - a. Lessons may be canceled due to inclement weather including heat over 83 degrees Fahrenheit, excessive wind, thunder, lightning, rain, fire danger and air quality.
- 4. Riders must meet weight and age requirements: 200 pounds maximum weight and 8 years old minimum age.
- 5. Riders must be free of injury or illness that might compromise their safety or the safety of staff assisting them.
- 6. Riders must also be able to mount and dismount using the mounting block with only one staff person assisting. Referrals to therapy centers in the area for those with physical disabilities may be provided by the Equestrian Center Supervisor.
- 7. 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.
 - a. All lesson clients must be able to reach the stirrups, control the horse and follow instructions.
- L. Volunteer Program Rules
 - 1. Volunteers must be at least 12 years of age.
 - 2. Volunteers who handle horses must have attended training, be able to demonstrate proficiency in several basic skills and handling confidence and may only handle the horses while remaining in the GRF area or arenas under staff supervision unless otherwise directed by staff.
 - 3. Once approved by the Equestrian Center supervisor or head instructor, new volunteers will be mentored by staff and other trained volunteers.

OPERATING RULES Fitness Centers and Gymnasium



A. General

- 1. Residents must swipe their Laguna Woods Village resident ID cards and have the appropriate Fitness Center Release, Waiver of Liability and Indemnity Agreement on file prior to using the equipment rooms. Guests must complete and sign a Fitness Center Release Waiver of Liability and Indemnity Agreement prior to using the equipment rooms.
- 2. Appropriate attire and closed-toe/heelshoes are required.
- 3. Only registered service dogs trained to perform a task directly related to a person's disability are permitted; no other pets/animals are permitted.
- 4. Outside personal trainers and instructors are not permitted.
 - a. Physical therapists may aid clients for a limited time upon fitness supervisor approval.
 - b. Caregivers are allowed to assist the resident with fitness supervisor approval.

B. Fitness Centers

- 1. Guests under 16 years of age are not permitted to use the fitness centers. The maximum number of guests per resident is two. Residents must accompany their guests at all times. Guests must sign in upon arrival at the facility.
- 2. With the exception of Clubhouse 5, fitness centers are only open when fitness staff is on duty.
- 3. Fitness staff may restrict activity and/or use of the exercise equipment for any participant whose health or safety is in question or if the participant is monopolizing equipment.
- 4. Exercise equipment time limits are set by fitness center staff.

C. Gymnasium

- 1. Guests under 12 years of age are not permitted to participate in a gymnasium activity and may not disrupt any of the activities in progress. The maximum number of guests per resident is two. Residents must accompany their guests at all times. Residents and guests must sign in upon arrival at the facility.
- 2. Participants must follow proper rules of etiquette for each sport or class and demonstrate good sportsmanship.
- 3. Using any type of powder and/or liquid on the gymnasium floor or on the bottom of shoes worn in the facility is not permitted.
- 4. Gymnasium programs must end at least 10 minutes prior to the hour to accommodate setup of athletic equipment, chairs, etc., for the next program.

- 5. Residents and guests must clean up the area after use and return all equipment to the proper place.
- 6. Saddleback College Emeritus students must follow college registration process and rules when attending college classes.
- 7. Open gym time is on a first-come, first-served basis. Scheduled activities take priority.
- 8. Club meetings and events do not have priority use. Club tournaments and events must be approved by the Recreation Department in order to take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.

D. Indoor Pickleball

- 1. When courts are full, sign-up board (Brad's Boxes) will be used to establish who gets the next available court. A player finishing a game may not sign up for another game until the first game is completed and the player has vacated the court.
- 2. When there are more than 12 players waiting, shorten games to seven points and 10 minutes.
- 3. Last players must take down nets and stanchions, and put them away.

E. Volleyball

- 1. Times are designated for advanced play and all-skill level play. Players attending the advanced play time are expected to be able to play at a high level to allow for game flow and player safety.
- 2. Advanced players wishing to play at the all-skill times should consider the safety of the other players when participating
- 3. If a game is on the court, those players have the ability to complete their game before other players can take the court.
- 4. All play is based on a drop-in basis and players are encouraged to include all players that arrive to play at that time.

OPERATING RULES Garden Centers



A. General

- 1. Operating hours: Sunrise to sunset.
 - a. The garden centers may be accessed only by authorized volunteers or occupants and lessees who are actively leasing a garden, tree, shade and/or Vegepod plot in that particular garden center.
 - b. Laguna Woods Village residents who don't lease a garden center plot may arrange to tour the garden centers by making an appointment with staff or one the center volunteers. Someone is typically available every day from 8 a.m. to 4 p.m. Contact staff at 949-268-2387 or gardencenters@vmsinc.org to make arrangements.
- 2. Guests must be accompanied by an authorized resident or staff member at all times.

B. Safety

- 1. Emergency telephones that connect directly with Security Services are located at both garden centers.
 - a. Garden Center 1: Emergency telephone is located at the Moulton side front gate.
 - Garden Center 2: One emergency phone is located outside of the office; another is on the east side of the storage building (tool shed and restroom) near the Maintenance Center.

C. Who May Rent a Garden/Tree Plot

- 1. Any resident may request a garden center use permit. One permit is issued per manor. These permits are accepted only 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, mobile number and email if applicable.
- 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
 - All gardeners and partners are required to sign a hold harmless, release and waiver of liability agreement. Forms are available online, at the garden center office or the recreation office. The waiver agreement form will be updated periodically and require a new signature.
- E. Temporary Working of Your Plot by a Designated Person
 - If a garden plot holder is unable to work their plot for a period of time, the registered
 partner may work the plot in their absence. If a partner is also unavailable, contact the
 garden center office for guidance. A temporary partner may be assigned but will need to
 have a partner waiver on file for that plot. Guests may assist in the maintenance of the plot
 contingent upon a plot holder or their partner being present the entire time the guest is
 working on the garden.
- F. Gardener Responsibilities
 - 1. Gardeners are responsible for keeping plots free of excessive weeds and debris. Long periods of neglect will be addressed by GRF staff and may result in the loss of a garden plot.

- 2. Gardeners are expected to manage the garden in their plot on their own. GRF staff are not generally available to assist in the day-to-day activities expected of a garden plot.
- 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. Work must commence within 30 days of permit issuance.
- 5. Gardeners are obligated to plant fruits, vegetables and/or flowers.
- 6. Seasonal gardeners ("snowbirds" or summer "desert escapees") are required to share their plot(s) with a partner who may maintain the plot in the opposing seasons.
- 7. Gravel and decomposed granite are not permitted for use in garden or tree plots. Gravel is only permitted for use on Garden Center 2 walkways.
- 8. 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 must be placed in the green waste bins. All trash bins must be kept closed after use.
- 9. Keep walkways clear and empty and return wheelbarrows to their proper storage areas. Gardeners who use GRF-furnished tools are responsible for the proper care, cleaning and return of said tools to the sheds from which they were obtained.
- 10. Gardeners are permitted to plant within their assigned garden space only. Planting in any common area, such as in the parking lot, within medians, around structure or in walkways is not permitted unless approved by recreation staff.
- 11. A licensed contractor must be hired for any improvements over \$500; these contractors must have current copies of their license and liability insurance and sign the GRF contractor/handyman release agreement, all of which must be presented to garden center staff prior to commencement of work.
- 12. A handyman may be hired for any improvements under \$500 and must provide proof of insurance and sign the GRF contractor/handyman release agreement, both of which must be presented to garden center staff prior to commencement of work.
- G. Pets/Animals at the Garden Centers
 - 1. Pets are allowed at the garden centers but must be on a leash at all times and remain inside the plot while the owner is gardening. Staff reserve the right to deny access to pets that are deemed aggressive or unruly.
 - 2. Do not feed wildlife in the garden centers.

H. Annual Fees

- 1. As part of the initial plot rental process, residents will receive a statement from the Financial Services Department 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 billed annually.
- I. Assignment of Garden Plots/Spaces
 - 1. Garden center staff will keep an active waiting list based on a first-come, first-served basis. When a plot is released, the first resident on the waiting list will be offered that plot. The plot will be transferred "as is" unless a dangerous structure must be removed or there is no working 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.
 - a. If the primary permit holder releases the plot, the registered partner may become the permit holder for one plot.
- 4. 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. If during the lease agreement a resident moves or dies, the resident sharing the plot may have an opportunity to become the use permit holder.
 - a. If the plot is offered to a partner, it will be in the order in which the names of the partners appear on the current use permit.
 - b. If the new designated use permit holder has another plot, they must relinquish a matching number of plots, which will be made available to those on the waiting list.
- 5. When a garden plot becomes available, all permanent structural improvements made to the plot become the property of GRF. Other gardeners are not allowed to remove items from the plot.
- J. Watering/Irrigation

Any gardener watering their garden plot must be present at the garden center the entire period of time the water is turned on, unless 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. Turn off the water faucet 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.
 - Common area water sources may not be blocked by personal garden fences or other obstructions.
- 5. All gardeners are responsible for prudent, non-wasteful watering practices and preventing water runoff from damaging adjacent plots.
- 6. No irrigation systems other than drip or soaker systems are permitted in a plot.
- K. General Gardening Information
 - 1. Garden plots must be maintained year-round.
 - 2. Plot holders who do not actively garden during long periods (more than one month) must plant a cover crop or cover the plot with plastic to limit invasive weed growth. The registered partner may maintain the plot in the plot holder's absence.
 - 3. All plants with invasive roots (e.g., banana trees, mint, canna lilies, bird of paradise, sugar cane and ginger) are not permitted and must be removed or grown in a container that can contain the roots.
 - 4. Significant shading of a neighbor's garden plot with any plant or material is not permitted. Gardeners are required to monitor the growth of the plants and limit the height of structures in their garden as not to adversely affect the sunlight in neighboring gardens.

L. Garden/Vegetable Plot Specifics

- 1. Staff must approve any fence or other structure prior to it being built per GRF guidelines. Proper materials and structural integrity will be required as part of the plan. The plot and all improvements become GRF property upon release of the plot; no financial arrangement can be made with a prospective new renter.
- 2. Each gardener is responsible for walkways within and around their plots. Walkways must be clear of obstacles and weeds. No intrusion of growing material into the walkways.
- 3. No trees may be planted in **any** garden plots except in pots that fully contain the roots.
- 4. Plot holders may grow vegetables, fruits, herbs, flowers and edible weeds in their plot.
- 5. 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 or transferred to a pot that can contain the roots.
- 6. Edible weeds must be harvested and not allowed to go to seed.
- 7. Plot holders must use at least 75% of the plot for planting. Plots are not to be used to store materials/tools not associated with gardening.
- 8. Plot soil must be maintained in an aerated state and no modification or amendment to the soil may be added that will impede the future use of the plot, including but not limited to gravel and decomposed granite.
- 9. Rice and sugar cane are water-intensive crops and are prohibited.
- 10. Crops must be harvested and not left on the ground to rot and go to waste.
- 11. All plants, planters, planter boxes and trellises must be placed inside the plot perimeter. Plants may not over hang into the walkway. Garden center staff has the right to trim excess plants hanging into the walkway without prior notification.

M. 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 neat and orderly, and must be maintained above the ground to reduce the opportunity for rodent nest sites. Materials storage nonessential 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.

N. Fruit Tree Areas

- All new trees planted in tree plots in both garden centers 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 must be maintained as suitable for the plot space and the neighboring garden plots. New trees that are planted should only grow to a reasonable size that will fit in the plot and not intrude adjacent gardens.

- 3. Tree plots must use shared water spigots. Please roll up your hose and place it in your plot after each use.
- 4. Gardeners are reminded of the steep sloping grades in the tree area; lessees must maintain safe walks, steps and slope retaining walls at all times.
- 5. Tree plots must be maintained year-round and must be clear of excessive weeds, fallen leaves and unharvested fruit.
- 6. Structural fences are prohibited around tree plots. Temporary fencing may be installed with staff approval. Due to the nature of the trees in the plots, fences that can be removed are necessary in order to prune as needed.
 - a. Temporary fencing guidelines are as follows:
 - I. 14-gauge wire fence or flexible plastic mesh with 3/4" to 1"
 - II. Up to 2½" Metal T or U Posts not to exceed 6 feet in height
 - III. Galvanized steel fence T-Post clips
 - IV. Wooden boundary footings are permitted
 - V. Concrete or other hard curing materials are prohibited.



Temporary fence sample pictures below:

O. 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 determine whether 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 website, www.omri.org.
- 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.

3. All bottles must be clearly marked and stored in such a way that they can be read by staff from outside the plot.

The following table includes, but is not limited to, recommended/not recommended substances:

	Recommended	Not Recommended
	- Bacillus thuringiensis(Bt)	
	- Soap spray	
	- Horticulture pepper/onion spray - sulfur	
	- Wood ashes	
	- Sour milk solution	
	- Lace wings	
	- Dormant oils	- Roundup is
	- Microcop or equivalent	forbidden
	- Diatomaceous earth (DE)	- Rotenone
PEST AND DISEASE		- Pyrethrate,
CONTROL	- Baking soda	pyrethroids
	- Borax, boric acid - sluggo	- Nicotine sulfate
	- Lady bugs	- Malathion
		- Diazinon
	- Tangle foot	- Sevin
	- Marigolds	- Organophosphates
	- Beneficial nematodes - netting	- Finale
	- Pyrethrum*	- Dursban
	* Pyrethrin is a naturally occurring insect-killing	- Organ chlorides
	chemical derived from chrysanthemum flowers. In the	- Chlorpyrifos
	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.	
FERTILIZERS		
	Recommended	Not Recommended
		- Ammonium sulfate
	- Cotton seed	- Ammonium nitrate
	- Kelp	- Muriate of potash
	- Compost	- Auperphosphates
	- Manure	- Highly soluble
	- Blood, bone, horn and hoof meals	chemical fertilizer
	- Liquid fish or seaweed	- Ozmicote
	- Fertilizers classed as organic	- Nonorganic
		MiracleGro

- P. Authority, Enforcement of Rules and Revoke of Use Permit(s)
 - 1. VMS staff is authorized to make periodic checks of all garden/tree plots to ensure they are being maintained and adhering to the operating rules. Staff will communicate concerns via email or phone to ask that these issues be addressed.
 - 2. If a gardener is found to be in violation of the operating rules, the gardener shall be notified by Recreation Department staff 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. Violation protocol is as follows:
 - Notice 1: Verbal outreach to resolve the violation; if no response after seven days
 - Notice 2: Letter outlining the violation and required deadline completion; if no response after 14 days

Notice 3: Compliance Division notified of violation.

- 3. 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 cleanup when a garden is left in such a condition as to require clean up.
- 4. Violations that warrant disciplinary action through Security Services or the Orange County Sheriff's Department (if warranted):
 - a. Theft of tools and equipment
 - b. Theft of produce and plants
 - c. Vandalism of tools, equipment
 - d. Foul language and offensive behavior, including but not limited to threats, intimidation, violence, racial/ethnic slurs and sexual harassment (GRF anti-harassment policy)
 - e. Odors, including second-hand smoke (cigarettes, cigars, marijuana, vaping, etc.), are a violation of the GRF anti-harassment nuisance policy
 - f. Violation of GRF policies
 - g. Receiving more than three combined written warnings without correction of the issue(s)
 - h. Failure to pay registration fee by the deadline

Note: 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. All GRF policies and procedures apply to the use of the amenities.

OPERATING RULES Golf Facilities



A. General

1. Dress Code

The dress code applies to all the golf facilities, including the 27-hole courses, the par 3 course and the driving range. Golf staff have the right to enforce the dress code.

- a. Country club golf attire shall be worn at all times, including a collared shirt, slacks or golf shorts and shoes with soft spikes.
- b. Women may wear other acceptable country club apparel that may or may not have a collar
- c. Shorts shorter than six inches above the knee are not permitted.
- d. Tank tops are not permitted
- e. Jeans are not permitted.
- f. Shoes must be worn at all times.

2. In Case of Emergency

- a. Call 9-1-1; then call the golf shop at the phone number on the score card (949-597-4336).
- b. All player assistants who patrol the course are equipped with a hand-held radio that has direct contact with the golf shop.
- 3. Course Conditions/Golf Cart Restrictions
 - a. Call 949-597-4373 any time after 6:30 a.m. daily.

4. Miscellaneous

- a. Pedestrians, cyclists (including e-bikes), roller-skaters and rollerbladers are not permitted on the golf course. Nongolfers may use the perimeter path paralleling El Toro Road and Moulton Parkway only from Clubhouse 4 to Clubhouse 2.
- b. Pets are not permitted on the golf course, in the Village Greens building or on its patios and terraces. Only registered service dogs trained to perform a task directly related to a person's disability are permitted.
- c. The six golf cart parking spaces downstairs under the Village Greens patio are to be used by players making the turn only. Parking for recording scores or paying green fees is not permitted.
- d. Parking a personal or rented electric golf carts and/or standing in front of the starter window to fill ice or water is prohibited.

B. Guests

- 1. The maximum number of guests allowed per resident is one prior to 10 a.m. and up to three guests after 10 a.m., seven days a week. Guest names must be provided when a resident makes a tee-time reservation. All guests must be accompanied by, and play with, a resident. Residents must check-in first before guests can check-in.
 - a. Guests under the age of 11 are permitted; however, golf staff will ascertain if each junior player has knowledge of golf etiquette and correct golf course behavior prior to playing.
 - b. Each player must have his/her/their own clubs.
 - c. Gate clearance for guests is the responsibility of the resident.
- C. 27-Hole Golf Course

- 1. The 27-hole golf course (consisting of three separate nine-hole courses) is located adjacent to Clubhouse 2 on Moulton Parkway and is accessed through the Village Greens at Gate 12. The course opens for play daily at 7 a.m. During daylight saving time, golf course closing hours are extended to 6 p.m. from 5 p.m.
 - a. Reservations are required for the 27-hole golf course (please see "I. Reserved Tee Times" for information).
 - b. The irrigation system, which uses reclaimed water, operates daily beginning at 7 p.m.; therefore, all golfers **must** be off of the course by that time.
 - c. A nine-hole round of golf may be played as follows:
 - I. Course one after noon
 - II. Course two prior to 8:24 a.m.
 - III. Course three from 7 a.m. to 8:28 a.m.; 10:44 a.m. until closing
- D. 19 Restaurant & Lounge
 - 1. Open from 9 a.m. to 8 p.m. Check with the establishment for the most current hours.
- E. Driving Range
 - 1. Open daily at 7 a.m. (8:30 a.m. on Thursdays) from 3:30 p.m. (hours are extended to 5 p.m. during daylight saving time). A practice pitching green and bunker area are also available. Range balls may be purchased via your established golf account using your resident ID linked to the online reservation system account; removing range balls or bringing your own balls to the range is not allowed.
 - 2. Maximum number of guests per resident is one during prime time and three during non-prime time.
- F. Golf Shop
 - 1. Open daily from 7 a.m. to 5 p.m. (and until 6 p.m. during daylight saving time).
- G. Golf Carts
 - 1. The limit of persons permitted per golf cart, private or rented, is two.
 - 2. Drivers must be at least 18 years of age.
 - 3. Electric golf carts and hand-pull carts are available for rent at the starter window
 - 4. Privately owned power carts require an annual trail use permit or daily use permit, which is available at the golf shop for a fee.
 - 5. Borrowing an electric cart from another resident to use on the golf course requires the payment of a daily trail fee which will be assessed at check-in
 - 6. Carts must remain on paved cart paths, including the use of the 90-degree rule, at all times when exiting the path to play a shot and returning to the path for access to the next shot or the next tee.
 - a. Laguna Woods Village golf professionals may assist in understanding how to best use this system.
 - b. Personal golf carts may be subject to a review by golf staff to ensure the cart tires are for usage on grass; personal carts may have "offroad" or "knobby" type tires installed, which are not allowed on the golf course.
 - 7. Contact Resident Services (<u>residentservices@vmsinc.org</u>; 949-597-4600) in the Community Center for information regarding charging your personal electric cart and obtaining the correct stickers for charging and driving a personal golf cart within the Village.

- 8. Individual owners must maintain privately owned golf carts. The cart wash station is available for a minimal fee. No emergency charging facilities or gasoline is available. Golf staff are not permitted to push, tow or handle a personal cart.
- 9. Golf cars or low-speed vehicles are not permitted on the golf course.

H. Nine-Hole Par-3 Course

- 1. Power golf carts are not permitted; pull carts are available for rent.
- 2. Course is open from 7:30 a.m. to 6 p.m. during daylight saving time (5 p.m. closing for the remainder of the year).
- 3. Reservations are not taken for this course.
- I. Reserved Tee Times (for 27-hole course only)
 - 1. Schedule reserved tee times up to one week in advance using the online reservation system.
 - 2. Times are open for online booking seven days in advance at 6 a.m. Reservations for two or more players can be made within the seven-day booking window.
 - 3. Residents may visit the golf shop to register for the reservation system. A valid resident ID and a form of payment to be charged monthly is required.
 - 4. Golfers are allowed one tee time per day only, for two to four players.
 - 5. The resident booking a reservation must include all residents playing in the group. All players named in the group must be the players who arrive on the day of play.
 - a. All cancelations or substitutions must occur prior to arriving for play.
 - 6. Single players may call the golf shop on the day they wish to play and will be paired with a group of less than four players.
 - 7. Groups wishing to add a fifth player (fivesome) must call the golf shop on the day of play and be approved by the starter. Denied requests may be due to past slow play and other factors.
 - 8. Misuse of a Resident ID card (presenting a card that belongs to someone else, checking in a guest as a resident or other misuse of Village identification) may be subject to disciplinary action.
 - 9. In the event a resident is misusing the online reservation system, the following disciplinary process will ensue:
 - a. Verbal warning;
 - b. Written notice;
 - c. Referral to Security and Compliance to initiate the disciplinary process.

J. Club Days

1. Tuesday is Women's Club day; Wednesday is Men's Club day. Open play is available on Tuesdays and Wednesdays with approval by the golf operations manager or golf professional.

K. Fees

1. Fees are in accordance with the GRF pricing policy and fee schedule.

L. Lessons

1. Call 949-597-4336 to schedule private and group lessons. Group and clinic-based lessons can be arranged with the instructor of your choice.

M. Course Guidelines/Etiquette

- 1. Check-in with the starter no earlier than 20 minutes prior to the reserved start time but no later than 10 minutes prior to the start time. Failure to do so may result in the cancellation of the reservation.
- 2. Foursome play is the accepted playing format and has the right of way over all other groupings. Fivesomes are permitted when possible

- 3. Power carts are not permitted within 30 yards of the greens, in the fairway or in the rough, whether or not the area is marked, and never between a green side bunker and the green. Observe cart signs and proceed to the indicated path.
- 4. Course repair:
 - a. Leave the rake in the bunker with the handle sticking out of the lip of the bunker.
 - b. Repair all ball marks on the greens, whether yours or any others.
 - c. Fill all fairway divots with fairway sand provided on rental carts; obtain sand from the golf shop if playing with your personal cart.
- 5. Flag color indicates the cup location on the green: red is front, checkered is middle and blue is back.
- 6. Yardages are to the center of the green: blue is 200 yards, white is 150 yards and red is 100 yards.
- 7. Official golf course etiquette is covered in Section One of the USGA Rules of Golf.

N. Ready Golf

- 1. Play ready golf at all times from the tee through the green, not just on the tee. The player who is ready should hit whether "away" or not, with no interference with another golfer. After everyone in the group has finished putting, walk off the green briskly, thus clearing the way for the next group to hit up. Mark scorecards at the next tee, not while parked near the green just played. The group behind cannot hit until all are out of the way.
- 2. Consider club selection as approaching the ball between the tee and the green, not while standing over the ball.
- 3. Finish putting out after the first putt unless standing in the putting line of another player.
- 4. Three minutes is the maximum time to search for a lost ball (USGA 2019 rules change). See course rules sheet for the procedure on playing a hole if ball is lost or discovered out of bounds. Provisional balls are not required.
- 5. Keep pace of play with the group in front and behind; it is a player's responsibility to ask the group behind if they wish to "play through." A group is allowed to "play through" anywhere, tee through the green, not just the tee.
- 6. Starting times are set at every eight minutes beginning at 7 a.m. According to the USGA rating system, 18 holes on the golf course should take no more than four hours and 15 minutes to play, which is approximately 14.25 minutes per hole.
- 7. Players shall play holes in successive order and may not change from one course to another. Play must be in regular sequence as assigned by the starter.
- 8. Players may play only one ball unless the rules require to play another. Practicing on the course is not permitted.
- 9. Failure to pay greens fees is a misuse of Village amenities and may be subject to disciplinary action.
- 10. Player assistants are responsible for monitoring the pace of play and enforcing regulations, and are authorized to issue warnings, write citations or remove players from the course for violations or improper conduct. Citations will be forwarded to Security and Compliance for possible disciplinary action. Residents are required to show their Resident ID card if requested by golf staff.
- O. Local Rules
 - 1. Please refer to the golf course Local Rules Sheet.
- P. Important Telephone Numbers

Effective December 2024

Attachment 2

Golf Shop	949-597-4336	
19 Restaurant & Lounge	949-206-1525	
Starter	949-597-4276	
Golf Course Weather Conditions	949-597-4373	
Driving Range	949-268-2419	
Par 3 Golf Course	949-597-4334	
Golf Operations Manager/Pro	949-597-4350	
Golf Maintenance Manager	949-597-4248	
Recreation Department	949-597-4273	

OPERATING RULES Lawn Bowling



A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. New bowlers are recommended to pass a test given by a GRF volunteer before being permitted to bowl. Those not proficient will be asked to attend a session of lawn bowling classes.
- 3. Wear only shoes with smooth, flat, rubber soles (no heels) on the greens.
- 4. No one is allowed on playing surface unless bowling.
- 5. Damage to greens through improper delivery of bowls is not permitted.
- 6. Use bowl rakes carefully to avoid damage to the greens.
- 7. Call 949-951-3027 (lawn bowling greens at Clubhouse 2) for information concerning closure of the greens due to inclement weather or to obtain the club schedule.
- 8. Residents and guests must clean up the area after use and return all equipment to its proper place.
- 9. Club meetings and events do not have priority use. Club tournaments and events must be approved by the Recreation Department in order to take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.

B. Guests

1. The maximum number of guests allowed per resident is two. Residents must accompany their guests at all times. Guests under 18 years of age are not allowed on the greens.

OPERATING RULES Library



A. General

- 1. New users must register with library supervisor using their resident ID card. The resident ID card becomes your library card. All users must renew annually or if contact information changes.
- 2. Residents may check out library materials for two weeks. Materials not returned by the due date are overdue.
- 3. Residents are assessed fines on all overdue materials that are checked out to them.
 - a. Current fines are assessed by the Library Club.
 - b. Disciplinary action may be recommended when fines reach \$5. For videos the maximum is \$10.
 - c. Lost books or books not returned are treated as unpaid fines. Fines are assessed until the book, or applicable item, is returned or paid for.
 - d. The library director or supervisor may consider extenuating circumstances.

OPERATING RULES Lockers and Storage



- A. In accordance with the GRF pricing policy and fee schedule, the following lockers carry annual fees: Billiard Room, Clubhouse 2, Clubhouse 4 Jewelry Room, Clubhouse 4 outdoor, Table Tennis and Village Greens bag storage. These lockers are rented to residents/clubs for their use only.
- B. Lockers without a fee are for one day use only. Lockers must be emptied out and the lock removed each day.
- C. Storage is available only to those Recreation Department-approved clubs that meet at a specific facility. Storage fees are in accordance with the GRF pricing policy and fee schedule and are paid annually.
 - 1. Storage areas are defined as follows:
 - a. Small (12" x 24" x 20" and up)
 - b. Medium (30" x 24" x 30" and up)
 - c. Large (5' x 5' and up)
- D. Storage is not guaranteed; the clubhouse supervisor has authority to determine the availability and may limit storage space.
- E. No perishables or hazardous materials are to be stored.
- F. Stored items must be contained within the approved storage area.
- G. GRF holds no liability as to the contents held in these lockers and storage areas.

Note: The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. All GRF policies and procedures apply to the use of the amenities.

Effective: December, 2024

OPERATING RULES Paddle Tennis and Pickleball



A. General

- 1. All residents and guests must sign in upon arrival at the facility.
- 2. The facility is for playing paddle tennis and pickleball only.
- 3. Proper tennis attire and footwear are required. Shoes that mark/injure the court surface are not permitted.
- 4. Skateboards, roller skates, bicycles, amplified music, smoking and vaping are not permitted inside the facility.
- 5. Players may play as long as desired unless others are waiting to play. Players may play one game only (maximum of 15 minutes) if others are waiting to play.
- 6. Walking onto a court before play has stopped is not permitted.
- 7. Court priority*:

Pickleball:

Monday, Wednesday and Friday mornings

Second and fourth Saturdays

(Prime time is 7 a.m. to noon on pickleball priority days and 4 to 10 p.m., Monday through Friday.)

Paddle tennis:

Tuesday and Thursday mornings

First and third Saturdays

*If a court is unoccupied, either sport may play until priority sport players arrive.

- 8. Residents and guests must clean up the area after use and return all equipment to its proper place.
- 9. Only registered service dogs trained to perform a task directly related to a person's disability are permitted. No other pet/animal is permitted.
- 10. Recreation Department-contracted instructors may schedule lessons outside of prime-time hours only and retain priority on the court.
- 11. Club meetings and events do not have priority use. Club tournaments and events must be approved by the Recreation Department in order to take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.

B. Guests

1. Guests under 6 years of age are not permitted to use the facility. The maximum number of guests allowed is one guest per resident during prime time and up to three guests during nonprime time. Residents must be present at the courts

with their guests at all times. Guests with resident sponsors may use one court only.

C. Pickleball

- 1. Use the sign-in sheets available at the courts to secure play time on a given day.
- 2. When the courts are full and the flag is up, the sign-up board (Brad's Boxes) will be used to establish who gets the next available court. A player finishing a game may not sign up for another game until the first game is completed and the player has vacated the court.
- 3. Use of the practice wall is limited to 15 minutes when others are waiting to use the wall. If Brad's Boxes goes into effect, the practice wall must be vacated immediately.

OPERATING RULES Performing Arts Center



A. Box Office/Ticketing

- 1. Tickets are sold to Laguna Woods Village residents only. Residents must show their Laguna Woods Village ID when purchasing tickets.
- 2. Tickets purchased by credit card may be purchased only with a credit card in the resident's name who is purchasing the tickets.
- 3. Tickets are sold no more than 90 days prior to the scheduled event.
- 4. There is a limit of four free tickets or 10 paid tickets per manor for Recreation Department-coordinated events/programs.
 - a. The limit of paid tickets per manor for resident sponsored events is at the discretion of the facility supervisor.
- 5. No refunds are available on the day of the event for Recreation Department events. Refunds for resident/club sponsored events must be provided by the sponsor.
 - a. Refunds and/or exchanges of tickets must be done by the resident who purchased the tickets.
- 6. Consignment tickets for theatre events must be withdrawn before tickets go on sale and are limited to 10% of the total number of tickets.
 - a. Consignment tickets may not be sold in the lobby. Sales are limited to the reserved facility during a scheduled meeting for that group producing/sponsoring the event.
 - b. Consignment tickets may only be sold to Laguna Woods Village residents.
- 7. The box office will reprint lost or misplaced tickets for the resident listed as the purchaser. In the event that two tickets are presented for seating at the same show, only the reprinted ticket will be honored for seating at that event.
- 8. Theater etiquette:
 - a. Flash photography or video recording during public performances is prohibited.
 - b. Turn off or mute mobile phones during performances.
 - c. Food and drink are prohibited (except bottled water or GRF Bar Services drinks).
- 9. Staffing:
 - a. Clubhouse staff/technicians must be scheduled in the theater by the resident renter anytime it is occupied.
 - b. Clubhouse technicians must operate all systems and equipment in the theater.

Attachment 2

OPERATING RULES Pools, Hot Pools and Locker Rooms



A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. Swimming pools are open only when a staff lifeguard is on duty.
- 3. Appropriate swimming attire and accessories are required.
- 4. Eating and drinking while in the pool is prohibited.
- 5. Glass containers are prohibited.
- 6. Smoking and alcoholic beverages are prohibited.
- 7. Only service dogs trained to perform a task directly related to a person's disability are permitted. No other pet/animal is permitted.
- 8. Running is prohibited.
- 9. Floatation devices are not permitted unless specifically designed for exercise or therapeutic use.
 - a. Adults may use equipment such as pool noodles, pull buoys, kickboards, masks, fins, snorkels and paddles.
- 10. Organized pool games may be played only if they do not interfere with other pool uses such as lap swimming.
- 11. Lockers may be used on a daily basis only. Residents and guests must supply their own locks in order to secure their belongings. Locks and personal items must be removed when the resident and guest leave the facility.
- 12. Showers are limited to 10 minutes per person per day.
- 13. No chairs or other GRF property may be moved into the locker room or shower stalls.
- 14. Shower before entering the pool or hot pool.
- 15. Persons with bandages, open sores, cuts or rashes may not use the pool or hot pool.
- 16. Lap swimmers swimming the length of the pool have the right of way with the exception of pools 4 and 6.
- 17. Locker rooms open 15 minutes prior to the pool opening and close 15 minutes after pool closing.
- 18. All pools will be cleared of swimmers during inclement weather at the lifeguard's discretion. Swimmers may not reenter the water until at least 30 minutes following the last sighting of lightning or sound of thunder.
- 19. Swimming pool hours of operation vary according to the time of year, holidays and scheduled or emergency maintenance. Check hours of operation at the clubhouses, the recreation office and the pools.
- 20. Pool and hot pool temperatures are kept as closely as possible to the following temperatures:

- a. Pools 1, 5 and 6: Between 82 and 84 degrees
- b. Pool 2: Between 80 and 82 degrees
- c. Pool 4: Between 84 and 86 degrees
- d. All hot pools: Between 102 and 104 degrees
- 21. Each pool is renovated and/or undergoes preventative maintenance annually. The process takes approximately six to eight weeks per pool beginning in November and concluding by Memorial Day weekend. Pool 6 is closed October 1 until the Saturday of Memorial Day weekend. If a pool is undergoing major renovations, the six- to eightweek schedule may be prolonged as necessary.
- 22. Amplified music on the pool deck is prohibited. Amplified music is permitted only during classes and must be approved by the Recreation Department.
- 23. The guard shack phone is for business use only; use by anyone other than an employee is prohibited.
- 24. Lifeguards are not responsible for lost or stolen items. Contact Security Services personnel at 949-597-4435 to report lost or stolen items.
- 25. Emeritus students may use the pool deck and locker rooms 15 minutes prior to the start of class and may enter the pool no more than five minutes prior. Students must leave the facility within 15 minutes of the end of the class.
- 26. Scheduled use is determined by the Recreation Department and is subject to change. Use may be restricted due to scheduled maintenance, classes and events.

B. Guests

1. The maximum number of guests allowed per resident is five. The lifeguard on duty regulates the number of guests entering the pool. Residents must accompany their guests at all times.

C. Hot Pool

- 1. The recommended time limit in a hot pool is five minutes. After an extended period, the lifeguard may request that users exit.
- 2. Strenuous exercise in the hot pools is prohibited.
- 3. Children under 16 years of age are not permitted in the hot pools.

D. Children's Swim

- 1. Lifeguards have the authority to prohibit a child from entering the pool.
- 2. Guests 15 years of age or younger are considered children. Children are permitted to swim daily at a designated pool. Starting Saturday of Memorial Day weekend and continuing through October 1, Children's Swim time is from noon until 4 p.m. at pool 6. The remainder of the year it is from 2 to 4 p.m. at pool 2.
- 3. Children must vacate the pool area within 15 minutes of the end of Children's Swim.
- 4. Children unable to swim must wear a Coast Guard-certified flotation device, including those built into swimsuits.
- 5. Residents or their adult guest(s) must accompany and remain in the pool with their children who are novice swimmers.
- 6. Permitted toys include dive toys and dive rings only. Rafts, kickboards, balls, water guns, inflatables, boogie boards and flotation devices are prohibited.

7. Children may not run on the pool deck; make excessive noise; play rough, including pushing and splashing; ride on another person's back or shoulders; jump or dive into the shallow end of the pool; slide down or hang on railings and ladders; play on stairs; climb out of pool without using ladder or stairs; perform back dives; etc.

E. Lap Swim Usage

- 1. Use of lap lane is limited to 60 minutes.
- 2. Swimming across lap lanes is prohibited unless a swimmer is entering or exiting the pool from the side.
- 3. Lap lanes are for lap swimming or aquatic exercise only (unless otherwise designated).
- 4. If all lanes are taken, swimmers must share the lane (up to two swimmers per lane).
- 5. Hanging on the lane dividers is not permitted.
- 6. Diving or jumping into the shallow end is prohibited. Diving or jumping into the pool is allowed only in the five-foot or deeper area.
- 7. No diving into crowded lanes.

F. Lap Swim Schedule

1. The number of lane lines at Pools 2 and 5 will be determined by the current pool schedule. Refer to the current pool schedule for lane line schedule details.

G. Lap Lane Etiquette

- 1. Swim to the right of the lane at all times.
- 2. When passing another swimmer, pass to that person's left, down the middle of the lane at full speed. Once you have finished passing, return to the right of the lane.
- 3. When being passed, slow down until the overtaking swimmer has completely passed.
- 4. If someone is at your heels when you reach the wall, pause to let that person pass.
- 5. When swimming into the wall, keep to the right (not the middle or left) so that a person passing at the end of a lane has space to turn.
- 6. When standing at the wall of a lane, stand to the left (when facing the wall) whenever possible allow space for the incoming swimmers.
- 7. To stretch or do other water exercises, move to the proper swim lane reserved for recreation/social swimming.
- 8. Inform the lifeguard/clubhouse front desk staff if a problem should arise.

H. Online Advance Reservations - Pool 2

- 1. Lane lines may be reserved in advance via the online reservations system. The reserving party may determine the number of swimmers in the reserved lane.
- 2. Advance bookings are limited to residents only.
 - a. Swimmers are allowed three advance bookings per week.
 - b. Swimmers unable to keep their reservation must cancel their booking.
 - c. Swimmers with advance reservations must claim their assigned lane within 10 minutes of their start time or the reservation will be deemed canceled and the lane will then be available for open lap swim.
 - d. Swimmers found in violation will be subject to the following disciplinary actions:
 - i. Verbal warning
 - ii. Written notice

iii. Infraction is referred to the Security Services Department and Compliance Division to initiate the disciplinary process.

OPERATING RULES Shuffleboard



A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. Food or beverage are prohibited on the courts and must be cleaned up and removed prior to room closure.
- 3. All players must wear nonmarking rubber-soled shoes. Leather-soled shoes, high-heeled shoes and open-toed sandals are not permitted for safety reasons.
- 4. Dry-dust mop and apply dressing prior to court play. Playing on a dry, unprepared court is prohibited as it damages the playing surface.
- 5. Walking on the courts with dressing is not permitted for safety reasons and to prevent court surface damage.
- 6. Clubhouse 1 staff can provide information about dressing application and/or answer any questions regarding shuffleboard activities.
- 7. The courts are locked at all times. Clubhouse 1 staff can provide access if the resident leaves their Laguna Woods Village resident ID card with staff.
- 8. Club meetings and events do not have priority use. Club tournaments and events must be approved by the Recreation Department in order to take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.

B. Guests

1. The maximum number of guests allowed per resident is two. Residents must accompany their guests at all times. Guests under 10 years of age are not permitted to use the facility.

OPERATING RULES Table Tennis



A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. Appropriate athletic attire and nonmarking shoes or equivalent are required.
- 3. Observe good sportsmanship and courtesy at all times. USTTA rules and regulations apply.
- 4. During open times, matches may be played three out of five games to 11 points or two out of three games to 21 points. All games should be completed on the table where started.
- 5. Warm-up time is limited to three minutes.
- 6. After a match is completed, all players must relinquish tables to waiting players on a first-come, first-served basis.
- 7. Persons rallying and not playing a match are limited to 20 minutes when others are waiting to play.
- 8. Do not remove balls and/or equipment from the room.
- 9. Residents and guests are expected to clean up their area when play has concluded by returning all balls on the floor to the ball basket, returning clubowned paddles to the rack and removing personal items from the court.
- 10. Before operating the robot, familiarize yourself with the operational procedure. If necessary, consult a Table Tennis Club board member for assistance.
 - a. Play on the robots is limited to 15 minutes when other are waiting.
 - b. Robot balls may not be used for regular play.
- 11. Club meetings and events do not have priority use. Club tournaments and events must be approved by the Recreation Department in order to take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.

B. Guests

1. The maximum number of guests allowed per resident is three. Residents must accompany their guests at all times. Guests under 6 years of age are not permitted to use the facility.

OPERATING RULES Tennis



A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. The facility is for playing tennis only.
- 3. The tennis facility is open every day from 7 a.m. to 10 p.m.
- 4. Prime time for tennis play is 7 to 10:30 a.m.
- 5. Lighted courts are available on courts 1, 2, 5, 6 and 7.
- 6. Proper tennis attire (shirts required) for players and nonmarking shoes for on-court play.
- 7. Club meetings and events do not have priority use. Club tournaments and events must be approved by the Recreation Department in order to take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.
- 8. Only registered service dogs trained to perform a task directly related to a person's disability are permitted. No other pet/animal is permitted.
- 9. No unauthorized music is to be played on any device at the tennis facility.
- 10. Entry gates require Laguna Woods Village resident ID card (swipe or tap) for access; do not prop gates open.
- 11. GRF-approved professionals only can host lessons Monday through Saturday, noon to close and Sunday all day on courts 3 and 4, only and should post lesson times 24 hours in advance

B. Guests

- 1. Guests under 6 years of age are not permitted to use the facility. The maximum number of guests allowed is one guest per resident during prime time and up to three guests outside of prime-time hours. Residents must accompany their guests at all times and may only use one court.
- C. All Court Rules (see tables on page 3 for a court rules summary)
 - 1. An on-court time limit of 1.5 hours per court is in effect any time others are waiting
 - 2. Courts 1 through 5 are designated walk-on courts all day
 - 3. Courts 6 through 7 are walk-On courts during the day and reserved courts starting at 4:30 p.m.
 - 4. Courts 8 through 10 are reserved courts all day.
 - 5. Reservations are required for ball machine use and allowed on courts 9 and 10 after noon.
 - 6. Reserved courts revert to walk-on status if there is a no-show or no reservation after 10 minutes.
 - 7. Doubles play does not have priority over singles play at any time.
 - 8. The whiteboard must be used for all walk-on use. Players must port their start and stop times and may not change them (not to exceed 1.5 hours).

Attachment 2

- a. If a player hasn't signed up on the board with in/out times, arriving players may bump said player from a court
- b. The 1.5-hour on-court time starts immediately upon signing up; there is no rule that all players must be present
- c. If other players have not arrived to join after 10 minutes from the posted start time, then the first waitlisted players may take the court during prime time only.
- d. If all walk-on courts are in use upon arrival, a group of players must use the waitlist area of the board to indicate they are next in order of arrival.
- e. Adding and/or changing players to a group does not extend the time limit.
- f. Players cannot be listed as on-court players and on the waitlist simultaneously.
- 9. An individual may use any walk-on court to practice solo but may be bumped by a singles or doubles group seeking a court during prime time only.
- 10. Show courtesy to others when using the sign-up board system. If an open walk-on court is available, arriving players must take that court and not ask those playing beyond their time limit to move,
- 11. For reserved courts, reservations may be made up to three days in advance via the CourtReserve system for courts 8, 9 and 10 all day and courts 6 and 7 during the evening hours. For assistance with the CourtReserve system contact staff at 949-597-4273.
- 12. Reservations that will not be used should be canceled so others can secure that court.
- 13. Players are not allowed back-to-back play times on reserved or walk-on courts during prime-time hours.
- 14. Personal ball machines are allowed for use on courts 9 and 10 only
- D. Courts 1 through 5: Walk On Hours (sign-up is board near court 5 entrance)
- E. Courts 6 through 7: Day Walk-On and Night Reserved (sign-up board is near court 5 entrance)
 - 1. These courts may be reserved with the online reservation system for lighted night play with set reservation times of 4:30 to 6 p.m., 6 to 7:30 p.m. or 7:30 to 9 p.m.
- F. Courts 8 through 10: Reserved Courts Hours (sign-in board is near court 5 entrance)
 - 1. May be reserved via CourtReserve system during prime-time hours with set reservation times of 7:30 to 9 a.m. or 9 to 10:30 a.m.
 - 2. May be reserved via CourtReserve after prime-time hours with reservation times of: 10:30 a.m. to noon, noon to 1:30 p.m., 1:30 to 3 p.m. or 3 to 4:30 p.m., 4:30 to 6 p.m., 6 to 7:30 p.m. (daylight permitted)

Tennis Court Rules Prime-Time Hours (7 to 10:30 a.m.)

Highlights of court play priorities	Courts	
for all courts	1-7	8-10
Set reservation times available	No	Yes*
On-court time limit	1.5 Hours	1.5 Hours
Walk-on if no show/no reservation	N/A	Yes
Individual player uses by themselves	Yes**	No
Doubles have priority over singles	No	No

Courts 1-7 are whiteboard sign-up walk-on use. Players must sign up on the board to occupy a court.

Courts 8-10 are reserved courts. Reservations may be made via CourtReserve and must be claimed within 10 minutes of start time or they revert to walk-on status until the next set start time.

Note: If another walk-on court is available, a player must take the open court and not ask others to move from a court they occupy even if they are playing beyond their time limit.

Players are not allowed back-to-back play times on reserved or walk-on courts in prime time.

Adding or changing players to a group on walk-on courts does not allow for extending the time limit.

Tennis Court Rules Outside of Prime-Time Hours (10:30 a.m. to close)

Highlights of court play priorities	Courts		
for all courts	1-5	6-7	8-10
Set reservation times available	No	Yes*	Yes**
On-court time limit	1.5 Hours	1.5 Hours	1.5 Hours
Walk-on if no show/no reservation	N/A	Yes	Yes
Individual player uses by themselves	Yes	Yes	Yes
Doubles have priority over singles	No	No	No

Players must sign up on the whiteboard to occupy a walk-on court.

An individual may practice solo on any walk-on court outside of prime-time hours.

Note: If another walk-on court is available, you must take the open court and not ask others to move from a court they occupy even if they are playing beyond their time limit.

Note: Reservations may be made via CourtReserve for play but **must** be made for ball machine on courts 9 and 10 after noon. All reservations must be claimed within 10 minutes of start time.

Adding or changing players to a group on walk-on courts does not allow for extending the time limit.

^{*} Set reservations times are 7:30 to 9 a.m. and 9 to 10:30 a.m.

^{**} An individual may practice solo until a singles or doubles group arrives to play on any walk-on court.

^{*} Set reservations times are 4:30 to 6 p.m., 6 to 7:30 p.m., 7:30 to 9 p.m.

^{**} Set reservations times for play, or ball machine (courts 9 and 10) are 10:30 a.m. to noon, noon to 1:30 p.m., 1:30 to 3 p.m., 3 to 4:30 P.M., 4:30 to 6 p.m., 6 to 7:30 p.m.

OPERATING RULES Video Learning Center and Studio



A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. The Video Learning Center is operated by volunteer supervisors.
- 3. Resident use of equipment is at the discretion of the volunteer supervisor on duty. Equipment and user safety are the most important considerations.
- 4. Video Club projects may take priority in the Video and Sound Studio. Other users are at the discretion of the volunteer studio supervisor.

B. Guests

1. The maximum number of guests allowed per resident is two. The Video Learning Center is open to residents and their guests during posted hours. Residents must accompany their guests at all times.



RESOLUTION 90-23-68

Recreation and Special Events Department Operating Rules

WHEREAS, the Golden Rain Foundation has established Recreation and Special Events Department Operating Rules for usage of GRF facilities; and

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

WHEREAS, the Community Activities Committee recommends the amendments to the Recreation and Special Events Department Operating Rules; and

WHEREAS, the Community Activities Committee reviewed all 33 amenity operating rules in July, August, September and October, 2023; and

WHEREAS, on October 12, 2023, the Community Activities Committee reviewed the final drafts of the operating rules and recommends the approval of the presented operating rules with suggested edits;

NOW THEREFORE BE IT RESOLVED, November 7, 2023, that the Board of Directors of this Corporation hereby adopts the Recreation and Special Events Operating Rules; and

RESOLVED FURTHER, that Resolution 90-16-55 adopted December 6, 2016 (Garden Center Operating Rules and Related Documents) and Resolution 90-18-05 (Recreation Policy and Operating Rules) adopted January 2, 2018 are hereby superseded and cancelled to the extent that they differ; and

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



RESOLUTION 90-24-XX

Recreation and Special Events Department Operating Rules

WHEREAS, the Golden Rain Foundation has established Recreation and Special Events Department Operating Rules for usage of GRF facilities; and

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

WHEREAS, the Community Activities Committee recommends the amendments to the Recreation and Special Events Department Operating Rules; and

WHEREAS, on October 10, 2024, the Community Activities Committee reviewed recommended the approval of keeping the minimum of 10 years of age for guests at the Equestrian Center; and

WHEREAS, on October 10, 2024, the Community Activities Committee reviewed and recommended the approval of the Recreation and Special Events operating rules with corrections:

NOW THEREFORE BE IT RESOLVED, December 3, 2024, that the Board of Directors of this Corporation hereby adopts keeping the minimum of 10 years of age for guests at the Equestrian Center; and

NOW THEREFORE BE IT RESOLVED, December 3, 2024, that the Board of Directors of this Corporation hereby adopts the Recreation and Special Events operating rules with corrections; and

RESOLVED FURTHER, that Resolution 90-23-68 adopted December 5, 2023 is hereby superseded and cancelled to the extent that they differ; 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)

Aquadettes Request for Exception to GRF Poster Policy, Pool Closure and Staff Support for the 2025 Aqua Follies Show

Review and recommend resolutions for the following:

- A motion was made to recommend the poster policy exception to post an 11x17 poster at all Clubhouses and as an annual exception.
 - Motion passed 5-1-1. Director Quam was absent. Director Yun abstained.
- A motion was made to recommend Pool 1 closure from August 11 to 18, 2025.
 - Motion passed 4-1-2. Director Quam opposed. Director Mutchnick and Director Yun abstained.
- A motion was made to provide staff support including ticket sales, setup (marquis and curtains), operation of lighting during rehearsals and shows and coordination of outsourced lifeguard services.
 - Motion passed 5-1-1. Director Leonard opposed. Director Yun abstained.
- A motion was made to have poster policy exception, staff support and pool 1 closure for 8 days annually for the Aqua Follies.
 - Motion passed 4-2-1. Director Leonard and Director Mutchnick opposed. Director Yun abstained.

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STAFF REPORT

DATE: November 5, 2024 FOR: Board of Directors

SUBJECT: Aquadettes Request for Exception to GRF Poster Policy, Pool Closure and

Staff Support for the 2025 Aqua Follies Show

RECOMMENDATION

Review and recommend a resolution for the Aquadettes' request for exception to the following:

- Golden Rain Foundation (GRF) poster policy requesting posting at all Clubhouses, the Recreation office and at the 19 Restaurant and Lounge;
- Pool 1 closure from August 11 to 18, 2025; and
- Provide staff support for a club event including tickets sales, setup (marquis and curtains), operation of lighting during rehearsals and shows and coordination of outsourced lifeguard services.

BACKGROUND

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

DISCUSSION

In preparation for the 2025 Aqua Follies show, the Aquadettes have requested several exceptions to the GRF Recreation Policy.

Poster Request:

The GRF Poster Policy (Attachment 1) only allows advertising with posters for events held at the Performing Arts Center or Clubhouse 5. The Aquadettes are requesting (attachment 2) an exception to the GRF poster policy to place a poster at the following facilities; July 17 through August 14.

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

The dimensions of the posters are 11x17 inches. Posters would be advertised for 28 days, prior to the show.

The request for Recreation office and 19 Restaurant and Lounge poster placement was denied in 2023 by GRF due to lack of space.

Pool Closure Request:

Pool 1 is open from 7 a.m. to 7 p.m. daily (opens at 9 a.m. on Tuesdays) during the summer season. 2023 annual utilization for Pool 1 is approximately 29,998 (2,424 August, 2023). The

Golden Rain Foundation of Laguna Woods
Aquadettes Request for Exception to GRF Poster Policy, Pool Closure and Staff Support for the 2025 Aqua Follies Show
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Page 2

Aquadettes have regular scheduled practices from 11 a.m. to noon on Mondays and Fridays throughout the year, free of charge. During practice times the pool is not open to residents.

The Aquadettes are requesting (attachment 2) to close Pool 1 from Monday, August 11 to Monday, August 18 for their dress rehearsals and shows.

Staff Support Request:

The Aquadettes are requesting (attachment 2) staff support with tickets sales, setup (marquis and curtains) and operation of lighting during rehearsals and shows. Audience seating will be acquired from an outside vendor with staff approval of insurance requirements. The Aquadettes will cover costs for audience seating.

The Aquadettes would like tickets to be sold at the Recreation office, Clubhouse 1 and Clubhouse 5 facilities. Ticket sales are processed via ActiveNet with a check or credit card. GRF pays a 3.2% transaction fee per ticket sold; credit card fees are paid by the customer when a credit card is used. 316 tickets were sold in 2023.

A General Maintenance worker is needed to setup the marquis and curtains. A Pool Technician is needed to operate the lighting for dress rehearsals and show dates. Staff bill rates apply.

Lifeguard Services are needed during rehearsals. Rehearsals will take place at Pool 1, afterhours, from 7 to 8:30 p.m. every Wednesday from April 2 to August 13. Lifeguard bill rates apply.

On June 29, 2017 the Aquadettes received approval for the fixed dollar amount of \$1,250 for services rendered; CAC endorsement (attachment 3). On December 9, 2021 Community Activities Committee reviewed the fixed dollar amount and advised staff to proceed with the 2022 show at the same cost due to prior shows being canceled during Covid. Staff was directed to resubmit a fee review at the conclusion of the 2022 Aqua Follies Water Show.

On November 19, 2022 Community Activities Committee reviewed the estimated costs for the 2023 Aqua Follie show and recommended increasing the fixed dollar amount by \$1000, totaling \$2,250 for services rendered. Due to the Clubhouse 1 renovation shows were canceled in 2024.

On January 3, 2023, the GRF Board passed resolution 90-23-01 regarding the Aquadettes billing (attachment 4) and on May 2, 2023, the GRF Board passed resolution 90-23-18 regarding the Aquadettes request for exception to GRF poster policy (attachment 5).

On October 10, 2024, the Community Activities Committee reviewed and recommended all of the Aquadettes requests for exceptions to be accepted annually with posters to be posted at all Clubhouses only. Golden Rain Foundation of Laguna Woods
Aquadettes Request for Exception to GRF Poster Policy, Pool Closure and Staff Support for the 2025 Aqua Follies Show
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FINANCIAL ANALYSIS

The 2025 Business Plan does not include an allocation for the Aqua Follies show in 2025. The estimated cost to support this club event is \$2,152.20 based on the assumptions presented below. The Aquadettes will be billed at the conclusion of their shows using 2025 bill rates for any amount above the support approved by the GRF Board. If the support were to be funded through ticket sales, the price per ticket would need to increase by approximately \$7.00 (assuming the same number of tickets are sold as the prior event in 2023).

2025 Estimated Fees					
Staffing	Hours	Staffing Cost Per Hour (2024 Rates)	Extended		
			Amount		
General Maintenance Worker	8	\$42.33	\$338.64		
Lifeguards	30	\$30	\$900		
Pool Technician	12	\$63.49 (OT)	\$761.88		
2023 Ticket Sales (\$15 each)	316 Tickets Sold	Transaction Fee 3.2%	\$151.68		
		TOTAL	\$2,152.20		

Prepared By: Jennifer Murphy, Recreation Manager

Reviewed By: Alison Giglio, Recreation and Special Events Director

Steve Hormuth, Financial Services Director

Catherine Laster, Services Manager

ATTACHMENT(S)

Attachment 1: GRF Poster Policy
Attachment 2: Aquadettes Request
Attachment 3: CAC Endorsement
Attachment 4: Resolution 90-23-01
Attachment 5: Resolution 90-23-18
Attachment 6: Resolution 90-24-XX

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GRF Poster Policy

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

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The Aquadettes of Laguna Woods Village Proposal for 2025 Show September 21, 2024

- 1. Show Dates: Thursday through Saturday, August 14, 15, and 16, 2025
- Pool Closure dates for set up and breakdown (as we have done in the past):
 - Monday, August 11: Set up curtains and marquis/Dress rehearsal 5:00 PM-9:30 PM
 - Tuesday, August 12: Dress rehearsal 5:00 PM-9:30 PM
 - Wednesday, August 13: Risers and chair set up by rental company (to be determined)
 - d. Thursday through Saturday, August 14, 15, and 16 show 5:00 PM-10:00 PM
 - e. Sunday, August 17: Dark
 - f. Monday, August 18: Breakdown
- Additional Practice Times:
 - Monday and Tuesday, August 11 and 12: Need lifeguards for dress rehearsal which will be 5:00 PM-9:30 PM
 - Wednesday, August 13: Team potluck & "pep talk"! Multipurpose room: 5:00 PM-9:00 PM, No lifeguard needed. Room only
 - Monday, beginning March 3: Additional deck work time, CH 1 dining room 9:00
 AM to 11:00 AM
 - Friday, beginning March 7: Additional deck work time, PAC 3 dining room 9:00
 AM to 11:00 AM
 - Wednesday deck work and practice, beginning April 2 and ending August 18: Additional deck work & swim. Deck work CH 1 Multi-purpose room 5:00 PM-7:00 PM; Swim (lifeguard needed) 7:00 PM-8:30 PM
- We will need Ed to set up the Marquis and curtains on Monday, August 11, 2025
- 5. We will need Daniel to operate the lighting for dress rehearsals and show dates: August 11, 12, 14, 15, and 16, 2025
- We would like staff to sell tickets at the recreation center, CH 1 and CH 5 as in the past
- 7. We would like to have our ticket booth in the breezeway of Pool 1 from July 30 to August 16.
- 8. We would like to place posters and flyers: all clubhouses (See request attached)

The Aquadettes Request for Exception to the GRF Poster Policy September 23, 2024

In anticipation our annual Aqua Follies scheduled for August 14, 15, and 16, 2025, we would like to ask for an exception to the GRF Poster Policy. To inform the community and stimulate interest in the event, we would like permission to place the following posters throughout the community.

1. Clubhouse 1:

1 11 X 17-inch poster to be posted from July 17, 2025, to August 14, 2025.

2. Clubhouse 4:

1 11 X 17-inch poster to be posted from July 17, 2025, to August 14, 2025.

3. Clubhouse 3:

1 11 X 17-inch poster to be posted from July 17, 2025, to August 14, 2025.

4. Clubhouse 5:

1 11 X 17-inch poster to be posted from July 17, 2025, to August 14, 2025.

5. Clubhouse 2:

1 11 X 17-inch poster to be posted from July 17, 2025, to August 14, 2025.

6. 19th Restaurant:

1 11 X 17-inch poster to be posted from July 17, 2025, to August 14, 2025.

7. The Recreation Center:

1 11 X 17-inch poster to be posted from July 17, 2025, to August 14, 2025.

Golden Rain Foundation Community Activities Committee Meeting June 29, 2017

ENDORSEMENT (to GRF)

Aquadettes 2017 Annual Aqua Follies Water Show

The Committee discussed the Aquadettes' request for a fixed dollar amount of \$1250 for set up including chairs, lifeguards, ticket sales at the recreation office or clubhouses, and allowance for non-resident spectators whose attendance is arranged prior to the performance.

Director Milliman motioned to approve the Aquadettes' request for a fixed dollar amount of \$1250 for their Annual Aqua Follies Water Show. Director Rothberg seconded.

Motion carried unanimously.



RESOLUTION 90-23-01 2023 Aquadettes Billing

WHEREAS, the Aquadettes are a community club who offer an annual Aqua Follies Water Show (synchronized swimming) at Pool 1. The show takes place over the course of three days in the summer months. The Aquadettes have been performing for Village residents for more than 55 years; and

WHEREAS, due to the nature of the show, alternative accommodations are needed to host an event at Pool 1, including but not limited to rental chairs for audience seating are setup around the perimeter of the pool and lifeguard services during rehearsals and shows; and

WHEREAS, on June 29, 2017 the Aquadettes received approval for the fixed dollar amount of \$1,250 for services rendered; and

WHEREAS, On December 9, 2021 Community Activities Committee reviewed the fixed dollar amount and advised staff to proceed with the 2022 show at the same cost due to prior shows being canceled during Covid; and

WHEREAS, the cost to support the 2022 show was \$5,135. GRF waived \$3,885 in event expenses. Staff estimates a total cost of \$5,181 for 2023 services and equipment rentals; an increase of approximately \$46; and

WHEREAS, the 2023 Business Plan does not include an allocation for the Aqua Follies show in 2023; and

WHEREAS, on November 19, 2022 Community Activities Committee recommended increasing the fixed dollar amount by \$1000, totaling \$2,250 for services rendered;

NOW THEREFORE BE IT RESOLVED, December 1, 2022 the Board of Directors of this Corporation hereby adopts the proposed increase of the fixed dollar amount by \$1000, totaling \$2,250 for services rendered; and

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



RESOLUTION 90-23-18

Aquadettes Request for Exception to GRF Poster Policy

WHEREAS, the GRF Poster Policy only allows advertising with posters for events held at the Performing Arts Center or Clubhouse 5; and

WHEREAS, the Aquadettes requested an exception to the GRF poster policy for the Aquadettes fundraiser event at Clubhouse 1 and the Aqua Follies show at Pool 1; and

WHEREAS, the Aquadettes are requesting (Attachment 2) an exception to the GRF poster policy to place two event posters at the following facilities; (1) Doug Houston & BBQ Dinner fundraiser poster May 17 through June 17 and (1) Aqua Follies show poster July 10 through August 10:

Clubhouse 1

Clubhouse 2

(2) Performing Arts Center

Clubhouse 4

Clubhouse 5

Recreation Office

19 Restaurant and Lounge

Provided space is available

WHEREAS, on April 13, 2023, the Community Activities Committee reviewed the club request and recommended an exception to the GRF poster policy for the Aquadettes fundraiser event at Clubhouse 1 and the Aqua Follies show at Pool 1; and

WHEREAS, the Aquadettes have been offering an annual summer Aqua Follies show to Laguna Woods Village residents and their guests for over 55 years at Pool 1; and

WHEREAS, the dimensions of the posters are 11x17 inches and 33x40 inches (Performing Arts Center poster size); and

WHEREAS, the Aquadettes posters would be advertised for 31 days each, prior to the events;

NOW THEREFORE BE IT RESOLVED, May 2, 2023, that the Board of Directors of this Corporation hereby adopts the exception to the GRF poster policy for the Aquadettes fundraiser event at Clubhouse 1 and the Aqua Follies show at Pool 1; and

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



RESOLUTION 90-24-XX

Aquadettes Request for Exception to GRF Poster Policy, Pool Closure and Staff Support for the 2025 Aqua Follies Show

WHEREAS, the GRF Poster Policy only allows advertising with posters for events held at the Performing Arts Center or Clubhouse 5; and

WHEREAS, the Aquadettes requested for exception to the following:

- Golden Rain Foundation (GRF) poster policy requesting posting at all Clubhouses, the Recreation office and at the 19 Restaurant and Lounge;
- Pool 1 closure from August 11 to 18, 2025; and
- Provide staff support for a club event including tickets sales, setup (marquis and curtains), operation of lighting during rehearsals and shows and coordination of outsourced lifeguard services.

WHEREAS, the Aquadettes have been offering an annual summer Aqua Follies show to Laguna Woods Village residents and their guests for over 55 years at Pool 1; and

WHEREAS, the dimensions of the posters are 11x17 inches and 33x40 inches (Performing Arts Center poster size); and

WHEREAS, the Aquadettes posters would be advertised for 31 days each, prior to the events; and

WHEREAS, on October 10, 2024 the Community Activities Committee reviewed the club request and recommended an exception to the GRF poster policy for the following facilities only:

Clubhouse 1 Clubhouse 2 Performing Arts Center

Clubhouse 4 Clubhouse 5

WHEREAS, on October 10, 2024 the Community Activities Committee reviewed and recommended Pool 1 closure from August 11 to 18, 2025; and

WHEREAS, on October 10, 2024 the Community Activities Committee reviewed and recommended to provide staff support including ticket sales, setup (marquis and curtains), operation of lighting during rehearsals and shows and coordination of outsourced lifeguard services; and

WHEREAS, on October 10, 2024 the Community Activities Committee reviewed and recommended to have poster policy exception, staff support and pool 1 closure for 8 days annually for the Aqua Follies;

NOW THEREFORE BE IT RESOLVED, November 5, 2024, the Board of Directors of this Corporation hereby adopts an exception to the GRF poster policy for the following facilities only:

Clubhouse 1 Clubhouse 2 Performing Arts Center

Clubhouse 4 Clubhouse 5;

Pool 1 closure from August 11 to 18, 2025; to provide staff support including ticket sales, setup (marquis and curtains), operation of lighting during rehearsals and shows and coordination of outsourced lifeguard services; and to have poster policy exception, staff support and pool 1 closure for 8 days annually for the Aqua Follies; and

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



STAFF REPORT

DATE: November 5, 2024 FOR: Board of Directors

SUBJECT: Early Release of 2025 Capital Reserve Funds for Purchase of Snooker

Table and Repairs for Billiard Table

RECOMMENDATION

Review and approve the early expenditure of funds for the 2025 Capital Reserves item billiards (snooker) table and repair of existing billiards table.

BACKGROUND

On September 3, 2024, the Golden Rain Foundation (GRF) Board adopted the 2025 Capital Plan via resolution 90-24-48 appropriating a total of \$9,000 for purchase of replacement billiards tables at Clubhouse 1. These funds are not available for expenditure prior to January 1, 2025 without Board approval.

DISCUSSION

The Billiards Rooms at the Performing Arts Center and Clubhouse 1 were recently consolidated to one room at Clubhouse 1 and opened for players on October 21. Due to the deteriorating condition of the existing snooker table at Clubhouse 1, replacement is necessary. Snooker is played on a table similar to a billiards table, but the table is larger with smaller pockets and played with 9-15 balls. Staff located a pre-owned table in pristine condition and a payment of \$7,950, is required, prior to the end of the year, to secure the purchase. Remaining 2025 capital equipment funds will be used to repair an existing billiard table.

FINANCIAL ANALYSIS

\$9,000 was approved in the 2025 GRF Capital Reserves via Resolution 90-24-48 which will cover the cost of the snooker table and the repair of the existing billiard table.

Prepared By: Alison Giglio, Recreation and Special Events Director

Reviewed By: Catherine Laster, Services Manager

Steve Hormuth, Financial Services Director

ATTACHMENT(S)

Attachment 1: Resolution 90-24-48 (2025 Capital Plan Resolution)

Attachment 2: Resolution 90-24-XX



RESOLUTION 90-24-48

2025 CAPITAL PLAN RESOLUTION

RESOLVED, September 3, 2024, that the Capital Reserve Expenditures Plan of this Corporation for the year 2025 is hereby adopted and approved; and

RESOLVED FURTHER, that pursuant to said Business Plan, the sum of \$7,448,900 is hereby authorized to be expended in 2025 for the purposes provided therein, of which \$3,262,600 is designated from the Equipment Fund and \$4,186,300 from the Facilities Fund; and

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



RESOLUTION 90-24-XX

2025 CAPITAL PLAN – EARLY RELEASE OF FUNDS FOR 2025 CAPITAL ITEM BILLIARDS (SNOOKER) TABLE AND BILLIARD TABLE REPAIR

WHEREAS, Resolution 90-18-43 adopted and approved the Capital Reserve Expenditures Plan of this Corporation for the year 2019; and

WHEREAS, funding for certain items should be accelerated into the current year to facilitate ordering lead times and efficient operations; and

WHEREAS, the existing snooker table at Clubhouse 1 is in poor condition and needs to be replaced; and

WHEREAS, a repair is necessary for an existing billiard table at Clubhouse 1; and

WHEREAS, payment for a new table and repairs to an existing table is required prior to the end of the calendar year;

NOW THEREFORE BE IT RESOLVED, November 5, 2024, the Board of Directors of this Corporation hereby authorizes an early expenditure of \$9,000 from the approved 2025 Capital Reserve Expenditure Plan for the purchase of a billiards snooker table and billiard table repairs from the Equipment Fund; and

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

Golden Rain Foundation Laguna Woods Mutual Finance Committee
October 16, 2024

ENDORSEMENT (to GRF Board)

RV Storage Fee Recommendation

Steve Hormuth, Director of Financial Services, presented a staff report recommending the Committee endorse an increase in the annual RV Storage Fee from \$320 to \$370¹ effective January 1, 2025. Staffs recommends 100% of the expenses from the RV Storage Lot be recovered through annual fees with a 0% shared cost.

Director Choi Hoe moved to endorse staff's recommendation. Director Wayne seconded. Discussion ensued. Director Thomas Tuning made a motion to amend the existing motion to maintain the 0% to 100% cost recovery calculation with the vacancy rate not to exceed 10% until modified by the GRF Board of Directors. Director Yun seconded. The motions passed with a 6-0 vote.

¹ The original endorsement from the GRF Finance Committee on October 16, 2024 was \$450. However, a scrivener error was identified after the meeting resulting in a decrease of the proposed rate to \$370.

Golden Rain Foundation Security and Community Access Committee October 23, 2024

ENDORSEMENT (to board)

RV Storage Fee Recommendation

Steve Hormuth, Director of Financial Services, presented a staff report recommending the Committee endorse an increase in the annual RV Storage Fee from \$320 to \$370 effective January 1, 2025. Staff recommends 100% of the expenses from the RV Storage Lot be recovered through annual fees with a 0% shared cost.

Director Karimi moved to endorse staff's recommendation. Director Stephens seconded. Discussion ensued. The Chair called the question and the motion passed by unanimous vote.



STAFF REPORT

DATE: November 5, 2024 FOR: Board of Directors

SUBJECT: RV Storage Fee Recommendation

RECOMMENDATION

Staff recommends the Board approve an increase in the annual RV Storage Fee from \$320 to \$370 effective January 1, 2025.

BACKGROUND

The RV Storage Fee administered by the Golden Rain Foundation of Laguna Woods Board of Directors adheres 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.

In September 2023, the GRF board approved a fee analysis schedule via Resolution 90-23-46 to ensure all fees were periodically reviewed and that a specific timeline was assigned. Per the approved fee analysis schedule, a review of RV Storage Fee was to be conducted.

The RV Storage Fee was last reviewed in 2017 via Resolution 90-17-32. At that time, the annual fee was increased from \$160 to \$320.

DISCUSSION

On June 19, 2024 the Finance Committee was presented an RV Storage Fee Cost Analysis. The analysis illustrated costs has increased by \$5,600 since the last fee update in 2017. As a second step to the fee review process, staff prepared an updated cost analysis using the 2025 budgeted expenses. Additionally, it was noted during the review that the RV Storage Lot averages a 10% vacancy rate. As the unused spaces are not contributing to the offset of costs, an adjustment was made to the fee calculation whereby the total annual cost of the RV Storage Lot of \$170,000 is now divided by 374 RV spaces (415 Total x 100% - 10% Vacancy). The resulting change, as illustrated in the RV Storage Analysis (ATT1), is a per stall expense of \$370.

FINANCIAL ANALYSIS

An approval of the updated fee would be a 0% / 100% Shared Cost meaning that the Laguna Woods Village community does not absorb any expenses from the RV Storage Lot as 100% of those expenses are recovered through the annual fees. Furthermore, the 2025 Annual Business Plan approved by the GRF Board of Directors on September 3, 2024 included \$175,000 of RV Storage revenue. An updated annual fee of \$370 with 374 stalls occupied (90% of 415 total spaces) would result in \$138,000, a shortfall of revenue of \$37,000.

Golden Rain Foundation of Laguna Woods RV Storage Fee Recommendation November 5, 2024 Page 2

Steve Hormuth, Director of Financial Services

Prepared By:

Reviewed By: Jose Campos, Assistant Director of Financial Services

ATTACHMENT(S):

Attachment 1: RV Storage Analysis Attachment 2: Resolution 90-24-XX

Golden Rain Foundation of Laguna Woods RV Storage Expense 2025

							Estimated labor provided by Security	Estimated labor & materials provided by Landscape	43.61 Estimated labor & materials provided by General Services							
	Notes	3-Year Average	60.24 3-Year Average	3-Year Average	2-Year Average	6-year Program	Estimated labor	Estimated labor	Estimated labor			cility				
	Per Stall	21.69	60.24	14.46	9.64	20.48	105.30	56.65	43.61	332.07	@ Golf Course	@ Head-End Facility				
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2025	Annual Cost	000'6	25,000	9000'9	4,000	8,500	43,700	23,509	18,100	137,809	338	77	415	10%	374	370
	٩	ş	ş	Ş	Ŷ	Ŷ	ş	ş	ş	\$						·s-
2024	Annual Cost	000′9	20,000	8,000	4,000	8,500	41,000	22,605	20,100	130,205	338	77	415	%0	415	320
	1	\$	ᡐ	\$	ب	ب	ᡐ	ς,	٠	\$						-γ-
	Service	Electricity	Water	Sewer	Trash	Asphalt/Seal	Security	Landscape	Custodial Service	Annual Cost	Lot A Stalls	Lot B Stalls	TOTAL	Vacancy Assumption	ADJUSTED COUNT	Annual Cost per Stall \$



RESOLUTION 90-24-XX

User Fee for RV Lots

WHEREAS, Golden Rain Foundation of Laguna Woods has administrative control of Recreational Vehicles (RV) Lot A & B and these spaces are rented to residents; and

WHEREAS, the current rate of \$320 per year was established on January 1, 2018 and has not kept pace with rising costs to maintain and operate the facility;

NOW THEREFORE BE IT RESOLVED, December 3, 2024, that the Board of Directors of this Corporation hereby increases the RV lot fee from \$320 per space to \$370 per space per year, effective January 1, 2025; and

RESOLVED FURTHER, that the single flat fee shall be charged to users of all recreational vehicles, trailers, boats, and trailer combinations or units regardless of overall length, and that the fee be included in the Monetary Fee Schedule; and

RESOLVED FURTHER, that Resolution 90-17-37, adopted November 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 the purpose of 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.



STAFF REPORT

DATE: November 5, 2024 FOR: Board of Directors

SUBJECT: Par 3 Golf Building Shade Cover

RECOMMENDATION

- Direct staff to proceed with removal of the existing shade structure, install 6 new shade umbrellas and bring back options for installing a permanent solar shade structure for consideration by the board; or
- 2. Direct staff to leave the existing structure in place until the board considers options for installing a permanent solar shade structure at a future meeting.

BACKGROUND

The 2024 Capital Business Plan includes an allocation in the amount of \$35,000 to repair or replace the Par 3 golf building shade cover. The existing shade cover was installed in 2003 and the canopy cover is in poor condition. Unfortunately, the design of the shade cover structure does not allow safe access for maintenance and several portions of the frame are rusted. The existing shade structure is depicted in Attachment 1.

On August 14, 2024, the GRF Maintenance & Construction Committee considered four options for replacing the shade cover. The four committee members in attendance voted to replace the existing shade structure with new shade umbrellas and directed staff to bring back options for a solar shade structure at a future meeting.

DISCUSSION

The following options were considered by the M&C committee:

Option 1: Completely remove the existing shade structure. Umbrellas will be purchased for the six existing tables to provide shade in lieu of building a permanent structure. This option has been recommended by recreation staff.

Option 2: Completely remove the existing shade structure. A contractor will be hired to design and build a 30' by 30' canopy over the main patio area. The canopy will have four corner posts and an 8' clearance, covered with ALNET Fabric. The new shade structure would be similar to the shade structure at the pickleball court. An example photo of this type of structure is provided in Attachment 2.

Option 3: Completely remove the existing shade structure. A contractor will be hired to design and build a 30' diameter center post hex shade structure over the main patio area. The canopy will have one post with an 8' tall entry, covered with ALNET Fabric. An example photo is provided in Attachment 3.

Option 4: Remove the fabric from the existing structure, repair and repaint the frame, and install a new canopy. The new canopy will include removable access panels for maintenance staff to clean debris that might accumulate throughout the year.

Golden Rain Foundation of Laguna Woods Par 3 Golf Building Shade Cover November 5, 2024 Page 2 of 2

FINANCIAL ANALYSIS

The 2024 Capital Business Plan includes an allocation in the amount of \$35,000 from the Facilities Fund to repair or replace the existing Par 3 Shade Cover. The estimated cost for each option is outlined below.

Option 1: The estimated cost to demo the existing shade structure and provide the six patio tables with umbrellas for shade is \$15,000.

Option 2: The estimated cost to demo the existing shade structure and install a new 30' x 30' canopy structure over the seating area is \$42,000.

Option 3: The estimated cost to demo the existing shade structure and install a new 30' diameter center post hex shade structure over the main patio area is \$58,000.

Option 4: The estimated cost to remove the existing fabric, repair and paint the frame, and install a new canopy with maintenance access panels is \$28,000.

Cost estimates and design options for solar shade structures have not yet been researched by staff.

Prepared By: Manuel Gomez, Maintenance & Construction Director

Reviewed By: Guy West, Projects Division Manager

ATTACHMENT(S)

Attachment 1: Photo of existing shade structure

Attachment 2: Example photo of Option 2
Attachment 3: Example photo of Option 3

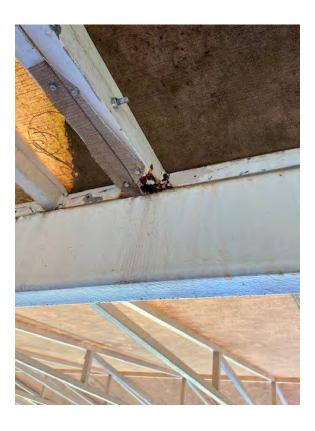
Existing Shade Structure





Existing Shade Structure









Example of Option 2



Example of Option 3





RESOLUTION 90-24-XX

GRF Committee Appointments

RESOLVED, November 5, 2024, that the following persons are hereby appointed and ratified to serve on the Committees of this Corporation:

Community Activities Committee

Joan Milliman, Alternate (GRF)

Cush Bhada (GRF)

SK Park (Third)

Robert Mutchnick (Third)

Reza Karimi, Alternate (Third)

Moon Yun, Alternate (Third)

Sue Quam (United)

Ellen Leonard (United)

Jeanne Costello (United)

Georgianna Willis, Alternate (United)

Peter Sanborn (Mutual 50)

Sue Stephens, Alternate (Mutual 50)

Advisors: Roland Boudreau, Ajit Gidwani, Elsie Addington

Finance Committee

Martin Roza, Alternate (GRF)

William Cowen, Chair (GRF)

Donna Rane-Szostak (GRF)

David Veeneman (Third)

Nathaniel Ira Lewis (Third)

Moon Yun, Alternate (Third)

Craig Wayne (Third)

Robert Mutchnick, Alternate (Third)

Thomas Tuning (United)

Charlie Prater (United)

Marie Collins, Alternate (United)

Mickie Choi Hoe (United)

Ellen Leonard, Alternate (United)

Peter Sanborn (Mutual 50)

Sue Stephens, Alternate (Mutual 50)

<u>Information Technology Advisory Committee (ITAC)</u>

Martin Roza, Chair (GRF)

Steve Leonard (GRF)

Sue Quam, Alternate (United)

Tom Tuning (United)

Mark Laws (Third)

S.K. Park (Third)

Reza Karimi (Third)

Advisors: Sue Margolis, Debbie Dotson

Landscape Committee

Cush Bhada, Chair (GRF)

Juanita Skillman, Alternate (GRF)

Donna Rane-Szostak, (GRF)

Sue Quam (United)

Anthony Liberatore (United)

Marie Collins (United)

Maggie Blackwell, Alternate (United)

S.K. Park (Third)

Reza Karimi (Third)

Craig Wayne, Alternate (Third)

Glenn Miller (Mutual 50)

Sue Stephens, Alternate (Mutual 50)

Advisor: Catherine Brians

Maintenance & Construction Committee

Juanita Skillman, Chair (GRF)

Steve Leonard, Alternate (GRF)

Gan Mukhopadhyay (GRF)

S.K. Park (Third)

Brad Rinehart, (Third)

Reza Karimi, Alternate (Third)

Robert Mutchnick, Alternate (Third)

Mickie Choi Hoe (United)

Tom Tuning (United)

Ellen Leonard, Alternate (United)

Nancy Carlson (United)

Sue Quam, Alternate (United)

Sue Stephens (Mutual 50)

Peter Sanborn, Alternate (Mutual 50)

Advisors: Reza Karimi, Bill Walsh, Ajit Gidwani

Media and Communications

Joan Milliman, Chair (GRF)

Juanita Skillman, Alternate (GRF)

Donna Rane-Szostak (GRF)

Cris Prince (Third)

Ruth Johnson (Third)

Craig Wayne (Third)

Moon Yun, Alternate (Third)

Maggie Blackwell (United)

Georgiana Willis (United)

Jeanne Costello (United)

Sue Quam, Alternate (United)

Peter Sanborn (Mutual 50)

Sue Stephens, Alternate (Mutual 50)

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

Catherine Brians

Broadband Ad Hoc Committee

Martin Roza, Chair (GRF)

William Cowen (GRF)

Donna Rane-Szostak, Alternate (GRF)

Cris Prince (Third)

Jim Cook (Third)

Reza Karimi, Alternate (Third)

Robert Mutchnick (Third)

Moon Yun, Alternate (Third)

Mickie Choi Hoe, Alternate (United)

Sue Quam (United)

Tom Tuning (United)

Peter Sanborn (Mutual 50)

Sue Stephens, Alternate (Mutual 50)

Advisors: John Cornell, Debbie Dotson,

Bunny Carpenter

Mobility & Vehicles Committee

Steve Leonard, Chair (GRF)

Juanita Skillman (GRF)

Cush Bhada, Alternate (GRF)

Moon Yun (Third)

S.K. Park (Third)

Reza Karimi, Alternate (Third)

Ellen Leonard (United)

Maggie Blackwell, Alternate (United)

Marie Collins, Alternate (United)

Nancy Carlson (United)

Sue Stephens (Mutual 50)

Peter Sanborn, Alternate (Mutual 50)

Advisors: Vashi Williams, Elsie Addington

Security and Community Access

Juanita Skillman, Chair (GRF)

Steve Leonard (GRF)

Cush Bhada, Alternate (GRF)

S.K. Park (Third)

Reza Karimi (Third)

David Veeneman, Alternate (Third)

Craig Wayne (Third)

Ruth Johnson, Alternate (Third)

Nancy Carlson (United)

Maggie Blackwell (United)

Mickie Choi Hoe (United)

Vidya Kale, Alternate (United)

Sue Stephens (Mutual 50)

Peter Sanborn, Alternate (Mutual 50)

OTHER COMMITTEES:

Disaster Preparedness Task Force

Eric Nunez, Co-Chair

Juanita Skillman, Co-Chair (GRF)

Donna Rane-Szostak (GRF)

S.K. Park (Third)

Moon Yun (Third)

Jules Zalon (Third)

Craig Wayne, Alternate (Third)

David Veeneman, Alternate (Third)

Anthony Liberatore (United)

Charlie Prater (United)

Georgiana Willis (United)

Vidya Kale, Alternate (United)

Rick Kopps, Alternate Resident (Mutual 50)

Sue Stephens (Mutual 50)

Advisors: Tom Soule, Bruce Bonbright

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

Juanita Skillman (GRF)

Cush Bhada, Alternate (GRF)

S.K. Park (Third)

David Veeneman, Alternate (Third) Robert Mutchnick, Alternate (Third)

Maggie Blackwell (United) Vidya Kale, Alternate (United) Sue Stephens (Mutual 50) Glenn Miller, Alternate (Mutual 50)

Select Audit Task Force

William Cowen, Chair (GRF)
Diane Phelps (GRF)
Mickie Choi Ho (United)
David Veeneman (Third)
Craig Wayne (Third)

Executive Hearings Committee

Juanita Skillman (GRF)
Joan Milliman (GRF)

Donna Rane-Szostak, Alternate (GRF)

Space Planning Ad Hoc Committee

Juanita Skillman, Chair (GRF)
Cush Bhada (GRF)
Ellen Leonard, Alternate (United)
Tom Tuning (United)

Nancy Carlson (United)
Mickie Choi Hoe (United)

S.K. Park (Third)

Reza Karimi (Third)

Moon Yun (Third)

Sue Stephens (Mutual Fifty)

Peter Sanborn (Mutual Fifty)

Glenn Miller (Mutual Fifty)

El Toro Water District – Juanita Skillman, Alternate (GRF)/Donna Rane-Szostak, (GRF)

RESOLVED FURTHER, that Resolution 90-24-57 adopted October 1, 2024, is hereby superseded and cancelled; and

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

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Treasurer's Report for November 5, 2024 Board Meeting

Slide 1 – This first table includes all revenues and expenses for operating, reserves, and restricted funds. Through the reporting period of September 30, 2024, GRF had net revenue of \$3.1M, with total revenue of \$39.8M and total expense of \$36.7M. GRF was better than budget by \$325K with total expenses coming in lower than budget by \$305K.

Slide 2 – The next table displays the Operating Fund activities, which excludes non-operating revenues, expenses and depreciation. This report shows a favorable variance of \$159K through the reporting period, with expenses better than budget by \$375K, offset by non-assessment revenue worse than budget by (\$216K).

Slide 3 – This slide shows our most significant Operating Fund variances by category with green bars representing favorable variances to budget, and orange bars representing unfavorable items.

Favorable. Overall, we had favorable variances in:

- Cable programming/franchise fees were favorable by \$321K due to cable programming being overbudgeted. The variance is expected to continue through the end of the year; the 2025 Business Plan was adjusted to reflect this.
- Employee compensation and related were favorable by \$302K in General Services due
 to various open positions such as bus drivers, a paving trade helper, and an auto
 mechanic. Additionally, Landscape has various open gardener and irrigation positions.
 Open positions remain throughout the organization; recruitment is in progress. A partial
 offset to the savings is found in Recreation as events and operating hours returned to
 pre-pandemic service levels; the 2025 budget has been adjusted to reflect this.
- Miscellaneous revenue was favorable by \$229K due to electric charging station revenue benefiting from increased rates that took effect in September 2023, after the 2024 budget was finalized. Additionally, demand is higher year to date for personal training and group classes at the fitness center.
- Clubhouse rentals and event fees were favorable by \$178K due to more event fee revenue
 at the Performing Arts Center (PAC) for events such as Such as King of Queen, Jimmy's
 Buffet, and ABBA FAB tribute bands.

Unfavorable. Some offsetting unfavorable variances included:

- Outside Services were unfavorable by (\$111K) due to a high increase in credit card
 payments as payments via credit cards have increased in popularity amongst residents.
 Furthering the unfavorable variance, Grounds Maintenance is outsourced as gardener
 positions remain unfilled.
- Utilities and Telephone were unfavorable by (\$403K) due to electricity rates being higher than budgeted. In addition, gas rates were also higher than planned. Both electricity and gas rates have been adjusted for the 2025 plan.
- Broadband Services were unfavorable by (\$489K) due to clients allocating less money to Cable TV advertising and instead towards other digital platforms that provide advertising metrics. In addition, internet revenue was slightly over budgeted, which has been adjusted for the 2025 budget. Finally, revenue for set top boxes is lower than anticipated as streaming becomes more popular amongst the community.

Slide 4 – This slide shows sources of revenue other than the assessments, such as fees and rentals. To date, we have received \$8.2M of non-assessment Operating Fund revenue, as shown on this pie chart. By category, we can see that our largest revenue is Broadband Services (i.e. internet, set top boxes, ad insertion, and premium channels), followed by Golf Revenue, Other revenue, which includes Class Fees, Electric Vehicle Charging Revenue, Additional Occupant Fees, Equestrian Center fees, and RV Storage Fees, among others, amount to 16%. Additionally, Clubhouse Rentals & Event Fees, and Merchandise Sales. These revenues offset costs and help keep assessments down.

Slide 5 – Consistent with prior months, our largest Operating Fund expense is compensation, followed by cable and programming expenses. Of the \$32.8M, excluding depreciation, these two categories account for 70% of the total Operating expense. Insurance, Professional and Legal, Outside Services, Utilities & Fuel, etc. make up the remaining 30%.

Slide 6 – 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 \$45.9M; restricted fund balances have an ending balance of \$2.8M. Included in these
 totals are contributions received this year through assessments, trust facilities fees, and
 investment earnings.
- The 2nd column shows the work in progress of \$12.8M for reserve and \$43K for restricted, reflecting the amounts paid for projects not yet completed.

• The 3rd column represents the resulting "adjusted" fund balances of \$33.1M for reserve and \$2.8M for restricted.

Slide 7 – We have a slide here to show resale history from 2022-2024. Community-wide sales total 596 through September 30, 2024. Most of these transactions generate the Trust Facilities Fee (transfer fee), used as a source of revenue for our reserves.

Slide 8 –The listing on this slide gives you an idea where the reserve money is committed. Of the \$29.8M appropriated by the Board for various projects and equipment purchases, the remaining encumbrances against our reserve funds is \$15.6M, primarily for renovation projects. Restricted funds had total appropriations of \$47K, for the West Creek Fuel Modification project, which has been completed.

Slide 9 – We compare our adjusted fund balances to historical balances for the past five years on this next chart, showing that GRF has averaged \$32.5 million in reserve funds and \$2.7 million in contingency funds.

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GRF Financial Report



INCOME STATEMENT (in thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$26,159	\$26,159	\$0
Non-Assessment Revenue	\$13,632	\$13,612	\$20
Total Revenue	\$39,791	\$39,771	\$20
Total Expense	\$36,665	\$36,970	\$305
Net Revenue/(Expense)	\$3,126	\$2,801	\$325

GRF Financial Report



OPERATING ONLY INCOME STATEMENT (in thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$24,211	\$24,211	0\$
Non-Assessment Revenue	\$8,209	\$8,425	(\$216)
Total Revenue	\$32,420	\$32,636	(\$216)
Total Expense ¹	\$32,820	\$33,195	\$375
Operating Surplus/ (Deficit) 1) excludes depreciation	(\$400)	(\$259)	\$159

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GRF Financial Report

GOLDEN RAIN FOUNDATION of LAGUNA WOODS

As of September 30, 2024 Operating Only



Employee compensation and related

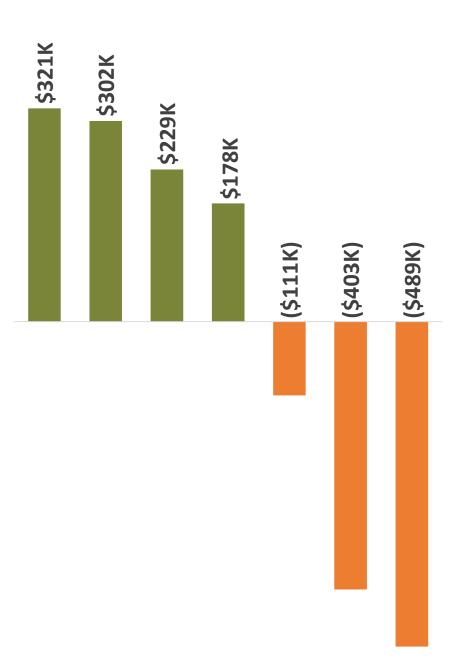
Miscellaneous revenue

Clubhouse rentals and event fees

Outside Services

Utilities and telephone

Broadband services revenue

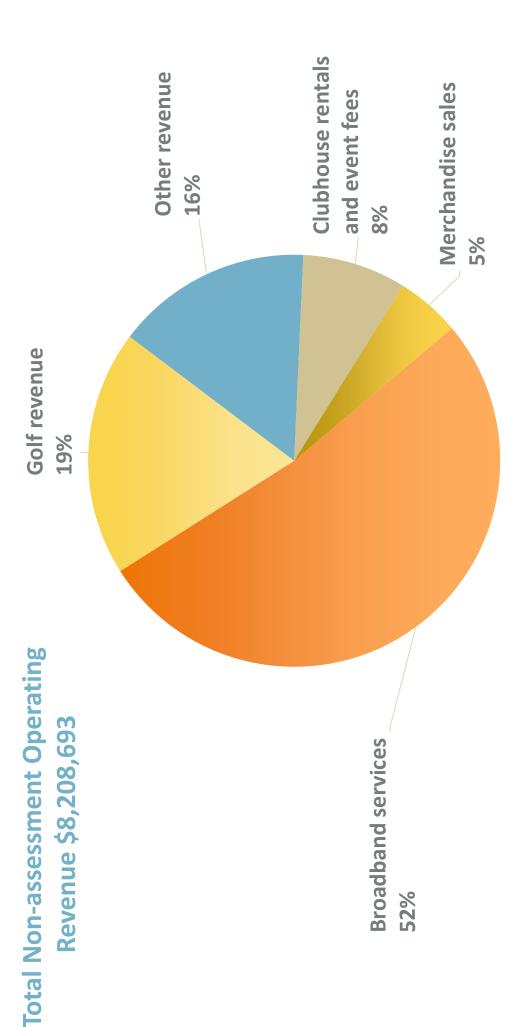


■ Unfavorable ■ Favorable

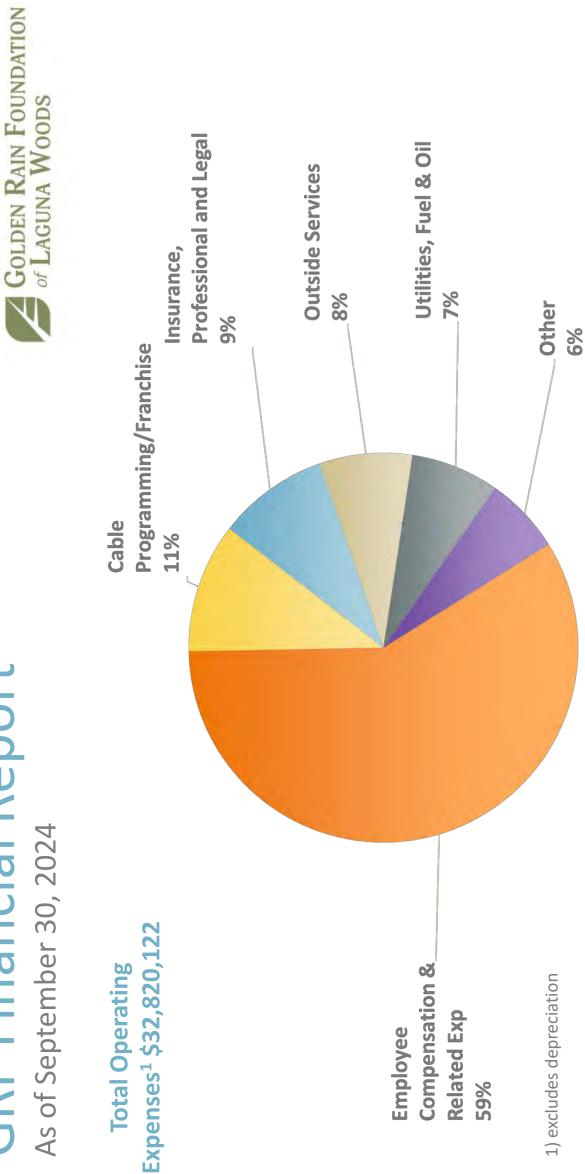
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GRF Financial Report





GRF Financial Report



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GRF Financial Report



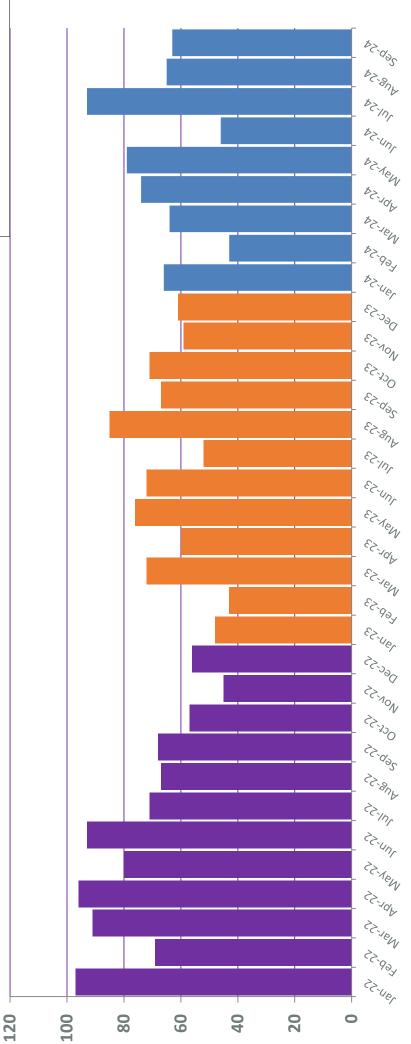
RESERVE FUND BALANCES (in thousands)	ENDING	WORK IN PROGRESS	ADJUSTED BALANCES
Equipment Fund	\$7,379	\$7,607	(\$228)
Facilities Fund	\$18,659	\$5,153	\$13,506
Trust Facilities Fee Fund	\$19,850	\$0	\$19,850
TOTAL	\$45,888	\$12,760	\$33,128
RESTRICTED FUND BALANCES (in thousands)	ENDING	WORK IN PROGRESS	ADJUSTED
Contingency Fund	\$2,823	\$43	\$2,780

GRF Financial Report

As of September 30, 2024

Resale History — Consolidated

	RESALES	AVG. KESALE PRICE
YTD 2022	731	\$412,547
YTD 2023	575	\$420,321
YTD 2024	596	\$485,546



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GRF Financial Report

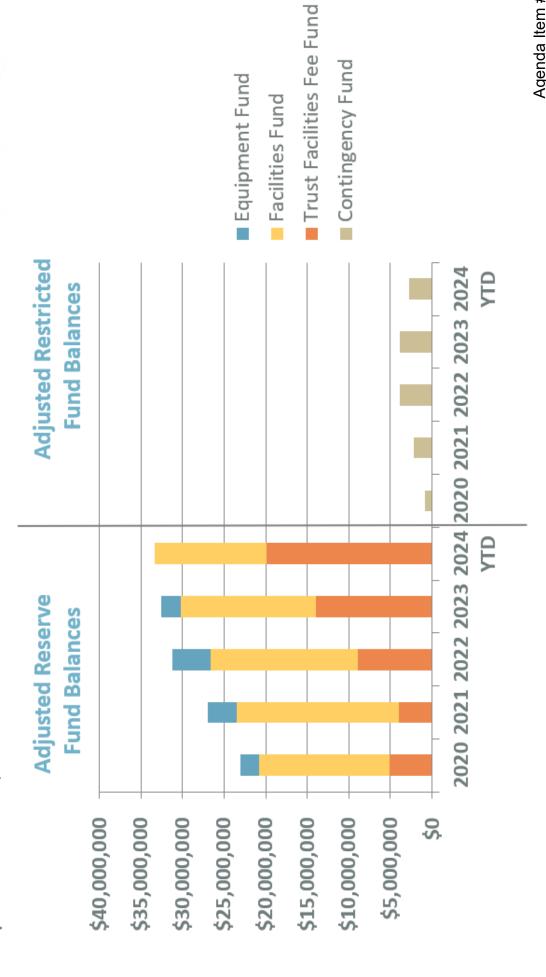
As of September 30, 2024



FUND ENCUMBRANCES (in thousands)

GRF Financial Report





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FINANCE COMMITTEE MEETING REPORT OF THE REGULAR OPEN SESSION

Wednesday, October 16, 2024 – 1:30 p.m. Hybrid Meeting

DIRECTORS PRESENT:

Donna Rane-Szostak – Chair, Mickie Choi Hoe, Thomas Tuning, Moon Yun, Juanita Skillman (substitute), Craig

Wayne

DIRECTORS ABSENT: Peter Sanborn (excused)

ADVISORS PRESENT: None.

STAFF PRESENT: Siobhan Foster, Steve Hormuth, Jose Campos, Alison Giglio,

Blake Lefante, Erika Hernandez, Karina Vargas, Pam

Jensen, Tom Siviglia

OTHERS PRESENT: VMS – Kathryn Bravata, Cynthia Rupert

GRF - Steven Leonard, Juanita Skillman, Egon Garthoffner,

Cush Bhada, Martin Roza United – Ellen Leonard Third – Reza Karimi

Call to Order

Director Rane-Szostak, chaired the meeting and called it to order at 1:45pm after an initial postponement of 15 minutes to allow sufficient time for committee members and residents in attendance to review the agenda packet distributed at 1:30.

Acknowledgement of Media

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

Approval of the Agenda

A motion was made to approve the agenda as presented. Hearing no objections, the motion to approve the agenda passed unanimously.

Report of GRF Finance Committee Regular Open Meeting October 16, 2024 Page 2 of 4

Approval of Special Meeting Report for September 18, 2024

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

Chair's Remarks

Director Rane-Szostak provided an update on the Finance Department's transition to the new ERP system. The chair further explained that September was the first month the new system came online and due to staff's learning curve and real time trouble shooting, the full agenda packet was not available for review by members until the start of the Finance Committee meeting. Director Rane-Szostak also informed members of the \$9.97 per manor per month assessment increase for 2025 with respects to GRF.

Member Comments (Items Not on the Agenda)

None.

Department Head Update

Steve Hormuth, Director of Financial Services provided an overview on the current state of the budget and reported that the GRF Board adopted the budget for 2025 during their September meeting. The annual notifications are scheduled to be sent to owners depending on the preferred method of delivery in late November and available for viewing on the Laguna Woods Village website as well. Staff further thanked everyone for their patience and understanding in providing the delayed financial statements.

Preliminary Financial Statements dated September 30, 2024

Jose Campos, Assistant Director of Financial Services, presented Preliminary Financial Statements dated September 30, 2024. Questions and comments were addressed and noted by staff.

RV Storage Fee Recommendation

Steve Hormuth, Director of Financial Services, presented a staff report recommending the Committee endorse an increase in the annual RV Storage Fee from \$320 to \$450 effective January 1, 2025. Staffs recommends 100% of the expenses from the RV Storage Lot be recovered through annual fees with a 0% shared cost.

Director Choi Hoe moved to endorse staff's recommendation. Director Wayne seconded. Discussion ensued. Director Thomas Tuning made a motion to amend the existing motion to maintain the 0% to 100% cost recovery calculation with the vacancy rate not to exceed 10% until modified by the GRF Board of Directors. Director Yun seconded. The called the question and the amendment was approved by a vote of 6-0.

Report of GRF Finance Committee Regular Open Meeting October 16, 2024 Page 3 of 4

The chair then called the question to the amended motion and the amended motion passed by a vote of 6-0.

A member expressed their concern over the rise in cost from the previous years for RV storage fees in conjunction to vacancies and suggested staff looks into the vacancy rate. Staff informed the member that the vacancy rate was not directly caused by the increase from 2017 and instead was attributed to a disconnect to whom the spaces belonged to.

A member recommended staff further analyze the costs associated to custodial, trash, and security pertaining to the RV lot. Staff informed the member the order of which information is presented and that a response to the question posed will be provided either in the upcoming SCAC meeting or when it is brought before the board.

A member emphasized the deal associated with storing an RV for a year, the breakdown for storing a vehicle comes down to \$8.65 weekly.

Class fee Cost Analysis

Steve Hormuth, Director of Financial Services, presented a staff report on the expenses associated with the Recreation Class Fee as noted in resolution 90-23-46 to be reviewed every two years per the GRF Board. The report detailed the annual budget revenue offsetting the costs with no shared cost by members. The Class Fee Cost Analysis was to be conducted in two parts, however due to the Committee agreeing to no changes there will be no subsequent recommendation this year, follow up to be scheduled for 2026.

Bridge Room Guest Fee Cost Analysis

Steve Hormuth, Director of Financial Services, provided a staff report on the expenses associated with Bridge Room Guest Fees. The report details the annual budget for Clubhouse 7 having increased by \$143K from 2019 to 2025 impacting the shared costs currently set at an 85/15 split. The last fee review was in 2019 via resolution 90-19-62, a subsequent meeting will be scheduled to recommend adjustments to the fees.

Future Agenda Items

Bridge Room Guest Fee Recommendation

Committee Member Comments

Director Tuning wanted to extend his gratitude to the Finance Department Staff for their continued efforts during this new system transitionary period as well as for all their hard work. Director Choi Hoe echoed her gratitude towards staff and informed the audience

Report of GRF Finance Committee Regular Open Meeting October 16, 2024 Page 4 of 4

that she is stepping away from this committee but will continue her communication with staff. Director Skillman thanked staff and by extension the ITAC committee for building the foundation for the new system as well as all the phases leading up to the full launch. Director Rane- Szostak welcomed the new Treasurer for Third Mutual, Craig Wayne and also thanked staff for all their hard work. Director Wayne echoed Director Tunings message.

Date of Next Meeting

Wednesday, December 18, 2024 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 3:30 p.m.

	DRAFT
Ē	Oonna Rane- Szostak Chair

OPEN MEETING

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

Thursday, October 10, 2024 – 1:30 p.m. Board Room/Virtual Meeting

MEMBERS PRESENT: Cush Bhada, Acting Chair, Joan Milliman, Robert

Mutchnick, Sue Quam, Ellen Leonard, Moon Yun, Sue

Stephens, Dennis Boudreau, Ajit Gidwani

MEMBERS ABSENT: Elsie Addington, Peter Sanborn

OTHERS PRESENT: Reza Karimi, Maggie Blackwell, Mickie Choi, Jeanne

Costello, Egon Garthoffner, Charles Prater

STAFF PRESENT: Alison Giglio, Jennifer Murphy, Jackie Chioni, Steve

Hormuth, William Arceo

Call to Order

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

Acknowledgement of Media

There was no press present.

Approval of Agenda

Director Mutchnick made a motion to remove item number 11 and approve agenda as edited. Director Leonard seconded.

Motion passed unanimously.

Approval of Committee Report for September 12, 2024

Director Leonard made a motion to approve the report. No second recorded.

Motion passed 4-1. Director Mutchnick abstained.

Chair's Remarks

Acting Chair Bhada stated today is a sad day as the community lost the chairman of India conglomerate, TATA Group. Acting Chair Bhada welcomed the new committee members. Acting Chair Bhada stated Clubhouse 1 is in full operation with striking changes in billiards room including an updated kitchenette and soundproofing with the previous billiards room

updated to be an MPR for rental space. There are many updates to the facility and he thanked staff for the Clubhouse 1 renovation project. Acting Chair Bhada stated he is looking forward to a productive meeting today.

Report of the Recreation and Special Events Director

Ms. Giglio reported the following Recreation Department highlights: Clubhouse 1 staff is working on unfinished project details and will be ordering new furnishings; the community patience is appreciated as staff works diligently on finishing the minor Clubhouse 1 renovation project items; at Clubhouse 2, the carpet was cleaned in the Grevillea, Los Olivos and card room and the parking lot concrete repairs were completed; Clubhouse 4 staff is preparing for the annual Arts & Crafts Bonanza with over 100 vendors ready to sell their handcrafted wares; the steak dinner at Clubhouse 5 had 126 in attendance and the Village Bazaar sold out in 15 minutes; the HVAC was recently repaired and the floor maintenance was completed at Clubhouse 7; approximately 300 were in attendance at the Equestrian Center Taste of Country event last weekend; there are 410 participants entered for the Village Games sports including archery, basketball, bicycling, billiards, bocce, progressive bridge, equestrian, golf, lawn bowling, volleyball, mahjong, petanque, pickleball, poker, shuffleboard, swimming, table tennis, target shooting and tennis; Village Games events began on October 7 and the closing ceremony for participants will be hosted at Clubhouse 5 on October 31; attendance is increasing at the Clubhouse 1 Fitness Center and circuit classes are either selling out or filling up quickly; Library volunteers worked 729 hours to support 2,160 visitors in September; new resident signups have been consistent month to month with material usage slightly lower except for the puzzles as they are at alltime high; DVD and CD book usage is still provided as a service to those who aren't quite ready to transition to streaming; new changes were implemented this year including going paperless with emailing checkout receipts; additional shelves were installed for puzzles and magazines (including a magazine rack for the patio); removal of the plexiglass was completed; new keyboards and volunteer labeled series books were added; Mr. McCray's report includes the completion of the aerification with courses returning to optimal conditions in a few weeks; a new golfer orientation was held on October 1 with 10 new resident golfers in attendance; tennis court 7 was recently repaired and cleaned after badminton returned to Clubhouse 1; three Garden Center plots are open to date with active tours occurring leading to successful rental of released plots; Garden Center volunteers will be planting a new pollinator garden near the Garden Center 2 entrance.

Ms. Giglio reported the following GRF board meeting update: approval of a share cost percentage of 35/65 percent (35% covering total expense for golf maintenance and operations including depreciation and 65% of total costs to be recovered through golf facility use fees) including a \$10 increase to all guest green fees above the current rate and a new fee schedule will go into effect January, 2025; an additional hour to keep Pool 5 open until 7 p.m. in October was approved; new contracts were approved for outsourcing golf course maintenance and the Performing Arts Center sound system;

Ms. Murphy stated the following: a new class, Dance Moves, with Laura Freeman will begin on Thursdays at Clubhouse 5 in the fitness classroom; the free Monday movie at the Performing Arts Center, *Ghostbusters: Frozen Empire*, will be held on October 21 at 2 and 7 p.m.; the fall Village Bazaar will be hosted at Clubhouse 5 in the main lounge on October 26, 10 a.m. to 2 p.m.; the annual Arts & Crafts Bonanza will be held at Clubhouse 4 on November 2, 9 a.m. to 4 p.m. and November 3, 10 a.m. to 3 p.m.; the annual Thanksgiving Buffet will be hosted at Clubhouse 2 and 5 on November 28 with tickets sales starting on November 4.

Member Comments (Items Not on the Agenda)

None.

CONSENT

Director Milliman made a motion to approve the consent calendar. Director Mutchnick seconded.

Discussion ensued.

Motion passed unanimously.

REPORTS

Recreation Supervisor Introduction— William Arceo, Recreation Generalist, introduced himself while stating his Laguna Woods Village work history.

Discussion ensued.

Garden Center Access Discussion –Ms. Giglio stated the Garden Center access discussion regarding unrestricted access to Garden Club officers and requested input from CAC.

Discussion ensued.

The Committee does not recommend unrestricted access to the Garden Centers and directed staff to comply with current policy.

ITEMS FOR DISCUSSION AND CONSIDERATION

California Club Rollover Exception Request – This item was rescinded by the requestor.

Aquadettes Request for Exception to GRF Poster Policy, Pool Closure and Staff Support for the 2025 Aqua Follies Show—Ms. Murphy stated the staff report.

Report of GRF Community Activities Committee Regular Meeting October 10, 2024 Page 4

Director Milliman made a motion to recommend the poster policy exception to post an 11x17 poster at all Clubhouses and as an annual exception. Director Leonard seconded.

Discussion ensued.

Motion passed 5-1-1. Director Quam was absent. Director Yun abstained.

Director Milliman made a motion to recommend Pool 1 closure from August 11 to 18, 2025. Director Leonard seconded.

Member was called to speak regarding changing the rules so no exceptions are necessary. Discussion ensued.

Motion passed 4-1-2. Director Quam opposed. Director Mutchnick and Director Yun abstained.

Director Milliman made a motion to provide staff support including ticket sales, setup (marquis and curtains), operation of lighting during rehearsals and shows and coordination of outsourced lifeguard services. Director Mutchnick seconded.

Discussion ensued.

Motion passed 5-1-1. Director Leonard opposed. Director Yun abstained.

Director Milliman made a motion to have poster policy exception, staff support and pool 1 closure for 8 days annually for the Aquadette Follies. Director Stephens seconded.

Discussion ensued.

Motion passed 4-2-1. Director Leonard and Director Mutchnick opposed. Director Yun abstained.

Equestrian Fee Recommendation – Mr. Hormuth stated the staff report.

Director Leonard made a motion to recommend 70/30% shared cost for 2025 and use Option 2 proposed fees and provide a monthly budget analysis to GRF Finance Committee. Director Stephens seconded.

Discussion ensued.

Members were called to speak regarding the following: in support of the Equestrian Center; support of fair costs for all amenities; raise lesson fees; not in support of comparing the Laguna Woods Village Equestrian Center to other centers; good attendance of club BBQs at the Equestrian Center; support of equine therapy; many volunteers at the Equestrian

Center; nominal rate increase; consider input from current Equestrian Senior Supervisor with regards to raising revenue; evaluate negative consequences to any changes to an amenity as all must be considered equally; regarding affordability of the EQ center; all members agreed to shared cost when moving into Laguna Woods Village; all amenities increase at the same rate.

Motion failed 2-5. Acting Chair Bhada, Director Milliman, Director Quam, Director Mutchnick, Director Yun opposed.

Director Milliman made a motion to recommend option 1 for Equestrian Fees with bimonthly budget review to be presented at CAC. Director Mutchnick seconded.

Motion passed unanimously.

Recreation and Special Events Department Operating Rules Review – The committee stated all edits.

Director Mutchnick made a motion to accept the Recreation and Special Events operating rules. Director Stephens seconded.

Discussion ensued.

No vote occurred.

Director Leonard made a motion to keep the minimum of 10 years of age for guests at the Equestrian Center. Director Milliman seconded.

Motion passed 5-1-1. Director Quam opposed. Director Mutchnick abstained.

Director Mutchnick exited the meeting at 4:30 p.m.

Director Stephens exited the meeting at 4:45 p.m.

Director Leonard made a motion to recommend Recreation and Special Events operating rules with corrections. Director Milliman seconded.

Motion passed 4-3. Director Quam, Director Mutchnick and Director Stephens absent.

ITEMS FOR FUTURE AGENDAS

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

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

Report of GRF Community Activities Committee Regular Meeting October 10, 2024 Page 6

CONCLUDING BUSINESS

Committee Member Comments

Director Yun stated the discussion at the beginning of the meeting did not include information on the screens or hardcopy and the information did not correspond to the information in the agenda packet. Staff confirmed the information discussed did correspond with the agenda packet.

Advisor Gidwani thanked staff for putting the packet together and thanked committee members for volunteering time to make the community better.

Director Bhada thanked all in attendance.

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 14, 2024.

Adjournment

There being no further business, the Acting Chair adjourned the meeting at 5:02 p.m.

Cush Bhada, Acting Chair



OPEN MEETING

REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION LANDSCAPE COMMITTEE WEDNESDAY, August 14, 2024 – 1:30 P.M. BOARD ROOM / VIRTUAL MEETING Laguna Woods Village Community Center 24351 El Toro Road

REPORT

COMMITTEE MEMBERS PRESENT:

Chair – Cush Bhada, Donna Rane-Szostak, S.K. Park, Reza Karimi, Anthony Liberatore, Glenn Miller, Maggie Blackwell (substitute)

COMMITTEE MEMBERS ABSENT:

Sue Quam

OTHERS PRESENT:

Juanita Skillman (zoom)

STAFF PRESENT:

Kurt Wiemann, Megan Feliz

Call Meeting to Order
 Chair Bhada called the meeting to order at 1:33 p.m.

Acknowledgment of Media No formal press was present.

3. Approval of the Agenda

Director Szostak moved to approve the agenda, and Director Liberatore seconded it. The agenda was approved without objection.

4. Approval of the Meeting Report for February 14, 2024 Director Miller moved to approve the agenda, and Director Liberatore seconded it. The report was approved without objection.

5. Chair Remarks

Chair Bhada acknowledged it was a lovely day. He passed his time over to Director Szostak; she updated everyone on the ETWD Community Advisory Group meeting she attended.

6. Guest Speaker- Matt Davenport, Monarch Environmental Inc.

Mr. Wiemann introduced Mr. Davenport and explained how the landscape performance review started. Mr. Davenport gave a brief overview of his background and the review he is conducting. Questions were asked and answered.

7. Department Head Update

a. CH 6 Update

Mr. Wiemann informed the committee that the staff had begun turf reduction on the slope by CH 6. It is a steep slope that the mower slides down when being mowed. This project is being completed for safety, it will be going full force over the next few weeks. Mr. Wiemann let the committee know they are refurbishing the front as well, to present a new look.

b. Aliso Creek Report

Mr. Wiemann notified everyone that the creek permit was expiring. The staff has already stated that they are working on a new license, which is pending. The clean-up was completed on Friday, and Mr. Wiemann will bring the report to the next meeting.

c. Charging Wall Update

Mr. Wiemann presented a PowerPoint presentation on the finished charging station. Questions were asked and answered.

8. Member Comments (Items Not on the Agenda)

- Member commented about moving the Willow trees by Aliso Creek and meeting report reflecting member comments.
- A member commented about the Willow trees blocking the creek view, the change in the material of the Aliso Creek bridge, and the creek needing heavier clean-up.
- A member commented on east end of the bridge and Weeping Willow, how the grass has become dead, the weeds are overgrowing, and how often the creek is cleaned up.
- A member commented on who is responsible for the landscape at the post office annex in the CH3 parking lot, asked the committee if they check the building, and asked the committee to give the landscape a grade for quality.
- A member commented that the landscape is dying at CH 1 and asked who is feeding the koi fish.
- A member commented, asking questions about Aliso Creek supervision period and the recurrence of the permits.

9. Response to Member's Comments

Mr. Wiemann responded to the member's comments.

Items for Discussion and Consideration

10. Concept Entry Gate Design

Mr. Wiemann presented the concept drawing to the committee and apologized as some arrived late yesterday. He asked the committee to take them home and review them. If they have any comments or suggestions, please email Mrs. Feliz no later than Monday, August 19, 2024. Mr. Wiemann stated that the staff has already rejected the lantana, and the designer will go with a different plant.

Future Agenda Items:

Aliso Creek Summary

Concluding Business:

11. Committee Member Comments

Various committee comments made.

- 12. Date of Next Meeting Wednesday, November 13 at 2:30 p.m.
- 13. Adjournment at 3:00 p.m.

Cush Bhada, Chair

Cush Bhada, Chair Kurt Wiemann, Staff Officer Telephone: 949-268-2565 THIS PAGE LEFT BLANK INTENTIONALLY



SPECIAL OPEN SESSION

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

Wednesday, September 19, 2024 – 3:30 p.m. 24351 El Toro Road, Laguna Woods, CA 92637 Board Room and Virtual with Zoom

REPORT

MEMBERS PRESENT: Juanita Skillman – Chair, Gan Mukhopadhyay, Steve

Leonard, Thomas Tuning, Reza Karimi, Sue Stephens

MEMBERS ABSENT: Mickie Choi Hoe, Brad Rinehart

OTHERS PRESENT: GRF: Martin Roza, Joan Milliman, Donna Rane-Szostak,

Steve Leonard

United: Georgiana Willis

Advisors: Bill Walsh, Ajit Gidwani

STAFF PRESENT: Guy West – Staff Officer & Projects Division Manager,

Manuel Gomez – Maintenance & Construction Director, Drew Anastasio – Senior Clubhouse Technician, Heather

Ziemba – Projects Administrative Coordinator

1. Call to Order

Chair Skillman called the meeting to order at 3:32 p.m.

2. Acknowledgement of Media

Chair Skillman noted that no media was present.

3. Approval of the Agenda

A motion was made and duly seconded to approve the agenda as written.

4. Chair's Remarks

Chair Skillman commented on the information to be presented in the meeting.

5. Department Head Update

None.

Golden Rain Foundation
Maintenance & Construction Committee
Special Open Session
September 19, 2024
Page 2 of 2

6. Member Comments

A member commented on the potential closure dates of the PAC Theater.

Consent:

None

Items for Discussion and Consideration:

7. PAC Sound System

Mr. West discussed the staff report and provided a presentation to show the scope of work for this project. Discussion ensued. Mr. West and Mr. Gomez answered questions from the committee. Mr. Anastasio answered technical questions from staff and the committee. Member comments were heard.

Concluding Business:

8. Committee Member Comments

No committee member comments.

- 9. Date of Next Meeting: Wednesday, October 9, 2024 at 9:30 a.m.
- 10. Recess The meeting was recessed at 4:31 p.m.

Juanita Skillman, Chair

Juanita Skillman, Chair Guy West, Staff Officer Telephone: 949-597-4625

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OPEN MEETING

REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION MEDIA AND COMMUNICATIONS COMMITTEE

Monday, July 15, 2024 – 1:30 p.m. Board Room / Virtual Hybrid Meeting

REPORT

Members Present: Chair Joan Milliman; Directors Maggie Blackwell, Cris Prince, Peter Sanborn, Juanita Skillman, Georgiana Willis (arrived 1:37 p.m.); Alternates Donna Rane-Szostak, Moon Yun; Advisors Catherine Brians, Carmen Pacella (left 2:27 p.m.), Lucy Parker

Members Absent: Director James Cook (excused), Advisors Theresa Frost (excused), Tom Nash (excused)

Others Present: Third - Mark Laws; Richard Rader, William Hite; Urban Insight - Project Lead Ben Upham, Project Manager Nikita Aidasani, Creative Director Nick Dota

Staff Present: Jenning Lai, Catherine Laster, Susan Logan-McCracken, Ellyce Rothrock, Chuck Holland

1. Call to Order

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

2. Acknowledgement of Media

None present.

3. Approval of Agenda

Approved by unanimous consent.

4. Approval of Report for April 15, 2024

Approved by unanimous consent.

5. Chair's Remarks

Chair Milliman welcomed the committee and recommended reading the May/June and July/August editions of the Village Breeze.

6. Member Comments

There were no member comments.

Items for Discussion

7. Urban Insight Website Presentation - Chuck Holland

Mr. Holland introduced a presentation by representatives from Urban Insight, the contractor developing the new community website.

Mr. Upham introduced himself and the other Urban Insight presenters.

Ms. Aidasani discussed insights gained from interviewing residents and potential residents for the user experience and usability evaluation summaries.

Mr. Dota showed wireframes, designs and color palettes for the website homepage and landing pages and demonstrated prototypes of how the website will look on a laptop and a mobile device.

Mr. Upham discussed development updates, content migration and search function improvements, and gave a tour of the website. He stated that the website is built in Word-Press and hosted by Pantheon.

Mr. Holland discussed single sign-on technology for document access.

Committee questions and discussions that ensued included:

- Searching documents using filtered searches
- Requesting archived records dated prior to 2017
- Searching for real estate listings on the Sales and Leasing landing page
- Linking to the Towers website
- ADA compliance
- Homepage photography and videos
- Budget that had been previously allocated for website development
- Single sign-on feature
- Language translation
- Defining the difference between a condo and co-op
- Estimated completion date of early October

Director Laws further discussed resident log-in and records requests, and volunteered to be a tester for the website.

Mr. Rader commended the work done and suggested the website be used for communication between the boards and the community, including resolutions on 28-day notice. Discussion ensued.

8. Media and Communications Report - Ellyce Rothrock

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

- Daily website and Facebook updates
- Jobs tracked through Trello
- The Village Breeze adding cover blurbs for the first time
- Two employee newsletters distributed
- Weekly "What's Up in the Village" email blasts
- Weekly press releases sent to the Globe
- GRF and mutual presidents' email messages
- Connections and Pathways flyer
- Resident Services trifold brochure
- Lowest and highest open rates above standard across all industries
- Attendance for the new resident orientations
- Surveys for VMS and United boards
- Tasking for Village 60th-anniversary event

Ms. Rothrock also discussed working with the former docents on a new presentation format for prospective, new and existing residents.

Director Blackwell asked what the Contacts column on the iContact Report represents. Ms. Rothrock explained that column represents our various email subscriber lists maintained in iContact.

Mr. Rader highlighted the Connections and Pathways flyer listing 15 ways to get in touch with Village boards and management.

Director Yun asked whether iContact is used for email addresses only. Ms. Rothrock confirmed. Discussion ensued about the subscriber lists.

Mr. Hite offered a suggestion for grandparents to enjoy a Saturday matinee with their grandchildren and offered to print out a list of DVD movies in his possession. He also asked about a MeTV cartoon channel. Ms. Rothrock said she would forward his information to Village Television for follow-up. Discussion ensued.

<u>Items for Future Agendas</u>

None

Concluding Business

Committee Member Comments

Advisor Brians and Advisor Parker said it was a very good meeting.

Director Sanborn suggested a website update meeting before the next regular meeting date. Chair Milliman agreed the committee might need to call a special meeting.

Director Blackwell suggested announcing that children's movies are available on DVD at the Village Library for residents to check out.

Director Milliman reminded the committee about a suggestion to include GRF in the new resident orientations. She asked about updating the website and commended the Village Breeze and all the work the staff does. She discussed getting the word out about the Village Library, which offers materials in nine different languages.

Ms. Rothrock said she would be happy to work up an announcement for "What's Up in the Village." The Village Library brochure is included in the handouts at the new resident orientations. Discussion ensued.

Ms. McCracken thanked everyone for their input.

Director Rand-Szostak thanked Chuck Holland, the team and Urban Insight for their work on the website.

Chair Milliman thanked everyone for their efforts.

Date of Next Meeting - Monday, October 21, 2024, at 1:30 p.m.

Adjournment

Chair Milliman adjourned the meeting at 3:24 p.m.

pp. Joan Milliman / SLM Joan Miliman, Chair

Media and Communications Committee



OPEN MEETING

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

Wednesday, August 07, 2024 – 1:30 p.m. Laguna Woods Village Community Center Board Room 24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Steve Leonard Chair, Cush Bhada, Alison Bok,

Nancy Carlson, SK Park, Juanita Skillman,

Sue Stephens, Moon Yun, Vashti Williams (Advisor)

OTHERS PRESENT:

STAFF PRESENT: Robert Carroll, Francisco Perez, Miguel Camarena,

Joana Rocha

1. Call to Order

Chair Skillman called the meeting to order at 11:00 a.m.

2. Acknowledgment of Media

None present.

3. Approval of the Agenda

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

4. Approval of Meeting Report for May 15, 2024

The meeting report for May 15, 2024, was unanimously approved as written.

5. Chair's Remarks

Chair Steve Leonard introduced himself as the new chair of the Mobility and Vehicles Committee. He thanked everyone for the opportunity and gave a short background on the many committees he has worked with.

6. Member Comments (Items Not on the Agenda)

No member comments.

7. Response to Member Comments

No response to member comments.

8. Director's Report

Mr. Carroll gave the committee an overview of the Laguna Woods Village transportation ridership for the Fixed-Route, Journey, and BOOST programs.

Mr. Carroll provided dates and locations for the upcoming Transportation pop-up booth.

Report of the Regular Open Session GRF Mobility and Vehicles Committee Meeting August 7, 2024 Page **2** of **2**

- Director Bok asked about the definition of trips by route, the cost per user and per trip for the fixed route service, and whether the paratransit program is subsidized. Mr. Carroll explained and promised to address these topics in the following agenda item. Director Bok also inquired about potential subsidies for the paratransit program.
- Director Carlson said that the program being mentioned is an advantage program for people who get Medicare; it is delivered through insurance companies
- Director Skillman inquired about whether an individual had applied for transportation coverage. Do we need to keep track of the ridership to bill Medicare? Director Carlson mentioned that this is solely between the individual and the insurance. This is nothing the village has to do from an accounting standpoint

A brief discussion followed between the committee.

Items for Discussion

9. Transportation Budget by Program – Presentation

Mr. Carroll gave a presentation on the transportation budget by program. He reviewed the cost per program per manor per month and covered the benefits of our Transportation system. A discussion followed about other transportation possibilities.

Items for Future Agendas

None

Concluding Business:

Committee Member Comments - None

Date of Next Meeting – Wednesday, November 6, 2024, at 1:30 p.m.

Adjournment - The meeting was adjourned at 2:58 p.m.

DRAFT	
 Steve Leonard. Chair	

Steve Leonard, Chair Robert Carroll, Staff Officer Telephone: 949-597-4242



OPEN MEETING

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

Wednesday, October 23,2024 - 1:30 P.M. 24351 El Toro Road, Laguna Woods, CA 92637 Board Room/Virtual Meeting

Directors Present: Chair: Juanita Skillman, Maggie Blackwell, Nancy Carlson, Reza

Karimi, Sue Stephens, Craig Wayne, Dick Radar, Jules Zalon

Directors Absent: Steven Leonard

Staff Present: Carmen Aguilar, Aaron Kennedy, Alycia Magnuson, Eric

Nuñez,

Others Present: None

1. Call to Order

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

2. Acknowledgment of Press

There was no media present.

3. Approval of the Agenda

Chair Skillman requested approval of the agenda October 23, 2024 Hearing no changes or objections, the agenda was approved by unanimous consent.

4. Approval of the Meeting Report

There being no objections, the meeting minutes of August 28, 2024, were approved with pending correction by unanimous consent.

5. Chair's Remarks

Chair Skillman spoke on the following items:

• This is Director Skillman last SCAC meeting. She did state, she is satisfied of all the achievements accomplished.

6. Members' Comments

- Member spoke on making awareness on resident to resident gun violence and treating matters in various languages around the community.
- Member had questions on agenda item # 8 regarding car being non-operational and parked in a carport space. Security Department will be addressing this

matter.

Reports:

7. Update on Jacob and Green and Associates

Chief Nuñez commented on the following:

• The GAP analysis will move forward not suggestions or objections were given by directors. The SCAC committee was emailed the final GAP Analysis version.

8. Security Statistics Update

The following security statistics updates were discussed:

- RV Lot
 - o There is currently one prospect.
- Notice of Violations
 - The stats continue to show S-Code 0610 (FAILURE TO OBEY STOP SIGN) - is 50% of all the citations written.
- Orange County Sheriff Department
 - Total of 21 violations in the community the information was obtained via
 - o Phase 4 and 5 did not have any crimes reported at this time.
 - The information was collected on www.occrimemapping.com
- Compliance Notice of Violation stats
 - Had a total of 924 citation with delinquencies being the highest.
- Self-Initiated Supervisor Foot Patrol
 - Light request makes 45% of the foot patrol. Our Supervisors are making sure the lights are working properly during the night in breezeways, and around the community.
 - 29% is made up of other requests- suspicions activity, patrolling their assigned sector.
- Social Services
 - There is an average of 22 calls for per day for OCFA coming into the community. Social Services Lourdes Oseguera is the new Social Services Manager and will be attending the next SCAC meeting on February 26, 2024.

9. Noteworthy Incidents

None to report

10. Traffic Fees Recommendation

 On October 1, 2024 GRF Board meeting passed the topic and will be in effect Jan 1, 2025.

11. Vehicle, Traffic and Parking Rules

 On October 1, 2024 GRF Board meeting passed the topic and will be in effect Jan 1, 2025.

Items for Discussion and Consideration

12.RV Storage Fee Recommendation-

- Steve Hormuth, Director of Financial Services, presented a staff report recommending the Committee endorse an increase in the annual RV Storage Fee from \$320 to \$370 effective January 1, 2025. Staff recommends 100% of the expenses from the RV Storage Lot be recovered through annual fees with a 0% shared cost.
- Director Karimi moved to endorse staff's recommendation. Director Stephens seconded. Discussion ensued. The Chair called the question and the motion passed by unanimous vote.

13. To Be Determined

 Use of RV lots for Resident vacation or long-term parking. Director Reza motioned for Director of Security Eric Nuñez to research and work with Finance Director Blackwell seconded.

Items for Future Agendas:

14. Smart I.D.- possible AD-Hoc committee with IT could work together to generate Smart I.D. and incorporate new features and accessibility.

Items for Future Agendas:

- 15. Committee Member Comments
 - Director Stephens congratulated Director Skillman for all the work she has accomplished on this committee.
- 16. The next meeting will be held both in the board room and virtually via the zoom platform at 1:30 p.m. on Wednesday. February 26, 2025.
- 17. Adjournment 2:52 p.m.

DRAFT

Juanita Skillman, Chair Security and Community Access Committee THIS PAGE LEFT BLANK INTENTIONALLY



OPEN MEETING

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

Tuesday, September 24, 2024 - 9:30 A.M. 24351 El Toro Road, Laguna Woods, CA 92637 Board Room/Virtual Meeting

Directors Present: S.K. Park, Juanita Skillman, Sue Stephens, Donna Rane-

Szostak, Anthony Liberatore

Directors Absent: Georgina Willis, Gan Mukhopadhay, Moon Yun

Staff Present: Chair: Eric R. Nuñez, Aaron Kennedy, Carmen Aguilar, Alycia

Magnuson

Others Present: None

1. Call to Order

Chair Eric Nuñez called the meeting to order at 9:31 a.m. and proceeded to recognize and thank Director Juanita Skillman for her 14 years serving as a director.

2. Acknowledgment of Press

There was no media present.

3. Approval of the Agenda

Chair Eric Nuñez requested an approval of the agenda. Future date for Meeting for November was corrected from "Wednesday" to the correct day Tuesday, November 26, 2024.

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

4. Approval of the Meeting Report

There being no objections, the meeting minutes of July 30, 2024, were approved by unanimous consent.

5. Co-Chair's Remarks

Co-Chair Director Skillman mentioned this will be her last DPTF meeting since her term is ending next month in October. She is pleased to know things that she initiated are moving forward.

6. Members' Comments

- A member stated Juanita Skillman is fantastic and she will be missed as director.
- A member requested clubhouse coordinators be involved in the functionality testing of the Radios.

Reports

- 7. GRF Board- None
- 8. United Board-None
- 9. Third Board- Juanita will be missed. Thank you
- **10.Towers Board-** President Sue Stephens said, there are so many good things about Juanita.
- **11.Pet Evacuation Sub Committee-** Sandy Benson mentioned, she will be attending gate 11 meeting and she will be having a booth at the Quake Heroes Expo on October, 8, 2024 at clubhouse five.

Items for Discussion and Consideration

12. Antenna Project

Aaron Kennedy presented work status report on the Emergency Radio Equipment Installation. The Emergency Radio Equipment Installation project aims to enhance communication capabilities during disasters, ensuring rapid and effective response by the Laguna Woods Village Security Department, task force and local emergency services.

- As of today, 75% of the radio equipment has been installed at predetermined key locations. Clubhouses 1, 2, 3, 4, 5, and 7 have been completed, with Clubhouse 6 and the Par 3 Golf Course to be completed in the near future.
- Testing of installed units is in the scheduling process, with preliminary checks indicating successful connectivity and functionality.

Final Testing and Verification:

 Full-scale testing of all units will be scheduled in the near future, in collaboration with the Amateur Radio Club. This will include scenariobased drills to ensure readiness.

13. DPTF Expo info

The event is scheduled for Tuesday, October 8, 2024 at clubhouse 5 from 10:00 a.m.-1:00 p.m., Quake Heroes movie will be shown at 10:15 a.m. residents will be able to ride an earthquake simulator. We are drill and excited that the event is coming along and we have confirmation of various vendors confirming their participation.

14. Jacob Green and Associates

William Simmons was not able to attend the DPTF meeting however, he submitted the final version of the GAP Analysis. He introduced Planning Organization, Equipment, Training Exercising (POETE)

Ш	The current plans currently overpromise the community involvement during an
	emergency.
П	The goal is not to duplicate City's efforts and responsibility when an emergence

☐ The goal is not to duplicate City's efforts and responsibility when an emergency is presented.

ITEMS FOR FUTURE AGENDAS:

15. To Be Determined

☐ GAP timeline

Concluding Business

16. Committee Member Comments

- Director S.K. Park- expressed is contentment for the antenna project being up and running.
- Director Anthony Liberatore mentioned, it's critically important that Laguna Woods Village EOP is seamless.
- Director Juanita Skillman expressed, there should be a city liaison from DPTF to continuously work with the city, to coordinate and plan training for Laguna Woods Village Residents.
- **17.** Date of Next Meeting will be held both in the board room and virtually via the zoom platform at 9:30 A.M. Tuesday, November 26, 2024.

18. Adjournment 10:06 a.m.

Eric R. Nuñez, Chair
Security and Community Access
Committee

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